



NOTICE OF MEETING

AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Tuesday 7 November 2017 at 7.30pm

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council's meeting held on 19 October 2017. Pages 1 - 4
4. To receive any Police Liaison Officers Report. Pages 5 - 6
5. Mr J M Ward - County Councillor Budget Smiley Sam
6. SYEP - Verbal Report
7. To receive correspondence & agree action/response arising from the minutes.
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 7
9. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
10. Report of the Town Clerk:- Pages 8 - 14
 - 4.1 Christmas Holidays
 - 4.2.1 Grant Aid - Royal British Legion
 - 4.2.2 Grant Aid - Norfolk Citizens Advice Bureau
 - 4.3 Personnel
 - 4.4 Community Infrastructure Levy
 - 4.7 Safer Neighbourhood Action Panel
11. Adjourn the meeting for a short break.
12. To consider planning applications to 7 November 2017. Page 15 - 17
13. To receive the summary of income & expenditure and balance sheet to 30 September 2017. (Circulated)
14. To receive the schedule of fixed loan repayments. (Circulated)
15. To identify capital projects to be included in the 2018/19 budget.
16. To receive any written/verbal reports from the Council's Working Groups.
17. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
18. To confirm the payment of accounts to 7 November 2017. Pages 18 - 19
19. To receive the schedule of credit card payments. Page 20
20. To receive the schedule of direct debits Page 21

June Hunt

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

Footnote:

¹ Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors Mr Knowles, Mr Moncur (Chairman) and Mr Ward will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all three Councillors are on the Planning Committee of Broadland District Council they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

COUNCIL MEETING – 19 OCTOBER 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Thursday 19 October 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mrs B J Lashley
Mrs S L England	-	Mr K Lashley
Mr R A Fowkes	-	Mr B Osborne
Mr R J Knowles	-	Mr N Shaw

In attendance

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

No members of the public were present

17/247. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

17/248. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms G Landamore, Mr T Landamore, Mrs J Leggett and Mr J M Ward and verbal apologies from Mr J H Mallen.

17/249. MINUTES

The Minutes of the Council meeting held on 13 September 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

17/250. POLICE LIAISON OFFICER'S REPORT

Members noted the:

- (a) Police Newsletter for August and September 2017
- (b) Norfolk 2020 Brief

It was agreed that a message be sent to Sprowston PCSO's, to be signed by the Chairman, expressing the Council's appreciation of their hard work across the community, particularly with young people.

The future of Sprowston Police Station, Wroxham Road was discussed and possible use by community groups.

Mr K Lashley proposed seconded by Mrs B J Lashley to request Broadland District Council to place Sprowston Police Station on the Community Asset Register.

On being put to the vote the motion was **CARRIED**.

17/251. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

17/251. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Mr W F Couzens verbally reported on his attendance at the Safer Neighbourhood Action Panel meeting held 17 October 2017, advising that letters had been sent to parents of 8 youths for anti-social behaviour at Barkers Lane. There had been no re-occurrences since.

There was also discussion regarding signage and marking of roads in the Proctor Road area.

The priorities agreed for the next 3 months are parking on the pavement and double yellow lines at the parade of shops on Wroxham Road and monitoring speeding.

Referring to an article in the Eastern Daily Press regarding Norfolk County Council's proposal to save £100,000 by asking parish councils to pay to fill grit bins Mr R A Fowkes requested an item to be placed on the next agenda to discuss the potential cost to the parish, and if the Council would consider taking on this responsibility should Norfolk County Council decide to withdraw this service.

Referring to Mr Ward's report Mr W F Couzens asked how many of the apprentices taken on by Broadland Businesses were from Sprowston.

RESOLVED to send a thank you to Mr Richard Block, Housing & Environmental Services, Broadland District Council.

17/252. CORRESPONDENCE

The Town Clerk reported that work had started on Sprowston Diamond Centre, the office had moved to a portakabin and was currently working with one telephone line. The footings had been laid, the steel was due on site in two weeks and the type of bricks agreed. At the architects advice there will be no pattern on the outside of the building but a line of buff bricks will be added to mirror the original line on the existing building. Lighting on the temporary car park is still to be resolved.

The building work is being documented subject to accessibility; with a time delay video and photographs. The Delves room will require roof repairs and on removing the ceiling Victorian beams had been uncovered and rounded windows exposed. As many of the original features will be retained as possible.

Some customers who have been particularly affected by noise and inconvenience have been compensated with a reduction in room hire.

There will be a topping out ceremony in February.

17/253. RESIDENT'S QUESTIONS

On the motion of Mr I Moncur, seconded by Mr N Shaw it was **RESOLVED** that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Mr N Shaw reported that the Strategic Aviation Special Interest Group had put forward their views to the Aviation Minister regarding the proposed extension at Norwich airport. The group were in agreement with the extension but subject to limits. He would update the Council following a response from the Department of Transport.

The meeting was reconvened.

17/254. MEETING ADJOURNMENT

Due to the early hour the Chairman moved to the next item of business.

17/255. PLANNING

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

RESOLVED

(a) to raise no objection to the following planning applications:

2017/1559 - single storey front extension at 45, St. Marys Grove.

2017/1576 - first floor side extension & single storey rear extension at 54A, School Lane.

2017/1590 - single storey side and rear extension with pitched roof & detached single garage at 10, Breck Road.

2017/1608 - single storey front & single storey rear extension at Blenheim House, 68, Blenheim Road.

2017/1612 - single storey front extension, loft conversion & porch at 2, Linton Crescent.

2017/1678 - NW side extension of existing rear dormer at 45, Inman Road

2017/1681 - 3 no. antenna and 2 no. dishes, associated ground based equipment cabinets and ancillary development at Lane at Chartwell Road.

2017/1766 - change of use from B1 to Gymnasium Class D2 (retrospective) at 8, Roundtree Close.

- (b) to strongly oppose the granting of planning application 2017/1610 - erection of a car repair/car spray centre and 2017/1616 - display of 1 no. internally illuminated fascia sign, 4 vinyl signs & 1 no. non-illuminated sign at Tesco Stores Ltd, Blue Boar Lane, on the grounds that it is an inappropriate location for this type of activity which would be more suited to a dedicated industrial area. It is also an unneighbourly and anti-social form of development given the close proximity to the imminent residential housing estate on the opposite side of the road. However if the Planning Authority are minded to grant this application the Council would request the operational hours be restricted to 8.00am - 5.00pm Monday to Friday.
- (d) to oppose the granting of planning application 2017/1731 - single storey side & rear extension at 25, Edwards Road on the grounds that the use of materials is not in keeping with the surrounding area.
- (e) to strongly oppose the granting of planning application 2017/1487 - proposed new dwelling (outline) (revised proposal) at Land adj. 60, Russell Avenue on the grounds that it is over development of the site, out of keeping with street scene and lack of amenity space.

17/255. PLANNING (CONTINUED)

- (f) not to consider this planning application 2017/1375 - first floor south-west facing extension (amended plans) at 156, Wroxham Road as further amended plans had been submitted to the Planning Authority.

17/256. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

17/257. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr I Moncur reported that he had attended a meeting with the Town Clerk and developers regarding a potential site for a skatepark and answered Members therefrom.

Mr K Lashley reported that he and Mrs B J Lashley had attended Norfolk County Councils Chairman's Themed Reception on behalf of the Chairman advising that awards were presented to organisations who had gone one step beyond their remit. He commented that he had not previously been aware of these awards and if it was something that Norfolk County Council was to continue the Council might like to consider if there were any local organisations that might qualify.

Mrs B J Lashley reported that Norfolk Association of Local Councils was to hold their Annual General Meeting on 20 November 2017 advising that if Parish and Town Councils had any motions for debate or executive nominations they must be submitted by 20 October 2017.

17/258. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 19 October 2017 totalling £24,350.53 and £161,600.13 and answered Members' questions arising therefrom.

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

RESOLVED that payment of the accounts to 19 October 2017 totalling £24,350.35 and supplementary payment of accounts totalling £161,600.13 be approved and the schedules authorising payment signed by Mr R A Fowkes and Mr R J Knowles.

17/259. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £862.95 was approved and noted.

17/260. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule and supplementary of direct debit payments totalling £4,452.98 and £3,426.13 was approved and noted.

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

7 November 2017

CHAIRMAN



Newsletter

Date: October 2017

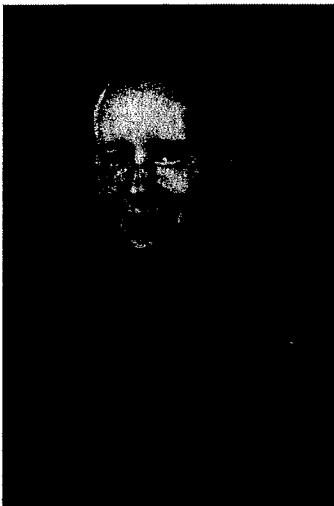


Message from Inspector Lisa Hooper

Welcome to the newsletter for Sprowston. Our aim is to ensure you receive regular updates on crime levels along with relevant news and crime prevention advice. We will inform you of any opportunities to meet the local policing team and encourage you to advertise these within your parish newsletters and magazines. Working together helps the police understand the issues and concerns that matter to the public helping us to maintain a place to live that we can all be proud of.

Crime Updates 1st – 30th September 17

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	1	Business and community Burglaries will include shops, businesses and other property. In general, the purpose for which a building is designed will determine whether it should be classified as 'Residential' or 'Business and Community'.
Burglary Residential	4	Residential Burglary will encompass entry to any building within the curtilage/boundary of a residence, e.g. garden sheds and garages.
Criminal Damage	6	A person destroys or damages property belonging to someone else.
Domestic	4	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	2	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	3	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	1	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



Message from PC Andy Mason

The Special Constabulary are seeking Special Constables in the Broadland area...
Please come to our information evening on Wednesday 1st November at 6.30pm (prompt)

- Welcome
- Advice on completing a competency based application form
- Recruitment Process and Induction Course
- What does a Special Constable do?
- Meet Special Constables
- Questions

This will take place at:

ACT (Aylsham Care Trust) Centre
St Michael's Avenue, Aylsham, NR11 6YA

Confirm your place by calling us on: 01953 425699 Ext 2371 or email

stepspecials@norfolk.pnn.police.uk Light refreshments are available

What is happening in your area

Street Surgeries

Old Catton - Tuesday 21st November, 4pm - 6pm, *Morrison's, The Paddocks*- PCSO Steve Downes

SNAP

The next Public Engagement meeting for Sprowston and Old Catton will be held on Tuesday 17th October 2017, 7pm at the Old Catton Council Office, Recreation Ground, Church Street, Old Catton.

Neighbourhood Priorities

The priorities adopted on 17th July were:

- Dealing with anti-social behaviour around Barkers Lane, Sprowston
- Monitoring/challenging speeding on Proctor Road and Wroxham Road in Sprowston and Spixworth Road in Old Catton

Point of contact

Follow us on social media



@BroadlandPolice

www.crimestoppers.co.uk

www.norfolk.police.co.uk

SNTProwston@norfolk.pnn.police.uk

Non Emergency: 101

Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



29th October 2017

Report from Councillor John Ward

Broadland District Council

The third annual Broadland Community at Heart Awards were presented on 12th October at The Space in Sprowston. 130 guests attended the event which was sponsored by Price Bailey Accountancy Firm.

The awards celebrate the achievements of Broadland residents who have made an exceptional contribution to their community.

Norfolk Waste Partnership of which Broadland is a member has launched a campaign with five priorities:- anti-contamination, food waste, nappies, plastics and textiles. A leaflet will be sent to every home in Norfolk together with posters, TV and radio adverts.

Council Tax performance so far in 2017/18 is on track to achieve a collection rate of 99% by March 2018 against an overall amount collectable of £74.6m.

Norfolk County Council

Council Leader Cliff Jordan has outlined the Council's proposals:-

- Targeting services where people need them most in fewer buildings.
- Early help for families in crisis to reduce the number of children going into care.
- Support for adults to live independent lives through enablement and assistive technology.
- Smarter information and advice to signpost people to support in their local communities.
- Using County Council land to develop housing that is needed by communities.
- Greater use of technology within the Council and in frontline services.
- More commercial ventures to make profits that can be invested in services.

The Council will continue to invest £5m in Children's Centre Services- one of the highest amounts of any county in the country, and this coupled with the extra £12m being invested in early help and preventative work for families over the next 4 years, will mean a better deal for our most vulnerable children.

COUNCIL MEETING – 7 NOVEMBER 2017

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters to report.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Christmas Holidays

As it is the practise of this Council to mirror Broadland District Council with regard to Christmas holidays; closure of their offices on Monday 25 and Tuesday 26 December; opening on Wednesday 27 December and closed for New Year's Day Monday 1 January 2018. Members are asked if they wish to follow the above.

The parks, as usual, would follow the above to be closed on Christmas Day, Boxing Day and New Year's Day.

Recommendation: to advise the Town Clerk with regard to the staff Christmas holidays for 2017/18.

4.2.1 Grant Aid - Royal British Legion

The Remembrance Service will be held at St Mary and St Margaret Church on **SUNDAY 12th NOVEMBER AT 10:45am** where the Chairman of the Council, Mr I Moncur, will lay a wreath on behalf of Sprowston Town Council.

For information the Council made a donation of £300 in 2016.

Recommendation: to consider a donation to the Royal British Legion.

4.2.2 Grant Aid – Norfolk Citizens Advice Norwich Office

Attached, is a letter requesting grant aid for Norfolk Citizens Advice from the Norwich Office.

For information the Council made a donation of £100 in 2016.

Recommendation: to consider a donation to Norfolk Citizens Advice.

4.3 Personnel

Mr Kurt Massen has resigned from the post of 37 hour Caretaker / Cleaner starting effective on 15 November 2017.

Recommendation: that the Council give authority to the Town Clerk to fill the position Caretaker / Cleaner.

4.4 **Community Infrastructure Level (CIL) payment from Broadland District Council to the Town Council**

The list below is those planning applications which have attracted CIL payments payable to this Council.

Development	Plan No.	Received	Gross £	25% net £
Sprowston 53a Cromwell Road	20141199	11.08.17	10,000.00	2,500.00
Sprowston 53a Cromwell Road	20141199	21.08.17	4,997.66	1,249.41
Diamond Centre	20170375	31.08.17	5,131.03	1,282.75
Total			20,128.69	5,032.16

The criteria of use will be (1) the provision, improvement, replacement, operation or maintenance of infrastructure; or (2) anything else that is concerned with addressing the demands that development places on an area.

Recommendation: to confirm the use of CIL receipts to Phase 4 Sprowston Diamond Centre development.

4.5 **General Data Protection Regulations (GDPR)**

The GDPR will become enforceable from 25 May 2018 requiring compliance with these regulations and the existing Data Protection Act 1998, both attracting fines for breaches. I have attended awareness training of these regulations held by the Norfolk Association of Local Councils.

At present the Council has an Information and Data Protection Policy, an Information and Communications Technology (ICT) Policy and a Quality Policy and Statement; all of which will be amended to reflect the GDPR to be brought to the Council at the May 2018 meeting when policies are reviewed.

One of the requirements of the GDPR, for local councils, is the appointment of a new statutory post of a Data Protection Officer and I understand that Norfolk Association of Local Councils will be discussing the possibilities of such an appointment across the local councils in their membership. It would however, be the responsibility of this Council to report any data breaches within 72 hours of occurrence and I will be reviewing the personal data presently held in digital and paper formats, as well as informative declaration on the Council's website, when the GDPR requirements become available.

4.6 **Norfolk Association of Local Councils Annual General Meeting**

Attached, is a draft agenda for the Norfolk Association of Local Councils Annual General Meeting to be held on Monday 20 November 2017 at 18.00 in the Edwards Room at Norfolk County Council offices.

Option: Members to identify attendance at the above in order to secure a place and receive the full agenda and associated paperwork.

4.7 Safer Neighbourhood Action Panel

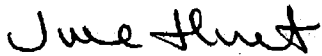
A request has been received to provide a room for the Safer Neighbourhood Action Panel to hold their meetings at no cost to Norfolk Constabulary.

Guidance from Members is requested with regard to this and other requests for free facilities from community and charitable organisations.

Recommendation: to instruct the Town Clerk accordingly.

PLANNING AND TRANSPORTATION

5.1 No matters to report.



**June Hunt
Town Clerk**

Norfolk Citizens Advice

St Crispin's House St Georges Street Norwich NR3 1PD

Serving the community from Norwich, Attleborough, Fakenham, Great Yarmouth, King's Lynn,
North Walsham, Wymondham, Aylsham, Cromer, Marham, Reepham, Hellesdon, Downham Market



**citizens
advice**

Mrs June Hunt
Clerk to Sprowston Town Council
Sprowston Diamond Centre
School Lane
Sprowston
Norfolk
NR7 8TR

7 September 2017

Dear Mrs Hunt

Appeal for Financial Support

Norfolk Citizens Advice continues to provide a highly appreciated and professional service to thousands of Norfolk clients each year, but our finances are stretched as some Councils have had to reduce our funding. For this reason, we are writing to ask if your Parish could kindly consider financially supporting Norfolk Citizens Advice this year.

In the last year we provided face to face information and advice to over 12,000 Norfolk citizens, we helped over 2,600 clients on the phone, more than 2,300 clients were served by email or webchat and over 85,000 Norfolk residents used our website: www.citizensadvice.org.uk

Clients' concerns are wide ranging and include welfare benefits, debt, employment rights, relationship breakdown, community care, consumer rights, neighbour disputes and housing. The majority of our clients are people on low incomes and 36 percent report that they are suffering ill health or disabilities. For all users, Norfolk Citizens Advice provides a valued lifeline.

We currently have over 150 volunteers, who are all trained and accredited to provide information and advice. They are supported by 20 full-time and part-time paid staff, many of them trained in special areas such as debt, financial and welfare rights advice. We work very closely with the other two Citizens Advice bureaux in Norfolk and with many other Advice agencies, through the Norfolk Community Advice Network (NCAN).

I enclose a leaflet about our service for your information. There is more information and our annual report on our website: www.citizensadvice.org.uk/local/norfolk/ Please let me know if you require any further leaflets or posters. If any of your residents would like to consider volunteering with us (there are many different roles) please put them in touch.

Advice Line: 03444 111 444 Admin: 01603 660857 Fax: 01603 679679 Public E-mail: public@ncab.org.uk Website: www.norfolkcab.org.uk



Charity Registered in England & Wales No. 1071297

Company No. 3617412 VAT No. 688 8997 22

R/o St Crispin's House St Georges Street Norwich NR3 1PD.

Norfolk Citizens Advice Bureau

Authorised and regulated by the Financial Conduct Authority - FRN: 617678



We would be very grateful indeed if your Parish could help Norfolk Citizens Advice to continue to advise and assist local residents. If you can make a financial contribution, this would be highly appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Potten', written in a cursive style.

David Potten (Acting CEO)

Tel: 01603 273110

E-mail: d.potten@ncab.org.uk

Enc



69TH ANNUAL GENERAL MEETING
MONDAY, 20TH NOVEMBER 2017 - 18:00-20:00
EDWARDS ROOM, NORFOLK COUNTY COUNCIL, COUNTY HALL, MARTINEAU
LANE, NORWICH, NR1 2UF

AGENDA

Refreshments from 5.45pm

6.10 pm Welcome

Welcome and introductions by the President, Cllr Peter Wilkinson

6.15pm Speaker 1: Richard Butler, Deputy Lieutenant of Norfolk on the work of the County Lieutenancy in Norfolk

6.30pm Speaker 2: Jonathan Owen, Chief Executive of the National Association of Local Councils on current developments in the local council sector

6.45pm Clerk of the Year 2017 awards

Presentation of the awards to the winners in the small, medium and large local council categories and to announce the overall winner

6.50pm Comfort Break and Refreshments

7.00pm 2017 Annual General Meeting of the Association

1. To receive apologies for absence
2. To receive and approve the minutes of the previous meeting held on 26 November 2016
3. Any matters arising
4. To receive the Annual Report for the year 2016/17
5. To receive and approve the audited accounts for 2016/17
 - 5.1 To receive any questions relating to the accounts
6. Election of officers, as recommended and approved by the Executive Committee:
 - 6.1 President – nomination: Dr Ian Gibson
 - 6.2 Vice Presidents – Cllr Peter Wilkinson, Narborough Parish Council and Cllr Jack Sadler, Spixworth Parish Council
 - 6.3 Appointment of Auditors for the year 2017/18. Recommendation is to re-appoint Eastern Internal Audit Services (EIAS), whose registered office is South Norfolk District Council, South Norfolk House, Swan Lane, Long Stratton, Norfolk NR15 2XE, at a fee agreed by the Executive Committee
7. Motions from Member Councils (see Notes 1 and 2)

7:30pm Closing remarks by the President

NOTE 1

Voting Representatives

Although each member council can send as many representatives as it wishes, only two such members of each member council are allotted voting rights. Those councillors nominated to vote will be issued with voting cards at registration.

NOTE 2

Motions (Subject to Time Limit)

Councils are invited to submit motions to the AGM on matters affecting our tier of Local Government. Motions sought to be approved can then be referred to the Association Executive Committee for further consideration and action.

Any motion brought before the AGM must be presented by the Proposer at the meeting and be seconded by another member council. Both Proposer and Secunder of any motion submitted must be present at the AGM.

Any proposed motions should be sent to the County Officer, via email, at countyofficer@norfolcalc.gov.uk or, by post, to Norfolk Association of Local Councils, Rooms 057/058, County Hall, Martineau Road, Norwich, Norfolk NR1 2UF, to be received by close of business on 6th November, and should include details of the proposer and seconder.

Sprowston Town Council
PLANNING APPLICATIONS – 7 NOVEMBER 2017

Broadland DC App.No. 2017/1763 **Applicant** HHGL Limited as location **Location** Homebase, Roundtree Way, Sprowston, NR7 8SH

Classification: Minor dwellings
Type: Full Permission

Description: Display of 2 Externally Illuminated Fascia Signs & 7 Non Illuminated Signs

Broadland DC App.No. 2017/1871 **Applicant** HHGL Limited as location **Location** Homebase, Roundtree Way, Sprowston, NR7 8SH

Classification: Minor dwellings
Type: Full Permission

Description: Installation of Weather Protection Canopy Within Existing Garden Centre (Revised Scheme) and Installation of Polycarbonate Semi-Translucent Panels to Existing Garden Centre Canopy

Broadland DC App.No. 2017/1781 **Applicant** Mr Steve Girling as location **Location** 35 Rushmore Close, Sprowston, NR7 8QS

Classification: Minor dwellings
Type: Full Permission

Description: Two & Single Storey Side/Rear Extension (amends withdrawn planning application No.2017/1196)

Broadland DC App.No. 2017/1776 **Applicant** Mr Tim Cornwall as location **Location** 19 Blenheim Crescent, Sprowston, NR7 8AW

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension

Broadland DC App.No. 2017/1777	Applicant Mr & Mrs J Edmonds as location	Location 57 Mousehold Lane, Sprowston, NR7 8HL
Classification: Minor dwellings Type: Full Permission		
Description: Alterations and Extensions to Front, Side and Rear		
Broadland DC App.No. 2017/1827	Applicant Mr & Mrs M Cullum as location	Location 12 Alford Grove, Sprowston, NR7 8XB
Classification: Minor dwellings Type: Full Permission		
Description: Remodel dwelling by raising eaves and ridge; erecting two storey east side/rear extension, single storey east side/rear extension and two storey west side extension; and adding external wall insulation (Revised Proposal)		
Broadland DC App.No. 2017/1844	Applicant Mr Damian Abraham as location	Location 49 Corbet Avenue, Sprowston, NR7 8HS
Classification: Minor dwellings Type: Full Permission		
Description: Garage Extension & Porch to Front		
Broadland DC App.No. 2017/1862	Applicant Mr & Mrs S Stepney as location	Location 39 Russell Avenue, Sprowston, NR7 8XE
Classification: Minor dwellings Type: Full Permission		
Description: Two Storey Side and Rear Extension		

Broadland DC App.No.
2017/1375

Applicant
Mr & Mrs Hansell
as location

Location
156 Wroxham Road, Sprowston, NR7 8DE

Classification: Minor dwellings
Type: Full Permission

Description: First Floor South-West Side Extension (amended plan)

Sprowston Town Council		Payments	Meeting	Date:	7th November 2017	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31/10/2017	SI17-12640	Bidwells Professional Services : Phase 4	5,014.30	1,002.86	6,017.16	1444
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31/10/2017	161739	Ben Burgess & co Ltd Guard Tube	64.17	12.83	77.00	1445
31/10/2017	425704	Dry Charged Battery(Tractor)	106.31	21.26	127.57	
			170.48	34.09	204.57	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
29/09/2017	1634	Caloo Ltd:Monster @ Play Investigate Rock n'cross Damages	395.00	79.00	474.00	1446
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
16/10/2017	8041972579	Copy It Digital Solutions Photocopies:31/08/2017 to 28/09/2017	29.77	5.95	35.72	1447
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
17/10/2017	8705810	CPL Petroleum 1000 litres red Diesel	491.40	24.57	515.97	1448
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
17/10/2017	1251	Norfolk Association of Local Councils GDPR Training 17/10/2017	25.00	5.00	30.00	1449
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/11/2017	2246	Omnis Construction Ltd New Sports Hall & Refurbishment Works	132,930.50	26,586.10	159,516.60	1450
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/10/2017	Refund	Peter Taylor Duplicated Payment:Inv 5201	2,356.00		2,356.00	1451
TOTAL OF INVOICES			141,412.45	27,737.57	169,150.02	Trf 292

TOTAL OF INVOICES 141,412.45 27,737.57 169,150.02 Trf 292

Transfer: STC Drawings a/c to Salaries a/c 20,000.00 20,000.00 Trf 293
 Claire Norton
 Cash Deposit paid 29/07/2017 (Party) 25.00 25.00 By Cheque
161,437.45 27,737.57 189,175.02

Transfer: STC general a/c to STC drawings a/c 169,175.02 Trf 294

..... Town Clerk

..... Councillor

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27/10/2017	1622	Activities to Share Ball,Puzzle,Quiz Book	39.64	5.33	44.97

Amazon Uk					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
D 06/10/2017	1608	Sweet & Nostalgic:War at Sea	6.95		6.95
D 06/10/2017	7905958	Motor Solutions:Foldable Trolley	10.97	2.20	13.17
D 06/10/2017	200003758	Active Minds:The Tool Shed	19.67	3.93	23.60
D 06/10/2017	7994752	50 Name badges	9.99		9.99
	17/10/2017	117520880 Henry Hoover:Hose & Brushes	19.87	2.23	22.10
	25/10/2017	100039991 Bartoline Brush Cleaner	2.41	0.48	2.89
	25/10/2017	167723081 Retractable Window scraper	2.21	0.44	2.65
			72.07	9.28	81.35

Dunelm(Soft Furnishings)Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
24/10/2017	210574759	Mat.Portacabin	16.67	3.33	20.00

Homebase co.uk					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
24/10/2017	290250059	Multi Spray Gun	7.74	1.55	9.29

Progress Fuels					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30/10/2017	70348941	Petrol	74.5	14.9	89.40

Tesco's					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
24/10/2017	41010	Toilet Duck,Raid	9.66	1.94	11.60

Total Direct Debits 220.28 36.33 256.61

Total Payments

Due by Direct Debit 27th November 2017

Meeting Date: 7th November 2017

Sprowston Town Council Direct Debits

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Broadland District Council						
		<u>Details</u>				
15/11/2017	115952849	Half Year rates:Sprowston Diamond Centre	3,669.00		3,669.00	
15/11/2017	100893746	Half Year rates:Recreation Ground	3,369.00		3,369.00	
15/11/2017	100888826	Half Year rates:Cemetery and Premises	1,130.00		1,130.00	
15/11/2017			8,168.00		8,168.00	
PHS Group						
		<u>Details</u>				
21/10/2017	65357315	2 Ply Toilet Tissue x 24	43.75	8.75	52.50	
28/10/2017	65372574	Sparhawk Ave.:01/12/2017-28/02/2018	60.13	12.03	72.16	
28/10/2017	65372573	RecreationGrd:01/12/2017-28/02/2018	60.13	12.03	72.16	
28/10/2017	65372575	Diamond Ctre:01/12/2017-28/02/2018	311.16	62.23	373.39	
			475.17	95.04	570.21	
PWL B						
		<u>Details</u>				
10/11/2017	510-08991	Loan Charges due November 2017	82,697.00		82,697.00	

Total Direct Debits 91,340.17 95.04 91,435.21

Sprowston Town Council

Fixed Loan Repayments (Annuity Basis - combining both interest & principal)

Loan Number	Start Date	End Term Date	Scheme	Original Loan £	Interest Rate	Bal o/s at 30.09.2017 £	Charges + Interest Due £	Principal Due £	Bal o/s at 31/03/2018 £
Annuity Basis - combining both interest & principal									
481134	14.07.98	2018	20yrs Streetlighting	60,000.00	5.88	-	-	-	-
489751	21.03.05	2030	25yrs Bowls Pavilion & Works	100,000.00	4.90	64,682.56	1,584.72	1,905.94	62,776.62
491908	28.07.06	2021	15yrs Machinery Store	65,000.00	4.85	22,115.85	536.31	2,538.26	19,577.59
EIP - Equal instalments of principal									
497743	03.09.10	2035	25yrs Cemetary Extension	100,000.00	3.46	72,000.00	1,245.60	2,000.00	70,000.00
498274	11.01.11	2036	25yrs Cemetary Extension	50,000.00	4.99	37000.00	923.15	1,000.00	36,000.00
498275	11.01.11	2021	10yrs Rec. Grd BMX & Play	125,000.00	3.53	43,750.00	772.19	6,250.00	37,500.00
499162	01.12.11	2031	20yrs Acquisition School Lane	314,000.00	3.31	227,650.00	3,767.61	7,850.00	219,800.00
499163	01.12.11	2021	10yrs Renovation School Lane	100,000.00	2.24	45,000.00	504.00	5,000.00	40,000.00
502857	13.03.14	2064	50yrs Cemetary Groundworks (260,000.00	4.50	241,800.00			241,800.00
505463	19/10/2016	2036	20Yrs SDC:Sports Hall	1,500,000.00	2.26	1,439,924.04	16,271.14	30,548.08	1,409,375.96
				2,193,922.45		25604.72	57092.28	82,697.00	2,136,830.17

Sprowston Town Council year ending 31st March 2018**Summary Income & Expenditure by Budget Heading year to date to****30th September 2017**

	<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	92,043	181,965	89,922	0	89,922	50.6%
Income	172,411	156,382	-16,029			
<u>Allotments</u>						
Expenditure	4,333	9,095	4,762	0	4,762	47.6%
Income	8,889	9,089	200			
<u>Cemetery</u>						
Expenditure	53,279	98,900	45,621	0	45,621	53.9%
Income	89,277	111,166	21,889			
<u>Grants</u>						
Expenditure	1,350	3,500	2,150	0	2,150	38.6%
Income	4,080	3,500	-580			
<u>Diamond Centre</u>						
Expenditure	166,867	1,689,580	1,522,713	0	1,522,713	9.9%
Income	220,183	224,199	4,016			
<u>Parks</u>						
Expenditure	117,780	295,775	177,995	0	177,995	39.8%
Income	174,726	187,283	12,557			
<u>Street Scene</u>						
Expenditure	20,731	52,400	31,669	0	31,669	39.6%
Income	51,833	51,833	0			
<u>Totals</u>						
Expenditure	456,383	2,331,215	1,874,832	0	1,874,832	19.6%
Income	721,399	743,452	22,053			
Transfers from reserves	0	1,587,763				
<u>Surplus / (Shortfall)</u>	265,016	0				

Sprowston Town Council year ending 31st March 2018

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2017

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>	
Expenditure							
6001	Wages/Salaries	52,621	105,055	52,434	52,434	50.1%	
6002	Employers NI	5,572	10,960	5,388	5,388	50.8%	
6003	Employers Pension	11,314	22,100	10,786	10,786	51.2%	
7005	Administration - Building Repairs	0	0	0	0	0.0%	
7008	Administration - Insurance	6,313	8,500	2,187	2,187	74.3%	
7009	Administration - Legal Fees	3,653	3,000	-653	-653	121.8%	
7010	Administration - Bank Charges & Interest Charges	175	500	325	325	35.0%	
7012	Administration - Audit Fees	2,820	3,300	480	480	85.5%	
7013	Administration - Parish News Letter	733	3,500	2,767	2,767	20.9%	
7014	Administration - Election Expenses	0	9,000	9,000	9,000	0.0%	
7015	Administration - Travelling	112	400	288	288	28.0%	
7016	Administration - Phone/Communications	739	1,000	261	261	73.9%	
7017	Administration - IT	4,694	9,100	4,406	4,406	51.6%	
7018	Administration - Website	0	200	200	200	0.0%	
7020	Administration - Postage	114	300	186	186	38.0%	
7021	Administration - Stationery	313	900	587	587	34.8%	
7022	Administration - Printing & Photocopying	219	600	381	381	36.5%	
7023	Administration - Office Equipment Purchase/Repair	27	300	273	273	9.0%	
7024	Administration - Advertising	0	200	200	200	0.0%	
7025	Administration - Subscriptions	1,781	1,000	-781	-781	178.1%	
7026	Administration - Publications	0	50	50	50	0.0%	
7027	Administration - Training	0	600	600	600	0.0%	
7028	Administration - Health & Safety	133	100	-33	-33	133.0%	
7029	Administration - Equipment Lease	619	1,000	381	381	61.9%	
7030	Administration - Chairmans Allowance	92	200	108	108	46.0%	
5002	Administration - Sundries & Contingencies	-1	100	101	101	-1.0%	
8100	Administration - Bad Debts	0	0	0	0	0.0%	
Total Expenditure		92,043	181,965	89,922	0	89,922	50.6%
Income							
4006	Administration - Bank & Investment Income	2,294	3,000	706			
4018	Administration - Sect 106/NHB/CIL	16,735	0	-16,735			
4020	Administration - New Homes Bonus	0	0	0			
4021	Administration - Grants Received	0	0	0			
4090	Administration - Precept	153,382	153,382	0			
Total Income		172,411	156,382	-16,029			
Transfer from reserves		0	0				
Surplus / (Shortfall)		80,368	(25,583)				

Sprowston Town Council year ending 31st March 2018**Detailed Income & Expenditure by Cost Centre year to date to****30th September 2017****Allotments**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> Annual Total	<u>Committed</u> Expenditure	<u>Funds</u> Available	<u>% Budget</u> Spent
Expenditure						
6101 Allotments - Gross Pay	2,754	5,375	2,621		2,621	51.2%
6102 Allotments - Ers Ni	217	540	323		323	40.2%
6103 Allotments - Superannuation	557	1,130	573		573	49.3%
5101 Allotments - Vermin Control	480	850	370		370	56.5%
7104 Allotments - Water	325	500	175		175	65.0%
7106 Allotments - General Repairs	0	600	600		600	0.0%
5102 Allotments - Sundries & Contingencies	0	100	100		100	0.0%
Total Expenditure	4,333	9,095	4,762	0	4,762	47.6%
Income						
4101 Allotments - Allotment Rental	3,600	3,500	-100			
4102 Allotments - Water Charges Received	0	300	300			
4091 Allotments - Precept	5,289	5,289	0			
		0	0			
Total Income	8,889	9,089	200			
Surplus / (Shortfall)	4,556	(6)				

Sprowston Town Council year ending 31st March 2018**Detailed Income & Expenditure by Cost Centre year to date to****30th September 2017****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	24,789	48,200	23,411	23,411	51.4%	
6202	Cemetery - Ers Ni	1,951	3,900	1,949	1,949	50.0%	
6203	Cemetery - Superannuation	5,012	10,150	5,138	5,138	49.4%	
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	1,236	3,000	1,764	1,764	41.2%	
5220	Cemetery - Extension Costs & Land Works	0	0	0	0	0.0%	
5221	Cemetery - Memorial Wall Expenses	0	1,000	1,000	1,000	0.0%	
5223	Cemetery - Memorial Safety Repairs	0	250	250	250	0.0%	
7202	Cemetery - Rates	1,130	2,700	1,570	1,570	41.9%	
7203	Cemetery - Heat & Light	60	200	140	140	30.0%	
7204	Cemetery - Water	57	100	43	43	57.0%	
7211	Cemetery - Loan Charges	13,327	28,000	14,673	14,673	47.6%	
5202	Cemetery - Sundries & Contingencies	5,717	100	-5,617	-5,617	5717.0%	
<u>Total Expenditure</u>		53,279	98,900	45,621	0	45,621	53.9%
<u>Income</u>							
4203	Cemetery - Graves	33,332	30,000	-3,332			
4204	Cemetery - Interment	15,790	25,000	9,210			
4205	Cemetery - Memorials & Inscriptions	4,189	20,200	16,011			
4092	Cemetery - Precept	35,966	35,966	0			
		0	0	0			
<u>Total Income</u>		89,277	111,166	21,889			
<u>Transfer from reserves</u>		0	0				
<u>Surplus / (Shortfall)</u>		35,998	12,266				

Sprowston Town Council year ending 31st March 2018

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2017

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>
5307	<u>Expenditure</u> Grants - Donations	1,350	3,500	2,150		2,150	38.6%
	<u>Total Expenditure</u>	<u>1,350</u>	<u>3,500</u>	<u>2,150</u>	<u>0</u>	<u>2,150</u>	<u>38.6%</u>
	<u>Income</u>						
4307	Grants	42	0	-42			
4321	Grants	538	0	-538			
4093	Precept - Grant Element	3,500	3,500	0			
		0	0	0			
	<u>Total Income</u>	<u>4,080</u>	<u>3,500</u>	<u>-580</u>			
	<u>Surplus / (Shortfall)</u>	<u>2,730</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2018

Detailed Income & Expenditure by Cost Centre year to date to

= 'Trial Balance' IC3

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	28,853	55,000	26,147	26,147	52.5%	
6402	Diamond Centre - Ers NI	2,504	3,450	946	946	72.6%	
6403	Diamond Centre - Superannuation	2,891	11,550	8,659	8,659	25.0%	
5415	Diamond Centre - Waste Disposal & Skip Hire	294	650	356	356	45.2%	
5418	Diamond Centre - Planning Permission	0	4,000	4,000	4,000	0.0%	
5421	Diamond Centre - Room Hire Expenses	1,905	2,000	95	95	95.3%	
5422	Diamond Centre - Equipment/Purchases	225	0	-225	-225	0.0%	
5424	Diamond Centre - Improvements to	123	15,150	15,027	15,027	0.8%	
5425	Diamond Centre - Sports Hall/Phase 4	52,788	1,441,680	1,388,892	1,388,892	3.7%	
7402	Diamond Centre - Rates	3,670	8,500	4,830	4,830	43.2%	
7403	Diamond Centre - Heat & Light	2,707	7,000	4,293	4,293	38.7%	
7404	Diamond Centre - Water	692	1,500	808	808	46.1%	
7405	Diamond Centre - Building Repairs	1,375	3,000	1,625	1,625	45.8%	
7406	Diamond Centre - General Repairs	1,393	3,000	1,607	1,607	46.4%	
7407	Diamond Centre - Cleaning & Supplies	3,140	3,000	-140	-140	104.7%	
7408	Diamond Centre - Equipment	142	0	-142	-142	0.0%	
7411	Diamond Centre - Loan Charges	64,127	130,000	65,873	65,873	49.3%	
7416	Diamond Centre - Phone/Communications	0	0	0	0	0.0%	
5402	Diamond Centre - Sundries & Contingencies	38	100	62	62	38.0%	
	Total Expenditure	166,867	1,689,580	1,522,713	0	1,522,713	9.9%
<u>Income</u>							
4415	Diamond Centre - Hire of	31,521	35,000	3,479			
4416	Diamond Centre - Field Hire	68	0	-68			
4417	Diamond Centre - Cinema Receipts	1,395	2,000	605			
4418	Diamond Centre - Grants Received	0	0	0			
4094	Diamond Centre - Precept	187,199	187,199	0			
		0	0	0			
	Total Income	220,183	224,199	4,016			
	Transfer from reserves	0	0				
	Surplus / (Shortfall)	53,316	(1,465,381)				

Sprowston Town Council year ending 31st March 2018

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2017

<u>Parks</u>	<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	27,543	53,600	26,057	26,057	51.4%	
6502	Parks - Ers Ni	2,168	4,075	1,907	1,907	53.2%	
6503	Parks - Superannuation	5,568	11,300	5,732	5,732	49.3%	
5508	Parks - Machinery Tool Repair/Replace	10,359	20,000	9,641	9,641	51.8%	
5509	Parks - Playground Equipment Repairs	5,634	60,500	54,866	54,866	9.3%	
5510	Parks - Horticultural Consumables	678	2,000	1,322	1,322	33.9%	
5511	Parks - Trees, Shrubs & Plants	0	3,000	3,000	3,000	0.0%	
5512	Parks - Sports Pitches Consumables	5,978	7,500	1,522	1,522	79.7%	
5513	Parks - Paths, Seats & Signs	30,053	40,000	9,947	9,947	75.1%	
5514	Parks - Fencing, Gates & Walls	128	2,000	1,872	1,872	6.4%	
5515	Parks - Waste Disposal & Skip Hire	644	2,500	1,856	1,856	25.8%	
5516	Parks - Fuel for Machinery	839	4,500	3,661	3,661	18.6%	
5517	Parks - Health & Safety Inc Protective Clothing	1,794	12,500	10,706	10,706	14.4%	
5518	Parks - Pavilion Refurbishment	0	0	0	0	0.0%	
5519	Parks - Events Expenses	0	0	0	0	0.0%	
7501	Parks - Land Lease	0	0	0	0	0.0%	
7502	Parks - Rates	3,370	6,700	3,330	3,330	50.3%	
7503	Parks - Heat & Light	2,065	4,000	1,935	1,935	51.6%	
7504	Parks - Water	956	3,000	2,044	2,044	31.9%	
7505	Parks - Building Repairs	4,900	26,000	21,100	21,100	18.8%	
7507	Parks - Cleaning & Supplies	1,076	1,500	424	424	71.7%	
7511	Parks - Loan Charges	13,698	29,000	15,302	15,302	47.2%	
7516	Parks - Phone/Communications	21	1,000	979	979	2.1%	
7519	Parks - Training	0	1,000	1,000	1,000	0.0%	
5502	Parks - Sundries & Contingencies <i>Newton £200</i>	308	100	-208	-208	308.0%	
Total Expenditure		117,780	295,775	177,995	0	177,995	39.8%
<u>Income</u>							
4508	Parks - Bowling Green Fees	2,996	2,900	-96			
4509	Parks - Cricket Square Fees	457	202	-255			
4510	Parks - Football Pitch Fees	3,755	4,250	495			
4511	Parks - Tennis Court Fees	0	0	0			
4512	Parks - Pavilion Hire Fees	252	500	248			
4513	Parks - Delegated Verge Cutting	10,279	9,800	-479			
4514	Parks - Grants Received	0	0	0			
4519	Parks - Recreation Ground Hire	45	1,300	1,255			
4520	Parks - Hire of Recreation Ground Office	4,111	15,500	11,389			
4095	Parks - Precept	152,831	152,831	0			
Total Income		174,726	187,283	12,557			
<u>Transfer from reserves</u>		0	0				
Surplus / (Shortfall)		56,946	(108,492)				

Sprowston Town Council year ending 31st March 2018**Detailed Income & Expenditure by Cost Centre year to date to****30th September 2017****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	4,654	15,000	10,346		10,346	31.0%
5604 Street Scene - Notice Board & Signs	236	1,000	764		764	23.6%
5605 Street Scene - Dog & Litter Bins	445	5,000	4,555		4,555	8.9%
5606 Street Scene - Cleaning Bottle Banks/Bus Shelters	594	1,300	706		706	45.7%
7603 Street Scene - Heat & Light	14,802	30,000	15,198		15,198	49.3%
7611 Street Scene - Loan Charges	0	0	0		0	0.0%
5602 Street Scene - Sundries & Contingencies	0	100	100		100	0.0%
<u>Total Expenditure</u>	20,731	52,400	31,669	0	31,669	39.6%
<u>Income</u>						
4096 Street Scene - Precept	51,833	51,833	0	0		
		0	0			
<u>Total Income</u>	51,833	51,833	0			
<u>Surplus / (Shortfall)</u>	31,102	(567)				

Sprowston Town Council year ending 31st March 2018

Bank Accounts & Cash

30th September 2017

1200	STC - General Account	306,829
1201	STC - Business Premium Account	0
1202	STC - Drawings Account	0
1203	STC - Salaries Account	9,907
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	1,000,000
1206	STC - Business Saver Account	10,797
1207	STC - Active Saver Account	1,000,840
1209	STC - Barclaycard Account	-872
1210	STC - Petty Cash Account	17

Total Bank & Cash Balances **2,327,518**

Cash Book

Opening Balance 01/04/2016	678,528
Add: Total Cash Receipts in year	682,124
Deduct: Total Cash Payments in year	(415,214)
Loan	1,382,080
	<u>2,327,518</u>

Sprowston Town Council year ending 31st March 2018

Balance Sheet as at

30th September 2017

Current Assets

Sales Ledger	28,531
Other Debtors	0
Prepayments	0
Vat Refund	10,744
Cash at Bank & in Hand	2,327,518

2,366,793

Current Liabilities

Purchase Ledger	41,169
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

41,169

2,325,624

Reserves

Play Equipment Renewals Fund	78,000
Machinery Renewals Fund	20,000
Maintenance	53,500
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	160,059
General Fund (P&L Acc) - current year	265,016

2,325,624