

Sprowston Town Council
PLANNING APPLICATIONS – 31 AUGUST 2016

Some of the Broadland DC planning application letters show response dates, these have been extended in most cases

Broadland DC App.No. 2016/1133	Applicant Norwich Airport Ltd as location	Location Site 4, Norwich International Airport, Amsterdam Way, NR6 6JA
Classification: Minor dwellings Type: Full Permission		
Description: Variation of Conditions 1, 2, 4, 5, 6, 7, 8, 9, 15, 17, 21, 23, 24, 25 & 29 of Planning Permission 20130363		
Broadland DC App.No. 2016/1230	Applicant Mr Andy Horton as location	Location 8 Cuthbert Close, Sprowston, NR7 8QL
Classification: Minor dwellings Type: Full Permission		
Description: Side & Rear Extension & Conversion of Roof Space		
Broadland DC App.No. 2016/1204	Applicant Mr Gavin Collier as location	Location 1 Gage Road, Sprowston, NR7 8BN
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Extensions to Front, Side and Rear and Addition of First Floor Dormer		
Broadland DC App.No. 2016/1223	Applicant Miss Rebecca Watts as location	Location 1B Cannerby Lane, Sprowston, NR7 8NQ
Classification: Minor dwellings Type: Full Permission		
Description: Change of Use from Office to Hair & Beauty Salon		

Broadland DC App.No. 2016/1243	Applicant Mr Michael Wilson as location	Location 28 North Walsham Road, Sprowston, NR6 7QB
Classification: Minor dwellings Type: Full Permission		
Description: Attached Garage to Side and New Front Boundary Wall/Gates		
Broadland DC App.No. 2016/1246	Applicant Mr Ron Gaglione as location	Location 13 Chenery Drive, Sprowston, NR7 8RR
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Side Extension		
Broadland DC App.No. 2016/1248	Applicant Persimmon Homes (Anglia) as location	Location Parcel P3, Blue Boar Lane, Sprowston, NR7 8AB
Classification: Major dwellings Type: Full Permission		
Description: The construction of a temporary vehicular access on Salhouse Road in order to serve Parcel 3, Blue Boar Lane, Sprowston		
Broadland DC App.No. 2016/1288	Applicant Mr & Mrs Shane Whiting as location	Location 118 St Margarets Drive, Sprowston, NR7 8DB
Classification: Minor dwellings Type: Full Permission		
Description: Single storey extension to side		

Broadland DC App.No. 2016/1337	Applicant Mr S Debbage as location	Location 85 Moore Avenue, Sprowston, NR6 7LF
Classification: Minor dwellings Type: Full Permission		
Description: Erection of Single Storey Rear Extension		
Broadland DC App.No. 2016/1382	Applicant Lidl UK GmbH as location	Location Land to north of Blue Boar Lane, Sprowston
Classification: Major Dwellings Type: Full Permission		
Description: Erection of a Lidl Store (Use Class A1) & Associated Works including Parking & Landscaping		
Norfolk County Council App.No. Y/5/2016/5015	Applicant Norfolk County Council as location	Location Sparhawk Infant & Nursery School Sparhawk Avenue, Sprowston, NR7 8BU
Classification: Minor dwellings Type: Full Permission		
Description: Removal of condition 3 attached to planning permission Y/5/2016/5005		
Broadland DC App No. 2016/1431	Applicant Mr G Panayi as location	Location 5, Edwards Road, Sprowston, NR7 8QN
Classification: Minor Dwellings Type: Full Permission		
Description: Pitched Roof Extension to Front		

Broadland DC App.No. 2016/1435	Applicant Property Management as location	Location Dunelm Mill, 1 - 2, Sprowston Retail Park, Salhouse Road, Sprowston NR7 8AZ
Classification: Minor Dwellings Type: Full Permission		
Description: 4 No Internally Illuminated Fascia Signs, 6 Poster Frames (Including 2 Entrance Vinyls) on Front Elevation Broadland		
Broadland DC App.No. 2015/1802	Applicant SIGMA (Marlborough) Ltd as location	Location Former Royal Observer Corps, Chartwell Road, Sprowston, NR6 7RB
Classification: Minor Dwellings Type: Full Permission		
Description: Demolition of Existing Buildings, Redevelopment to Provide an A1 (Shop) Unit and an A3 Drive-Through Café, Alterations to Vehicular Access, Parking, Landscaping and External Works		
Broadland DC App.No. 2016/1407	Applicant Anglian Water Services Ltd as location	Location Land North of Mallard Way (north of Blue Boar Lane) Sprowston
Classification: Minor Dwellings Type: Reserved Matters Application		
Description: Reserved Matters Application – Submission of Details Pursuant to Condition 26 of Outline Planning Permission 20080367 relating to the Appearance & Layout of the Sewage Pumping Station		
Broadland DC App.No. 2016/1407	Applicant Mr G Panayi as location	Location 6 Edwards Road, Sprowston, NR7 8QN
Classification: Minor Dwellings Type: Full Permission		
Description: Pitched Roof Extension to Front		

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

SPROWSTON TOWN COUNCIL

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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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	NA
			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:

16 / 162 (i)
dated 08/06/2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

08/06/2016

08/06/2016

*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.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

SP ROWS TON 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	2,670,466	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	852,595	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

Date

08/06/2016

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

08/06/2016

and recorded as minute reference:

16/162 iv

Signed by Chair of the meeting approving these accounting statements.

Date

08/06/2016

Section 3 – External auditor certificate and report

2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

Sprinston Town Council

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Mazars LLP, Durham, DH1 5TS

Date

16 August 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

SPROUSTON TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

STEPHEN CHRISTOPHER FOX AUDITING SOLUTIONS LTD

Signature of person who carried out the internal audit

Date

07/06/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs.
Smaller authorities must approve the annual governance statement before approving the accounts.
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	Yes
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	Yes
Section 1	For any statement to which the response is 'no', an explanation is provided?	Yes
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	Yes
	An explanation of significant variations from last year to this year is provided?	Yes
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	Yes
	An explanation of any difference between Box 7 and Box 8 is provided?	Yes
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	NA
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	NA

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Sprowston Town Council year ending 31st March 2017

Summary Income & Expenditure by Budget Heading year to date to

30th June 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	49,764	156,040	106,276	0	106,276	31.9%
Income	75,499	150,915	75,416			
<u>Allotments</u>						
Expenditure	2,355	8,540	6,185	0	6,185	27.6%
Income	2,643	9,035	6,392			
<u>Cemetery</u>						
Expenditure	22,498	108,330	85,832	0	85,832	20.8%
Income	35,026	104,918	69,892			
<u>Grants</u>						
Expenditure	100	1,000	900	0	900	10.0%
Income	663	1,000	337			
<u>Diamond Centre</u>						
Expenditure	154,006	353,545	199,539	0	199,539	43.6%
Income	104,154	217,580	113,426			
<u>Parks</u>						
Expenditure	55,924	196,625	140,701	0	140,701	28.4%
Income	78,151	159,394	81,243			
<u>Street Scene</u>						
Expenditure	11,578	48,250	36,672	0	36,672	24.0%
Income	25,504	50,323	24,819			
<u>Totals</u>						
Expenditure	296,225	872,330	576,105	0	576,105	34.0%
Income	321,640	693,165	371,525			
Transfers from reserves	0	179,165				
<u>Surplus / (Shortfall)</u>	25,415	0				

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2016

Administration

		<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>						
6001	Wages/Salaries	24,177	92,100	67,923		67,923	26.3%
6002	Employers Ni	2,496	7,380	4,884		4,884	33.8%
6003	Employers Pension	4,576	18,960	14,384		14,384	24.1%
7005	Administration - Building Repairs	126	0	-126		-126	0.0%
7008	Administration - Insurance	6,021	7,600	1,579		1,579	79.2%
7009	Administration - Legal Fees	633	2,000	1,367		1,367	31.7%
7010	Administration - Bank Charges & Interest Charges	2	100	98		98	2.0%
7012	Administration - Audit Fees	369	3,250	2,881		2,881	11.4%
7013	Administration - Parish News Letter	974	3,000	2,026		2,026	32.5%
7014	Administration - Election Expenses	0	3,000	3,000		3,000	0.0%
7015	Administration - Travelling	0	500	500		500	0.0%
7016	Administration - Phone/Communications	142	1,000	858		858	14.2%
7017	Administration - IT	5,131	9,000	3,869		3,869	57.0%
7018	Administration - Website	0	200	200		200	0.0%
7020	Administration - Postage	81	400	319		319	20.3%
7021	Administration - Stationery	115	1,300	1,185		1,185	8.8%
7022	Administration - Printing & Photocopying	96	500	404		404	19.2%
7023	Administration - Office Equipment Purchase/Repair	10	300	290		290	3.3%
7024	Administration - Advertising	60	500	440		440	12.0%
7025	Administration - Subscriptions	544	2,500	1,956		1,956	21.8%
7026	Administration - Publications	0	100	100		100	0.0%
7027	Administration - Training	0	150	150		150	0.0%
7028	Administration - Health & Safety	0	100	100		100	0.0%
7029	Administration - Equipment Lease	205	1,800	1,595		1,595	11.4%
7030	Administration - Chairmans Allowance	2	200	198		198	1.0%
5002	Administration - Sundries & Contingencies	4,004	100	-3,904		-3,904	4004.0%
8100	Administration - Bad Debts	0	0	0		0	0.0%
	Total Expenditure	49,764	156,040	106,276	0	106,276	31.9%
	<u>Income</u>						
4006	Administration - Bank & Investment Income	29	2,000	1,971			
4018	Administration - Sect 106/NHB/CIL	0	0	0			
4020	Administration - New Homes Bonus	0	0	0			
4021	Administration - Grants Received	0	0	0			
4090	Administration - Precept	75,470	148,915	73,445			
	Administration - Transitional Grant	0	0	0			
	Total Income	75,499	150,915	75,416			
	<u>Transfer from reserves</u>	0	0				
	Surplus / (Shortfall)	25,735	(5,125)				

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

30th June 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	1,254	5,150	3,896		3,896	24.3%
6102	Allotments - Ers Ni	103	515	412		412	20.0%
6103	Allotments - Superannuation	263	1,025	762		762	25.7%
5101	Allotments - Vermin Control	209	850	641		641	24.6%
7104	Allotments - Water	-74	400	474		474	-18.5%
7106	Allotments - General Repairs	600	500	-100		-100	120.0%
5102	Allotments - Sundries & Contingencies	0	100	100		100	0.0%
	<u>Total Expenditure</u>	2,355	8,540	6,185	0	6,185	27.6%
	<u>Income</u>						
4101	Allotments - Allotment Rental	33	3,500	3,467			
4102	Allotments - Water Charges Received	7	400	393			
4091	Allotments - Precept	2,603	5,135	2,532			
	Allotments - Transitional Grant	0	0	0			
	<u>Total Income</u>	2,643	9,035	6,392			
	<u>Surplus / (Shortfall)</u>	288	495				

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

30th June 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	11,287	46,350	35,063		35,063	24.4%
6202	Cemetery - Ers Ni	928	4,615	3,687		3,687	20.1%
6203	Cemetery - Superannuation	2,370	9,480	7,110		7,110	25.0%
5201	Cemetery - Vermin Control	0	300	300		300	0.0%
5211	Cemetery - Trees, Shrubs & Plants	0	1,000	1,000		1,000	0.0%
5215	Cemetery - Waste Disposal & Skip Hire	288	3,000	2,712		2,712	9.6%
5220	Cemetery - Extension Costs & Land Works	460	6,500	6,040		6,040	7.1%
5221	Cemetery - Memorial Wall Expenses	346	5,000	4,654		4,654	6.9%
5223	Cemetery - Memorial Safety Repairs	0	250	250		250	0.0%
7202	Cemetery - Rates	1,234	2,500	1,266		1,266	49.4%
7203	Cemetery - Heat & Light	0	200	200		200	0.0%
7204	Cemetery - Water	238	250	12		12	95.2%
7211	Cemetery - Loan Charges	5,347	28,785	23,438		23,438	18.6%
5202	Cemetery - Sundries & Contingencies	0	100	100		100	0.0%
	<u>Total Expenditure</u>	22,498	108,330	85,832	0	85,832	20.8%
	<u>Income</u>						
4203	Cemetery - Graves	7,065	34,000	26,935			
4204	Cemetery - Interment	7,878	22,000	14,122			
4205	Cemetery - Memorials & Inscriptions	2,386	14,000	11,614			
4092	Cemetery - Precept	17,697	34,918	17,221			
	Cemetery - Transitional Grant	0	0	0			
	<u>Total Income</u>	35,026	104,918	69,892			
	<u>Transfer from reserves</u>	0	0				
	<u>Surplus / (Shortfall)</u>	12,528	(3,412)				

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

30th June 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	100	1,000	900		900	10.0%
	<u>Total Expenditure</u>	<u>100</u>	<u>1,000</u>	<u>900</u>	<u>0</u>	<u>900</u>	<u>10.0%</u>
	<u>Income</u>						
4307	Grants - Recycling Credits	156	0	-156			
4321	Grants - Neighbourhood Plan	0	0	0			
4093	Precept - Grant Element	507	1,000	493			
	Grants - Transitional Grant	0	0	0			
	<u>Total Income</u>	<u>663</u>	<u>1,000</u>	<u>337</u>			
	<u>Surplus / (Shortfall)</u>	<u>563</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2016

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	12,541	62,000	49,459		49,459	20.2%
6502	Parks - Ers Ni	1,031	4,100	3,069		3,069	25.1%
6503	Parks - Superannuation	2,634	11,275	8,641		8,641	23.4%
5508	Parks - Machinery Tool Repair/Replace	14,078	20,000	5,922		5,922	70.4%
5509	Parks - Playground Equipment Repairs	0	7,500	7,500		7,500	0.0%
5510	Parks - Horticultural Consumables	517	2,000	1,483		1,483	25.9%
5511	Parks - Trees, Shrubs & Plants	276	3,000	2,724		2,724	9.2%
5512	Parks - Sports Pitches Consumables	0	3,000	3,000		3,000	0.0%
5513	Parks - Paths, Seats & Signs	76	500	424		424	15.2%
5514	Parks - Fencing, Gates & Walls	642	2,000	1,358		1,358	32.1%
5515	Parks - Waste Disposal & Skip Hire	733	2,500	1,767		1,767	29.3%
5516	Parks - Fuel for Machinery	921	4,500	3,579		3,579	20.5%
5517	Parks - Health & Safety inc Protective Clothing	2,220	12,500	10,280		10,280	17.8%
5518	Parks - Pavilion Refurbishment	400	10,000	9,600		9,600	4.0%
5519	Parks - Events Expenses	0	7,500	7,500		7,500	0.0%
7501	Parks - Land Lease	0	0	0		0	0.0%
7502	Parks - Rates	3,152	5,500	2,348		2,348	57.3%
7503	Parks - Heat & Light	1,240	3,000	1,760		1,760	41.3%
7504	Parks - Water	847	2,500	1,653		1,653	33.9%
7505	Parks - Building Repairs	605	2,000	1,395		1,395	30.3%
7507	Parks - Cleaning & Supplies	84	1,500	1,416		1,416	5.6%
7511	Parks - Loan Charges	13,918	29,000	15,082		15,082	48.0%
7516	Parks - Phone/Communications	9	150	141		141	6.0%
7519	Parks - Training	0	500	500		500	0.0%
5502	Parks - Sundries & Contingencies	0	100	100		100	0.0%
	Total Expenditure	55,924	196,625	140,701	0	140,701	28.4%
	<u>Income</u>						
4508	Parks - Bowling Green Fees	2,925	2,900	-25			
4509	Parks - Cricket Square Fees	163	200	37			
4510	Parks - Football Pitch Fees	423	4,250	3,827			
4511	Parks - Tennis Court Fees	0	0	0			
4512	Parks - Pavillion Hire Fees	45	300	255			
4513	Parks - Delegated Verge Cutting	9,797	9,700	-97			
4514	Parks - Grants Received	0	0	0			
4519	Parks - Recreation Ground Hire	1,300	1,250	-50			
4520	Parks - Hire of Recreation Ground Office	0	15,500	15,500			
4095	Parks - Precept	63,498	125,294	61,796			
	Parks - Transitional Grant	0	0	0			
	Total Income	78,151	159,394	81,243			
	<u>Transfer from reserves</u>	0	0				
	Surplus / (Shortfall)	22,227	(37,231)				

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

30th June 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	13,000	99,000	86,000		86,000	13.1%
6402	Diamond Centre - Ers Ni	744	9,840	9,096		9,096	7.6%
6403	Diamond Centre - Superannuation	1,193	20,245	19,052		19,052	5.9%
5415	Diamond Centre - Waste Disposal & Skip Hire	144	650	506		506	22.2%
5418	Diamond Centre - Planning Permission	0	800	800		800	0.0%
5421	Diamond Centre - Room Hire Expenses	676	5,000	4,324		4,324	13.5%
5422	Diamond Centre - Field Hire Expenses	22	100	78		78	22.0%
5424	Diamond Centre - Improvements to	109,276	127,910	18,634		18,634	85.4%
5425	Diamond Centre - Lighting for Car Park & Field	0	0	0		0	0.0%
7402	Diamond Centre - Rates	3,509	7,000	3,491		3,491	50.1%
7403	Diamond Centre - Heat & Light	2,897	4,000	1,103		1,103	72.4%
7404	Diamond Centre - Water	251	1,500	1,249		1,249	16.7%
7405	Diamond Centre - Building Repairs	3,207	3,000	-207		-207	106.9%
7406	Diamond Centre - General Repairs	1,087	3,000	1,913		1,913	36.2%
7407	Diamond Centre - Cleaning & Supplies	321	3,000	2,679		2,679	10.7%
7411	Diamond Centre - Loan Charges	17,679	68,400	50,721		50,721	25.8%
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>	154,006	353,545	199,539	0	199,539	43.6%
	<u>Income</u>						
4415	Diamond Centre - Hire of	11,206	33,333	22,127			
4416	Diamond Centre - Field Hire	60	500	440			
4417	Diamond Centre - Cinema Receipts	779	2,000	1,221			
4094	Diamond Centre - Precept	92,109	181,747	89,638			
	Diamond Centre - Transitional Grant	0	0	0			
	<u>Total Income</u>	104,154	217,580	113,426			
	Transfer from reserves	0	0				
	<u>Surplus / (Shortfall)</u>	<u>(49,852)</u>	<u>(135,965)</u>				

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

30th June 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	2,105	15,000	12,895		12,895	14.0%
5604	Street Scene - Notice Board & Signs	0	2,000	2,000		2,000	0.0%
5605	Street Scene - Dog & Litter Bins	0	5,000	5,000		5,000	0.0%
5606	Street Scene - Cleaning Bottle Banks/Bus Shelters	198	1,000	802		802	19.8%
7603	Street Scene - Heat & Light	6,705	20,000	13,295		13,295	33.5%
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>	11,578	48,250	36,672	0	36,672	24.0%
	<u>Income</u>						
4096	Street Scene - Precept	25,504	50,323	24,819			
	Street Scene - Transitional Grant	0	0	0			
	<u>Total Income</u>	25,504	50,323	24,819			
	<u>Surplus / (Shortfall)</u>	13,926	2,073				

Sprowston Town Council year ending 31st March 2017

Balance Sheet as at

30th June 2016

Current Assets

Sales Ledger	4,443
Other Debtors	-439
Prepayments	0
Vat Refund	26,762
Cash at Bank & in Hand	755,085

785,851

Current Liabilities

Purchase Ledger	81,908
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

81,908

703,943

Reserves

Play Equipment Renewals Fund	15,500
Machinery Renewals Fund	20,000
Town Council Election Fund	6,000
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
Diamond Centre Fund	188,049
Diamond Centre Nursery Fund	100,000
General Fund	288,000
General Fund (P&L Acc) - current year	25,415

703,943

Sprowston Town Council year ending 31st March 2017

Bank Accounts & Cash

30th June 2016

1200	STC - General Account	1,000
1201	STC - Business Premium Account	5,000
1202	STC - Drawings Account	720
1203	STC - Salaries Account	17,997
1204	STC - Petty Cash Imprest Account	795
1205	STC - Treasury Deposits	0
1206	STC - Business Saver Account	235,873
1207	STC - Active Saver Account	493,712
1209	STC - Barclaycard Account	-138
1210	STC - Petty Cash Account	126

<u>Total Bank & Cash Balances</u>	<u>755,085</u>
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Cash Book

Opening Balance 01/04/2016	678,528
Add: Total Cash Receipts in year	290,874
Deduct: Total Cash Payments in year	(214,317)
Rounding	0
	<u>755,085</u>

Prepared by: June Hunt (Town Clerk)

Date: 14/04/2016

Sprowston Town Council			Payments	Meeting	Date:	31st August 2016
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
11/08/2016	R/JN103885		Builders Equipment Limited Repair: Henry Hoover	33.50	6.70	40.20 1282
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
01/08/2016	160		Burlingham Memorial Solutions Additional Letters Tablet	39.00	7.80	46.80 1283
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
13/08/2016	406155		Ben Burgess Overlap Blades,Blades	431.00	86.20	517.20 1284
13/08/2016	406156		Strimmer Wire,Blades,Air Filters	185.37	37.07	222.44
				616.37	123.27	739.64
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
05/08/2016	OP/0444854		Copy IT Carriage on cartridge delivery	7.50	1.50	9.00 1285
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
08/08/2016	2101		Cozens (UK) Ltd Streetlighting July 2016	600.00	120.00	720.00 1286
17/08/2016	2112		41 Roundtree Way damaged by TNT	117.50	23.50	141.00
				717.50	143.50	861.00
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
18/018/2016	STC14		Dazzle Bus Shelter Cleaning August 2016	99.00		99.00 1287
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
29/07/2016	201607/1016/		Dunnella Retention Cemetery extension	6,059.63	1,211.92	7,271.55 1288
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
31/07/2016	106695		East Anglian Watercoolers Co. Bottled water,cups	24.90	4.98	29.88 1289

[illegible]

Meeting Date: 31st August 2016

Barclaycard Payments

Sproawston Town Council

Amazon EU					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07/07/2016	158634285	Paint Scraper/ Blades	25.83	5.17	31.00
01/08/2016	3735551	Scraper Blade	11.95		11.95
			37.78	5.17	42.95
Jessops Europe Ltd					
<u>Credit note Date</u>	<u>Credit No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
03/08/2016	52985383	Sony Camera Returned: Lens broke	-169.00	0.00	-169.00
Post Office					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
26/07/2016		100 x 2nd clas stamps	72.10		72.10
Progress Fuels					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
18/07/2016	239-80910	Unleaded Petrol	69.99	14.00	83.99
Rockwell Industries Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
26/07/2016	225606	Polo Shirts, Fleecees, Vests	161.44	32.29	193.73
Safety Gloves co.uk					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
22/08/2016	SG5473	Safety Gloves	72.10	14.42	86.52
Timpson Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09/08/2016	5973914	Keys: Dog Glove Holders	10.00	2.00	12.00
MD Thompson					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
10/08/2016	399942	Bulbs Outside Lights: Diamond Ctre.	68.20	13.64	81.84
U A Glass Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
03/08/2016	3010967	Safety glass : Nursery/bus Shelter	57.79	11.56	69.35

Sprowston Town Council		Direct Debits	Meeting	Date:	31st August 2016
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>Direct Debits</u>
31/07/2016	481998	Anglia Farmers Limited	123.36	24.68	148.04
31/07/2016	481998	Screwfix Maintenance Sundries	513.94	84.28	616.73
31/07/2016	481998	SSE ELECTRIC:Parks	52.93	10.59	63.52
		Vodafone/Comm Tech Mobiles;June 2016			
			690.24	119.55	809.79
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>Direct Debits</u>
18/07/2016	147008429	Anglian Water Services Ltd	1,162.81		1,162.81
18/07/2016	101920049	Recreation Ground to 18/07/2016	183.85		183.85
		Sprowston Diamond Centre to 18/07/2016			
			1,346.66		1,346.66
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>Direct Debits</u>
16/08/2016	988130535	British Gas	293.25	14.66	307.91
		Gas: Diamond Centre 05/05/16-12/08/2016			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>Direct Debits</u>
15/08/2016	PWLB08991	Public Works Loan Board	8,216.00		8,216.00
		Cem.Ext.Loan due 12th Sep.			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>Direct Debits</u>
02/08/2016	431469037	Southern Electric	62.65	3.13	65.78
02/08/2016	571471154	Street lighting July 2016	2,196.89	439.37	2,636.26
		Street lighting July 2016			
			2,259.54	442.50	2,702.04
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>Direct Debits</u>
31/01/2016	SI01060711	Veolia ES (UK) Ltd	221.60	44.32	265.92
		All sites skip hire :July 2016			
<u>Total Direct Debits</u>			13,027.29	621.03	13,648.32