



# Starston Parish Council

Parish Clerk: Libby Alexander, Bush Green Farm Cottage, Pulham Market, IP21 4YB  
Tel: 07943 279946; Email: starstonparishcouncil@yahoo.co.uk

## Receipts & Payments Account For the Year Ended 31st March 2022

### **Income 2021-2022**

Precept	6716.00
SNC Grant Funding	0.00
Interest on Investments	0.00
Grant Funding	0.00
Sundry	900.99
Transparency Funding	0.00
VAT refunds	0.00
Members Ward	0.00
CIL	0.00

<b>Total Parish Council Income</b>	<b>7616.99</b>
Neighbourhood Plan Grant Funding	7496.00
<b>Total Income for the Parish Council &amp; the Neighbourhood Plan</b>	<b>15112.99</b>



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## **Expenditure**

Salary 22 Clerk	3273.13
PAYE Administration	120.00
Audit Fees	66.00
ICO	35.00
SNC Dog Bins	0.00
Insurance	207.48
Office Expenses	161.30
NALC	110.31
SLCC	103.00
Training	129.00
Mileage	41.40
Clerk Broadband / Telephone	0.00
Village Maintenance	801.77
Bank charges	72.00
Jubilee Hall Hire Charges	0.00
Section 137 payments (£8.41 per elector):	
Car Parking Harleston	100.00
Village Website (transparency code)	25.00
Grants	900.00
Vat on payments	221.83



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Members Ward - Earmarked - Village Sign 0.00

CIL 0.00

<b>Total Parish Council expenditure</b>	<b>6367.22</b>
<b>PARISH COUNCIL Surplus / -Loss</b>	<b>1249.77</b>

Neighbourhood Planning-allocated to CIL 0.00

Neighbourhood Planning 5424.77

<b>Total Neighbourhood Plan expenditure</b>	<b>5424.77</b>
<b>Total Parish Council money &amp; Neighbourhood Plan</b>	<b>11791.99</b>

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Surplus / -Loss INCLUDING NP 3321.00



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## Explanation of variances

### Starston Parish Council Year End 2022

Section 1	2020/21 £	2021/22 £	Variance (+/-) £	Detailed explanation of variance (with amounts £)
<b>Box 1</b> <i>Balance brought forward</i>	£12,346.59	£11,199.90	<b>-1146.69</b>	
<b>Box 2</b> <i>Precept</i>	6,716	6,716	<b>0.00</b>	
<b>Box 3</b> <i>Other Income</i>	2611.06	8396.99	<b>620.00</b>	Insurance money for Fencing
			<b>0.99</b>	Overpayment of expenses
			<b>240.00</b>	Litter Pick
			<b>40.00</b>	Training refund
			<b>6376.00</b>	Additional funding for Neighbourhood Plan
			<b>-1000.00</b>	Covid 19 Grant
			<b>-36.73</b>	Sundry Income
			<b>-454.33</b>	VAT Repayment
		<b>5785.93</b>	<b>Totals</b>	
<b>Box 4</b> <i>Staff Cost</i>	3486.36	3273.13	<b>-213.23</b>	New Clerk
<b>Box 5</b> <i>Loan interest/capital</i>	0.00	0.00	<b>0.00</b>	
<b>Box 6</b> <i>Other Payments</i>	6987.39		<b>45.20</b>	Increase in VAT Paid
			<b>-22.00</b>	Decrease in Audit Fees
			<b>39.00</b>	Increase in PAYE/Payroll charges
			<b>29.33</b>	Increase in Other Memberships (SLCC)
			<b>60.39</b>	Increase in Office expenses due to purchase of projector
			<b>-147.42</b>	Decrease in Broadband expenses (Change of Clerk)
			<b>41.40</b>	Increase in travel expenses due to Covid restrictions easing
			<b>-2.50</b>	Decrease in Training Courses overall costs
			<b>-109.40</b>	Decrease in Dog emptying charge due to Invoice not received
			<b>-61.70</b>	Decrease in Noticeboards due to no repairs
			<b>-36.73</b>	Decrease in other Costs (Fradulent activity previous year)
			<b>801.77</b>	Increase in Other Maintenance costs (New Fence on Bridge and Grit bin on Clintergate)
			<b>-511.67</b>	Decrease in Laptop reserve due to laptop purchase last year
<b>-850.00</b>	Decrease in Grants due to two payments in previous year			
<b>2255.80</b>	Increase in Neighbourhood Plan expenditure			



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		8518.86	<b>1531.47</b>	<b>Totals</b>
<b>Box 7</b> <i>Balances carried forward</i>	11199.90	14520.90	<b>3321.00</b>	Ring fenced CIL Money £1643.38 / Ring Fenced Neighbourhood Plan £5043.87 / Ring Fenced Covid Grant £1000 / Earmarked £300 funding for restoration of the Village sign (Members Ward). Money Held = £7987.25. General reserves = £6533.65
<b>Box 9</b> <i>Fixed assets &amp; long term assets</i>	9111.15	9147.66	<b>36.51</b>	Increase in Fixed assets value due to purchase of Projector and Grit Bin. Printer/scanner removed from asset register (not done in 2020-21 accounts)
<b>Box 10</b> <i>Total borrowings</i>	0.00	0.00	<b>0.00</b>	



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## Balance Sheet as at 31st March 2022

Year Ended 31st March 2021		Year Ended 31st March 2022
	<b>LONG TERM ASSETS</b>	
NIL	Investments	NIL
<u>NIL</u>	Long Term Debts	<u>NIL</u>
NIL		NIL
	<b>CURRENT ASSETS</b>	
NIL	Stocks and Stores	NIL
NIL	Work in Progress	NIL
NIL	Debtors	NIL
NIL	Payments in Advance	NIL
NIL	VAT Recoverable	NIL
NIL	Temporary Lendings	NIL
<u>11,199.90</u>	Cash in Hand	<u>14,520.90</u>
<u>11,199.90</u>	<b>TOTAL ASSETS</b>	<u>14,520.90</u>
	<b>CURRENT LIABILITIES</b>	
NIL	Creditors	NIL
NIL	Temporary Loans	NIL
NIL	Receipts in Advance	NIL
NIL	Cash Overdrawn	NIL
<u>11,199.90</u>	<b>TOTAL ASSETS LESS</b>	<u>14,520.90</u>
<u>NIL</u>	<b>CURRENT LIABILITIES</b>	<u>NIL</u>
<u>11,199.90</u>	LONG TERM(PWLB)	<u>14,520.90</u>
	<b>NET ASSETS</b>	
<u>11,199.90</u>	Represented by:-	
	GENERAL FUND	<u>6,533.65</u>
NIL	PROVISIONS	NIL
NIL	Long Term Loan (PWLB)	NIL
	RESERVES	
<u>00,000.00</u>	Earmarked Funds	
		CIL <u>1643.38</u>
		NP <u>5043.87</u>
		Village Sign <u>300.00</u>
<u>11,199.90</u>		NCF Covid Grant <u>1000.00</u>
		<u>14,520.90</u>



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The above statement represents fairly the financial position of the authority as at 31 March 2022 and reflects its income and expenditure during the year.

Signed  
Chairman

Date

Responsible Financial Officer

Date

AUDIT OPINION



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## ACCOUNTS For the Year Ended 31st March 2022

### Bank Reconciliation

Balance at Bank as at 31st March 2022:

Unity Trust Bank Account	<u>£14,520.90</u>
<u>Minus:</u> Unpresented cheques	£0.00
<u>Plus:</u> Unpresented receipts	£0.00
Total after cheques have cleared.	<u>£14,520.90</u>

**The net balances reconcile to the BANK STATEMENTS for the year as follows:**

Opening Balance at 1st April 2021:	<b>£11,199.90</b>
Add: Receipts	<b>£15,112.99</b>
Less: Payments	<b>£11,791.99</b>
Closing balance per cash book as at 31 March 2022	<b><u>£14,520.90</u></b>

**Prepared by:**

**RFO**

**Date:**

Libby Alexander

5<sup>th</sup> May 2022



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## ACCOUNTS

### Workings for Balance Sheet

1.	Debtors	NIL
2.	Payments in Advance	NIL
3.	Creditors	NIL
4.	Receipts in Advance	NIL



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## ACCOUNTS For the Year Ended 31st March 2022 Supporting Statement

### Assets (Included below)

Movements in the Year

a)	During the year the following assets were purchased:	<b>Cost</b>
	Vankyo Projector	99.99
	Grit Bin (Clintergate)	106.52
	<u>TOTAL</u>	<u>206.51</u>
b)	The following assets were disposed of:	<b>Receipt</b>
	Scanner (actually disposed of 2020-21)	£170.00

At 31st March 2022 the following assets were held:

ASSET	Date Purchased	Cost	Insurance Value
Starston Village Sign	2008	£2,833.00	£4,149.00
Land on which sign stands	N/A		
Parish Council Notice Board	No record	No record	Too low for insurance purposes
Village Footpath Map & Board	01/11/2010	£243.00	£243.00
Grit Bin	01/01/2011	£183.00	£183.00
Mobile Vehicle Activated Sign	30/06/2014	£3,289.00	£3,289.00
Data Recorder for Mobile Vehicle Activated Sign	Jun-15	£420.00	£350.00
Fencing	No record	£1,000.00	£1,170.00
Laptop	Jul-16	£329.00	£329.00
Grit Bin (Wood Lane)	Dec- 2017	£85.90	£85.90
Pathway along The Street	N/A		
Slimline wall mounted lockable waterproof mailbox – Jubilee Hall	21/01/2019	£21.95	£21.95
HP15S EQ1516SA Laptop	18/12/2020	£445.00	£445.00
The Clerks' Manual 2019	23/03/2021	£52.30	£52.30
HP Deskjet 2710 Printer	25/03/2021	£39.00	£39.00
<b>TOTAL</b>		<b>£8,941.15</b>	<b>£10,357.15</b>
<b>TOTAL INCLUDING NEW ASSETS PURCHASED</b>		<b>£9147.66</b>	<b>£10,529.24</b>



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The basis of valuation of these assets is replacement value.

## **Borrowings**

At the close of business on 31st March 2022, the following loans to the Council were outstanding:

**None**



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## Accounts For the Year Ended 31st March 2022 Supporting Statement

### Leases

At 31st March 2022, the following Leases were in operation:

<b>Lessor Purpose</b>	<b>Annual Rent</b>	<b>Year of Payable</b>	<b>Expiry</b>
<b>None</b>			

### Debts Outstanding

At 31st March 2022, debts of under **£100** were outstanding and due to the Council- **NONE**

At 31st March 2022, debts of over **£100** were outstanding and due to the Council- **VAT Reclaim in March 2022**

### Tenancies

During the year the following tenancies were held:

#### **Council as Landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/Non Repairing</b>
<b>None</b>			

#### Council as Tenant

**None**

### Section 137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £8.41 per head of electorate for the benefit of people in the area on activities and projects not specifically authorised by other powers.

The payments made were:

<b>Payee</b>	<b>Nature of Payment</b>	<b>£</b>
Redenhall with Harleston TC	Car Parking contribution	100.00
<b>TOTAL</b>		<b>100.00</b>



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## Accounts For the Year Ended 31st March 2022 Supporting Statement

### Agency Work

During the year the Council undertook the following agency work on behalf of other authorities:

Commissioning Authority	Nature of Works	Amount
None		
<b>Website</b>		
The following costs were incurred during the year:		25.00
<b>Neighbourhood Plan</b>		<b>5,424.77</b>
<b>Contingent Liabilities</b>		
There are no Contingent Liabilities.		NIL
<b>Pensions</b>		
There are no pensionable employees.		NIL
<b>General Fund</b>		
£6533.65		
<b>Earmarked Funds</b>		
£1643.38 CIL Money		
£300 Restoration of the village sign		
£5043.87 Neighbourhood Plan		
£1000 NCF Covid Grant		
<b>Trust Funds</b>		
The Council does not administer any trust funds.		NIL

Signed

Chairman

Responsible Financial Officer

Date 16<sup>th</sup> May 2022



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## ACTUAL RECEIPTS & PAYMENTS 2021-2022

<b>Balance in reserve at beginning 2021-2022</b>		<b>£11,199.90</b>
<b>Receipts (Not including CIL/ Neighbourhood Plan)</b>		
		<b>£7,616.99</b>
<b>Income CIL</b>	<b>+</b>	<b>£0.00</b>
<b>Income Neighbourhood Plan</b>	<b>+</b>	<b>£7,496.00</b>
		<b><u>£15,112.99</u></b>
<b>Payments (Not including CIL/Members Wards/Neighbourhood Plan)</b>		
		<b>£6,367.22</b>
<b>Expenditure CIL</b>	<b>-</b>	<b>£0.00</b>
<b>Expenditure Members Ward-WiFi</b>	<b>-</b>	
<b>Expenditure 2<sup>nd</sup> Members Ward Village Sign</b>	<b>-</b>	<b>£0.00</b>
<b>Expenditure Neighbourhood Plan</b>	<b>-</b>	<b>£5,424.77</b>
		<b><u>£11,791.99</u></b>
<b>Surplus</b>	<b>=</b>	<b>£3,321.00</b>
<b>Balance in Reserves at beginning 2021/2022</b>		<b>£11,199.90</b>
<b><u>YEAR END BALANCE</u></b>		<b>£14,520.90</b>



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## Community Infrastructure Levy Annual Report

Parish of Starston

Year from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

Total CIL receipts for 2021/2022	NIL
Total CIL receipts retained from years: 1.4.2014 - 31.3.2015	NIL
1.4.2015 – 31.3.2016	NIL
1.4.2016 – 31.3.2017	£259.03
1.4.2017 – 31.3.2018	£333.83
1.4.2018 – 31.3.2019	£319.93
1.4.2019 – 31.3.2020	730.59
1.4.2020 – 31.3.2021	NIL
Total CIL Expenditure for 2021/2022 as listed below	NIL
Total amount of CIL receipts received in 2021/2022 retained at the end of 31 <sup>st</sup> March 2022	NIL
Total amount of CIL receipts from previous years retained at the end of 31 <sup>st</sup> March 2022	£1,643.38

### Summary of CIL expenditure during the year

Purpose	Amount
NONE	NIL
	-

Completed by : LIBBY ALEXANDER  
Position: CLERK & RFO TO STARSTON PARISH COUNCIL  
Date: 05/05/22