

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 03 MAY 2022. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Eldridge – Chairperson

Cllr Amey – Vice Chairperson

Cllr Christien, Cllr Dunnett, Cllr Roberts, Cllr Sta Ana, Cllr Stabler, Cllr Thompson

Clerk – Alison Doe

There were 5 members of the public present including District Cllr Bendle

1. To elect a Chairperson

Cllr Eldridge was proposed and seconded as Chairperson, a vote was taken and Cllr Eldridge was unanimously elected as Chairperson. The acceptance of office of Chairperson form was signed by Cllr Eldridge.

2. To elect a Vice-Chairperson

Cllr Amey was proposed and seconded as Vice-Chairperson, a vote was taken and Cllr Amey was unanimously elected as Vice-Chairperson. The acceptance of office of Vice-Chairperson form was signed by Cllr Amey.

3. Apologies for absence

Apologies for absence were received from Cllr Overton, Cllr Foord and County Cllr Dewsbury.

4. Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minutes duration)

A member of the public (resident) spoke to raise concerns and voice objection to the Norfolk County Council proposal to install cycle racks on the Fairland small area of grass (nearest to Church Street). The Clerk advised that she had already passed the concerns on to NCC following a previous phone conversation with the resident and NCC were looking at an alternative location to place the cycle racks and had suggested near to the benches on the Fairland green.

5. Declarations of interests with regard to items on the agenda and to consider requests for dispensations

Cllr Eldridge declared an interest in agenda item 39 and 24 (reference payment of Chairmans allowance).

6. To agree a Chairman to preside over any agenda items of this meeting, if both the Chairman and Vice Chair are unable to preside due to (agenda item 3) Apologies for absence and /or (agenda item 5) Declarations of interests

Cllr Amey agreed to Chair agenda item 39.

7. To consider any applications for co-option on to the Town Council

There were no applications for co-option onto the Town Council.

8. To agree the accuracy of the Minutes of the Town Council meeting of 05 April 2022

The minutes of the meeting of 05 April 2022 were circulated prior to the meeting. They were agreed as correct and signed by the Chairperson.

9. Matters arising from the Minutes of 05 April 2022 (and other updates contained in a written Clerks report)

The report was circulated prior to the meeting (see appendix A), no additional points were raised.

10. Working Party Reports

There were no working party reports.

11. Neighbourhood Plan Steering Group report

A written update was circulated prior to the meeting as follows:

Work since last update

- Meeting of the Steering group on 26 April 2022 – **(minutes will be on the Neighbourhood Plan website when available – see minutes for further details of points raised/discussions undertaken, further to the points listed below)**
- Character Appraisal work being undertaken by the volunteers is well underway.
- The steering group has started to undertake discussions and meetings with stakeholders, this includes speaking with charities/groups/organisations, businesses and local farmers in Hingham. The Chairman of the steering group is writing to the businesses and farmers to invite them to an drop in/open evening which it is hoped will be held in the White Hart in May, with the provision of light refreshments, it has been specified that the provision of alcohol cannot be funded.
- The steering group have had a broad discussion regarding the potential of undertaking a call for sites, site allocations and allocating housing numbers.
- The steering group discussed the allocation of green spaces and Non-designated Heritage Assets, and the volunteers are working to identify potential green spaces and Non-designated Heritage Assets which can be considered for inclusion within the plan.
- The accounts for work up to 31 March 2022, have been completed, and the report has been made to Groundwork regarding the underspent grant. £3453.08 will be returned to Groundwork.
- Locality have been advised that the steering group wish to include design codes in the Neighbourhood Plan
- Placecheck remains available and open for comments:
<https://placecheck.info/app/maps/hingham>
- Work ahead (over the next month or so)
- Make application for grant funding from Locality/Groundwork for 2022/23
- Steering Group to consider:
 - Site allocation work.
 - Designation of Local Green Spaces.
 - Non-designated Heritage Assets
- Steering Group to undertake detailed meetings with stakeholders, (guidance/key questions document etc has been produced).
- Steering Group to complete their character appraisal work, identify potential green spaces and Non-designated Heritage Assets.
- Continue with the stakeholder engagement including open evening (date to be confirmed).
- Design a household survey.
- Next Steering Group meeting 31 May 2022.

Cllr Thompson gave an additional verbal update to advise that the Steering Group were trying to engage with a wider age demographic, as attendance at the open day event in March was predominantly attended by those over the age of 55. The character appraisal work is looking at different areas within the town to look at the character and nature of housing to help form an overview of Hingham and then write the policies to go into the plan.

The Clerk thanked Cllr Thompson for attending the Annual Town Meeting and giving a talk on the Neighbourhood Plan, Cllr Christien offered to help engage with young people.

12. Reports from representatives on external bodies/ attendees of external meetings/training

Cllr Roberts advised that he had attended a NCC Highways webinar, which was an overview of what NCC highways undertake and how they work, and was quite basic in its content.

13. General Correspondence (information/circulars etc)

- 13.1 Response from Boots
It was noted that the response from Boots regarding the closures of the Hingham branch, was very bland and offered no reassurance that the situation will be improved.
- 13.2 South Norfolk Council, South Norfolk Community Awards 2002
- 13.3 George Freeman MP, A Stronger Voice for the Towns and Villages of the "Norfolk Research Triangle"
- 13.4 South Norfolk Council, Nutrient Neutrality advice from Natural England
To be discussed under agenda item 26
- 13.5 Norfolk Police, The PCC's new Police, Crime and Community Safety Plan
- 13.6 Norfolk County Council, Norfolk Care Academy returns with second round of free training

14. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)

- 14.1 Resident, Highway Issues
- 14.2 Resident, Parking Fairland
Concerns raised by these residents regarding parking congestion, parked vehicles obstructing walk ways, people using Hingham as a "park and Ride" locations to catch the bus to Norwich. It was reiterated that parking on the highway (and the issues it causes) is not something the Town Council have the power to prevent or control. The ideal solutions would be a purpose-built car park, and enforceable parking restrictions on the highway. The Clerk advised that NCC had agreed to include areas of parking congestion in the feasibility study and all businesses in the Fairland and Market Place had been written to ask for their assistance in alleviating the parking issues.

15. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
No additional actions required.

16. District Councillor's report

District Cllr Bendle reported that the South Norfolk Council AGM will be held on 23 May 2022. It was also reported that SNC had decided to increase the Council Tax to the equivalent of £5.00 on a band D property, this would allow for money to be set aside to help people in need, with the hardship fund increased and the Community Action Fund trebled, additional Community Connectors will be employed. SNC are trying to help communities to become carbon neutral and will be offering grants to Town Councils and community buildings to install electric vehicle charging points. The Clerk advised that NALC had issued a legal briefing regarding Town/Parish Councils powers in respect of Electric Charging points and SNC would need to refer to this as this issue is complex and there may not be an existing power for all Town Councils to undertake installation of charging points.

Cllr Bendle also advised of grants in advance of CIL which will allow for infrastructure to be installed in advance however this would mainly be applicable to large parishes where more development is proposed.

SNC and Broadland Councils are seeking to share one office space, rather than be split over the 2 existing sites and are looking to relocate to a newer modern building.

17. County Councillor's report

County Cllr Dewsbury was not present at the meeting.

18. Planning Decisions

None

19. Planning Applications (as notified by SNC for consultation)

- 19.1 2022/0780 Location: The Coach House, Chapel Street Hingham Norfolk NR9 4JH

Proposal: Dormer to existing roof to the rear elevation.

Application Type: Householder

The Council agreed to recommend approval.

20. **Information** regarding other planning applications where the Town Council is not a consultee, (for information only)
None

Items 21 to 24 Finance

21. **Receive notification of a CIL payment to Hingham Town Council**
Noted that a remittance notice for a CIL payment of £463.67 has been received.
22. **Receive notification from South Norfolk Council of the payment of the precept**
Noted that a remittance notice for a precept payment of £38,500 has been received.
23. **To agree and sign off the final year end accounts for 2021/22**
The Clerk had prepared the final year end accounts, and this was forwarded to all Cllrs prior to the meeting. (See Appendix B).
24. **To approve the Accounts for Payment (as listed below and any additional invoices received)**
Noting that the payment for street light energy had been sent and the next invoice was due, it was agreed that this payment could be made prior to the next meeting to prevent the account going into arrears. The accounts for payment were agreed as below and the cheques were signed.

PAYEE	DETAILS		AMOUNT		VAT
N POWER	STREET LIGHT ENERGY		£709.56	VAT	£118.26
STAFF	WAGES £886.34				
	BINBAGS £1.99			VAT	£0.33
	CLEANING PRODUCTS £19.90			VAT	£3.32
		TOTAL	£908.23		
STAFF	WAGES £1343.90				
	SANI WASTE BINS FOR PUBLIC TOILETS £180			VAT	£30.00
	STAMPS £36.28				
		TOTAL	£1,560.18		
NEST	PENSION		£65.75		
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	VAT	£40.00
COZENS (UK) LIMITED	STREET LIGHT CHURCHYARD		£690.00	VAT	£115.00
GROUNDWORK UK	RETURN GRANT FUND		£3,458.08		
NORFOLK COPIERS	PRINTER RENTAL		£74.41	VAT	£12.40
STAFF	HOMEWORKING ALLOWANCE		£312.00		
P ELDRIDGE	CHAIRS ALLOWANCE		£374.00		
MR W P BITERLICK	TOILET REPAIR/REFURBISHMENT		£2,340.00	VAT	£390.00
MR W P BITERLICK	REPLACEMENT TOILET		£504.00	VAT	£84.00
TTSR LTD	GRASS CUTTING CONTRACT		£3,210.67	VAT	£535.11
SOUTH NORFOLK COUNCIL	DOG WASTE BIN EMPTYING 2021/22		£624.96	VAT	£104.16
		TOTAL FOR ALL PAYMENTS	£15,071.84		
		Total VAT	£1,432.58		

25. **Receive the draft minutes of the Annual Town Meeting, Tuesday 19th April 2022**

The Draft minutes of the Annual Town Meeting held on 19 April 2022 were forwarded to all Cllrs prior to the meeting, the Clerk advised that these would be agreed at the 2023 Annual Town Meeting.

26. **To discuss Nutrient Neutrality and agree any actions**

Information regarding Nutrient Neutrality had been sent to all Cllrs prior to the meeting, including the email received from South Norfolk Council advising that:

“Alongside all other local planning authorities in Norfolk, South Norfolk Council has received a letter dated 16 March 2022 from Natural England concerning nutrient pollution in the protected habitats of the River Wensum Special Area of Conservation and the Broads Special Area of Conservation and Ramsar site. The letter advised that new development within the catchment of these habitats comprising overnight accommodation has the potential to cause adverse impacts with regard to nutrient pollution.

The Conservation of Species and Habitats Regulations 2017 require local planning authorities to ensure that new development does not cause adverse impacts to the integrity of protected habitats such as the River Wensum or the Broads prior to granting planning permission. At present there are no identified mitigation solutions available locally to resolve these impacts, but we are actively seeking solutions and prioritising this area of work.

Whilst the Council assesses the implications of these matters, it cannot lawfully conclude that development within the catchment of the River Wensum or the Broads Special Area of Conservation and Ramsar site will not have an adverse effect. Therefore, until these matters are resolved, the Council will not be able to grant planning permission for developments comprising overnight accommodation within the affected catchments without an appropriate assessment.”

South Norfolk Council had confirmed that much of Hingham falls within the “Nutrient Neutrality” catchment area including the site on Norwich Road earmarked for development within the Greater Norwich Local Plan, the Clerk confirmed she had requested further information regarding how it will impact on the allocation of development sites in the GNLP and any effect it may have on the development of the Hingham Neighbourhood Plan. It was also noted that the site on Watton Road being pursued for development by Clayland Estates also falls within the catchment area and the additional concern was raised that the Norwich Road site designated in the GNLP is in close proximity to the area of SSSI.

Cllr Amey advised that there was a concern that developers may pursue their plans to build without planning permission being granted, whilst the District Councils are seeking legal advice on how to proceed with the impact of Nutrient Neutrality.

It was addressed to District Cllr Bendle that it was disappointing that there had not been earlier notification of this issue from SNC considering that Natural England had contacted them in mid-March, it was noted the Cllr Bendle had not offered an update on the issue in her report to the Council earlier in the meeting. Cllr Bendle advised that Hingham was on the very edge of the catchment area and she was not aware of the issue until April when she had received training from SNC as part of the Planning Committee. As yet SNC and the policy makers did not know what the impact would be on planning applications or on the GNLP and Cllr Bendle advised that there had been a suggestion that the area affected could be graded and the Neighbourhood Plan Officers would keep the Town Council informed (through the consultant).

It was requested of Cllr Bendle that she keep the Town Council up to date on this issue, Cllr Bendle agreed to do so.

27. **Receive an update on Moon Court, Hardingham Road and agree any actions**
 Cllr Eldridge advised that, the EDP had visited Hingham and ran a story on this issue, since this he had been in touch with Lifeways and a representative of the company had offered to meet at Moon Court as they were keen to find a way to bring the facility in to use. Cllr Roberts advised that he had looked at information available online regarding Lifeways who are the tenants of the property and Inclusion Housing who are the owners, but can find no link between the 2 companies. It was noted that it would be helpful to know if there were similar issues with other facilities and this could be asked when the meeting took place.
 District Cllr Bendle advised that SNC had tried to resolve the issue of the property being vacant since Norfolk County Council had backed out of the agreement regarding payment for staffing the facility.
28. **To receive an update on the Norfolk County Council cycle rack scheme and agree any actions**
 Following the representations from resident regarding the placement of cycle racks on the small green (on the Fairland), it was agreed that the cycle racks should be placed on the (eastern) Fairland green near to the benches, as per NCC suggested amendment.
29. **To receive an update on the Norfolk County Council feasibility study (if any) and agree any actions**
 The Clerk advised that there had been a change in staff at NCC, and a meeting on site would be scheduled with the member of staff now in charge of the project.
30. **Review existing Working Parties and Committees (including consideration of dissolving existing Working Parties/Committees) and membership to them**
- 30.1 **Neighbourhood Plan Working Party (formed September 2021)**
 It was agreed that now the Neighbourhood Plan Steering Group was formed and operational, the Working Party was no longer needed.
- 30.2 **Climate Emergency and Environment Working Party**
 It was agreed that although the working party had not met, the working party should be retained as it may be useful for feeding into the Neighbourhood Plan, it was agreed to roll over the existing membership and Cllr Stabler agreed to fill the vacant slot on the working party.
 Working Party membership:
 Cllr Christien, Cllr Dunnett, Cllr Eldridge, Cllr Foord and Cllr Stabler
- 30.3 **Finance Committee**
 It was agreed to retain the Finance Committee, membership was agreed as:
 Cllr Amey, Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson.
31. **To review Standing Orders for Working Parties**
 It was agreed that no changes were needed to the standing orders for Working Parties.
32. **To review Terms of Reference for Working Parties/Committees**
- 32.1 **Neighbourhood Plan Working Party**
 No longer required.
- 32.2 **Climate Emergency and Environment Working Party**
 It was agreed that point 2 of the Terms of Reference should be re worded to read
 "The working party shall meet as required, at a time agreeable to the majority of its members"
- 32.3 **Finance Committee**
 It was agreed that no amendments were needed to the Finance Committee Terms of Reference.

33. To consider the appointment of any new Committees/Working Parties (and membership to them)
It was agreed that no new working parties or committees are required.

34. Review of Town Council representation on external bodies and arrangements for reporting back
The Town Council representation on external bodies was agreed as below, and the arrangements for reporting back will remain via an agenda item at each Council meeting.

34.1 Hingham Playing Field Association

Cllr Foord

34.2 Hingham Charity

Cllr Dunnnett

34.3 Hingham Education Trust

Cllr Eldridge

34.4 Lincoln Social Centre

Cllr Christien

34.5 Others

None

35. To review internal controls, including the scheme of delegation and the matters of delegation to the Finance Committee

- The Clerk outlined the current Internal Controls as follows:
- Finance Committee undertake a financial check at every meeting (meet 3 times a year) – this is minuted and minutes are circulated to the whole council
- Invoices are forwarded to all Cllrs prior to each Town Council meeting, all payments are listed and referenced on minutes
- 2 signatories to enable payments – no one person can make a payment, access the bank accounts or make changes to the accounts.
- Financial regulations reviewed annually
- Membership of NALC to ensure updates on legislation changes
- Internal audit annually
- Clerk reports on receipt of precept
- Clerk undertakes monthly reconciliation of current account.

It was agreed that these measures are appropriate and work well.

The Scheme of delegation was last reviewed and agreed on 07 July 2020 when it was agreed to adopt the scheme of delegation as follows:

“In the event that it is not possible to convene a meeting of the Town Council within a reasonable time in order to be able to discuss and agree Council business deemed to be essential or of an emergency nature, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory /given deadlines, or to ensure public safety. This will be carried out where possible in consultation with all Council Members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance where necessary. This delegation does not extend to matters expressly reserved for decision only by the Council, as defined in legislation.

If business is conducted under this scheme of delegation, a written record will be kept of the consultation with Councillors.

All business concluded under this scheme of delegation will be ratified by the Council at their next convened meeting, and such ratification will be detailed in the minutes of that meeting.

This delegated authority will be reviewed annually and may be ceased by a decision of the Council at a convened meeting when the scheme of delegation is considered no longer necessary”.

It was agreed to retain the scheme of delegation (no amendments were made).

It was agreed that the delegation to Finance Committee shall remain as matters as referred to in the Finance Committee Terms of Reference and as referred to in Financial regulations (and any other ad hoc matters required shall be agreed at a meeting of the Town Council).

36. To note the time and place of meetings of the Council up to and including the next annual meeting of the council (to include the date of the next Annual Town Meeting)

It was agreed to continue to schedule meetings for the first Tuesday of the month at 7.30PM in the Lincoln Hall, with NO scheduled meeting for August. The Clerk advised that there are Parish/Town Council elections on Thursday 4th May 2023 and there is a requirement to hold the Annual Town Council Meeting within 14 days of the elected Cllrs taking office. The meeting dates were agreed as:

07 June 2022

05 July 2022

06 Sept 2022

04 October 2022

01 November 2022

06 December 2022

03 January 2023

07 February 2023

07 March 2023

04 April 2023

02 May 2023

16 May 2023, Annual Town Council Meeting (FOLLOWING Town Council elections).

It was also noted that the Annual Town Meeting would be scheduled for 18 April 2023.

37. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'

The following agenda items contain reference to information regarding Town Council member/Staff, the following agenda item is therefore confidential.

It was agreed to ask the public to leave.

A member of the public advised that they were interested in becoming a Cllr, the Clerk requested that they email the Town Council email address so information on the role could be sent.

The Public left the meeting.

38. To consider/agree payment of the Clerks home working allowance (2021/22)

The Clerk advised that this was a standard amount permitted by Government. It was agreed to pay the home working allowance to the Clerk.

39. To consider/agree payment of the Chairmans allowance for Chair, May 2021- April 2022

Cllr Amey Chaired this agenda item. It was agreed to pay the Chairmans Allowance to Cllr Eldridge.

The meeting ended at 9.10 pm.

Signed.....Chairperson

07 June 2022

Appendix A – Clerks Report (agenda item 9)

Matters arising from the minutes of the Town Council Meeting of 05 April 2022

Minute 22: Internal Audit, due to be submitted 4th May

Minute 31: Cllrs met with the EDP newspaper regarding Moon Court, and a story was published
A representative from Lifeways has agreed to meet with the Town Council.

Other Updates/Outstanding Issues

- The town clock was assessed on 07 April 2022, further assessments and quotations are required from other companies before quotations can be considered.
- Jubilee Celebrations grant funding has been applied for (Via South Norfolk Council), awaiting decision on funding application.
- Energy Audit, information has been sent to Utility Aid.
- Report on poor state of directional road signs, to be forwarded to NCC.
- An electronic version of the road sign /road marking report has been sent to the Highways Engineer (as requested so that the work can be programmed in), the path on Attleborough road has been cleared , pot holes have been filled at the Bell Meadow junction with Dereham Rd.
- The street lighting contractor has undertaken investigations on the churchyard lighting (on 07 April 2022), water ingress was found in the lamp column and remedial works undertaken , the lights are now working.
- Toilets now re-opened.
- Skate Park is now temporarily closed, notices are on display and the gates are locked. Skatepark contractor has been asked for advice regarding suitable surface materials and suggests concrete may be a long term solution but advises against removing all equipment for tarmacking. Awaiting confirmation of date for meeting on site.
- The pack of free trees have now received, planting required
- Applications for Assets of Community Value to be finalised, plans and ownership details are required.
- Parish Archives, the collection of the materials to be arranged.
- Parking, Please do not park on the grass signs received, they require suitable stakes.
- Tree Survey, quotations for relevant work to be obtained.
- Trees for planting (Fairland and Market Place permanent Christmas Trees) to be sourced.
- Notice boards for the toilets to be purchased.
- Both wooden notice boards (Market Place and Fairland) are now becoming difficult to open and lock, they become damp and condensated. The clerk advises considering the purchase of a new purpose built free standing notice board if there is a suitable location in the Market Place. A new notice board for the Fairland is also recommended. To be added to a future agenda.
- Church Clock site visit for quotations for upgrading the clock are to be arranged. Previous contractor has been contacted for advice regarding a new clock mechanism, no response received.
- Street Lighting, the contractor has been asked to undertake the renumbering of the footway lights which has been started. A condition report is awaited on all of the Council's footway lighting, (priority can then be assessed depending on the condition/safety of the light columns, for obtaining quotations for changing lights to LED). With regards to possible solutions to replacing the Tally Alley light, the contractor suggested the use of illuminated bollards, ownership of the alleyway needs to be established.
- Communications Policy, including social media policy is being worked upon. Cllrs are reminded not to comment on public social media pages making reference to themselves as Councillors, in a way that could give inaccurate information or be misleading or misconstrued as the Council having discussed and agreed something, when this is not the case. Staff/Cllr communication/relationship protocol to be drafted.
- The Clerk has been working on an overall Cemetery Fees Policy containing all points relevant to the fee structure including frequency and method of fees reviews. This is to be finalised and

bought back to a future Town Council meeting with a review of the cemetery fees and cemetery terms and conditions.

- Extension of Cemetery Driveway and turning circle, the Clerk has spent some time in the cemetery looking at the area that would be required to extend the driveway. The area is very extensive and the clerk is concerned about the application of such a large area of tarmac , (environmental and cost). There may be other more appropriate solutions, including a shorter tarmac extension followed by “matting” under the grass surface (and possibly a tarmac path for better pedestrian/disability access), and leaving the existing grass as a driveway over the old cemetery area. Advice is needed from a funeral director with regard to vehicles used. The use of the driveway (as in frequency) for funerals is minimal therefore the grass should not become too worn from being driven on, this requires a lot of further thought to ensure the Council have a cost effective but long term solution for the future use of the cemetery .
- 2 steel liners for the Market Place bins to be ordered (liners available at a reasonable price are a slightly different size to the existing ones (by mm’s) liners of the same size have not yet been found.
- Commemorative Plaque for the Fairland Bus shelter, to be ordered

Report prepared 01 May 2022 does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures – latest February 2022 as per previous Clerks report (NO FURTHER UPDATES AVAILABLE)
<https://www.police.uk/your-area/norfolk-constabulary/wymondham/?tab=CrimeMap>
on or near:

Appendix B – Year End Accounts 2021/22 (agenda item 23)

Hingham Town Council Accounts Year End 31 March 2022			
		RECEIPTS	
	2020/21		2021/22
	£77,000.00	PRECEPT	£77,000.00
	£61.17	BANK INTEREST	£20.94
	£3,991.00	CEMETERY FEES	£4,818.00
FOR 2019/20	£100.00	RECREATION GROUND LETTINGS	£100.00
	£0.00	CIL	£0.00
	£0.00	EVENTS	£0.00
LATE PAYMENT MADE IN 2021/22	£0.00	NCC GRASS CUTTING PAYMENT	£7,931.56
	£972.67	MISCELLANEOUS	£935.76
	£10,000.00	COVID GRANT	N/A
	N/A	NEIGHBOURHOOD PLAN GRANT	£7,855.00
	£92,124.84	TOTAL	£98,661.26
	£0.00	RECLAIMED VAT	£14,835.86
	£92,124.84	GRAND TOTAL	£113,497.12
PAYMENTS (N.B. NET FIGURE SHOWN FOR GOODS AND SERVICES)			
	2020/21		2021/22
	£27,170.78	STAFF COSTS	£27,470.46
	£4,997.47	GENERAL ADMIN (EXCLUDING STAFF)	£5,721.01
	£678.00	S137	£905.00
	£0.00	GRANTS/DONATIONS (OTHER THAN S137 & EVENTS)	£0.00
	£14,942.46	STREET LIGHTING	£9,901.57
	£10,088.80	GRASS CUTTING	£10,290.56
	£1,665.00	TREES	£0.00
	£49.13	CEMETERY	£50.57
	£2,248.15	TOILETS (NOT STAFF)	£1,105.85
	£82.82	EVENTS	£78.17
	£5,000.00	NCC PARISH PARTNERSHIP PROJECTS	£0.00
EMPTYING, HOLIDAY COVER LITTER BINS, FAIRLAND	£1,421.16	MISCELLANEOUS	£4,539.95
	N/A	NEIGHBOURHOOD PLAN	£3,131.94
	£0.00	CIL (other than Parish Partnership)	£0.00
	£68,343.77	NET TOTAL	£63,195.08
	£5,471.59	VAT	£4,395.73
	£73,815.36	TOTAL INC. VAT	£67,590.81
Balance per bank statements 31 March 2022			
		Current account	£17,737.99
		Tracker account	£213,246.91
		High interest account	£38,813.97
dormant account		Business reserve account (last statement available 28/03/12 called CAPITAL F	£186.80
		TOTAL	£269,985.67
		LESS Amount from Unpresented Cheques	£950.00
cheque no amount		payee	
104234	£600.00	NORFOLK CITIZENS ADVICE	
104256	£240.00	COZENS (UK) LTD	
104257	£90.00	COZENS (UK) LTD	
104260	£20.00	CLLR STA ANA	
		ADD any unbanked cash	£0.00
		Net bank balances as at 31/03/2022 reconciled with the cash book	£269,035.67
The net balances reconcile to the Cash Book for the 12 MONTHS - 01 April 2021-31 MARCH 2022			
CASH BOOK			
		Opening Balance (as per bank reconciliation 31 March 2021)	£223,128.39
		Add Receipts 01 April 21-31 MARCH 2022	£113,498.09
		Less: Payments 01 April 21 -31 MARCH 2022	£67,590.81
		Closing balance per cash book as at 31 MARCH 2022	£269,035.67
OF THE BALANCE THE FOLLOWING IS DESIGNATED OR RESTRICTED FUNDS			
	£21,913.44	CIL	
	£300.00	BUS SHELTER PLAQUE	
		CAR PARK	
		DRAIN	
		REPAIRS	
		(FROM	
		CHURCH)	
	£100.00	UNABLE TO UNDERTAKE AS NOT OWNERS OF LAND	
	£31,929.03	TOILET REFURB/COMMUTED	
	£2,634.78	EVENTS	
	£56,877.25	TOTAL	
IN ADDITION TO THIS THE TOWN COUNCIL HAS A RESERVES POLICY WHICH ALLOCATES ANY REMAINING RESERVES TO A SPECIFIC PURPOSE			
These accounts were agreed by Hingham Town Council at their meeting on 03 May 2022			
		signed	Chairman