



NOTICE OF MEETING

AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 14 March 2018 at 7.30pm

AGENDA

Item No.

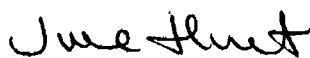
1. To receive declarations of interest.
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council's meeting held on 21 February 2018. Pages 1 - 5
4. Co-option of Councillor (Applications enclosed).
 - (i) Mr J Fisher
 - (ii) Ms J Kennedy
5. To receive any Police Liaison Officers Report. (Enclosed)
6. To receive correspondence & agree action/response arising from the minutes.
7. To receive any written/verbal reports from Sprowston County and District Councillors. Pages 6 - 7
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
9. Councillor Privacy Notice and Consent (Enclosed)
10. Report of the Town Clerk. Pages 8 - 9
11. To consider:
 - Fair Processing Notice - Employee Data
 - Computer and Telephone Misuse Policy
 - Information & Data Protection Policy
 - Quality Policy Statement
 - Information & Communications Technology (ICT) Policy
 - Information Protection Policy
 - Information Security Incident Policy
 - Removable Media Policy
 - Retention of Documents Policy
 - Social Media and Electronic Communication Policy
12. Adjourn the meeting for a short break.
13. To consider planning applications to 14 March 2018. Pages 10 - 11
14. To receive any written/verbal reports from the Council's Working Groups.

15. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
16. To confirm the payment of accounts to 14 March 2018. Pages 12 - 13

17. To receive the schedule of credit card payments.
18. To receive the schedule of direct debits

Page 14

Page 15



June Hunt
Town Clerk

9 March 2018

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 – 21 FEBRUARY 2018

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 21 February 2018, the following Members were present:-

Mr K Lashley – Chairman

Mr W F Couzens	-	Mr T Landamore
Mrs S L England	-	Mrs B J Lashley
Mr R A Fowkes	-	Mrs J Leggett
Mr R J Knowles	-	Mr B Osborne
Ms G A Landamore	-	Mr N Shaw
Mr J M Ward		

In attendance

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

1 member of the public was present

18/031. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

18/032. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr J H Mallen and verbal apologies from Mr I Moncur.

18/033. MINUTES

The Minutes of the Council meeting held on 31 January 2018, having previously been circulated to all Members were subject to the following amendment

Minute 18/026 **delete** from Windows 10 and **insert** to Windows 10

confirmed and signed by the Chairman of the Council.

18/034. CO-OPTION OF COUNCILLOR

Having considered an application from Christine Rumsby for the position of Town Councillor Mrs B J Lashley proposed, seconded by Mr B Osborne to co-opt Ms Rumsby on to the Council and on being put to the vote the motion was **LOST**. Mrs B J Lashley requested a recorded vote and Members voted as follows:

For

Mr W F Couzens
Mr R A Fowkes
Mrs B J Lashley
Mr K Lashley
Mr B Osborne

Against

Mrs S L England
Mr R J Knowles
Mrs G Landamore
Mr T Landamore
Mrs J Leggett
Mr N Shaw
Mr J M Ward

18/034. CO-OPTION OF COUNCILLOR (CONTINUED)

Following a query the Town Clerk read an extract from the Council's "Councillor Casual Vacancy Policy" and the Chairman moved to the next item of business.

18/035. POLICE LIAISON OFFICER'S REPORT

Members noted the February 2018 Newsletter.

The Chairman clarified the instances of public fear, alarm or distress.

Mrs J Leggett requested more information regarding the incidences of criminal damage querying if these were individual or related.

Mrs B J Lashley brought Members attention to the Safer Neighbourhood Panel (SNAP) advertised as being held on Monday 16 April 2018 at Old Catton.

18/036. CORRESPONDENCE

- (1) The Town Clerk reported that she had received the resignation of Groundsman David Bircham and it was

RESOLVED to authorise the Town Clerk to fill the vacancy.

- (2) A Vision of Norfolk in 2021 - Norfolk County Council

18/037. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) Norfolk Community Biodiversity awards nominations are now open, closing date 30 April 2018. They are looking for wildlife heroes across 5 award categories; Saving Species; Groups; Young People's Achievement; Nature for Health and Wellbeing and Churchyards and Cemeteries. Details at www.norfolkbiodiversity.org
- (2) A programme of more than 40 events and activities to celebrate the bicentenary of the death of the great landscape gardener Humphry Repton has been brought together by a number of organisations including Broadland District Council.

The launch will take place at Aylsham Parish Church on 23 March 2018.
Details at www.norfolk.humphryrepton.org.uk
- (3) Permanent changes to roads in the Plumstead area come into effect on Monday 19 February 2018 when Plumstead Road and Middle Road reopen and Smee Lane and Low Road close permanently.
- (4) From 1 April 2018 there will be a charge for anybody taking DIY waste to council tips.

Mrs Lashley asked why the money generated from the additional precept of 3% in Adult Social Care was being transferred into reserves rather than helping people?

Mr Ward replied that Norfolk County Council was spending it next year when it would be needed more.

18/038. RESIDENT'S QUESTIONS

As there were no residents present at this point of the meeting the Chairman moved to next item of business.

18/039. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Non Turf Cricket Pitch

Having considered the draft service level agreement between Sprowston Town Council, Norfolk Cricket Board and Active Norfolk it was

RESOLVED to authorise the Town Clerk to sign the agreement subject to the removal of the reference to individual types of groups.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Appointment of Data Protection Officer

Members noted the requirement for the Council to appoint a Data Protection Officer to comply with Data Protection Regulation changes on 25 May 2018 and having considered the report of the Town Clerk it was

RESOLVED to appoint, with immediate effect, the Town Clerk as the Council's Data Protection Officer with a remuneration reward for the additional responsibility of one spinal point.

PLANNING AND TRANSPORTATION

5.1 Broadland District Council Food Waste Service

Members noted that Broadland District Council was extending their food waste collection service by 1080 properties.

18/040. MEETING ADJOURNMENT

Due to the early hour it was **RESOLVED** not to adjourn the meeting for a short break.

18/041. 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:

18/041. PLANNING (CONTINUED)

2018/0151 - single storey side and rear extension and addition of lean-to-roof over existing flat roof single storey side extension at 26, Blenheim Road

2018/0153 - single storey front extension at 62, Blithewood Gardens

2018/0187 - single storey extension to side and rear at 5, Dixon Road

2018/0199 - single storey rear extension at 49, Moore Avenue

2018/0205 - single storey rear extension at 104A, Moore Avenue

2018/0228 - single storey front, two storey and single and two storey rear extensions at 40, Cozens Hardy Road

- (b) 2018/0067 - extend existing dwelling and subdivide curtilage to form new dwelling at 45, Tills Road

18/042. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

18/043. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

- (a) Mr W F Couzens reported on his attendance at the Heritage Working Group advising that Mr B Woolner was working on aligning pictures and notes before transferring the information to the Council. He suggested continuing with the current administrator for the following year at a cost of £80.00. The group was experiencing difficulties with the transferral of data and Mr N Shaw agreed to advise them regarding suitable software and would also contact Norfolk County Council to see if they had an update.

RESOLVED that the Town Council cover the cost of the Administrator for the period of one year at a cost of £80.00.

- (b) Members noted the minutes of the WWI Centenary meeting attended by Mr K Lashley.

A number of suggestions were put forward on how to mark the WWI Centenary with the planting of trees being the preferred option. Mr Lashley agreed to advise the WWI Centenary group of the Council's preference.

17/044. GREATER NORWICH DEVELOPMENT PARTNERSHIP

Mr R A Fowkes felt the priority should be to build on existing allocations of land before considering other green sites. He commented that allocations should be as close to communities as possible and that some of the suggested sites were not connected, GLNP being the worst as it was separate from any existing community and GNLP 0172 and GNLP0095 were likely to be detached from the rest of Rackheath. He added that everything in the Neighbourhood plan should be adhered to.

Following discussion it was **RESOLVED**

to oppose site allocations GNLP0172 as it is likely to be detached from the main village and its amenities being dissected by the Norwich Northern Distributor, GNLP0042 and GNLP0095 due to their isolation from existing communities.

18/045. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Members reviewed the Councils insurance cover and it was

RESOLVED to accept the arrangements for insurance cover in respect of all risks contained within the current policy with Zurich Municipal.

18/046. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 21 February 2018 totalling £67,443.17 and answered Members' questions arising therefrom.

On the motion of Mr T Landamore, seconded by Mr W F Couzens it was

RESOLVED that payment of the accounts to 21 February 2018 totalling £67,443.17 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr R J Knowles.

18/047. SHCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments were approved and noted.

18/048. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments 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.

14 March 2018

CHAIRMAN

JHunt

From: Vincent, Karen <karen.vincent2.cllr@norfolk.gov.uk>
Sent: 06 March 2018 16:08
To: JHunt
Subject: Fwd: North Walsham Road Closure

Hi June,

I am writing to advise that it has today been confirmed the North Walsham Road closure will be delayed until Thursday 15 March. (By way of background, I had raised concerns about the road closure overlapping with the Chartwell Road scheme and associated Spixworth Road closure).

BEGINS

Dear Cllr Vincent,

Thank you for the opportunity to discuss the effects of the B1150 North Walsham Road closure with you. I have discussed this scheme with those supervising the works on Spixworth Road and can confirm that these works will now complete on Wednesday 14 March. Given the likelihood of some drivers ignoring the road closure from the northern end of the scheme (B1150 junction NDR) - and creating their own diversion via White Woman Lane, and all the consequent issues at George Hill - I will defer the start of B1150 scheme until Thursday 15 March.

ENDS

I have checked how the delay will be communicated and advised that letters to properties within the site limits will be sent out late today or tomorrow. A revised Public Information Notice which includes blue light services, media etc. will be distributed today and the warning boards on site will be amended tomorrow.

I would be grateful if you can share this information with your Council and if you have any follow-up queries please do not hesitate to contact me.

Kind regards,

Karen

Karen Vincent
County Councillor representing Old Catton and Sprowston West
Norfolk County Council
Tel. 07881 365238
Email: karen.vincent2.cllr@norfolk.gov.uk

--

To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

4th March 2018

Report from Councillor John Ward

Broadland District Council

The General Data Protection Regulation comes into force on 25th May 2018 heralding a new era in data protection. The Regulator will now be able to levy fines of up to £20m Emma Pheby, Information Governance Manager, is working closely with BDC to make changes across the Council.

Parish, Town and the County Council are also making their own arrangements to comply with the new regulations.

A host of events are being planned to celebrate the bicentenary of the death of Humphry Repton, one of Britain's greatest landscape gardeners who is buried in Aylsham. BDC have been involved in the programme of more than 40 events and the national launch will take place at Aylsham Parish Church On March 23rd.

Clarion Housing Association was formed on the 2nd January from the amalgamation of Affinity Sutton Homes and Circle 33 Housing Trust and formally takes over the ownership and management of all their properties and tenancies of which there will be no change to their agreements.

BDC have been awarded funding of £160k to build 22 new homes, with 36% affordable, at Roseberry Road, Gt. Plumstead. This will be a joint venture between BDC and NPS.

Norfolk County Council

Over 90 gritting runs have been made this winter on 49 routes over 2083 miles of Norfolk roads (total highway length 5965 miles). The cost per gritting run is c £40,000. 16,000 tonnes of salt are maintained in stock (enough for 50 gritting runs). Norfolk's 1800 grit bins are being refilled from 5.3.18, a task that will take 3 weeks.

The extreme weather brought work on the NDR to a standstill for a week and it has now put in doubt the opening of the main carriageways by Easter.

There is a temporary road closure 12-23 March of North Walsham Road from 30m north of the junction with Allens Lane, for 1155 metres north, due to resurfacing work.

COUNCIL MEETING – 14 MARCH 2018

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre

Due to freezing temperatures the new pipework at Sprowston Diamond Centre ruptured with resultant damage caused to the St. Quintin room and adjacent hallway. The decision was taken to cancel or move those room hirings that could be accommodated, however it took a day to repair the damage to the pipework and the drying out considerably longer. Recompense for the damage is being progressed with our contractor.

1.2 Sprowston Pavilion

As 1.1 above, burst pipes caused damage to the disabled toilet at the Recreation Ground. A schedule of repairs has been prepared and commenced.

The Altro flooring at the pavilion showers has become raised due to either failure of water pipes, blocked drains or excessive laying water. Investigations and exploratory quotations to establish repairs are being sought and action to repair the damage will be carried out.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

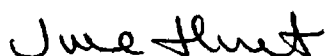
CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Broadland Youth Advisory Board

Attached, is an invitation for Members to join the Broadland Youth Advisory Board on Wednesday 4th April 4 - 6pm.

PLANNING AND TRANSPORTATION

5.1 No matters to report.



**June Hunt
Town Clerk**

Coffee and Cake with the Broadland YAB



Coffee and Cake with the Broadland Youth Advisory Board

Carrowbreck House, 187 Drayton
High Road, Norwich, NR6 5FA.

Wednesday 4th April 4-6pm

Please confirm attendance to
oliver.simons@ymcanorfolk.org

The Broadland YAB welcomes you to
join us at Carrowbreck House to find
out the latest from the YAB including
the opportunities to:

Meet our young commissioners and
find out all about what they do for the
YAB!

Hear the results from our Annual
Consultation and find out our priorities
for the next year!

Find out about our current projects!

Enjoy a selection of cakes!

All welcome, please circulate invitation
further to all relevant contacts!

Sprowston Town Council
PLANNING APPLICATIONS – 14 MARCH 2018

Broadland DC App.No. 2018/0142	Applicant J Cheetham Contracting Ltd as location	Location Hill Farm, Wroxham Road, Rackheath, NR13 6NE
Classification: Minor dwellings Type: Full Permission		
Description: Removal of hedge to improve access for farm machinery		
Broadland DC App.No. 2018/0266	Applicant Mr James Pye as location	Location 64 Wroxham Road, Sprowston, NR7 8TX
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Side Extension		
Broadland DC App.No. 2018/0295	Applicant Mr and Mrs M Seaman as location	Location 14 Adams Road, Sprowston, NR7 8QT
Classification: Minor dwellings Type: Full Permission		
Description: Demolition of Single Storey Side Extension and Erection of New Dwelling		
Broadland DC App.No. 2018/0302	Applicant Mr M Irvine as location	Location 29 Rosemary Road, Sprowston, NR7 8ER
Classification: Minor dwellings Type: Full Permission		
Description: Two Storey Side and Rear Extension		

Broadland DC App.No.
2018/0304

Applicant
Joseph & Cherise Abbott
as location

Location
307 Wroxham Road, Sprowston, NR7 8RN

Classification: Minor dwellings
Type: Full Permission

Description: First Floor/Two Storey Rear Extension and Single Storey South-West Side Extension

Broadland DC App.No.
2018/0344

Applicant
Mr James Edmonds
as location

Location
57 Mousehold Lane, Sprowston, NR7 8HL

Classification: Minor dwellings
Type: Full Permission

Description: 1) Front Porch 2) Rooms in Roof including Hip to Side Gable & Front Dormer Windows 3) Rear Extension with Rooms in Roof

Sprowston Town Council		Payments		Meeting Date:		14th March 2018	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>	
20/02/2018	114486	Bartram Mowers Ltd	230.12	32.63	262.75	1531	
23/02/2018	114694	Chain,Boots,Gloves,Trousers,BreakBar,viser Boots,Gloves,Trousers	154.04	17.41	171.45		
			76.08	15.22	91.30		
18/02/2018	429783	Ben Burgess & Co Ltd	30.78	6.16	36.94	1532	
		Chainsaw Chain Oil,Plus 50 Engine Oil					
06/03/2018	SI18-02832	Bidwells	12,036.31	2,407.26	14,443.57	1533	
		Consultancy Fee:New Sports Hall					
06/03/2018	3292	Cozens (U.K.) Ltd	600.00	120.00	720.00	1534	
		Streetlighting Maintenance:February 2018					
06/03/2018	STC32	Dazzle	99.00		99.00	1535	
		Bus Shelter Cleaning:February 2018					
09/03/2018		E Elliott	48.15		48.15	1536	
		Travelling Expenses:05/01/2018-09/03/2018					
12/02/2018	4751948	ESPO	29.10	5.82	34.92	1537	
19/02/2018	4758373	Centrefeed Wiper Rolls	26.34	5.27	31.61		
19/02/2018	4758374	Binders,Copy Paper	18.93	3.77	22.70		
19/02/2018	4758375	Lavatory Brush/Holder,Scouring pad	114.46	22.89	137.35		
19/02/2018	4758376	Cleaning Materials, Toilet Tissue	37.69	7.54	45.23		
		First Aid Kit,Pens,Copy Paper					
			226.52	45.29	271.81		
16/02/2018	247	Harrington Photography Limited	150.00	30.00	180.00	1538	
		Photography :Topping out ceremony					

Felthorpe Forest Nursery							
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>	
06/02/2018	4888	Polythene Sheeting, 17 Ass. Trees	562.50	112.50	675.00	1539	
06/02/2018	4888	3 Fruit Trees	36.00	-	36.00		
			598.50	112.50	711.00		
J Hunt							
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>	
08/03/2018		Travelling Expenses:05/01/2018-06/03/2018	54.45		54.45	1540	
In Touch Systems							
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>	
06/03/2018	636366	Hosted Exchange x6: April 2018	60.00	12.00	72.00	1541	
06/03/2018	637631	Office Internet:March 2018	50.00	10.00	60.00		
18/02/2018	636216	Additional Website Security	50.00	10.00	60.00		
			160.00	32.00	192.00		
Norfolk Association of Local Councils							
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>	
02/03/2018	1468	Councillor : Training	55.00	11.00	66.00	1542	
Omnis Construction Ltd							
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>	
01/03/2018	2278	New sports Hall & Refurbishment Works	113,384.39	22,676.88	136,061.27	1543	
08/03/2018	2279	New sports Hall & Refurbishment Works	168,535.63	33,707.13	202,242.76		
			281,920.02	56,384.01	338,304.03		
TOTAL OF INVOICES			<u>296,054.81</u>	<u>59,163.44</u>	<u>355,218.25</u>	Trf 309	
Transfer:		STC Drawings a/c to Salaries a/c	27,000.00		27,000.00	Trf 310	
			<u>323,054.81</u>	<u>59,163.44</u>	<u>382,218.25</u>		
Transfer:		STC General a/c to STC Drawings a/c			<u><u>382,218.25</u></u>	Trf 309	

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Meeting Date: 14th March 2018

Direct Debits

Angel Springs Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18/02/2018	4155598	-	24.57 -	4.91 -	29.48
28/02/2018	4204419	Credit:Sanitary Consumables :Jan 2018	63.57	12.71	76.28
		Bottled Water February 2018			
			39.00	7.80	46.80
Anglian Water Business					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16/02/2018	8062701891	Recreation Ground:22/11/2017-15/02/2018	645.91		645.91
Anglia Farmers Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31/01/2018	582693	Vodafone, Screwfix,	170.86	34.19	205.05
British Gas					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20/02/2018	977284276	STC:28/11/2017-13/02/2018	1,444.96	288.99	1,733.96
26/02/2018	709804554	STC:28/11/2017-13/02/2018	-	288.99 -	1,733.96
27/02/2018	969323622	STC:28/11/2017-13/02/2018	0	0	0
Cr Note			0	0	0
PHS Group					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13/02/2018	65629182	Micro Toilet Tissue	43.75	8.75	52.50
14/02/2018	65630647	Toilet Tissue Dispenser	21.00	4.20	25.20
			64.75	12.95	77.70
Veolia Enviromental Services					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
28/02/2018	SI01107330	All sites skip hire February 2018	169.35	33.87	203.22

Total Direct Debits 1,089.87 88.81 1,178.68

Sprowston Town Council

Barclaycard Payments

Meeting Date: 14th March 2018

Sainsbury,s :

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16/02/2018	54346	Refreshments :Topping out Cere.	51.70		51.70
23/02/2018	19028	Refreshments:Nalc	52.70		52.70
			104.40		104.40

Thomson Sawmills Ltd

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
06/02/2018	116016	Rails,Posts	418.10	83.62	501.72

Wolseley UK Ltd

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
05/03/2018	639242-1	Plumbing Materials:Parks burst pipe	15.49	3.10	18.59

Total Direct Debits 537.99 86.72 624.71

Total Payments

Due by Direct Debit 27th March 2018

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	Bacs
12/03/2018	430511	Supplier: Ben Burgess Tractor,Gator	25,150.00	5,030.00	30,180.00	1544
12/03/2018	493521	Cr.note Trade in: Tractor,Gator	-7,000.00	-1,400.00	-8,400.00	
			18,150.00	3,630.00	21,780.00	
43,173.00	STC33	Supplier: Dazzle Bus Shelter cleaning March 18	99.00	0.00	99.00	Bacs 1545
01/03/2018	80220900061	Supplier: HM Revenue & Customs VAT adjustment on cinema receipts	765.09		765.09	Bacs 1546
05/02/2018	30231361	Supplier: Zurich Insurance PLC Insurance:01/04/2018-31/03/2019	6,923.91		6,923.91	Bacs 1547
		TOTAL OF INVOICES	<u>25,938.00</u>	<u>3,630.00</u>	<u>29,568.00</u>	Trf 311

Transfer: STC General a/c to STC Drawings a/c

£29,568.00

Trfr 311

.....
Councillor

.....
Town Clerk

Direct Debits

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £
09/03/2018	166136350/18	Supplier: Total Gas & Power	2,807.71	561.54	3,369.25
09/03/2018	166136283/18	Streetlight:01/02/2018-28/02/2018	797.42	159.49	956.91
09/03/2018	166136294/18	STC:01/02/2018-28/02/2018	8.09	0.40	8.49
		Floodlights 01/02/2018-28/02/2018			
			3,613.22	721.43	4,334.65

Invoice Date Invoice No. Invoice Detail

Total Direct Debits

3,613.22 721.43 4,334.65

Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
12/03/2018	BCP	Supplier: Progress Fuels	70.80	14.16	84.96
08/03/2018	BCP	Supplier: Amazon: Qwirkle game:Dementia	16.62	3.33	19.95
To be paid by direct debit 27 April 2018			£87.42	£17.49	£104.91