



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 8 June 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 Annual Council meeting held on 18 May 2016. Pages 1 - 8
4. To receive any Police Liaison Officer's report.
5. To receive correspondence & agree action/response arising from the minutes.
Greater Norwich Local Plan - "Call for Sites" process Pages 9 - 12
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 13
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. To receive quotations for Sprowston Pavilion Refurbishment. Page 14
9. Adjourn the meeting for a short break.
10. To consider planning applications to 8 June 2016. Pages 15 - 18
11. To receive any written/verbal reports from the Council's Committees and Working Groups.
12. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
13. Finance to approve and sign
 - (i) the Annual Governance Statement 2015/16 (Section 1) Page 19
 - (ii) the Statement of Accounts (Income & Expenditure) and Balance Sheet for the year ended 31 March 2016. Pages 20 - 29
 - (iii) the statement of Petty cash for the year ended 31 March 2016. Pages 30 - 32
 - (iv) the Accounting Statement 2015/16 (Section 2) Page 33
 - (v) the Internal Audit Report 2015/16 (to follow)
 - (vi) and complete the Internal Audit Review Checklist 2016 part 1 & 2 (and report) Pages 34 - 35
 - (vii) and review the Financial Risk Assessments for 2016/17 and approve the Terms of Reference as listed under Internal Audit Assurance. Pages 36 - 40
 - (viii) and to confirm the appointment of the Internal Auditor for the ensuing year.
14. To confirm the payment of accounts to 8 June 2016. Pages 41 - 43

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| 15. To receive the schedule of credit card payments. | Page 44 |
| 16. To receive the schedule of direct debits | Page 45 |
| 17. Staff Salaries (Confidential Papers) | Pages 46 - 53 |



June Hunt
Town Clerk

3 June 2016

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.

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 (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.

COUNCIL MEETING – 18 MAY 2016

At the Annual meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 18 May 2016, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mr R A Fowkes	-	Mrs J Leggett
Mr R J Knowles	-	Mr N Shaw
Mr J M Ward		

In attendance

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

16 members of the public were present

16/118. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR

The Chairman of the Council, Mr I Moncur, occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

Mr J M Ward proposed and Mr N Shaw seconded the nomination of Mr I Moncur.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mr I Moncur be appointed Chairman of the Council for the ensuing year.

16/119. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN OF THE COUNCIL

Mr I Moncur signed the Declaration of Acceptance of Office as Chairman of the Council in the presence of the Town Clerk, thanked Members for his appointment and then held the office of Chairman for the rest of the meeting

16/120. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR.

Mr I Moncur proposed and Mrs J Leggett seconded the nomination of Mr K Lashley.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mr K Lashley be appointed Vice-Chairman of the Council for the ensuing year.

16/121. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No & Heading	Nature of Interest
Mr K Lashley	Minute 16/0129 Planning Application - 2016/0699	Acquainted with applicant

16/122. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs B J Lashley, Ms G Landamore, Mr J H Mallen, Mr C L Noble and Mrs J Poynter and verbal apologies from Mr J W Bracey and Mr T Landamore.

16/123. MINUTES

The Minutes of the Council's meeting held on 27 April 2016, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

16/124. POLICE LIAISON OFFICER'S REPORT

No crime statistics were available.

16/125. CORRESPONDENCE

Members noted the letter from EACH thanking the Council for their donation of £100.

16/126. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) at the Annual General Meeting of Norfolk County Council on 9 May 2016 control of the council passed from the Rainbow Alliance to the Conservatives with Cliff Jordon being elected leader and Alison Jordon, Deputy Leader. David Collis was elected Chairman and I was elected Vice-Chairman. The Chairmanship of all committees passed to Conservatives.
- (2) at the Annual General Meeting of Broadland District Council on 12 May 2016 Councillor Andrew Proctor was elected leader and that he had the honour of being elected Chairman with David Ward as Vice-Chairman.
- (3) early notification of a road closure. The A1151, Norwich side of Wroxham Bridge will be closed on Sunday 25 September 2016 from 7.00am - 7.00pm.

Mrs J Leggett reported:

- (1) that the Minutes of the Safer Neighbourhood Action Panel held on 20 April 2016 had been circulated.
- (2) that she was still in discussion with Norfolk County Council Highways regarding the painting of the 20mph limit.

Mr N Shaw reported:

- (1) that he had attended a meeting of the Airport Consultative Committee where it was noted that since the implementation of the engine testing shield no noise complaints had been received from residents. The airport was looking to extend the number of flights and destinations and was in consultation with various non-British budget carriers as British budget carriers would not fly from/to airports which levy passenger duties.

Mr R J Knowles thanked Councillors and staff for their best wishes during his absence.

16/127. RESIDENT'S QUESTIONS

On the motion of Mr J M Ward, seconded by Mr K Lashley it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the

16/127. RESIDENT'S QUESTIONS (CONTIINUED)

town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Mr Fenn asked the Council for their support with a planning application at Spixworth which had previously been refused by the District Council on the environmental impact on the area. Since then an application had been granted for several hundred houses adjacent to his property and the Planning Authority no longer had any objection.

Mrs Newson expanded on her letter submitted to Council on 13 May 2016 objecting to proposals to erect a skate park on land off Blue Boar Lane on the following grounds:

- the skate park will be situated extremely close to residential properties which will significantly increase noise pollution affecting those on shift work, especially where life changing decisions need to be made with clarity of mind, and families trying to get young children asleep.
- potential increase in anti-social behaviour i.e. loud music, litter, drug/alcohol abuse causing additional stress and anxiety.
- no public toilet facilities and extremely limited parking in the vicinity.
- degradation of public land for the use of a tiny minority and which is of little benefit to all.
- there would be a danger to skaters as it would be extremely close to a brook which has not been fenced off and Blue Boar Lane is an extremely busy road.

She concluded that Councillors visit the site to see the closeness to the housing, Norfolk Homes use the £100,000 for benefit of all and the Council take head of their own advice "Please respect our neighbours. You are requested to keep noise to a minimum".

Representatives of the Sprowston Youth Engagement Project commented that they had been running a youth engagement project for 4 years and the young people they worked with had always wanted a skate park in the area, attending Council meetings when this issue was previously raised. They also stated that they came into contact with a lot of skate parks and in their opinion they did not attract anti-social behaviour, they were family hubs and were of great benefit to young people who became more active rather than playing on consoles. A majority, 40 - 60, of the young people they worked with would like a local skate park. Young people get a bad name for anti-social behaviour but it should not be of concern as it is not that big an issue.

Mr Barnard said he understood residents' concerns but he had two small children who liked skating and skate boarding. He did not feel anti-social behaviour would be an issue the skate park would be more of a community hub. He thought it was a brilliant idea getting young people off the streets.

Mr Wright said residents had no objection to a skate park in the area only the location.

The meeting was reconvened.

16/128. SKATE PARK PRESENTATION

Mr James Nicholls Norfolk Homes Limited gave a presentation on a design scheme for the proposed skate park at land adjacent to Blue Boar Lane.

Mr N Shaw asked what the undeveloped land to the east of the site would be used for and was advised it was for commercial use.

Mr I Moncur asked if the proposed skate park could be bunded and planted. Mr Nicholls advised that the cost of bunding and associated ground works would reduce the available equipment as the budget was limited to £100,000. It was agreed that James Nicholls discuss this with the Town Clerk.

Mr R A Fowkes queried available access to the site. Mr Nicholls advised that when the land was owned by the Town Council they could choose what fencing to remove to create additional access points.

The Chairman of the Council moved to item 22.

16/129. 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:

2016/0470 - installation of 3 no. diesel generators at U C P Zeller Plastik, Salhouse Road

2016/0699 - single storey front extension & porch to side at 9, Edwards Road

2016/0701 - front & rear extensions at 5, Church Lane

2016/0741 - erection of 2.05 high wall adjacent highway used by vehicular traffic at 3, Church Green

2016/0761 - erection of single storey rear extension at 9, Corbet Avenue

2016/0762 - erection of single storey rear extension at 96, Falcon Road West

2016/0792 - single storey rear extension at 14, Lone Barn Road

- (b) the Council were not opposed to the granting of planning application 2016/0751 - submission of details pursuant to condition 4 of outline planning permission 20080367 relating to layout, appearance, landscaping & scale for 254 dwellings in phase 2 / development parcels HH3 and HH4 at Land at Blue Boar Lane, but would comment that there was only 5 discounted plots, 4 shared ownership, 46 affordable rent and 8 1 bedroom dwellings, when there is an identified need for additional 1 bedroom properties. It was also felt that the three story buildings were of an austere design and not aesthetically pleasing to the eye.
- (c) the Council were not opposed to the granting of planning application 2016/0759 - erection of 4 no. dwellings with garages outline (revised proposal) at Foxley Wood, Buxton Road subject to sympathetic landscaping with replanting of trees. However they were concerned with the number of access points to housing developments that will cross the footpath/cycle path on Buxton Road.

16/130. APPOINTMENT OF MEMBERS TO SERVE ON THE STAFFING COMMITTEE

RESOLVED that appointments be made to serve on the Staffing Committee as follows:

Mr I Moncur
Mr K Lashley

Mrs J Leggett
Mr N Shaw

16/131. APPOINTMENT OF MEMBERS TO SERVE ON THE FOLLOWING ORGANISATIONS FOR THE ENSUING YEAR

RESOLVED that Members be appointed to serve on the following external organisations for the ensuing year as follows:

(a) Norwich Airport Consultative Committee

Mr N Shaw

(b) Senior Citizens Welfare Committee

Mr J W Bracey and Mr K Lashley

16/132. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS

The Town Clerk reported changes in the Scheme of Delegation for the Staffing Committee and a new policy for Lone Working.

Having reviewed the Standing Orders it was

RESOLVED

- (a) to adopt the amended Scheme of Delegation for the Staffing Committee
- (b) to adopt the Lone Working Policy subject to minor amendments
- (c) to re-adopt the Standing Orders without amendment

16/133. REVIEW AND ADOPTION OF APPROPRIATE FINANCIAL STANDING ORDERS

Having reviewed the Council's Financial Standing Orders it was

RESOLVED to re-adopt them without amendment.

16/134. TO REVIEW THE ELIGIBILITY TO EXERCISE THE GENERAL POWER OF COMPETENCE FOR THE ENSUING TERM OF OFFICE

Having reviewed the Council's eligibility to exercise the General Power of Competence it was agreed that the criteria, of the number of Councillors elected equalled two thirds of the total number of Councillors and the employment of a qualified Clerk, remained in place and it was

RESOLVED to adopt the General Power of Competence as prescribed in the Order 2012

16/135. REVIEW AND ADOPTION OF COUNCIL'S POLICIES AND PROCEDURES

Having reviewed the Council's Policies and Procedures as listed, it was

RESOLVED to re-adopt without amendment.

16/136. REVIEW OF THE COUNCIL AND OR/STAFF SUBSCRIPTION S TO OTHER BODIES

Members reviewed and agreed the Council's current subscriptions.

16/137. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE ANNUAL MEETING

RESOLVED that all ordinary Council meetings would be held at Sprowston Diamond Centre commencing at 7.30pm, up to and including the Annual meeting of full Council.

The Chairman moved to item 21.

16/138. MEETING ADJOURNMENT

On the motion of Mr I Moncur, seconded by Mrs J Leggett it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

The Chairman moved to item 24.

16/139. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 18 May 2016 totalling £51,889.15 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur, seconded by Mr K Lashley it was

RESOLVED that payment of the accounts to 18 May 2016 totalling £51,889.15 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr R J Knowles.

16/140. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card and supplementary credit card payments totalling £38.85 was approved and noted.

16/141. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters were reported

CEMETERY

2.1 Sprowston Cemetery Layout

Members noted the plot layout for the cemetery extension.

STREET LIGHTING

3.1 Structural & Electrical Safety Test of Streetlights

Having considered the report of the Town Clerk and quotation from Cozens (UK) Limited for the structural and electrical safety test of the Council's lighting stock it was

16/141. REPORT OF THE TOWN CLERK (CONTINUED)

RESOLVED to take no further action.

3.2 Falcon Road West Street Light

Having considered the report of the Town Clerk and quotation from Cozens (UK) Limited to place an additional column on Falcon Road West it was

RESOLVED to change the existing lights in this area to LED at a cost of £1,860 plus VAT.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report

PLANNING AND TRANSPORTATION

5.1 APP/K2610/D/16/3149137 - Appeal against Broadland District Council decision

Members noted the appeal made to the Secretary of State against the decision of Broadland District Council to refuse planning permission for a first floor rear extension at 11, Inman Road, Sprowston, Norwich NR7 8JT.

5.2 Broadland District Council Enhancement Award 2016

The Town Clerk reported that Broadland District Council was seeking nominations for this year's Enhancement Awards and it was

RESOLVED

to nominate Sprowston Pavilion.

ENCLOSURES

- 6.1.1** Broadland District Council Housing Enabler flyer Blue Boar Lane affordable home ownership
- 6.1.2** Norfolk County Council NDR informal update 5 May 2016
- 6.1.3** Sprowston Community Dementia Café 19 May 2016
- 6.1.4** Safer Neighbourhood Action Panel Minutes - 20 April 2016

16/142. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

16/143. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

16/144. EXCLUSION OF PRESS AND PUBLIC

RESOLVED to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

16/145. MINUTES OF STAFF WORKING GROUP

Mr K Lashley proposed, seconded by Mrs J Leggett that the Minutes be accepted as a true record of the Staff Working Group meeting held on 9 May 2016 subject to unskilled being changed to unqualified and it was

RESOLVED to accept the proposals of the Staff Working Group.

16/146. REPORT OF THE TOWN CLERK

Members considered the confidential report of the Town Clerk regarding a request for a reduction in hours from a member of the groundstaff and the possible availability of a trainee groundsman currently studying at Easton College who had carried out work experience with the Council.

RESOLVED that the Town Clerk be authorised to

- (a) reduce the hours of the groundsman to 22.5
- (b) investigate apprenticeships
- (c) recruit the work experience trainee groundsman subject to (b) and if not available advertise for a 22 hour part-time groundsman.

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

8 June 2016

CHAIRMAN

Greater Norwich Local Plan Team
PO Box 3466
Norwich
NR7 7NX

Reference: GNLP Call for Sites

Date: 12 May 2016

Dear Parish Council Clerk

Greater Norwich Local Plan: commencement of the 'Call for Sites' process

As you may already be aware Broadland District Council, Norwich City Council and South Norfolk Council have agreed to work jointly to prepare the Greater Norwich Local Plan (GNLP). The GNLP will build on the long-established joint working arrangements for Greater Norwich, which have delivered the current Joint Core Strategy (JCS). The JCS plans for the housing and jobs needs of the area to 2026 and the GNLP will ensure that these needs continue to be met to 2036. The GNLP will contain strategic planning policies, as does the current Joint Core Strategy, but will also allocate land for a particular use or development.

An important part of the process of preparing the GNLP is to identify sites which might have the potential for development to meet required needs. The first stage in this process is a "Call for Sites", where landowners, developers and other interested parties (such as community groups etc) are able to submit parcels of land for consideration by the Greater Norwich authorities. Details of the "Call for Sites" are set out below.

What is the Call for Sites?

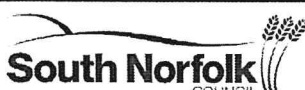
The 'Call' enables those who wish to promote parcels of land for a particular use or development to submit this land for consideration for potential allocation in the GNLP. Potential uses include housing, employment, leisure and community uses.

www.greaternorwichlocalplan.org.uk

e: info@gnlp.org.uk



NORWICH
City Council



When will the Call for Sites run?

The Call will run from Monday 16 May to 5pm on Friday 8 July 2016

What information should be supplied in response to the Call for Sites?

Sites should be submitted using the online webform which will be available on the Greater Norwich Local Plan website at www.greaternorwichlocalplan.org.uk. A wide range of details of each site should be supplied, including location, size, ownership, timescale for development, ability to ensure deliverability, previous & current land use and various constraints information (any contamination, flood risk etc). A map showing the site must be attached.

How many additional houses will be required?

This is not known for certain at present. However, based on the findings of the Central Norfolk Strategic Housing Market Assessment, which was published in January 2016, it is likely that approximately 12,000 additional houses will be required from 2012 to 2036. These 12,000 homes would be over and above those which currently benefit from planning permission or which are set out in existing (or soon-to-be adopted) Local Plan documents. This annual level of growth (2012-2036) is only slightly higher than the existing annual level of growth set out in the Joint Core Strategy.

Is there a need for additional employment land as well as new homes?

A key element of the GNLP will be to ensure that the need for employment land is met, alongside the need for new homes. There are significant areas of undeveloped land already allocated for employment uses. It is not yet known how many additional sites will be required to be allocated to meet the jobs needs within the area. Further research will be undertaken as part of the production of the GNLP to ensure that the right amount of deliverable employment land is provided.

Does this mean that all or most submitted sites will be allocated?

No. Experience shows that far more greenfield sites are likely to be submitted than will be needed. Many sites will be inappropriate due to constraints and/or remoteness from services, and other sites simply will not be needed, even if not inappropriate in principle.

What does this mean for the countryside?

Development on brownfield sites throughout the three districts will be maximised; however, in a largely rural area such as Greater Norwich it is inevitable that some new development will have to be on greenfield sites. Each district will need to compile (and keep updated) a "brownfield register" of sites which could be developed for housing within five years, and give "permission in principle" on a high percentage of such sites. The GNLP will strive to find the best possible balance between meeting the development needs of the area and protecting the special qualities of the countryside.

Is it known where development will be focused?

The JCS, and related site allocation documents, already plan for a significant amount of the homes, jobs and infrastructure required in Greater Norwich. Development will continue to come forward in accordance with these plans. In terms of the additional homes required across the area, the distribution of development has not yet been determined. However, fundamental tenets of good planning will apply, so development will be well-related to services, facilities and other infrastructure.

How will the sites be assessed?

All Norfolk authorities consulted publicly on the methodology for the Housing and Economic Land Availability Assessment (HELAA) in the six weeks to May 2016 (see <http://www.northnorfolk.org/planning/21445.asp>). In accordance with Government requirements, the HELAA must identify how much land might be available to accommodate future housing and economic growth in each district, **although it is important to note that the inclusion of a site in a HELAA does not necessarily mean that it will be allocated for development, and/or that planning permission would be granted.** Further site assessments will then take place during the production of the GNLP in order to determine which sites should be allocated.

When will the assessment of sites take place?

This will start once the Call for Sites is completed. It is currently expected that the HELAA process will be complete by autumn 2016. Further assessment of all sites will then be completed by summer 2017 to identify both favoured and "reasonable alternative" sites. At this point the emerging GNLP will be subject to public consultation. Any representations submitted will then be taken into

account when drafting the final version of the GNLP for submission to the Secretary of State for independent examination.

Where can I get further information?

Please see www.greaternorwichlocalplan.org.uk where full details will be available, or contact a member of the Greater Norwich Local Plan team by emailing info@gnlp.org.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D Moorcroft', with a large, stylized loop at the end.

David Moorcroft

Greater Norwich Local Plan Project Sponsor; and

Executive Head of Regeneration and Development, Norwich City Council

29th May 2016

Report from Councillor John Ward

Broadland District Council

Broadland, Norwich and South Norfolk together with Norfolk County Council are working together to prepare the Greater Norwich Local Plan (GNLP) which plans the jobs, supporting infrastructure for the area to 2036, and at least 12,000 new homes in addition to those already identified in current plans will need to be delivered.

On 24th May, I attended the official opening of the first of 39 homes built for Saffron Housing at Pinetrees Business Park, Salhouse Road. Constructed to a high standard and with lovely woodland views to the rear they have made very good use of what was a redundant office building.

At the Sprowston Manor Hotel on 17th May, I was present at the launch of the 'Stars of Norfolk Awards'. More information about these awards will be available in the Archant press in the coming months.

Norfolk County Council

The Council is holding a 'Foster to Adopt' information day at the Forum on 15th June between 12 and 7pm. Details on adoption are available at www.norfolk.gov.uk/adoption

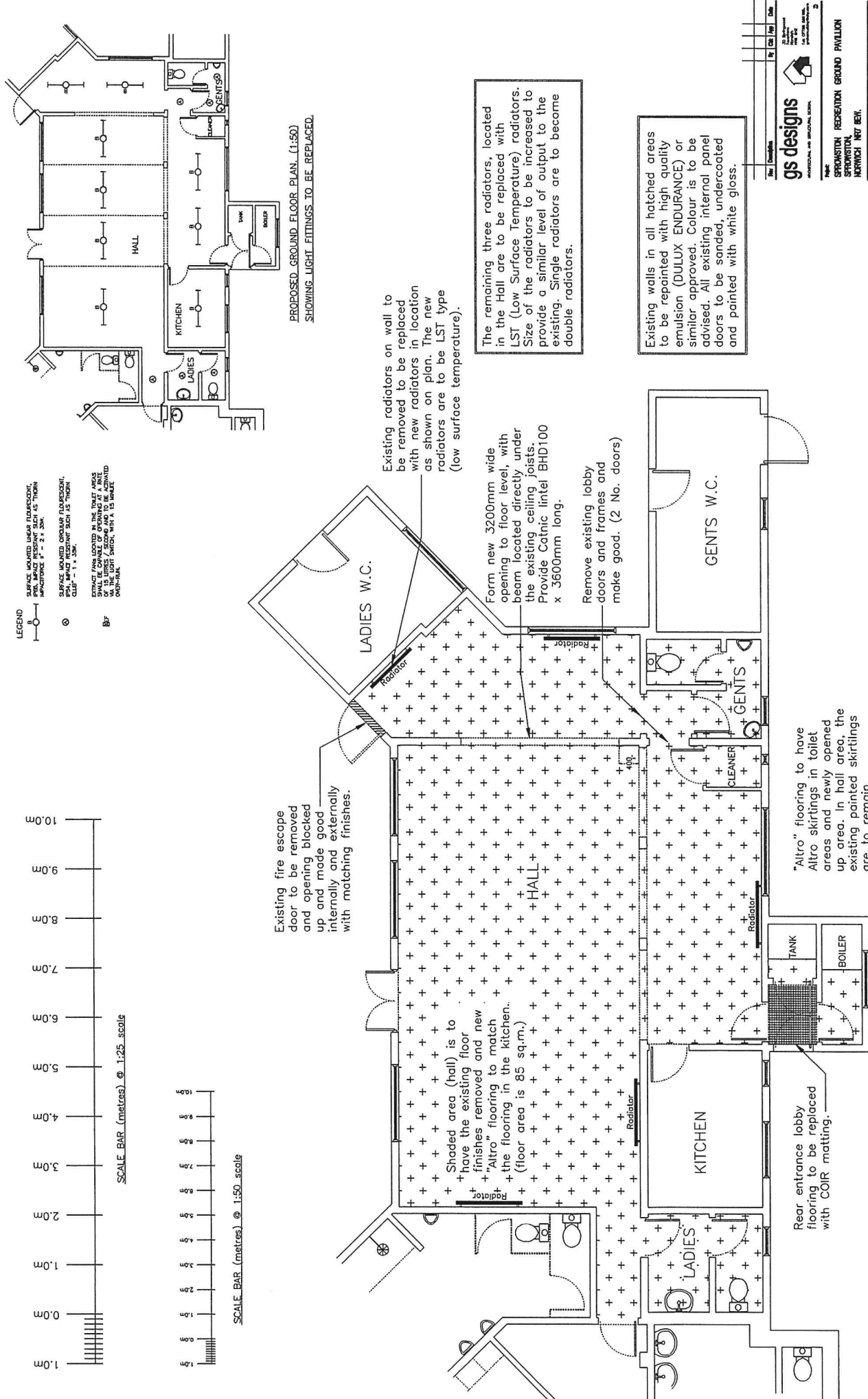
'Open Plus' which allows vetted library users to access libraries out of normal hours has been instigated at the Millennium Library allowing access from 8am.

30,000 unique and rare documents and photographs relating to the U.S. 2nd Air Division will be available via their memorial library at the Millennium Library and at www.2ndair.org.uk. Sadly over 7000 young Americans from the 2nd Division died defending our freedom between 1942 & 1945.

Norfolk Community Learning Services has just had its Ofsted Inspection Report which was 'Good' for all headings.

The Time & Tide Museum has vacancies for paid trainees age 18-24. This is jointly funded by the British Museum and the Heritage Lottery Fund.

The closure of Plumstead Road has been put back a week and will now commence in the early hours of Monday 6th June, reopening by the 20th June at the latest.



EXISTING GROUND FLOOR PLAN. (1:25)

Sprowston Town Council
PLANNING APPLICATIONS – 8 JUNE 2016

Broadland DC App.No. 2016/0812	Applicant Mrs S Sammy as location	Location 9 Trendall Road, Sprowston NR7 8BL
Classification: Minor dwellings Type: Full Permission		
Description: First Floor Rear Extension		
Broadland DC App.No. 2016/0828	Applicant Mr James Morris as location	Location 21 Tusting Close, Sprowston, NR7 8TD
Classification: Minor dwellings Type: Full Permission		
Description: First Floor Rear Extension		
Broadland DC App.No. 2016/0880	Applicant Mr and Mrs Brickham as location	Location 13 Allens Lane, Sprowston, NR7 8EL
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Rear Extension		

Broadland DC App.No. 2016/0911	Applicant Persimmon Homes (Anglia)	Location Parcel P4 Land Blue Boar Lane, Sprowston
Classification: Major dwellings Type: Full Permission Description: Reserved Matters Application for the Erection of 109 No Residential Dwellings pursuant to the Outline Planning Permission 20080367.		
Broadland DC App.No. 2016/0912	Applicant Persimmon Homes (Anglia)	Location Parcel P3 Land Blue Boar Lane, Sprowston
Classification: Major dwellings Type: Full Permission Description: Reserved Matters Application for the Erection of 144 Residential Dwellings pursuant to the Outline Planning Permission 20080367.		
Broadland DC App.No. 2016/0913	Applicant Persimmon Homes (Anglia)	Location Parcel P4 Land Blue Boar Lane, Sprowston
Classification: Major dwellings Type: Full Permission Description: Reserved Matters Application for the Erection of 109 No Residential Dwellings pursuant to the Outline Planning Permission 20080367.		

Broadland DC App.No. 2016/0914	Applicant Persimmon Homes (Anglia)	Location Parcel P3 Land Blue Boar Lane, Sprowston
Classification: Major dwellings Type: Full Permission Description: Reserved Matters Application for the Erection of 144 No Residential Dwellings pursuant to the Outline Planning Permission 20080367.		
Broadland DC App.No. 2016/0928	Applicant Taylor Wimpey East Anglia	Location Parcel TW2 Land Blue Boar Lane, Sprowston
Classification: Major dwellings Type: Full Permission Description: Reserved Matters Application for Submission of Details Pursuant to Condition 4 of Outline Planning Permission 20080367 Relating to Layout, Appearance, Landscaping and Scale for 150 Dwellings.		
Broadland DC App.No. 2016/0929	Applicant Mr D J Dexter	Location 8 Lambert Road, Sprowston NR7 8XP
Classification: Minor dwellings Type: Full Permission Description: Proposed side 2 storey extension and single storey rear extension		

Broadland DC App.No. 2016/0930	Applicant Taylor Wimpey East Anglia	Location Parcel TW3 and TW4 Land Blue Boar Lane, Sprowston
Classification: Major dwellings Type: Full Permission Description: Reserved Matters Application for Submission of Details Pursuant to Condition 4 of Outline Planning Permission 20080367 Relating to Layout, Appearance, Landscaping and Scale for 128 Dwellings.		
Broadland DC App.No. 2016/0932	Applicant Hopkins Homes Limited	Location Land at Blue Boar Lane, Sprowston
Classification: Major dwellings Type: Full Permission Description: Reserved Matters Application for Submission of Details Pursuant to Condition 4 of Outline Planning Permission 20080367 Relating to Layout, Appearance, Landscaping and Scale for 254 Dwellings in Phase 2/Development parcels HH3 and HH4.		

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

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

	<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	160,009	153,300	-6,709	0	-6,709	104.4%
Income	161,775	154,000	-7,775			
<u>Allotments</u>						
Expenditure	6,931	8,350	1,419	0	1,419	83.0%
Income	8,759	8,900	338			
<u>Cemetery</u>						
Expenditure	342,461	356,850	14,389	0	14,389	96.0%
Income	137,255	97,000	-38,913			
<u>Grants</u>						
Expenditure	1,650	1,000	-650	0	-650	165.0%
Income	3,800	1,000	-2,761			
<u>Diamond Centre</u>						
Expenditure	156,198	220,100	63,902	0	63,902	71.0%
Income	230,200	209,469	-20,731			
<u>Parks</u>						
Expenditure	320,868	225,500	-95,368	0	-95,368	142.3%
Income	258,878	155,900	-98,164			
<u>Street Scene</u>						
Expenditure	42,399	48,250	5,851	0	5,851	87.9%
Income	49,000	49,000	0			
<u>Totals</u>						
Expenditure	1,030,516	1,013,350	-17,166	0	-17,166	101.7%
Income	849,667	675,269	-168,005			
Transfers from reserves	423,115	330,000				
<u>Surplus / (Shortfall)</u>	242,266	(8,081)				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

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	90,579	90,000	-579		-579	100.6%
6002	Employers Ni	7,183	7,200	17		17	99.8%
6003	Employers Pension	18,565	18,500	-65		-65	100.4%
7005	Administration - Building Repairs	0	0	0		0	0.0%
7008	Administration - Insurance	7,897	7,600	-297		-297	103.9%
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	2,145	3,000	855		855	71.5%
7014	Administration - Election Expenses	12,011	3,000	-9,011		-9,011	400.4%
7015	Administration - Travelling	1,295	500	-795		-795	259.0%
7016	Administration - Phone/Communications	529	1,000	471		471	52.9%
7017	Administration - IT	6,993	9,000	2,007		2,007	77.7%
7018	Administration - Website	105	200	95		95	52.5%
7020	Administration - Postage	195	400	205		205	48.8%
7021	Administration - Stationery	487	1,300	813		813	37.5%
7022	Administration - Printing & Photocopying	804	500	-304		-304	160.8%
7023	Administration - Office Equipment Purchase/Repair	115	300	185		185	38.3%
7024	Administration - Advertising	240	500	260		260	48.0%
7025	Administration - Subscriptions	2,130	2,500	370		370	85.2%
7026	Administration - Publications	20	100	80		80	20.0%
7027	Administration - Training	355	150	-205		-205	236.7%
7028	Administration - Health & Safety	548	100	-448		-448	548.0%
7029	Administration - Equipment Lease	820	1,800	980		980	45.6%
7030	Administration - Chairmans Allowance	330	200	-130		-130	165.0%
5002	Administration - Sundries & Contingencies	1,856	100	-1,756		-1,756	1856.0%
8100	Administration - Bad Debts	0	0	0		0	0.0%
	Total Expenditure	160,009	153,300	-6,709	0	-6,709	104.4%
	<u>Income</u>						
4006	Administration - Bank & Investment Income	2,035	2,000	-35			
4018	Administration - Sect 106/NHB/CIL	6,845	7,000	155			
4020	Administration - New Homes Bonus	5,275	0	-5,275			
4021	Administration - Grants Received	2,620	0	-2,620			
4090	Administration - Precept	139,280	139,280	0			
	Administration - Transitional Grant	5,720	5,720	0			
	Total Income	161,775	154,000	-7,775			
	<u>Transfer from reserves (Election)</u>	4,270	0				
	Surplus / (Shortfall)	6,036	700				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

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	4,733	5,000	267		267	94.7%
6102	Allotments - Ers Ni	277	500	223		223	55.4%
6103	Allotments - Superannuation	867	1,000	133		133	86.7%
5101	Allotments - Vermin Control	592	850	258		258	69.6%
7104	Allotments - Water	462	400	-62		-62	115.5%
7106	Allotments - General Repairs	0	500	500		500	0.0%
5102	Allotments - Sundries & Contingencies	0	100	100		100	0.0%
	<u>Total Expenditure</u>	6,931	8,350	1,419	0	1,419	83.0%
	<u>Income</u>						
4101	Allotments - Allotment Rental	3,101	3,500	399			
4102	Allotments - Water Charges Received	658	400	-258			
4091	Allotments - Precept	4,803	5,000	197			
	Allotments - Transitional Grant	197					
	<u>Total Income</u>	8,759	8,900	338			
	<u>Surplus / (Shortfall)</u>	1,828	550				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

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	42,599	45,000	2,401		2,401	94.7%
6202	Cemetery - Ers Ni	2,495	4,500	2,005		2,005	55.4%
6203	Cemetery - Superannuation	7,812	9,250	1,438		1,438	84.5%
5201	Cemetery - Vermin Control	0	300	300		300	0.0%
5211	Cemetery - Trees, Shrubs & Plants	356	1,000	644		644	35.6%
5215	Cemetery - Waste Disposal & Skip Hire	1,151	3,000	1,849		1,849	38.4%
5220	Cemetery - Extension Costs & Land Works	254,021	260,000	5,979		5,979	97.7%
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	100	200	100		100	50.0%
7204	Cemetery - Water	710	250	-460		-460	284.0%
7211	Cemetery - Loan Charges	27,481	28,500	1,019		1,019	96.4%
5202	Cemetery - Sundries & Contingencies	83	100	17		17	83.0%
	<u>Total Expenditure</u>	342,461	356,850	14,389	0	14,389	96.0%
	<u>Income</u>						
4203	Cemetery - Graves	56,267	30,000	-26,267			
4204	Cemetery - Interment	33,729	20,000	-13,729			
4205	Cemetery - Memorials & Inscriptions	13,259	13,000	-259			
4092	Cemetery - Precept	32,658	34,000	1,342			
	Cemetery - Transitional Grant	1,342					
	<u>Total Income</u>	137,255	97,000	-38,913			
	<u>Transfer from reserves</u>	254,021	260,000				
	<u>Surplus / (Shortfall)</u>	48,815	150				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

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	1,650	1,000	-650		-650	165.0%
	<u>Total Expenditure</u>	<u>1,650</u>	<u>1,000</u>	<u>-650</u>	<u>0</u>	<u>-650</u>	<u>165.0%</u>
	<u>Income</u>						
4307	Grants - Recycling Credits	2,800	0	-2,800			
4321	Grants - Neighbourhood Plan	0	0	0			
4093	Precept - Grant Element	961	1,000	39			
	Grants - Transitional Grant	39					
	<u>Total Income</u>	<u>3,800</u>	<u>1,000</u>	<u>-2,761</u>			
	<u>Surplus / (Shortfall)</u>	<u>2,150</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

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	55,045	96,000	40,955		40,955	57.3%
6402	Diamond Centre - Ers Ni	2,756	9,600	6,844		6,844	28.7%
6403	Diamond Centre - Superannuation	2,303	19,750	17,447		17,447	11.7%
5415	Diamond Centre - Waste Disposal & Skip Hire	576	650	74		74	88.6%
5418	Diamond Centre - Planning Permission	0	0	0		0	0.0%
5421	Diamond Centre - Room Hire Expenses	3,274	5,000	1,726		1,726	65.5%
5422	Diamond Centre - Field Hire Expenses	95	100	5		5	95.0%
5424	Diamond Centre - Improvements to	35,124	30,000	-5,124		-5,124	117.1%
5425	Diamond Centre - Lighting for Car Park & Field	0	0	0		0	0.0%
7402	Diamond Centre - Rates	6,960	7,000	40		40	99.4%
7403	Diamond Centre - Heat & Light	6,408	4,000	-2,408		-2,408	160.2%
7404	Diamond Centre - Water	667	1,500	833		833	44.5%
7405	Diamond Centre - Building Repairs	218	3,000	2,782		2,782	7.3%
7406	Diamond Centre - General Repairs	4,487	3,000	-1,487		-1,487	149.6%
7407	Diamond Centre - Cleaning & Supplies	2,369	3,000	631		631	79.0%
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%
	<u>Total Expenditure</u>	156,198	220,100	63,902	0	63,902	71.0%
	<u>Income</u>						
4415	Diamond Centre - Hire of	50,468	30,000	-20,468			
4416	Diamond Centre - Field Hire	750	500	-250			
4417	Diamond Centre - Cinema Receipts	2,013	2,000	-13			
4094	Diamond Centre - Precept	169,986	169,986	0			
	Diamond Centre - Transitional Grant	6,983	6,983	0			
	<u>Total Income</u>	230,200	209,469	-20,731			
	<u>Surplus / (Shortfall)</u>	74,002	(10,631)				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

Parks

		<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>						
6501	Parks - Gross Pay	47,332	50,000	2,668		2,668	94.7%
6502	Parks - Ers Ni	2,772	3,500	728		728	79.2%
6503	Parks - Superannuation	8,680	10,250	1,570		1,570	84.7%
5508	Parks - Machinery Tool Repair/Replace	22,436	20,000	-2,436		-2,436	112.2%
5509	Parks - Playground Equipment Repairs	1,901	7,500	5,599		5,599	25.3%
5510	Parks - Horticultural Consumables	1,822	2,000	178		178	91.1%
5511	Parks - Trees, Shrubs & Plants	1,859	3,000	1,141		1,141	62.0%
5512	Parks - Sports Pitches Consumables	1,749	3,000	1,251		1,251	58.3%
5513	Parks - Paths, Seats & Signs	5,084	500	-4,584		-4,584	1016.8%
5514	Parks - Fencing, Gates & Walls	10,660	2,000	-8,660		-8,660	533.0%
5515	Parks - Waste Disposal & Skip Hire	2,193	2,500	307		307	87.7%
5516	Parks - Fuel for Machinery	3,060	4,500	1,440		1,440	68.0%
5517	Parks - Health & Safety inc Protective Clothing	12,317	2,000	-10,317		-10,317	615.9%
5518	Parks - Pavilion Refurbishment	154,164	70,000	-84,164		-84,164	220.2%
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	2,258	3,000	742		742	75.3%
7504	Parks - Water	3,931	2,500	-1,431		-1,431	157.2%
7505	Parks - Building Repairs	2,956	2,000	-956		-956	147.8%
7507	Parks - Cleaning & Supplies	1,488	1,500	12		12	99.2%
7511	Parks - Loan Charges	28,168	29,000	832		832	97.1%
7516	Parks - Phone/Communications	59	150	91		91	39.3%
7519	Parks - Training	0	500	500		500	0.0%
5502	Parks - Sundries & Contingencies	-35	100	135		135	-35.0%
	<u>Total Expenditure</u>	320,868	225,500	-95,368	0	-95,368	142.3%
	<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	101,913	0	-101,913			
4519	Parks - Recreation Ground Hire	1,262	1,250	-12			
4520	Parks - Hire of Recreation Ground Office	15,616	15,500	-116			
4095	Parks - Precept	117,186	122,000	4,814			
	Parks - Transitional Grant	4,814					
	<u>Total Income</u>	258,878	155,900	-98,164			
	<u>Transfer from reserves</u>	164,824	70,000				
	<u>Surplus / (Shortfall)</u>	102,834	400				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

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	5,763	15,000	9,237		9,237	38.4%
5604	Street Scene - Notice Board & Signs	135	2,000	1,865		1,865	6.8%
5605	Street Scene - Dog & Litter Bins	5,108	5,000	-108		-108	102.2%
5606	Street Scene - Cleaning Bottle Banks/Bus Shelters	1,188	1,000	-188		-188	118.8%
7603	Street Scene - Heat & Light	25,066	20,000	-5,066		-5,066	125.3%
7611	Street Scene - Loan Charges	5,139	5,150	11		11	99.8%
5602	Street Scene - Sundries & Contingencies	0	100	100		100	0.0%
	<u>Total Expenditure</u>	42,399	48,250	5,851	0	5,851	87.9%
	<u>Income</u>						
4096	Street Scene - Precept	47,066	47,066	0			
	Street Scene - Transitional Grant	1,934	1,934	0			
	<u>Total Income</u>	49,000	49,000	0			
	<u>Surplus / (Shortfall)</u>	6,601	750				

Sprowston Town Council year ending 31st March 2016

<u>Bank Accounts & Cash</u>		<u>31st March 2016</u>	<u>Bank Statement Balance</u>
			(All receipts and payments cleared as at 31/03/2016)
1200	STC - General Account	2,880	2,880.00
1201	STC - Business Premium Account	5,000	5,000.00
1202	STC - Drawings Account	726	726.00
1203	STC - Salaries Account	6,595	6,595.47
1204	STC - Petty Cash Imprest Account	345	344.57
1205	STC - Treasury Deposits	0	0.00
1206	STC - Business Saver Account	201,004	201,004.39
1207	STC - Active Saver Account	493,712	493,711.85
1209	STC - Barclaycard Account	-40	
1210	STC - Petty Cash Account	133	
<u>Total Bank & Cash Balances</u>		<u>710,355</u>	

Cash Book

Opening Balance 01/04/2015	859,377
Add: Total Cash Receipts in year	826,719
Deduct: Total Cash Payments in year	(975,741)
Rounding	0
	<u>710,355</u>

Prepared by: June Hunt (Town Clerk)
Date: 14/04/2016

Sprowston Town Council year ending 31st March 2016

Balance Sheet as at

31st March 2016

Current Assets

Sales Ledger	5,231
Other Debtors	0
Prepayments	7,611
Vat Refund	10,106
Cash at Bank & in Hand	710,355

733,303

Current Liabilities

Purchase Ledger	54,750
Receipts in Advance	25
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

54,775

678,528

Reserves

Play Equipment Renewals Fund	15,500
Machinery Renewals Fund	20,000
Town Council Election Fund	0
Office Equipment Fund	10,000
Street Lighting Renewals Fund	32,000
Heating System Renewal Fund	13,000
Charities Capital Fund	0
Cemetery Land Fund	5,979
Sprowston Diamond Centre Fund	202,913
General Fund	136,870
General Fund (P&L Acc) - current year	242,266

678,528

Bank Statement

1210

STC - Petty Cash Account

Currency: Pound Sterling

Book Balance: £ 132.51

ARCHIVE<Year End 2016> Sprowston Town

Sprowston Diamond Centre

School Lane

Sprowston, Norwich

Norfolk

NR7 8TR

Date From: 01/04/2015

Date To: 31/03/2016

No	Date	Ref	Details	Payments £	Receipts £	Balance £
			B/Fwd Balance			56.11
8547	13/05/2015	Cash1012	Post Office-Film Postage	7.25		48.86
8715	01/06/2015	TRANS	Bank Transfer		50.00	98.86
8716	26/05/2015	Cash1013	Post Office-Postage	1.68		97.18
8717	28/05/2015	Cash1014	Timpsons-Chairmans Allow.	22.90		74.28
8718	31/05/2015	Cash1015	Makro-Chairmans Allowance	14.49		59.79
8824	15/06/2015	TRANS	Bank Transfer		50.00	109.79
8825	08/06/2015	Cash1016	Tesco-SDC catering	2.00		107.79
8826	10/06/2015	Cash1017	Tesco-Chairmans Allowance	1.90		105.89
8827	12/06/2015	Cash1018	Post Office-Postage	2.78		103.11
8828	03/06/2015	Cash1019	Right Wear-G'men clothing	42.00		61.11
8829	15/06/2015	Cash1020	Post Office-Postage	1.68		59.43
9111	07/07/2015	Cash1021	Post Office-Postage	7.25		52.18
9311	22/07/2015	Cash1022	Wilco-Machinery Bulbs	9.98		42.20
9330	20/07/2015	Cash1024	Royal Mail-Taurus postage	1.11		41.09
9331	28/07/2015	Cash1023	Royal Mail-Dunnella postage	1.11		39.98
9481	10/08/2015	Cash1025	Tesco-Cleaning	1.00		38.98
9482	10/08/2015	Cash1025	Tesco-Cleaning	1.00		37.98
9483	10/08/2015	Cash1025	Tesco-Chairmans Allowance	1.00		36.98
9690	06/09/2015	Cash 1026	Makro-Catering	14.49		22.49
9754	14/09/2015	TRANS	Bank Transfer		50.00	72.49
10297	03/10/2015	Cash 1027	DDH-H&S clothing	35.00		37.49
10298	04/10/2015	Cash 1028	Colman Group-Office calendar	1.49		36.00
10299	04/10/2015	Cash 1029	Makro-SDC room hire catering	26.97		9.03
10300	12/10/2015	Cash 1030	Tesco-SDC room hire catering	1.00		8.03
10476	12/10/2015	TRANS	Bank Transfer		100.00	108.03
10481	17/10/2015	Cash 1031	Timpson-Pavilion keys	10.00		98.03
10525	19/10/2015	Cash 1032	Post Office-Cem. deed to	1.33		96.70
10526	19/10/2015	Cash 1033	Tesco-SDC catering	1.48		95.22
10527	09/10/2015	Cash 1034	Aldi-SDC catering	2.25		92.97
10528	02/10/2015	Cash 1035	Tesco-Chairmans allow-milk	1.00		91.97
10529	01/10/2015	Cash 1036	Tesco-Cleaning	0.50		91.47
10530	01/10/2015	Cash 1036	Tesco-Cleaning	0.50		90.97
10531	23/10/2015	Cash 1037	Tesco-Cleaning	0.90		90.07

Bank Statement

1210

STC - Petty Cash Account

Currency: Pound Sterling

Book Balance: £ 132.51

ARCHIVE<Year End 2016> Sprowston Town

Sprowston Diamond Centre

School Lane

Sprowston, Norwich

Norfolk

NR7 8TR

Date From: 01/04/2015

Date To: 31/03/2016

No	Date	Ref	Details	Payments £	Receipts £	Balance £
10532	23/10/2015	Cash 1037	Tesco-Cleaning	0.90		89.17
10533	28/10/2015	Cash 1038	Wilco-Cleaning	1.99		87.18
10534	28/10/2015	Cash 1038	Wilco-Cleaning	1.99		85.19
10664	02/11/2015	Cash1039	Tesco-Chairmans allow. milk	1.48		83.71
10665	30/10/2015	Cash1040	Makro-SDC room hire catering	2.63		81.08
10666	03/11/2015	Cash1041	Newscene-SDC room hire	1.00		80.08
10667	09/11/2015	Cash1042	Tesco-SDC room hire catering	1.48		78.60
10772	23/11/2015	TRANS	Bank Transfer		175.00	253.60
10827	26/11/2015	TRANS	Bank Transfer		350.00	603.60
10839	11/11/2015	Cash 1043	Tesco-milk	1.00		602.60
10840	19/11/2015	Cash 1044	Christmas Time Ltd-LED lights	15.96		586.64
10841	23/11/2015	Cash 1045	Read Brothers-Cem tree	488.96		97.68
10842	23/11/2015	Cash 1046	Tesco-teabags	2.49		95.19
10843	25/11/2015	Cash 1047	Tesco-milk	1.00		94.19
10921	27/11/2015	Cash 1048	Tesco-SDC room hire milk	1.00		93.19
10937	01/12/2015	TRANS	Bank Transfer		200.00	293.19
10938	28/11/2015	Cash1049	Makro-SDC room hire	55.46		237.73
10939	28/11/2015	Cash1049	Makro-SDC room hire	2.63		235.10
10940	01/12/2015	Cash1050	Tesco-Milk	1.00		234.10
10941	01/12/2015	Cash1051	Sainsburys-SDC room hire	65.39		168.71
10966	04/12/2015	Cash1052	Tesco-Milk	2.00		166.71
10967	07/12/2015	Cash1053	Tesco-Milk	1.00		165.71
11054	11/12/2015	Cash 1054	Tesco-Milk	1.48		164.23
11055	12/12/2015	Cash 1055	Screwfix-Pavilion dec. mats	16.47		147.76
11175	15/12/2015	Cash 1056	Chairmans allow-mince pies	1.49		146.27
11473	19/01/2016	Cash 1057	Newscene-Get well cards x 2	1.70		144.57
11474	19/01/2016	Cash 1058	Sprowston Shopper-Milk	1.29		143.28
11475	22/01/2016	Cash 1059	Tesco-Milk	1.00		142.28
11611	02/02/2016	Cash1060	Post Office-Delivery 02 Feb.	7.25		135.03
11622	04/02/2016	Cash1061	Hobbycraft-Pavilion opening	1.75		133.28
11623	05/02/2016	Cash1062	Tesco-Milk	1.00		132.28
11656	09/02/2016	Cash1063	Tesco milk	1.00		131.28
11657	11/02/2016	Cash1064	Homebase Bark bags x 3	17.99		113.29
11683	09/02/2016	Cash1065	Post Office postage	6.45		106.84
11791	18/02/2016	Cash 1066	Post Office-Registered post to	6.45		100.39

Bank Statement

1210

STC - Petty Cash Account

Currency: Pound Sterling

Book Balance: £ 132.51

ARCHIVE<Year End 2016> Sprowston Town
 Sprowston Diamond Centre
 School Lane
 Sprowston, Norwich
 Norfolk
 NR7 8TR

Date From: 01/04/2015

Date To: 31/03/2016

No	Date	Ref	Details	Payments £	Receipts £	Balance £
11823	24/02/2016	Cash 1067	Tesco-milk	1.00		99.39
11891	14/03/2016	Cash1068	Tesco-Milk	1.00		98.39
12042	16/03/2016	Cash1069	Nflk Disc.	48.53		49.86
12043	21/03/2016	Cash1070	SDC preschool toilet repair	2.36		47.50
12048	22/03/2016	TRANS	Bank Transfer		100.00	147.50
12071	24/03/2016	Cash1071	Screwfix-SDC nursery wc	14.99		132.51

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

Sproston Town Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	699,888	859,377	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	499,137	511,940	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	340,120	337,727	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	283,237	293,998	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	98,361	96,704	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	298,170	639,814	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	859,377	678,528	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	866,775	710,355	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,501,323	2,607,312	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	914,230	880,892	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

John

Date

8 JUNE 2016

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Sprowston Town Council – 2016 Internal Audit Review Checklist - Part 1 - Meeting standards

[Source: Governance and Accountability for Local Councils | Part 2 - The annual return and corporate governance.]

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	Terms of reference for internal audit were approved by full council. (See Financial Risk Assessments – Internal Audit Assurance) Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.		
2. Independence	Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council.		
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.		
4. Relationships	All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files and in the Internal Auditor's Report). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).		
5 Audit Planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council. Internal audit made its final report in accordance with the plan on 26 May 2015		

Review conducted by Council, and adopted at a full meeting of the Council on 8 June 2016 :-

Cllr Ian Moncur

Chairman of the Meeting

June Hunt

Clerk & Responsible Financial Officer

Sprowston Town Council – 2016 Internal Audit Review Checklist - Part 2 - Characteristics of Effectiveness

[Source: Governance and Accountability for Local Councils - Part 2 - The Annual Return and Corporate Governance.]

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.		
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.		
4. Add value and assist the Council in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.		
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.		
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.		
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.		

Review conducted by Council, and adopted at a full meeting of the Council on 8 June 2016 :-

Cllr Ian Moncur

Chairman of Meeting

June Hunt

Clerk & Responsible Financial Officer

Table 1: Areas where there may be scope to use insurance to help manage risk.	Evidence of control
<p>Risk identification</p> <p>Insurance cover for risk is the most common approach to certain types of inherent risks.</p> <p>The protection of physical assets owned by the Council – buildings, furniture, equipment, etc. (loss or damage).</p> <p>The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability).</p> <p>The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).</p> <p>Loss of cash through theft or dishonesty (fidelity guarantee).</p> <p>Legal liability as a consequence of asset ownership (public liability).</p> <p>Internal controls include:</p> <p>An up to date register of assets and investments.</p> <p>Regular maintenance arrangements for physical assets.</p> <p>Annual review of risk and the adequacy of cover.</p> <p>Ensuring the robustness of insurance providers.</p>	<p>Zurich Policy No. YLL-122003-6303</p> <p>Part A Material Damage</p> <p>Part E Public Liability £10,000,000</p> <p>Part D £250,000</p> <p>Part N £500,000</p> <p>Part E £10,000,000</p> <p>Completed</p> <p>Repairs & Renewals Fund Established</p> <p>As part of Internal Audit Review Checklist</p> <p>Zurich Municipal – Used by Local Authorities</p>

Table 2: Areas where there may be scope to work with others to help manage risk.	Evidence of control
<p>Risk identification</p> <p>In addition to the risks above: Service interruption due to the long term absence of the Town Clerk / RFO</p> <p>Internal controls include</p> <p>Standing Orders and financial regulations dealing with the award of contracts for services or purchase of capital equipment.</p> <p>Regular reporting on performance by suppliers/providers/contractors.</p> <p>Annual review of contracts.</p> <p>Adoption of and adherence to Codes of Practice for procurement and investment.</p> <p>Arrangements to detect and deter fraud and/or corruption.</p> <p>Regular bank reconciliation.</p> <p>Administrative Officers trained to undertake wide range of administrative tasks</p> <p>The Chairman undertakes financial tasks and is authorised to sign cheques together with another authorised Councillor in the absence of the Clerk for more than 21 days</p>	<p>No interruption to services provided, other than banking arrangements</p> <p>In place and reviewed regularly</p> <p>Monthly</p> <p>1st April</p> <p>N/A at this time – will be considered as part of the Corporate Strategy</p> <p>Internal Audit / Full Council / Town Clerk initial all invoices.</p> <p>Monthly</p> <p>No disruption to service</p> <p>Action undertaken would be reported to Full Council.</p>

Table 3: Areas where there may be a need to self- manage risk.	Evidence of control
<p>Risk identification</p> <p><i>There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable.</i></p> <p>Internal controls include</p> <p>Keeping proper financial records in accordance with Statutory requirements.</p> <p>Ensuring all businesses activities are within legal powers applicable to local councils.</p> <p>Complying with restrictions on borrowing.</p> <p>Ensuring that all requirements are met under Employment Law and Inland Revenue Regulations.</p> <p>Ensuring that all requirements are met under Customs & Excise Regulations (especially VAT).</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements.</p> <p>Monitoring of performance against agreed standards under partnership agreements.</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or the General Power of Competence.</p> <p>Proper, timely and accurate reporting of council business in the minutes.</p> <p>Responding to electors wishing to exercise their rights of inspection.</p>	<p>Monthly and Annual Reporting in place</p> <p>Relevant Statutes included on Budget / Accounts papers</p> <p>N/A at this time.</p> <p>Job Descriptions in place and timely returns to Inland Revenue. Appointment by the Council of Elcons Personnel Consultants.</p> <p>Quarterly VAT return – VAT 100</p> <p>Full Council Report</p> <p>N/A at this time - will be considered as part of the evaluation test when it happens</p> <p>Relevant Statutes incorporated onto budget papers and Council Minutes</p> <p>3 weekly cycle of Council Meetings.</p> <p>Statutory notices and advertising.</p>

<p>Meeting the laid down timetables when responding to consultation invitation.</p> <p>Meeting the requirements for Foundation Level parish status or other accreditation.</p> <p>Proper document control.</p> <p>Register of members' interests and gifts and hospitality, complete, accurate and up to date.</p> <p>Regular scrutiny of financial records and proper arrangements for the approval of expenditure.</p> <p>Banking and Investment arrangements</p> <p>Use of schedules and imprest accounts</p> <p>BACS payments made by Finance Officer</p> <p>Recording in the minutes the approved expenditure.</p> <p>Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the Council; systems of updating records for any changes in relevant legislation.</p> <p>Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.</p> <p>Regular budget monitoring statements.</p> <p>Developing systems of performance measurement.</p> <p>Procedures for dealing with and monitoring grants or loans made or received.</p> <p>Minutes properly numbered and paginated with a master copy kept in safekeeping</p>	<p>Deadlines to ensure completion.</p> <p>Awarded Quality Gold April 2016.</p> <p>Consecutively numbered stationery.</p> <p>Register at Council meetings.</p> <p>Invoices to Finance Officer.</p> <p>All banking arrangements and changes to such arrangements approved by Council and minuted.</p> <p>Council authorises payment by Bank Internet payment where possible or Town Clerk to sign specific cheques for specific amounts</p> <p>Town Clerk verifies payments and invoice matches at time of making payment</p> <p>Payments made under Power of Competence.</p> <p>Annually in accordance to time-table.</p> <p>VAT returns completed in timely manner. Sage, HMRC, NALC & SLCC notices read.</p> <p>Quarterly to Full Council.</p> <p>Staff appraisals in place. Performance measurement considered as part of the Corporate Strategy.</p> <p>Presented to Full Council</p> <p>Consecutively numbered</p>
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<p>Documented procedures to deal with enquiries from the public.</p> <p>Documented procedures to deal with responses to consultation requests.</p> <p>Monitoring arrangements by the Council regarding Local Council Award Scheme.</p> <p>Documented procedures for document receipt, circulation, response, handling and filing.</p> <p>Procedures in place for recording and monitoring members' interests, gifts and hospitality.</p> <p>Adoption of codes of conduct for members and employees.</p> <p>Internal Audit Assurance</p> <p>Review of internal controls in place and their documentation.</p> <p>Review of minutes to ensure legal powers in place, recorded and correctly applied.</p> <p>Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements, etc. including petty cash transactions.</p> <p>Review and testing of arrangements to prevent and detect fraud and corruption.</p> <p>Testing of disclosures.</p> <p>Testing of specific internal controls and reporting findings to management.</p>	<p>Daily report sheet kept/ visitor sheet/Telephone calls logged.</p> <p>Placed on Standing Committee Agenda.</p> <p>Reviewed.</p> <p>Documents dated on opening, filed in alphabetical order, accounts software updated.</p> <p>Declaration of interests register at every meeting, forms completed annually.</p> <p>Councillor code adopted May 2002. Updated 2012.</p> <p>Annual External Audit before September annually</p> <p>Internal Audit – Auditing Solutions Ltd Appointment made by Council 2006, confirmed each subsequent year.</p>
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Sprowston Town Council	Payments	Meeting	Date: 9 June 2016
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
23/05/2016 36824	Baileys of Norfolk Ltd 6mm Screened Norfolk Loam	76.68	15.34
			<u>Amount</u> <u>BACS</u>
			92.02 1212
16/05/2016 460145	Ben Burgess Garden Equip.	65.66	13.13
31/05/2016 402804	2 stroke engine oil,3x120m Line (Duo) Cable,Belt,V-Belt	164.18	32.84
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
18/05/2016 120764	Collier Turf Care Ltd 5x20L Prestige NPK Liquid Fertilizer	235.00	47.00
			<u>Amount</u> <u>BACS</u>
			282.00 1214
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
13/05/2016 OP/0424842	Copy IT Digital Solutions Ltd Photocopies	66.39	13.28
			<u>Amount</u> <u>BACS</u>
			79.67 1215
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
19/05/2016 STC11	Dazzle Cleaning Bus Shelter Cleaning-May 2016_	99.00	-
			<u>Amount</u> <u>BACS</u>
			99.00 1216.....
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
25/05/2016 154110	DD Health and Safety Supplies Ltd Safety Spectacles,Headband Muff	87.15	17.43
25/05/2016 154120	Black Boots M.Anderson	47.00	9.40
			<u>Amount</u> <u>BACS</u>
			104.58 1217
			56.40
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
10/05/2016 S103527416	Dulux Decorator Centre 2.5 L W/S Base coat,5L Opaque Black	94.40	18.88
			<u>Amount</u> <u>BACS</u>
			113.28 1218
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
09/05/2016 3996686	E.S.P.O. Brooms,mops,t.duck,cloths,scourers	36.70	7.33
16/05/2016 4006328	Syntex mops,Clothes,mop sockets	26.79	5.36
16/05/2016 4006329	Flip chart,markers,gloves	26.82	5.37
			<u>Amount</u> <u>BACS</u>
			44.03 1219
			32.15
			32.19
			108.37
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
25/04/2016 602193	FlameSkill Inspection+test fire alarm,back box callpoints	105.00	21.00
12/05/2016 602260	Fire safety risk assessment:Pavillion	300.00	60.00
			<u>Amount</u> <u>BACS</u>
			126.00 1220
			360.00

<u>Invoice Date</u> 18/05/2016	<u>Invoice No.</u> 8058	G&G Fencing Ltd <u>Details</u> Quotation 7707 Dated 14/04/2016	<u>Net</u> 344.75	<u>VAT</u> 68.95	<u>Amount</u> 413.70	<u>BACS</u> 1221
					486.00	
<u>Invoice Date</u> 23/05/2016	<u>Invoice No.</u> 1672-01	GS Designs <u>Details</u> Architectural fees:refurbishment pavillion hall	<u>Net</u> 400.00	<u>VAT</u> -	<u>Amount</u> 400.00	<u>BACS</u> 1222
<u>Invoice Date</u> 18/05/82016	<u>Invoice No.</u> Inv-31842	Harveyson Haulage Ltd <u>Details</u> Sewage removal Sprowston Cemetery	<u>Net</u> 107.00	<u>VAT</u> 21.40	<u>Amount</u> 128.40	<u>BACS</u> 1223
<u>Invoice Date</u> 27/05/2016	<u>Invoice No.</u> 270963	The Helping Hand Co (Ledbury) Ltd <u>Details</u> Letterpickers	<u>Net</u> 110.72	<u>VAT</u> 22.14	<u>Amount</u> 132.86	<u>BACS</u> 1224
<u>Invoice Date</u> 11/05/2016	<u>Invoice No.</u> 607864	Intouch Systems <u>Details</u> Web Update	<u>Net</u> 40.00	<u>VAT</u> 8.00	<u>Amount</u> 48.00	<u>BACS</u> 1225
<u>Invoice Date</u> 11/05/2016	<u>Invoice No.</u> 6574	Just Regional <u>Details</u> Small directory advert	<u>Net</u> 20.00	<u>VAT</u> 4.00	<u>Amount</u> 24.00	<u>BACS</u> 1226
<u>Invoice Date</u> 11/05/2016	<u>Invoice No.</u> 2157729	Kent Blaxill <u>Details</u> Cuprinol C/Cedar stain	<u>Net</u> 26.53	<u>VAT</u> 5.31	<u>Amount</u> 31.84	<u>BACS</u> 1227
<u>Invoice Date</u> 29/04/2016	<u>Invoice No.</u> 10917	KGB Commercial Heating <u>Details</u> Call out: Boiler Leaking 21/04/2016	<u>Net</u> 86.50	<u>VAT</u> 17.30	<u>Amount</u> 103.80	<u>BACS</u> 1228
<u>Invoice Date</u> 04/05/2016	<u>Invoice No.</u> 11532107	A C Leigh <u>Details</u> Shackle & Service for Abloy Padlock	<u>Net</u> 25.00	<u>VAT</u> 5.00	<u>Amount</u> 30.00	<u>BACS</u> 1229
<u>Invoice Date</u> 23/05/2016	<u>Invoice No.</u> RC005110	Rigby Taylor <u>Details</u> Herbicide Boom/Sprayer	<u>Net</u> 205.54	<u>VAT</u> 41.11	<u>Amount</u> 246.65	<u>BACS</u> 1230
		Ridgeons Timber & Builders Merchants				

<u>Invoice Date</u> 12/05/2016	<u>Invoice No.</u> 059/69303547	<u>Details</u> 2 Large bulk bagged stone 20mm	<u>Net</u> 66.00	<u>VAT</u> 13.20	<u>Amount</u> 79.20	<u>BACS</u> 1231
TOTAL OF INVOICES						
			2,862.81	472.77	3,335.58	Trfr 241
Transfer:		STC Drawings a/c to Salaries a/c	30,000.00	-	30,000.00	Trfr 242
Transfer:		STC Drawings a/c to Petty Cash Imprest a/c	-	-	-	Trfr
			30,000.00	-	30,000.00	
Transfer:		STC General a/c to STC Drawings a/c			33,335.58	Trfr 243
.....					
Councillor			Councillor			
					
			Town Clerk			

Sprowston Town Council	Barclaycard Payments	Meeting Date:	-
<u>Invoice Date</u> 04/05/2016	<u>Invoice No.</u> I105180	<u>Net</u> 50.76	<u>VAT</u> 10.15
	<u>Details</u> P&P(Auto Electrical)Ltd Battery Machinery	<u>Amount</u> 60.91	<u>BACS</u>
<u>Invoice Date</u> 24/05/2016	<u>Invoice No.</u> Post Office <u>Details</u> 100x 1st Class Stamps	<u>Net</u> 64.00	<u>VAT</u> 0.00
	<u>Details</u> Progress Fuels Fuel	<u>Amount</u> 64.00	<u>BACS</u>
<u>Invoice Date</u> 11/05/2016	<u>Invoice No.</u>	<u>Net</u> 71.26	<u>VAT</u> 14.25
		<u>Amount</u> 85.51	<u>BACS</u>
Total Payments		186.02	24.40
Due by Direct Debit 27 2016			210.42

Sprowston Town Council			Direct Debit Payments		Meeting	Date: 9th June 2016	
			Anglia Farmers Limited DD				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
30/04/2016	467515		Comm-Tech Voice Data/Vodafone Ltd	49.49	9.90	59.39	
30/04/2016	467515		Southern Electric	817.79	158.73	976.52	
				867.30	168.63	1,035.91	
			British Gas DD				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
09/05/2016	973103082		SDC elec. chg to 5th May	1,265.04	253.00	1,518.04	
			Veolia Service (U.K.) Ltd DD				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
31/04/2016	SI01053718		All Sites skip hire April	221.60	44.32	265.92	
Total Direct Debits				2,353.94	634.58	2,819.87	