

Topcroft Parish Council

Minutes from Topcroft Parish Council's ANNUAL PARISH MEETING held at Topcroft Pavilion on 13th May 2019 at 8.15pm

Present:

Peter Rout (Chair), Step Dye (Vice Chair), Nicola Eastell, Trevor Potter, Kathy Thomson

Clerk/Responsible Financial Officer: Sally Chapman

Also present: District Councillor Michael Edney and five parishioners

1. Apologies

None

2. To approve the Minutes of the Meeting held 14th May 2018

The minutes of the meeting were confirmed unanimously as a true and accurate record and signed by the Chair.

3. Matters Arising

None

4. The Chair's End of Year Report

The Chair gave a verbal report. Main points:

- Thanked County Councillor Margaret Stone, District Councillor Murray Gray (Retired), Councillors, the Clerk & Tree Warden for their support.
- Defibrillator inspected and new pads fitted.
- TPC gave grants to PCC, BACT Community Transport, Bungay First Responders and the Red Cross.
- Oak trees have been planted in Topcroft in the last year.
- A thorough Internal Audit of all areas of the Parish Council (financial, transparency code, policies, HMRC, etc) has now been completed.
- Litter picking equipment purchased for parishioners to use.
- The Chair expressed his disappointment at the lack of support for extending the speed limit.

5. Responsible Financial Officer's End of Year Report

The RFO gave an End of Year Report (attached), and they were agreed unanimously as a true and accurate record and signed by the Chair.

6. District Councillor's End of Year Report

District Councillor Murray Gray has now retired and the Chair spoke of the great help and support he has given the Council in the past.

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

7. County Councillor's End of Year Report

The County Councillor was not present and the Clerk had circulated her report.

Full report on the TPC's website:

<https://topcroftpc.norfolkparishes.gov.uk/files/2014/12/New-Parish-Reports-May-2019.pdf>

8. Public Questions

None

The meeting closed at 8.30pm

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Responsible Financial Officer's End of Year Report

Topcroft Parish Council			
Year end 31st March 2019			
Receipts and Payments			
2017/18		2018/19	
£ Receipts			
2,250	Precept	2,567	
77	SNDC Grant	33	
324	VAT Refund	65	
0	Petty Cash	0	
120	Transparency Grant	0	
100	District Councillor Grant	0	
2	Business Saver Interest	6	
2,873		2,671	
Payments			
1187	Clerk's Salary	1,260	
60	Clerk's Office Costs	60	
30	Clerk's Expenses	30	
200	Dog Waste Bins	200	
1200	Grants	500	
151	Grass Cutting	115	
168	Insurance	218	
103	NALC Subscription	104	
25	Training	25	
214	Miscellaneous	110	
60	Pavilion Hire	60	
0	ICO - Data Protection Registration	35	
25	Audit Fee	42	
70	VAT Paid	80	
0	Transparency Grant	67	
3493		2,906	
-620	Surplus income over expenditure	-235	
3921	Balance b/f	3,300	
0	Cheque 100458 written off from 2018 (not cashed)	100	
3300	Balance c/f	3,165	
Balance Sheet			
£ Cash at Bank		£	
445	Current Account	106	
3103	Business Saving Account	3,109	
0	Petty Cash	0	
248	Uncleared cheques	50	
0	Uncleared receipts	0	
3300		3,165	
1318	General Fund	1,458	
1982	Earmarked Reserves	1,707	
3300		3,165	
The above statement represents fairly the financial position of the Authority as at 31st March 2019 and reflects its receipts and payments during the year.			
Peter Rout - Chair			
Sally Chapman - Responsible Financial Officer			

Signed: _____ (Chair)

Date: _____