



NOTICE OF MEETING

AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 4 November 2015 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 14 October 2015. Pages 1 - 5
4. To receive correspondence & agree action/response arising from the minutes.
5. To receive any written/verbal reports from Sprowston County and District Councillors. Page 6
6. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
7. To receive the report of the Town Clerk and make decisions on: Pages 7 - 41
 - 1.1 Skatepark Design - Blue Boar Lane
 - 1.2 Windsor Park Open Space
 - 3.1 Christmas Holidays
 - 4.1 Grant Aid - Norwich Door to Door
 - 5.5 Licensing Act 2003
8. Adjourn the meeting for a short break.
9. To consider planning applications to 4 November 2015. Page 42
10. To receive any written/verbal reports from the Council's Working Groups.
11. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
12. To receive the summary of income and expenditure and balance sheet to 30 September 2015. Pages 43 - 52
13. To confirm the payment of accounts to 4 November 2015. Pages 53 - 54
14. To receive the schedule of credit card payments. Page 55
15. To receive the schedule of direct debits. Pages 56 - 57

June Hunt

June Hunt
Town Clerk

9 October 2015

1/1

Council Office. Sprowston Diamond Centre . Sprowston . Norwich.NR7 8TR
Tel: 0845 004 6227 or (01603 408063) . Fax: (01603) 418113 . Email: townclerk@sprowston-tc.gov.uk

Footnote:

¹ 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 and follow the links through to planning.

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 (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

Going ahead



COUNCIL MEETING – 14 OCTOBER 2015

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 14 October 2015, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Mrs J Leggett
Mr W F Couzens	-	Mr J H Mallen
Mr R A Fowkes	-	Mr C L Noble
Mr T Landamore	-	Mrs J Poynter
Mr N Shaw		

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

15/256. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

15/257. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr R J Knowles, Mrs B J Lashley, Mr K Lashley and Mr J M Ward and verbal apologies from Ms G Landamore.

15/258. MINUTES

The Minutes of the Council's meeting held on 23 September 2015, having previously been circulated to all Members were confirmed, subject to the following amendment:

Minute 15/241 - **delete** Saffron House following refurbishment and **insert** Saffron House at Pinetrees, which was under refurbishment from commercial to residential use.

and signed by the Chairman of the Council.

15/259. POLICE LIAISON OFFICER'S REPORT

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

Mr J H Mallen requested a comparison in crime statistics for the period August - September 2015 to the previous year to establish if there was a trend.

15/260. SCHOOL LANE PRE-SCHOOL

Further to Minute 15/244, the Town Clerk reported that Bidwells Property Consultants had been instructed with regard to the extension of School Lane Pre-School.

15/261. PLANNING APPLICATION 2015/1441 - ERECTION OF TWO FLATS AT 3, CLOVER ROAD

Referring to Minute 15/250, the Town Clerk reported that planning application 2015/1441 - erection of two flats at Clover Road had been withdrawn.

15/262. POST MILL CLOSE OPEN SPACE

Mr W F Couzens enquired as to the progress of the wall to be erected at Post Mill Close open space.

The Town Clerk advised that she had accepted the quotation from A Waterfield & Sons Ltd but would be guided by Mr Waterfield as to the most appropriate time for these works to be programmed given the deteriorating weather conditions.

15/263. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward, District and County Councillor.

Mrs J Leggett reported that:

- (1) the next meeting of the Sprowston, Spixworth and Old Catton Safer Neighbourhood Panel would be held on Wednesday 21 October 2015 at Sprowston Diamond Centre commencing 7.00pm
- (2) traffic monitoring was taking place across parishes prior to the Northern Distributor Road.
- (3) Norfolk County Council was continuing to discuss devolution
- (4) both she and the Chairman, Mr I Moncur had attended a meeting where youth engagement was discussed.
- (5) there were A47 closures and diversions through the Postwick Hub
- (6) White Woman Lane year 6 students play, Henry VI, had been well received at Norwich Playhouse as part of the Shakespeare Festival.

Mr N Shaw reported that:

- (1) Norwich airport were opening up routes to Geneva, Malaga and Alacanti.
- (2) he had attended a meeting of the Chairman's Advisory Group in preparation for the Strategic Special Interest Group meeting, which he would also be attending and report back to Council.

Mr I Moncur reported that:

both he and the Town Clerk had attended a meeting with Mathew Davis and Stephen Chesney-Beales to discuss progress at Harrisons Wood where they had been advised that volunteers would shortly be tackling the bottle dump.

15/264. RESIDENT'S QUESTIONS

On the motion of Mrs J Poynter, seconded by Mr T Landamore it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

15/264. RESIDENT'S QUESTIONS (CONTINUED)

Mrs M Howes requested that financial items relating to the schedule of payments, credit card payments and standing orders be moved to the bottom of the agenda and items relating to the Council's working groups and Members representing the Council on or at outside organisations be placed further up the agenda to which the Council agreed.

She also asked if the Council had heard reports of Norwich becoming a garden city and expanding their boundaries.

The Council were unaware of any boundary changes.

The meeting was reconvened.

15/265. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sparhawk Park Termination of Lease

Having considered the report of the Town Clerk Members

RESOLVED to accept the formal request from Norfolk County Council to terminate the lease for the hire of an area of Sparhawk Park with immediate effect.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Council's Insurance

Members considered the Councils' Policy Schedule and renewal costs from Zurich Insurance and the Town Clerk clarified all points raised.

Mr W F Cozens commented that the inflationary price was linked to the average earnings index but felt that the inflation index would be more appropriate.

RESOLVED to accept the Policy Schedule from Zurich Municipal on a three year term.

4.2 Grant Aid - Royal British Legion

RESOLVED that a donation of £250 be made to The Royal British Legion.

PLANNING AND TRANSPORTATION

5.1.1 Appeal against Broadland District Council Decision 37 Blenheim Road Sprowston NR7 8AL

15/265. REPORT OF THE TOWN CLERK (CONTINUED)

Members noted the appeal to the Secretary of State against the decision of Broadland District Council to refuse outline planning permission for a semi-detached bungalow at 37, Blenheim Crescent, Sprowtson NR7 8AL.

5.1.2 Appeal against Broadland District Council Decision 49 Cozens Hardy Road Srowston NR7 8QF

Members noted the appeal to the Secretary of State against the decision of Broadland District Council to refuse outline planning permission for the sub division of garden to form a new dwelling (outline) at 49, Cozens Hardy Road, Sprowtson NR7 8QF.

5.2 Broadland District Council Annual Meeting for Town and Parish Councils

RESOLVED that Mr W F Bracey, Mr R A Fowkes, Mrs J Leggett, Mr J H Mallen, Mr I Moncur and the Town Clerk attend subject to availability.

5.3 Norfolk County Council - 20mph Speed Limit Zone Order Notice

RESOLVED to oppose the proposed 20mph speed limit along Woodside Road.

15/266. MEETING ADJOURNMENT

Due to the early hour it was

RESOLVED not to adjourn the meeting for a short break.

15/267. 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:

2015/1408 - first floor rear extension at 4, Neville Close

2015/1498 - conservatory to rear at 18, Parana Close

2015/1541 - single storey rear extension at 49, Wroxham Road

2015/1583 - alterations to building façade and associated walkways/entrances, extension and sub-division of units 7 and 8, construction of mezzanine floor in units 7A and 7B at Sprowston Retail Park, Salhouse Road

2015/1613 - rear extension (part two store), replacement attached garage to side and conversion of remaining loft space at 1, Surry Close

15/268. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 14 October 2015 totalling £28,979.86 and supplementary accounts totalling £44,719.50 and answered Members' questions arising therefrom.

On the motion of Mr W F Couzens, seconded by Mr J W Bracey it was

15/268. PAYMENT OF ACCOUNTS (CONTINUED)

RESOLVED that payment of the accounts to 14 October 2015 totalling £28,979.86 and supplementary accounts totalling £44,719.50 be approved and the schedule authorising payment signed by Mr J H Mallen and Mr R A Fowkes.

15/269. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £321.80 was approved and noted.

15/270. SCHEDULE OF DIRECT DEBITS

The schedule of direct debit payments totalling £3,291.62 was approved and noted.

15/271. REPORTS FROM COUNCIL'S WORKING GROUPS

The Chairman, Mr I Moncur gave a verbal report on the recommendations of the Finance Working Group whilst referring to the financial papers previously circulated to all Members of the Council.

Having carefully considered the proposals and following a number of questions it was

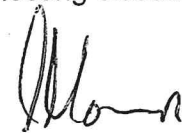
RESOLVED to accept the recommendations of the Finance Working Group for the 5 year projected financial plan.

15/272. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

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

4 November 2015



CHAIRMAN

25th October 2015

Report from Councillor John Ward

Broadland District Council

On 14th October I attended the Broadland Community at Heart Awards Ceremony at The Space in Sprowston where I assisted in handing out awards to those in our community who go above and beyond what is expected of them to improve the lives of others.

More than 350 runners took part in Broadland District Council's 10K race, sponsored by Whitwell and Reepham Railway, on Marriott's Way. The Chairman, Ken Leggett started the race at Aylsham and crowds gathered to cheer at the finish line in Reepham Market Place.

Work is continuing on the redevelopment of the old Virgin One Account office building at Pinetrees Estate, Sprowston, into 39 affordable flats, this follows the Government's relaxing of regulations regarding conversion of office space to housing.

Norfolk County Council

There will be a special meeting of the Full Council on Friday 6th November following a legal challenge to its decision to fund the extra £9.9m required for the Northern Distributor Road. Any delay in construction will cost the Council approx £500,000 per month.

Norfolk Schools have climbed 35 places up the national league tables for GCSE results with 53.8% of students achieving 5 A-C grades.

The move of registration operations from Churchman House into the Norfolk Record Office and the relocation of wedding ceremonies into the Benefactors Room at Norwich Castle is confirmed and will be in place by April 2016. Churchman House will be handed back to Norwich City Council.

As part of the Re-Imagining Norfolk – Budget consultation 2016/19, Norfolk residents and stakeholders will be asked for their views. The autumn issue of Your Norfolk magazine will have full details. There is also a web site www.norfolk.gov.uk/reimagining and details will be on Facebook and Twitter

COUNCIL MEETING – 4 NOVEMBER 2015

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Skatepark Design – Blue Boar Lane

Attached, for Members information, is an initial layout plan for the skatepark as provided by Norfolk Homes.

Suggested improvements, so far, as this skatepark is out to consultation through our Sprowston Matters, have included to lengthen the ledge (number 5) to allow the upper ledge to be more accessible. 250mm is also very low and it has been suggested to increase the height to 250/400mm. The ledges on the ledge wallie combo (number 3) have been suggested to be of a similar size. It has been suggested that a happy medium needs to be decided to allow those learning to be able to use it as well as the more experienced skater. As constructive comments on the equipment are received they will be fed back to the manufacturer through the developer. A list of interested contacts is being compiled to consult on the final layout of the proposed skatepark.

This Council is also in discussion with Broadland District Council planners as well as the developer to progress concerns of residents with regard to noise elements by increasing the suggested land bund, and further reports will be periodically made back to this Council as this project develops.

1.2 Windsor Park Open Space

The enclosed plan shows a hatched area of open space which has, since the development of the properties and the transfer to this Council, remained in use as an unofficial parking area. This Council has now received a complaint that parking in this area should not be permitted. The total open space is not restricted from access by bollards. The hatched area has sunk, due to cars rutting the area, causing deep puddles.

For information, the area is classified as open space and any change in use i.e. a car park would be subject to planning permission. The future use, layout and subsequent financial implications for car parking would be the responsibility of the Town Council.

The complainant makes two further requests, to erect a skatepark and formal football pitch on the open space, including the hatched area, on the enclosed plan. Again, the financial implications of formal field layout such as suggested, would need to be discussed upon the decision of the Council. The Council should be aware that no formal consultation with residents has taken place on any of the above suggestions of complainant.

Option: to consider the complaint and instruct the Town Clerk on any agreed actions.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 Christmas Holidays

As it is the practise of this Council to mirror Broadland District Council with regard to Christmas holidays; closure of their office on 24 December at 12 noon returning to work on Tuesday 29 December and closed for New Year's Day. Members are asked if they wish to follow the above.

The parks, as usual, will be closed Christmas Day, Boxing Day, Monday 28 December 2015 and New Year's Day.

Recommendation: to advise the Town Clerk with regard to office and grounds maintenance staff Christmas holidays for 2015/16.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grant Aid – Norwich Door to Door

Attached is an application for £300 from the Chief Executive of Norwich Door to Door to assist this charity in providing their services and a new PC to book door to door transport for residents of Sprowston.

Recommendation: to consider a donation to Norwich Door to Door

4.2 Norfolk ALC Annual General Meeting

Attached, for Members information, are details of the Norfolk ALC re-scheduled Annual General Meeting to be held on Wednesday 6th January at 7.30pm at the Edwards Room at County Hall, Martineau Lane, Norwich. Your Chairman, Mr Ian Moncur and Mr John Mallen previously identified that they wished to attend the previously arranged AGM. On the agenda are details of proposed changes to their constitution which can be redirected or downloaded and printed on request.

If this Council wishes to forward a motion for debate to this meeting then information of the process can also be found on the attached email.

4.3 Norfolk Constabulary Policing Statistics and Presence at this Meeting

Members will be aware that the item for the police has been omitted from the agenda. This is due to a new system being introduced to record and collate statistics, which has proved problematic to the Constabulary administration staff. As a result no statistics or PCSO presence will be available for this meeting.

We have been advised that if there are any issues the Safer Neighbourhood Team will have no hesitation in dealing with these in the usual way.



PLANNING AND TRANSPORTATION

5.1 Norfolk County Council – Re-imaging Norfolk – Strategic and financial planning 2016/19

Attached, for Members information, is a letter from Dr Wendy Thomson, CBE, Managing Director of Norfolk County Council outlining the consultation opening on Friday 30 October 2015 regarding the above.

5.2 NALC Newsletter October 2015

Attached, for Members information, is a press release from NALC regarding Devolution Deals.

5.3 Beeston Park Programme Board Meeting

Enclosed, for Members information, is a copy of the presentation made to the Beeston Programme Board Meeting held on 27 October 2015 by Broadland District Council, attended on behalf of this Council by the Chairman, Mr Ian Moncur and District Councillors for the Sprowston area.

5.4 Norfolk County Council – Minerals Site Specific Allocations Plan Document (DPD): Single Issue Review of Silica Sand – Preferred Options Consultation Document

Attached, for Members information, is an email from Norfolk County Council's Principal Planner (Minerals and Waste Policy) setting out the consultation on the above which closes on 21 December 2015.

5.5 Licensing Act 2003

Broadland District Council has received a premises licence on behalf of Sprowston Sports and Social Club, Blue Boar Lane, Sprowston, NR7 8RY under the Licensing Act 2003. A copy of the application is attached for consultation by this Council. For information the current licence allows for the same activities to finish at midnight Sunday to Friday and 02:00 on Saturday.

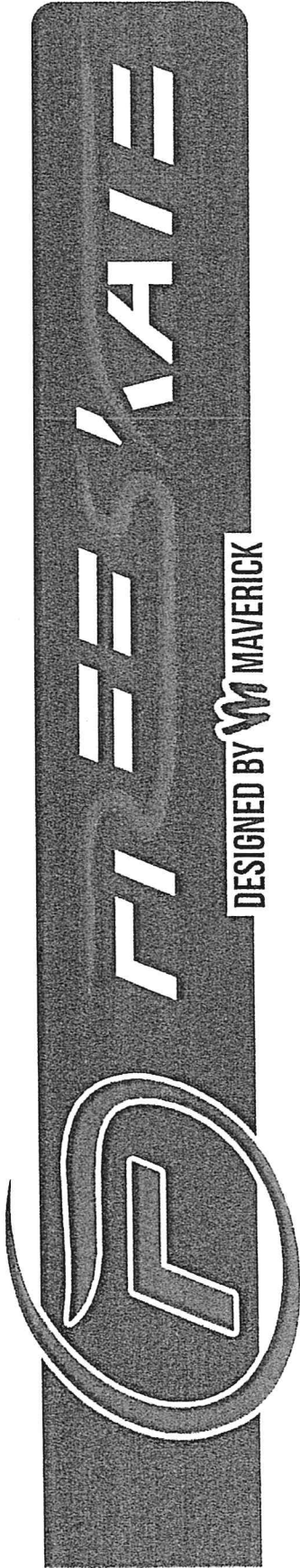
Option: to comment to Broadland District Council on the premises licence application.

6. ENCLOSURES

SNAP Meeting minutes (draft) 21.10.2015



June Hunt
Town Clerk

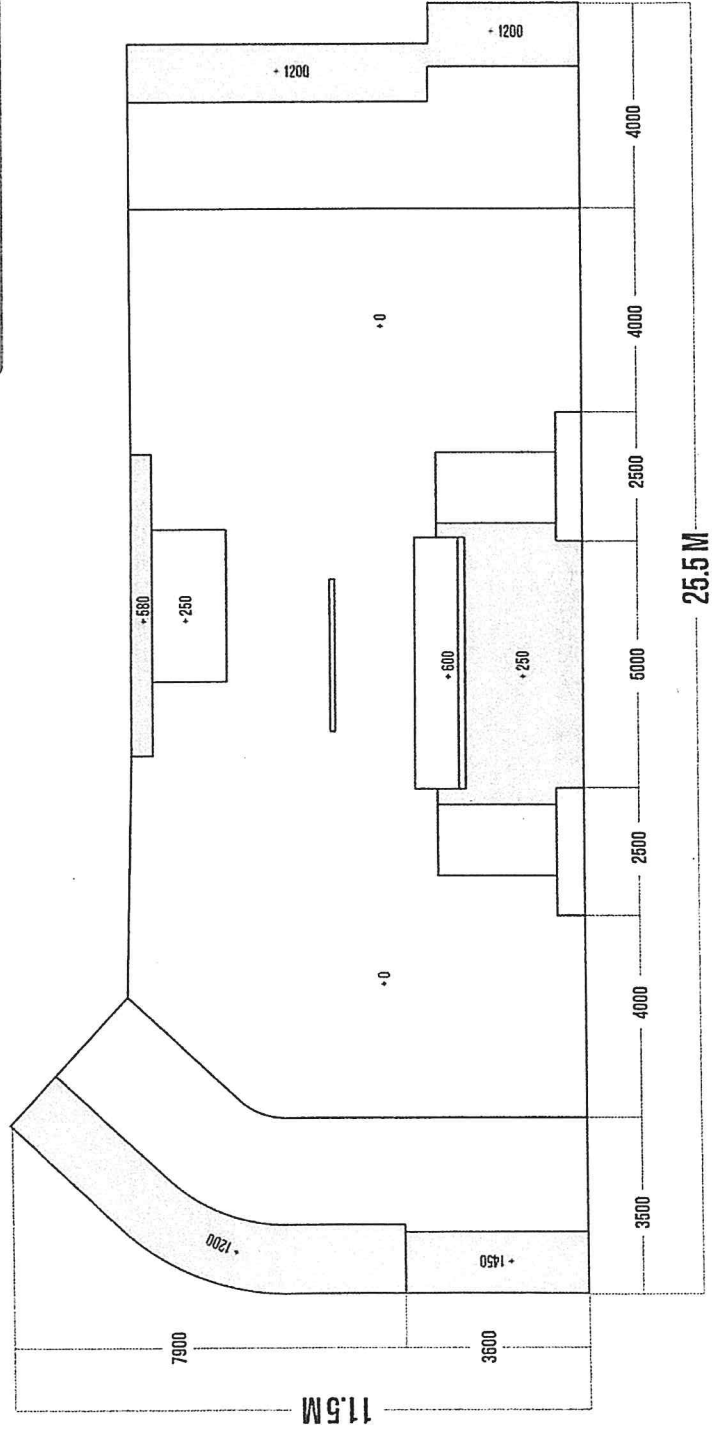


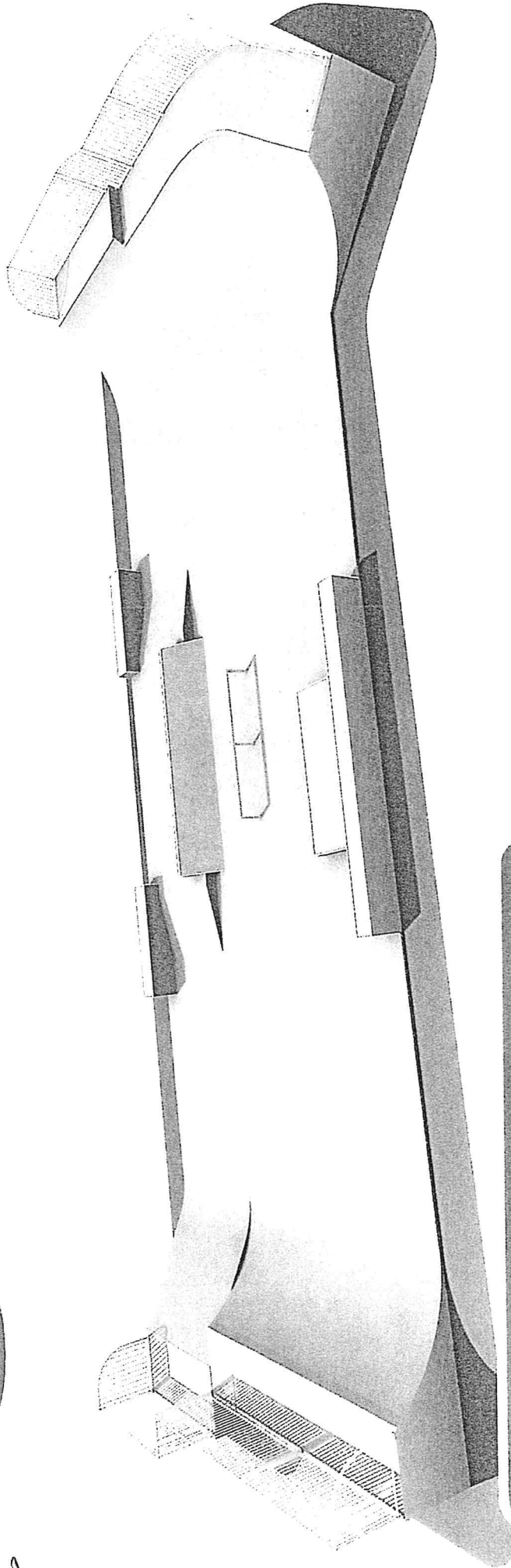
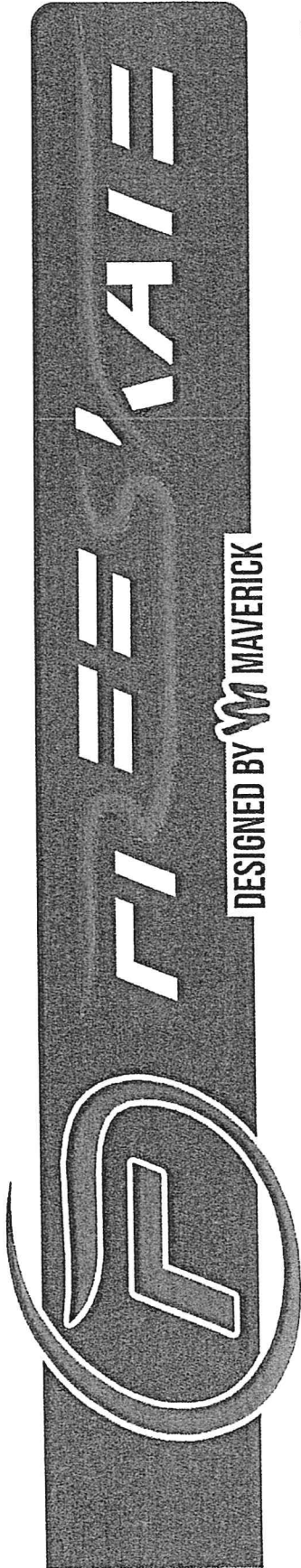
SPROWSTON VIS1 DIMENSIONS

SCALE 1:100 @A3

NOTE:

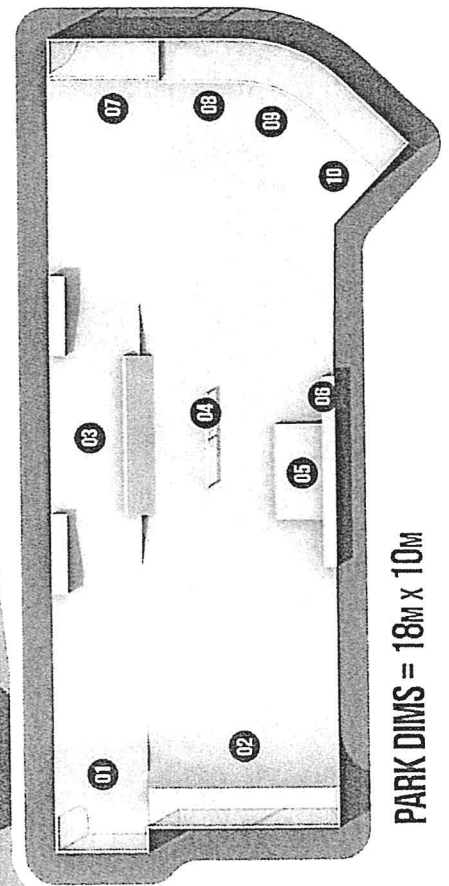
FALLS FOR DRAINAGE PURPOSES
WILL BE ACCOMMODATED DURING
THE CONSTRUCTION PHASE.



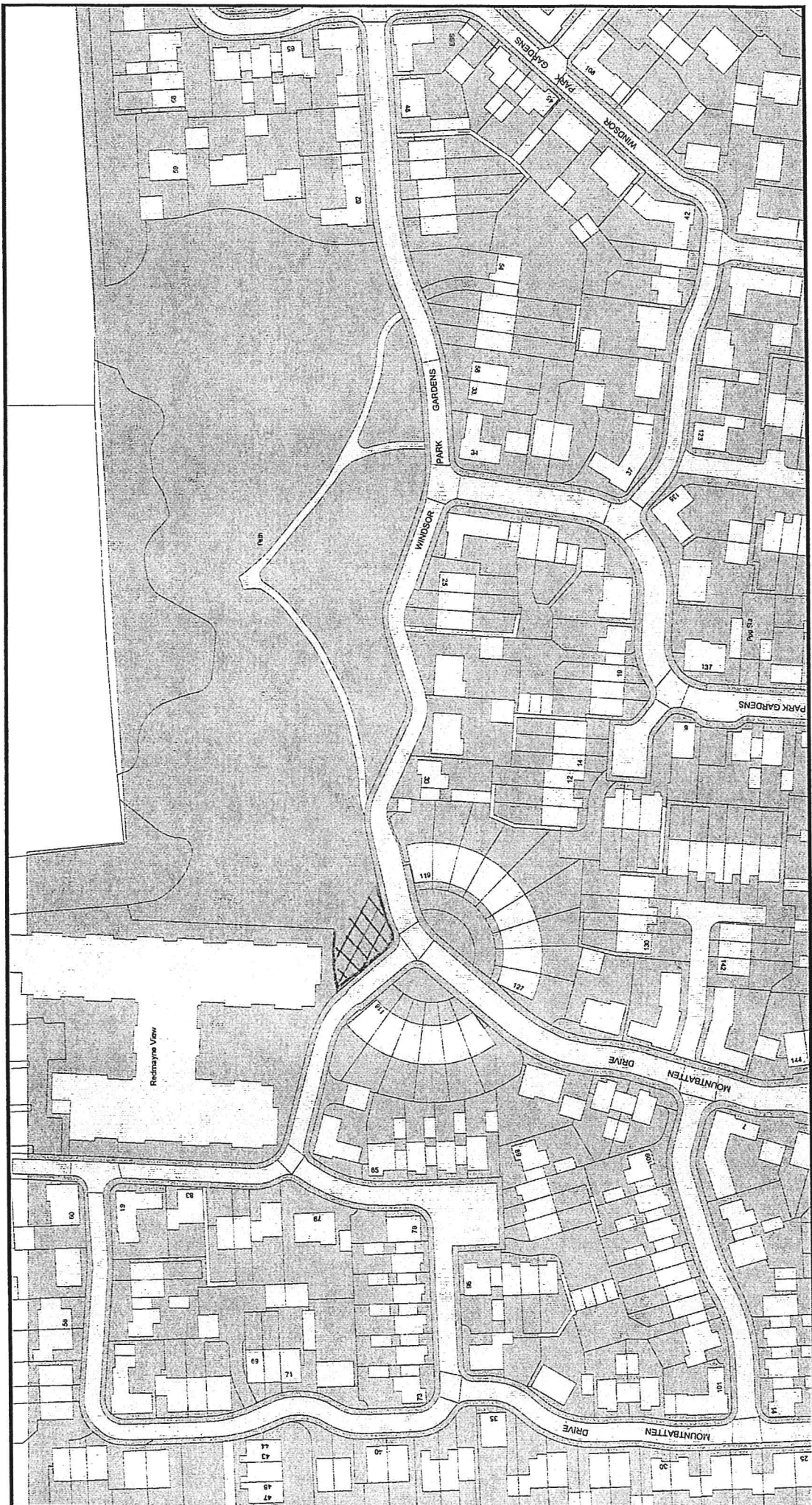


SPROWSTON VIS1 EQUIPMENT SPEC

- | | |
|---|---|
| 01 - FLATBANK 1200 ^{MM} HIGH x 3 ^M WIDE | 06 - CURB 580 ^{MM} HIGH x 6 ^{MM} WIDE |
| 02 - QUARTERPIPE 1200 ^{MM} HIGH x 6 ^{MM} WIDE | 07 - QUARTERPIPE 1450 ^{MM} HIGH x 3.6 ^{MM} WIDE |
| 03 - LEDGE WALLIE COMBO 250 / 600 ^{MM} HIGH | 08 - QUARTER 1200 ^{MM} HIGH x 2.4 ^{MM} WIDE |
| 04 - FLATBAR RAIL 300 ^{MM} HIGH x 3 ^M LONG | 09 - 45° CURVED QUARTER 1200 ^{MM} HIGH |
| 05 - TABLE 250 ^{MM} HIGH x 3 ^M LONG | 10 - QUARTER 1200 ^{MM} HIGH x 3 ^{MM} WIDE |



PARK DIMS = 18^M x 10^M



W

APPLICATION FOR FINANCIAL ASSISTANCE

1 Name of Organisation: Norwich Door to Door
2 Name and address of correspondent (and office held): Mr D Douglas Chief Executive Norwich Door to Door Room 133/134 Woodlands Norwich Community Hospital Bowthorpe Road Norwich NR2 3TU
3 What are the objectives of your organisation? Norwich Door to Door has been Norwich's community transport service since 1992 aiming to reduce social isolation, and enhance the wellbeing of severely disabled children, disabled adults and older people with mobility and health problems who live on a low income in Sprowston. We provide mobility bus services and assistance so that our passengers have the opportunity to access social and community activities, medical services and increase their independence. We run ten mobility buses weekdays to pre-booked routes and, during school holidays and some weekends, days out around Norfolk and Suffolk. We offer practical, affordable and accessible bus services, as transport is the key to freedom and autonomy.
4 Is membership/support open to any resident of Sprowston, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason: No. Our service is for people with mobility problems, such as those that use walking aids, wheelchairs or are visually impaired. We aim to help those that are otherwise unable to use public or private transport to get out and access their surrounding community.
5 Amount of grant applied for: £300
6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request. We are applying for other funding towards the provision of the 3000 journeys in Sprowston per annum. We looking for funding towards the cost of a new PC to book residents from the local area.
7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application): We receive funding annually from Norfolk County Council, Norwich City Council and South Norfolk Council which help towards our core costs. We have also received £5,000 from the Flux Family Fund, £1,000 from the Preachers Charitable Trust and have an application currently in consideration with the Paul Bassham Charitable Trust. We receive a declining amount from Broadland District Council.

8 Is there anything else you wish the Town Council to take into account when considering this application?

10% of our registered passengers live in Sprowston and our service helps them to access and support their local community as well as the wider Norwich area. We also bring passengers from other areas of Norwich to access the amenities Sprowston has to offer such as the Wyevale Garden Centre, Tesco's on Blue Boar Lane and the Sprowston Social Club.

80% of respondents from our 2015 social impact report felt that since joining Norwich Door to Door their feelings of isolation or loneliness had improved a lot. The bus has become a social hub for our passengers, a place to mix with and meet new people. The core focus of transport requests are for daily living needs, such as going food shopping or attending health appointments. Visits to friends and family, or partners that are now in care, also frequent our weekly routes.

9 Please ensure that you have attached up to date examined accounts in support of this application.

2014/15 accounts are attached along with our Chairman's Report, the 2015 Service Overview and the 2015 Social Impact Report.

I agree to the Principles of Grant Aid as set out by Sprowston Town Council

Signed



Dated

09.10.15

Norwich Door to Door provides a specialist minibus service to people with disabilities and severe mobility problems in Norwich who are unable to use public transport. Our buses are staffed with two person teams to provide our passengers with care, safety and security. Our overall aim is to empower and improve the quality of life experience of our members through reducing feelings of social isolation, creating environments for social interaction on our buses and increasing confidence to travel to their chosen destinations in Norwich.

Norwich (18.3%) has a higher proportion of people who describe themselves as having their day to day activities limited by a disability than in England (17.92%) overall (Norwich City Council stats 2013). We have circa 500 members who age from 5 - 101.

New Passenger Survey

From 1/6/14—28/2/15 56 new members joined the service. Of those, 47 completed the new passenger survey reporting on their current transport situation before joining Norwich Door to Door.

Prior to using the service:

79.54%	29.27% of members	72.09% of members	65.81% of members
Of members reported	reported not having	reported not having	reported not seeing
feelings of isolation	much confidence	much involvement	friends or family
		in their local	frequently
		community	

Before joining Norwich Door to Door 58.53% relied on a relative or friend for transport, 29.26% took a taxi, 4.8% used their mobility scooter and 7.31% didn't go out at all.

Full passenger survey

A survey was included in the March 2015 newsletter and sent to all passengers who have signed up to receive the newsletter. Of these passengers (circa 400) 84 replied. Since joining the service, passengers reported that Norwich Door to Door had the following impact on their life:

90% of respondents	80% felt their feelings	74% reported their	85% felt their level of
thought their level of	of isolation or	social life had	independence had
access to goods,	loneliness had	improved a lot	improved a lot
services and healthcare	improved a lot		
had improved a lot			

User Comments:

'I feel as if they are part of my family. I would be completely lost without them. We have a little joke, a bit of fun which we all need' Celia Holwell.

'Everyone is so very, very helpful and friendly. Door to Door has made a great impact on my life' Sylvia Irvine.

'Great benefit to my independence, impossible to leave the flat without your help and equally isolation ended. Cheerful people!' John Rodgers

'To be able to have affordable transport to do one's own shopping or to go to a dentist etc. with the help and understanding of kind drivers, assistants and office staff means so much in old age when everything is 'an effort'. Thank you Door to Door' Mrs Hardingham

'Thank you all for your Door to Door and your care. You have given me back my independence in many ways.' Mrs Tully

Norwich Door to Door Annual Report; Adrian Cossey 2014-2015

This has been a year of big changes and loss both personal and organisationally. We have looked at how far we have travelled and how we have come to this point. I had been drawn to the organisation in 2008 because of my late wife Margaret who had become disabled. It was her determination to stay active and serve her community in whatever way she could, that led us to fully realise the struggle of the many people with similar accessible transport needs. We thank our characterful team who get their motivation from our determined and resourceful passengers who are generally in the most difficult of circumstances, helping to keep us smiling and strong. As John Stork a driver said so succinctly when the team commiserated with him after a long day of delays and road works "why worry we are all safe it's the journey that matters, our passenger's are so appreciative of the service, it's such a pleasure to serve them"

Financially we are on track as we have attracted some brilliant support from across our region both "gift in kind" and through grants and donations. We started on a high with the delivery of a new bus to replace a 2003 model that had total engine failure, so not a moment too soon. Keeping the fleet going is a major part of our activity and our policy is to strive to replace a bus a year so we can keep maintenance costs manageable.

It is by the efforts of the many that we succeed and this was an especially good year for community support and our grateful thanks go out to one and all of our friends:

Paula Stork, gritted her teeth for a sponsored parachute jump and raised a splendid £500.



Tim Sims celebrated being elected Captain at Bawburgh Golf Club and through his endeavours and with support from his wife Ellie the year netted an amazing £3801, he also introduced us to new friends and potential supporters.



There were the 63 intrepid volunteers who braved the rain to walk the Wherry man's Way for sponsorship and for the challenge. We drove buses to transport the returning wounded, baked cakes and served tea and coffee, raising 2846. The event was Ruby's swansong and it was her energy and resolve that ensured our walkers did not stray from the path. We were privileged that for the second year running Stephen and Mary Ferry generously allowed us to relax at close of day in their Surlingham garden. It was a short time later we waived Ruby off for her travels in the USA.

We welcomed Kate to join Jill, Zandra and Rosemarie in the office in June. New employees Lisa, Michelle and Carl came in to work on our special needs school transport contracts and Ron, Bob and Maggie retired. Volunteers Andrew, Barry, Deborah, Jo and Pat have joined us and our retirees were John, Bob, Michael, Liz and Daphne. Steady levels of new recruits is key to our success and we employ all the different formats and have a range of potential roles. The average age of a new recruit keeps increasing and it is now 66.

At Christmas Mr. Bull one of passenger, kindly commissioned a calendar for us to sell. Poringland Singers led by Ian Elliott gave a concert raising £771 toward our next bus. Ian Huggins and family had a celebration party and raised £394 for the bus fund.

As the cuts at the local authorities take a deeper hold we have had to accept that the contribution to our budget needs that we earn through contracts has likewise declined, lowest price wins and with £12bn of welfare cuts forecast our grants appear under threat so we look to new opportunities.

All of our suppliers/contractors are complimentary to our success, those on whom we rely are treasured both as corporate relationships and personal connections:

This year's review led us to change our fuel card supplier and we have made savings. We were delighted to secure the services of Kevin a local sole trader who steam cleans the bus floors, windows and seats on a rolling programme. Paul our driver expertly cleans the buses every weekend so we can present the fleet well. Since the new year we have changed the wash activity as a result of environmental concerns & we invested in an effective waterless wash/wax solution that has the bonus of being long lasting.

Vehicles do break down and occasionally mirrors and body work get knocked about and lifts get stuck! Richard and his team are exceptional at Holden Van Centre in helping us to keep our buses on the road to avoid passenger disruption. All the buses are Renault van conversions and these low to ground vehicles suit our operation well, and bring continuity throughout our fleet. We buy a base as this is the most cost effective way to build a transport vehicle, then have it converted to be an accessible bus.

At M & K, Matt and his team look after our power wheelchair lifts and though major breakdowns are rare, the lifts do need regular adjustments through their heavy wear. The team are superb when the going gets tough and keep us moving.

Helena Wilkinson with her team at Price Bailey charity division, gift regular bite sized seminars for local charities to attend and Roland our treasurer and Jill have benefitted from and enjoyed these. Kettle Foods sponsor seats on our buses and through their sponsorship of Norman wanderers football team we have local lads running around with our logo on their shirts. The splendid people at West Norwich Lions help raise funds for our service and provide entertainment in accessible venues for our passengers to enjoy. The NCHS Trust have confirmed that they will continue to host us at the C. hospital.

Lorna and the Thrive Business Network Group members have helped us with our website, our strap line, the redesign of our pop ups boards and the printing of the latter.

Marsh Insurance print our newsletters and through their employee volunteer programme we have had the benefit of a photo portfolio and a short film now on You Tube.

M&A Partners our accountants and Iain Mawson host us for our AGM.

Our membership with The Norfolk Community Transport Association charity continues to bring financial benefits through bulk buying power. An Insurance Fleet discount through a specialist broker and a HR package sourced through Voluntary Norfolk as well as other topical updates and discussions.

We know our services provide a pivotal role in supporting our disadvantaged passengers to have access to social opportunities for their wellbeing and we appreciate the crossover benefits for our team. These experiences and relationships bolster us and drive us harder to achieve the social justice that we demand. Change is a constant part of living today and we rely heavily on those that govern us to be fair and balanced.

Our CEO Jill has decided to retire in the summer 2015. Jill has built us up since joining in 1998 to be the brilliant community organisation we are today, and one that I am so proud to lead. Her unbounded enthusiasm for all things Door to Door is remarkable and Jill will be a hard act to follow. We are pleased that Jill has accepted the trustees invite to join us on the committee. We have just appointed Danny Douglas to join us as our new CEO. Danny has a very strong background in the community sector and transport. I am sure he will be a tremendous asset to us and I look forward to us working together.

Chairman



From: IT Enquiries <it@norfolkalc.gov.uk>
Sent: 19 October 2015 14:18
To: IT Enquiries
Subject: Advice AGM
Attachments: CONSTITUTION 2016 Supporting Information.pdf; CONSTITUTION 2016.pdf; OLD Constitution.pdf; prop-nom2015.pdf

The AGM of Norfolk ALC is to be held in The Edwards Room at County Hall, Martineau Lane, Norwich etc. on Wednesday 6th January at 7.30pm. The Business to be transacted will be; Adoption of Minutes, Reports, Accounts, Election of Officers, Motions from members.

This will be preceded by a General Meeting at 6.30pm at which the business will be to consider the proposition that "Norfolk ALC adopt the new Constitution prepared and recommended by Suffolk ALC following the Governance Review commissioned by Norfolk ALC Executive Committee which found the present Constitution unsatisfactory". It is understood that this proposal will be discussed, and formalised or otherwise, at a meeting of a member Council.

While the date of the AGM is outside the nine months from the end of the Financial Year specified in the existing constitution, this by under a week and is regarded as preferable to a meeting being held between Christmas and New Year and further to the need for a subsequent General meeting to consider constitutional change. It is further the case that this also gives members the required period of 60 days' notice for any proposals for constitutional change to be brought forward. Such motions should be received by Norfolk ALC on or before 6th November.

It is also the case that in this arrangement due time and notice is given to all members to bring forward propositions for the AGM and for all members to nominate candidates for election to the Offices of Norfolk ALC if they so wish. To this end a paper is attached for any Council to bring forward a motion for debate and one for any Council to nominate a candidate for election. These should be received by Norfolk ALC 35 days before the meeting. This is on or before the 1st of December.

Please find attached a copy of the proposed New Constitution, a copy of the Existing Constitution, notes, form for nominations for proposals.



WT/TAH

Tel: 0344 800 8020

26 October 2015

Email: wendy.thomson@norfolk.gov.uk

Dear Colleague

Re-imagining Norfolk - Strategic and financial planning 2016/19

My report "Re-imagining Norfolk" published in June this year, outlined the context and challenges which local government is facing following the general election results in May 2015, and proposed a three year strategy for delivering the Council's priorities and statutory duties with 75% to 85% of current resources.

Making the most of our resources by doing things differently is the headline message that runs throughout the strategy. It covers a range of activities such as raising revenue, trading services where there are the right market opportunities, making greater use of technology to shift delivery channels, managing demand for our services towards early help and community-based support, and continuing to improve the efficiency of the organisation by cutting costs particularly in back office functions.

During September and October each of the Council's service committees have been meeting to consider how to re-model services for the future.

A number of service committee discussions have been reported and you may be aware of media coverage in recent weeks regarding potential scenarios and possible savings. On 26 October 2015 the Council's Policy and Resources Committee will review the whole Council position and agree a set of proposals for public consultation.

I wanted to sign-post you to the consultation site where we expect consultation proposals to be published on **Friday 30 October 2015**. The consultation will close at midnight on **Thursday 14 January 2016**. I invite your organisation and those you represent to take part in the following ways

- Online at www.norfolk.gov.uk/reimagining
- by email at haveyoursay@norfolk.gov.uk
- on Twitter using #norfolkbudget
- by phone on 0344 800 8020
- via your county councillor - contact details at www.norfolk.gov.uk/councillors

- In writing to Freepost Plus RTCL-XSTT-JZSK, Norfolk County Council, Ground floor - south wing, County Hall, Martineau Lane, Norwich NR1 2DH. However, if you want to help the council save money please use a stamp and send to this address: Budget Consultation, Norfolk County Council, Ground floor - south wing, County Hall, Martineau Lane, NR1 2DH

We will make all materials as accessible as possible and will ensure that there are a variety of different opportunities to take part. Please keep an eye on our webpage for more information www.norfolk.gov.uk/reimagining

I hope this update is informative and helpful to you in giving your organisation the time to plan how to make your views on our consultation proposals known and to schedule any agenda items or special meetings that you may need to put in place.

If you have any questions about the process for consultation, please do not hesitate to get in touch with Paul Jackson, Consultation and Community Relations Manager, email: paul.jackson2@norfolk.gov.uk, or telephone: 01603 228999.

Yours sincerely



Dr Wendy Thomson, CBE
Managing Director



The Government spells out its plans for parishes



The Department for Communities and Local Government (DCLG) minister, Marcus Jones MP told the National Association of Local Councils (NALC) Annual Conference on 27 October 2015 that the Government has ambitious plans for a devolution revolution, which include Devolution Deals, but stressed that this not just for principal authorities. He said that parish councils have a key role to play and they should be speaking to their principal authorities about opportunities for further powers and functions to be devolved.

Marcus Jones MP further said that NALC was chosen by the Government to deliver the Transparency Fund via local county associations to meet local needs of parish councils to fulfil the code which enables citizens to see what is going on at their local council.

The minister is supportive of the sector-led approach to supporting and promoting good governance in the parish sector. So the Government endorses and is helping to fund the independent 'sector-led body' to procure audit for smaller public bodies from 2017. This body will be led by NALC in partnership with the Society of Local Council Clerks (SLCC), and the Association of Drainage Authorities (ADA).

[View Marcus Jones MP full speech at the NALC Annual Conference 2015](#)

From: Jeffery, Caroline <caroline.jeffery@norfolk.gov.uk>
Sent: 23 October 2015 11:10
To: Local Development Framework
Subject: Norfolk Silica Sand Review of the Minerals Site Specific Allocations Plan - Preferred Options Consultation

Dear Parish Clerk,

Norfolk Minerals Site Specific Allocations Development Plan Document (DPD): Single Issue Review of Silica Sand – Preferred Options Consultation Document

I am writing to inform you that the Preferred Options Consultation on the Single Issue Silica Sand Review of the Norfolk Minerals Site Specific Allocations Plan will take place over a six week period from **6 November to 21 December 2015** (inclusive), and I would welcome your comments.

However, for your information **no silica sand resource underlies your Parish Council area**. The Silica Sand resource in Norfolk occurs entirely within the administrative boundary of the Borough Council of King's Lynn and West Norfolk.

The Minerals Site Specific Allocations Plan (adopted by full Council on 28/10/2013) contains a requirement for a Silica Sand Review of the Plan to be completed by 2016. The review is needed to address the predicted shortfall, of 2.5 million tonnes, in the quantity of silica sand extraction sites allocated in the Plan. It is predicted that around 750,000 tonnes of silica sand will be extracted from Norfolk per annum. It is expected that no more than one or two additional specific sites will need to be allocated over the plan period (to 2026) to meet the shortfall.

Following an Initial Consultation on the Silica Sand Review, and a 'call for sites' earlier in 2015, the next stage in the process is the Preferred Options Consultation.

The Preferred Options consultation document contains one specific site for silica sand extraction and ten areas of search (AoS) which have been defined by planning officers. Areas of search are large areas within which permission for silica sand extraction may be granted on a smaller area of land. The Preferred Options document contains an explanation of how the ten areas of search have been defined and an assessment of the specific site and each of the areas of search. We would welcome your comments on the suitability of the specific site and ten areas of search for future silica sand extraction.

The areas of search and site contained in the Preferred Options document are:

Reference	Size (hectares)	Parish
AOS A	548	Ingoldisthorpe, Snettisham, Dersingham
AOS B	240	Heacham, Snettisham
AOS C	65	Hillington, Flitcham with Appleton
AOS D	142	East Winch, Pentney
AOS E	979	Wormegay, Shouldham, Marham, Tottenhill, Shouldham Thorpe
AOS F	234	Runton Holme
AOS G	34	Bawsey
AOS H	29	Bawsey
AOS I	52	Runton Holme, Shouldham Thorpe, Tottenhill
AOS J	24	Tottenhill
Site SIL 01	21	Bawsey

Copies of the Preferred Options Consultation Document, the Initial Sustainability Appraisal Report (Parts A and B) and the Habitats Regulations Assessment (Task 1), will be available for public inspection, free of charge, within normal opening hours from 6 November up to and including 21 December 2015, at all public libraries in Norfolk, and at:

- Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH
- Breckland District Council, Elizabeth House, Walpole Loke, East Dereham, NR19 1EE
- Broadland District Council, Thorpe Lodge, Yarmouth Road, Norwich, NR7 0DU
- Great Yarmouth Borough Council, Town Hall, Great Yarmouth, NR30 2QF
- Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, PE30 1EX
- North Norfolk District Council, Holt Road, Cromer, NR27 9EL
- Norwich City Council, City Hall, Bethel Street, Norwich, NR2 1NH
- South Norfolk Council, South Norfolk House, Swan Lane, Long Stratton, NR15 2XE
- The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY

All documents are also available on Norfolk County Council's website at www.norfolk.gov.uk/nmwdf

Where possible the County Council would prefer representations to be made directly to www.norfolk.gov.uk/nmwdf; however responses by post, fax and email will also be accepted. **All comments, in whatever form, should be made by 5pm on 21 December 2015.**

After the current consultation period finishes, the next stage in the preparation of the Silica Sand Single Issue Review will be the publication of the Pre-Submission document, which is planned to take place in spring 2016.

Any enquiries should be made to LDF@norfolk.gov.uk or to Caroline Jeffery, at the address on this letter. Please also contact Norfolk County Council if you do not wish to receive any further correspondence regarding the Silica Sand Review.

Yours faithfully

Caroline Jeffery
Principal Planner (Minerals and Waste Policy)
 Planning Services
 Environment and Planning
 Community and Environmental Services Department
 Direct dial telephone number: 01603 222193
 E-mail: caroline.jeffery@norfolk.gov.uk
Norfolk County Council
 General enquiries: 0344 800 8020 or information@norfolk.gov.uk
www.norfolk.gov.uk

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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>



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

Application for a premises licence to be granted
under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We SPROWSTON SPORTS AND SOCIAL CLUB
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
BLUE BOAR LANE SPROWSTON			
Post town	NORWICH	Postcode	NR7 8RY
Telephone number at premises (if any)		01603 427688	
Non-domestic rateable value of premises		£ 10750	

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|---|--------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |

- c) a recognised club ☒ please complete section (B)
- d) a charity ☐ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	SPROWSTON SPORTS AND SOCIAL CLUB
Address	BLUE BOAR LANE SPROWSTON NORWICH NR7 8RY
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	RECOGNISED CLUB
Telephone number (if any)	01603 427688
E-mail address (optional)	ssscinc@googlemail.com

LM

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
1	1	1	1	1	1	1	1

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD		MM		YYYY			
1	1	1	1	1	1	1	1

Please give a general description of the premises (please read guidance note 1)

A SOCIAL CLUB PROVIDING OUTDOOR FOOTBALL, LAWN BOWLS, TRAINING COURT AND PETANQUE; AND INDOOR DARTS, POOL AND SHORT MAT BOWLS. VARIOUS FORMS OF ENTERTAINMENTS - LIVE MUSIC, RECORDED MUSIC, DANCE, PLAYS, FILM AND PARTIES

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- | | |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input checked="" type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

Handwritten signature

Provision of late night refreshment (if ticking yes, fill in box I)



Supply of alcohol (if ticking yes, fill in box J)



In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) PLAYS, PUPPET SHOWS, CHILDRENS ENTERTAINMENTS		
Mon	10.00	24.00			
Tue	10.00	24.00			
Wed	10.00	24.00			
Thur	10.00	24.00	<u>State any seasonal variations for performing plays</u> (please read guidance note 4) CHRISTMAS & NEW YEARS EVE 10.00 TO 22.00. OTHER VARIATIONS PLUS ONE HOUR FINISH		
Fri	10.00	01.00			
Sat	10.00	02.00	<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5) BANK HOLIDAYS, END OF SEASON SPORTS PRESENTATIONS, CHARITY EVENTS, FUN DAYS		
Sun	10.00	02.00			

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Day	Start	Finish	
Mon	10.00	24.00	
Tue	10.00	24.00	<u>Please give further details here</u> (please read guidance note 3) CHILDRENS FILMS, OTHE FILMS RACE NIGHTS
Wed	10.00	24.00	
Thur	10.00	24.00	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4) FINISH TIME PLUS ONE HOUR
Fri	10.00	0-100 24.00	
Sat	10.00	02.00	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5) BANK HOLIDAYS, END OF SEASON SPORTS PRESENTATIONS, CHARITY EVENTS, FUN DAYS
Sun	10.00	02.00	

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3) DARTS MATCHES AND TOURNAMENTS, POOL MATCHES AND TOURNAMENTS, SHORT MAT BOWLS MATCHES AND TOURNAMENTS. KEEP FIT. TWENTY FOUR HOUR DARTS, POOL OR SHORT MAT BOWLS TOURNAMENTS
Day	Start	Finish	
Mon	00.00	24.00	State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue	00.00	24.00	
Wed	00.00	24.00	
Thur	00.00	24.00	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri	00.00	24.00	
Sat	00.00	24.00	
Sun	00.00	24.00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Wed					
Thur					
			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2) OUTDOOR LIVE MUSIC WILL BE RESTRICTED TO 14.00 TO 18.00	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) SOLO SINGERS AND BANDS	
Mon	10.00	24.00		
Tue	10.00	24.00		
Wed	10.00	24.00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4) CHRISTMAS AND NEW YEARS EVE 1000 TO 02.00 . OTHER VARIATIONS PLUS ONE HOUR FINISH.	
Thur	10.00	24.00		
Fri	10.00	24.00	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) BANK HOLIDAYS, END OF SEASON SPORTS PRESENTATIONS, CHARITY EVENTS, FUN DAYS	
Sat	10.00	24.00		
Sun	10.00	24.00		

101

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2) OUTDOOR RECORDED MUSIC WILL BE RESTRICTED TO 14.00 TO 18.00	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input checked="" type="checkbox"/>		
Mon	10.00	24.00	<u>Please give further details here</u> (please read guidance note 3) DISCOS, TELEVISION, RADIO, CD'S		
Tue	10.00	24.00			
Wed	10.00	24.00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4) CHRISTMAS AND NEW YEARS EVE 10.00 TO 02.00. OTHE VARIATIONS PLUS ONE HOUR FINISH		
Thur	10.00	24.00			
Fri	10.00	01.00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) BANK HOLIDAYS, END OF SEASON SPORTS PRESENTATIONS, CHARITY EVENTS, FUN DAYS		
Sat	10.00	02.00			
Sun	10.00	24.00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2) OUTDOOR DANCE WILL BE RESTRICTED TO 14.00 TO 18.00	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<u>Please give further details here</u> (please read guidance note 3) LINE DANCING, FOLK DANCING, MAJORETTES, OTHER DANCING		
Tue	00.00	24.00			
Wed	00.00	24.00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4) CHARITABLE DANCE MARATHONS 00.00 TO 24.00		
Thur	00.00	24.00			
Fri	00.00	01.00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5) CHARITY DAYS, FUN DAYS, DANCE COMPETITIONS, BANK HOLIDAYS, END OF SEASON SPORTS PRESENTATIONS PLUS ONE HOUR		
Sat	00.00	02.00			
Sun	00.00	02.00			

14

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing COMEDIAN, CLAIRVOYANT, MAGICIAN		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	00.00	24.00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	00.00	24.00	<u>Please give further details here</u> (please read guidance note 3)		
Wed	00.00	24.00			
Thur	00.00	24.00	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri	00.00	24.00			
Sat	00.00	24.00	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	00.00	24.00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	23.00	00.00	Please give further details here (please read guidance note 3) HOT BEVERAGES AND COLD DRINKS AFTER THE BAR HAS CLOSED		
Tue	23.00	00.00			
Wed	23.00	00.00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4) CHRISTMAS AND NEW YEARS EVE FINISH 02.00. OTHER VARIATIONS FINISH PLUS ONE HOUR		
Thur	23.00	00.00			
Fri	23.00	01.00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat	23.00	02.00	BANK HOLIDAYS, CHARITIES, FUN DAYS		
Sun	23.00	00.00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – <u>please tick</u> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4) <u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5) CHARITY DAYS, FUN DAYS, DANCE COMPETITIONS, END OF SEASON SPORTS PRESENTATIONS PLUS ONE HOUR		
Mon	10.00	02.00			
Tue	10.00	02.00			
Wed	10.00	02.00			
Thur	10.00	02.00			
Fri	10.00	02.00			
Sat	10.00	02.00			
Sun	10.00	02.00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name	
Address	
Postcode	
Personal licence number (if known) 275940/93409	
Issuing licensing authority (if known) BROADLAND DISTRICT COUNCIL	

14

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

RACE NIGHTS, CASINO NIGHTS, CLAIRVOYANT NIGHTS, 'ADULT' COMEDIAN

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	10.00	03.00	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</u></p> <p>CHARITY DAYS, FUN DAYS, BANK HOLIDAYS, DANCE COMPETITIONS, END OF SEASON SPORTS PRESENTATIONS PLUS ONE HOUR</p>
Tue	10.00	03.00	
Wed	10.00	03.00	
Thur	10.00	03.00	
Fri	10.00	03.00	
Sat	10.00	03.00	
Sun	10.00	03.00	

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

WE ARE ALREADY COMPLIANT WITH THE REQUIREMENTS.

b) The prevention of crime and disorder

WE WILL CONTINUE TO MONITOR OUR CCTV DURING
OPENING HOURS AND STAFF WILL CONTINUE TO
KEEP AN EYE ^{OUT FOR} ~~ON~~ ANY CUSTOMERS WHO SHOULD
NOT HAVE FURTHER ALCOHOL

c) Public safety

WE WILL CONTINUE TO HAVE ALL ELECTRICAL
EQUIPMENT CHECKED REGULARLY AND WE WILL
CHECK ALL OTHER EQUIPMENT (EG GOAL POSTS,
MARQUEES, ETC) TO ENSURE THAT THEY ARE
SAFE

d) The prevention of public nuisance

WE WILL CONDUCT PERIMETER SOUND CHECKS, IN
PARTICULAR WHEN WE HAVE OUTDOOR
ENTERTAINMENT

e) The protection of children from harm

ALL UNDER 18'S MUST BE ACCOMPANIED BY
A RESPONSIBLE ADULT.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	13-10-2015
Capacity	TREASURER, SPROWSTON SPORTS & SOCIAL CLUB

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

STEVE SMITH
SPROWSTON SPORTS AND SOCIAL CLUB
SPROWSTON

Post town	NORWICH	Postcode	NR7 8RY
Telephone number (if any)	01603 427688		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Handwritten mark

Sprowston Town Council
PLANNING APPLICATIONS – 4 NOVEMBER 2015

Broadland DC App.No. 2015/1622	Applicant Mr Daniel Holman as location	Location 13 Mousehold Lane, Sprowston, NR7 8HJ
Classification: Minor dwellings Type: Full Permission Description: Two Storey Rear Extension		
Broadland DC App.No. 2015/1650	Applicant Mr & Mrs N Clover as location	Location 10 Cannerby Lane, Sprowston, NR7 8NQ
Classification: Minor dwellings Type: Full Permission Description: Erection of Cart Shed Style Car Port		



Sprowston Town Council year ending 31st March 2016**Summary Income & Expenditure by Budget Heading year to date to****30th September 2015**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Administration</u>						
Expenditure	77,136	153,300	76,164	0	76,164	50.3%
Income	157,219	154,000	-3,219			
<u>Allotments</u>						
Expenditure	3,545	8,350	4,805	0	4,805	42.5%
Income	8,679	8,900	221			
<u>Cemetery</u>						
Expenditure	290,839	356,850	66,011	0	66,011	81.5%
Income	93,085	97,000	3,915			
<u>Grants</u>						
Expenditure	1,000	1,000	0	0	0	100.0%
Income	3,285	1,000	-2,285			
<u>Diamond Centre</u>						
Expenditure	66,490	220,250	153,760	0	153,760	30.2%
Income	201,765	208,120	6,355			
<u>Parks</u>						
Expenditure	144,479	230,639	86,160	0	86,160	62.6%
Income	171,849	155,900	-15,949			
<u>Street Scene</u>						
Expenditure	21,584	48,250	26,666	0	26,666	44.7%
Income	49,000	49,000	0			
<u>Totals</u>						
Expenditure	605,073	1,018,639	413,566	0	413,566	59.4%
Income	684,882	673,920	-10,962			
Transfers from reserves	299,712	330,000				
<u>Surplus / (Shortfall)</u>	379,521	(14,719)				



Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

30th September 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	44,283	90,000	45,717		45,717	49.2%
6002 Employers Ni	3,453	7,200	3,747		3,747	48.0%
6003 Employers Pension	9,041	18,500	9,459		9,459	48.9%
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	1,969	3,250	1,281		1,281	60.6%
7013 Administration - Parish News Letter	634	3,000	2,366		2,366	21.1%
7014 Administration - Election Expenses	0	3,000	3,000		3,000	0.0%
7015 Administration - Travelling	176	500	324		324	35.2%
7016 Administration - Phone/Communications	242	1,000	758		758	24.2%
7017 Administration - IT	5,456	9,000	3,544		3,544	60.6%
7018 Administration - Website	0	200	200		200	0.0%
7020 Administration - Postage	119	400	281		281	29.8%
7021 Administration - Stationery	176	1,300	1,124		1,124	13.5%
7022 Administration - Printing & Photocopying	456	500	44		44	91.2%
7023 Administration - Office Equipment Purchase/Repair	81	300	219		219	27.0%
7024 Administration - Advertising	120	500	380		380	24.0%
7025 Administration - Subscriptions	499	2,500	2,001		2,001	20.0%
7026 Administration - Publications	20	100	80		80	20.0%
7027 Administration - Training	175	150	-25		-25	116.7%
7028 Administration - Health & Safety	0	100	100		100	0.0%
7029 Administration - Equipment Lease	410	1,800	1,390		1,390	22.8%
7030 Administration - Chairmans Allowance	136	200	64		64	68.0%
5002 Administration - Sundries & Contingencies	0	100	100		100	0.0%
8100 Administration - Bad Debts	0	0	0		0	0.0%
Total Expenditure	77,136	153,300	76,164	0	76,164	50.3%
<u>Income</u>						
4006 Administration - Bank & Investment Income	99	2,000	1,901			
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			
Total Income	157,219	154,000	-3,219			
Surplus / (Shortfall)	80,083	700				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2015

Allotments

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
6101	Allotments - Gross Pay	2,288	5,000	2,712		2,712	45.8%
6102	Allotments - Ers Ni	135	500	365		365	27.0%
6103	Allotments - Superannuation	395	1,000	605		605	39.5%
5101	Allotments - Vermin Control	384	850	466		466	45.2%
7104	Allotments - Water	343	400	57		57	85.8%
7106	Allotments - General Repairs	0	500	500		500	0.0%
5102	Allotments - Sundries & Contingencies	0	100	100		100	0.0%
	<u>Total Expenditure</u>	<u>3,545</u>	<u>8,350</u>	<u>4,805</u>	<u>0</u>	<u>4,805</u>	<u>42.5%</u>
	<u>Income</u>						
4101	Allotments - Allotment Rental	3,035	3,500	465			
4102	Allotments - Water Charges Received	644	400	-244			
4091	Allotments - Precept	5,000	5,000	0			
	<u>Total Income</u>	<u>8,679</u>	<u>8,900</u>	<u>221</u>			
	<u>Surplus / (Shortfall)</u>	<u>5,134</u>	<u>550</u>				



Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2015

Cemetery

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
6201	Cemetery - Gross Pay	20,596	45,000	24,404		24,404	45.8%
6202	Cemetery - Ers Ni	1,212	4,500	3,288		3,288	26.9%
6203	Cemetery - Superannuation	3,555	9,250	5,695		5,695	38.4%
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	478	3,000	2,522		2,522	15.9%
5220	Cemetery - Extension Costs & Land Works	245,659	260,000	14,341		14,341	94.5%
5221	Cemetery - Memorial Wall Expenses	2,628	2,000	-628		-628	131.4%
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	18	200	182		182	9.0%
7204	Cemetery - Water	326	250	-76		-76	130.4%
7211	Cemetery - Loan Charges	13,800	28,500	14,700		14,700	48.4%
5202	Cemetery - Sundries & Contingencies	83	100	17		17	83.0%
	Total Expenditure	290,839	356,850	66,011	0	66,011	81.5%
	<u>Income</u>						
4203	Cemetery - Graves	31,187	30,000	-1,187			
4204	Cemetery - Interment	19,849	20,000	151			
4205	Cemetery - Memorials & Inscriptions	6,699	13,000	6,301			
4092	Cemetery - Precept	35,350	34,000	-1,350			
	Total Income	93,085	97,000	3,915			
	<u>Transfer from reserves</u>	245,659	260,000				
	Surplus / (Shortfall)	47,905	150				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2015

Grants

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
5307	Grants - Donations	1,000	1,000	0		0	100.0%
	<u>Total Expenditure</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
	<u>Income</u>						
4307	Grants - Recycling Credits	2,285	0	-2,285			
4321	Grants - Neighbourhood Plan	0	0	0			
4093	Precept - Grant Element	1,000	1,000	0			
	<u>Total Income</u>	<u>3,285</u>	<u>1,000</u>	<u>-2,285</u>			
	<u>Surplus / (Shortfall)</u>	<u>2,285</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2015

Diamond Centre

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
6401	Diamond Centre - Gross Pay	30,338	96,000	65,662		65,662	31.6%
6402	Diamond Centre - Ers Ni	1,430	9,600	8,170		8,170	14.9%
6403	Diamond Centre - Superannuation	1,216	19,750	18,534		18,534	6.2%
5415	Diamond Centre - Waste Disposal & Skip Hire	239	650	411		411	36.8%
5418	Diamond Centre - Planning Permission	0	0	0		0	0.0%
5421	Diamond Centre - Room Hire Expenses	1,542	5,000	3,458		3,458	30.8%
5422	Diamond Centre - Field Hire Expenses	40	100	60		60	40.0%
5424	Diamond Centre - Improvements to	1,507	15,000	13,493		13,493	10.0%
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	1,965	4,000	2,035		2,035	49.1%
7404	Diamond Centre - Water	216	1,500	1,284		1,284	14.4%
7405	Diamond Centre - Building Repairs	218	3,000	2,782		2,782	7.3%
7406	Diamond Centre - General Repairs	2,306	3,000	694		694	76.9%
7407	Diamond Centre - Cleaning & Supplies	462	3,000	2,538		2,538	15.4%
7411	Diamond Centre - Loan Charges	18,051	37,400	19,349		19,349	48.3%
7416	Diamond Centre - Phone/Communications	0	0	0		0	0.0%
5402	Diamond Centre - Sundries & Contingencies	0	250	250		250	0.0%
	<u>Total Expenditure</u>	66,490	220,250	153,760	0	153,760	30.2%
	<u>Income</u>						
4415	Diamond Centre - Hire of	24,990	30,000	5,010			
4416	Diamond Centre - Field Hire	105	500	395			
4417	Diamond Centre - Cinema Receipts	1,050	2,000	950			
4094	Diamond Centre - Precept	175,620	175,620	0			
	<u>Total Income</u>	201,765	208,120	6,355			
	<u>Surplus / (Shortfall)</u>	135,275	(12,130)				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2015

Parks

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
6501	Parks - Gross Pay	22,885	50,000	27,115		27,115	45.8%
6502	Parks - Ers Ni	1,347	3,500	2,153		2,153	38.5%
6503	Parks - Superannuation	3,951	10,250	6,299		6,299	38.5%
5508	Parks - Machinery Tool Repair/Replace	19,618	20,000	382		382	98.1%
5509	Parks - Playground Equipment Repairs	1,731	7,500	5,769		5,769	23.1%
5510	Parks - Horticultural Consumables	563	2,000	1,437		1,437	28.2%
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	250	500	250		250	50.0%
5514	Parks - Fencing, Gates & Walls	465	2,000	1,535		1,535	23.3%
5515	Parks - Waste Disposal & Skip Hire	1,207	2,500	1,293		1,293	48.3%
5516	Parks - Fuel for Machinery	2,183	4,500	2,317		2,317	48.5%
5517	Parks - Health & Safety inc Protective Clothing	7,711	7,139	-572		-572	108.0%
5518	Parks - Pavilion Refurbishment	54,053	70,000	15,947		15,947	77.2%
7501	Parks - Land Lease	240	500	260		260	48.0%
7502	Parks - Rates	5,484	5,500	16		16	99.7%
7503	Parks - Heat & Light	1,365	3,000	1,635		1,635	45.5%
7504	Parks - Water	2,024	2,500	476		476	81.0%
7505	Parks - Building Repairs	1,751	2,000	249		249	87.6%
7507	Parks - Cleaning & Supplies	647	1,500	853		853	43.1%
7511	Parks - Loan Charges	14,139	29,000	14,861		14,861	48.8%
7516	Parks - Phone/Communications	34	150	116		116	22.7%
7519	Parks - Training	0	500	500		500	0.0%
5502	Parks - Sundries & Contingencies	34	100	66		66	34.0%
	<u>Total Expenditure</u>	144,479	230,639	86,160	0	86,160	62.6%
	<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	9,671	9,500	-171			
4514	Parks - Grants Received	22,750	0	-22,750			
4519	Parks - Recreation Ground Hire	1,262	1,250	-12			
4520	Parks - Hire of Recreation Ground Office	7,750	15,500	7,750			
4095	Parks - Precept	122,000	122,000	0			
	<u>Total Income</u>	171,849	155,900	-15,949			
	<u>Transfer from reserves</u>	54,053	70,000				
	<u>Surplus / (Shortfall)</u>	81,423	(4,739)				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2015

Street Scene

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
5603	Street Scene - Light Maintenance	2,078	15,000	12,922		12,922	13.9%
5604	Street Scene - Notice Board & Signs	0	2,000	2,000		2,000	0.0%
5605	Street Scene - Dog & Litter Bins	4,645	5,000	355		355	92.9%
5606	Street Scene - Cleaning Bottle Banks/Bus Shelters	594	1,000	406		406	59.4%
7603	Street Scene - Heat & Light	11,697	20,000	8,303		8,303	58.5%
7611	Street Scene - Loan Charges	2,570	5,150	2,580		2,580	49.9%
5602	Street Scene - Sundries & Contingencies	0	100	100		100	0.0%
	<u>Total Expenditure</u>	21,584	48,250	26,666	0	26,666	44.7%
	<u>Income</u>						
4096	Street Scene - Precept	49,000	49,000	0			
	<u>Total Income</u>	49,000	49,000	0			
	<u>Surplus / (Shortfall)</u>	27,416	750				

Sprowston Town Council year ending 31st March 2016

Bank Accounts & Cash

30th September 2015

1200	STC - General Account	2,436
1201	STC - Business Premium Account	5,000
1202	STC - Drawings Account	0
1203	STC - Salaries Account	5,338
1204	STC - Petty Cash Imprest Account	280
1205	STC - Treasury Deposits	0
1206	STC - Business Saver Account	397,063
1207	STC - Active Saver Account	491,843
1209	STC - Barclaycard Account	-597
1210	STC - Petty Cash Account	72

Total Bank & Cash Balances 901,435

5

Cash Book

Opening Balance 01/04/2015	859,377
Add: Total Cash Receipts in year	634,325
Deduct: Total Cash Payments in year	(592,267)
Rounding	0
	<u>901,435</u>

Prepared by: June Hunt (Town Clerk)
Date: 19/10/2015

Bank Statement Balance

(All receipts and payments cleared as at 31/03/2015)

3,698.80
5,000.00
0.00
11,460.98
179.57
0.00
354,734.49
491,842.85

Sprowston Town Council year ending 31st March 2016

Balance Sheet as at

30th September 2015

Current Assets

Sales Ledger	19,271
Other Debtors	-1,946
Prepayments	0
Vat Refund	33,232
Cash at Bank & in Hand	901,435

951,992

Current Liabilities

Purchase Ledger	12,781
Receipts in Advance	25
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

12,806

939,186

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	14,341
Sprowston Diamond Centre Fund	202,913
General Fund (P&L Acc) - prior years	247,641
General Fund (P&L Acc) - current year	379,521

939,186



Payments and Transfers

Sprowston Town Council

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
28.09.2015	35273	Supplier : Bartlett Signs <i>SDC signage</i>	46.80	9.36	56.16 56.16	1035
01.10.2015	162862	Supplier : Bartram Mowers Ltd <i>Machinery-New Echo hedge trimmer</i>	399.00	79.80	478.80 478.80	1036
30.09.2015 28.10.2015	482496/7 483581	Supplier: Ben Burgess Garden Equipment <i>Machinery repairs</i> <i>Cem-hire of stone burner</i>	329.13 150.00	65.82 30.00	394.95 180.00 574.95	1037
16.10.2015	116124	Supplier : Collier Turf Care Ltd <i>Horticultural consumables</i>	1,241.00	0.00	1,241.00 1,241.00	1038
13.10.2015	October 2015	Supplier: Dazzle <i>9 x Bus shelter cleaning October</i>	99.00	0.00	99.00 99.00	1039
02.10.2015	3730813/4/572 3730813	Supplier : Eastern Shires Purchasing Organisation <i>Cleaning</i> <i>Stationery</i>	129.71 8.72	25.95 1.74	155.66 10.46 166.12	1040
19.10.2015	SIN016133	Supplier : Fenland Leisure Products Ltd <i>Windsor Park Gardens playground equipment</i>	69.17	13.83	83.00 83.00	1041
19.10.2015	October 2015	Supplier : Robin Flowerday <i>Sprowston Matters No. 43 artwork/design</i>	58.00	0.00	58.00 58.00	1042
28.10.2015	12064	Supplier: T. Gill & Son (Norwich) Ltd <i>Pavilion Valuation No. 4</i>	24,292.36	4,858.47	29,150.83 29,150.83	1043
30.09.2015 06.10.2015	599421 599523/599597	Supplier: InTouch Systems <i>Office IT new router board</i> <i>Office IT hosted exchange/internet charge</i>	182.00 100.00	36.40 20.00	218.40 120.00 338.40	1044
14.10.2015	14715	Supplier : JRB Enterprise Ltd <i>16,000 dog waste bags</i>	445.00	89.00	534.00 534.00	1045
Carried Forward			27,549.89	5,230.37	32,780.26	

Payments and Transfers

Sprowston Town Council

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
		Brought Forward				
15.10.2015	4827	Supplier: Just Regional Publishing SDC room hire advertising	27,549.89	5,230.37	32,780.26	
30.09.2015	10050/65	Supplier: KGB Commercial Heating Rec. Grd building boiler servicing	20.00	4.00	24.00	1046
22.10.2015	15041/15273	Supplier: Norfolk Parishes Training Partnership Cllr. JM/TL and C'man IM training	323.50	64.70	388.20	1047
13.10.2015	20912	Supplier: NVCS Ltd SDC room hire catering	145.00	0.00	145.00	1048
20.10.2015	Minutes 14.10.15	Supplier: The Royal British Legion Grant Aid	67.78	0.00	67.78	1049
			250.00	0.00	250.00	1050
TOTAL OF INVOICES			28,356.17	5,299.07	33,655.24	
Transfer: STC Drawings a/c to Salaries a/c			30,000.00	0.00	30,000.00	Trfr 221
Transfer: STC General a/c to STC Drawings a/c			£58,356.17	£5,299.07	£63,655.24	Trfr 222
					£63,655.24	

Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
30.09.2015	428718	Supplier: Anglia Farmers <i>Office/G'men phones & park maint.</i>	349.93	66.76	416.69
05.10.2015	106596638	Supplier: Anglian Water <i>Sparhawk water charge to 05 Oct.</i>	93.98	-	93.98
19.10.2015	101920049	<i>Rec.Grd & office charge to 19 Oct.</i>	1,209.44	-	1,209.44
19.10.2015	147008429	<i>SDC water charge to 19 Oct.</i>	233.73	-	233.73
05.10.2015	959024723 986025151	Supplier: British Gas <i>SDC field elec.charge to 01 Oct.</i> <i>SDC elec.charge to 01 Oct.</i>	7.63 210.77	0.38 42.15	8.01 252.92
20.10.2015	PWLB 510 08991	Supplier: Public Works Loan Board <i>Loan charges due 10 November</i>	39,870.47	-	39,870.47
02.10.2015	51	Supplier: Southern Electric <i>Street lights Cont/Dawn to dusk Sep.</i>	2,293.68	449.08	2,742.76
30.09.2015	SIO1035301	Supplier: Veolia Environmental Services (UK) plc <i>All sites skip hire September</i>	238.92	47.78	286.70
Total Direct Debits			<u>44,508.55</u>	<u>606.15</u>	<u>45,114.70</u>

Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
01.10.2015	BCP 316	Supplier: Kent Blaxill and Co Ltd <i>Pavilion maintenance</i>	55.05	11.01	66.06
09.10.2015	BCP 317	Supplier: Kent Blaxill and Co Ltd <i>Pavilion maintenance</i>	115.99	23.20	139.19
12.10.2015	BCP 318	Supplier: Sainsburys <i>SDC room hire catering</i>	59.68	-	59.68
13.10.2015	BCP 319	Supplier: Sainsburys <i>SDC room hire catering</i>	55.50	-	55.50
14.10.2015	BCP 320	Supplier: Sainsburys <i>SDC room hire catering</i>	30.85	-	30.85
19.10.2015	BCP 321	Supplier: Sainsburys <i>SDC room hire catering</i>	1.10	-	1.10
19.10.2015	BCP 322	Supplier: Sainsburys <i>SDC room hire catering</i>	61.52	-	61.52
20.10.2015	BCP 323	Supplier: Sainsburys <i>SDC room hire catering</i>	56.72	-	56.72
To be paid by direct debit 27 November 2015			<u>436.41</u>	<u>34.21</u>	<u>470.62</u>