



## NOTICE OF MEETING

### AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council  
will be held in the St. Quintin Room Room, at Sprowston Diamond Centre, School  
Lane, Sprowston on Wednesday 3 February 2016 at 7.30pm

### AGENDA

#### Item No.

1. To receive declarations of interest
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council's meeting held on  
13 January 2016. Pages 1 - 7
4. To receive any Police Liaison Officer's report. Page 8
5. To receive tenders for the Pre-School extension. Pages 9 - 10
6. To receive correspondence & agree action/response arising  
from the minutes.
7. To receive any written/verbal reports from Sprowston County  
and District Councillors. Page 11
8. To adjourn the meeting to allow members of the public &  
Councillors with prejudicial interests to speak<sup>1</sup>.
9. To receive the report of the Town Clerk and make  
decisions on: Pages 12 - 25
  - 4.3 Local Council Public Advisory Service Training
  - 5.1 Broadland District Council - Community Infrastructure Levy (CIL):  
Consultation on Amended Regulation S123 List
10. Adjourn the meeting for a short break.
11. To consider planning applications to 3 February 2016. Pages 26 - 27
12. To receive the summary of income and expenditure and  
Balance sheet to 31 December 2015. Pages 28 - 37
13. To confirm the payment of accounts to 3 February 2016.  
(supplementary to follow) Pages 38 - 40
14. To receive the schedule of credit card payments. Page 41
15. To receive the schedule of direct debits Page 42
16. To receive any written/verbal reports from the Council's  
Working Groups.
17. To receive any written and verbal reports from Members representing  
the Council on or at outside organisations. (proforma enclosed) Mrs B J  
Lashley.

June Hunt  
Town Clerk

29 January 2016

Council Office. Sprowston Diamond Centre . Sprowston . Norwich.NR7 8TR  
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**Footnote:**

<sup>1</sup> Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to [www.broadland.gov.uk](http://www.broadland.gov.uk) and follow the links through to planning.

It should be noted that Councillors Mr Knowles, Mr Moncur (Chairman) and Mr Ward will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all three Councillors are on the Planning Committee of Broadland District Council they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website [www.sprowston-tc.gov.uk](http://www.sprowston-tc.gov.uk) (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 13 January 2016, the following Members were present:-

Mr I Moncur – Chairman

|                |   |                 |
|----------------|---|-----------------|
| Mr J W Bracey  | - | Mrs B J Lashley |
| Mr W F Couzens | - | Mr K Lashley    |
| Mr R A Fowkes  | - | Mrs J Leggett   |
| Mr R J Knowles | - | Mr C L Noble    |
| Mr T Landamore | - | Mr N Shaw       |

Mr J M Ward

In attendance

|              |   |   |
|--------------|---|---|
| Mrs J Hunt   | - | Town Clerk and Responsible<br>Financial Officer |
| Mrs E Elliot | - | Committee Officer                               |

No Members of the public were in attendance

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**16/001. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

**16/002. APOLOGIES FOR ABSENCE**

Verbal apologies for absence were received and accepted by the Council from Mr J H Mallen, Ms G Landamore and Mrs J Poynter.

**16/003. MINUTES**

The Minutes of the Council's meetings held on 16 December 2015, having previously been circulated to all Members were subject to the following amendment

Minute 15/318 (5) after tables **insert** for value added

confirmed and signed by the Chairman of the Council.

**16/004. POLICE LIAISON OFFICER'S REPORT**

Members noted the instances recorded in the crime statistics for Sprowston since the last meeting.

**16/005. PRIZE DRAW**

Referring to Minute 15/320, Mr C L Noble asked about the response rate to the questionnaire for the prize draw and conclusions drawn from residents' comments.

The Town Clerk advised that approximately 45 people had responded to the questionnaire. The conclusions drawn from the results was that larger rooms/hall for sporting activities were required, and mothers and elderly people would like to see activities during the day.

**16/006. PAVILION, RECREATION GROUND ROAD**

Referring to Minute 15/321, Mr C L Noble asked if quotations had been received for proposed works at Sprowston Pavilion.

The Town Clerk advised that she was still working with the appointed Architect with regard to design.

**16/007. PARISH ELECTIONS**

Further to Minute 15/327, the Town Clerk reported that following a challenge to the cost of elections held in May 2015 a meeting was held and attended by the Chairman, Town Clerk and officers of Broadland District Council where the District Council maintained that the amount charged for the election in 2011 was incorrect, with figures for 2015 being reallocated between the three elections taking place in May 2015. The percentages at the poll increased meaning that the count was increased with additional staff costs.

A number of issues were discussed at this meeting including:

- polling stations where it was thought reducing the warding in Sprowston might be a solution
- the splitting of votes into separate boxes by the electorate with no solution identified.
- more postal votes being received, which Broadland attribute to increased costs
- the delay of the election count for the parish, which was attributed to staffing being unable to continue and a recommendation would be made by Broadland District Council that future parish election counts be scheduled for later in the week and not on election day, apart from verification of numbers polled.
- the comparison against the precept increase and the election costs where it was agreed that more notification should be available from Broadland staff with a need for towns and parishes to budget yearly for the election costs.

The Town Clerk also advised that the average cost of an election in Sprowston was identified as £5,000 and the account for the second May 2015 election would be received soon. A request for a reduction by this Council on this occasion was refused by the District Council's Returning Officer.

**16/008. SPROWSTON DIAMOND CENTRE**

Further to Minute 15/325, Mr C L Noble enquired if a report had been received from Bidwells with regard to a revised design for Sprowston Diamond Centre.

The Town Clerk advised that she was meeting Bidwells Architect on Friday 15 January 2016 to look at designs from successful community buildings recently developed in the area.

**16/009. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) Housing benefit for new applicants will no longer be the responsibility of the District Council but will be administered by Norwich Job Centre as part of the Universal Credit.



- (2) at the full Council meeting of Broadland District Council on 5 January 2016 Councillors voted to discontinue council tax discounts on empty properties, properties undergoing renovation and on second homes.
- (3) The Government would like a larger group of councils than just Norfolk and Suffolk working together and have suggested that Peterborough and Cambridgeshire be included, all to be overseen by one elected Mayor. Talks to discuss this proposal start on 18 January 2016 and there will be a number of conferences for Councillors across Norfolk from 25 January to 3 March 2016.

Mr K Lashley gave a verbal report on his attendance at the reimagining Norfolk Meeting advising that there was a lot of information and an opportunity to comment.

Mrs J Leggett reported:

- (1) that the next meeting of the Safer Neighbourhood Panel would be held on 20 January 2016 at Spixworth village hall. She also commented that a previous priority of the panel had been to reduce anti-social behaviour in the Tills and Edwards Road areas and asked Members if they were aware of any improvement.
- (2) that she had attended a casualty reduction meeting and commented on hot spots at the roundabout to the South of Thetford and Thickthorn to Daniels Road, Norwich roundabout.

**16/010. RESIDENT'S QUESTIONS**

As no members of the public were present the Chairman moved to the next item of business.

**16/011. INTERNAL AUDIT REPORT**

**RESOLVED** to accept the finding of the Internal Auditor responding as follows to the recommendations:

- R1 - the Chairman will undertake such a review and provide evidence
- R2 - to review holding reserves in longer term investments until interest rates rise to 2% taking into consideration the Council's Corporate Business Continuity Plan (loss of investment)
- R3 - to confirm if the Council is covered by the requirements of the DCLG Guidance on Local Authority Investments and if so to produce and approve a formal investment strategy prior to the start of 2016-17 financial year to be updated annually.

**16/012. DRAFT POLICIES**

The Town Clerk explained the new policies being introduced.

- 1. Crime, Disorder and Community Policy
- 2. Efficiency and Value for Money Policy
- 3. Recording of decisions made by offices (delegated decisions) Policy
- 4. Statement of Internal Control
- 5. Treasury Management Strategy

**RESOLVED** that the above policies be accepted subject to minor amendments.

On the motion of Mr K Lashley, seconded by Mr R J Knowles it was **RESOLVED** to suspend Standing Order 1Y to complete the business of the evening.

**16/014. REPORT OF THE TOWN CLERK**

**COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES**

**1.1 Pavilion Refurbishment**

Members suggested that representatives from local Churches and the Youth Engagement Project be invited to attend the official opening of the new facilities at Sprowston Pavilion.

**CEMETERY**

**2.1 No matters were reported.**

**STREET LIGHTING**

**3.1 No matters were reported.**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 Health and Safety Audit**

Members considered the Health and Safety Audit report and it was **RESOLVED** to accept the recommendations of the Audit Report.

**4.2 Barclays Bank PLC**

Following the recommendation of the interim audit report it was

**RESOLVED**

to review holding reserves in longer term investments until interest rates rise to 2% taking into consideration the Council's Corporate Business Continuity Plan (loss of investment).

**PLANNING AND TRANSPORTATION**

**5.1 Norfolk County Council - Buy a Highways Ranger "top-up" service**

Members noted the Buy a Highways Ranger "top-up" service available from Norfolk County Council.

**5.2 Broadland District Council - Overview and Scrutiny Committee**

Members noted that Broadland District Council's Overview and Scrutiny Committee were consulting parish and town councils to identify topics for consideration for their next schedule of work via an on-line survey.

Members identified the following topics:

- New homes across the board including bonus disbursements, rates and precept.
- housing for the benefit of the older person.



- Broadland District Council to take responsibility for parking enforcement.
- why Parish and Town Councils are charged for elections.
- linking job creation with house building
- the community bus services to enable older people to use the bus services.

**5.3 Officer of the Police & Crime Commissioner for Norfolk**

Members noted the email headed "Increase or freeze police council tax? - Have your say now".

**5.4 Broadland District Council - Planning Application 11 Caston Industrial Estate, Salhouse Road 2 x No Non - illuminated Freestanding Sign Retrospective)**

Members noted that the Planning Authority had granted planning permission for 11, Caston Industrial Estate subject to a condition which states that no part of the signage shall overhang or encroach upon highway land.

**5.5 Norfolk County Council - Norwich Northern Distributor Road - Community Liaison Officer**

Members noted the email from John Birchall introducing himself as the Community Liaison Officer (NDR) and giving details of the next phases.

Mr C L Noble left the meeting room following this item.

**16/015. MEETING ADJOURNMENT**

On the motion of Mr I Moncur, seconded by Mr R J Knowles it was

**RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

**16/016. PLANNING**

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

**RESOLVED**

(a) to raise no objection to the following applications:

- 2015/1969 - erection of detached outbuilding to be used as Gymnasium at 1, St. George Loke
- 2015/2023 - erection of detached single garage at 160, Proctor Road
- 2015/2024 - single storey front/side extension (revised proposal) at 2, Blenheim Crescent
- 2015/2062 - sub-division of plot and erection of 1 No. dwelling with detached garage at 51, Cozens Hardy Road
- Y/5/2015/5032 - excavate and dig an area of 250sqm and 150mm deep lay kerbing and concrete and cover with top coat of stone to allow the area to become an overflow car park at Falcon Road West

- (b) were opposed to the granting of planning application 2015/2035 - proposed development of up to 19 dwellings with associated access, open spaces and infrastructure at land south of Moorsticks, Buxton Road, Spixworth on the grounds that it will impact on the safety of cyclists as the proposed access will cut across an established cycle path, adverse effect on the environment with the removal of hedgerows and verges and lack of any provision for affordable housing.
- (c) felt that notification 2015/2079 - EIA Screening Opinion - residential development of up to 3,520 dwellings (C3 use class); up to 16,800m<sup>2</sup> (Gross Internal Area (GIA)) of commercial development (B1 use class); Up 8,800 m<sup>2</sup> (GIA) of hotel development (C1 use class); up to 7,000m<sup>2</sup> (NIA) non-residential uses including up to 5,000m for two form entry primary schools; two community halls, a library, a health centre, and up to five nurseries/creches (D1 use class); an energy centre measuring up to 1,500m<sup>2</sup> (sui generis use class); 82.5ha of green space including up to 20.1ha of play and recreational space and at least 31.3ha of new and retained natural and semi-natural space, and the dedication of Beeston Park as a major new public park; and four accesses to the highway networks was making material changes and that it was imperative that the development is subject to an Environmental Impact Assessment (screening option) under The Town and Country Planning (Environmental Impact Assessment) Regulations 2011. In the outline planning application page 3 the assessment methodologies used in 2012 should be repeated to give accurate up to date information. Page 4 the original EIA used 2001 Census data within the Socio- Economic Chapter, the 2011 Census has not been applied in this methodology. It was noted that it said that the data is not significant to have given rise to any unidentified significant environmental effects that would warrant a reassessment however Sprowston has incurred substantial development and the Council felt the 2011 Census to now be relevant.

Mrs J Leggett left the meeting following this item.

#### **16/017. REPORTS FROM COUNCIL'S WORKING GROUPS**

No written reports were received.

#### **16/018. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Due to the lateness of the hour it was

**RESOLVED** to postpone the verbal report on attendance at the National Association of Local Councils AGM.

#### **16/019. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 13 January 2016 totalling £75,099.78 and answered Members' questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mr N Shaw it was

**RESOLVED** that payment of the accounts to 13 January 2016 totalling £75,099.78 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr R J Knowles.



**16/020. SCHEDULE OF CREDIT CARD PAYMENTS**

**DRAFT**

The schedule of credit card payments totalling £483.75 was approved and noted.

**16/021. SCHEDULE OF DIRECT DEBITS**

The schedule of direct debit payments totalling £243.66 was approved and noted.

There being no other necessary business the Chairman of the Council thanked Members for their attendance and declared the meeting closed.

**3 February 2016**

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**CHAIRMAN**



Logged crimes on our Crime System:

11th to 26th Jan 2016

|  |           |
|--|-----------|
| Actual Bodily Harm   |           |
| Affray   |           |
| Aggravated taking of motor vehicle   |           |
| Arson (endangering life)   |           |
| Assault police   |           |
| Attempt to pervert the course of justice                                     |           |
| Blackmail  |           |
| Breach of Restraining Order  |           |
| Burglary dwelling (inc with intent & attempt)                                |           |
| Burglary other than dwelling (inc with intent & attempt)                     |           |
| Causing intentional harassment, alarm or distress                            |           |
| Common assault & battery   | 3         |
| Cruelty or neglect of person lacking capacity                                |           |
| Criminal damage (dwellings)  | 1         |
| Criminal damage (other buildings)  |           |
| Criminal damage (other)  | 1         |
| Criminal damage (vehicles)   | 5         |
| Disposal/realisation of stolen goods   |           |
| Drugs offences   |           |
| Exposure   |           |
| Fear or Provocation of Violence  | 3         |
| Fraud/deception  |           |
| Going equipped to steal  |           |
| Grievous Bodily Harm (without intent)  |           |
| Handling stolen goods  |           |
| Harassment   |           |
| Harassment, Alarm or Distress  |           |
| Hate incident  |           |
| Ill treatment/neglect person lacking capacity, responsible for person's care |           |
| Interference with motor vehicle  |           |
| Making off without payment   |           |
| Offences relating to notification  |           |
| Owner or person in control allowing dog to be dangerously out of control     |           |
| Permitting premises to be used for unlawful purposes - class B Cannabis      |           |
| Possession of drugs  | 1         |
| Possess drugs with intent to supply  |           |
| Possession of an Offensive Weapon  |           |
| Racially/regligiously aggravated intentional harassment, alarm or distress   |           |
| Robbery (personal)   |           |
| Sending letters etc with intent to cause distress or anxiety                 |           |
| Sexual offences  |           |
| Shoplifting  | 1         |
| Theft by employee  |           |
| Theft from motor vehicle   | 1         |
| Theft from the person of another   |           |
| Theft in a dwelling  |           |
| Theft of mail  |           |
| Theft of motor vehicle   |           |
| Theft of pedal cycle   |           |
| Theft other  | 1         |
| Threats to damage or destroy property  |           |
| Threats to kill  |           |
| Unauthorised taking of motor vehicle   |           |
| Unlawful importation of a controlled drug                                    |           |
| Wounding with intent to do Grievous Bodily Harm                              | 1         |
| <b>Total:</b>  | <b>18</b> |

|   |    |
|---|----|
| No. of calls taken by our Control Room from/regarding the Town: | 57 |
|---|----|

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## 1 Introduction

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Tenders were invited for works entailing extension to existing Nursery with new class base room WC facilities and internal stores.

Tenders were invited from four contractors, all of whom had previously confirmed that they were willing to tender for the contract.

The contractors were as follows:-

CONTRACTOR A

CONTRACTOR B

CONTRACTOR C

CONTRACTOR D

All of the contractors were verbally interviewed prior to tendering and all confirmed their interest in submitting their quotation for the project.

The date for return tenders was no later than 12 noon on Monday, 25 January 2016.

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## 2 Brief Contract Details

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The form of contract for the project will be the JCT Minor Works Contract 2011.

Tenders are on the basis of the following:

- Date of possession: Monday, 15 February 2016
- Completion date: Friday, 6 May 2016
- Liquidated and ascertain damages: £500 per calendar week
- Tenders will be held open for three months from the date of the tender return
- The budget for the project was £130,000.00

### 3 Tenders Received

All tenders were received at Sprowston Town Council on or before 12 noon on Monday, 25 January 2016.

The quotations received for the works, excluding VAT were as follows:-

| Tenderer     | Cost of Works |
|--------------|---------------|
| CONTRACTOR A | £118,360.90   |
| CONTRACTOR B | £121,477.40   |
| CONTRACTOR C | £142,898.87   |
| CONTRACTOR D | £170,973.82   |

The tenders received are considered to be bona fide.

The following sections provide details in respect of the returned tenders.

### 4 Timescale for the Works

| Tenderer     | Commence on Site within | Duration of the Works |
|--------------|-------------------------|-----------------------|
| CONTRACTOR A | 2 weeks                 | 13 weeks              |
| CONTRACTOR B | TBC                     | 12 weeks              |
| CONTRACTOR C | 2 weeks                 | 12 weeks              |
| CONTRACTOR D | 4 weeks                 | 12 weeks              |



24<sup>th</sup> January 2016

## **Report from Councillor John Ward**

### **Broadland District Council**

Malcolm Black retired from the Council in December. His Parish Liaison role is taken over by Linda Mockford.

As part of this Council's commitment to it's sports champions, athletes in Broadland who are competing at least at regional level can apply for grants of between £125 and £1000. Details at:-

[http://www.broadland.gov.uk/council\\_and\\_democracy/570.asp](http://www.broadland.gov.uk/council_and_democracy/570.asp)

The Broadland Handyperson+ Service has had a successful first year and it was agreed by Cabinet to extend this for a further year.

### **Norfolk County Council**

Candidates are being sought for the next Youth Parliament elections which will take place wk comm. 14<sup>th</sup> March. Details at [www.norfolk.gov.uk/youthparliament](http://www.norfolk.gov.uk/youthparliament)

A £3m City improvement scheme over the next 3 months will see road closures on Rouen Road and lanes closed on Golden Ball St as work gets underway to make Golden Ball St. two way and later this year general traffic will be removed from Westlegate, All Saints Green and Red Lion St.

Plumstead Road will be closed for up to 18 days from 22<sup>nd</sup> February from the railway crossing to the junction of Broad Lane to allow for works relating to the the Northern Distributor Road.

On Thursday 17<sup>th</sup> March at 6.30pm at County Hall, there will be a Local Authority Forum to give updates on the NDR and to hear any related community issues.

A new exhibition, inspired by Cressida Cowell's "How to train your dragon" books, has just opened at Norwich Castle.

## COUNCIL MEETING – 3 FEBRUARY 2016

### Report of the Town Clerk

#### COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters to report.

#### CEMETERY

2.1 No matters to report.

#### STREET LIGHTING

3.1 No matters to report.

#### CENTRAL ADMINISTRATION AND PERSONNEL

##### **4.1 Change to Standing Orders and Financial Regulations**

4.1.1 A recommendation has been made, following an enquiry to NALC regarding the Council's current Standing Orders, to reflect the following wording in line with The Openness of the Local Government Bodies Regulations 2014:

**“3.1 Filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of Council [or] a committee [or sub-committee] should be in accordance with the Council's Protocol for Reporting at Meetings.”**

The Council has recently reviewed its Protocol for Reporting at Council Meetings.

The current wording is:

**“3.1 Persons may photograph, record, broadcasting or transmit the proceedings of a meeting by any means to enable persons not present to see or hear proceedings at a meeting as it takes place or later; providing that the clerk and/or chairman are informed that this will take place before the meeting commences. Any recording must cease if the council resolves to move into confidential session as per the Public Bodies (Admissions to Meetings) Act 1960 as amended under Section 3 of The Openness of Local Government Bodies Regulations 2014.”**

**Recommendation:** to change Standing Orders.

4.1.2 **Public Contracts Regulations 2015 – impact on the standing orders and financial regulations adopted by the Council.**

Enclosed, for Members information, is a briefing note referring to the above. In order to conform the following changes to Standing Orders 18a(v), 18c, 18f.

Current: “18. a(v) procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.”

Replacement: "18. a(v) procurement and the award of such Contracts (covered by the 2015 Regulations) which have an estimated value of £25,000 or more must satisfy the requirements of the 2015 regulations which include use of the Contractors Finder Website."

Current "18c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**"

Replacement: "18c .... in excess of £25,000 ....

Current "18f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

Replacement: "18.f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce (and which vary from time to time) the council must consider whether the Public Contracts Regulations 2015 applies and then comply with relevant EU procurement rules.**

The legal briefing makes reference to the need to update the Council's financial regulations (e.g. Regulation 11.1b, f, h and k) In line with this the following change is submitted ahead of this advice:

Current: 11.1b, f, h refer to "contracts exceeding £60,000"

Replacement: "contracts exceeding £25,000"

Current: "k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed."

Replacement: "k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 including thresholds shall be followed."

#### **4.2 Norfolk Association of Local Councils**

Attached, for Members information, is an email from the Norfolk Association of Local Councils highlighting a petition which is available to all to join.

#### **4.3 Local Council Public Advisory Service Training**

Attached, for Members information, is information of a local Public Nuisance and Bylaws Course.

**Option:** to identify a request to attend this course at a requested venue.

#### **4.4 Council Policies and Procedures**

The above has been circulated to Members in preparation for the Annual Meeting of the Council to be held on 18 May 2016, when these policies and procedures will be reviewed. Members are requested to return the folder to the administration staff at the May meeting for updates to be incorporated in preparation for May 2017.

#### **PLANNING AND TRANSPORTATION**

##### **5.1 Broadland District Council – Community Infrastructure Levy (CIL): Consultation on Amended Regulation S123 List**

Attached, for Members consideration, is a paper setting out Broadland District Council's consultation on CIL S123 List.

**Option:** to respond to the Broadland consultation on CIL S123 List.

##### **5.2 Harrisons Wood**

Attached, for Members information, is the latest progress report on Harrisons Wood.

#### **ENCLOSURES**

##### **6.1 The Good Councillor's Guide 2016 – The National Training Strategy for Town & Parish Councils**



**June Hunt  
Town Clerk**



**JHunt**

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**From:** County Officer <countyofficer@norfolkalc.gov.uk>  
**Sent:** 28 January 2016 16:47  
**To:** countyofficer@norfolkalc.gov.uk  
**Subject:** Petition: Giving Parish Councils the Right to Appeal Planning Decisions

***"The planning system is unfair. It is one of the few decision-making processes that gives no right of appeal to affected third parties. The government should introduce a limited third party right of appeal by giving parish councils a right to appeal planning decisions to the Planning Inspectorate."***

Good afternoon

This issue has widespread support and has been adopted as policy by the National Association of Local Councils. You may wish to consider putting your name to the Petition.

<https://petition.parliament.uk/petitions/110489>

Deadline: 19<sup>th</sup> April 2016

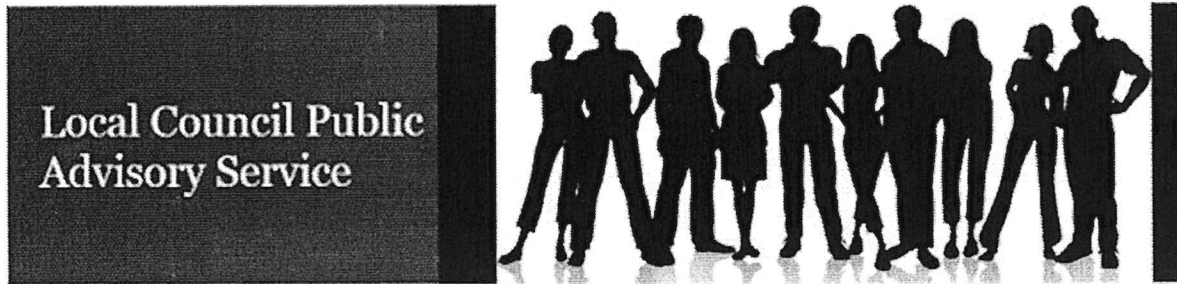
Kind regards

Helen

Helen Ollett-Nash  
County Officer  
Norfolk Association of Local Councils  
Rooms 057/058  
County Hall  
Martineau Lane  
Norwich  
NR1 2UF  
Tel: 01603 638495  
[www.norfolkalc.gov.uk](http://www.norfolkalc.gov.uk)



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## **LOCAL COUNCIL PUBLIC ADVISORY SERVICE**

We offer all our courses at our venues or as bespoke courses to your council at a venue of your choice - see below for details. All our courses are available to subscribers and non-subscribers for the same price.

Are you fed up with Dog Fouling? Want to know how to deal with Anti-Social Behaviour?  
Then this course is for you!

We have FOUR different venues to choose from!

## **PUBLIC NUISANCE AND BYLAWS**

**This course covers various ways that public nuisance within our communities can be addressed:**

**Including:**

**Looking at the Anti-Social Behaviour, Crime and Policing Act 2014**

**How Public Spaces Protection Orders can be used to address certain types of nuisance**

**The kind of behaviour that can be addressed by an Order**

**The kind of Public Places that can be covered**

**Controlling dogs and dog fouling**

**Who can make an Order and how**

**Penalties, appeals and enforcement**

**Statutory Nuisance**

**We look at the Environmental Protection Act 1990**

**What constitutes a Statutory Nuisance**

**How they can be addressed and by which authority**

**The process of issuing an Abatement Notice**

**Appeals and Penalties**  
**Litter, Fly Posting, Nuisance Parking**  
**We also cover the process for applying Bye-Laws**  
**Implementing Bye-Laws**  
**The Model Bye-Law Sets**  
**Determining whether a Bye-Law may be applied**  
**Variations of wording**  
**The role of Secretary of State CLG**  
**Policing Bye-Laws**

**This course will benefit all councillors and clerks.**

**Cost per delegate - £25.00 (same price at all venues)**

**NWES Enterprise Centre**  
**Bury St Edmunds, 100 Southgate Street, Bury St Edmunds,**  
**Suffolk, IP33 2AQ**

**Date: Friday 5th February 2016 Time: 10.00am - 12.30pm**

**\*\*\*\*\***

**Wacton Village Hall**  
**Hall Lane, Wacton, Norwich, Norfolk, NR15 2UH**

**Date: Thursday 18th February 2016 Time: 10.00am - 12.30pm**

**\*\*\*\*\***

**Downham Market Town Council Offices**  
**Chamber Room, 15 Paradise road, Downham Market, Norfolk, PE38 9HS**

**Date: Monday 22nd February 2016 Time: 10.00am - 12.30pm**

**\*\*\*\*\***

**Great Horkesley Village Hall**  
**Tile House Lane, Great Horkesley, Essex, CO6 4EA**

**Date: Friday March 4th 2016 - Time: 2.00pm - 4.30pm**

**\*\*\*\*\***



Extension 2567  
Direct Dial (01603) 430567  
Email [ldf@broadland.gov.uk](mailto:ldf@broadland.gov.uk)  
Our ref  
Your ref  
Date 14<sup>th</sup> January 2016

Dear Sir/Madam,

**Broadland District Council Community Infrastructure Levy (CIL): Consultation on Amended Regulation 123 List**

I am writing to inform you that Broadland District Council will shortly be commencing consultation relating to its Community Infrastructure Levy (CIL) 123 List.

A CIL contribution is required of most new developments and can be used to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the charging authority's area. CIL charging authorities publish a list of relevant infrastructure that will be funded in part or whole by the monies collected. This list is known as the Regulation 123 list (or '123 list').

Broadland's 123 List for 2013/14 identifies the Growth Triangle Internal Link Road to be funded through S106 Obligations, S278 of the Highways Act, other legislation, or to be secured through Planning Condition. Many elements of the Link Road remain highway works that are necessary to mitigate against the direct impact of development, and therefore will continue to be delivered through the mechanisms specified above. However, it is now recognised that some elements of the Link Road are not required as direct mitigation for the development proposed within the Growth Triangle and may need to be funded through CIL. Therefore, this consultation proposes an amendment to the published 123 list to remove reference to the Growth Triangle Internal Link Road.

This consultation asks whether you support, object, or neither support nor object to the proposed amendment and the reasons for this opinion. Following the consultation, a decision will be taken by the Council on whether or not to amend the 123 list as proposed.

Please find enclosed a copy of the Regulation 123 List showing the proposed amendment.

If you wish to respond to this consultation, please visit the Council's Consultation Portal at <http://broadland-consult.limehouse.co.uk/portal/cil/>. Alternatively, you can download and submit a response form from [www.broadland.gov.uk](http://www.broadland.gov.uk).

Broadland District Council  
Thorpe Lodge, 1 Yarmouth Road  
Norwich NR7 0DU

Switchboard tel: (01603) 431133





If you wish to send your written response by post, please send it to:

Spatial Planning Team  
Broadland District Council  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich  
NR7 0DU

Please note that this consultation closes at **5.00pm on Monday 29<sup>th</sup> February 2016**. Any responses must be received by Broadland District Council before this deadline.

If you have any queries regarding the above please contact [ldf@broadland.gov.uk](mailto:ldf@broadland.gov.uk) or telephone (01603) 430567.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Phil Courtier', is written over a faint, circular official stamp.

Phil Courtier  
Head of Planning

**Broadland District Council  
Community Infrastructure Levy:  
Amended Regulation 123 List, December 2015**

**Justification for Change**

Broadland District Council's Community Infrastructure Levy: Regulation 123 List for 2013/14 identifies the Growth Triangle Internal Link Road to be funded through S106 Obligations; S278 of the Highways Act; other legislation or secured through Planning Condition.

Elements of the Growth Triangle Internal Link Road remain highways works that are necessary to mitigate the direct impact of development. Where this is the case those elements will continue to be secured through S106 Obligations; S278 of the Highways Act; other legislation or secured through Planning Condition. For the avoidance of doubt, the Council considers that those elements of the Growth Triangle Internal Link Road that are currently secured by way of S106 Obligations, S278 of the Highways Act or secured through Planning Condition remain highway works necessary to mitigate the direct impact of development.

Following further investigation, however, it has been recognised that some elements of the Growth Triangle Internal Link Road are not necessarily required as direct mitigation for the development proposed within the Growth Triangle. Consequently, it is proposed that the reference to "Growth Triangle Internal Link Road" be deleted from Broadland District Council's Community Infrastructure Levy: Regulation 123 List.

It does, however, remain important for the purposes of the good planning of the Growth Triangle that the Growth Triangle Internal Link Road is delivered. Therefore, the Council intends to use funds from the community infrastructure levy to complete those elements of the Growth Triangle Internal Link Road that are not highways works that are necessary to mitigate the direct impact of development.

The extent to which a proposed development within the Growth Triangle is dependent on the completion of a section of the Growth Triangle Internal Link Road will be established through the planning application process, once account has been taken of the findings of the detailed site specific Transport Assessment that must accompany relevant applications for planning permission.

This proposed change is not considered to have a very significant impact on the viability evidence that was submitted to support the examination of the charging schedule. However, in accordance with the national planning policy guidance on the community infrastructure levy this proposed change to Broadland District Council's Community Infrastructure Levy: Regulation 123 List for 2013/14 will be subject to six weeks of consultation with relevant local stakeholders.

## Amended Community Infrastructure Levy: Regulation 123 List

The proposed amendment to the S123 list is illustrated by the struck through text in the table below.

|                             | Infrastructure to be funded, or part funded, through CIL   | Infrastructure and other items to be funded through S106 Obligations; S278 of the Highways Act; other legislation or secured through Planning Condition   |
|-----------------------------|--|---|
| <b>Transportation</b>       | Transportation infrastructure for walking, cycling, public transport and highways apart from those items listed in the column to the right   | <ul style="list-style-type: none"> <li>▪ Highway works to mitigate the direct impact of development, including site access or adjacent junction improvements to facilitate traffic movements to the site and parking control. This will include commuted sums for off-site provision where policies normally require on-site provision but this cannot be provided</li> <li>▪ Pedestrian / cycle and bus facilities on site or providing direct access to the site.</li> <li>▪ Travel planning including, where relevant, area wide travel planning.</li> <li>▪ The following specific schemes: <ul style="list-style-type: none"> <li>○ Long Stratton bypass (part)</li> <li>○ <del>Growth triangle internal Link Road.</del></li> <li>○ Access improvements to serve Norwich Research Park</li> </ul> </li> </ul> |
| <b>Education</b>            | Provision for which the Local Education Authority has a statutory responsibility including early years, primary and secondary (covering ages 3 – 19) apart from land for the provision of education on site. | <i>Transfer of land necessary for the educational provision to be provided.</i>   |
| <b>Green infrastructure</b> | Strategic green infrastructure   | <ul style="list-style-type: none"> <li>▪ Green infrastructure at a scale related to a particular development</li> <li>▪ The purchase of biodiversity credits</li> <li>▪ Transfer of land to provide for the necessary green infrastructure.</li> </ul>  |

|                                 |   |   |
|---------------------------------|---|---|
| <b>Sport and Play Provision</b> | Including outdoor sports pitches, courts and greens, informal recreational open space, equipped and unequipped space for children and teenagers, swimming pools, and indoor sports halls apart from any element of such provision that may be provided on-site as part of a development | On-site provision of formal open space, play space in accordance with development plan policies in force at the time or a commuted sum to cover off-site provision of such facilities. Provision of maintenance for such facilities and any necessary transfer of land to secure the long term future of such facilities.   |
| <b>Community Infrastructure</b> | Community buildings, library provision, public buildings  | Other community infrastructure related to a particular development: <ul style="list-style-type: none"> <li>▪ Community infrastructure provided within a commercial or residential building</li> <li>▪ Support for the administration and setting up of local community groups to serve a new community.</li> <li>▪ Transfer of land necessary for the provision of the community infrastructure.</li> </ul> |

## Greater Norwich Infrastructure Delivery Board Highlight Report

|  |  |                         |  |
|--|--|-------------------------|--|
| <b>Date of report:</b>   | 28 January 2016  | <b>Project Sponsor:</b> | Phil Courtier  |
| <b>Project name:</b>   | Harrisons Wood   |                         |  |
| <b>Project description:</b>  | Securing areas of woodland located off Blue Boar Lane, Sprowston (and associated with the White House Farm development proposal) for public access and future use as a 'Woodland Park', as set out within Sprowston Neighbourhood Development Plan.  |                         |  |
| <b>Project Status:</b><br><br>Comment required where <b>not green</b> to explain reasons           | <b>Amber</b><br><br>Delays to the completion of the initial programme of works and the legal transfer of the site.   |                         |  |
|  | <b>Key Project Status:</b> <ul style="list-style-type: none"> <li><b>Red:</b> project experiencing or very likely to hit significant problems – urgent action required</li> <li><b>Amber:</b> project has potential for significant problems – action required</li> <li><b>Green:</b> project on target and no significant problems anticipated</li> </ul> |                         |  |
| <b>Project Lead:</b>   | Richard Squires (BDC)  | <b>Project team:</b>    | Broadland District Council<br>Norwich Fringe Project<br>Sprowston Town Council |
| <b>Outline plan showing major milestones:</b>  |  |                         |  |
| <b>Key milestones</b>  | <b>Planned end date</b>  | <b>Revised end date</b> | <b>Actual end date</b>   |
| Production of woodland management plan   | 31/03/2015   | 30/06/2015              | <b>30/06/2015</b>  |
| Initial programme of works to woodland completed   | 31/08/2015   | 31/01/2016              | <b>28/01/2016</b>  |
| Transfer of land to Broadland DC   | 30/06/2015   | 31/02/2016              |  |
| Opening of woodland  | 14/09/2015   | 31/02/2016              |  |
| Transfer of land to Sprowston TC   | 31/03/2016   | 31/07/2016              |  |
| <b>Budget:</b>   |  |                         |  |
| £45,000, forward funded by CIL to be repaid by S106 payment from the White House Farm development. |  |                         |  |

| Allocation  |  | Spending to date |         |
|---|--|------------------|---------|
| Capital   | Revenue  | Capital          | Revenue |
| £40,000   | £5,000   | £4,900           | £5,000  |
| <b>Cause of any variances in milestone dates and budget</b> | <p>Delays originally arose due to securing permissions from the landowners for accessing the site to undertake research and scoping for the Woodland Management Plan. Also work was suspended to account for the bird nesting season. These delays have had a knock-on effect on the implementation of the initial programme of works on the site.</p> <p>The remaining surfacing and drainage works on the main ride into the site and the main entrance have now been carried out, meaning that (for the most part) the initial programme of works has been achieved.</p> <p>However, an unforeseen issue has arisen as a result of the new entrance into the wood off Salhouse Rd, that has been developed as part of the Push the Pedalways initiative. The work to the new entrance at Salhouse Rd has resulted in a stretch of woodland perimeter that is open and that would not currently discourage vehicular access. It has therefore been agreed that the Norwich Fringe Project will erect some fencing along this short stretch to ensure that vehicular access is prevented at this entrance. This will be carried out during the first week in February.</p> <p>The legal transfer of the site from the landowners to Broadland District Council has been frustratingly slow, mainly due to delays in decision-making and correspondence from the landowner consortium. Both parties' solicitors are currently seeking to agree the heads of terms for the transfer and are drawing up the final deeds. However, it is now apparent that the land transfer will not be taking place for several more months.</p> <p>In advance of the transfer, however, the consortium has stated they will allow public access to the site once the heads of terms have been agreed. Most of the heads of terms have been agreed between the parties, so it is expected that public access will be permitted within the next few weeks.</p> |                  |         |
| <b>Summary of overall project progress</b>                  | <p>Overall the project is progressing very well. The Norwich Fringe Project has been engaged by BDC to co-ordinate the day-to-day work on the site, including the appointment of contractors, to ensure the woods suitable for opening to the public. The broad programme of activity that the project team is following stems from the woodland management plan that was developed by Norfolk County Council, although certain additional issues that need addressing (e.g. waterlogged footpath routes, inadequate surfacing at the main site entrance, unsafe rabbit fencing etc.) have come to light following further site investigations.</p> <p>As mentioned above, the initial programme of works has now been carried out (barring some unforeseen fencing work, mentioned above).</p> <p>Sprowston Town Council remains very keen to take on ownership of the site as a community asset, once it has been made fit for purpose and once the relevant transfer measures can be instigated by Broadland District Council. For this reason, the Town Council is involved in key decision-making and receives regular progress updates from the Fringe Project and BDC.</p> <p>As discussed above, the legal transfer of the site from the landowners to Broadland District Council has been slow to progress. However, the consortium has stated they will allow public access to the site once the heads of terms have been agreed.</p>  |                  |         |
| <b>Summary of progress in this period:</b>                  | <ul style="list-style-type: none"> <li>• Blue Boar Lane safe crossing measures installed</li> <li>• Works undertaken to surfacing and drainage of Blue Boar Lane entrance and main ride into site</li> <li>• Legal transfer progressing with solicitors</li> </ul>   |                  |         |



|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Temporary signs erected at entrances, warning public that site is still private and that access is currently discouraged</li> </ul>                                 |
| <b>Significant risks/ issues to be addressed:</b> | Co-ordination of allowing public access into the site with the completion and unveiling of Salhouse Rd pedestrian crossing works, currently being undertaken as part of the 'Push the Pedalways' initiative. |
| <b>Key decisions taken:</b>                       | -  |
| <b>Outlook for next period</b>                    | <ul style="list-style-type: none"> <li>• Two interpretation boards erected on site.</li> <li>• Heads of terms for site transfer agreed and signed off.</li> </ul>  |

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 3 FEBRUARY 2016**

|   |   |   |
|---|---|---|
| <b>Broadland DC App.No.</b><br>2015/2076  | <b>Applicant</b><br>Anglian Water Services            | <b>Location</b><br>Church Lane, Sprowston, NR7 8AY          |
| <b>Classification:</b> Minor dwellings<br><b>Type:</b> Full Permission  |   |   |
| <b>Description:</b> Remove 5M Section of Hedge to Enable Construction of a Cross Connection between Two Existing Large Diameter Trunk Water Mains |   |   |
| <b>Broadland DC App.No.</b><br>2016/0042  | <b>Applicant</b><br>Mr Sean Douce<br>as location      | <b>Location</b><br>11 Inman Road, Sprowston, NR7 8JT        |
| <b>Classification:</b> Minor dwellings<br><b>Type:</b> Full Permission  |   |   |
| <b>Description:</b> First Floor Rear Extension  |   |   |
| <b>Broadland DC App.No.</b><br>2016/0047  | <b>Applicant</b><br>Mrs Kelly Strowger<br>as location | <b>Location</b><br>11 Cozens Hardy Road, Sprowston, NR7 8QE |
| <b>Classification:</b> Minor dwellings<br><b>Type:</b> Full Permission  |   |   |
| <b>Description:</b> Single Storey Front Extension   |   |   |

|   |  |   |
|---|--|---|
| <b>Broadland DC App.No.</b><br>2016/0061  | <b>Applicant</b><br>Klair House Limited<br>as location | <b>Location</b><br>Klair House Residential Home, 236 Wroxham Road<br>Sprowston, NR7 8BE |
| <b>Classification:</b> Minor dwellings<br><b>Type:</b> Full Permission          |  |   |
| <b>Description:</b> Single Storey Office Extension to Front                     |  |   |
| <b>Broadland DC App.No.</b><br>2016/0094  | <b>Applicant</b><br>Ms Carol Rowell<br>as location     | <b>Location</b><br>39 Rushmore Close, Sprowston, NR7 8QS                                |
| <b>Classification:</b> Minor dwellings<br><b>Type:</b> Full Permission          |  |   |
| <b>Description:</b> Mixed Use of Dwelling for Dwelling & Child Minding Business |  |   |
| <b>Broadland DC App.No.</b><br>2016/0110  | <b>Applicant</b><br>Mr David Hubbard<br>as location    | <b>Location</b><br>29 Creance Road, Sprowston, NR7 8JW                                  |
| <b>Classification:</b> Minor dwellings<br><b>Type:</b> Full Permission          |  |   |
| <b>Description:</b> Single Storey Front Extension                               |  |   |

**Sprowston Town Council year ending 31st March 2016****Summary Income & Expenditure by Budget Heading year to date to****31st December 2015**

|                                     | <u>Actual</u><br><u>Year to Date</u> | <u>Annual</u><br><u>Budget</u> | <u>Variance to</u><br><u>Annual Total</u> | <u>Committed</u><br><u>Expenditure</u> | <u>Funds</u><br><u>Available</u> | <u>% Budget</u><br><u>Spent</u> |
|-------------------------------------|--------------------------------------|--------------------------------|---|--|----------------------------------|---------------------------------|
| <b><u>Administration</u></b>        |                                      |                                |   |  |                                  |                                 |
| Expenditure                         | 116,926                              | 153,300                        | 36,374                                    | 0                                      | 36,374                           | 76.3%                           |
| Income                              | 157,257                              | 154,000                        | -3,257                                    |  |                                  |                                 |
| <b><u>Allotments</u></b>            |                                      |                                |   |  |                                  |                                 |
| Expenditure                         | 5,085                                | 8,350                          | 3,265                                     | 0                                      | 3,265                            | 60.9%                           |
| Income                              | 8,719                                | 8,900                          | 181                                       |  |                                  |                                 |
| <b><u>Cemetery</u></b>              |                                      |                                |   |  |                                  |                                 |
| Expenditure                         | 318,041                              | 356,850                        | 38,809                                    | 0                                      | 38,809                           | 89.1%                           |
| Income                              | 111,697                              | 97,000                         | -14,697                                   |  |                                  |                                 |
| <b><u>Grants</u></b>                |                                      |                                |   |  |                                  |                                 |
| Expenditure                         | 1,500                                | 1,000                          | -500                                      | 0                                      | -500                             | 150.0%                          |
| Income                              | 3,800                                | 1,000                          | -2,800                                    |  |                                  |                                 |
| <b><u>Diamond Centre</u></b>        |                                      |                                |   |  |                                  |                                 |
| Expenditure                         | 104,504                              | 220,100                        | 115,596                                   | 0                                      | 115,596                          | 47.5%                           |
| Income                              | 216,328                              | 209,469                        | -6,859                                    |  |                                  |                                 |
| <b><u>Parks</u></b>                 |                                      |                                |   |  |                                  |                                 |
| Expenditure                         | 293,038                              | 225,500                        | -67,538                                   | 0                                      | -67,538                          | 130.0%                          |
| Income                              | 215,373                              | 155,900                        | -59,473                                   |  |                                  |                                 |
| <b><u>Street Scene</u></b>          |                                      |                                |   |  |                                  |                                 |
| Expenditure                         | 33,535                               | 48,250                         | 14,715                                    | 0                                      | 14,715                           | 69.5%                           |
| Income                              | 49,000                               | 49,000                         | 0   |  |                                  |                                 |
| <b><u>Totals</u></b>                |                                      |                                |   |  |                                  |                                 |
| Expenditure                         | 872,629                              | 1,013,350                      | 140,721                                   | 0                                      | 140,721                          | 86.1%                           |
| Income                              | 762,174                              | 675,269                        | -86,905                                   |  |                                  |                                 |
| Transfers from reserves             | 416,986                              | 330,000                        |   |  |                                  |                                 |
| <b><u>Surplus / (Shortfall)</u></b> | <b>306,531</b>                       | <b>(8,081)</b>                 |   |  |                                  |                                 |

**Sprowston Town Council year ending 31st March 2016**

**Detailed Income & Expenditure by Cost Centre year to date to**

**31st December 2015**

**Administration**

|      |   | <u>Actual</u>        | <u>Annual</u>     | <u>Variance to</u>  | <u>Committed</u>   | <u>Funds</u>     | <u>% Budget</u> |
|------|---|----------------------|-------------------|---------------------|--------------------|------------------|-----------------|
|      |   | <u>Year to Date</u>  | <u>Budget</u>     | <u>Annual Total</u> | <u>Expenditure</u> | <u>Available</u> | <u>Spent</u>    |
|      | <u>Expenditure</u>                                |                      |                   |                     |                    |                  |                 |
| 6001 | Wages/Salaries                                    | 66,474               | 90,000            | 23,526              |                    | 23,526           | 73.9%           |
| 6002 | Employers Ni                                      | 5,185                | 7,200             | 2,015               |                    | 2,015            | 72.0%           |
| 6003 | Employers Pension                                 | 13,590               | 18,500            | 4,910               |                    | 4,910            | 73.5%           |
| 7005 | Administration - Building Repairs                 | 0                    | 0                 | 0                   |                    | 0                | 0.0%            |
| 7008 | Administration - Insurance                        | 7,590                | 7,600             | 10                  |                    | 10               | 99.9%           |
| 7009 | Administration - Legal Fees                       | 2,100                | 2,000             | -100                |                    | -100             | 105.0%          |
| 7010 | Administration - Bank Charges & Interest Charges  | 0                    | 100               | 100                 |                    | 100              | 0.0%            |
| 7012 | Administration - Audit Fees                       | 2,707                | 3,250             | 543                 |                    | 543              | 83.3%           |
| 7013 | Administration - Parish News Letter               | 1,507                | 3,000             | 1,493               |                    | 1,493            | 50.2%           |
| 7014 | Administration - Election Expenses                | 6,955                | 3,000             | -3,955              |                    | -3,955           | 231.8%          |
| 7015 | Administration - Travelling                       | 270                  | 500               | 230                 |                    | 230              | 54.0%           |
| 7016 | Administration - Phone/Communications             | 384                  | 1,000             | 616                 |                    | 616              | 38.4%           |
| 7017 | Administration - IT                               | 6,507                | 9,000             | 2,493               |                    | 2,493            | 72.3%           |
| 7018 | Administration - Website                          | 75                   | 200               | 125                 |                    | 125              | 37.5%           |
| 7020 | Administration - Postage                          | 175                  | 400               | 225                 |                    | 225              | 43.8%           |
| 7021 | Administration - Stationery                       | 347                  | 1,300             | 953                 |                    | 953              | 26.7%           |
| 7022 | Administration - Printing & Photocopying          | 505                  | 500               | -5                  |                    | -5               | 101.0%          |
| 7023 | Administration - Office Equipment Purchase/Repair | 105                  | 300               | 195                 |                    | 195              | 35.0%           |
| 7024 | Administration - Advertising                      | 180                  | 500               | 320                 |                    | 320              | 36.0%           |
| 7025 | Administration - Subscriptions                    | 814                  | 2,500             | 1,686               |                    | 1,686            | 32.6%           |
| 7026 | Administration - Publications                     | 20                   | 100               | 80                  |                    | 80               | 20.0%           |
| 7027 | Administration - Training                         | 355                  | 150               | -205                |                    | -205             | 236.7%          |
| 7028 | Administration - Health & Safety                  | 318                  | 100               | -218                |                    | -218             | 318.0%          |
| 7029 | Administration - Equipment Lease                  | 615                  | 1,800             | 1,185               |                    | 1,185            | 34.2%           |
| 7030 | Administration - Chairmans Allowance              | 148                  | 200               | 52                  |                    | 52               | 74.0%           |
| 5002 | Administration - Sundries & Contingencies         | 0                    | 100               | 100                 |                    | 100              | 0.0%            |
| 8100 | Administration - Bad Debts                        | 0                    | 0                 | 0                   |                    | 0                | 0.0%            |
|      | <b><u>Total Expenditure</u></b>                   | <b>116,926</b>       | <b>153,300</b>    | <b>36,374</b>       | <b>0</b>           | <b>36,374</b>    | <b>76.3%</b>    |
|      | <u>Income</u>                                     |                      |                   |                     |                    |                  |                 |
| 4006 | Administration - Bank & Investment Income         | 137                  | 2,000             | 1,863               |                    |                  |                 |
| 4018 | Administration - Sect 106/NHB/CIL                 | 6,845                | 7,000             | 155                 |                    |                  |                 |
| 4020 | Administration - New Homes Bonus                  | 5,275                | 0                 | -5,275              |                    |                  |                 |
| 4090 | Administration - Precept                          | 145,000              | 145,000           | 0                   |                    |                  |                 |
|      | <b><u>Total Income</u></b>                        | <b>157,257</b>       | <b>154,000</b>    | <b>-3,257</b>       |                    |                  |                 |
|      | <b><u>Surplus / (Shortfall)</u></b>               | <b><u>40,331</u></b> | <b><u>700</u></b> |                     |                    |                  |                 |

**Sprowston Town Council year ending 31st March 2016**

**Detailed Income & Expenditure by Cost Centre year to date to**

**31st December 2015**

**Allotments**

|      |                                       | <u>Actual</u><br><u>Year to Date</u> | <u>Annual</u><br><u>Budget</u> | <u>Variance to</u><br><u>Annual Total</u> | <u>Committed</u><br><u>Expenditure</u> | <u>Funds</u><br><u>Available</u> | <u>% Budget</u><br><u>Spent</u> |
|------|---------------------------------------|--------------------------------------|--------------------------------|---|--|----------------------------------|---------------------------------|
|      | <u>Expenditure</u>                    |                                      |                                |   |  |                                  |                                 |
| 6101 | Allotments - Gross Pay                | 3,508                                | 5,000                          | 1,492                                     |  | 1,492                            | 70.2%                           |
| 6102 | Allotments - Ers Ni                   | 207                                  | 500                            | 293                                       |  | 293                              | 41.4%                           |
| 6103 | Allotments - Superannuation           | 615                                  | 1,000                          | 385                                       |  | 385                              | 61.5%                           |
| 5101 | Allotments - Vermin Control           | 384                                  | 850                            | 466                                       |  | 466                              | 45.2%                           |
| 7104 | Allotments - Water                    | 371                                  | 400                            | 29  |  | 29                               | 92.8%                           |
| 7106 | Allotments - General Repairs          | 0                                    | 500                            | 500                                       |  | 500                              | 0.0%                            |
| 5102 | Allotments - Sundries & Contingencies | 0                                    | 100                            | 100                                       |  | 100                              | 0.0%                            |
|      | <b><u>Total Expenditure</u></b>       | <b>5,085</b>                         | <b>8,350</b>                   | <b>3,265</b>                              | <b>0</b>                               | <b>3,265</b>                     | <b>60.9%</b>                    |
|      | <u>Income</u>                         |                                      |                                |   |  |                                  |                                 |
| 4101 | Allotments - Allotment Rental         | 3,068                                | 3,500                          | 432                                       |  |                                  |                                 |
| 4102 | Allotments - Water Charges Received   | 651                                  | 400                            | -251                                      |  |                                  |                                 |
| 4091 | Allotments - Precept                  | 5,000                                | 5,000                          | 0   |  |                                  |                                 |
|      | <b><u>Total Income</u></b>            | <b>8,719</b>                         | <b>8,900</b>                   | <b>181</b>                                |  |                                  |                                 |
|      | <b><u>Surplus / (Shortfall)</u></b>   | <b>3,634</b>                         | <b>550</b>                     |   |  |                                  |                                 |

**Sprowston Town Council year ending 31st March 2016**

**Detailed Income & Expenditure by Cost Centre year to date to**

**31st December 2015**

**Cemetery**

|      |   | <u>Actual</u><br><u>Year to Date</u> | <u>Annual</u><br><u>Budget</u> | <u>Variance to</u><br><u>Annual Total</u> | <u>Committed</u><br><u>Expenditure</u> | <u>Funds</u><br><u>Available</u> | <u>% Budget</u><br><u>Spent</u> |
|------|---|--------------------------------------|--------------------------------|---|--|----------------------------------|---------------------------------|
|      | <u>Expenditure</u>                      |                                      |                                |   |  |                                  |                                 |
| 6201 | Cemetery - Gross Pay                    | 31,576                               | 45,000                         | 13,424                                    |  | 13,424                           | 70.2%                           |
| 6202 | Cemetery - Ers Ni                       | 1,866                                | 4,500                          | 2,634                                     |  | 2,634                            | 41.5%                           |
| 6203 | Cemetery - Superannuation               | 5,539                                | 9,250                          | 3,711                                     |  | 3,711                            | 59.9%                           |
| 5201 | Cemetery - Vermin Control               | 0                                    | 300                            | 300                                       |  | 300                              | 0.0%                            |
| 5211 | Cemetery - Trees, Shrubs & Plants       | 36                                   | 1,000                          | 964                                       |  | 964                              | 3.6%                            |
| 5215 | Cemetery - Waste Disposal & Skip Hire   | 869                                  | 3,000                          | 2,131                                     |  | 2,131                            | 29.0%                           |
| 5220 | Cemetery - Extension Costs & Land Works | 252,686                              | 260,000                        | 7,314                                     |  | 7,314                            | 97.2%                           |
| 5221 | Cemetery - Memorial Wall Expenses       | 3,205                                | 2,000                          | -1,205                                    |  | -1,205                           | 160.3%                          |
| 5223 | Cemetery - Memorial Safety Repairs      | 0                                    | 250                            | 250                                       |  | 250                              | 0.0%                            |
| 7202 | Cemetery - Rates                        | 2,448                                | 2,500                          | 52  |  | 52                               | 97.9%                           |
| 7203 | Cemetery - Heat & Light                 | 63                                   | 200                            | 137                                       |  | 137                              | 31.5%                           |
| 7204 | Cemetery - Water                        | 464                                  | 250                            | -214                                      |  | -214                             | 185.6%                          |
| 7211 | Cemetery - Loan Charges                 | 19,206                               | 28,500                         | 9,294                                     |  | 9,294                            | 67.4%                           |
| 5202 | Cemetery - Sundries & Contingencies     | 83                                   | 100                            | 17  |  | 17                               | 83.0%                           |
|      | <b><u>Total Expenditure</u></b>         | <b>318,041</b>                       | <b>356,850</b>                 | <b>38,809</b>                             | <b>0</b>                               | <b>38,809</b>                    | <b>89.1%</b>                    |
|      | <u>Income</u>                           |                                      |                                |   |  |                                  |                                 |
| 4203 | Cemetery - Graves                       | 40,687                               | 30,000                         | -10,687                                   |  |                                  |                                 |
| 4204 | Cemetery - Interment                    | 26,637                               | 20,000                         | -6,637                                    |  |                                  |                                 |
| 4205 | Cemetery - Memorials & Inscriptions     | 10,373                               | 13,000                         | 2,627                                     |  |                                  |                                 |
| 4092 | Cemetery - Precept                      | 34,000                               | 34,000                         | 0   |  |                                  |                                 |
|      | <b><u>Total Income</u></b>              | <b>111,697</b>                       | <b>97,000</b>                  | <b>-14,697</b>                            |  |                                  |                                 |
|      | <u>Transfer from reserves</u>           | <b>252,686</b>                       | <b>260,000</b>                 |   |  |                                  |                                 |
|      | <b><u>Surplus / (Shortfall)</u></b>     | <b>46,342</b>                        | <b>150</b>                     |   |  |                                  |                                 |



**Sprowston Town Council year ending 31st March 2016**

**Detailed Income & Expenditure by Cost Centre year to date to**

**31st December 2015**

**Grants**

|      |                                     | <u>Actual</u><br><u>Year to Date</u> | <u>Annual</u><br><u>Budget</u> | <u>Variance to</u><br><u>Annual Total</u> | <u>Committed</u><br><u>Expenditure</u> | <u>Funds</u><br><u>Available</u> | <u>% Budget</u><br><u>Spent</u> |
|------|-------------------------------------|--------------------------------------|--------------------------------|---|--|----------------------------------|---------------------------------|
|      | <u>Expenditure</u>                  |                                      |                                |   |  |                                  |                                 |
| 5307 | Grants - Donations                  | 1,500                                | 1,000                          | -500                                      |  | -500                             | 150.0%                          |
|      | <b><u>Total Expenditure</u></b>     | <b><u>1,500</u></b>                  | <b><u>1,000</u></b>            | <b><u>-500</u></b>                        | <b><u>0</u></b>                        | <b><u>-500</u></b>               | <b><u>150.0%</u></b>            |
|      | <u>Income</u>                       |                                      |                                |   |  |                                  |                                 |
| 4307 | Grants - Recycling Credits          | 2,800                                | 0                              | -2,800                                    |  |                                  |                                 |
| 4321 | Grants - Neighbourhood Plan         | 0                                    | 0                              | 0   |  |                                  |                                 |
| 4093 | Precept - Grant Element             | 1,000                                | 1,000                          | 0   |  |                                  |                                 |
|      | <b><u>Total Income</u></b>          | <b><u>3,800</u></b>                  | <b><u>1,000</u></b>            | <b><u>-2,800</u></b>                      |  |                                  |                                 |
|      | <b><u>Surplus / (Shortfall)</u></b> | <b><u>2,300</u></b>                  | <b><u>0</u></b>                |   |  |                                  |                                 |

**Sprowston Town Council year ending 31st March 2016**

**Detailed Income & Expenditure by Cost Centre year to date to**

**31st December 2015**

**Diamond Centre**

|      |  | <u>Actual</u><br><u>Year to Date</u> | <u>Annual</u><br><u>Budget</u> | <u>Variance to</u><br><u>Annual Total</u> | <u>Committed</u><br><u>Expenditure</u> | <u>Funds</u><br><u>Available</u> | <u>% Budget</u><br><u>Spent</u> |
|------|--|--------------------------------------|--------------------------------|---|--|----------------------------------|---------------------------------|
|      | <u>Expenditure</u>                             |                                      |                                |   |  |                                  |                                 |
| 6401 | Diamond Centre - Gross Pay                     | 43,769                               | 96,000                         | 52,231                                    |  | 52,231                           | 45.6%                           |
| 6402 | Diamond Centre - Ers Ni                        | 2,114                                | 9,600                          | 7,486                                     |  | 7,486                            | 22.0%                           |
| 6403 | Diamond Centre - Superannuation                | 1,736                                | 19,750                         | 18,014                                    |  | 18,014                           | 8.8%                            |
| 5415 | Diamond Centre - Waste Disposal & Skip Hire    | 434                                  | 650                            | 216                                       |  | 216                              | 66.8%                           |
| 5418 | Diamond Centre - Planning Permission           | 0                                    | 0                              | 0   |  | 0                                | 0.0%                            |
| 5421 | Diamond Centre - Room Hire Expenses            | 2,961                                | 5,000                          | 2,039                                     |  | 2,039                            | 59.2%                           |
| 5422 | Diamond Centre - Field Hire Expenses           | 67                                   | 100                            | 33  |  | 33                               | 67.0%                           |
| 5424 | Diamond Centre - Improvements to               | 1,607                                | 15,000                         | 13,393                                    |  | 13,393                           | 10.7%                           |
| 5425 | Diamond Centre - Lighting for Car Park & Field | 0                                    | 15,000                         | 15,000                                    |  | 15,000                           | 0.0%                            |
| 7402 | Diamond Centre - Rates                         | 6,960                                | 7,000                          | 40  |  | 40                               | 99.4%                           |
| 7403 | Diamond Centre - Heat & Light                  | 3,397                                | 4,000                          | 603                                       |  | 603                              | 84.9%                           |
| 7404 | Diamond Centre - Water                         | 450                                  | 1,500                          | 1,050                                     |  | 1,050                            | 30.0%                           |
| 7405 | Diamond Centre - Building Repairs              | 218                                  | 3,000                          | 2,782                                     |  | 2,782                            | 7.3%                            |
| 7406 | Diamond Centre - General Repairs               | 2,902                                | 3,000                          | 98  |  | 98                               | 96.7%                           |
| 7407 | Diamond Centre - Cleaning & Supplies           | 1,973                                | 3,000                          | 1,027                                     |  | 1,027                            | 65.8%                           |
| 7411 | Diamond Centre - Loan Charges                  | 35,916                               | 37,400                         | 1,484                                     |  | 1,484                            | 96.0%                           |
| 7416 | Diamond Centre - Phone/Communications          | 0                                    | 0                              | 0   |  | 0                                | 0.0%                            |
| 5402 | Diamond Centre - Sundries & Contingencies      | 0                                    | 100                            | 100                                       |  | 100                              | 0.0%                            |
|      | <b><u>Total Expenditure</u></b>                | <b><u>104,504</u></b>                | <b><u>220,100</u></b>          | <b><u>115,596</u></b>                     | <b><u>0</u></b>                        | <b><u>115,596</u></b>            | <b><u>47.5%</u></b>             |
|      | <u>Income</u>                                  |                                      |                                |   |  |                                  |                                 |
| 4415 | Diamond Centre - Hire of                       | 37,390                               | 30,000                         | -7,390                                    |  |                                  |                                 |
| 4416 | Diamond Centre - Field Hire                    | 465                                  | 500                            | 35  |  |                                  |                                 |
| 4417 | Diamond Centre - Cinema Receipts               | 1,504                                | 2,000                          | 496                                       |  |                                  |                                 |
| 4094 | Diamond Centre - Precept                       | 176,969                              | 176,969                        | 0   |  |                                  |                                 |
|      | <b><u>Total Income</u></b>                     | <b><u>216,328</u></b>                | <b><u>209,469</u></b>          | <b><u>-6,859</u></b>                      |  |                                  |                                 |
|      | <b><u>Surplus / (Shortfall)</u></b>            | <b><u>111,824</u></b>                | <b><u>(10,631)</u></b>         |   |  |                                  |                                 |

**Sprowston Town Council year ending 31st March 2016**

**Detailed Income & Expenditure by Cost Centre year to date to**

**31st December 2015**

**Parks**

|      |   | <u>Actual</u><br><u>Year to Date</u> | <u>Annual</u><br><u>Budget</u> | <u>Variance to</u><br><u>Annual Total</u> | <u>Committed</u><br><u>Expenditure</u> | <u>Funds</u><br><u>Available</u> | <u>% Budget</u><br><u>Spent</u> |
|------|---|--------------------------------------|--------------------------------|---|--|----------------------------------|---------------------------------|
|      | <u>Expenditure</u>                              |                                      |                                |   |  |                                  |                                 |
| 6501 | Parks - Gross Pay                               | 35,085                               | 50,000                         | 14,915                                    |  | 14,915                           | 70.2%                           |
| 6502 | Parks - Ers Ni                                  | 2,074                                | 3,500                          | 1,426                                     |  | 1,426                            | 59.3%                           |
| 6503 | Parks - Superannuation                          | 6,155                                | 10,250                         | 4,095                                     |  | 4,095                            | 60.0%                           |
| 5508 | Parks - Machinery Tool Repair/Replace           | 21,466                               | 20,000                         | -1,466                                    |  | -1,466                           | 107.3%                          |
| 5509 | Parks - Playground Equipment Repairs            | 1,801                                | 7,500                          | 5,699                                     |  | 5,699                            | 24.0%                           |
| 5510 | Parks - Horticultural Consumables               | 1,804                                | 2,000                          | 196                                       |  | 196                              | 90.2%                           |
| 5511 | Parks - Trees, Shrubs & Plants                  | 1,743                                | 3,000                          | 1,257                                     |  | 1,257                            | 58.1%                           |
| 5512 | Parks - Sports Pitches Consumables              | 1,054                                | 3,000                          | 1,946                                     |  | 1,946                            | 35.1%                           |
| 5513 | Parks - Paths, Seats & Signs                    | 267                                  | 500                            | 233                                       |  | 233                              | 53.4%                           |
| 5514 | Parks - Fencing, Gates & Walls                  | 10,365                               | 2,000                          | -8,365                                    |  | -8,365                           | 518.3%                          |
| 5515 | Parks - Waste Disposal & Skip Hire              | 1,921                                | 2,500                          | 579                                       |  | 579                              | 76.8%                           |
| 5516 | Parks - Fuel for Machinery                      | 2,661                                | 4,500                          | 1,839                                     |  | 1,839                            | 59.1%                           |
| 5517 | Parks - Health & Safety inc Protective Clothing | 10,106                               | 2,000                          | -8,106                                    |  | -8,106                           | 505.3%                          |
| 5518 | Parks - Pavilion Refurbishment                  | 153,935                              | 70,000                         | -83,935                                   |  | -83,935                          | 219.9%                          |
| 7501 | Parks - Land Lease                              | 240                                  | 500                            | 260                                       |  | 260                              | 48.0%                           |
| 7502 | Parks - Rates                                   | 5,774                                | 5,500                          | -274                                      |  | -274                             | 105.0%                          |
| 7503 | Parks - Heat & Light                            | 1,405                                | 3,000                          | 1,595                                     |  | 1,595                            | 46.8%                           |
| 7504 | Parks - Water                                   | 2,965                                | 2,500                          | -465                                      |  | -465                             | 118.6%                          |
| 7505 | Parks - Building Repairs                        | 2,601                                | 2,000                          | -601                                      |  | -601                             | 130.1%                          |
| 7507 | Parks - Cleaning & Supplies                     | 1,400                                | 1,500                          | 100                                       |  | 100                              | 93.3%                           |
| 7511 | Parks - Loan Charges                            | 28,168                               | 29,000                         | 832                                       |  | 832                              | 97.1%                           |
| 7516 | Parks - Phone/Communications                    | 48                                   | 150                            | 102                                       |  | 102                              | 32.0%                           |
| 7519 | Parks - Training                                | 0                                    | 500                            | 500                                       |  | 500                              | 0.0%                            |
| 5502 | Parks - Sundries & Contingencies                | 0                                    | 100                            | 100                                       |  | 100                              | 0.0%                            |
|      | <b><u>Total Expenditure</u></b>                 | <b>293,038</b>                       | <b>225,500</b>                 | <b>-67,538</b>                            | <b>0</b>                               | <b>-67,538</b>                   | <b>130.0%</b>                   |
|      | <u>Income</u>                                   |                                      |                                |   |  |                                  |                                 |
| 4508 | Parks - Bowling Green Fees                      | 2,873                                | 2,900                          | 27  |  |                                  |                                 |
| 4509 | Parks - Cricket Square Fees                     | 254                                  | 200                            | -54                                       |  |                                  |                                 |
| 4510 | Parks - Football Pitch Fees                     | 5,154                                | 4,250                          | -904                                      |  |                                  |                                 |
| 4511 | Parks - Tennis Court Fees                       | 0                                    | 0                              | 0   |  |                                  |                                 |
| 4512 | Parks - Pavillion Hire Fees                     | 135                                  | 300                            | 165                                       |  |                                  |                                 |
| 4513 | Parks - Delegated Verge Cutting                 | 9,672                                | 9,500                          | -172                                      |  |                                  |                                 |
| 4514 | Parks - Grants Received                         | 62,398                               | 0                              | -62,398                                   |  |                                  |                                 |
| 4519 | Parks - Recreation Ground Hire                  | 1,262                                | 1,250                          | -12                                       |  |                                  |                                 |
| 4520 | Parks - Hire of Recreation Ground Office        | 11,625                               | 15,500                         | 3,875                                     |  |                                  |                                 |
| 4095 | Parks - Precept                                 | 122,000                              | 122,000                        | 0   |  |                                  |                                 |
|      | <b><u>Total Income</u></b>                      | <b>215,373</b>                       | <b>155,900</b>                 | <b>-59,473</b>                            |  |                                  |                                 |
|      | <u>Transfer from reserves</u>                   | <b>164,300</b>                       | <b>70,000</b>                  |   |  |                                  |                                 |
|      | <b><u>Surplus / (Shortfall)</u></b>             | <b>86,635</b>                        | <b>400</b>                     |   |  |                                  |                                 |

**Sprowston Town Council year ending 31st March 2016****Detailed Income & Expenditure by Cost Centre year to date to****31st December 2015****Street Scene**

|      |   | <u>Actual</u><br><u>Year to Date</u> | <u>Annual</u><br><u>Budget</u> | <u>Variance to</u><br><u>Annual Total</u> | <u>Committed</u><br><u>Expenditure</u> | <u>Funds</u><br><u>Available</u> | <u>% Budget</u><br><u>Spent</u> |
|------|---|--------------------------------------|--------------------------------|---|--|----------------------------------|---------------------------------|
|      | <u>Expenditure</u>                                |                                      |                                |   |  |                                  |                                 |
| 5603 | Street Scene - Light Maintenance                  | 3,963                                | 15,000                         | 11,037                                    |  | 11,037                           | 26.4%                           |
| 5604 | Street Scene - Notice Board & Signs               | 0                                    | 2,000                          | 2,000                                     |  | 2,000                            | 0.0%                            |
| 5605 | Street Scene - Dog & Litter Bins                  | 5,107                                | 5,000                          | -107                                      |  | -107                             | 102.1%                          |
| 5606 | Street Scene - Cleaning Bottle Banks/Bus Shelters | 891                                  | 1,000                          | 109                                       |  | 109                              | 89.1%                           |
| 7603 | Street Scene - Heat & Light                       | 18,435                               | 20,000                         | 1,565                                     |  | 1,565                            | 92.2%                           |
| 7611 | Street Scene - Loan Charges                       | 5,139                                | 5,150                          | 11  |  | 11                               | 99.8%                           |
| 5602 | Street Scene - Sundries & Contingencies           | 0                                    | 100                            | 100                                       |  | 100                              | 0.0%                            |
|      | <b><u>Total Expenditure</u></b>                   | <b>33,535</b>                        | <b>48,250</b>                  | <b>14,715</b>                             | <b>0</b>                               | <b>14,715</b>                    | <b>69.5%</b>                    |
|      | <u>Income</u>                                     |                                      |                                |   |  |                                  |                                 |
| 4096 | Street Scene - Precept                            | 49,000                               | 49,000                         | 0   |  |                                  |                                 |
|      | <b><u>Total Income</u></b>                        | <b>49,000</b>                        | <b>49,000</b>                  | <b>0</b>                                  |  |                                  |                                 |
|      | <b><u>Surplus / (Shortfall)</u></b>               | <b>15,465</b>                        | <b>750</b>                     |   |  |                                  |                                 |

**Sprowston Town Council year ending 31st March 2016**

| <b><u>Bank Accounts &amp; Cash</u></b>       |                                  | <b><u>31st December 2015</u></b> | <b><u>Bank Statement Balance</u></b>                 |
|--|----------------------------------|----------------------------------|--|
|  |                                  |                                  | (All receipts and payments cleared as at 31/03/2015) |
| 1200   | STC - General Account            | 1,000                            | 3,698.80   |
| 1201   | STC - Business Premium Account   | 5,000                            | 5,000.00   |
| 1202   | STC - Drawings Account           | 0                                | 0.00   |
| 1203   | STC - Salaries Account           | 11,967                           | 11,460.98  |
| 1204   | STC - Petty Cash Imprest Account | 455                              | 179.57   |
| 1205   | STC - Treasury Deposits          | 0                                | 0.00   |
| 1206   | STC - Business Saver Account     | 259,505                          | 354,734.49   |
| 1207   | STC - Active Saver Account       | 491,843                          | 491,842.85   |
| 1209   | STC - Barclaycard Account        | -431                             |  |
| 1210   | STC - Petty Cash Account         | 146                              |  |
| <b><u>Total Bank &amp; Cash Balances</u></b> |                                  | <b><u>769,485</u></b>            |  |

**On sh Book**

|                                     |                       |
|-------------------------------------|-----------------------|
| Opening Balance 01/04/2015          | 859,377               |
| Add: Total Cash Receipts in year    | 727,305               |
| Deduct: Total Cash Payments in year | (817,197)             |
| Rounding                            | 0                     |
|                                     | <b><u>769,485</u></b> |

Prepared by: June Hunt (Town Clerk)  
Date: 18/01/2016

## Sprowston Town Council year ending 31st March 2016

### Balance Sheet as at                      31st December 2015

#### Current Assets

|                        |         |
|------------------------|---------|
| Sales Ledger           | 9,736   |
| Other Debtors          | -764    |
| Prepayments            | 1,276   |
| Vat Refund             | 24,621  |
| Cash at Bank & in Hand | 769,485 |

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804,354

#### Current Liabilities

|                     |        |
|---------------------|--------|
| Purchase Ledger     | 55,407 |
| Receipts in Advance | 25     |
| Sundry Creditors    | 0      |
| Salaries            | 0      |
| Paye & Ni           | 0      |
| Pensions            | 0      |

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55,432

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**748,922**

#### Reserves

|                                       |         |
|---------------------------------------|---------|
| Play Equipment Renewals Fund          | 15,500  |
| Machinery Renewals Fund               | 20,000  |
| Parish Council Election Fund          | 4,270   |
| Office Equipment Fund                 | 10,000  |
| Street Lighting Renewals Fund         | 32,000  |
| Heating System Renewal Fund           | 13,000  |
| Charities Capital Fund                | 0       |
| Cemetery Land Fund                    | 7,314   |
| Sprowston Diamond Centre Fund         | 202,913 |
| General Fund                          | 137,394 |
| General Fund (P&L Acc) - current year | 306,531 |

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**748,922**

| Invoice Date           | Invoice No.        | Invoice Detail   | Net<br>£ | VAT<br>£ | Total<br>£              | BACS Ref |
|------------------------|--------------------|--|----------|----------|-------------------------|----------|
| 18.01.2016             | 486765             | <b>Supplier : Ben Burgess Garden Equipment</b><br><i>Machinery-mower parts</i>                       | 112.12   | 22.42    | 134.54<br><b>134.54</b> | 1107     |
| 27.01.2016             | CNQ-000746         | <b>Supplier : CNC Building Control</b><br><i>SDC Nursery extension building control service</i>      | 720.00   | 144.00   | 864.00<br><b>864.00</b> | 1108     |
| 08.01.2016             | Renew Subscription | <b>Supplier : CommuniCorp</b><br><i>LCU subscription renewal</i>                                     | 100.00   | 0.00     | 100.00<br><b>100.00</b> | 1109     |
| 18.01.2016             | 5673678            | <b>Supplier: CPL Petroleum</b><br><i>Rec. Ground heating oil 3,000 litres</i>                        | 334.00   | 16.70    | 350.70<br><b>350.70</b> | 1110     |
| 21.01.2016             | January 2016       | <b>Supplier : Dazzle</b><br><i>Bus shelter cleaning x 9 January</i>                                  | 99.00    | 0.00     | 99.00<br><b>99.00</b>   | 1111     |
| 09.01.2016             | 150,582.00         | <b>Supplier : DD Health and Safety Supplies Ltd</b><br><i>Rec.Grd G'men H&amp;S boots</i>            | 52.80    | 10.56    | 63.36<br><b>63.36</b>   | 1112     |
| 06-07.01.2016          | SIO2700978/15      | <b>Supplier: Dulux Decorator Centre</b><br><i>SDC decorating materials</i>                           | 75.18    | 15.04    | 90.22<br><b>90.22</b>   | 1113     |
| 23.01.2016             | Claim 34           | <b>Supplier : Mrs E Elliot</b><br><i>Staff H&amp;S eye examination</i>                               | 25.00    | 0.00     | 25.00<br><b>25.00</b>   | 1114     |
| 13&15.01.2016          | 3862454/5/604      | <b>Supplier : Eastern Shires Purchasing Organisation</b><br><i>Cleaning and Pavilion noticeboard</i> | 156.22   | 31.25    | 187.47<br><b>187.47</b> | 1115     |
| 14.01.2016             | SIN016629          | <b>Supplier : Fenland Leisure Products Ltd</b><br><i>Windsor Park Gardens play equip. repair</i>     | 100.00   | 20.00    | 120.00<br><b>120.00</b> | 1116     |
| 21.12.2015             | 601647             | <b>Supplier: FlameSkill Limited</b><br><i>SDC fire system inspection</i>                             | 466.50   | 93.30    | 559.80<br><b>559.80</b> | 1117     |
| <b>Carried Forward</b> |                    |  | 2,240.82 | 353.27   | <b>2,594.09</b>         |          |



Payments and Transfers

Sprowston Town Council

| Invoice Date  | Invoice No.  | Invoice Detail   | Net<br>£ | VAT<br>£ | Total<br>£ | BACS Ref |
|---------------|--------------|--|----------|----------|------------|----------|
| 19.01.2016    | January 2016 | <b>Supplier: Robin Flowerday</b><br>Sprowston Matters No. 44 artwork                   | 2,240.82 | 353.27   | 2,594.09   |          |
| 07.01.2016    | 7862         | <b>Supplier : G &amp; G Fencing Ltd</b><br>Millennium Wood. Entrance gate              | 58.00    | 0.00     | 58.00      | 1118     |
| 08.01.2016    | INV-30649    | <b>Supplier: Harveyson Haulage Ltd</b><br>Cemetery cess pit emptying January           | 231.45   | 46.29    | 277.74     | 1119     |
| 08&11.01.2016 | 603104/197   | <b>Supplier : InTouch Systems</b><br>Office IT-Hosted exchange Feb./Internet Jan.      | 107.00   | 21.40    | 128.40     | 1120     |
| 18.01.2016    | 5585         | <b>Supplier : Just Regional Publishing</b><br>SDC room hire advertising                | 100.00   | 20.00    | 120.00     | 1121     |
| 05.01.2016    | 2006276      | <b>Supplier: Kent Blaxill &amp; Co. Ltd</b><br>Pavilion fence paint                    | 20.00    | 4.00     | 24.00      | 1122     |
| 19.01.2016    | I1203349     | <b>Supplier : AC Leigh (Norwich) Ltd</b><br>Rec.Grd-G'men office door repair           | 33.66    | 6.73     | 40.39      | 1123     |
| 11.01.2016    | 29738        | <b>Supplier : Pest Express Limited</b><br>Allot. Oct-Dec pest control service          | 31.56    | 6.31     | 37.87      | 1124     |
| 13.01.2016    | AW6374       | <b>Supplier : A. Waterfield &amp; Sons Ltd</b><br>Post Mill Close park area completion | 208.50   | 41.70    | 250.20     | 1125     |
|               |              |  | 4,750.00 | 950.00   | 5,700.00   | 1126     |

Carried Forward 7,780.99 1,449.70 9,230.69

| Sprowston Town Council                        |             |                 | Payments and Transfers |           | Meeting Date: 03 February 2016 |          |
|---|-------------|-----------------|------------------------|-----------|--------------------------------|----------|
| Invoice Date                                  | Invoice No. | Invoice Detail  | Net<br>£               | VAT<br>£  | Total<br>£                     | BACS Ref |
|   |             | Brought Forward | 7,780.99               | 1,449.70  | 9,230.69                       |          |
| TOTAL OF INVOICES                             |             |                 | 7,780.99               | 1,449.70  | 9,230.69                       |          |
| Transfer: STC Drawings a/c to Salaries a/c    |             |                 | 30,000.00              | 0.00      | 30,000.00                      | Trfr 230 |
|   |             |                 | £37,780.99             | £1,449.70 | £39,230.69                     |          |
| Transfer: STC General a/c to STC Drawings a/c |             |                 |                        |           | £39,230.69                     | Trfr 231 |

|            |            |            |
|------------|------------|------------|
| .....      | .....      | .....      |
| Councillor | Councillor | Town Clerk |

| Invoice Date                                | Ref No  | Invoice Detail   | Net<br>£      | Vat<br>£     | Amount paid<br>£ |
|---|---------|--|---------------|--------------|------------------|
| 05.01.2016                                  | BCP 347 | <b>Supplier:</b> Taverham Nursery Centre<br><i>Rec. Grd. Hedging plants</i>    | 74.93         | 14.98        | 89.91            |
| 07.01.2016                                  | BCP 348 | <b>Supplier:</b> Tesco<br><i>Chairmans allowance/cleaning</i>                  | 7.75          | 1.35         | 9.10             |
| 11.01.2016                                  | BCP 349 | <b>Supplier:</b> HSS Hire<br><i>Rec. Grd. Tool hire</i>                        | 50.00         | 10.00        | 60.00            |
| 21.01.2016                                  | BCP 350 | <b>Supplier:</b> Grant Haze London Ltd<br><i>Preschool keys x 2</i>            | 35.00         | 7.00         | 42.00            |
| 25.01.2016                                  | BCP 351 | <b>Supplier:</b> Micron Europe Ltd<br><i>Office IT GB update x 4</i>           | 111.96        | 22.39        | 134.35           |
| 26.01.2016                                  | BCP 352 | <b>Supplier:</b> Net World Sports Ltd<br><i>Pavilion-Football boot scraper</i> | 243.95        | -            | 243.95           |
| To be paid by direct debit 27 February 2016 |         |  | <b>523.59</b> | <b>55.72</b> | <b>579.31</b>    |

| Invoice Date        | Ref No          | Invoice Detail  | Net<br>£        | Vat<br>£      | Amount paid<br>£ |
|---------------------|-----------------|---|-----------------|---------------|------------------|
|                     |                 | <b>Supplier:</b> Anglia Farmers Ltd                     |                 |               |                  |
| 31.12.2015          | 442959          | <i>Annual subscription</i>                              | 135.00          | 27.00         | 162.00           |
| 31.12.2015          | 446351/36327    | <i>Off/G'men phones &amp; Build. rpr mats</i>           | 158.50          | 31.66         | 190.16           |
|                     |                 | <b>Supplier:</b> Anglian Water                          |                 |               |                  |
| 04.01.2016          | 106596638/Jan16 | <i>Sparhawk water charge to 04 Jan.</i>                 | 128.66          | -             | 128.66           |
| 26.01.2016          | 101920049/Jan16 | <i>Rec. Grd water charge to 26 Jan</i>                  | 1,196.72        | -             | 1,196.72         |
| 26.01.2016          | 147008429/Jan16 | <i>SDC water charge to 26 Jan</i>                       | 216.86          | -             | 216.86           |
|                     |                 | <b>Supplier:</b> British Gas                            |                 |               |                  |
| 04.01.2016          | 986054375       | <i>SDC elec. charge to 01 Jan.</i>                      | 251.97          | 50.39         | 302.36           |
| 11.01.2016          | 998052243       | <i>SDC field elec. Charge to 01 Jan.</i>                | 8.93            | 0.44          | 9.37             |
|                     |                 | <b>Supplier:</b> PHS Group                              |                 |               |                  |
| 12.01.2016          | 63302509        | <i>Pavilion toilet tissue dispenser x 2</i>             | 47.75           | 9.55          | 57.30            |
|                     |                 | <b>Supplier:</b> Southern Electric                      |                 |               |                  |
| 05.01.2016          | 54              | <i>Street light elec. charge to 04 Jan.</i>             | 2,476.64        | 485.04        | 2,961.68         |
|                     |                 | <b>Supplier:</b> Veolia Environmental Services (UK) Plc |                 |               |                  |
| 31.12.2015          | SIO1042282      | <i>All sites-skip hire December</i>                     | 595.03          | 119.01        | 714.04           |
| Total Direct Debits |                 |   | <b>5,216.06</b> | <b>723.09</b> | <b>5,939.15</b>  |