

CROMER TOWN COUNCIL
BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2021

	Notes	31 st March 2021	31 st March 2020
		£	£
FIXED ASSETS	1(a)	436,696	450,647
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CURRENT ASSETS			
Debtors & Prepayments		3,677	6,654
VAT Recoverable		544	2,909
Cash at Bank		602,659	488,470
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		606,880	498,033
CURRENT LIABILITIES			
Creditors & Accruals		5,456	11,641
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NET CURRENT ASSETS		601,424	486,392
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LONG TERM LIABILITIES			
Loans	2	331,950	353,850
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NET ASSETS		706,170	583,189
		=====	=====
Represented by:			
GENERAL FUND	3	216,440	151,249
RESERVES			
Earmarked	4	489,730	431,940
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		706,170	583,189
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The above balance sheet fairly presents the financial position of the Council as at 31st March, 2021 and the income and expenditure account on pages 2 and 3 reflects its results for the year.

Approved by Council...../...../.....

Signed.....
Chairman

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Responsible Financial Officer

CROMER TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2021

	Year Ended 31 st March 2021	Year Ended 31 st March 2020
	£	£
INCOME		
Precept	287,421	283,574
Cemetery (Memorials & Internments)	34,135	29,105
North Lodge – Utilities, Rent & Rates	22,193	18,650
Weddings	33,790	12,260
Fireworks	-	11,630
Allotments	240	180
Christmas – Market	-	1,429
VE Day/Poppies	3,701	-
Cromer Artspace	1,360	-
Civic Service Collection	-	581
Crematorium – Rent and Income	81,064	61,925
Verge Cutting	10,288	10,042
Royal Norfolk Show	-	450
Pocket Park Grant	-	29,636
Town Signs	-	1,028
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Total Income	£474,192	£460,490
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EXPENDITURE		
General Administration	2,415	2,857
Photocopier	1,164	1,683
SLCC Membership	-	1,594
Shredding	367	451
Henry Blogg Boat	376	-
Salaries (including Employers NI & Pension)	129,684	123,193
Training	1,010	1,647
Handyman	1,180	2,270
S137 Payments	20,030	17,092
Friends of North Lodge Park	27,695	-
Street Lighting - Electricity & Repairs	9,880	7,488
- Depreciation	4,698	4,698
North Lodge - Utilities, Rates & Cleaning	10,610	11,239
- Repairs & Maintenance	1,053	20,983
- Depreciation	8,000	8,000
- Repointing	14,272	24,194
- NNDC Recycling	-	311
- Window Cleaning and Alarm	846	826
- Alarm Company	2,480	992
- Licence	20	-
- New Water Dispenser	217	72
- Floor Covering	-	1,080
- Road Markings	-	250

**CROMER TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2021**

	Year Ended 31 st March 2021	Year Ended 31 st March 2020
	£	£
- Waste	316	-
- Telephone System	1,702	1,502
- Initial	19	-
- Civic & Chairman's Board	25	-
- Roller Banner and Sneeze Guards	876	-
- Electrical Inspection	-	1,263
New Chapel - Repairs & Utilities	201	788
- Survey	-	1,000
Publicity	-	245
Tender Adverts	195	-
Insurance	5,076	4,913
Legal & Professional Fees	2,835	-
Subscriptions	3,047	1,029
Fireworks	-	9,809
Church Floodlighting	1,102	4,690
Flags & Flag Poles	69	1,307
Audit	1,075	975
Town Crier	-	3,846
Litter Bins	978	942
Weddings	1,155	2,130
Bus Shelter - Repairs	40	-
- Depreciation	1,253	1,253
Planning Projects	5,750	11,700
Wreaths	74	37
Travel	-	302
Cromer Cares	(528)	-
Christmas	-	4,402
Changing places	-	358
Firework Grants	-	5,600
War Memorial	-	653
Allotments	1,950	1,680
Memorial Benches	110	-
Twinning	1,000	1,000
Security Key Holding Service	-	250
Verge Cutting	13,550	13,475
IT Maintenance & Capital	5,547	3,963
Cemeteries - Maintenance & Grave Digging	22,673	27,784
- Repairs to Willow Fence	-	700
- Tree Survey & Work	1,055	1,950
- Ground Water Inspection	-	4,200
- Rates	6,487	5,720
- Drain Clearance	60	-
- Pillars	-	3,797
- Bollards	-	164
- Planting	3,599	-

Old Cemetery	-	Grass Maintenance	895	1,175
	-	Survey	-	400
Loan Interest			11,888	12,647
Mobiloo			-	1,290
Woodland Burial			250	-
Fun Run			-	30
Armistice Day			-	205
Church Clock Maintenance			-	878
Royal Norfolk Show			-	3,586
First Aid Course			-	177
Pocket Park			2,890	39,384
Commemorations & VE Day			9,847	608
Election Costs			-	1,061
Lecterns			-	1,019
Operation London Bridge			-	410
Town Signs			-	2,055
Suffield Park Sign			-	439
Proposed Car Park			-	650
ANPR Project (Police)			-	4,000
Firefighters Day and St Johns			-	122
Living Wage Foundation			-	240
Planning, Faculty and Holkham Forge Wreath Panel			6,524	3,306
Red Ensign Day			-	45
Refurbishment of Notice Boards			-	415
Defibrillator			1,628	19
Corona Virus Hardship Fund			-	1,200
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Total Expenditure			£351,210	£429,708
			=====	=====
Surplus for year			£122,982	£ 30,782
			=====	=====

CROMER TOWN COUNCIL
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

SUPPORTING NOTES

1. Fixed Assets	Bus Shelter	Street Lighting	North Lodge	Total
a)	£	£	£	£
Cost as 1 st April 2020	12,528	140,922	415,020	568,470
Additions in year	-	-	-	-
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	12,528	140,922	415,020	568,470
Depreciation	-----	-----	-----	-----
Balance at 1 st April 2020	4,587	18,216	95,020	117,823
Charge for year	1,253	4,698	8,000	13,951
	-----	-----	-----	-----
Balance at 31 st March 2021	5,840	22,914	103,020	131,774
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Net book value at 31 st March 2021	6,688	118,008	312,000	436,696
	=====	=====	=====	=====

Depreciation is calculated to write-off the cost of fixed assets on a straight line basis. These assets are depreciated over the following lives:- Buildings 50 years, Street Lighting 30 years and Bus Shelter 10 years.

The insurance values at 31st March 2021 are as follows:-

	£
North Lodge – Buildings	1,016,092
Street Lighting	412,343
Bus Shelter	47,710

Insurance Values at 31st March 2021	1,476,145
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- b)** The cost of buildings, equipment and contents with the exception of those in **1(a)** above, together with individual additions to fixed assets costing £5,000 or less, have been fully written-off and are not included in the balance sheet. The insurance values of these assets as 31st March 2020 are as follows:- £

Buildings

New Chapel	417,424
Old Chapel	139,557
New Cemetery Garage	1,230

Total Buildings Value

558,211

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Equipment and Contents

Street Furniture	44,597
Playground Equipment	30,849
Office Furniture and Equipment	108,676
Regalia	15,929
Contents of New Chapel	19,676
Flag Pole and Flags & Henry Blogg Boat	23,308

Total Equipment and Contents Value

243,035

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SUMMARY

Buildings 558,211

Equipment and Contents 243,035

Insurance Values as at 31st March 2020 801,246

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2. Loans

	PWLB Loan 1 £	PWLB Loan 3 £	Total £
Balance at 1 st April 2020	240,000	113,850	353,850
Repaid in year	15,000	6,900	21,900
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Balance at 31 st March 2021	225,000	106,950	331,950
	=====	=====	=====
		2021	2020
		£	£

3. General Fund

Balance at 1 st April 2020	151,249	127,687
Total Income	474,192	460,490
Total Expenditure	(351,210)	(429,708)
Amount earmarked in the year (net)	(57,790)	(7,220)
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Balance as at 31 st March 2021	216,441	151,249
	=====	=====

4. Earmarked Reserves

	2021	2020
War Memorial	3,100	1,600
Youth and Sports Facilities	35,300	26,300
New Burial Land	80,000	80,000
Cromer Cares	10,530	-
Capital Project	130,000	130,000
New Chapel	25,300	25,300
2022 Commemorations	12,000	-
North Lodge Maintenance	31,000	16,000
Pocket Park	4,000	5,250
Crematorium Income	140,000	119,000
IT Capital	5,500	-
Legal Fees	3,000	-
Csas Training	1,500	-
Christmas Event	3,500	-
Fireworks	5,000	-
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Balances as at 31 st March 2021	489,730	431,940
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5. Tenancies

All tenants are responsible for meeting the internal decorating of the properties. The following tenancies were held at the end of the year:

Council as Landlord

Tenant	Property	Gross Rent Per Annum £
Pure Content	North Lodge – 1 st Floor	14,750
Pure Content	North Lodge – Ground Floor Offices	4,600

		£19,350
		=====

6. a) S137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £8.41 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council in the year ended 31st March 2021 was £58,870 and the donations made were as follows:-

	2021
Payee	£
Cromer in Bloom	2,500
Norfolk Community Law Services	1,500
Cromer Christmas Lights	3,000
Cromer Community Centre	1,000
Sheringham and Cromer Choral Society	750
Friends of North Lodge Park	750
Friends of Cromer Academy	940
Coast Arts Festival	1,000
Friends of Suffield Park Infants School	560
1 st Cromer Sea Scouts	500
Friends of Horsey Seals	500
Friends of Cromer Museum	200
Cromer Hospital Cancer Project	1,000
Cromer Girl Guiding	1,250
Friend Indeed	1,000
Bittern Line	750
Cromer Twinning	1,000
Cromer Folk Fringe	600
Cromer Artspace	2,730
North Lodge Pre-School (2020)	(500)

Total	£ 21,030
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b) S142 Payments

Section 142 of the Local Government Act 1972 enables Parish Councils to support the Citizens Advice Bureau. £Nil was paid during this year.

CROMER TOWN COUNCIL
TRIAL BALANCE – YEAR ENDED 31ST MARCH 2021

	Opening Drs/(Crs) £	(Receipts) & Payments £	Journal £	Closing Crs/(Drs) £	(Income)/ Expenditure £
INCOME					
Precept		(287,421.00)			(287,421.00)
Cemetery		(32,717.50)		(1,417.50)	(34,135.00)
North Lodge – Utilities, Rent etc.		(22,192.83)			(22,192.83)
Weddings	(590.00)	(32,000.00)		(1,200.00)	(33,790.00)
Allotments		(240.00)			(240.00)
Miscellaneous		(32,101.72)	32,101.72		-
Crematorium – Rent & Income		(81,063.51)			(81,063.51)
Verge Cutting		(10,288.41)			(10,288.41)
VE Day/Poppies	(3,141.00)		(560.00)		(3,701.00)
Cromer Artspace			(1,360.00)		(1,360.00)
	(3,731.00)	(498,024.97)	30,181.72	(2,617.50)	(474,191.75)
EXPENDITURE					
General Administration		4,524.32	(4,524.32)		
			2,697.62	(283.20)	2,414.42
Photocopier			(38.24)		
			1,202.22		1,163.98
Shredding			366.88		366.88
IT & Website		5,484.38	62.60		5,546.98
Tender Advert			195.00		195.00
Salaries (including Tax, NI & Pensions)		134,860.73	(5,176.79)		129,683.94
Handyman		1,180.00			1,180.00
S137 Payments		20,430.00		600.00	21,030.00
Chapel Repairs, Utilities & Rates	(58.00)	6,718.16	(6,487.00)		
			28.31		201.47
Cemetery		28,919.81	(28,919.81)		-
- Main. & Grave Digging			22,672.50		22,672.50
- Drain Clearing			60.00		60.00
- Tree Inspection & Work			995.00	60.00	1,055.00
- Allotments			670.00		670.00
- Rates			6,487.00		6,487.00
- Planting			3,599.00		3,599.00
Old Cemetery			895.00		895.00
Street Lighting – Repairs	(2,254.00)	6,459.09	(1,304.91)	515.00	3,415.18
Street Lighting - Electricity	(1,500.00)	7,165.19		800.00	6,465.19
North Lodge:-					
- Utilities, Rates etc	70.00	9,475.49		(70.00)	
	167.00			(167.00)	9,475.49
- Repointing			14,272.50		14,272.50
- Civic & Mayor’s Board		25.00			25.00

- Repairs & Maintenance		1,019.77		33.00	1,052.77
- Telephone		1,702.23			1,702.23
- Cleaning etc		1,134.00			1,134.00
- Window Cleaning & Alarm	(30.00)	876.12			846.12
- Licence			20.00		20.00
- Initial			19.44		19.44
- Roller Banner and Sneeze Guards			875.60		875.60
- Security		2,450.27		30.00	2,480.27
- Waste			315.95		315.95
- New Water Dispenser			216.90		216.90
Depreciation:-					
- North Lodge			8,000.00		8,000.00
- Bus Shelter			1,253.00		1,253.00
- Street Lighting			4,698.00		4,698.00
Henry Blogg Boat			376.00		376.00
Insurance	807.00	5,092.12		(823.00)	5,076.12
Subscriptions		3,047.28			3,047.28
Church Floodlighting	(443.00)	1,544.52			1,101.52
Planning Projects		5,750.00			5,750.00
Audit	(1,100.00)	1,075.00		1,100.00	1,075.00
Flags & Flagpoles		69.01			69.01
Litter Bins		977.50			977.50
Weddings		1,155.00			1,155.00
Wreaths		74.00			74.00
Loan Interest - Loan 1	(2,154.00)	9,922.50		2,019.00	9,787.50
- Loan 3	(318.00)	2,119.16		299.00	2,100.16
Training		1,010.00			1,010.00
Legal Fees		2,835.00			2,835.00
Pocket Park		2,890.46			2,890.46
Memorial Benches		110.00			110.00
Miscellaneous		79,157.73	(79,157.73)		-
Woodland Burial			250.00		250.00
Verge Cutting		13,550.00			13,550.00
Allotments		1,280.00			1,280.00
Cromer Cares			(23,700.02)		
			23,172.34		(527.68)
2020 Commemorations		162.00	3,777.50		
			60.00		3,999.50
VE Day	5,610.16		237.50		5,847.66
North Lodge Friends – Play Equipment			27,695.00		27,695.00
Holkham Forge – Wreath Panel			6,524.20		6,524.20
War Memorial	(53.00)	52.59			(0.41)
Bus Shelter		40.00			40.00
Defibrillator			1,628.00		1,628.00
	(1,255.84)	364,338.43	(16,268.96)	4,396.00	351,209.63
Net (Income)					(£122,982.12)

CROMER TOWN COUNCIL
TRIAL BALANCE – YEAR ENDED 31ST MARCH 2021

	Opening Assets/ (Liabilities) £	(Receipts) & Payments £	Journals £	Movements Debtors/ Creditors £	Closing Assets/ (Liabilities) £
FIXED ASSETS – COST					
North Lodge	415,020.00				415,020.00
Bus Shelter	12,528.00				12,528.00
Street Lighting	140,921.60				140,921.60
FIXED ASSETS – DEPRECIATION					
North Lodge	(95,020.00)		(8,000.00)		(103,020.00)
Bus Shelter	(4,587.00)		(1,253.00)		(5,840.00)
Street Lighting	(18,215.60)		(4,698.00)		(22,913.60)
CURRENT ASSETS					
Debtors & Prepayments	6,654.16			(2,976.66)	3,677.50
VAT Recoverable	2,909.57	(19,199.00)	38.24		543.81
		16,795.00			
Cash at Bank – Community	488,387.87	517,223.97			602,577.51
		(403,034.33)			
- Disbursement	81.65				81.65
	948,680.25	111,785.64	(13,912.76)	(2,976.66)	1,043,576.47
CURRENT LIABILITIES					
Creditors & Accruals	(11,641.00)			6,185.00	(5,456.00)
LONG TERM LIABILITIES					
Loan 1	(240,000.00)	15,000.00			(225,000.00)
Loan 3	(113,850.00)	6,900.00			(106,950.00)
	583,189.25	133,685.64	(13,912.76)	3,208.34	706,170.47
FUNDS & RESERVES					
General Fund	(151,249.25)	(133,685.64)	57,790.00	(3,208.34)	
			13,912.76		(216,440.47)
Earmarked Reserves	(431,940.00)		(57,790.00)		(489,730.00)
	(583,189.25)	(133,685.64)	13,912.76	(3,208.34)	(706,170.47)

CROMER TOWN COUNCIL
DEBTORS AND CREDITORS AT 31ST MARCH 2021

	31 ST March 2021	31 ST March 2020
	£	£
DEBTORS & PREPAYMENTS		
Debtors		
Weddings	1,200.00	-
Cemetery – Memorials	1,417.50	-
North Lodge Utilities		
- Hoyl Basement Flat	70.00	70.00
- Pure Content 1 st Floor	167.00	167.00
	-----	-----
	2,854.50	237.00
	=====	=====
Prepayments		
Insurance (£5,092 x 59/365)	823.00	807.00
VE Day Payments	-	5,610.16
	-----	-----
	823.00	6,417.16
	=====	=====
	3,677.50	6,654.16
	=====	=====
VALUE ADDED TAX		
- November	-	1,044.17
- February	-	1,865.40
- March	543.81	-
	-----	-----
	543.81	2,909.57
	=====	=====
CREDITORS & ACCRUALS		
Creditors		
North Lodge - Window Cleaning	-	30.00
- Repairs	33.00	-
- Security	30.00	-
Street Lighting - Electricity	800.00	1,500.00
- Repairs	515.00	2,254.00
Cemetery Chapel - Electricity	-	58.00
S137 – Folk Fringe Festival	600.00	-
Weddings - Deposit	-	550.00
- Attendants	-	40.00
Tree Work	60.00	-
Church Floodlighting	-	443.00
War Memorial Sign	-	53.00
VE Day Receipts	-	3,141.00
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	2,038.00	8,069.00
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Accrual

Audit fees		1,100.00	1,100.00
PWLB Interest	- Loan 1 78/365 x £225,000 x 4.2%	2,019.00	2,154.00
	- Loan 3 54/365 x £106,950 x 1.89%	299.00	318.00
		-----	-----
		3,418.00	3,572.00
		=====	=====
		£ 5,456.00	£11,641.00
		=====	=====

CROMER TOWN COUNCIL
JOURNAL ENTRIES – YEAR ENDED 31ST MARCH 2021

		DR	CR
1.	Coast Artspace		1,360.00
	HMRC – PAYE		5,176.79
	VE Day/Poppies		560.00
	Street Lighting Insurance Claim		1,304.91
	Cromer Cares		23,700.02
	 Miscellaneous Receipts	 32,101.72	
	Analysis of miscellaneous receipts column of cash book		
2.	VE Day (Langham Glass)	237.50	
	Cromer Cares	23,172.34	
	Poppies	3,777.50	
	Henry Blogg Boat	376.00	
	North Lodge - Repointing	14,272.50	
	- Roller Banners & Sneeze Guards	875.60	
	- Waste	315.95	
	- New Water Dispenser	216.90	
	- Initial	19.44	
	- Licence	20.00	
	North Lodge Friends – Play Equipment	27,695.00	
	Battle of Britain Leaflets	60.00	
	Woodland Burial	250.00	
	Holkham Forge – Wreath Panel	6,524.20	
	Defibrillator	1,628.00	
	Miscellaneous expenses		79,157.73
	General Administration		283.20
	Analysis of miscellaneous payments column of cash book		
3.	Cemetery - Drain Clearance	60.00	
	- Grass Maintenance	15,207.50	
	- Grave Digging	7,465.00	
	- Allotments	670.00	
	- Old Cemetery	895.00	
	- Tree Work	995.00	
	- Planting	3,599.00	
	- Chapel Electricity	28.31	
	Cemetery		28,919.81
	Analysis of Cemetery Payments Column of cash book		

4.	Photocopier	1,202.22	
	Shredding	366.88	
	Website	62.60	
	Tender Advert	195.00	
	General Administration	2,697.62	

Administration 4,524.32

Analysis of General Administration Column of Payments Cash Book

5.	Cemetery No.2 Rates	6,487.00	
	Chapel Repairs and Utilities		6,487.00

Correction of Chapel Repairs and Utilities Column of Cash Book

6.	Vat Recoverable	38.24	
	Photocopier		38.24

VAT claimed but not in VAT Column of payments Cash Book

7.	Depreciation Charge		
	- North Lodge	8,000.00	
	- Bus Shelter	1,253.00	
	- Street Lighting	4,698.00	
	Accumulated Depreciation - North Lodge		8,000.00
	- Bus Shelter		1,253.00
	- Street Lighting		4,698.00

Depreciation of Fixed Assets

8.	General Funds	57,790.00	
	Earmarked Reserves		57,790.00

Increase/(utilisation) Earmarked Reserves:-

	£
Youth & Sport Provision	9,000.00
North Lodge Park Friends	(28,490.00)
North Lodge Maintenance	15,000.00
Pocket Park	(1,250.00)
Crematorium Income	21,000.00
Cromer Cares	10,530.00
Christmas Event	3,500.00
War Memorial	1,500.00
IT Equipment	5,500.00
Legal Fees	3,000.00
2022 Commemorations	12,000.00
Csas Training	1,500.00
Fireworks	5,000.00

	57,790.00
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