**Minutes of the Meeting of Repps with Bastwick Parish Council held on**

 **Tuesday 2nd January 2024 at 8pm at Repps Village Hall**

**Present:** Cllr Hazel Rudrum (Chairperson), Alison McTaggart, Andrew Wright, John Quickenden, Sam Mitchell, Tom Ellis, Parish Clerk Tracy Neave

# Apologies for absence: Cllr Fred Sharman, Borough Cllr Leslie Mogford, County Cllr Andy Grant, PC Gary May

2. **Declaration of Interest for items on the agenda:** none received

# 3. Minutes of the last meeting

The minutes of the meeting held on Tuesday 6th December 2023 were **agreed** and signed by the Chairman.

# 4. Matters Arising

 a. Grass and hedge maintenance tenders sent to contractors

5. **Borough and County Councillor Reports & Police Report**.

 Nothing to report

# 6. Correspondence:

a Concurrent function letter Great Yarmouth Borough Council confirmation that the

 grant has ceased

7. **Parish Clerks Report:**

Clerk has contacted Highways for guidance regarding weight restriction signs in respect of

 Potter Heigham Bridge.

 Cllr Ellis confirmed that the electric post has been removed.

**Action:Clerk**

8. **Allotments:**

Clerk and Cllr Wright to meet to review allotment plots

**Action:Clerk/Cllr Wright**

# 9. Finance

 14.1 Income and Expenditure Reports see end of minutes Bank statements signed and

 agreed

 14.2 Bank Reconciliation and payment schedule agreed see end of minutes

 14.3 Payments agreed

 14.4 Grass tender agreed and to be set to rolling contract

 14.4 Budget agreed with Precept set at £11690.26 with Tax Band D at £75.42 per household

10.  **Planning Matters:**

 a. New Applications: None

 b. Appeals: None

 c. Decisions: None

11. **Public Participation:** none

12. **Matters for reporting or future agendas**

 a. Standing Orders, Financial Regulations and Internal Control Policy agreed

 b. It was agreed as per the Internal Control Policy that the bank statements, reconciliations

 and payment schedule should be signed by a non-bank signatory councillor. This

 will be reviewed each May.

 c. Minutes will be numbered from now on as per parish council legislation.

 d. The issue with the insurance for the Bowls Club was clarified and is between the Village

 Hall and Bowls Club, not the Parish Council.

 e. Water being drained on Grove Road was raised and will be investigated.

 f. The armoured cable on Low Road is still visible and will be reported again

13. **Date and time of next meeting**

Tuesday 6th February 2023 at 8pm at the Village Hall

The meeting closed at 8.57pm

**SIGNED BY CHAIR**

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| --- |
| **Repps cum Bastwick Parish Council** |
| **Bank Reconciliation** |
|  |  |  |  |
| **Financial year ending 31 March 2024** |  |  |  |
|  |  |  |  |
| Statement Date: |  | **29th December 2023** |
|  |  |  |  |
| **Bank Statement as at 30th November 2023** |  |  |  |
|  |  |  |  |
| Barclays Current Account |  | 6,313.10 |  |
| Barclays Deposit Account |  | 8,922.76 |  |
|  |  |   |  £ 15,235.86  |
|  |  |  |  |
| Less: Unpresented |  |  |  |
|  |  |  |  |
| 101440 HMRC |  | 42.60 |  |
| 101463 NALC |  | 57.60 |  |
| 101468 Clerk Salary/mileage/home office allowance |  | 507.42 |  |
| 101469 HMRC |   | £61.20 |   |
|  |  |  |  |
|  |  |   |  £ 668.82  |
|  |  |  |  |
|  |  |  |  |
| Net balances at 31 March 2024 |  |  |  £ 14,567.04  |
|  |  |  |  |
|  |  |  |  |
| **Cashbook** |  |  |  |
|  |  |  |  |
| Opening balance 1st April 2023 |  |  |  £ 8,762.18  |
| Add: Receipts |  |  | 18,857.01 |
| Less: Payments |  |  | -£13,052.15 |
|  |  |  |  |
| Closing Balance 31 March 2024 |  |  |  £ 14,567.04  |
|  |  |  |  |
|  |  |  |  |
| Variance |  |  |  £ -  |
|  |  |  |  |
| Cashbook includes variance from 2022/2023 |  |  |  |
|  |  |  |  |



