

Hopton and Coton Parish Council

Email: hoptonclerk@gmail.com

Website: www.hoptonandcotonparishcouncil.org.uk

14th March 2022

To: **Members of Hopton and Coton Parish Council**

Dear Councillor

You are summoned to attend a meeting of the **Hopton and Coton Parish Council** which will be held on **Wednesday 23rd March 2022** at **7.00pm** to be held at **Hopton Village Hall, Wilmore Hill Lane, Hopton ST18 0AW**

If you have any COVID-19 symptoms or a cough/cold, please can we advise you not to attend in the interests of everyone's public safety

Yours sincerely

H. Marr

Hannah Marr
Parish Clerk and Responsible Financial Officer

Agenda

- 1 To receive apologies for absence
- 2 To receive declarations of Members' pecuniary and non-pecuniary interests
- 3 Public Participation
A period not exceeding 20 minutes for members of the public to ask questions or submit comments
To ensure that COVID-19 compliance and safety, attendance numbers will be limited.
You can submit your comments and questions in advance to be read out at the meeting
Please submit your questions and comments to the Clerk in advance to be read out at the meeting by emailing hoptonclerk@gmail.com before 9am on the day of the meeting
- 4 To consider matters related to the Parish Councillor vacancy
- 5 To receive a report regarding policing matters
- 6 To consider matters related to the formal adoption of the St Marys Gate development
- 7 To confirm the minutes of the meeting held on 9th February 2022
(attached)
- 8 To consider the approval of payments
(to follow)
- 9 To receive an update from the Borough and County Councillors covering Hopton and Coton Parish
- 10 To consider matters related to planning applications

- 11** To consider matters related to undelivered Council materials
- 12** To receive an update regarding discussions with HS2
- 13** To consider matters related to recommendations from the Finance and Governance Committee
- 14** To consider matters related to Hopton and Coton Village Hall
- 15** To receive an update from the Employment and Grievance Committee
- 16** To consider matters related to the Councils Communication Plan
- 17** To consider matters related to Councillor email addresses
- 18** To consider matters related to any urgent business needed to be carried out by the Parish Council
- 19** It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted
- 20** To consider matters related to future projects and activities
- 21** To consider matters related to HS2

Hopton and Coton Parish Council

Email: hoptonclerk@gmail.com

Website: www.hoptonandcotonparishcouncil.org.uk

Minutes of the Meeting held on Wednesday 9th February 2022

In the absence of the Chair, Members resolved that Councillor Steve Spennewyn be elected to Chair the meeting

A period of ten minutes was held before the meeting to allow Members of the public to raise questions or make comments on items on the Agenda

Two residents raised a query regarding the adoption of the St Mary's Gate development and when this is likely to take place

A resident passed on their positive feedback regarding the Council's new website and requested an update relating to HS2

21/347 Present:-
Councillors Lewis Brindley, June Brown-Bullivant, Paul Lamond, Steve Spennewyn and David Stubbs

In Attendance:-
Hannah Marr (Clerk)

21/348 To receive apologies

Apologies were received from Councillors Paul Gilbert

Members were informed that John Rogers has submitted his resignation as Parish Councillor

21/349 To receive declarations of Members' interests

Councillor Paul Lamond declared an interest relating to matters discussed at the Finance and Governance Committee which took place relating to Beacon Farm

21/350 To confirm the minutes of the meeting held on 12th January 2022

Members resolved to approve the minutes of the meeting held on 12th January 2022

21/351 To consider the Council's Year to Date financial position

Members noted the Council's Year to Date financial position

21/352 To consider the approval of payments

It was **resolved** to approval payments totalling:-

- Net: £2,751.38
- Gross: £2,751.38
- Income: £2,039.47

- 21/353 To receive an update report from the Borough and County Councillors covering the Hopton and Coton Parish
- Councillor John Francis provided an update relating to Staffordshire County Council
- Councillor Beatty submitted a report on behalf of Stafford Borough Council
- 21/354 To consider matters relating to local policing matters
- Due to operational commitments the PCSOs were unable to attend
- 21/355 To consider matters related to planning
- There were no matters related to planning discussed
- 21/356 To consider recommendations made by the Finance and Governance Committee
- Councillor Spennewyn provided an update
- It was **resolved** to allocate £240.00 to Beacon Farm Management Limited towards public signage
- 21/357 To consider matters related to undelivered Council materials
- It was **resolved** to defer this item to a future meeting
- 21/358 To consider matters related to the Council Communication Plan
- Councillor Spennewyn provided an update
- 21/359 To consider matters related the Neighbourhood Plan
- Councillors Spennewyn and Lamond provided an update regarding recent discussions with Stafford Borough Council relating to the Neighbourhood Plan
- 21/360 To receive an update regarding discussions with HS2
- Councillors Spennewyn, Stubbs and Lamond provided an update regarding recent discussions with HS2
- 21/361 To note the date of the Employment Committee meeting as 23rd February 2022
- The date was noted and it was **resolved** to add Councillors Brown-Bullivant and Stubbs to the Committee
- 21/362 To receive an introduction from Members of the Village Hall Committee
- Councillor Lamond introduced Members of the Village Hall Committee
- 21/363 It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of the next item on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted
- Members resolved to exclude the public and representatives of the press from the meeting

21/364 To consider matters related to Hopton and Coton Village Hall

Councillor Lamond provided an update relating to Hopton and Coton Village Hall

It was resolved to delegate funds from the Village Hall account to the Parish Clerk, in liaison with Councillor Lamond the Village Hall Committee Chair, for use to implement necessary and urgent works needed to be carried out to ensure that Hopton and Coton Village Hall is compliant with current legislation and best practice

The meeting closed at 8.47pm

Hopton and Coton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 15-03-2022)

Cost Centre Administration**Code Number 15 Audit Fees**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	05/05/2021		Current Account	877 / 9	Internal Audit Fees	Topliss Associates	S	120.00	24.00	144.00
14	05/05/2021		Current Account	874 / 12	External Audit Fees	Mazaars	S	200.00	40.00	240.00
44	23/08/2021		Current Account	902 / 36	External Audit Fees	Mazaars	S	300.00	60.00	360.00
Subtotal for Code: Audit Fees								£620.00	£124.00	£744.00

Code Number 4 Broadband/Telephone

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	07/04/2021		Current Account	870 / 3	Clerk	Virgin Media	S	26.20	5.24	31.44
13	05/05/2021		Current Account	875 / 11	Telephone/Broadband	Virgin Media	S	29.12	5.82	34.94
19	04/06/2021		Current Account	882 / 17	Telephone/Broadband	Virgin Media	S	29.12	5.82	34.94
24	07/07/2021		Current Account	891 / 22	Telephone/Broadband	Virgin Media	S	29.12	5.82	34.94
135	14/12/2021		Current Account	84	Telephone/Broadband	Sky	E	6.00		6.00
136	13/01/2022		Current Account	85	Telephone/Broadband	Sky	E	6.00		6.00
138	16/02/2022		Current Account		Mobile Phone	Sky	Z	6.00		6.00
Subtotal for Code: Broadband/Telephone								£131.56	£22.70	£154.26

Code Number 7 Councillor Training

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	07/04/2021		Current Account	868 / 4	Councillor Training	SPCA	E	25.00		25.00
20	04/06/2021		Current Account	881 / 18	Councillor Training	SPCA	E	50.00		50.00
27	07/07/2021		Current Account	888 / 25	Councillor Training	SPCA	E	30.00		30.00
52	16/09/2021		Current Account	909 / 43	Councillor Training	SPCA	E	30.00		30.00
64	01/11/2021		Current Account	918 / 52	Councillor Training	SPCA	E	30.00		30.00
65	03/11/2021		Current Account	924 / 58	Councillor Training	SPCA	E	30.00		30.00
82	15/09/2021		Current Account	935 / 68	Councillor Training	SPCA	E	30.00		30.00
83	12/11/2021		Current Account	936 / 69	Councillor Training	SPCA	E	25.00		25.00
84	18/11/2021		Current Account	937 / 70	Councillor Training	SPCA	E	30.00		30.00
Subtotal for Code: Councillor Training								£280.00		£280.00

Code Number 26 Credit Card Payments

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
120	07/06/2021		Current Account		Credit Card Payment	NatWest	E	39.24		39.24
121	07/07/2021		Current Account		Credit Card Payment	NatWest	E	218.53		218.53
122	06/08/2021		Current Account		Credit Card Payment	NatWest	E	24.99		24.99
123	06/09/2021		Current Account		Credit Card Payment	NatWest	E	67.96		67.96
124	07/10/2021		Current Account		Credit Card Payment	NatWest	E	72.38		72.38
125	08/11/2021		Current Account		Credit Card Payment	NatWest	E	203.10		203.10
Subtotal for Code: Credit Card Payments								£626.20		£626.20

Hopton and Coton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 15-03-2022)

Code Number		20 Employee Mileage								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
35	11/08/2021		Current Account	896 / 30	Employee Mileage	Locum	E	39.60		39.60
40	08/09/2021		Current Account	901 / 35	Employee Mileage	Locum	E	98.55		98.55
48	13/10/2021		Current Account	912 / 46	Employee Mileage	Clerk	E	56.70		56.70
137	08/01/2022		Current Account	82	Employee Mileage	Clerk	E	198.45		198.45
140	04/02/2022		Current Account	95	Employee Mileage	Clerk	E	42.30		42.30
Subtotal for Code: Employee Mileage								£435.60		£435.60
Code Number		6 Employee Training								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	07/04/2021		Current Account	867	Employee Training	SPCA	E	30.00		30.00
Subtotal for Code: Employee Training								£30.00		£30.00
Code Number		9 Equipment Purchase/Hire/Repair								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
34	11/08/2021		Current Account	896 / 30	Computer Software	Locum	E	13.50		13.50
60	01/11/2021		Current Account	919 / 53	Mobile Phone	Wowcher	E	109.99		109.99
72	01/11/2021		Current Account	943 / 50	Clerks Laptop and Software	NGL Technology Limited	S	732.80	146.56	879.36
77	16/12/2021		Current Account	948 / 79	Printer	Currys	E	64.99		64.99
139	04/02/2022		Current Account	95	Noticeboard Keys	Timpsons	Z	13.50		13.50
Subtotal for Code: Equipment Purchase/Hire/Rep								£934.78	£146.56	£1,081.34
Code Number		25 Insurance								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
59	27/10/2021		Current Account	914 / 48	Insurance	Gallagher	E	344.74		344.74
Subtotal for Code: Insurance								£344.74		£344.74
Code Number		16 Legal Fees								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
54	21/09/2021		Current Account	911 / 45	Village Hall Lease	Wellers Hedley	S	1,012.00	202.40	1,214.40
Subtotal for Code: Legal Fees								£1,012.00	£202.40	£1,214.40
Code Number		10 Members Costs								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
53	14/09/2021		Current Account	910 / 44	Councillor Training	SPCA	E	9.50		9.50
73	20/12/2021		Current Account	75	Election Charges	Stafford Borough Council	E	108.93		108.93
Subtotal for Code: Members Costs								£118.43		£118.43
Code Number		21 Postage								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
33	11/08/2021		Current Account	896 / 30	Stamps	Locum	E	7.92		7.92
69	30/11/2021		Current Account	934 / 67	Stamps	D & G Office Supplies	E	66.00		66.00
Subtotal for Code: Postage								£73.92		£73.92

Hopton and Coton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 15-03-2022)

Code Number		17 Printing								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	04/06/2021		Current Account	879 / 20	Ink Cartridges	Ryman Stationery	S	22.49	4.50	26.99
Subtotal for Code: Printing								£22.49	£4.50	£26.99

Code Number		23 Recruitment								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
38	31/07/2021		Current Account	898 / 29	Advertisement	SLCC	S	184.00	36.80	220.80
41	08/09/2021		Current Account	901 / 35	Room Hire	Stowe by Chartley Village Hall	E	40.00		40.00
Subtotal for Code: Recruitment								£224.00	£36.80	£260.80

Code Number		22 Room Hire								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
36	21/07/2021		Current Account	894 / 34	Room Hire	Staffordshire Wildlife Trading	S	109.50	2.90	112.40
37	26/07/2021		Current Account	897 / 31	Room Hire	Tixall and Ingestre Village Hall	E	34.00		34.00
129	21/08/2021		Current Account	87	Room Hire	Stowe by Chartley Village Hall	E	35.00		35.00
Subtotal for Code: Room Hire								£178.50	£2.90	£181.40

Code Number		5 Stationery								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
50	08/10/2021		Current Account	913 / 47	Stationery	D & G Office Supplies	S	59.60	11.92	71.52
71	01/12/2021		Current Account	941 / 74	Stationery	D & G Office Supplies	S	65.65	13.13	78.78
Subtotal for Code: Stationery								£125.25	£25.05	£150.30

Code Number		8 Subscriptions/Memberships								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	05/05/2021		Current Account	878 / 8	PO Box Subscription	Royal Mail	S	300.00	60.00	360.00
15	05/05/2021		Current Account	873 / 13	Digital Mapping	Pear Technology	S	140.00	28.00	168.00
21	04/06/2021		Current Account	880 / 19	Annual Membership	SPCA	E	205.00		205.00
29	07/07/2021		Current Account	886 / 27	Freepost Annual Subscription	Royal Mail	S	99.50	19.90	119.40
66	08/11/2021		Current Account	933 / 66	Annual Membership	Support Staffordshire	E	25.00		25.00
67	22/10/2021		Current Account	923 / 57	Annual Membership	Information Commissioners Office	E	40.00		40.00
118	14/01/2022		Current Account		Computer Software	Scribe	S	485.00	97.00	582.00
133	28/02/2022		Current Account	92	SLCC Membership and Subscription	SLCC	E	186.00		186.00
Subtotal for Code: Subscriptions/Memberships								£1,480.50	£204.90	£1,685.40

Code Number		30 Website								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
76	09/12/2021		Current Account	947 / 78	Website	NetWiseUK	S	749.00	149.80	898.80
Subtotal for Code: Website								£749.00	£149.80	£898.80

Subtotal for Cost Centre: Administration 7,386.97 919.61 8,306.58

Cost Centre Grants/Contingency Funds

Code Number		11 Grants								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

Hopton and Coton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 15-03-2022)

3	07/04/2021	Current Account	872 / 1	Donation	Salt and Hopton PCC	E	250.00		250.00
							Subtotal for Code: Grants	£250.00	£250.00
							Subtotal for Cost Centre: Grants/Contingency Funds	250.00	250.00

Cost Centre Grounds Maintenance**Code Number 14 Grasscutting**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	07/07/2021		Current Account	890 / 23	Grasscutting	Trent Grounds Maintenance	S	478.00	95.60	573.60
26	07/07/2021		Current Account	889 / 24	Grasscutting	Trent Grounds Maintenance	S	408.00	81.60	489.60
30	06/07/2021		Current Account	899 / 30	Grasscutting	Trent Grounds Maintenance	S	408.00	81.60	489.60
31	06/08/2021		Current Account	900 / 32	Grasscutting	Trent Grounds Maintenance	S	408.00	81.60	489.60
46	31/08/2021		Current Account	904 / 38	Grasscutting	Trent Grounds Maintenance	S	408.00	81.60	489.60
51	07/10/2021		Current Account	908 / 42	Grasscutting	Trent Grounds Maintenance	S	523.00	104.60	627.60
62	04/11/2021		Current Account	929 / 62	Grasscutting	Trent Grounds Maintenance	S	338.00	67.60	405.60
							Subtotal for Code: Grasscutting	£2,971.00	£594.20	£3,565.20

Code Number 13 Tree Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	07/04/2021		Current Account	866 / 7	Tree Maintenance	Loggerheads Tree Services	E	840.00		840.00
42	25/08/2021		Current Account	903 / 37	Tree Maintenance	Staffordshire County Council	E	229.98		229.98
							Subtotal for Code: Tree Maintenance	£1,069.98		£1,069.98
							Subtotal for Cost Centre: Grounds Maintenance	4,040.98	594.20	4,635.18

Cost Centre Hopton and Coton Village Hall**Code Number 24 Village Hall Recharges**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
43	08/09/2021		Current Account	905	Village Hall Recharge/Payment Transfe	Hopton and Coton Parish Council	E	18.00		18.00
55	02/11/2021		Current Account	922 / 56	Cleaning Expenses	Cleaner	E	29.02		29.02
56	08/11/2021		Current Account	931 / 64	Cleaning Expenses	Cleaner	E	7.47		7.47
63	08/11/2021		Current Account	932 / 65	Land Registry Search - Village Hall	Land Registry	S	84.80	16.96	101.76
74	08/12/2021		Current Account	945 / 76	Cleaning Expenses	Steroplast	S	27.37	5.47	32.84
75	08/12/2021		Current Account	946 / 77	Cleaning Expenses	Cleaner	E	9.95		9.95
130	10/02/2022		Current Account	91	Cleaning Expenses	Cleaner	E	14.80		14.80
131	10/02/2022		Current Account	95	Village Hall Recharge/Payment Transfe	Stafford Borough Council	E	36.00		36.00
132	10/02/2022		Current Account	91	Village Hall Recharge/Payment Transfe	Midland Leisure Sales	E	300.00		300.00
134	20/04/2021		Current Account		Village Hall Recharge/Payment Transfe	Hopton and Coton Parish Council	E	30.00		30.00
142	28/02/2022		Current Account	97	First Aid Kits	Steroplast	S	33.96	6.79	40.75
							Subtotal for Code: Village Hall Recharges	£591.37	£29.22	£620.59
							Subtotal for Cost Centre: Hopton and Coton Village Hall	591.37	29.22	620.59

Cost Centre Neighbourhood Plan**Code Number 19 Consultant Fees**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
-------	------	--------	------	-----------	-------------	----------	----------	-----	-----	-------

Hopton and Coton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 15-03-2022)

Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
	57	01/11/2021		Current Account	917 / 51	Neighbourhood Plan Consultant	3rd Tier Consultancy	E	974.49		974.49	
									Subtotal for Code: Consultant Fees	£974.49		£974.49
Code Number	12 Neighbourhood Plan											
	4	07/04/2021		Current Account	871 / 2	Earmark Transfer - Neighbourhood Plan	Hopton and Coton Parish Council	E				
	141	18/11/2021		Current Account	96	Room Hire	Tixall and Ingestre Village Hall	E	30.00		30.00	
									Subtotal for Code: Neighbourhood Plan	£30.00		£30.00
Code Number	18 Printing											
	45	21/07/2021		Current Account	893 / 20	Printing	Colwich Parish Council	E	63.72		63.72	
	68	30/09/2021		Current Account	942 / 63	Printing	Benhill Press Limited	E	120.00		120.00	
									Subtotal for Code: Printing	£183.72		£183.72
								Subtotal for Cost Centre: Neighbourhood Plan	1,188.21		1,188.21	

Cost Centre Staffing Costs

Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
	7	07/04/2021		Current Account	868 / 5	TAX/PAYE	HMRC	E	884.39		884.39	
	28	07/07/2021		Current Account	887 / 26	TAX/PAYE	HMRC	E	922.22		922.22	
	81	02/11/2021		Current Account	921 / 55	TAX/PAYE	HMRC	E	747.49		747.49	
	87	08/12/2021		Current Account	940 / 73	TAX/PAYE	HMRC	E	176.24		176.24	
	119	27/01/2022		Current Account	83	TAX/PAYE	HMRC	E	752.75		752.75	
	128	28/02/2022		Current Account	90	TAX/PAYE	HMRC	E	246.11		246.11	
									Subtotal for Code: PAYE/NI	£3,729.20		£3,729.20

Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
	1	01/04/2021		Current Account	858	Salary	Clerk	E	30.00		30.00
	2	06/04/2021		Current Account	863	Salary	Cleaner	E	1.02		1.02
	12	28/04/2021		Current Account	876 / 10	Salary	Clerk	E	32.40		32.40
	16	04/06/2021		Current Account	885 / 14	Salary	Assistant Clerk	E	0.60		0.60
	17	04/06/2021		Current Account	884 / 15	Salary	Cleaner	E	2.66		2.66
	18	28/05/2021		Current Account	883 / 16	Salary	Clerk	E	32.40		32.40
	23	07/07/2021		Current Account	892 / 21	Salary	Clerk	E	34.40		34.40
	32	11/08/2021		Current Account	896 / 30	Salary	Locum	E	404.75		404.75
	39	08/09/2021		Current Account	901 / 35	Salary	Locum	E	840.80		840.80
	47	28/10/2021		Current Account	906 / 39	Salary	Clerk	E	1,265.45		1,265.45
	49	28/10/2021		Current Account	907 / 40	Salary	Locum	E	559.38		559.38
	58	03/11/2021		Current Account	925 / 59	Salary	Locum	E	176.32		176.32
	61	19/11/2021		Current Account	927 / 60	Salary	Clerk	E	1,275.65		1,275.65
	70	28/12/2021		Current Account	938 / 71	Salary	Clerk	E	1,270.45		1,270.45

Hopton and Coton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 15-03-2022)

78	12/01/2022	Current Account	949 / 80	Salary	Cleaner	E	1.44	1.44
79	28/01/2022	Current Account	SO	Salary	Cleaner	E	46.00	46.00
80	12/01/2022	Current Account	950 / 81	Salary	Clerk	E	1,270.45	1,270.45
85	28/12/2021	Current Account	SO	Salary	Cleaner	E	46.00	46.00
86	28/12/2021	Current Account	939 / 72	Salary	Cleaner	E	1.64	1.64
88	28/11/2021	Current Account	SO	Salary	Cleaner	E	46.00	46.00
89	28/10/2021	Current Account	915 / 49	Salary	Cleaner	E	0.82	0.82
90	28/10/2021	Current Account	SO	Salary	Cleaner	E	46.00	46.00
91	28/11/2021	Current Account	928 / 61	Salary	Cleaner	E	6.18	6.18
92	28/09/2021	Current Account	SO	Salary	Cleaner	E	46.00	46.00
93	28/09/2021	Current Account	Unknown - Mighl	Salary	Cleaner	E	1.02	1.02
94	28/09/2021	Current Account	Unknown - Mighl	Salary	Locum	E	559.38	559.38
95	28/08/2021	Current Account	SO	Salary	Cleaner	E	46.00	46.00
96	28/08/2021	Current Account	Unknown - Mighl	Salary	Cleaner	E	0.82	0.82
97	28/04/2021	Current Account	SO	Salary	Cleaner	E	46.00	46.00
98	28/04/2021	Current Account		Salary	Cleaner	E		
99	28/04/2021	Current Account	SO	Salary	Clerk	E	783.00	783.00
100	28/04/2021	Current Account	SO	Salary	Assistant Clerk	E	212.00	212.00
101	28/04/2021	Current Account	Unknown - Mighl	Salary	Assistant Clerk	E		
102	28/05/2021	Current Account	SO	Salary	Clerk	E	783.00	783.00
103	28/05/2021	Current Account		Salary	Assistant Clerk	E	212.00	212.00
104	28/05/2021	Current Account	SO	Salary	Cleaner	E	46.00	46.00
105	28/05/2021	Current Account		Salary	Cleaner	E		
106	28/06/2021	Current Account	SO	Salary	Assistant Clerk	E	212.00	212.00
107	28/06/2021	Current Account		Salary	Assistant Clerk	E		
108	28/06/2021	Current Account	SO	Salary	Cleaner	E	46.00	46.00
109	28/06/2021	Current Account	Unknown - Mighl	Salary	Cleaner	E	1.02	1.02
110	28/06/2021	Current Account	SO	Salary	Clerk	E	783.00	783.00
111	28/06/2021	Current Account	Duplicate	Salary	Clerk	E		
112	28/07/2021	Current Account	SO	Salary	Clerk	E	783.00	783.00
113	28/07/2021	Current Account	SO	Salary	Assistant Clerk	E	212.00	212.00
114	28/07/2021	Current Account	Duplicate	Salary	Assistant Clerk	E		
115	28/07/2021	Current Account	SO	Salary	Cleaner	E	46.00	46.00
116	28/07/2021	Current Account		Salary	Cleaner	E		
117	05/08/2021	Current Account	Gibson Reimbur:	Salary	Clerk	E	-151.94	-151.94
126	28/02/2022	Current Account	88	Salary	Clerk	E	1,270.65	1,270.65
127	28/02/2022	Current Account	89	Salary	Cleaner	E	47.64	47.64
Subtotal for Code: Salaries							£13,375.40	£13,375.40
Subtotal for Cost Centre: Staffing Costs							17,104.60	17,104.60

Hopton and Coton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 15-03-2022)

TOTALS	£30,562.13	£1,543.03	£32,105.16
---------------------	-------------------	------------------	-------------------

Hopton and Coton Parish Council
Reserves Balance
2021-2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Elections		3,872.00			3,872.00
Playground Maintenance		100.00			100.00
New Village Hall		9,380.00			9,380.00
Neighbourhood Plan		4,000.00			4,000.00
Community Engagement		4,500.00			4,500.00
Total Earmarked		21,852.00			21,852.00
TOTAL RESERVE		21,852.00			21,852.00
GENERAL FUND					30,724.78
TOTAL FUNDS					52,576.78

Hopton and Coton Parish Council

15 March 2022 (2021-2022)

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Audit Fees				350.00	620.00	-270.00	-270.00 (-77%)
4	Broadband/Telephone					131.56	-131.56	-131.56 (N/A)
7	Councillor Training				40.00	280.00	-240.00	-240.00 (-600%)
26	Credit Card Payments					626.20	-626.20	-626.20 (N/A)
20	Employee Mileage					435.60	-435.60	-435.60 (N/A)
6	Employee Training				290.00	30.00	260.00	260.00 (89%)
9	Equipment Purchase/Hire/Repai					934.78	-934.78	-934.78 (N/A)
25	Insurance				700.00	344.74	355.26	355.26 (50%)
16	Legal Fees				1,630.00	1,012.00	618.00	618.00 (37%)
10	Members Costs				30.00	118.43	-88.43	-88.43 (-294%)
21	Postage					73.92	-73.92	-73.92 (N/A)
17	Printing					22.49	-22.49	-22.49 (N/A)
23	Recruitment					224.00	-224.00	-224.00 (N/A)
22	Room Hire					178.50	-178.50	-178.50 (N/A)
5	Stationery				560.00	125.25	434.75	434.75 (77%)
8	Subscriptions/Memberships				570.00	1,480.50	-910.50	-910.50 (-159%)
30	Website				1,000.00	749.00	251.00	251.00 (25%)
SUB TOTAL					5,170.00	7,386.97	-2,216.97	-2,216.97 (-42%)

General Reserve Top Up

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	General Reserve Top Up				2,343.00		2,343.00	2,343.00 (100%)
SUB TOTAL					2,343.00		2,343.00	2,343.00 (100%)

Grants/Contingency Funds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Contingency Fund				2,407.00		2,407.00	2,407.00 (100%)
31	Environmental Contingency				500.00		500.00	500.00 (100%)
11	Grants				670.00	250.00	420.00	420.00 (62%)
SUB TOTAL					3,577.00	250.00	3,327.00	3,327.00 (93%)

Grounds Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Grasscutting				4,000.00	2,971.00	1,029.00	1,029.00 (25%)
13	Tree Maintenance				2,000.00	1,069.98	930.02	930.02 (46%)
SUB TOTAL					6,000.00	4,040.98	1,959.02	1,959.02 (32%)

Hopton and Coton Parish Council

15 March 2022 (2021-2022)

Summary of Receipts and Payments

All Cost Centres and Codes

Hopton and Coton Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Village Hall Recharges		300.00	300.00		591.37	-591.37	-291.37 (N/A)
SUB TOTAL			300.00	300.00		591.37	-591.37	-291.37 (N/A)

Misc Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Concurrent Payment		1,314.00	1,314.00				1,314.00 (N/A)
27	Misc Income		1,806.78	1,806.78				1,806.78 (N/A)
SUB TOTAL			3,120.78	3,120.78				3,120.78 (N/A)

Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Consultant Fees					974.49	-974.49	-974.49 (N/A)
12	Neighbourhood Plan		6,834.00	6,834.00	4,000.00	30.00	3,970.00	10,804.00 (270%)
18	Printing					183.72	-183.72	-183.72 (N/A)
SUB TOTAL			6,834.00	6,834.00	4,000.00	1,188.21	2,811.79	9,645.79 (241%)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Precept		37,990.00	37,990.00				37,990.00 (N/A)
SUB TOTAL			37,990.00	37,990.00				37,990.00 (N/A)

Staffing Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	PAYE/NI				200.00	3,729.20	-3,529.20	-3,529.20 (-1764%)
3	Pensions							(N/A)
1	Salaries				16,700.00	13,375.40	3,324.60	3,324.60 (19%)
SUB TOTAL					16,900.00	17,104.60	-204.60	-204.60 (-1%)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	48,244.78	48,244.78	37,990.00	30,562.13	7,427.87	55,672.65 (146%)
V.A.T.				1,543.03		
GROSS TOTAL	48,244.78			32,105.16		