SOUTHREPPS PARISH COUNCIL

Summary Receipts and Payments Account
For the Year Ending 31st March 2025

31/03/2024		**31/03/2025**
£	**Receipts**	£
17,000.00	Precept	17,000.00
527.00	Allotment Rents	538.50
165.12	Interest on Investments	192.96
4,922.40	VAT Repayment	1,335.54
797.61	Recycling Credits	544.16
-	Miscellaneous/grants	3,000.00
572.54	Grants/Donations for Recreation field/ other	143.81
23,984.67	**Total Receipts**	22,754.97
	Payments	
2,914.60	Staff Costs	3,490.51
205.40	HM Revenue & Customs	289.49
681.77	Stationery/administration/expenses	801.07
262.62	Hall Hire	132.00
5,082.56	Grass Cutting/village maintenance	4,690.00
436.38	Street Lighting	484.92
1,000.00	Section 137/Donations	100.00
1,303.85	Insurance	1,336.84
1,335.54	VAT	3,651.99
7,055.92	Miscellaneous	17,548.45
4,908.42	106 Agreement - Long Lane	-
25,187.06	**Total Payments**	32,525.27
	Receipts and Payments Summary	
20,158.02	Balance at 1st April 2024	18,955.63
23,984.67	Total receipts	22,754.97
25,187.06	**Less Total Payments**	32,525.27
18,955.63	**C/F 2024/2025**	**9,185.33**
	These cumulative funds are represented by:	
3,535.80	Current Account	1,168.36
15,444.95	Business Account	8,016.97
25.12	Less uncashed cheques - Cheque 863	-
18,955.63	**TOTAL FUNDS HELD**	**9,185.33**

The above statement represents the financial position of the authority at 31st March 2025 and reflects its receipts and payments during the financial year.

Signed - Chairman	Date	Signed - RFO	Date

Explanation of variances **Attachment 1.2**

Name of Council: **SOUTHREPPS PARISH COUNCIL**

Explanations for variance of more than 15% (and over £200) for individual boxes in Section 1 except whee there are "compensating" variances which leave a box relatively unchanged.

Section 1	**2023/2024 £**	**2024/2025 £**	**Variance (+/-) £**	**Detailed explanation of variance (with amounts to nearest £10)**
Box 1 Balances carried forward	20,158	18,956	-£1,202	Balances carried forward were decreased due to expenditure incurred during 2023-24
Box 2 Precept	17,000	17,000	£0	There was no increase in Precept
Box 3 Other Income	6,985	5,755	-£1,230	Income during 24-25 was down due to the none receipt of grants of larger grants. We received £3,000 from The Bowls Club as a contribution towards the upgrading of the electrics to the village hall and playing field lighting.
Box 4 Staff costs	3,119	3,780	+£661	The Council adjusted the Clerk's hourly pay rate as recommended by the internal auditor.
Box 5 Loan interest/ capital	NIL	NIL	£NIL	
Box 6 Other payments	22,068	28,746	+£6,678	The Council replaced the play area fencing which totalled £6,194 as the fencing was beyond the lifespan expected and maintenance issues were reoccuring.
Box 7 Balances carried forward	18,956	9,185	-£9,771	Balances are reduced due to the expenditure for the playing field fence £6,194 and the upgrade of the electric box at the playing field of £2,570. Expenditure was incurred for the play area repairs of £1,964.
Box 9 Fixed assets & Long term assets	146,908	150,948	+£4,040	We donated a tools cabin to the Norfolk Wildlife Trust reducing the assets by £3,000. We have added to the asset list a new bench at a cost of £846 and the new fence installation at a cost of £6,194
Box 10 Total Borrowings	Nil	Nil	£Nil	

SOUTHREPPS PARISH COUNCIL - RISK ASSESSMENT 2024-2025

Risk	Insured	Risk	Action	Completed
Allotments	Yes	Low	Maintain payments and leases	Updated regularly and in August
Grass cut and maintained	N	Low	Ensure mowed regularly and moles deterred	Yes by Kevin Richardson
Moles on play area	N	Low	Patrolled by D Overton	D Overton monthly patrol/contract
Benches maintained	Y	Low	Monitor	Yes
Play area invaded by Travellers	N/a	Low	Barriers installed	Yes
Play Equipment	Y	Low	Play Inspection in June/July	Yearly and checked
Gym Equipment	Y	Low	Inspected and checked	Regularly
Notice boards	Y	Low	Monitor	New ones installed
Bus Shelters	Y	Low	Monitor	Repaired
Objection to Parish Council Accounts	No	Low	Monitor	
Exposure to high annual auditor cost	No	Low	Monitor and maintain funding	Yes
Fidelity guarantee	Yes	Low	Ensure insurance policy in place and meets reserves	In place
Cheque Fraud	No	Low	Councillor's to check invoices	Checked monthly
Cheque signing	No	Low	To be signed by 2 Members	Monthly
Payments to HMRC	No	Low	Clerk to ensure paid and provide payslips	Reported regularly
Income	No	Low	Clerk to ensure all income is accounted for	Clerk
VAT return	No	Low	To be undertaken in May/June	Completed
Asset register	No	Low	Reviewed annually in May	Done
Council insurance	N/A	Low	Ensure insurance policy in place	Done
Yearly voluntary litter pick	Yes	Low	Clerk to meet and risk assess on the day	Yes completed
Christmas Trees in the Village put up by volunteers	Yes	Medium	Ensure that volunteers undertake the work in the manner required of them. Gallagher informed	Yes completed
Car Park maintained	Yes	Medium	Monitored regularly	Work now completed
Movement of SAM2	Yes	Medium	Movement of unit - volunteers risk assessed	Yes

Prepared by Elaine Pugh
Date: April 2025

SOUTHREPPS PARISH COUNCIL

Accounts for the year ended 31st March 2024 - Asset List

1	**General Assets**	**Insured**
	New Notice Board	£800
	Village Signs	£9,000
	New Village notice board at Warren Road	**£2,166**
	New wooden seat on green	£900
	Grit Bins - (Lower Southrepps, VH, Vernon & Bramble Lane	£600
	Dog Bins (4)	£906
	Lamp posts	£3,491
	Bus Shelter	£12,861
	SAM2	£3,150
	2 Defibrillator units	**£6,000**
	3 x perching benches for playing field	**£740**
	White gates on entrance to village NCC 50/50	3,850
	New dog bin at Long Lane	**313**
	1 dog sack bin dispenser	**303**
	New bench at Long Lane	**849**
	New Fence installation	6,194
		52,123
2	**Play equipment Upper Southrepps**	
	1 set goal posts large	£1,000
	1 set goal posts small	£800
	Teenager Play area	
	Hully Gully	£8,000
	Zip Wire	£8,000
	Matting	£4,000
	2 bird nest swings	£7,000
	Matting	£3,900
	NGF - Mountain Clubhouse Triple Tower Multi play	£14,080
	3 new benches at play area - Glasdon	2,255
	2 replacement swings	£2,701
	Toddler/small children's area	
	Swings cradle seats	£2,480
	Playscape Felbrigg Unit with slide	£4,957
	Springy wobbleboard	£613
	2 balance beams	£264
	Springy whale	£667
	2 timber benches	£295
	2 rubber tiles	£202
	Outside Gym Equipment and double bay swings	£14,754
	Proludic Primo Play Package consisting of	
	Diabolo Multiplay , Climbing Apex Playhouse,	
	Springy SeeSaw and grasslok matting	£11,118
	Lower Southrepps by School	
	Slide	£8,390
	2 bay 4 seat swing	£1,976
	Picnic table @ Lower Southrepps play area	170
	Wooden Seats - 1 at Lower Southrepps	£1,200
		£98,822
	Allotments at Upper Southrepps	£1
	Car Park and Recreation Field	£1
	Lower Southrepps Common Land	£1
	TOTAL ASSETS HELD	**150,948**
	UPDATED 21.3.25	

SOUTHREPPS PARISH COUNCIL
Bank reconciliation
For The Year Ending 31st March 2025

Prepared by: Elaine Pugh - Clerk and RFO

10/04/2025

Balance per bank statements as at 31 March 2025	£	£
Current Account - Lloyds	1,168.36	
Business Saver - Lloyds	8,016.97	
		9,185.33
Petty cash float (not applicable)		
Less any unpresented cheques at 31st March 2025	**0.00**	
TOTAL unpresented cheques	-	
Net balances as at 31st March 2025		**9,185.33**

The net balances reconcile to the Cash Book (receipts and payments) for the year as follows:

CASH BOOK	
Opening Balance 1st April 2025	18,955.63
Add: Receipts in the year 2025	22,754.97
Less: Payments in the 2025	32,525.27
Closing balance per cash book 2025 (receipts and payments book)	**9,185.33**

SOUTHREPPS PARISH COUNCIL - INCOME MARCH 2024-APRIL 2025

Date	FROM	PRECEPT	GRANT / S106	ALLOTMENTS	OTHER	GRANTS/ DONATIONS	INTEREST	RECYCLING	VAT REFUND	TOTAL
22.04.24	Fakenham Ramblers donation				15.00					15.00
25.04.24	HMRC VAT reclaim								1,335.54	1,335.54
30.04.24	Precept - 1st tranche	8,500.00								8,500.00
28.05.24	NCC - Bottlebank							544.16		544.16
15.09.24	Wayleave				128.81					128.81
30.09.24	Precept - 2nd tranche	8,500.00								8,500.00
23.09.24	Bowls Club contribution electrics					3,000.00				3,000.00
	Allotment Funds									
05.09.24	Total allotment funds - september			488.50						488.50
05.09.24	Allotment - Ayling			25.00						25.00
04.10.24	Needham			25.00						25.00
	Lloyds interest									
09.04.24	Lloyds interest						15.95			15.95
09.05.24	Lloyds interest						16.80			16.80
10.06.24	Lloyds interest						26.76			26.76
09.07.24	Lloyds interest						23.74			23.74
09.08.24	Lloyds interest						20.30			20.30
09.09.24	Lloyds interest						15.95			15.95
09.10.24	Lloyds interest						14.85			14.85
11.11.24	Lloyds interest						16.35			16.35
09.12.24	Lloyds interest						13.88			13.88
09.01.25	Lloyds interest						11.41			11.41
10.02.25	Lloyds interest						9.62			9.62
10.03.25	Lloyds interest						7.35			7.35
	TOTAL INCOME	**17,000.00**		**538.50**	**143.81**	**3,000.00**	**192.96**	**544.16**	**1,335.54**	**22,754.97**

SOUTHREPPS PARISH COUNCIL - EXPENDITURE APRIL 2024-2025

DATE	PAYEE	AMOUNT inc VAT	WAGES	EXPENSES ADMIN	HM REV CUSTOMS	HALL HIRE	Maintenance GRASS CUTTING	S137	INSURANCE	MISC	STREET LIGHTING	VAT	TOTAL
17.04.24	Secret Gardens	780.00											
29.05.24	Hadfields - reimburse J Swift	42.95								650.00		130.00	780.00
29.05.24	Elaine Pugh (reimburse of plants for L.Srepps)	14.94								35.79		7.16	42.95
29.05.24	Elaine Pugh	610.18	481.60	128.58						11.96		2.98	14.94
29.05.24	Secret Gardens (cutting of branches in car park)	90.00					75.00						610.18
29.05.24	Kevin Richardson	700.00					700.00					15.00	90.00
29.05.24	Glasdon - bags for dispenser	116.28											700.00
29.05.24	HMRC	58.40			58.40					96.90		19.38	116.28
29.05.24	Gallagher Insurance	1,336.84							1,336.84				58.40
29.05.24	Mr Overton - Moles	150.00					150.00						1,336.84
17.04.24	DT Overton (moles)	210.00					210.00						150.00
17.04.24	NPTS (membership)	170.00											210.00
29.05.24	Ros Calvert - internal audit	65.00								170.00			170.00
29.05.24	Mick Kinder - caretaking	96.00								65.00			65.00
17.04.24	Countrystyle Recycling	68.40								96.00			96.00
29.05.24	CHT	120.54								57.00		11.40	68.40
07.08.24	Secret Gardens – maintenance works	£222.00					185.00			96.44		24.10	120.54
07.08.24	Secret Gardens – maintenance works	£630.00					525.00					37.00	222.00
07.08.24	Secret Gardens - repair of zip wire	£240.00										105.00	630.00
07.08.24	Wix – website renewal – reimbursement to Clerk	£123.24								200.00		40.00	240.00
07.08.24	Kevin Richardson (grass cutting)	700.00					700.00			108.00		15.24	123.24
07.08.24	Mick Kinder – various caretaking	£152.00					152.00						700.00
07.08.24	Elaine Pugh – Clerk	£647.95	529.60	118.35									152.00
07.08.24	NNDC – dog bin emptying	£990.30											647.95
07.08.24	HMRC	£70.40			70.40					825.25		165.05	990.30
07.08.24	Mr Overton Pest Control	£210.00					210.00						70.40
07.08.24	Country style – glass recycling	£123.00											210.00
07.08.24	Southrepps Village Hall – water usage at allotments	£44.50								102.50		20.50	123.00
18.09.24	Elaine Pugh	£812.14	439.60	94.40						44.50			44.50
18.09.24	HMRC	£40.40			40.40					248.14		30.00	812.14
18.09.24	Kevin Richardson	£280.00					280.00						40.40
18.09.24	Secret Gardens	£162.00					135.00						280.00
18.09.24	Online Playgrounds - replacement zip wire	£210.00										27.00	162.00
18.09.24	CHT - pads	£59.94								174.87		35.13	210.00
18.09.24	Mick Kinder	£184.00					184.00			49.95		9.99	59.94
06.11.24	Elaine Pugh	670.95	497.60	145.35									184.00
06.11.24	Stuart Clark (Secret Gardens)	240.00					200.00			28.00			670.95
06.11.24	Kevin Richardson	140.00					140.00					40.00	240.00
06.11.24	The Play Inspection Company	216.50											140.00
06.11.24	PFK Littlejohn	252.00								180.50		36.00	216.50
06.11.24	Countrystyle - emptying of recycling	85.20								210.00		42.00	252.00
06.11.24	Mick Kinder (gardening)	184.00					184.00			71.00		14.20	85.20
													184.00

SOUTHREPPS PARISH COUNCIL - EXPENDITURE APRIL 2024-2025													
		AMOUNT		EXPENSES	HM REV	HALL	Maintenance GRASS				STREET		
DATE	PAYEE	inc VAT	WAGES	ADMIN	CUSTOMS	HIRE	CUTTING	S137	INSURANCE	MISC	LIGHTING	VAT	TOTAL
06.11.24	HMRC	62.40			62.40								62.40
07.11.24	Ellis Timber	1,991.04								1,659.20		331.84	1,991.04
06.11.24	Fenland Leisure (spring zip wire)	76.80								64.00		12.80	76.80
06.11.24	Mr Overton Pest Control	210.00					210.00						210.00
06.11.24	Streetmaster (new bench Long Lane)	849.60								708.00		141.60	849.60
06.11.24	Royal British Legion	100.00						100.00					100.00
11.12.24	Stuart Clark (Secret Gardens) - play area fence	6,193.56								5,161.30		1,032.26	6,193.56
11.12.24	Elaine Pugh	697.59	560.00	137.59									697.59
11.12.24	Wellers Hedleys (Advice/letter FP9)	720.00								600.00		120.00	720.00
12.12.24	UK Power Networks - (Bowls Club electrics)	2,570.40								2,142.00		428.40	2,570.40
22.01.25	Mick Kinder (caretaking)	40.00					40.00						40.00
22.01.25	DT Overton	90.00					90.00						90.00
22.01.25	Southrepps Village Hall	132.00				132.00							132.00
22.01.25	Elaine Pugh	470.40	400.00	70.40									470.40
22.01.25	Countrystyle	133.80								111.50		22.30	133.80
22.01.25	Secret Gardens (Bowls Club electrics and hedging)	2,154.00								1,795.00		359.00	2,154.00
22.01.25	Yarham - planter reimbursement	17.00								17.00			17.00
05.03.25	HMRC	57.89			57.89								57.89
05.03.25	Elaine Pugh	688.51	582.11	106.40									688.51
05.03.25	Westcotec	71.40								59.50		11.90	71.40
05.03.25	Kevin Richardson	320.00					320.00						320.00
05.03.25	Secret Gardens	78.00								65.00		13.00	78.00
05.03.25	Fenland Leisure (parts for play equipment)	1,964.28								1,636.90		327.38	1,964.28
	EON - STREET LIGHTING												
18.04.24	Npower (April)	49.96									47.47	2.49	49.96
17.05.24	Npower (May)	45.32									43.16	2.16	45.32
19.06.24	N Power (June)	42.80									40.76	2.04	42.80
17.07.24	N Power (July)	38.79									36.94	1.85	38.79
19.08.24	N Power (Aug)	40.05									38.14	1.91	40.05
18.09.24	N Power (Sept)	40.22									38.30	1.92	40.22
17.10.24	N Power (Oct)	42.16									40.15	2.01	42.16
19.11.24	N Power (Nov)	45.96									43.77	2.19	45.96
18.12.24	N Power (Dec)	52.02									49.54	2.48	52.02
20.01.25	N Power (Jan)	54.22									51.64	2.58	54.22
19.02.25	N Power (Feb)	57.80									55.05	2.75	57.80
	N Power (March)												
	BANKING CHARGES												
18.03.25	Lloyds Bank	7.25								7.25			7.25
		32,525.27	3,490.51	801.07	289.49	132.00	4,690.00	100.00	1,336.84	17,548.45	484.92	3,651.99	32,525.27