

**From:** Line, Rachel <rachel.line@norfolk.gov.uk>  
**Sent:** 13 December 2016 14:31  
**To:** JHunt  
**Cc:** O'Kane, Karen; Shaw, Nigel; cllr.judy.leggett@broadland.gov.uk;  
cllr.ian.moncur@broadland.gov.uk; cllr.john.ward@broadland.gov.uk;  
'planning.administration@broadland.gov.uk'  
**Subject:** Better Broadband for Norfolk Project - new Communications Cabinets (x2) for  
Sprowston (ref BBfN Norwich North 75)  
**Attachments:** Location and Site Plan 354833 - 75 - NORWICH NORTH.PDF; Location and Site Plan  
354849 - 75 - NORWICH NORTH.PDF

Dear Mrs Hunt

As you are aware, the Better Broadband for Norfolk (BBfN) Project is facilitating the provision of Superfast Broadband in areas of Norfolk where installation is not commercially viable.

Two new communications cabinets (reference Norwich North 75) are to be installed on the verge at the junction of Mallard Way and Atlantic Way (stopped up section near roundabout), Sprowston (right of and in line with the existing BT cabinet, with 1.5m between cabinets), to serve residents & businesses in the immediate surrounding area. The new cabinet is expected to be offering services within a year.

People can check to see which cabinet they are served from and the available speeds, using this link:

<https://www.btwholesale.com/includes/adsl/adsl.htm>

Please note, the cabinet (reference Norwich North 75) will only appear on the website once implementation is complete. The timescale for implementation is influenced by a number of factors, but is likely to be approximately 6 – 12 months. When operational, residents will need to contact an Internet Service Provider (ISP) of their choice in order to upgrade their broadband package.

I have attached the survey pack relating to the installation of this cabinet for your information (photo 1 on page 3 shows the new cabinet footprint in green).

It would be appreciated if the precise details within the survey packs are not publicised, although the provision of the cabinets in general terms can be.

I have copied in County Councillor Nigel Shaw and District Councillors Judy Leggett, Ian Moncur, and John Ward to make them aware of the forthcoming works.

**Please only contact me directly for ALL enquiries relating to this cabinet installation.**

Kind regards

Rachel Line MIHE  
Highway Network Co-ordinator (Better Broadband for Norfolk)  
Highways & Transport  
Community and Environmental Services  
Norfolk County Council  
Direct dial telephone number: 01603 819828 Mobile 07917 720328  
E-mail: [Rachel.line@norfolk.gov.uk](mailto:Rachel.line@norfolk.gov.uk)  
Highway enquiries: 0344 800 8009 or <mailto:highways@norfolk.gov.uk>  
Website: [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

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## 1. PROJECT INFORMATION

INDEX

### 1.A GENERAL

MUS Job Number	BT Estimate Number	Survey Requested By	Date of Request
354849	IBP8L8WG	SATBINDER SEEHRA	01/11/2016
Exchange	PCP Number	PCP National Grid Reference (Easting; Northing)	
NORWICH NORTH	075	626253	312203
PCP Location			
Address			Postcode
Outside of 11 Mallard Way, Sprowston, NORWICH, NR7 8DN			NR7 8RN

### 1.B CONTACT DETAILS

Company / Authority	Role	Name	Position	Contact Details
British Telecom	Client	SATBINDER SEEHRA	Planner	
CAT Surveys Group Limited	Surveying Contractor	Andras Jokai	Info Editor	01277 358 004
CAT Surveys Group Limited	Surveying Contractor	Andras Jokai	Photo Editor	01277 358 004
Norfolk County Council	Local Planning Authority	To be Confirmed	Highways Inspector	To be Confirmed
Norfolk County Council	Highways Authority	To be Confirmed	Highways Manager	To be Confirmed
Morrison Utility Services	Principle Contractor	Johnny Large	Norfolk Agent	07595 014 961
Morrison Utility Services	Principle Contractor	Lydia Panton	LPA Planner	01277 358 004
Morrison Utility Services	Principle Contractor	Lydia Panton	GPDO Applications	01277 358 004
Morrison Utility Services	Principle Contractor	Phil Knaggs	Safety Manager	07702 443282
Morrison Utility Services	Principle Contractor	Jacqueline Campbell	Noticing Scotland	01698 727 656
Morrison Utility Services	Principle Contractor	Alex Blainey	Noticing England	01322 303 042
Morrison Utility Services	Principle Contractor	Stella Angel	Complaints	08081 080 104 / 01322 303 005

### 1.C QUALITY CONTROL (QC)

NOTE: The DSLAM Survey Pack must go through QC before submission.

Company	Role	Name	Position	Signature
This information pack has been prepared by CATSURVEYS Group Limited (CSG) with all reasonable skill, care and diligence. We assume no responsibility or liability arising in respect of any third party material.				
CAT Surveys Group Limited	Surveying Contractor	Steve Goodrum	Site Tech	07584 167 895
CAT Surveys Group Limited	Surveying Contractor	Lydia Panton	Quality Control	01277 358 004
Morrison Utility Services have reviewed the contents and the H&S requirements have been communicated and understood. Any deviations from the instructions in the job-pack will be assessed for risk and communicated back to Head Office for future improvements.				

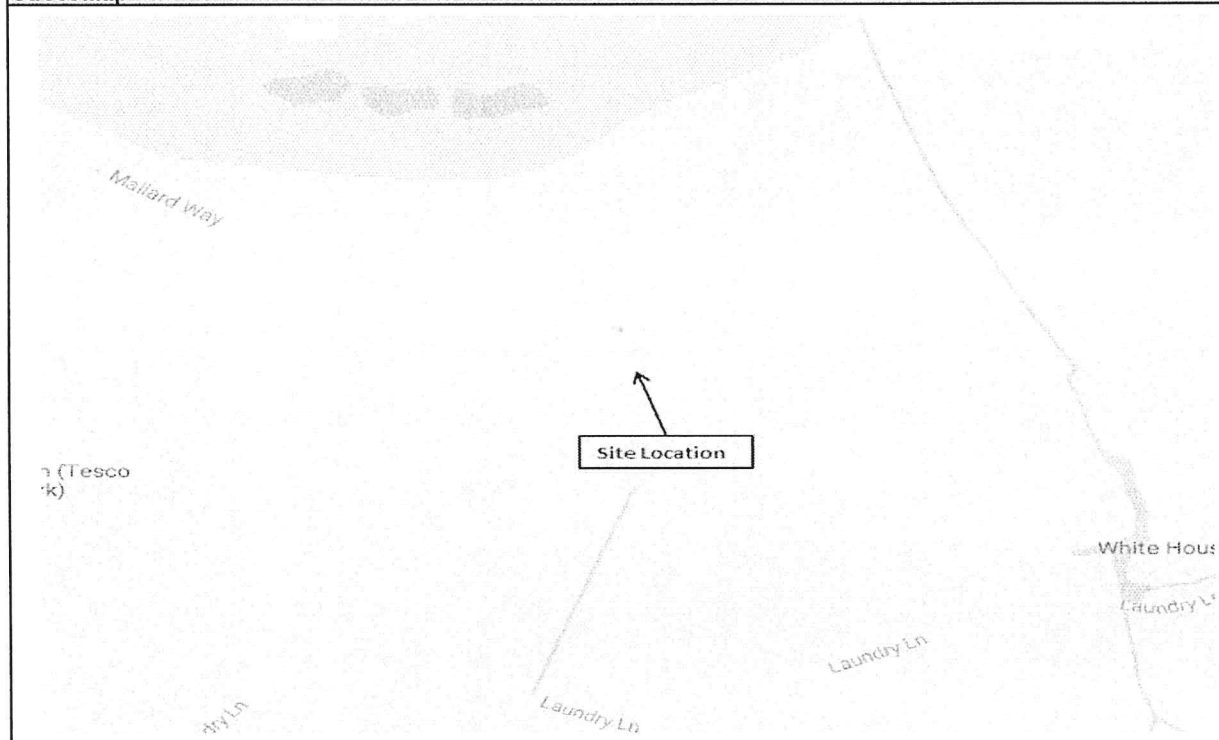
## 2. LOCATION AND PROPOSED DSLAM INFORMATION

INDEX

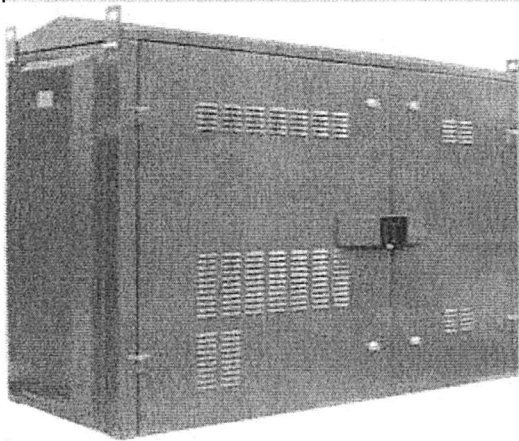
### 2.A LOCATION INFORMATION

DSLAM Area Location		Conservation Area (Yes or no)	Traffic Sensitive	National Grid Reference	
				Easting	Northing
Outside of 11 Mallard Way, Sprowston, NORWICH, NR7 8DN		no	no	626259	312204
Reason for DSLAM Area Location					
DSLAM and incremental cabs to be built in verge in line with PCP 75 . First cab to be right of and 1.5m off PCP, Then next cab 1.5m off DSLAM. Duct both cabs back to existing JF10. LV is underground in footway/cycle way in front of cabs. Reinstatement to same quality as footway. Earth all cabs. No sight issues. ZOI.					
Wayleave Req.	yes	North/South	South	FOR: LV/HT/Both	Both
Land Registry Information	PERSIMMON HOMES LIMITED, of Persimmon House, Fulford, York YO19 4FE and HOPKINS HOMES LIMITED of Melton Park House, 4 Scott			Comments:	Lane, Melton, Woodbridge IP12 1TJ and TAYLOR WIMPEY UK LIMITED of Gate House, Turnpike Road, High Wycombe HP12 3NR.
UMS	Yes	DNO AREA	East England	DNO	UKPN MPAN 10-5000-0663-893
DNO Connection - Overhead or Underground?				Underground	

#### Street Map



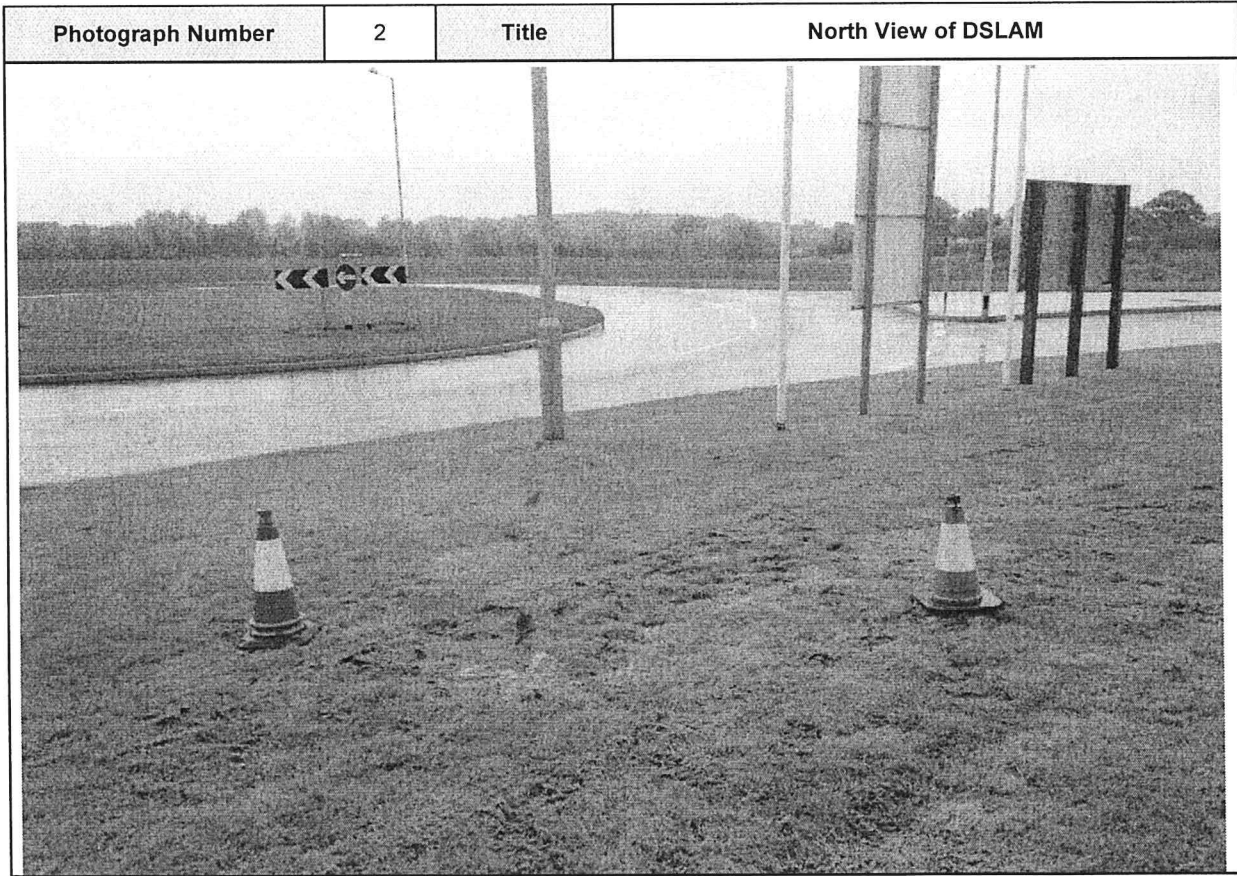
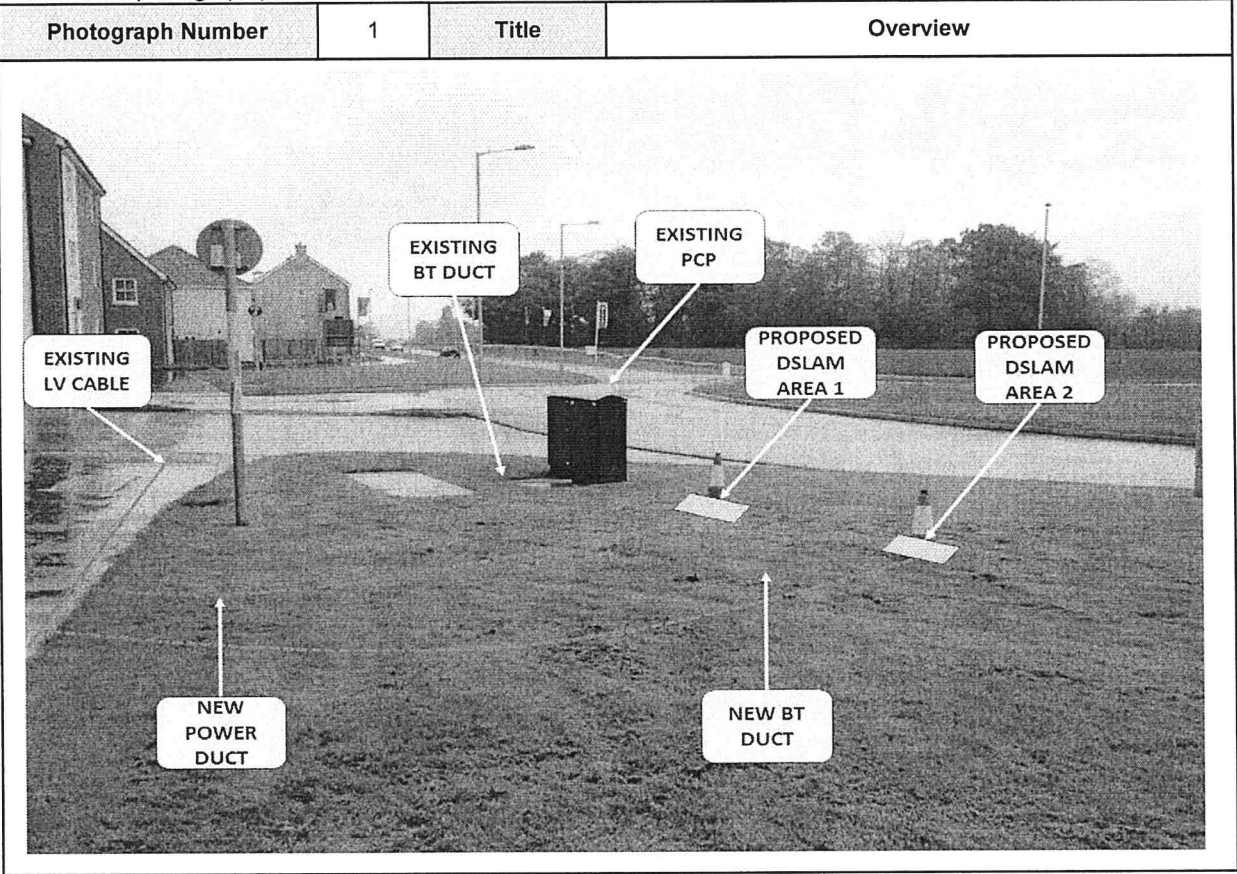
### 2.B PROPOSED DSLAM TYPE AND MAIN MEASUREMENTS

Huawei 288		Cabinet	Dimensions (mm)
		Width	1200
		Depth	450
		Height (Including Root)	1600
		Height (Including Root)	1400
		Concrete Plinth	Dimensions (mm)
		Width	1400
		Depth	650
		Depth Below Ground	250+(25 sand+100 compacted Type 1)

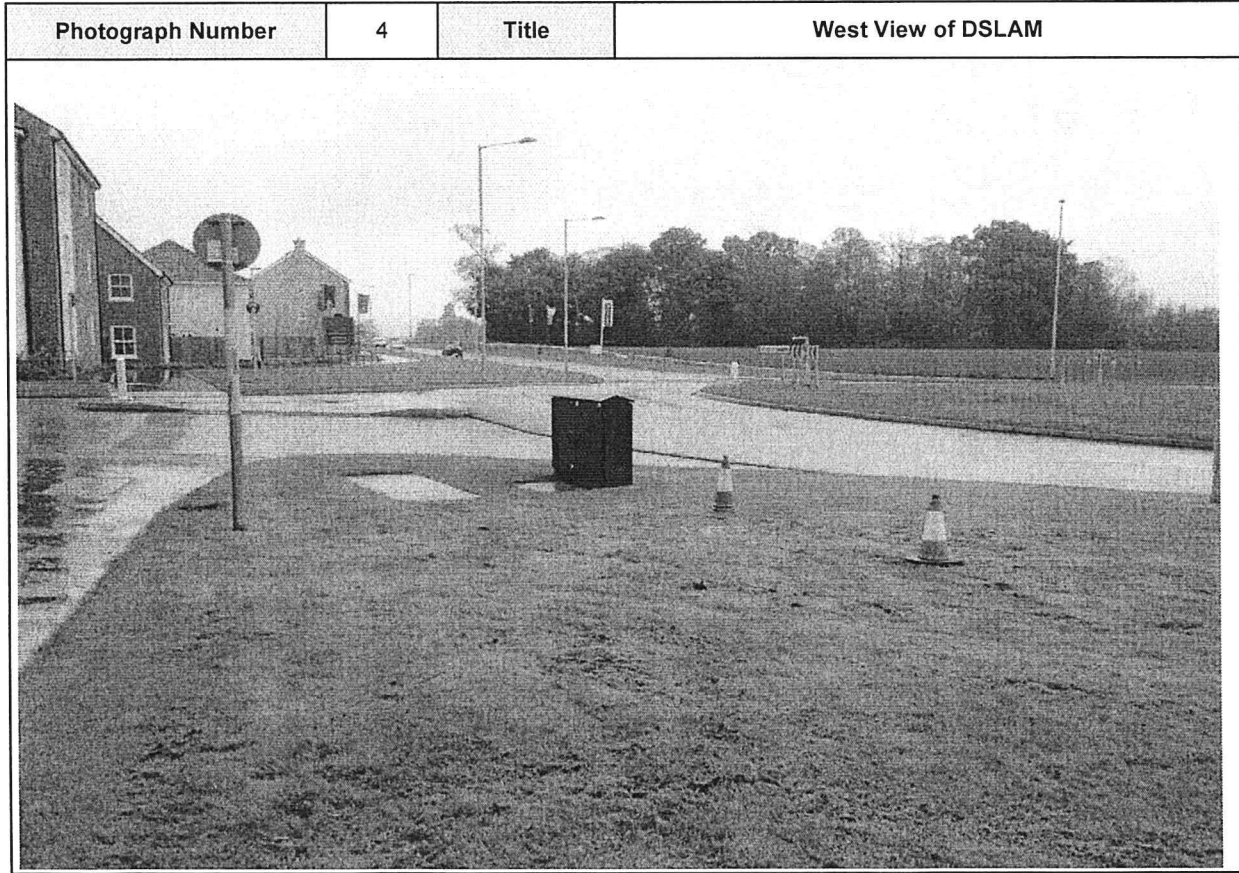
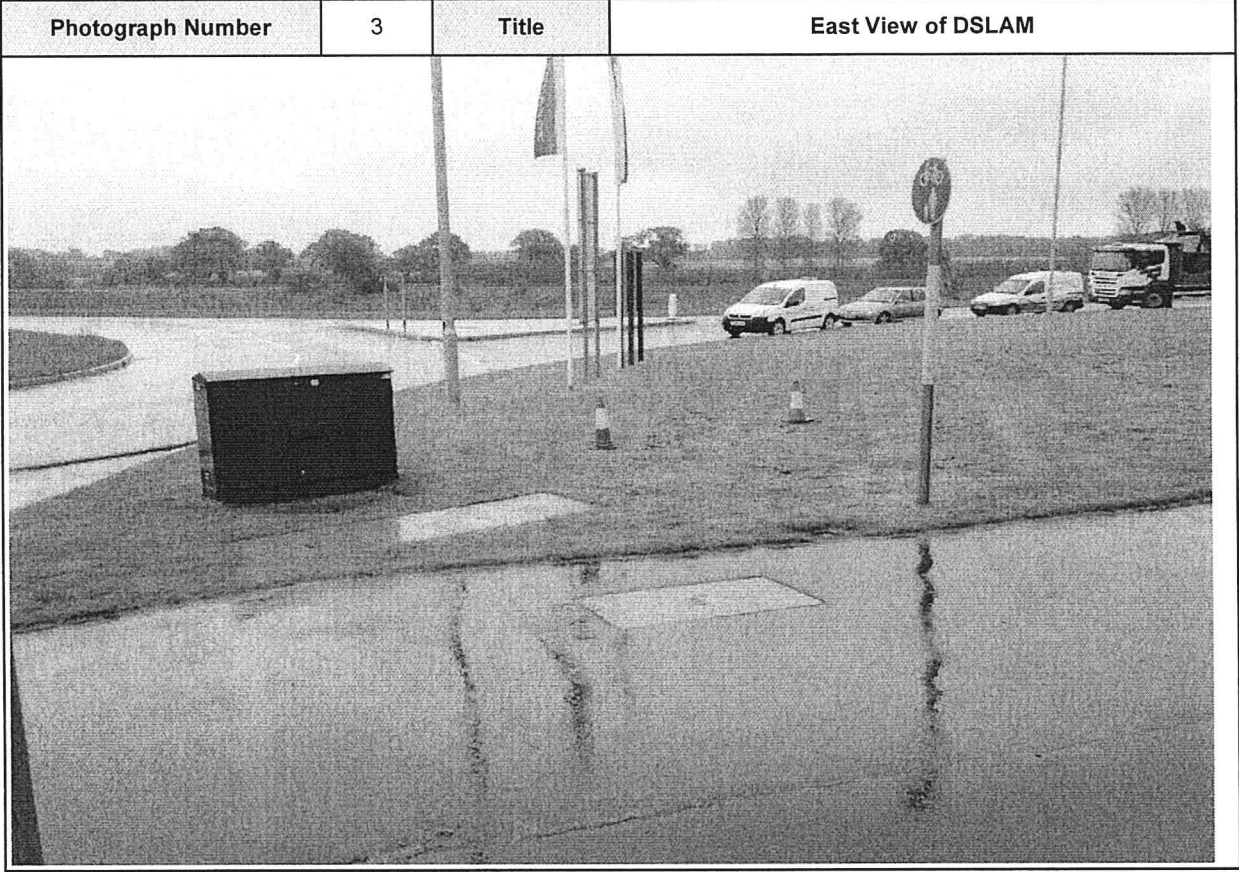
3 SITE PHOTOGRAPHS SHOWING THE PROPOSED PCP & DSLAM AREA

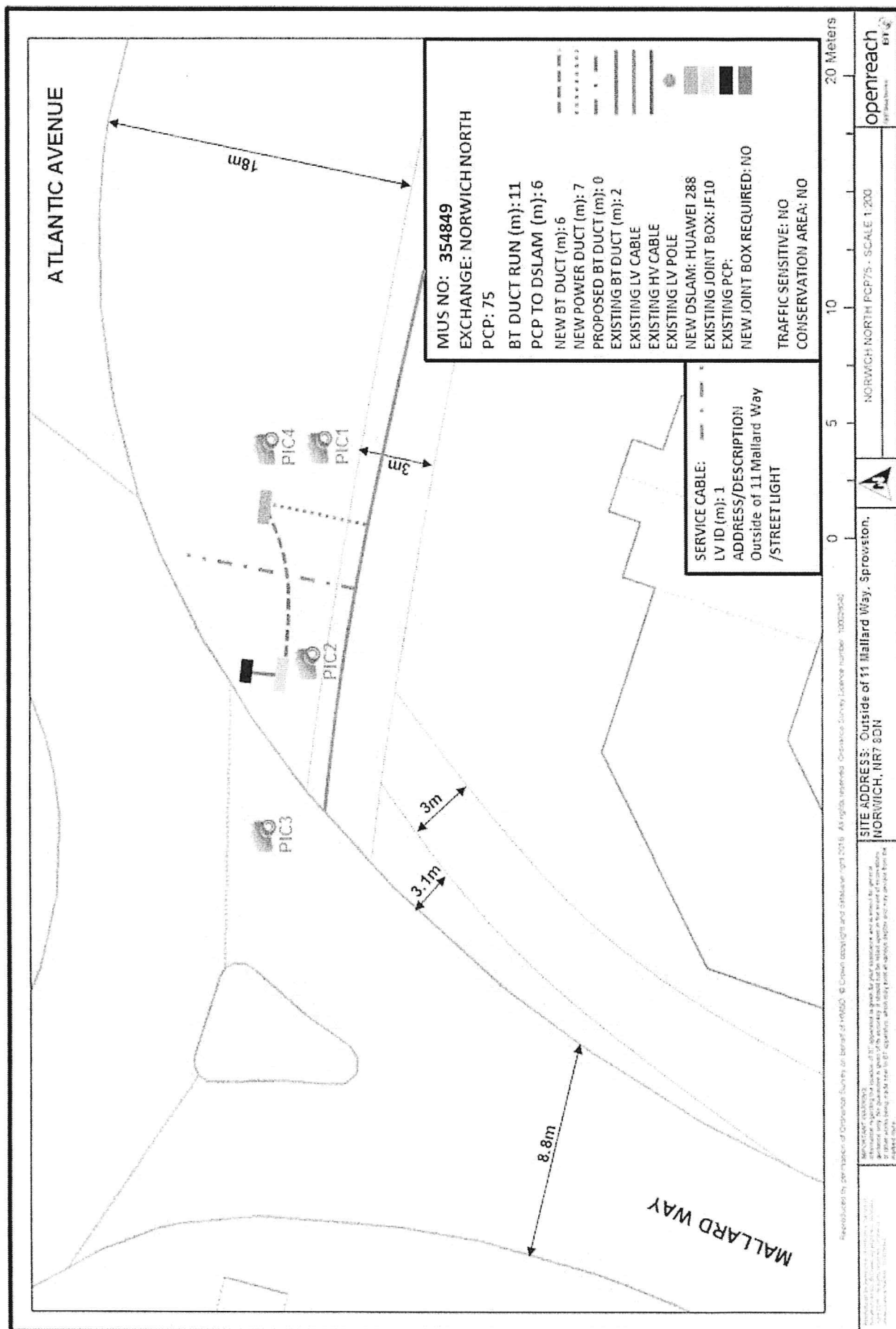
[INDEX](#)

Please show photograph positions on site sketch.













**SCHEDULE OF TOWN COUNCIL MEETINGS**

**TO BE HELD AT**

**SPROWSTON DIAMOND CENTRE**  
**SCHOOL LANE**  
**SPROWSTON**

**STARTING AT 7:30 PM**

**MUNICIPAL YEAR 2017/2018**

07 June 2017	20 December 2017
28 June 2017	10 January 2018
19 July 2017	31 January 2018
09 August 2017	21 February 2018
30 August 2017	14 March 2018
13 September 2017	04 April 2018
18 October 2017	25 April 2018 (Annual Town Meeting 7.00pm)
08 November 2017	25 April 2018 (Council Meeting to be held on the rising of the Annual Town Meeting)
29 November 2017	16 May 2018 Annual Council Meeting
13 December 2017 (Precept/Planning)	

*All meetings of the Council are open to the public, who are welcome to attend, and there is an opportunity for residents to ask questions on any matters concerning the Town of Sprowston*

*Copies of the agenda and minutes for each meeting are available free of charge either on request from the Council Office when they are published or at the meeting.*

*Other background papers and reports can also be viewed or copies supplied on payment of a small charge.*

June Hunt  
Town Clerk

January 2017



**Sprowston Town Council year ending 31st March 2017****Summary Income & Expenditure by Budget Heading year to date to****31st December 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>
<b><u>Administration</u></b>						
Expenditure	124,895	156,040	31,145	0	31,145	80.0%
Income	155,820	150,915	-4,905			
<b><u>Allotments</u></b>						
Expenditure	6,278	8,540	2,262	0	2,262	73.5%
Income	8,869	9,035	166			
<b><u>Cemetery</u></b>						
Expenditure	73,087	108,330	35,243	0	35,243	67.5%
Income	98,518	104,918	6,400			
<b><u>Grants</u></b>						
Expenditure	500	1,000	500	0	500	50.0%
Income	1,656	1,000	-656			
<b><u>Diamond Centre</u></b>						
Expenditure	292,370	353,545	61,175	0	61,175	82.7%
Income	220,929	217,580	-349			
<b><u>Parks</u></b>						
Expenditure	153,647	196,625	42,978	0	42,978	78.1%
Income	155,892	159,394	3,502			
<b><u>Street Scene</u></b>						
Expenditure	43,320	48,250	4,930	0	4,930	89.8%
Income	50,323	50,323	0			
<b><u>Totals</u></b>						
Expenditure	694,097	872,330	178,233	0	178,233	79.6%
Income	692,007	693,165	4,158			
Transfers from reserves	0	179,165				
<b><u>Surplus / (Shortfall)</u></b>	<b><u>(2,090)</u></b>	<b><u>0</u></b>				

**Sprowston Town Council year ending 31st March 2017**

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

**31st December 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	75,242	92,100	16,858		16,858	81.7%
6002 Employers Ni	7,863	7,380	-483		-483	106.5%
6003 Employers Pension	14,158	18,960	4,802		4,802	74.7%
7005 Administration - Building Repairs	0	0	0		0	0.0%
7008 Administration - Insurance	6,021	7,600	1,579		1,579	79.2%
7009 Administration - Legal Fees	2,457	2,000	-457		-457	122.9%
7010 Administration - Bank Charges & Interest Charges	58	100	42		42	58.0%
7012 Administration - Audit Fees	3,125	3,250	125		125	96.2%
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	155	500	345		345	31.0%
7016 Administration - Phone/Communications	449	1,000	551		551	44.9%
7017 Administration - IT	6,684	9,000	2,316		2,316	74.3%
7018 Administration - Website	0	200	200		200	0.0%
7020 Administration - Postage	214	400	186		186	53.5%
7021 Administration - Stationery	454	1,300	846		846	34.9%
7022 Administration - Printing & Photocopying	427	500	73		73	85.4%
7023 Administration - Office Equipment Purchase/Repair	703	300	-403		-403	234.3%
7024 Administration - Advertising	140	500	360		360	28.0%
7025 Administration - Subscriptions	674	2,500	1,826		1,826	27.0%
7026 Administration - Publications	7	100	93		93	7.0%
7027 Administration - Training	10	150	140		140	6.7%
7028 Administration - Health & Safety	67	100	33		33	67.0%
7029 Administration - Equipment Lease	615	1,800	1,185		1,185	34.2%
7030 Administration - Chairmans Allowance	122	200	78		78	61.0%
5002 Administration - Sundries & Contingencies	4,276	100	-4,176		-4,176	4276.0%
8100 Administration - Bad Debts	0	0	0		0	0.0%
<b><u>Total Expenditure</u></b>	<b>124,895</b>	<b>156,040</b>	<b>31,145</b>	<b>0</b>	<b>31,145</b>	<b>80.0%</b>
<u>Income</u>						
4006 Administration - Bank & Investment Income	2,532	2,000	-532			
4018 Administration - Sect 106/NHB/CIL	4,373	0	-4,373			
4020 Administration - New Homes Bonus	0	0	0			
4021 Administration - Grants Received	0	0	0			
4090 Administration - Precept	148,915	148,915	0			
Administration - Transitional Grant	0	0	0			
<b><u>Total Income</u></b>	<b>155,820</b>	<b>150,915</b>	<b>-4,905</b>			
<u>Transfer from reserves</u>	<b>0</b>	<b>0</b>				
<b><u>Surplus / (Shortfall)</u></b>	<b>30,925</b>	<b>(5,125)</b>				

**Sprowston Town Council year ending 31st March 2017**

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

**31st December 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	3,773	5,150	1,377		1,377	73.3%
6102	Allotments - Ers Ni	284	515	231		231	55.1%
6103	Allotments - Superannuation	691	1,025	334		334	67.4%
5101	Allotments - Vermin Control	704	850	146		146	82.8%
7104	Allotments - Water	226	400	174		174	56.5%
7106	Allotments - General Repairs	600	500	-100		-100	120.0%
5102	Allotments - Sundries & Contingencies	0	100	100		100	0.0%
	<b><u>Total Expenditure</u></b>	<b><u>6,278</u></b>	<b><u>8,540</u></b>	<b><u>2,262</u></b>	<b><u>0</u></b>	<b><u>2,262</u></b>	<b><u>73.5%</u></b>
	<u>Income</u>						
4101	Allotments - Allotment Rental	3,428	3,500	72			
4102	Allotments - Water Charges Received	306	400	94			
4091	Allotments - Precept	5,135	5,135	0			
	Allotments - Transitional Grant	0	0	0			
	<b><u>Total Income</u></b>	<b><u>8,869</u></b>	<b><u>9,035</u></b>	<b><u>166</u></b>			
	<b><u>Surplus / (Shortfall)</u></b>	<b><u>2,591</u></b>	<b><u>495</u></b>				

**Sprowston Town Council year ending 31st March 2017**

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

**31st December 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	33,961	46,350	12,389		12,389	73.3%
6202	Cemetery - Ers Ni	2,555	4,615	2,060		2,060	55.4%
6203	Cemetery - Superannuation	6,216	9,480	3,264		3,264	65.6%
5201	Cemetery - Vermin Control	0	300	300		300	0.0%
5211	Cemetery - Trees, Shrubs & Plants	229	1,000	771		771	22.9%
5215	Cemetery - Waste Disposal & Skip Hire	1,288	3,000	1,712		1,712	42.9%
5220	Cemetery - Extension Costs & Land Works	6,520	6,500	-20		-20	100.3%
5221	Cemetery - Memorial Wall Expenses	496	5,000	4,504		4,504	9.9%
5223	Cemetery - Memorial Safety Repairs	0	250	250		250	0.0%
7202	Cemetery - Rates	2,468	2,500	32		32	98.7%
7203	Cemetery - Heat & Light	53	200	147		147	26.5%
7204	Cemetery - Water	85	250	165		165	34.0%
7211	Cemetery - Loan Charges	18,851	28,785	9,934		9,934	65.5%
5202	Cemetery - Sundries & Contingencies	365	100	-265		-265	365.0%
	<b><u>Total Expenditure</u></b>	<b>73,087</b>	<b>108,330</b>	<b>35,243</b>	<b>0</b>	<b>35,243</b>	<b>67.5%</b>
	<u>Income</u>						
4203	Cemetery - Graves	30,115	34,000	3,885			
4204	Cemetery - Interment	25,709	22,000	-3,709			
4205	Cemetery - Memorials & Inscriptions	7,776	14,000	6,224			
4092	Cemetery - Precept	34,918	34,918	0			
	Cemetery - Transitional Grant	0	0	0			
	<b><u>Total Income</u></b>	<b>98,518</b>	<b>104,918</b>	<b>6,400</b>			
	<u>Transfer from reserves</u>	<b>0</b>	<b>0</b>				
	<b><u>Surplus / (Shortfall)</u></b>	<b><u>25,431</u></b>	<b><u>(3,412)</u></b>				

**Sprowston Town Council year ending 31st March 2017****Detailed Income & Expenditure by Cost Centre year to date to****31st December 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	500	1,000	500		500	50.0%
	<b><u>Total Expenditure</u></b>	<b>500</b>	<b>1,000</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>50.0%</b>
	<u>Income</u>						
4307	Grants - Recycling Credits	156	0	-156			
4321	Grants - Dementia Centre	500	0	-500			
4093	Precept - Grant Element	1,000	1,000	0			
	Grants - Transitional Grant	0	0	0			
	<b><u>Total Income</u></b>	<b>1,656</b>	<b>1,000</b>	<b>-656</b>			
	<b><u>Surplus / (Shortfall)</u></b>	<b>1,156</b>	<b>0</b>				



**Sprowston Town Council year ending 31st March 2017**

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

**31st December 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	40,619	99,000	58,381		58,381	41.0%
6402 Diamond Centre - Ers Ni	2,556	9,840	7,284		7,284	26.0%
6403 Diamond Centre - Superannuation	3,702	20,245	16,543		16,543	18.3%
5415 Diamond Centre - Waste Disposal & Skip Hire	388	650	262		262	59.7%
5418 Diamond Centre - Planning Permission	0	800	800		800	0.0%
5421 Diamond Centre - Room Hire Expenses	3,449	5,000	1,551		1,551	69.0%
5422 Diamond Centre - Field Hire Expenses	22	100	78		78	22.0%
5424 Diamond Centre - Improvements to	116,295	127,910	11,615		11,615	90.9%
5425 Diamond Centre - Lighting for Car Park & Field	37,775	0	-37,775		-37,775	0.0%
7402 Diamond Centre - Rates	7,475	7,000	-475		-475	106.8%
7403 Diamond Centre - Heat & Light	4,337	4,000	-337		-337	108.4%
7404 Diamond Centre - Water	744	1,500	756		756	49.6%
7405 Diamond Centre - Building Repairs	3,688	3,000	-688		-688	122.9%
7406 Diamond Centre - General Repairs	1,970	3,000	1,030		1,030	65.7%
7407 Diamond Centre - Cleaning & Supplies	1,467	3,000	1,533		1,533	48.9%
7411 Diamond Centre - Loan Charges	67,594	68,400	806		806	98.8%
7416 Diamond Centre - Phone/Communications	0	0	0		0	0.0%
5402 Diamond Centre - Sundries & Contingencies	289	100	-189		-189	289.0%
<b><u>Total Expenditure</u></b>	<b>292,370</b>	<b>353,545</b>	<b>61,175</b>	<b>0</b>	<b>61,175</b>	<b>82.7%</b>
<u>Income</u>						
4415 Diamond Centre - Hire of	33,897	33,333	-564			
4416 Diamond Centre - Field Hire	255	500	245			
4417 Diamond Centre - Cinema Receipts	2,030	2,000	-30			
4418 Diamond Centre - Grants Received	3,000	0	0			
4094 Diamond Centre - Precept	181,747	181,747	0			
Diamond Centre - Transitional Grant	0	0	0			
<b><u>Total Income</u></b>	<b>220,929</b>	<b>217,580</b>	<b>-349</b>			
Transfer from reserves	0	0				
<b><u>Surplus / (Shortfall)</u></b>	<b>(71,441)</b>	<b>(135,965)</b>				

**Sprowston Town Council year ending 31st March 2017**

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

**31st December 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	37,734	62,000	24,266		24,266	60.9%
6502 Parks - Ers Ni	2,839	4,100	1,261		1,261	69.2%
6503 Parks - Superannuation	6,907	11,275	4,368		4,368	61.3%
5508 Parks - Machinery Tool Repair/Replace	18,867	20,000	1,133		1,133	94.3%
5509 Parks - Playground Equipment Repairs	5,374	7,500	2,126		2,126	71.7%
5510 Parks - Horticultural Consumables	517	2,000	1,483		1,483	25.9%
5511 Parks - Trees, Shrubs & Plants	821	3,000	2,179		2,179	27.4%
5512 Parks - Sports Pitches Consumables	405	3,000	2,595		2,595	13.5%
5513 Parks - Paths, Seats & Signs	245	500	255		255	49.0%
5514 Parks - Fencing, Gates & Walls	1,459	2,000	541		541	73.0%
5515 Parks - Waste Disposal & Skip Hire	1,474	2,500	1,026		1,026	59.0%
5516 Parks - Fuel for Machinery	2,153	4,500	2,347		2,347	47.8%
5517 Parks - Health & Safety inc Protective Clothing	7,055	12,500	5,445		5,445	56.4%
5518 Parks - Pavilion Refurbishment	18,421	10,000	-8,421		-8,421	184.2%
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	6,287	5,500	-787		-787	114.3%
7503 Parks - Heat & Light	2,047	3,000	953		953	68.2%
7504 Parks - Water	2,867	2,500	-367		-367	114.7%
7505 Parks - Building Repairs	9,119	2,000	-7,119		-7,119	456.0%
7507 Parks - Cleaning & Supplies	659	1,500	841		841	43.9%
7511 Parks - Loan Charges	27,726	29,000	1,274		1,274	95.6%
7516 Parks - Phone/Communications	33	150	117		117	22.0%
7519 Parks - Training	21	500	479		479	4.2%
5502 Parks - Sundries & Contingencies	617	100	-517		-517	617.0%
<b><u>Total Expenditure</u></b>	<b>153,647</b>	<b>196,625</b>	<b>42,978</b>	<b>0</b>	<b>42,978</b>	<b>78.1%</b>
<u>Income</u>						
4508 Parks - Bowling Green Fees	2,958	2,900	-58			
4509 Parks - Cricket Square Fees	163	200	37			
4510 Parks - Football Pitch Fees	4,061	4,250	189			
4511 Parks - Tennis Court Fees	0	0	0			
4512 Parks - Pavillion Hire Fees	345	300	-45			
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	11,974	15,500	3,526			
4095 Parks - Precept	125,294	125,294	0			
Parks - Transitional Grant	0	0	0			
<b><u>Total Income</u></b>	<b>155,892</b>	<b>159,394</b>	<b>3,502</b>			
<u>Transfer from reserves</u>	<b>0</b>	<b>0</b>				
<b><u>Surplus / (Shortfall)</u></b>	<b>2,245</b>	<b>(37,231)</b>				

**Sprowston Town Council year ending 31st March 2017****Detailed Income & Expenditure by Cost Centre year to date to****31st December 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	9,270	15,000	5,730		5,730	61.8%
5604	Street Scene - Notice Board & Signs	0	2,000	2,000		2,000	0.0%
5605	Street Scene - Dog & Litter Bins	4,785	5,000	215		215	95.7%
5606	Street Scene - Cleaning Bottle Banks/Bus Shelters	891	1,000	109		109	89.1%
7603	Street Scene - Heat & Light	15,525	20,000	4,475		4,475	77.6%
7611	Street Scene - Loan Charges	12,849	5,150	-7,699		-7,699	249.5%
5602	Street Scene - Sundries & Contingencies	0	100	100		100	0.0%
	<b><u>Total Expenditure</u></b>	<b><u>43,320</u></b>	<b><u>48,250</u></b>	<b><u>4,930</u></b>	<b><u>0</u></b>	<b><u>4,930</u></b>	<b><u>89.8%</u></b>
	<u>Income</u>						
4096	Street Scene - Precept	50,323	50,323	0			
	Street Scene - Transitional Grant	0	0	0			
	<b><u>Total Income</u></b>	<b><u>50,323</u></b>	<b><u>50,323</u></b>	<b><u>0</u></b>			
	<b><u>Surplus / (Shortfall)</u></b>	<b><u>7,003</u></b>	<b><u>2,073</u></b>				

## Sprowston Town Council year ending 31st March 2017

### Bank Accounts & Cash

31st December 2016

1200	STC - General Account	7,524
1201	STC - Business Premium Account	0
1202	STC - Drawings Account	0
1203	STC - Salaries Account	7,485
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	1,000,000
1206	STC - Business Saver Account	5,550
1207	STC - Active Saver Account	1,150,770
1209	STC - Barclaycard Account	-562
1210	STC - Petty Cash Account	39

**Total Bank & Cash Balances**      **2,170,806**

### Cash Book

Opening Balance 01/04/2016	678,528
Add: Total Cash Receipts in year	670,878
Deduct: Total Cash Payments in year	(677,668)
Rounding	1,499,068
	<u><b>2,170,806</b></u>

## Sprowston Town Council year ending 31st March 2017

### Balance Sheet as at                      31st December 2016

#### Current Assets

Sales Ledger	7,426
Other Debtors	-85
Prepayments	0
Vat Refund	13,788
Cash at Bank & in Hand	2,170,806
	<hr/>
	2,191,935
	<hr/>

#### Current Liabilities

Purchase Ledger	16,429
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0
	<hr/>
	16,429
	<hr/>
	2,175,506
	<hr/>

#### 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	0
Diamond Centre Fund	1,688,049
Diamond Centre Nursery Fund	0
General Fund	393,979
General Fund (P&L Acc) - current year	-2,090
	<hr/>
	2,176,438
	<hr/>



## Sprowston Town Council 2017-2018

### Summary Income & Expenditure Budget by Budget Heading

	<u>2016/17</u> <u>Budget</u>	<u>2017/18</u> <u>Budget</u>
<b><u>Administration</u></b>		
Expenditure	154,640	176,965
Income	149,215	156,382
<b><u>Allotments</u></b>		
Expenditure	8,540	8,545
Income	9,035	9,089
<b><u>Cemetery</u></b>		
Expenditure	108,330	98,900
Income	104,918	111,166
<b><u>Grants</u></b>		
Expenditure	1,000	1,000
Income	1,000	1,000
<b><u>Diamond Centre</u></b>		
Expenditure	353,545	243,900
Income	217,580	224,199
<b><u>Parks</u></b>		
Expenditure	196,625	268,775
Income	159,394	163,503
<b><u>Street Scene</u></b>		
Expenditure	48,250	52,400
Income	50,323	51,833
<b><u>Totals</u></b>		
Expenditure	870,930	850,485
Income	144,133	153,450
Precept	547,332	563,722
Transfer from Reserves	179,465	133,313
<b><u>Surplus / (Shortfall)</u></b>	<b>0</b>	<b>0</b>

# **Sprowston Town Council 2017-2018**

## **Forward Budget Detail - By Centre**

### **Administration**

		Trial Balance 31/12/2016		
		2016/17 <u>Budget</u>	<u>Budget</u> <u>FORECAST</u>	2017/18 <u>Budget</u>
	<u>Expenditure</u>			
6001	Wages/Salaries	92,100	75,242	105,055
6002	Employers NI	7,380	7,863	10,960
6003	Employers Pension	18,960	14,158	22,100
7005	Administration - Building Repairs	0	0	0
7008	Administration - Insurance	7,600	6,021	8,500
7009	Administration - Legal Fees	2,100	2,457	3,000
7010	Administration - Bank Charges & Interest Charges	100	58	500
7012	Administration - Audit Fees	3,250	3,125	3,300
7013	Administration - Parish News Letter	3,000	974	3,500
7014	Administration - Election Expenses	3,000	0	4,000
7015	Administration - Travelling	500	155	400
7016	Administration - Phone/Communications	1,000	449	1,000
7017	Administration - IT	9,000	6,684	9,100
7018	Administration - Website	200	0	200
7020	Administration - Postage	400	214	300
7021	Administration - Stationery	1,300	454	900
7022	Administration - Printing & Photocopying	500	427	600
7023	Administration - Office Equipment Purchase/Repair	300	703	300
7024	Administration - Advertising	500	140	200
7025	Administration - Subscriptions	1,000	674	1,500
7026	Administration - Publications	100	7	50
7027	Administration - Training	150	10	100
7028	Administration - Health & Safety	100	67	100
7029	Administration - Equipment Lease	1,800	615	1,000
7030	Administration - Chairmans Allowance	200	122	200
5002	Administration - Sundries & Contingencies	100	4,273	100
8100	Administration - Bad Debts	0	0	0
<b>Total Expenditure</b>		<b>154,640</b>	<b>124,891</b>	<b>176,965</b>

	<u>Income</u>			
4006	Administration - Bank & Investment Income	300	2,532	3,000
4018	Administration - Sect 106/NHB/CIL	0	4,373	0
4020	Administration - New Homes Bonus	0	0	0
4090	Administration - Precept	148,915	148,915	153,382
<b>Total Income</b>		<b>149,215</b>	<b>155,820</b>	<b>156,382</b>
<b>Surplus / (Shortfall)</b>		<b>(5,425)</b>	<b>30,929</b>	<b>(20,583)</b>