

# Topcroft Parish Council

## ANNUAL PARISH MEETING

Monday 22<sup>th</sup> May 2023 – 7.30pm

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

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

**Also present:** District Councillor Martyn Hooton and three parishioners

## MINUTES

### Chair's Welcome

The Chair welcomed everyone to the meeting.

### 1. Apologies

County Councillor Barry Stone sent apologies.

### 2. To Approve the Minutes of the Meeting held 9th May 2022

*The Minutes from the Meetings held on 9th May 2022 were confirmed unanimously as a true and accurate record.*

### 3. Matters Arising

None

### 4. The Chair's End of Year Report

The Chair read out his report (*attached*).

### 5. Responsible Financial Officer's End of Year Report

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

### 6. County Councillor's End of Year Report

The Chair advised County Councillor Barry Stone's report has been circulated and is on TPC's website: <https://topcroftpc.norfolkparishes.gov.uk/category/meetings>

### 7. District Councillor's End of Year Report

No report received.

### 8. 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.

### 9. Public Questions

No questions.

*The meeting ended at 7.45pm*

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

# Topcroft Parish Council

## The Chair's End of Year Report

No major issues in Topcroft, the usual potholes, a water leak in Church Road and planning applications.

### In 2022/2023 TPC received the following grant:

SNC Jubilee Grant £200

### TPC gave the following grants:

- Topcroft PCC - Church Grounds Grant £250
- Topcroft Recreation Ground - Jubilee Grant £200
- Topcroft PCC - Church Grounds Grant £200
- BACT Community Transport - Grant £200

A Jubilee plaque was placed on the recreation grounds gate in June 2022 and a Coronation plaque in May 2023 to mark these significant events. Thanks to Trevor Potter for putting them up.

Thanks to County Councillor Barry Stone and retired District Councillor Michael Edney for their work, grants and support and welcome to the new District Councillor Martyn Hooten.

Many thanks to TPC Councillors for all their voluntary work and thanks to the Clerk.

**Peter Rout**

**Chair**

**Topcroft Parish Council**

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

# Topcroft Parish Council

## Responsible Financial Officer's End of Year Accounts

Topcroft Parish Council  
Year end 31st March 2023

| Receipts   |                 |
|--|-----------------|
| 2021/22  | 2022/23         |
| £ Receipts   | £               |
| 2,800.00 Precept   | 3,000.00        |
| 62.72 VAT Reclaim  | 166.78          |
| 0.18 Business Saver Interest                                   | 3.53            |
| 750.00 District Councillor's Grant                             | -               |
| - SNC Grant  | 200.00          |
| 368.83 CIL Receipt   | 874.65          |
| 175.00 Topcroft Recreation Grounds - Gate                      | -               |
| - Petty Cash (not held)  | -               |
| <b>4,156.73</b>  | <b>4,244.96</b> |
| Payments   |                 |
| 1529.66 Clerk's Salary   | 1,663.57        |
| 60.00 Clerk's Office Costs                                     | 60.00           |
| 36.97 Clerk's Expenses   | 5.10            |
| 221.20 Dog Waste Bins  | 221.20          |
| 500.00 S137 Grants   | 866.00          |
| 88.00 Grass Cutting  | 200.00          |
| 35.00 ICO - Data Protection Registration                       | 35.00           |
| 127.68 Insurance   | 127.68          |
| 85.00 Internal Audit Fee                                       | 120.00          |
| 140.38 NALC Subscription                                       | 143.54          |
| 0.00 Training  | -               |
| 614.69 Miscellaneous   | 123.11          |
| 62.20 Pavilion Meeting Room Hire                               | 51.25           |
| 1,000.00 NCC Parish Partnership Bus Shelter Grant Contribution | -               |
| 166.78 VAT Paid  | 69.89           |
| <b>4,667.56</b>  | <b>3,686.34</b> |
| - 510.83 Surplus income over expenditure                       | 558.62          |
| 3,290.64 Balance b/f   | 2,779.81        |
| <b>2,779.81 Balance c/f</b>                                    | <b>3,338.43</b> |
| Balance Sheet  |                 |
| £ Cash at Bank   | £               |
| 2154.79 Current Account  | 2,436.13        |
| 1615.46 Business Saving Account                                | 1,618.99        |
| 0.00 Petty Cash  | -               |
| 990.44 Uncleared cheques                                       | 716.69          |
| 0.00 Uncleared receipts  | -               |
| <b>2,779.81</b>  | <b>3,338.43</b> |
| 1301.07 Earmarked Reserves                                     | 1,809.72        |
| 1478.74 General Fund   | 1,528.71        |
| <b>2,779.81</b>  | <b>3,338.43</b> |

The above statement represents fairly the financial position of the Authority as at 31st March 2023 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

The Recreation Ground and Social Club are continuing to build and develop following from the disruption of Covid.

The new bar staff are very supportive and thanks to some hard work around publicity and promotion we have recruited new members. We continue to be 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 transferred the successful quiz nights to Friday evenings. We were able to return to running both Christmas and Easter Bingos and this year Father Christmas joined us for the carols which contributed to a great family evening. We also had a very successful "Irish Night" to celebrate St. Patrick's Day which hopefully will become an annual event.

The facilities continue to be used by local groups and DJ's for dance events, and another Music Weekend is planned for June as well as an "Indiefest" this April.

The cricket club use the field, pavilion and bar throughout the summer and the new Code of Conduct promoted better relationships between the two committees. 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. Norfolk Youth Services have hired the pavilion to provide workshops for local youngsters and the Home Education Group again ran a successful Charity Family Day.

The ambitious building plans still remain 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 have pressed ahead with the redecoration of the corridor and ladies toilet and we are in the process of applying for grants for more extensive changes to the toilets, cellar and kitchen. We propose to install Solar Panels to help long term with our energy sustainability.

We have some events planned for the Coronation weekend and have a "Curry Night" coming up to extend our regular Friday nights. We hope to return to holding our regular events such as Harvest Supper towards the end of the year. We have several new members whose enthusiasm and energy have revitalised the committee and raised the profile of the Recreation Ground and Social club in the community.

**S. Dye**

**Topcroft Social Club Chairman**

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