

DRAFT

Strumpshaw Parish Council Minutes

Meeting held Tuesday 15 March 2022 at 7.30 p.m.
at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS.

Present: Sheila Ashford (Chairman), Martin (Olly) Page (Vice-Chairman), Paul Dexter, Michael Green, Martin Kentish, Tina McAulay and Richard Palmer

In attendance: Tanya Rowlandson (Clerk), County Councillor Andrew Proctor, Sarah Cartwright, Bob Hunt, Lynda Hunt (Community Hall committee members), Hilary Hammond (Chairman Buckenham Wood Project Committee), Alasdair Fraser (Buckenham Wood Tree Warden) and 1 member of the public.

1. Apologies for absence.

All Parish Councillors were present, apologies were received from District Councillors Jan Davis and Eleanor Laming.

2. Declarations of interest in matters on the agenda.

None.

3. Minutes of the meeting held 18 January 2022

The minutes of this meeting were approved and signed.

4. Co-option.

Michael Green proposed that Martin Kentish be co-opted as Parish Councillor in place of Maureen Hammond, Tina McAulay seconded this, all Councillors were in favour. Martin Kentish signed the Declaration of Acceptance of Office.

5. Buckenham Wood Project Committee

Hilary Hammond presented a report on the Buckenham Wood Project Committee meeting held 1 March report, a copy is filed with these minutes.

Two noticeboards and two cycle stands have been installed.

The Rotary Club of Norwich Centenary will be planting 60 cherry, rowan and silver birch trees for the Queen's Green Canopy, it was resolved that the Clerk would send a letter of thanks to The Rotary Club of Norwich Centenary.

Quotations are being sought for steps at the slope at northern end of the central pathway, three new benches for the top of the slope in the central glade and a gravel pathway from the end of the causeway to the new bench area.

6. Stone Pit and Community Orchard.

Michael Green reported on behalf of the Strumpshaw Coffee Break who wished to clarify their role with respect to the Community Orchard and, indeed any other initiative. SCB requested that the following statement be included in the PC Minutes of this meeting:

“Strumpshaw Coffee Break (SCB) does not affiliate itself to any other organisation or initiative in the village and as such, will not be responsible for being the driving force of the Community Orchard. It can however, be actively relied upon to support the new community orchard project, as it does others,

by passing on relevant information, being a Tuesday morning hub of interactive conversations and by considering donated money going towards fundraising initiatives”

7. Suspend Standing Orders for public participation and receipt of reports County, District, Police, Buckenham Wood Warden.

7.1. County Councillor Andrew Proctor reported good news on the flooding drain scheme update and confirmed he was happy for the email he received from Norfolk County Council Highways (see below) to be included in the minutes:

“Subject: Strumpshaw drainage- PC meeting update

Dear Cllr Proctor and Tanya

A brief progress update ahead of tonight’s PC meeting. Detailed design work continues, in tandem with Anglian Water, toward a full solution being built at the same time. Liaison continues with the Environment Agency, to secure necessary consents and approvals. Funding is secured for construction in 2022/23, although exact timing will depend on a successful outcome on the land negotiations, joint timing with Anglian Water, and securing consents.

For the NCC scheme, land acquisition is progressing well, and landowners are supportive. NPS are finalising details (subject to final design completion). Soil testing and public utility surveys are underway, results awaited. We are engaged with our contractor, Tarmac, on their early input and involvement toward construction in summer 2022.

AW work remains on track to use pumping stations and a smart control arrangement to optimise upstream storage capacity in their network to prevent spillages on Norwich Road, where NCC are aiming to build an improved highway drainage scheme and infiltration basin. The NCC highways scheme is contingent on the implementation of the AW scheme, to secure the necessary Environment Agency approval and landowner’s agreement. AWs scheme is due to be completed by April 2022.”

A copy of Cllr Proctors full report is filed with the minutes.

7.2. District Councillor Eleanor Laming’s report was read out by the Clerk, a copy of the report is filed with these minutes.

7.3. The Police had not provided a report for this meeting; however, a monthly newsletter is emailed to the Clerk to publish on the Parish Council website and Facebook pages.

7.4. Alasdair Fraser (Buckenham Wood Tree Warden) reported that The Norwich Centenary Rotary Club were keen to support more planting next autumn/winter. On a site walk around with them he discussed with them the importance of getting the right species for the Wood, such as oak, hazel and more native shrubs. Canes and spiral guards continue to be stolen and will need replacing accessing funds from the Poors Trust Fund.

7.5. A member of the public asked for an update on the bus shelter, a response is included in the Clerk update below 12.1.

8. Resume meeting.

9. CHC operational report.

Sarah Cartwright presented the Community Hall operational report update, a copy is filed with these minutes.

9.1. The hire charging policy will be returned at the next meeting.

9.2. Safeguarding training rebooked for Thursday 7 April 2022, 10am to 1pm at the community hall, all councillors and members of the CH Committee are invited to attend.

9.3. It is planned to extend paving to the shed, finish the area around the shed as previously agreed, moving excess gravel from the car park.

Sheila Ashford commented that she was impressed with the community hall website.

10. Finance

The below Scribe reports: payments awaiting authorisation list, receipts list and the bank reconciliations had been previously circulated to Councillors for checking.

These were approved and signed by Martin Page and Richard Palmer.

12 March 2022 (2021 - 2022)

Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|----------------------|-----------|----------------------|--------------------------------|----------|-----------------|---------------|-----------------|
| 146 | 19/01/2022 | | Santander Business A | | training | Norfolk Association of Local | S | 80.00 | 16.00 | 96.00 |
| 148 | 26/01/2022 | | Santander Business A | | Defib Annual Support | Community Heartbeat | S | 135.00 | 27.00 | 162.00 |
| 149 | 29/01/2022 | | Santander Business A | | Sewage | Wave | Z | 27.98 | | 27.98 |
| 150 | 02/02/2022 | | Santander Business A | | Hall maintenance | Bob Hunt | S | 23.40 | 4.68 | 28.08 |
| 151 | 02/02/2022 | | Santander Business A | | Hall equipment | Tina McAulay | S | 60.00 | 12.00 | 72.00 |
| 152 | 02/02/2022 | | Santander Business A | | Hall equipment | Tina McAulay | X | 64.77 | | 64.77 |
| 153 | 31/01/2022 | | Santander Business A | | Cleaning | Marie Head | E | 75.00 | | 75.00 |
| 154 | 30/01/2022 | | Santander Business A | | Tree maintenance | Norwich City Council | S | 825.00 | 165.00 | 990.00 |
| 155 | 26/01/2022 | | Santander Business A | | Software licence | Hilary Hammond | S | 66.66 | 13.33 | 79.99 |
| 158 | 29/01/2022 | | Santander Business A | | Expenses | Tanya Rowlandson | Z | 18.90 | | 18.90 |
| 159 | 30/01/2022 | | Santander Business A | | Expenses | Tanya Rowlandson | Z | -18.90 | | -18.90 |
| 160 | 03/02/2022 | | Santander Business A | | Electric Bill | EDF | L | 177.21 | 8.86 | 186.07 |
| 161 | 04/02/2022 | | Santander Business A | | Cleaning | Marie Head | Z | 25.00 | | 25.00 |
| 162 | 07/02/2022 | | Santander Business A | | Hall Storage Shed | Bob Hunt | S | 31.97 | 6.39 | 38.36 |
| 163 | 14/02/2022 | | Santander Business A | | Broadband | Plusnet | S | 22.00 | 4.40 | 26.40 |
| 164 | 10/02/2022 | | Santander Business A | | Cleaning | Marie Head | E | 25.00 | | 25.00 |
| 165 | 07/02/2022 | | Santander Business A | | Pension | Norfolk Pension Fund | E | 105.20 | | 105.20 |
| 167 | 21/02/2022 | | Santander Business A | | Tree maintenance | Walnut Tree Garden Nursery | X | 39.95 | | 39.95 |
| 168 | 22/02/2022 | | Santander Business A | | PAYE | HMRC | X | 68.40 | | 68.40 |
| 169 | 23/02/2022 | | Santander Business A | | Cleaning | Marie Head | X | 25.00 | | 25.00 |
| 170 | 24/02/2022 | | Santander Business A | | Salary | Tanya Rowlandson | X | 274.20 | | 274.20 |
| 171 | 24/02/2022 | | Santander Business A | | Expenses | Tanya Rowlandson | X | 18.90 | | 18.90 |
| 172 | 24/02/2022 | | Santander Business A | | Pension | Norfolk Pension Fund | X | 105.20 | | 105.20 |
| 173 | 24/02/2022 | | Santander Business A | | PAYE | HMRC | X | 68.60 | | 68.60 |
| 174 | 01/03/2022 | | Santander Business A | | Cleaning | Marie Head | X | 25.00 | | 25.00 |
| 175 | 04/03/2022 | | Santander Business A | | Cleaning | Marie Head | X | 25.00 | | 25.00 |
| 176 | 31/03/2022 | | Santander Business A | | Broadband | Plusnet | S | 22.00 | 4.40 | 26.40 |
| 177 | 31/03/2022 | | Santander Business A | | Fire Alarm | 1st Class Fire Protection Luim | S | 105.00 | 21.00 | 126.00 |
| 178 | 31/03/2022 | | Santander Business A | | Fire Alarm | 1st Class Fire Protection Luim | S | 67.65 | 13.53 | 81.18 |
| 179 | 31/03/2022 | | Santander Business A | | Water Supply | Water Plus | S | 40.70 | 8.14 | 48.84 |
| 180 | 10/03/2022 | | Santander Business A | | Electric Bill | EDF | L | 119.31 | 5.97 | 125.28 |
| 181 | 31/03/2022 | | Santander Business A | | Cleaning | Marie Head | X | 25.00 | | 25.00 |
| Total | | | | | | | | 2,774.10 | 310.70 | 3,084.80 |

12 March 2022 (2021 - 2022)

Strumpshaw Parish Council

RECEIPTS LIST

| Voucher | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|-----------------------------|------------|---------------|----------------------|------------|----------------|---------------------------|----------|---------|-----|---------|
| 103 | CH Hire Charges - Regular U | 19/01/2022 | | Santander Business A | | Hall Hire fees | Strumpshaw Parish Council | Z | | | |
| 104 | CH Hire Charges - Regular U | 19/01/2022 | | Santander Business A | VOID | Hall Hire fees | Strumpshaw Parish Council | E | | | |
| 117 | PC Donations Income | 27/01/2022 | 18.1.22 - 9.2 | Santander Business A | | Donation | anonymus | Z | -150.00 | | -150.00 |
| 118 | CH Deposit - Ad hoc Users | 03/02/2022 | | Santander Business A | | Hall Hire fees | Gemma Tilley | E | 50.00 | | 50.00 |
| 119 | CH Hire Charges - Regular U | 01/02/2022 | | Santander Business A | | Hall Hire fees | Alex Goodson | E | 36.00 | | 36.00 |
| 120 | CH Hire Charges - Ad Hoc Us | 01/02/2022 | | Santander Business A | | Hall Hire fees | Francesca Bullen | E | 56.00 | | 56.00 |
| 121 | CH Deposit - Ad hoc Users | 01/02/2022 | | Santander Business A | | Hall Hire fees | Francesca Bullen | E | 50.00 | | 50.00 |
| 122 | CH Hire Charges - Regular U | 31/01/2022 | | Santander Business A | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 123 | CH Hire Charges - Regular U | 31/01/2022 | | Santander Business A | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 124 | CH Hire Charges - Regular U | 31/01/2022 | | Santander Business A | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 125 | CH Hire Charges - Regular U | 29/01/2022 | | Santander Business A | | Hall Hire fees | Yare Folk | E | 96.00 | | 96.00 |
| 126 | CH Hire Charges - Regular U | 28/01/2022 | | Santander Business A | | Hall Hire fees | Zenobia Dsouza | E | 36.00 | | 36.00 |
| 127 | CH Hire Charges - Regular U | 28/01/2022 | | Santander Business A | | Hall Hire fees | Zenobia Dsouza | E | 48.00 | | 48.00 |
| 128 | CH Hire Charges - Ad Hoc Us | 25/01/2022 | | Santander Business A | | Hall Hire fees | Frances Batch | E | 49.00 | | 49.00 |
| 129 | CH Deposit - Ad hoc Users | 25/01/2022 | | Santander Business A | | Hall Hire fees | Frances Batch | E | 50.00 | | 50.00 |
| 130 | CH Hire Charges - Regular U | 08/02/2022 | | Santander Business A | | Hall Hire fees | Pam Horrex | E | 48.00 | | 48.00 |
| 131 | CH Hire Charges - Regular U | 04/02/2022 | | Santander Business A | | Hall Hire fees | Gigglefit | E | 96.00 | | 96.00 |
| 132 | CH Hire Charges - Regular U | 04/02/2022 | | Santander Business A | | Hall Hire fees | Gigglefit | E | 48.00 | | 48.00 |
| 133 | CH Hire Charges - Regular U | 04/02/2022 | | Santander Business A | | Hall Hire fees | Gigglefit | E | 96.00 | | 96.00 |
| 134 | CH Hire Charges - Regular U | 04/02/2022 | | Santander Business A | | Hall Hire fees | Gigglefit | E | 48.00 | | 48.00 |
| 135 | CH Deposit - Ad hoc Users | 07/02/2022 | | Santander Business A | | Hall Hire fees | Frances Batch | E | -46.39 | | -46.39 |
| 141 | CH Hire Charges - Regular U | 29/01/2022 | | Santander Business A | | Hall Hire fees | Hayley Dugdale | E | | | |
| 142 | CH Hire Charges - Regular U | 29/01/2022 | | Santander Business A | | Hall Hire fees | Hayley Dugdale | E | 24.00 | | 24.00 |
| 143 | CH Hire Charges - Regular U | 24/02/2022 | | Santander Business A | | Hall Hire fees | Zenobia Dsouza | E | 36.00 | | 36.00 |
| 144 | CH Hire Charges - Regular U | 24/02/2022 | | Santander Business A | | Hall Hire fees | Zenobia Dsouza | E | 48.00 | | 48.00 |
| 145 | CH Hire Charges - Regular U | 23/02/2022 | | Santander Business A | | Hall Hire fees | Yare Folk | E | 96.00 | | 96.00 |
| 146 | CH Hire Charges - Regular U | 21/02/2022 | | Santander Business A | | Hall Hire fees | Alex Goodson | E | 60.00 | | 60.00 |
| 147 | CH Hire Charges - Regular U | 17/02/2022 | | Santander Business A | | Hall Hire fees | Gigglefit | E | 96.00 | | 96.00 |
| 148 | CH Hire Charges - Regular U | 17/02/2022 | | Santander Business A | | Hall Hire fees | Gigglefit | E | 48.00 | | 48.00 |
| 149 | CH Hire Charges - Regular U | 17/02/2022 | | Santander Business A | | Hall Hire fees | Gigglefit | E | 72.00 | | 72.00 |
| 150 | CH Hire Charges - Regular U | 17/02/2022 | | Santander Business A | | Hall Hire fees | Gigglefit | E | 24.00 | | 24.00 |
| 151 | CH Hire Charges - Regular U | 03/03/2022 | | Santander Business A | | Hall Hire fees | Strumpshaw Brownies | E | 9.00 | | 9.00 |
| 152 | CH Hire Charges - Regular U | 03/03/2022 | | Santander Business A | | Hall Hire fees | Strumpshaw Brownies | E | 45.00 | | 45.00 |
| 153 | CH Storage Charges | 03/03/2022 | | Santander Business A | | Storage charge | Leanne Yeomans | E | 13.00 | | 13.00 |
| 154 | CH Hire Charges - Ad Hoc Us | 04/03/2022 | | Santander Business A | | Hall Hire fees | BADCOG | E | 24.00 | | 24.00 |

155 CH Hire Charges - Ad Hoc Us 04/03/2022

Santander Business A

Hall Hire fees

BADCOG

E

25.00

25.00

12 March 2022 (2021 - 2022)

Strumpshaw Parish Council**RECEIPTS LIST**

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------------------------------|-------------|---------------|----------------------|-------------------|--------------------|-------------------|-----------------|-----------------|-----------------|-----------------|
| 156 CH Deposit - Ad hoc Users | 03/03/2022 | | Santander Business A | | Hall Hire fees | Victoria Snowling | E | 50.00 | | 50.00 |
| 157 CH Deposit - Ad hoc Users | 02/03/2022 | | Santander Business A | | Hall Hire fees | Rosie Harrison | E | 50.00 | | 50.00 |
| 158 CH Hire Charges - Regular U | 09/03/2022 | | Santander Business A | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 159 CH Hire Charges - Regular U | 09/03/2022 | | Santander Business A | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 160 CH Hire Charges - Regular U | 09/03/2022 | | Santander Business A | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 161 PC VAT Refund Income | 11/03/2022 | | Santander Savings Ac | | vat | HMRC | R | | 1,845.02 | 1,845.02 |
| Total | | | | | | | | 2,050.61 | 1,845.02 | 3,895.63 |

12 March 2022 (2021 - 2022)

**Strumpshaw Parish Council
RECONCILIATION - Santander Business Account**

| | |
|---|------------------|
| From Accounts | £1,451.15 |
| Payments not cashed Add | £432.70 |
| Receipts not entered Subtract | £360.00 |
| Statement should be | £1,523.85 |

12 March 2022 (2021 - 2022)

**Strumpshaw Parish Council
RECONCILIATION - Santander Savings Account**

| | |
|---|-------------------|
| From Accounts | £36,845.28 |
| Payments not cashed Add | |
| Receipts not entered Subtract | £1,845.02 |
| Statement should be | £35,000.26 |

11. Appointment of internal auditor.

John Gallop had confirmed he would be available to carry out the internal audit. Tina McAulay proposed, and Paul Dexter seconded the appointment of John Gallop as Internal Auditor, all councillors were in agreement of the appointment.

12. Correspondence and clerk update.

12.1. Bus Shelter. Norfolk County Council emailed 14 March to confirm that the Parish Council’s bid for a bus shelter been successful and will be funded up to 50% (£2,075), to be spent in 2022/23. County Councillor Andrew Proctor re-confirmed by email 15 March, a £1500 contribution from his division fund.

12.2. VAT refund claim submitted 28 February 2022 for £1845.02, payment paid direct into the savings account on 11 March.

12.3 Invoices for the annual allotment rents will be issued on 1 April 2022 at the new rental rate £13 per annum.

12.4. Santander bank account signatory changes and statement address have now all be implemented.

12.5. Local photographs required for updating those currently in use on the Parish Council Facebook account and the stock website photo on the Parish Council website (this needs to be landscape 940 x 198).

12.6. Parish Cluster meeting re-scheduled for 15 February 2022 was cancelled on the day of the meeting, due to only 2 Councils being able to attend. A new date has not yet been scheduled.

12.7. Footway request on Norwich Road. A member of the public had requested the Parish Council make enquiries to Norfolk County Council Highways on the current position in their listing scheme priorities (127th position in 2006). There has been no response to my two emails, we have now requested the assistance of County Councillor Andrew Proctor to push for a response from Norfolk County Council Highways on our behalf. Sheila Ashford commented that since 2006, sections of the footpath have already been completed following the completion of recent developments, therefore the cost to now provide a footpath for the “missing parts” was greatly reduced. Sheila Ashford suggested that as traffic levels and incidents of speeding through the village continue to increase, the Parish Council may wish to consider discussing a proposed 20 mph speed limit at the Annual Parish Meeting. (17th May 2022).

12.8. Email received from Norfolk Resilience Forum asking if the Parish Council wish to be added to their cascade alert system, or if we required the support in establishing a community resilience group?

12.9. Broadland District Council have launched a new incentivised volunteer litter picking scheme. The Big Broadland Litter Pick 2022 and will run parallel to the Great British Spring Clean scheme 14 March to 31 June 2022. There is a £20 reward to groups that take part with a chance to win £200.

13. To consider planning application no. 20220214, 11 Buckenham Road: single storey side extension.

The consultation letter from Broadland District Council had been circulated to parish councillors. The submitted plans were displayed on the large screen. It was unanimously agreed that the parish council recommend that this application be approved, subject to no neighbour objections.

14. Date of next meeting 17 May 2022, Annual Parish Meeting and Annual Parish Council Meeting at 7.30 p.m.

15. To consider excluding the public and press (for item 16) because their presence would be prejudicial to the public interest due to the confidential nature. In accordance with the Public Bodies (admissions to meetings) Act 1960 s1(2).

Sheila Ashford proposed, and Michael Green seconded a resolution to exclude the public and press from this point of the meeting, all councillors were in favour. The Parish Council resolved to exclude the public and press.

The public meeting closed at 8.21 p.m.

Sheila Ashford

Chairman

DRAFT

**Strumpshaw Parish Council
Buckenham Wood Project Committee Meeting In Buckenham Wood,
Tuesday 1st March 2022**

Report

Present: Hilary Hammond [HH] (Chairman), Michael Green [MG], Alasdair Fraser [AF]
In attendance: Helen Sibley (Green Infrastructure Officer, Broadland District Council) [HS]. Two members of the public.

1. Apologies for absence: Maureen Hammond, Ernest Hoyos
2. Declarations of interest in items on the agenda: None
3. Reports of the meetings held on 2nd October and 16th December 2021

These were accepted as correct records.

4. Matters arising

None

5. Review of the project to date

A written review of the project to date was considered - a copy is filed with this report. We noted that Eastern Landscape Services had been delayed in undertaking their part of the project because of the pandemic and pressures of work on other sites. We decided to delay their work on the western path, the entrance and the chestnut fencing until July 2022 because the bluebells were beginning to appear. **(Action HH and HS)**

We noted that the two notice boards and the two cycle stands had been fitted. Notices about the wood, its history and possible developments had been placed in the notice boards.

We noted that the area for planting Queen's Green Canopy trees by the Rotary Club of Norwich Centenary had been cleared, and that planting was expected to take place in the first part of March 2022.

6. Current financial position

A written report about the current financial situation was received. A copy is filed with the Minutes. We noted that £13,625.87 currently remains uncommitted.

7. Next stages for the project

A written report was received. A copy is filed with the Minutes.

7.1. Slope at the northern end of the central pathway

We considered that the most appropriate solution to improve the safety for users of this slope, and to protect the roots of the trees at the top of the slope, was to provide steps. These could be wider apart at the bottom of the slope and closer together towards the top. They could use recycled plastic risers to reduce future maintenance costs. We agreed that the Norfolk Fringe Project should be asked to quote for this work. **(Action HH)**

7.2. Reduction of the buddleia and the provision of hornbeams and benches on the western edge of the central glade

We decided that the buddleia groves should be managed on a rotation. One grove should be cut back and allowed to regenerate. At an appropriate time the second grove should then be cut back and allowed to regenerate.

We decided to arrange for the purchase and planting of three hornbeams along the eastern edge of the central grove at a cost in the region of £60.00.

We decided to provide three benches at the top of the slope in the central glade, to investigate the anticipated life and cost of recycled plastic and green oak benches and to seek quotations. **(Action HH)**

7.3. Path from the Wood Lane gate towards the central glade

We noted that some 50 metres of the path from the Wood Lane gate towards the central glade already consists of a gravel causeway. We also noted that extending a gravel path towards the new benches would provide a more inclusive access for wheelchair users. (We were assisted in this discussion by the members of the public whose son uses a wheelchair).

We decided to seek quotations from Eastern Landscape Services to scrape the gravel causeway for a 1.5 to 2 metre width and to provide a Breendon gravel path (for similar) from the end of the causeway to the new bench area. **(Action HH)**

7.4. Path on the eastern side of the Parish Council's wood

We walked round the eastern path and noted some areas where the planned chestnut fencing could be reduced in scope to allow space for those who want to go to the lower level. We also noted an area where the path should be moved to the east and three small and old trees removed, as shown in the photo.

DRAFT



We decided to ask the Norwich Fringe Project to quote to remove these three trees and move the path in that area a short distance to the east. (Action HH)

The meeting closed at 3.05 p.m.

Agenda item 9 - Community Hall Update

1. Financial update

| Cost Centre | Reserves at 1/4/2021 | Receipts YTD | Payments YTD |
|------------------------------|----------------------|--------------|--------------|
| CH Improvement & Development | £10,471 | £7,970 | £9,453 |
| CH Operation & Maintenance | £10,030 | £9,261 | £6,702 |

2. Hall usage

Hall usage continues to increase. Our business regular hirers have remained static, we have gained two non-commercial regular hirers due to the closure of Lingwood Methodist chapel. We are seeing more demand for ad hoc hires; the prime use is for children's birthday parties.

3. Operational matters

- Scribe Bookings – we went live with Scribe bookings wef 1st February and this is now integrated with our website so people can see when the hall is free and make a provisional booking.
- Envirosafe – we have ceased the regular Envirosafe treatments as the value no longer outweighs the cost.
- Six monthly service of the fire alarm system carried out 3rd March.

4. Hire Charge policy

- refer appendix A
- Brownies charged 50% rate as previously have been paying £7 an evening

5. Hirer agreements

We have implemented three agreements to ensure clarity of use and responsibilities. These cover store shed use, picture displays and alarm fobs. These have been included as appendices B, C & D for your information.

6. Planned activity

- Safeguarding Training – rebooked for Thursday 7th April 10am to 1pm at the community hall, all Councillors invited together with the CH Committee.
- Shed – extend paving to the shed and finish the area around the shed as previously agreed, this will include moving the excess gravel from the car park.
- HG Wells Time Machine performance 29th April – publicity started and tickets on sale.
- Jubilee Saturday afternoon – We are putting on flower show, with teas and music.

Appendix A - Strumpshaw Community Hall Hire Charge Policy

The Community Hall Committee Terms of Reference was approved by The Parish Council 20/07/2021 and starts with this statement: -

- The Parish Council owns the hall and grounds in which it stands which are for the benefit of the community. The Community Hall Committee (CHC) has been established to manage the hall and site and to run events for the community with the aims of covering running costs and further developing the facilities.

The document then goes on to define our responsibilities

Our aim on behalf of Strumpshaw Parish Council is to provide and maintain a range of various facilities at an affordable price that offer inclusive activities which support the educational, training, employment, cultural and recreational needs of the local community.

Our vision is that Strumpshaw Community Hall will be at the heart of the community providing a sustainable, secure and welcoming space that is valued and supported by the people of Strumpshaw and the surrounding area.

The CHC aim to:

- Keep the building available, accessible and safe for the use of local people and others.
- Enable a range of educational, training, employment, cultural and recreational activities to take place which respond to the needs of local people and where all are made to feel valued and safe.
- Provide excellent services to users.

The principles for calculating an appropriate hire rate per hour are set out in the Hire Pricing and Deposit document that is agreed with the Parish Council on an annual basis. The hire rate is reviewed at least annually, and the last review took place in September 2021

Current Financial Position - This healthy financial position means we are well positioned due to the payments of our regular business hirers to be able consider lower charges to non-commercial hirers.

We propose that our Charging Policy is:

1. Ad Hoc Hirers pay our standard rate (£14.50 per hour wef 1st April 2022)
2. Regular Hirers (those that book at least 6 hires a year and pay for at least 3 sessions in advance) pay our regular hirer rate (£12.50 per hour wef 1st April 2022)
3. When our financial position enables us to, Non-commercial hirers whose purpose of hire is in accordance with the above aims may be charged 50% of these rates. The decision will be made by the CHC chair and Parish Councillor sitting on the CHC.
4. When our financial position enables us to, Non-commercial ad hoc hirers whose purpose of hire is to raise money for a registered charity or local good cause, may not be charged. The decision will be made by the CHC chair and Parish Councillor sitting on the CHC.

The CHC operational report to each Parish Council meeting will include a report on when a discounted rate has been charged for a hire



Hall Front Door Key and Alarm Fob - Contract with Hirers

Dear Hirer,

As a user of the hall you are being loaned a hall front door key and alarm fob and are signing as accepting the following conditions:

It is absolutely essential that you are compliant with the terms of hire and that you leave the hall in a safe and secure manner with the door locked and the alarm set.

Although not continually observed, the alarm status is checked regularly by remote monitoring.

The door key and alarm fob are supplied with a key fob with the mobile number of a committee member. The mobile number has proven to be valuable in recovering lost keys without jeopardising the security of the hall and we ask that you keep this attached.

If for any reason, a key is passed to an authorised person or a key is lost with the traceability back to the hall, then our security is compromised. This will result in the need to change the lock at a cost which we will ask you to pay, and for that individual alarm fob to be disabled.

We are issuing you with the key and fob free of charge.

If however, the key and/or fob are lost (without the hall identity), we will charge you £15 to cover administration and replacement.

If the key and/or fob are later recovered without compromising their 'identity' as being for the hall, we will refund £10 of the initial £15 fee.

Thank you

Strumpshaw Community Hall Committee

STRUMPSHAW
PARISH
COUNCIL



PICTURE DISPLAY AND SALE AGREEMENT FOR
STRUMPSHAW COMMUNITY HALL

THIS AGREEMENT is made on the date (1) and between the COUNCIL (2) and the HIRER (3) named below whereby in consideration of the sum(s) mentioned (4):

A. THE COUNCIL agrees to permit the HIRER to use the premises (5) for the purpose (6) and for the period (7) all described below. The HIRER acknowledges that the details inserted below and the answers to the questions below are terms of this agreement.

1. Date

2. Strumpshaw Parish Council acting through its duly appointed sub-Committee, Strumpshaw Community Hall Committee, hereinafter referred to as “the CHC”:

Authorised representative:

Address:

Tel. No.:

Email: strumpshawch@gmail.com

3. Hirer Name

Organisation (if applicable):

Address:

Tel No.:

Email address:

4. Fee **10% of sales value. Payable by the HIRER within 60 days of completion of the sale of the Picture.**

5. Premises: Strumpshaw Community Hall and Car Park, Mill Road, Strumpshaw NR13 4FS

6. Display of art or photography (‘PICTURES’) for sale.

The HIRER will ‘hire’ wall space within the hall for PICTURES to facilitate their sale.

The Parish Council and CHC accept no liability for any loss or damage to the PICTURES and the PICTURES will remain under the ownership of the HIRER when on the premises.

PICTURES will be supplied by the HIRER with the sale price and the HIRER contact details.

The CHC will wall mount the pictures on behalf of the HIRER.

The CHC will ask the hirer to remove any pictures that others find offensive or distressing.

7. Period of Hiring: Date(s): **Initially 3 months from the date of this contract and then subject to review thereafter.**

(1) None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

(2)The CHC uses personal data for the purposes of managing the Premises, its bookings and finances, running and marketing events at the Premises, staff employment and its fundraising activities.

In accordance with Strumpshaw Parish Council’s GDPR Privacy Policy data may be retained for up to 7 years for accounts purposes and for longer where required by the Premises insurers.

The Hirer should contact the Strumpshaw Parish Council Data Controller at clerkstrumpshawpc@gmail.com

if there are any questions about the personal data held or to exercise all relevant rights, queries or complaints about the use of personal data.

Signed by the person named in 2 above.....

Signed by the person named in 3 above.....

Acceptance of this contract may be by email with reference to this document:

AGREEMENT FOR LOCKABLE STORAGE AT STRUMPSHAW COMMUNITY HALL

This Agreement is made on the date (1) and between the Council (2) and the Hirer (3) named below whereby in consideration of the sum(s) mentioned (4):

A. The Council agrees to permit the Hirer to use the lockable shed adjacent to Strumpshaw Community Hall and Car Park, Mill Road, Strumpshaw NR13 4FS (“the Hall”) for the sole purpose of storage of items used in the Hirer’s use of the Hall on the terms and conditions set out in B below.

1. Date

2. Strumpshaw Parish Council acting through its duly appointed sub-Committee, Strumpshaw Community Hall Committee, hereinafter referred to as “the CHC”:

3. Hirer:

Name (Responsible Person):

Organisation (if applicable):

Address:

Tel No.:

Email address

4. Storage charge £13 per quarter paid in advance.

B. 1. The Hirer agrees with the CHC as follows: -

1.1 Lockable storage is available as an additional service to Hall hirers only for items and equipment intended to be used during the course of that hire. The shed will be used for storage by a number of Hall hirers.

1.2 The Hirer will pack and clearly label items to be stored and will store items in the area allocated to the hirer and will store them such a way to avoid obstruction or inconvenience to other hirers using the shed storage. In particular, the Hirer will not store items in such a manner that will obstruct access into/egress out of the shed. The stored items must also not block the intruder alarm sensor.

1.3 Storage may be accessed during the Hirers specified Hall hire time, outside of these hours by prior arrangement with the CHC only and any access will not interfere with other Hall users

1.4 Charges for storage will be at the current specified rate and invoiced quarterly in advance.

1.5 The CHC will on payment of the charge inform the hirer of the padlock combination number, this must not be shared with any other person.

1.6 The CHC retain the right to raise the hiring charges. In such cases notification will be made to the Hirer not less than 28 days beforehand

2. The Hirer must not store or permit any other person to store: -

- Any food or drink
- Plants, birds, fish, animals, or any other creature
- Combustible or flammable materials or liquids such as gas, paint, petrol, oil or cleaning solvents
- Firearms, weapons, ammunition, explosives, or the components thereof
- Toxic waste, asbestos, or other materials of a potentially dangerous nature
- Any item which emits any fumes, smell, or odour
- Any illegal substances, illegal items or goods legally obtained
- Compressed gases, or any item of high value requiring specialist storage, e.g., jewellery, bullion, fine art, etc.
- Any items which may invalidate our insurance policies.

- 3. The Hirer must not or permit any other person to: -
 - 3.1 Alter the shed in any way.
 - 3.2 Leave any waste that is caused by storing the Hirer's goods.
 - 3.3 Leave the shed unsecured, except at times of access.
 - 3.4 Divulge the padlock combination.
 - 3.5 Attach to or allow to be driven into any part of the shed: - bolts, nails, tacks, screws, nor shall any placards, notices, stickers or other articles be affixed thereto without the written consent of the CHC nor make any deliberate mark on the internal or external fabric of the shed
 - 3.6 Leave any items in any other area of the Hall. Any items left will be removed and will be disposed of in any way the CHC see fit. The CHC reserve the right to cancel any hire of the Hall when users' items are consistently left in other areas of the Hall.
 - 3.7 Sub-let the storage

- 4 The CHC reserve the right to: -
 - 4.1 Access the shed at any time and for any reason
 - 4.2 Remove any items that are referred to in Clause 2 above and dispose of as the CHC see fit
 - 4.3 Disclose the Hirer's name and hire time to another user of the shed storage space
 - 4.5 Make a reasonable to charge to make good any damage to the shed which the CHC consider to be caused by any hirer or their agent or group participants.
 - 4.6 If the padlock is lost, we will charge you £40 to cover administration and replacement.

5. The Council's insurance of the Hall does not cover hirer's items stored or otherwise whilst in the Hall and no responsibility is taken for loss of any items from storage however caused other than through the Council's own negligence.
It is strongly recommended that the Hirer seeks professional advice re insurance for their stored items.

The Council shall not be responsible for any loss of or damage to any property arising out of the storage of items, nor for all loss or damage or injury which may be incurred by or be done or happen to any person or persons resorting to the shed during the storage period, nor for any loss due to breakdown of machinery, failure of electricity, leakage of water, fire, government restriction or act of God which may cause the shed to be temporarily closed or the storage use to be interrupted or cancelled.

The Hirer shall indemnify the Council against any claim in respect of any loss, damage or injury which may arise out of the use of the storage, or which may be made by any person resorting to the shed during the storage period.

- 6 The storage usage may be terminated by either party by giving at least 7 days written notice. At the end of the hire period of the Hall facilities the Hirer must:-
 - 6.1 Ensure that all items are removed from storage. The Hirer agrees to pay a reasonable charge for the removal and disposal of any goods that remain 14 days after the storage period has ended.
 - 6.2 Ensure the shed is left in a clean condition

7. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the person named in A2 above.....

Signed by the person named in A3 above.....

Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------------------------|------------|--------|----------------------|-----------|----------------------|--------------------------------|----------|-----------------|---------------|-----------------|
| 146 | PCA Training | 19/01/2022 | | Santander Business A | | training | Norfolk Association of Local C | S | 80.00 | 16.00 | 96.00 |
| 148 | CH Defibrillator Servicing | 26/01/2022 | | Santander Business A | | Defib Annual Support | Community Heartbeat | S | 135.00 | 27.00 | 162.00 |
| 149 | CH Sewerage | 29/01/2022 | | Santander Business A | | Sewage | Wave | Z | 27.98 | | 27.98 |
| 150 | CH Misc Equipment Repairs | 02/02/2022 | | Santander Business A | | Hall maintenance | Bob Hunt | S | 23.40 | 4.68 | 28.08 |
| 151 | CH Sanitary Unit | 02/02/2022 | | Santander Business A | | Hall equipment | Tina McAulay | S | 60.00 | 12.00 | 72.00 |
| 152 | CHD New Equipment | 02/02/2022 | | Santander Business A | | Hall equipment | Tina McAulay | X | 64.77 | | 64.77 |
| 153 | CH Cleaner | 31/01/2022 | | Santander Business A | | Cleaning | Marie Head | E | 75.00 | | 75.00 |
| 154 | BW Tree Maintenance | 30/01/2022 | | Santander Business A | | Tree maintenance | Norwich City Council | S | 825.00 | 165.00 | 990.00 |
| 155 | PCA Software Licenses | 26/01/2022 | | Santander Business A | | Software licence | Hilary Hammond | S | 66.66 | 13.33 | 79.99 |
| 158 | PCA Mileage | 29/01/2022 | | Santander Business A | | Expenses | Tanya Rowlandson | Z | 18.90 | | 18.90 |
| 159 | PCA Mileage | 30/01/2022 | | Santander Business A | | Expenses | Tanya Rowlandson | Z | -18.90 | | -18.90 |
| 160 | CH Electricity | 03/02/2022 | | Santander Business A | | Electric Bill | EDF | L | 177.21 | 8.86 | 186.07 |
| 161 | CH Cleaner | 04/02/2022 | | Santander Business A | | Cleaning | Marie Head | Z | 25.00 | | 25.00 |
| 162 | CHD New Equipment | 07/02/2022 | | Santander Business A | | Hall Storage Shed | Bob Hunt | S | 31.97 | 6.39 | 38.36 |
| 163 | CH Broadband | 14/02/2022 | | Santander Business A | | Broadband | Plusnet | S | 22.00 | 4.40 | 26.40 |
| 164 | CH Cleaner | 10/02/2022 | | Santander Business A | | Cleaning | Marie Head | E | 25.00 | | 25.00 |
| 165 | PCA Clerk Pension | 07/02/2022 | | Santander Business A | | Pension | Norfolk Pension Fund | E | 105.20 | | 105.20 |
| 167 | BW Tree Maintenance | 21/02/2022 | | Santander Business A | | Tree maintenance | Walnut Tree Garden Nursery | X | 39.95 | | 39.95 |
| 168 | PCA Clerk Salary | 22/02/2022 | | Santander Business A | | PAYE | HMRC | X | 68.40 | | 68.40 |
| 169 | CH Cleaner | 23/02/2022 | | Santander Business A | | Cleaning | Marie Head | X | 25.00 | | 25.00 |
| 170 | PCA Clerk Salary | 24/02/2022 | | Santander Business A | | Salary | Tanya Rowlandson | X | 274.20 | | 274.20 |
| 171 | PCA Mileage | 24/02/2022 | | Santander Business A | | Expenses | Tanya Rowlandson | X | 18.90 | | 18.90 |
| 172 | PCA Clerk Pension | 24/02/2022 | | Santander Business A | | Pension | Norfolk Pension Fund | X | 105.20 | | 105.20 |
| 173 | PCA Clerk Salary | 24/02/2022 | | Santander Business A | | PAYE | HMRC | X | 68.60 | | 68.60 |
| 174 | CH Cleaner | 01/03/2022 | | Santander Business A | | Cleaning | Marie Head | X | 25.00 | | 25.00 |
| 175 | CH Cleaner | 04/03/2022 | | Santander Business A | | Cleaning | Marie Head | X | 25.00 | | 25.00 |
| 176 | CH Broadband | 31/03/2022 | | Santander Business A | | Broadband | Plusnet | S | 22.00 | 4.40 | 26.40 |
| 177 | CH Fire Alarm & Em Lighting | 31/03/2022 | | Santander Business A | | Fire Alarm | 1st Class Fire Protection Luin | S | 105.00 | 21.00 | 126.00 |
| 178 | CH Fire Extinguisher Servicing | 31/03/2022 | | Santander Business A | | Fire Alarm | 1st Class Fire Protection Luin | S | 67.65 | 13.53 | 81.18 |
| 179 | CH Water | 31/03/2022 | | Santander Business A | | Water Supply | Water Plus | S | 40.70 | 8.14 | 48.84 |
| 180 | CH Electricity | 10/03/2022 | | Santander Business A | | Electric Bill | EDF | L | 119.31 | 5.97 | 125.28 |
| 181 | CH Cleaner | 31/03/2022 | | Santander Business A | | Cleaning | Marie Head | X | 25.00 | | 25.00 |
| Total | | | | | | | | | 2,774.10 | 310.70 | 3,084.80 |

Strumpshaw Parish Council

RECEIPTS LIST

| Voucher | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|-----------------------------|------------|---------------|-----------------------|------------|----------------|---------------------------|----------|---------|-----|---------|
| 103 | CH Hire Charges - Regular U | 19/01/2022 | | Santander Business Ar | | Hall Hire fees | Strumpshaw Parish Council | Z | | | |
| 104 | CH Hire Charges - Regular U | 19/01/2022 | | Santander Business Ar | VOID | Hall Hire fees | Strumpshaw Parish Council | E | | | |
| 117 | PC Donations Income | 27/01/2022 | 18.1.22 - 9.2 | Santander Business Ar | | Donation | anonymous | Z | -150.00 | | -150.00 |
| 118 | CH Deposit - Ad hoc Users | 03/02/2022 | | Santander Business Ar | | Hall Hire fees | Gemma Tilley | E | 50.00 | | 50.00 |
| 119 | CH Hire Charges - Regular U | 01/02/2022 | | Santander Business Ar | | Hall Hire fees | Alex Goodson | E | 36.00 | | 36.00 |
| 120 | CH Hire Charges - Ad Hoc Us | 01/02/2022 | | Santander Business Ar | | Hall Hire fees | Francesca Bullen | E | 56.00 | | 56.00 |
| 121 | CH Deposit - Ad hoc Users | 01/02/2022 | | Santander Business Ar | | Hall Hire fees | Francesca Bullen | E | 50.00 | | 50.00 |
| 122 | CH Hire Charges - Regular U | 31/01/2022 | | Santander Business Ar | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 123 | CH Hire Charges - Regular U | 31/01/2022 | | Santander Business Ar | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 124 | CH Hire Charges - Regular U | 31/01/2022 | | Santander Business Ar | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 125 | CH Hire Charges - Regular U | 29/01/2022 | | Santander Business Ar | | Hall Hire fees | Yare Folk | E | 96.00 | | 96.00 |
| 126 | CH Hire Charges - Regular U | 28/01/2022 | | Santander Business Ar | | Hall Hire fees | Zenobia Dsouza | E | 36.00 | | 36.00 |
| 127 | CH Hire Charges - Regular U | 28/01/2022 | | Santander Business Ar | | Hall Hire fees | Zenobia Dsouza | E | 48.00 | | 48.00 |
| 128 | CH Hire Charges - Ad Hoc Us | 25/01/2022 | | Santander Business Ar | | Hall Hire fees | Frances Batch | E | 49.00 | | 49.00 |
| 129 | CH Deposit - Ad hoc Users | 25/01/2022 | | Santander Business Ar | | Hall Hire fees | Frances Batch | E | 50.00 | | 50.00 |
| 130 | CH Hire Charges - Regular U | 08/02/2022 | | Santander Business Ar | | Hall Hire fees | Pam Horrex | E | 48.00 | | 48.00 |
| 131 | CH Hire Charges - Regular U | 04/02/2022 | | Santander Business Ar | | Hall Hire fees | Gigglefit | E | 96.00 | | 96.00 |
| 132 | CH Hire Charges - Regular U | 04/02/2022 | | Santander Business Ar | | Hall Hire fees | Gigglefit | E | 48.00 | | 48.00 |
| 133 | CH Hire Charges - Regular U | 04/02/2022 | | Santander Business Ar | | Hall Hire fees | Gigglefit | E | 96.00 | | 96.00 |
| 134 | CH Hire Charges - Regular U | 04/02/2022 | | Santander Business Ar | | Hall Hire fees | Gigglefit | E | 48.00 | | 48.00 |
| 135 | CH Deposit - Ad hoc Users | 07/02/2022 | | Santander Business Ar | | Hall Hire fees | Frances Batch | E | -46.39 | | -46.39 |
| 141 | CH Hire Charges - Regular U | 29/01/2022 | | Santander Business Ar | | Hall Hire fees | Hayley Dugdale | E | | | |
| 142 | CH Hire Charges - Regular U | 29/01/2022 | | Santander Business Ar | | Hall Hire fees | Hayley Dugdale | E | 24.00 | | 24.00 |
| 143 | CH Hire Charges - Regular U | 24/02/2022 | | Santander Business Ar | | Hall Hire fees | Zenobia Dsouza | E | 36.00 | | 36.00 |
| 144 | CH Hire Charges - Regular U | 24/02/2022 | | Santander Business Ar | | Hall Hire fees | Zenobia Dsouza | E | 48.00 | | 48.00 |
| 145 | CH Hire Charges - Regular U | 23/02/2022 | | Santander Business Ar | | Hall Hire fees | Yare Folk | E | 96.00 | | 96.00 |
| 146 | CH Hire Charges - Regular U | 21/02/2022 | | Santander Business Ar | | Hall Hire fees | Alex Goodson | E | 60.00 | | 60.00 |
| 147 | CH Hire Charges - Regular U | 17/02/2022 | | Santander Business Ar | | Hall Hire fees | Gigglefit | E | 96.00 | | 96.00 |
| 148 | CH Hire Charges - Regular U | 17/02/2022 | | Santander Business Ar | | Hall Hire fees | Gigglefit | E | 48.00 | | 48.00 |
| 149 | CH Hire Charges - Regular U | 17/02/2022 | | Santander Business Ar | | Hall Hire fees | Gigglefit | E | 72.00 | | 72.00 |
| 150 | CH Hire Charges - Regular U | 17/02/2022 | | Santander Business Ar | | Hall Hire fees | Gigglefit | E | 24.00 | | 24.00 |
| 151 | CH Hire Charges - Regular U | 03/03/2022 | | Santander Business Ar | | Hall Hire fees | Strumpshaw Brownies | E | 9.00 | | 9.00 |
| 152 | CH Hire Charges - Regular U | 03/03/2022 | | Santander Business Ar | | Hall Hire fees | Strumpshaw Brownies | E | 45.00 | | 45.00 |
| 153 | CH Storage Charges | 03/03/2022 | | Santander Business Ar | | Storage charge | Leanne Yeomans | E | 13.00 | | 13.00 |
| 154 | CH Hire Charges - Ad Hoc Us | 04/03/2022 | | Santander Business Ar | | Hall Hire fees | BADCOG | E | 24.00 | | 24.00 |
| 155 | CH Hire Charges - Ad Hoc Us | 04/03/2022 | | Santander Business Ar | | Hall Hire fees | BADCOG | E | 25.00 | | 25.00 |

Strumpshaw Parish Council
RECEIPTS LIST

| Voucher | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------------------------|------------|--------|-----------------------|------------|----------------|-------------------|----------|-----------------|-----------------|-----------------|
| 156 | CH Deposit - Ad hoc Users | 03/03/2022 | | Santander Business Ac | | Hall Hire fees | Victoria Snowling | E | 50.00 | | 50.00 |
| 157 | CH Deposit - Ad hoc Users | 02/03/2022 | | Santander Business Ac | | Hall Hire fees | Rosie Harrison | E | 50.00 | | 50.00 |
| 158 | CH Hire Charges - Regular U: | 09/03/2022 | | Santander Business Ac | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 159 | CH Hire Charges - Regular U: | 09/03/2022 | | Santander Business Ac | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 160 | CH Hire Charges - Regular U: | 09/03/2022 | | Santander Business Ac | | Hall Hire fees | Wensum Arts | E | 120.00 | | 120.00 |
| 161 | PC VAT Refund Income | 11/03/2022 | | Santander Savings Ac | | vat | HMRC | R | | 1,845.02 | 1,845.02 |
| Total | | | | | | | | | 2,050.61 | 1,845.02 | 3,895.63 |

Strumpshaw Parish Council
RECONCILIATION - Santander Business Account

| | |
|---|------------------|
| From Accounts | £1,476.15 |
| Payments not cashed Add | £1,109.35 |
| Receipts not entered Subtract | £1,056.00 |
| <hr/> | |
| Statement should be | £1,529.50 |

Strumpshaw Parish Council
RECONCILIATION - Santander Business Account

| | |
|---|------------------|
| From Accounts | £1,451.15 |
| Payments not cashed Add | £432.70 |
| Receipts not entered Subtract | £360.00 |
| <hr/> | |
| Statement should be | £1,523.85 |

Strumpshaw Parish Council
RECONCILIATION - Santander Savings Account

| | |
|---|-------------------|
| From Accounts | £36,845.28 |
| Payments not cashed Add | |
| Receipts not entered Subtract | £1,845.02 |
| <hr/> | |
| Statement should be | £35,000.26 |