

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE OFFICIALS OF SPROWSTON YOUTH ENGAGEMENT PROJECT, NORWICH**

I report on the accounts of the Officials of the Sprowston Youth Engagement Project, Norwich for the year ended 31<sup>st</sup> March 2016, which are set out on the following pages.

**Respective Responsibilities of Officials and Examiner**

As Officials of the Sprowston Youth Engagement Project you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Officials of the Sprowston Youth Engagement Project concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Jane E. Cole*

JANE ELIZABETH COLE  
2, Hempsted Mews  
Bowthorpe, Norwich  
Norfolk, NR5 9NL

Independent Examiner



MG 4374 XUB2192A 800038 35500 6268 1407414011

THE OFFICIALS  
SPROWSTON YOUTH ENGAGEMENT  
PROJECT  
THE OFFICE  
ST CUTHBERTS CHURCH  
WROXHAM ROAD  
SPROWSTON  
NR7 8TZ



SPROWSTON YOUTH  
ENGAGEMENT PROJECT

Sort Code 20-62-68  
Account No 43822923

SWIFTBIC BARCGB22

IBAN GB59 BARC 2062 6843 8229 23

Issued on 20 February 2017

## Your Community Account

## At a glance

20 Jan – 17 Feb 2017

Date	Description	Money out £	Money in £	Balance £
20 Jan	Start Balance			9,190.49
	Cheque issued Ref: 100152	593.16		8,597.33
25 Jan	Cheque issued Ref: 100149	274.00		8,323.33
	Cheque issued Ref: 100151	42.30		8,281.03
27 Jan	Direct credit from Ambition Ref: Ambition		500.00	8,781.03
15 Feb	Cheque issued Ref: 100150	359.30		8,421.73
	Cheque issued Ref: 100153	66.00		8,355.73
17 Feb	Balance carried forward			8,355.73
	Total Payments/Receipts	1,334.76	500.00	

Start balance £9,190.49

Money out £1,334.76

► Commission charges £0.00

► Tax paid £0.00

Money in £500.00

► Gross interest received £0.00

► Net interest received £0.00

End balance £8,355.73

Your deposit is eligible for protection  
by the Financial Services  
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



SPROWSTON YOUTH  
ENGAGEMENT PROJECT

Sort Code 20 22 68  
Account No 20 22 68 23

SWIFT BIC BARCGB22

IBAN GB59 BARC 2062 6843 8229 23

Issued on 20 January 2017

THE OFFICIALS  
SPROWSTON YOUTH ENGAGEMENT  
PROJECT  
THE OFFICE  
ST CUTHBERTS CHURCH  
WROXHAM ROAD  
SPROWSTON  
NR7 8TZ

## Your Community Account

## At a glance

20 Dec 2016 – 19 Jan  
2017

Date	Description	Money out £	Money in £	Balance £
20 Dec	Start Balance			9,369.74
	Direct credit from Norfolk Communit Ref: Ncf Grant Payment		1,000.00	10,369.74
21 Dec	Cheque issued Ref: 100144	102.09		10,267.65
	Deposit re 45Norwich 100059		25.00	10,292.65
23 Dec	Cheque issued Ref: 100147	51.98		10,240.67
28 Dec	Cheque issued Ref: 100146	179.50		10,061.17
30 Dec	Cheque issued Ref: 100145	35.00		10,026.17
4 Jan	Cheque issued Ref: 100148	835.68		9,190.49
19 Jan	Balance carried forward			9,190.49
	Total Payments/Receipts	1,204.25	1,025.00	

Start balance	£9,369.74
Money out	£1,204.25
► Commission charges	£0.00
► Tax paid	£0.00
Money in	£1,025.00
► Gross interest received	£0.00
► Net interest received	£0.00
End balance	£9,190.49

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how to get in touch with us.



**Norfolk Pension Fund**  
Delivering the Local Government Pension Scheme in Norfolk

LGC Finance Awards 2008

**lgps**  
Local Government Pension Scheme



Sprowston Town Council  
Mrs June Hunt  
Town Clerk  
Council Office  
Sprowston Diamond Centre  
School Lane  
Sprowston Norwich  
NR7 8TR

Please contact **Alex Younger**  
Telephone **01603 222 995**  
Facsimile **01603 228898**  
Email **alexander.younger@norfolk.gov.uk**  
Our ref: **2016 Val**

1 March 2017

Dear June

**Norfolk Pension Fund**  
**Sprowston Town Council**

I am writing following the Triennial Valuation of the pension fund as at 31 March 2016, which has now been completed. This Valuation sets the rates payable by employers for the three years beginning 1 April 2017.

**Your Employer Contribution Rate**

You continue to qualify for the Employer Contribution Rate Stabilisation Mechanism, which was approved by our Pensions Committee in September 2010 and remains in place in respect of the outcomes of the 2016 valuation. The mechanism has been described in detail previously but limits annual changes in your employer contribution rate payable to +/- 0.5% of pensionable pay.

Your contribution rate for the next three years is:

1 April 2017 to 31 March 2018	21.5%
1 April 2018 to 31 March 2019	22.0%
1 April 2019 to 31 March 2020	22.5%

We have previously issued a results schedule and explanatory notes, which summarise how these rates were calculated.

The Actuary will certify these as the minimum rates payable for the period. The rates will be applied from 1 April 2017 until 31 March 2020, unless material

events occur affecting either the fund as a whole, or your specific section within the fund. In this event, the governing regulations permit the Actuary to certify a revised rate where he believes this to be appropriate.

The actuary's calculations are based on the member data you supply to us on an annual basis. If you believe there are any discrepancies in the data please let us know as soon as possible as this may affect the results. If you have any queries regarding these results please do not hesitate to contact us.

### **Salary Increase Assumption (Salary Growth Strain)**

As of the last formal valuation (2013) the Fund continues to employ a mechanism for recharging employers the cost of salary increases at a level in excess of those assumed by the Fund Actuary (equivalent to RPI -0.7% per annum). You should ensure you remain familiar with these provisions and be aware of the potential for additional costs. The mechanism is described below;

### **Why is the salary growth strain calculated?**

At formal valuations prior to 2013, the Fund Actuary assumed a level of future pay growth based on historic evidence, which suggested pay rises were on average, around 1.5% per annum above inflation. At the previous valuation, the Fund reviewed the appropriateness of this assumption in light of prevailing economic conditions and the outlook for future long term public sector pay awards. Based on this analysis the Fund Actuary agreed to use a much lower assumption at the 2013 valuation, equal to the rate of retail price inflation ("RPI").

Based on the experience of the 2013-16 inter-valuation period and additional emerging evidence, this has been further lowered for the 2016 Valuation to **RPI -0.7%** per annum. A lower salary increase assumption benefits employers in that the value placed on their pension obligations is reduced via an improved balance sheet position and a lower calculated contribution rate (all else being equal). However, this places a greater risk to the fund of employers awarding larger than expected pay increases and not being able to meet the additional pension costs in the future. Therefore it is appropriate for the fund to have a mechanism that helps control this risk.

### **How will the mechanism work?**

Salary increases are monitored and any salary growth strain arising will be immediately billed to the responsible employer.

For each monitoring period, the Fund will provide salary data for all your employees to the Actuary who will calculate whether any salary growth strain has occurred over the year. The Actuary will compare each member's salary at the year-end (e.g. 31 March 2017) against the salary at the previous year end (e.g. 31 March 2016). For those members who have left during the year, the year-end

salary will be that at the date of leaving. For those members who have joined during the year, the previous year end salary will be that at the date of joining.

In the event that a strain is identified, the Fund will recharge the additional liabilities incurred to you in the form of an additional one-off top up contribution. Assessing and managing pay risk in this way lowers the potential for nasty surprises resulting from pay awards within the 2019 employer valuation results is much reduced.

It is important to realise that these additional contributions are not an extra cost of participating in the fund. Any salary strain payments have historically been met via higher ongoing pension contributions (due to a higher salary growth assumption being used) or they have emerged at the next valuation resulting in a funding deficit and caused future contributions to rise.

### **What if salary increases are less than expected?**

It is not permissible under the LGPS Regulations to reduce the level of an employer's contributions between actuarial valuations. You will therefore not be permitted a reduction in your certified contributions as a result of pay increases being less than expected. If, however, a pay award gain is calculated in one period, then we would allow this to offset a strain occurring in any future period up to the next formal valuation date. If the overall impact of salary increases between valuations is a gain, then this will be credited to you in your balance sheet position at the next valuation and this will help to reduce your contribution rate going forward (all other things being equal).

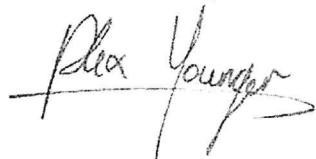
### **Next Steps**

Please sign and return the attached slip acknowledging your receipt of the new rate to [sam.ayling@norfolk.gov.uk](mailto:sam.ayling@norfolk.gov.uk) **by 17 March 2017**.

The Actuary will formally sign-off the valuation by 31 March 2017. The final report will be published on our website after this date. If you would like to receive a hard copy of the document please contact us and we will be happy to provide it.

If you have any queries, please do not hesitate to contact either myself or any member of the pension team, who will be happy to assist.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alex Younger', with a stylized flourish at the end.

**Alex Younger**  
Pension Fund Investment & Actuarial Services Manager

000157

Mrs J Hunt  
Sprowston Parish Council  
Sprowston Diamond Centre  
School Lane  
Sprowston  
Norwich  
NR7 8TR

January, 2017

**Re: Help vulnerable people in your community access free extra support during a power cut**

Dear Mrs J Hunt,

UK Power Networks delivers electricity to the homes and businesses in your local community, and some people still remember us as 'the electricity board'. We own and maintain power lines and substations across London, the South East and East of England making sure that the lights stay on. Since 2010, we have reduced the frequency of power cuts by 42% and the length of power cuts by 53%.

Although power cuts don't happen very often, when they do they can be worrying, especially to vulnerable people. That's why we run a Priority Services Register which vulnerable people can sign up to, that enables us to identify them quickly and help them if there is a power cut.

**How can your Parish/Town Council help?**

- Door to door visits to find residents likely to need help
- Asking people to sign up at events, such as coffee mornings and local clubs
- Providing information in newsletters and on websites

Last year one parish signed up over 90% of residents they had identified as vulnerable in some way by popping round to visit them. Another gave a short talk about the register at a coffee morning, leading to many signing up. The clerk of Great Notley Parish Council commented, "As a parish council this was found to be a very worthwhile exercise as we were able to communicate with local groups and actually engage with the community on a valuable initiative and improve the profile of the council in the process."

To help you reach out, we enclose the following:

- Q&A explaining the register and how to sign up residents
- Ways that you can help, with how other parishes have been helping
- 50 application forms, for you to use to sign up local residents
- A4 poster for your noticeboard

**Any questions?**

We hope that you can now share this with your councillors and help take this initiative forward. If you have any questions or need any further information please contact my colleagues Chris Brown or Alex Georgiou on 0207 457 2835 or at [alex.georgiou@ukpowernetworks.co.uk](mailto:alex.georgiou@ukpowernetworks.co.uk) and explore how we can work together for the benefit of our vulnerable residents.

Yours sincerely,



Kerry Potter  
Customer Vulnerability Manager, UK Power Networks

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 15 MARCH 2017**

<b>Broadland DC App.No.</b> 2017/0171	<b>Applicant</b> Mr O Gurney as location	<b>Location</b> White House Farm, Salhouse Road, Sprowston, NR13 6LB
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Part Change of Use from Unit 7 From Approved Office Use B1 to Children's Nursery D1		
<b>Broadland DC App.No.</b> 2017/0232	<b>Applicant</b> Mr Jonathan Gibbins as location	<b>Location</b> 28 Corbet Avenue, Sprowston, NR7 8HS
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Replacement Single Storey Side & Rear Extension		
<b>Broadland DC App.No.</b> 2017/0240	<b>Applicant</b> Mr Philip Palmer as location	<b>Location</b> 95 Foxburrow Road, Sprowston, NR7 8QX
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Erection of Boundary Fence - Retrospective		
<b>Broadland DC App.No.</b> 2017/0247	<b>Applicant</b> Mr Richard Burt as location	<b>Location</b> 17 Tiercel Avenue, Sprowston, NR7 8JN
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Single Storey Rear Extension		

<b>Broadland DC App.No.</b> 2017/0254	<b>Applicant</b> Mr Stuart Ladbroke as location	<b>Location</b> 12 Saint Marys Grove, Sprowston, NR7 8DJ
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description: Single Storey Rear Extension to Replace Conservatory</b>		
<b>Broadland DC App.No.</b> 2017/0247	<b>Applicant</b> Mr Richard Burt as location	<b>Location</b> 17 Tiercel Avenue, Sprowston, NR7 8JN
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description: Single Storey Rear Extension</b>		
<b>Broadland DC App.No.</b> 2017/0279	<b>Applicant</b> S. Carruthers as location	<b>Location</b> Land adj 60 Russell Avenue, Sprowston, NR7 8XF
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description: Proposed New Dwelling (Outline)</b>		
<b>Broadland DC App.No.</b> 2017/0307	<b>Applicant</b> Mr & Mrs Sands-Moore as location	<b>Location</b> 20 Glenburn Court, Sprowston, NR7 8DR
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description: Two Storey Rear Extension</b>		

<p><b>Norfolk County Council App.No.</b> <b>Y/5/2016/5025</b></p>	<p><b>Applicant</b> Norfolk County Council Director of Children's Services Falcon Road Junior School as location</p>	<p><b>Location</b> Falcon Road Junior School Falcon Road West, Sprowston, NR7 8NT</p>
<p><b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission</p>	<p><b>Description:</b> New Standalone 4 Classbase Building. New Hardstanding. Extended Car Parking Area. Resurfacing and Change of Use of Former Caretakers Bungalow to School Use and associated works</p>	

	Sprowston Town Council		Payments	Meeting	Date:	14th March 2017
			Adcock Refrigeration & Air Conditioning Ltd			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	28/02/2017	560190	Repair: Air conditioning unit	206.00	41.20	247.20
						BACS 1439
			Ben Burgess & Co Ltd			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	16/02/2017	413333	Roller Cutting Decks,Arms,Lock Nut	89.58	17.92	107.50
						BACS 1440
			Bidwells LLP			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	09/03/2017	si17-01142	Phase 4: Balance @ 6.5%: Professional Service	12,195.75	2,439.15	14,634.90
						BACS 1441
			Broadland D.C.			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	23/02/2017	564565	Additional Litter Bin	16.05		16.05
						BACS 1442
			Broadland D.C.			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	06/03/2017		Phase 4 :Planning Permission	1,155.00		1,155.00
						BACS 1443
			Broadland Group Ltd			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	22/12/2016	21897	STC:Refurbishment Survey	925.00	185.00	1,110.00
						BACS 1444
			Calor Gas Limited			
Cr Note	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	14/02/2017	28958913	Faulty Cylinder	45.00	2.25	47.25
	23/02/2017	28983791	Propane Cylinders	137.38	6.87	144.25
				92.38	4.62	97.00
			Colour Print			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	14/02/2017	23438	Sprowston Matters	424.00		424.00
						BACS 1446
			Dazzle Cleaning Co UK			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	23/02/2017	STC20	Bus Shelter Cleaning:February 2017	99.00		99.00
						BACS 1447

	<u>Invoice Date</u> 09/03/2017	<u>Invoice No.</u>	E. Elliot <u>Details</u> Travelling Exps:26/01/2017-09/03/2017	<u>Net</u> 17.55	<u>VAT</u>	<u>Amount</u> 17.55	<u>BACS</u> 1448
			Espo <u>Details</u> Toilet Tissue	<u>Net</u> 66.60	<u>VAT</u> 13.32	<u>Amount</u> 79.92	<u>BACS</u> 1449
	<u>Invoice Date</u> 20/02/2017	<u>Invoice No.</u> 4348748	Cleaning Materials, Stationery, Scourers, T. Tissue	155.81	31.16	186.97	
				222.41	44.48	266.89	
			Fenland Leisure Products Ltd <u>Details</u> Egg Clips Black	<u>Net</u> 13.08	<u>VAT</u> 2.61	<u>Amount</u> 15.69	<u>BACS</u> 1450
	<u>Invoice Date</u> 15/02/2017	<u>Invoice No.</u> SIN020350	Flameskill Limited <u>Details</u> 6 Mthly Service Emergency Lighting/Alarm	<u>Net</u> 147.50	<u>VAT</u> 29.50	<u>Amount</u> 177.00	<u>BACS</u> 1451
			Robin Flowerday <u>Details</u> Design/Artwork Sprowston Matters	<u>Net</u> 58.00	<u>VAT</u>	<u>Amount</u> 58.00	<u>BACS</u> 1452
	<u>Invoice Date</u> 03/03/2017	<u>Invoice No.</u> 46	Forethought Marketing <u>Details</u> Distribution: Sprowston Matters	<u>Net</u> 251.58	<u>VAT</u> 50.32	<u>Amount</u> 301.90	<u>BACS</u> 1453
			HSS Hire Service Group Ltd <u>Details</u> Hire 1 Day : Light Vibrating Plate	<u>Net</u> 24.82	<u>VAT</u> 4.97	<u>Amount</u> 29.79	<u>BACS</u> 1454
	<u>Invoice Date</u> 22/02/2017	<u>Invoice No.</u> 14392452	J. Hunt <u>Details</u> Travelling Exps:09/01/2017-10/03/2017	<u>Net</u> 48.15	<u>VAT</u>	<u>Amount</u> 48.15	<u>BACS</u> 1455
			Indespension Limited <u>Details</u> Jockey Wheel	<u>Net</u> 49.83	<u>VAT</u> 9.97	<u>Amount</u> 59.80	<u>BACS</u> 1456
	<u>Invoice Date</u> 23/02/2017	<u>Invoice No.</u> 2277792					



[illegible]

<b>Sprowston Town Council</b>		<b>Barclaycard Payments</b>	<b>Meeting Date:</b>	<b>14th March 2017</b>
		<b>Amazon uk</b>		
<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>
14/02/2017	299336817	Interface Cable Adapter	14.67	2.93
09/03/2017	1322758	Stanley Toolbox	24.17	4.83
09/03/2017	5408332	Mobile phone Cases	10.44	2.09
			<b>49.28</b>	<b>9.85</b>
				<b>59.13</b>
		<b>Bristan Group Ltd</b>		
<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>
14/02/2017	114447483	Rec: Showers : Concealing Plates,	159.74	31.95
				<b>Amount</b>
				191.69
<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>
07/03/2017	445324	Dependable Trading 28w 2D 4/2 Pin Lights	69.84	13.97
				<b>Amount</b>
				83.81
		<b>Hayley Group Ltd</b>		
<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>
20/02/2017	3913637-00	Bearing:Flail	36.23	7.25
				<b>Amount</b>
				43.48
		<b>Screwfix Direct Ltd</b>		
<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>
23/02/2017	A3063776610	MorticeBolt,Drill Case,Knife set	24.99	4.97
				<b>Amount</b>
				29.96
		<b>Total of Payments</b>	<b>340.08</b>	<b>67.99</b>
				<b>408.07</b>
		<b>Due by Direct Debit 28th March 2017</b>		

