

16th May 2022

The **ANNUAL PARISH MEETING** will be held in

The Council Hall on **MONDAY 23rd MAY 2022**

commencing at **1900 Hrs**

AGENDA

- 1** Apologies for Absence
- 2** Minutes of Previous Meeting held 17th May 2021
- 3** Matters Arising
- 4** Chairman's Annual Report
- 5** Norfolk County Councillor's Report
- 6** Parish Council Accounts
- 7** Parishioners Questions, including those appropriate to Parish, County and District Councillors, or accept recommendations if valid

E DYBLE
Parish Clerk

CAISTER ON SEA PARISH COUNCIL

Annual Parish Meeting - 17th May 2021

Minutes of the Annual Parish Meeting duly convened and held at the Council Hall at 1900 hrs.

Councillor A Baker presided, supported by 15 Parish Councillors
1 Borough Councillor

There were 0 Parishioners present

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Borough Councillors M Bird - another meeting

G Carpenter - another commitment

2 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were proposed by Councillor M Clifford, seconded by Councillor P Sleet, approved by all members present and signed by the Chairman.

3 CAISTER PARISH COUNCIL CHAIRMAN'S REPORT 2020 –2021

Caister Parish Council continues to hold Council meetings on the first Monday of every month except when a bank holiday falls on that day, then the meeting is automatically postponed until the following Monday. All meetings are open to the public and time is put aside for parishioners to ask questions of both NCC, Borough and Parish Councillors. If there are items of particular interest to the public, the allotted time of 15 minutes for public questions may be extended by the Chairman.

The past twelve months have been exceedingly difficult for the village with lockdowns and confinement and the Parish Council has also been hit where it hurts most by not being able to provide the community with its regular entertainment in the form of carnivals, cinema, Christmas films and all the things we took for granted before the virus struck. The provision of entertainment and facilities for the people of Caister is one of the things that lay in the heart of the Council and when that ability is removed it leaves a hole which is a challenge for Councillors to try and fill.

Parish Council meetings have been held virtually, which has been like watching a football match without the fans. The lack of face-to-face contact reduced the meetings to a screen full of faces without any real chance of dialogue or the usual verbal jousting which takes place in the Council chamber. As this report is written it is very pleasing to be able to report that our next meeting, the Annual Parish Meeting, and the Annual Parish Council Meeting will be held back in the Council Hall. I am sure the Council will be pleased to get back to debate face-to-face at long last. There is also the possibility of the public being able to attend, although numbers will be severely restricted due to Covid-19 regulations. Most of the time during the lockdowns was spent updating some of the Council owned properties, including a new floor in the Council Hall, renewing paintwork, and carrying out checks on electrical and heating equipment where required.

As we move slowly and cautiously out of lockdown, there are still many ways we as a village can help those who have been affected by the virus, in a personal way or financially. Those residents who have suffered most during the pandemic still need the support of friends and neighbours, just as we were doing at the start of the first lockdown, by keeping an eye on the vulnerable and especially the elderly and those who live alone. Financial help can be given in many ways ranging from supporting local shops to providing information for those in need to local authorities or organisations who have the means to contact the many locally based charities and support organisations.

As we approach the Annual Parish Meeting, it is pleasing to report that after many months of working with a shortage of Councillors, we now have a full Council of 16 Councillors and will be welcoming our new colleagues to our next meeting in the Council Hall this month. Hopefully, the Council will have no need to make any further use of virtual meetings in the future.

Finally, the Council would like to say a big thankyou to all the people of Caister for their support and forbearance during what has been a very trying year, and to the many local shops and businesses who have helped us all to maintain a sort of normality during the early days of the pandemic and more recently. You have set the standard for coping with the virus, following the rules and ensuring that we will, hopefully, come out of this dark period of our lives, stronger and more resilient than ever before. A country can only recover if villages, towns and cities up and down the country follow the example set by this wonderful village of ours.

4 REPORT OF NCC PENNY CARPENTER

Norfolk County Councillor Penny Carpenter gave a detailed verbal report

5 PARISH COUNCIL ACCOUNTS

The Parish Clerk presented an abstract of audited accounts for the year ending 31st March 2020 and accounts for the current year up to 31st March 2021. Accounts proposed by Councillor, seconded by Councillor and accepted.

6 PARISHIONERS QUESTIONS

No Parishioners present

7 CLOSURE OF MEETING

Meeting ended at 1915 hrs.

Chair:

Date:

CAISTER ON SEA PARISH COUNCIL
Abstract of Accounts for Year ending 31st March 2022

GENERAL ACCOUNT

<u>2020/21</u>	<u>Receipts</u>	<u>2021/22</u>
2,231	Balance Brought Forward	18,041
(391)	Transferred from Christmas Account	-
48,453	Precept	48,453
70	Allotment Rents	40
65	Bank Account Interest	31
130	Christmas Trees – Church/Anglia Boiler/Haven	190
10,000	GYBC Covid 19 Donation	-
10,708	“ “ “ Local Restrictions Grant	-
75	Xerox Voucher	-
4,101	Re-Charge 2/3rds Asst. Clerk’s Salary	4,474
389	“ “ “ “ Telephone	424
2,492	NCC Partnership Scheme – Bus Shelter	-
500	NCC P Carpenter – Donation Bus Shelter Base	-
290	Advert Village Magazine	920
150	Broads Internal Drainage Board	-
229	Refund Laptop – John Lewis	-
-	Refunds Abode Pro/Display Poster Board/Amazon	231
(2,665)	Transfer Funds	-
<u>5,148</u>	Refund of VAT	<u>9,443</u>

81,975

82,247

Payments

2,550	Playing Field Annual Grant	2,550
23,296	Salaries	23,736
254	Expenses	386
906	Telephone/Broadband	913
4,868	Employers National Insurance Contributions	4,948
2,210	Administration Costs	2,698
1,229	Insurance	1,254
1,218	Village Newsletter	2,835
4,985	Bus Shelter	-
598	Audit Stamp Duty	525
84	Hanging Baskets & Plants	134
720	Japanese Knotweed Treatment	720
565	Noticeboard & Signs	4,512
1,019	Membership NALC	2,069
180	Membership of SLCC	185
40	Subscription ICO Data Protection	40
-	Subscription Microsoft 365	67
1,000	Donation CAB/EAAA/CPFMC	1,200
7,160	Cleaning Public Toilets 2021 Season	4,700
66	Covid 19 Supplies	-
1,014	Christmas Lights & Trees	1,861
60	NPTP Training Courses	-

226	Website Hosting	133
175	Wreath + Hospitality	248
-	Memorial Seat	1,160
-	Replacement Trees (Mallards Est.)	204
80	Caister in Bloom	240
9,431	VAT	3,902
<u>18,041</u>	Balance Carried Forward	<u>21,027</u>
<u>81,975</u>		<u>82,247</u>

CARNIVAL ACCOUNT

<u>2020/21</u>	<u>Receipts</u>	<u>2020/22</u>
11,598	Brought Forward	2,237
1,000	Donation Persimmons	-
2,666	Income from General Account	-
-	Carnival Pitches	1,665
<u>23</u>	Bucket Collections	<u>144</u>
<u>15,287</u>		<u>4,046</u>
	<u>Payments</u>	
60	Refund Pitch fees	-
12,990	Trim Trail	-
<u>2,237</u>	Balance Carried Forward	<u>4,046</u>
<u>15,287</u>		<u>4,046</u>

WAR MEMORIAL ACCOUNT

<u>2020/21</u>	<u>Receipts</u>	<u>2021/22</u>
-	Brought Forward	<u>4,706</u>
	<u>Payments</u>	
<u>4,706</u>	Balance Carried Forward	<u>4,706</u>
<u>4,706</u>		<u>4,706</u>

VILLAGE CENTRE ACCOUNT

<u>2020/21</u>	<u>Receipts</u>	<u>2021/22</u>
175,000	Balance Brought Forward	200,000
<u>20,000</u>	Precept	<u>25,000</u>
<u>200,000</u>		<u>225,000</u>
	<u>Payments</u>	
<u>200,000</u>	Balance Carried Forward	<u>225,000</u>
<u>200,000</u>		<u>225,000</u>

HALL ACCOUNT

<u>2020/21</u>	<u>Receipts</u>	<u>2021/22</u>
20,336	Balance Brought Forward	3,890
3,852	Transferred from Cinema Account	-
11,278	Precept	11,279
874	Lettings	9,699
2,375	Rents	2,650
-	Cinema	340
<u>15</u>	Refund EasyLife	<u>-</u>
<u>38,730</u>		<u>27,858</u>

Payments

9,785	Caretaker's Salary	10,144
20	National Insurance Contributions	17
28	Administration	46
931	Electricity	296
341	Electric Cooker	-
210	Rates, General, Water, Sewerage and Environmental	626
1,145	Fuel Oil	1,597
366	Cleaning Materials	208
190	PPE Safety Signs/Equipment	-
1,840	100 x Chairs	-
657	24 x Small Tables	-
232	Disposal of old Chairs and Tables	-
56	Remembrance Flag	-
95	Maintenance of Fire Extinguishers	66
2,950	Repairs to Portals	-
8,930	Repairs to Floor	-
1,034	Electrical Repairs	555
-	PRS Entertainment Licence	243
-	DVD's	273
-	Filmbank Media Licence	116
67	Repairs to roof canopy	-
280	Repairs General	438
220	Plastering Ceiling – Gents Toilet	-
3,100	Kitchen/Gents roof repairs	-
571	Boiler Servicing and Repairs	-
32	Repairs to Locks + Keys	-
230	Window Cleaning	270
-	New Windows	1,173
42	Defibrillator Battery	190
97	Repair Shop Floor 1b Yarmouth Road	-
1,311	Insurance	1,266
80	Non-Slip Mat	-
<u>3,890</u>	Balance Carried Forward	<u>10,334</u>
<u>38,730</u>		<u>27,858</u>

VILLAGE CEMETERY ACCOUNT

<u>2020/21</u>	<u>Receipts</u>	<u>2021/22</u>
40,450	Brought Forward	43,066
2,498	Apr/May/June	15,366
716	July	980
1,231	August	660
635	September	340
1,675	October	1,636
175	November	755
540	December	571
806	January	660
1,635	February	2,300
<u>885</u>	March	<u>1,731</u>
<u>51,246</u>		<u>68,065</u>

		<u>Payments</u>	
1,454	Apr/May/June		14,693
602	July		1,046
1,193	August		635
568	September		583
1,139	October		1,095
297	November		591
1,041	December		773
679	January		1,195
577	February		1,422
630	March		8,334
<u>43,066</u>	Balance carried forward		<u>37,698</u>
<u>51,246</u>			<u>68,065</u>

		<u>RESERVES</u>	
<u>2020/21</u>		<u>Receipts</u>	<u>2021/22</u>
-	Balance Brought Forward		25,000
<u>25,000</u>	Precept		<u>25,000</u>
<u>25,000</u>			<u>50,000</u>
		<u>Payments</u>	
<u>25,000</u>	Balance Carried Forward		<u>50,000</u>
			<u>50,000</u>