

# Topcroft Parish Council

## TOPCROFT'S ANNUAL PARISH MEETING

*Topcroft Pavilion*

**Monday 9<sup>th</sup> May 2022 – 7.30pm**

**Attended:** Peter Rout, (Chair) Step Dye (Vice Chair), Nicola Eastell, Robin Frampton, Trevor Potter, Ian Skinner & Kathy Thomson

**Clerk/Responsible Financial Officer (RFO):** Sally Chapman

**Also present:** District Councillor Michael Edney and two parishioners

**1. Chair's Welcome**

The Chair welcomed everyone to the meeting.

**2. Apologies**

County Councillor Barry Stone sent apologies.

**3. To approve the Minutes of the Meeting held 6th May 2021**

[The Minutes from the Meetings held on 6<sup>th</sup> May 2021 were confirmed unanimously as a true and accurate record.](#)

**4. Matters Arising**

None

**5. The Chair's End of Year Report**

The Chair read out his report (attached).

**6. Responsible Financial Officer's End of Year Report**

The Responsible Financial Officer read out the End of Year accounts (attached) and answered questions.

**7. County Councillor's End of Year Report**

The Chair read out the main points of CC Barry Stone's report (the full report is on TPC's website: [topcroftpc.norfolkparishes.gov.uk](http://topcroftpc.norfolkparishes.gov.uk)).

**8. District Councillor's End of Year Report**

DC Michael Edney read out his report and answered questions (the full report is on TPC's website: [topcroftpc.norfolkparishes.gov.uk](http://topcroftpc.norfolkparishes.gov.uk)).

**9. To receive Community Reports**

**a) Topcroft PCC**

No report received.

**b) Topcroft Social Club**

The Chair Step Dye read out his report (attached) and answered questions.

**10. Public Questions**

No questions.

*The meeting ended at 8.05pm*

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Topcroft Parish Council

## The Chair's End of Year Report

The May Annual Parish Meeting and Annual Parish Council Meeting were the last ones to be held via zoom because of Covid, measures have been put in place to protect against covid at face-to-face meetings.

TPC gave the following grants in 2021/22:

- Topcroft PCC - Churchyard Maintenance Grant £250
- BACT Community Transport - Grant £250

The Bus Stop project to make it DDA (Disability Discrimination Act) Compliant and improve conditions was completed.

It cost £4840 - NCC Parish Partnership paid 50% £2,420

TPC raised funds for their 50%

- District Councillor Michael Edney Grant £750
- CIL Fund £250
- County Councillor Margaret Stone Members Fund £1,420

Many thanks to the County and District Councillors for their support.

The out-of-date defibrillator battery & pads were replaced and luckily the old ones were never used.

Many thanks to Mr P. King (retired) for all the grass cutting around the village sign over many years.

A new Topcroft Recreation Grounds gate was purchased - TPC shared the cost 50%

A Jubilee plaque is to be placed on the village sign or gate for the Queen's Platinum Jubilee in June.

Many thanks to Councillors for all their voluntary work including Country Councillor Barry Stone and District Councillor Michael Edney and the Clerk.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Topcroft Parish Council

## Responsible Financial Officer's End of Year Accounts

Topcroft Parish Council  
Year end 31st March 2022

Receipts			
2020/21	2021/22		
£	£		
2,800.00	2,800.00	Precept	
62.72	62.72	VAT Reclaim	
1.20	1.38	Business Saver Interest	
-	750.00	District Councillor's Grant	
-	368.83	CIL Payment	
-	175.00	Topcroft Recreation Grounds - Gate	
-	-	Petty Cash (not held)	
<b>2,863.92</b>	<b>4,157.93</b>		
Payments			
1469.14	1,529.66	Clerk's Salary	
60.00	60.00	Clerk's Office Costs	
30.87	36.97	Clerk's Expenses	
218.80	221.20	Dog Waste Bins	
250.00	500.00	S137 Grants	
88.00	88.00	Grass Cutting	
35.00	35.00	ICO - Data Protection Registration	
127.68	127.68	Insurance	
60.00	85.00	Internal Audit Fee	
140.38	140.38	NALC Subscription	
0.00	-	Training	
36.45	614.69	Miscellaneous	
25.20	62.20	Pavilion/Zoom Hire	
0.00	1,000.00	NCC Parish Partnership Bus Shelter Grant Contribution	
52.10	166.78	VAT Paid	
<b>2,593.62</b>	<b>4,667.56</b>		
270.30	- 509.63	Surplus income over expenditure	
2,970.34	3,290.64	Balance b/f (less £1.20 error)	
50.00	-	Cheques written off (not cashed)	
-	1.20	Less error from last year	
<b>3,290.64</b>	<b>2,779.81</b>	<b>Balance c/f</b>	
Balance Sheet			
£	£		
925.36	2,154.79	Current Account	
2615.28	1,615.46	Business Saving Account	
0.00	-	Petty Cash	
250.00	990.44	Uncleared cheques	
0.00	-	Uncleared receipts	
<b>3,290.64</b>	<b>2,779.81</b>		
2003.95	1,301.07	Earmarked Reserves	
1286.69	1,478.74	General Fund	
<b>3,290.64</b>	<b>2,779.81</b>		

The above statement represents fairly the financial position of the Authority as at 31st March 2022 and reflects its receipts and payments during the year.

Peter Rout - Chair

Sally Chapman - Responsible Financial Officer

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Topcroft Parish Council

## Topcroft Social Club Chairman's Report

After the large-scale disruption of Covid 19 the Recreation Ground and Social Club are slowly returning to functioning as they were pre-covid.

Whilst the Social club has lost several regular members and volunteers, we have recruited new members and bar staff. We are able to open regularly every Friday evening and these evenings have been enhanced by regular "Take away" nights throughout the winter, we intend to extend this into BBQ evenings in the summer with the lighter evenings. We also had successful quiz nights on Saturday evenings.

The facilities continue to be used by local groups and DJ's for dance events, and a Music Weekend is planned for June.

The cricket club use the field, pavilion and bar throughout the summer and we have worked with them to produce a Code of Conduct to promote better relationships with the residential neighbours. They continue to run Junior practice sessions on a Monday evening when many local children participate. They run two men's teams, a ladies team, and a variety of junior/senior teams.

The pavilion is hired on a regular basis for Art Classes, Pilates and Yoga and has also been hired on an irregular basis by other groups and for parties etc.

The ambitious building plans have been put on hold at present there has been a lot of changes to various funding and grant schemes post-covid so we await the cricket club's application. However, we were finally able to get the ceiling plastered and hope to work on decorating the entrance area in the near future.

We have some events planned for the Platinum Jubilee weekend and hope to return to holding our regular events such as Harvest Supper and Bingo towards the end of the year. The committee has recruited some new enthusiastic members so we hope to promote the use of what continues to be a great asset for the village.

**S. Dye**

Signed \_\_\_\_\_ Date \_\_\_\_\_