



NOTICE OF MEETING

AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council
will be held in the Council Chamber at the Council Office, Recreation Ground
Road, Sprowston NR7 8EW on Wednesday 30 January 2019 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 meeting held on 9 January 2019. Pages 1 - 5
4. To receive any Police Liaison Officer's report. Pages 6 - 7
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 8
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. To consider the appointment of volunteers to the role of Parish Tree Wardens. Page 9
9. To receive the report of the Town Clerk.
5.1 Broadland District Council - Action on empty property Pages 10 - 15
10. Adjourn the meeting for a short break.
11. To consider planning applications to 30 January 2019. Pages 16 - 17
12. To receive any written/verbal reports from the Council's Committees and Working Groups.
(1) Verbal report of the Town Clerk Interview Panel Pages 18 - 20
(2) Grow Your Communities Network - Minutes 27.11.18 Pages 21 - 22
(3) Sprowston Heritage - Minutes 11.12.18 Pages 23 - 25
13. To consider and adopt the draft Flexible Working Policy.
14. To receive any written and verbal reports from Members Representing the Council on or at outside organisations
15. To receive the summary of income & expenditure and balance sheet to 31 December 2018. Pages 26 - 35
16. Sprowston Diamond Centre - Expenditure to 23 January 2019. Pages 36 - 39
17. Council Office refurbishment - Expenditure to 23 January 2019. Page 40
18. To confirm the payment of accounts to 30 January 2019. Pages 41 - 43
19. To receive the schedule of credit card payments. Page 44
20. To receive the schedule of direct debits Pages 45 - 46



June Hunt
Town Clerk

24 January 2019

Council Office, Sprowston Recreation Ground . Recreation Ground Road Sprowston . Norwich.NR7 8EW
Tel: 01603 408063 . 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.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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 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 both 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 – 9 JANUARY 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 9 January 2019, 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 J Knowles	-	Mrs L Leggett
Ms G Landmore	-	Mr B Osborne
Mr T Landamore	-	Mr N Shaw
Mr J M Ward		

In attendance

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

3 members of the public were present

19/001. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

19/002. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr J H Mallen and Ms C T Rumsby and verbal apologies from Mr R A Fowkes.

19/003. MINUTES

The Minutes of the Council's meeting held on 19 December 2018, having previously been circulated to all Members, were confirmed and signed by the Chairman of the Council.

19/004. TREE WARDEN NETWORK

Mr John Fleetwood gave a presentation on the activities of Tree Wardens and benefits of having these volunteers monitoring the trees across the parish. He answered members questions therefrom.

19/005. POLICE LIAISON OFFICER'S REPORT

The January Newsletter was not available.

19/006. PLANNING APPLICATION 2018/1670

The Town Clerk reported that the Planning Authority had granted permission for planning application 2018/1670 - erection of building to change outdoor pool to indoor pool for private use only at 25, Chenery Drive, Sprowston.

19/007. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward:

Mr Ward also verbally reported:

- (1) the consultation on the Norwich Western Link of the Broadland Northway closes at midnight on Friday 16 January 2019. The consultation papers are available at www.norfolk.gov.uk/nwl
- (2) a campaign has been launched to recruit on-call (retained) firefighters. They must live or work within 5 minutes of one of the 39 on-call fire stations in Norfolk. They are paid per call out and for training sessions and on average earn £7,000 per year.
- (3) that Broadland District Council's Planning Committee had given approval for 328 dwellings off St. Faiths Road next to the airport, a 90-bedroom care home, with assisted living bungalows, a shop and office block on the old station site at Reepham by Kerris Farmhouse Pine and the controversial building to cover the swimming pool in Chenery Drive, Sprowston.
- (4) that an MBE had been awarded to John Newstead who had donated his Chemist Shop collection to the museum service in 1984. He had been a pharmacist in Wroxham Road and later Blenheim Road, Sprowston until he retired in 1990. Over the years he travelled the country collecting what he could from pharmacies that were modernising or closing down and built a small museum in his garden, and it was this that was donated to the Museum Service.

Mrs B J Lashley asked if Mr Ward could find out what was happening with the area of land at Boar Plantation which had previously been cleared for a bus-gate and if the land was to be re-planted with trees.

The Town Clerk reported that it was her understanding this area of land was being considered in conjunction with the proposed cycleway on Blue Boar Lane and was currently being discussed by the consortium of developers, Norfolk County Council Highways and Broadland District Council.

Mrs J Leggett commented that it was a future Broadland District Council project.

In response to a question from Mrs S L England, Mr Ward advised that the proposed care home at Reepham was predominantly aimed at over 75's.

Mrs J Leggett verbally reported:

- (1) PC Ross Tucker had been appointed Sprowston and Old Catton Beat Manager effective 20 January 2019 and would be attending the Council meeting on Wednesday 30 January 2019.
- (2) she had not received a response from Norfolk County Council to her enquiry regarding traffic counts following completion of the Broadland Northway.
- (3) that her chosen charity, as Broadland District Council Chairman, was Leeway and a family friendly running challenge to raise funds was taking place at Catton Park on Sunday 20 January 2019.

19/007. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Mr N Shaw verbally reported that Norwich Airport:

- (1) was carrying out refurbishment of the buildings and now had a Costa Coffee shop.
- (2) engine bay was out of action due to the burning of tarmac which was to be replaced with concrete.
- (3) had an obligatory 1km exclusion zone from the perimeter fence for the flying of drones and this was likely to be increased to 5km. Posters were available from Norwich Airport for display in public areas within a 1km distance advertising flying of drones was prohibited.
- (4) had submitted a planning application for a variation in conditions to allow general employment floorspace to help financially support aviation related businesses.

19/008. RESIDENT'S QUESTIONS

On the motion of Mr I Moncur, seconded by Mr W F Couzens 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 M Moore

- (1) reported surface water on the highway and adjacent pavement and verge at Church Lane to which he was referred to Norfolk County Council Highways as the responsible authority.
- (2) asked about a streetlight on Church Lane and was advised by the Town Clerk that following a number of repairs the lamp had been changed to an LED.
- (3) requested Sprowston Recreation Ground closing times be displayed in the Library. The Town Clerk responded that the Council could not rely on a third party displaying these notices particularly when the closing hours changed every few weeks. Furthermore, the bell, to advise that the park was about to close, could be clearly heard from the Library.

19/009. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Anglian Water Services Limited

Members noted the Improvement Notice served by Anglian Water on the Council for Sprowston Diamond Centre and Sparhawk Park. The Town Clerk reported the remedial works to be carried out to rectify these infringements.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

19/009. REPORT OF THE TOWN CLERK (CONTINUED)

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Better Together Norfolk

Having considered correspondence from Better Together Norfolk, funded by Norfolk County Council, it was

RESOLVED that the Town Clerk write to Norfolk County Council:

- (1) with a list of the many organisations in Sprowston involved in community projects
- (2) suggesting they do not close the Children's Centres
- (3) requesting they rethink the funding of Social Services
- (4) asking about the availability of funding for Town Council lead projects

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ENCLOSURES

6.1 Broadland Tree warden Network Handbook

6.1.1 Combatting Loneliness and Social Isolation services in Norfolk - Overview

18/010. MEETING ADJOURNMENT

On the motion of Mr I Moncur, seconded by Mr R J Knowles it was **RESOLVED** not to adjourn the meeting due to the early hour.

18/011. 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 object to the granting of planning application 2018/1744 - loft conversion including hip to gable end, front dormer and rear dormer including balcony at 19, Allens Lane on the grounds that there is no significant change from the original application and the front dormer is out of character with the street scene.

18/012. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

18/013. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

19/014. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 9 January 2019 totalling £39,614.90 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur, seconded by Mrs J Leggett it was **RESOLVED** that payment of the accounts to 9 January 2019 totalling £39,614.90 be approved and the schedule authorising payment signed by Mr R J Knowles and Mrs B J Lashley.

19/015. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £24.59 was approved and noted.

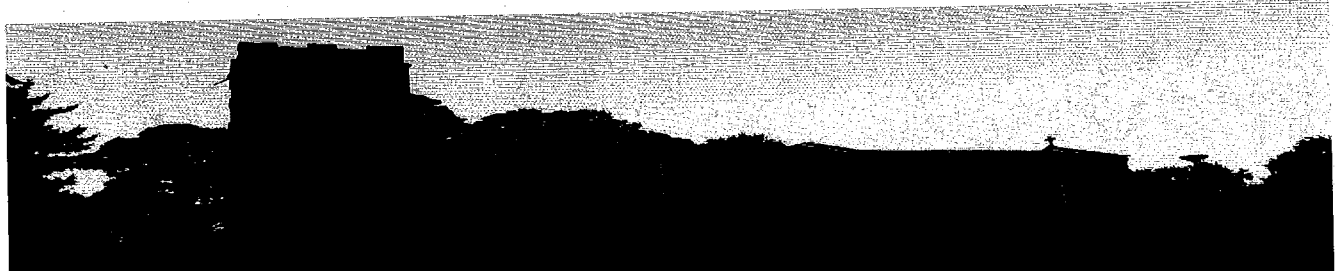
19/016. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £515.62 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.

30 January 2019

CHAIRMAN



Newsletter

Date: Jan 2019



Message from T/Inspector Sarah Jope

Welcome to the newsletter for Sprowston

Happy New Year to you all, I hope you had a safe and happy Christmas and New Year. With the nights still closing in early I would like to remind you all to stay vigilant regarding Rogue Traders knocking on doors and potentially alarming vulnerable residents. I would ask you to check on neighbours and report any suspicious activity to the Police.

Crime Updates 1st-31st Dec 2018

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	2	A person commits theft in a building or structure that is not lived in.
Burglary Residential	2	Entry and theft in a building or a structure that is lived in.
Criminal Damage	8	A person destroys or damages property belonging to someone else.
Domestic	8	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	0	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	6	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	4	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.

Engagement Officer

PC Rob Devlin has recently retired and a replacement should be in post soon. I am sure that the next newsletter they will be introducing themselves.

In the meantime if you need to make contact with Police call 999 in an emergency, 101 for non emergencies or email enquiries@norfolk.pnn.police.uk

Please also keep in eye on the 'Broadland Police' Facebook page and Twitter account. You can also receive regular information by signing up to Police Connect.

What is happening in your area

You may have seen in the recent press that there have been further reports of residents being caught out by the HMRC Scam. There have also been reports in the last few days of emails and text messages stating that 'your TV licence will expire' and then offering a link to 'Please set up a new direct debit now'.

If you receive a call, text or email of this nature you should report it to **Action Fraud** on 0300 123 2040. If you have received a call, text or email of this nature and have handed over money or iTunes/gift voucher details please report it to Norfolk Constabulary on 101.

To find out more about these and other scams you can sign up to Consumer Scam Alerts via the Norfolk County Council website > www.norfolk.gov.uk/business/trading-standards/scams/consumer-alerts

Neighbourhood Priorities

The area priorities adopted are:

- Tackling anti social behaviour on Barkers Lane playing field ,Sprowston and Taylors Lane, Old Catton .
- Speeding on Sprowston roads ; Cannerby Lane, Pioneer Road, Church Lane
-

Beat Manager, PC Nick Roberts



I am the local officer for Sprowston and Old Catton. I am based at Sprowston Police Station and can be contacted through the 101 number.

Point of contact

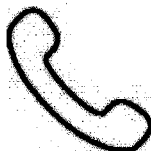


Follow us on social media

@BroadlandPolice
www.crimestoppers.co.uk
www.norfolk.police.co.uk

Non Emergency: 101

Partner contacts



111 NHS

County Council 03448008012
District Council 01603 431133
Parking Issues 01553 616222



20th January 2019

Report from Councillor John Ward

Broadland District Council

At the Full Council meeting on 10th January it was agreed that the Council will relinquish its duty as a Lighting Authority and will therefore not take on the management and maintenance of any new lighting in the five parishes in which it currently acts as the Lighting Authority.

The Bure Valley Railway land and path, owned by BDC, was to be transferred to the Bure Valley Railway Trust but this has now been deferred so that a partnership agreement can be explored with Norfolk County Council. A report will be made to the March Cabinet meeting for consideration.

The Community Projects Officer sends out regular bulletins to community groups with everything from funding to governance support. Anybody wishing to sign up for the bulletin should email communities@broadland.gov.uk

Norfolk County Council

NCC is currently spending £10.2m per year on 53 Childrens Centres operated by 12 providers. Only £4.02m of this goes on frontline delivery.

The proposed new service, operating out of 15 early childhood and family bases will invest £5.2m pa in a more targeted and cost effective service for the people who need it most with £3.2m going on frontline delivery.

1600 people responded to the consultation and many changes have been made as a result including increasing the number of bases from 7 to 15 within the £5.2m budget.

The Business and Property Committee has agreed to buy land opposite the airport for a new city recycling centre to replace Mile Cross when it closes in 2021. This would be accessed from the A140 Cromer Road near the Broadland Northway.

The final stage of the refurbishment of County Hall will start later this year. It will involve extensive renovations to the North Tower. Work to the lower ground floor and basement is already under way. A further £9.5m will be required but there will be savings of £400k pa from the 840 staff relocated from Carrow House which will close in 2020. It is also the ambition to close all NCC offices within 10 miles and relocate them to County Hall saving £260k p.a. There will also be several millions raised from the sale of Carrow House and other buildings.

A 2.99% Council Tax increase is proposed for next year. This will still leave a £70m funding gap for the following two years due to the Government's reduction to zero of the revenue support grant. The Council has already made savings of £364m since 2010.

JHunt

From: ben@benchecology.co.uk
Sent: 21 November 2018 12:18
To: JHunt
Cc: christine@benchecology.co.uk
Subject: Sprowston Town Council - Tree Warden Role

Good afternoon June,

I wanted to take the opportunity to register mine and my partner Christine's (Cc'd) interest in filling the vacant tree warden role for Sprowston Town Council. We have no prior experience of this role, however we are already involved with the newly founded Broadland Tree Warden Network and will be looking to undertake some training through the network as soon as possible. We both have over 8 years' experience as ecological consultants, are Full members of the Chartered Institute of Ecology and Environmental Management, and have an existing knowledge of the environment and the planning system.

I noticed in the last council meeting notes that you are looking for somewhere to plant a community orchard which is a great idea and something we would be hoping to help implement. Assuming the quota for the tree planting grant from Broadland DC has not been spent, it should be possible to order trees for such planting projects and this may be something we can help arrange once a suitable area for planting is established. We try to live as sustainably as possible and think creating community orchards and herb gardens would be a great way to encourage others to do so.

We are happy to attend council meetings regularly in order to provide any necessary updates and are keen to help play an active role in improving the natural environment of Sprowston.

If you have any queries or would like to know any further details about us, please do not hesitate to contact us.

We look forward to hearing from you.

Kind regards,
Ben Jervis & Christine Hipperson

Ben Jervis BSc (Hons) MSc MCIEEM
Director / Consultant Ecologist
Bench Ecology Ltd
Phone: 01603 479910



Website: www.benchecology.co.uk

Email: ben@benchecology.co.uk



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COUNCIL MEETING – 30 JANUARY 2019

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Settlement House Bowls Club

The Secretary of Settlement House Bowls Club has regrettably informed the Council "that they have insufficient fit members and whilst they have enjoyed their bowls at Sprowston Recreation they will be leaving one of the best greens in the county".

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Norfolk County Council Children's Services

In response to the Council's letter to Norfolk County Council the attached briefing on proposed Early Childhood and Family Service has been received from Mr Andrew Proctor, Leader of Norfolk County Council.

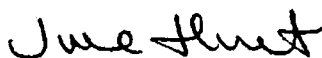
PLANNING AND TRANSPORTATION

5.1 Broadland District Council - Action on empty property

Enclosed, for Members consideration and information, is a confidential report of action being taken on plans by Broadland District Council, to bring a property in Sprowston back into habitable occupation by means of a Empty Dwelling Management Order (EDMO).

Attached, is an informative leaflet highlighting the incentives which can be applied to similar properties in the area which are in need of intervention of Broadland District Council by means of a EDMO.

Recommendation: to respond to the request of Broadland District Council to support the course of action being taken by that authority.



**June Hunt
Town Clerk**

From: Bede-Cox, Michelle <michelle.bede-cox@norfolk.gov.uk> on behalf of Proctor, Andrew - Leader of the Council <andrew.proctor.cllr@norfolk.gov.uk>
Sent: 14 January 2019 16:58
Subject: Children's Services - Briefing on proposed Early Childhood and Family Service
Attachments: Briefing Note - 14 Jan 2019 FINAL_.docx
Importance: High

Dear Town and Parish Clerks

In September 2018, Norfolk County Council Children's Services launched a consultation on a new Early Childhood and Family Service. There were 1,576 responses to the consultation received, with 1,401 responses from residents and 175 from respondents affiliated with organisations.

We would like to thank you for taking the time to respond and I am writing to you to inform you that as a result of the consultation process we have amended our proposals in the following ways:

- Greater recognition that all families benefit from universal group activities
- Making it easier to access support
- Extending the new service to support families to connect with and make use of activities provided by local communities and partner organisations
- Keeping more buildings to reflect varying local needs in rural and urban areas
- Investing £500,000 to support local organisations and communities to use buildings, currently designated as children's centres, with a focus on services for families with children aged 0-5

The new service will:

- Provide targeted support for families with children aged 0-5
- Offer help so that all families can connect with local support and universal early childhood activities
- Operate 15 early childhood and family support bases and use a range of local delivery venues
- Contribute to joint working and maintaining partnerships as part of securing a local early childhood offer
- Invest £250,000 in community development to ensure there are strong networks of support
- Support an enhanced online and digital information, advice and guidance offer for families

The Council is committed to ensuring that Norfolk's most vulnerable children and families receive the support they need and we believe that the revised proposals for the Early Childhood and Family Service will provide a more targeted service.

The papers are available here:

<http://norfolkcc.cmis.uk.com/norfolkcc/Meetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/1473/Committee/8/Default.aspx>

Kind regards

Andrew

Additional information

Empty Homes National Campaigning Charity

An independent campaigning charity which exists to highlight the waste of empty property in England. They work with others to devise and promote solutions to bring empty property back into use.
t: 020 7921 4450, www.emptyhomes.com

Gov.uk

Department of Communities and Local Government

t: Helpline 020 7944 4400

<http://www.communities.gov.uk/housing/housingsupply/empty-homes/>

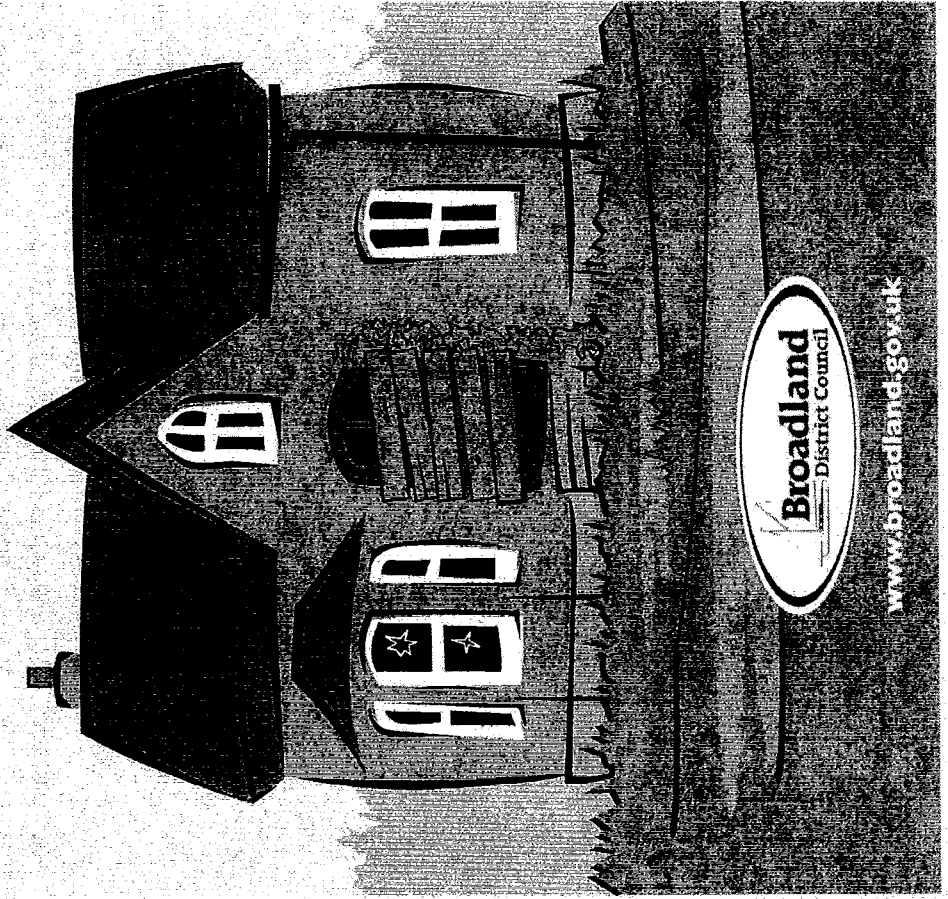
Broadland District Council

For more information about bringing empty properties back into use - reporting an empty property or responding to an empty homes letter please visit: www.broadland.gov.uk/emptyhomes

Alternatively, please get in touch with the Empty Homes Officer (Private Sector Housing Team) at Broadland District Council
t: 01603 430146, e: empty.housing@broadland.gov.uk

EMPTY PROPERTIES ARE WASTED ASSETS

Could we help you bring yours
back into use?



If you require this information in large print, audio, Braille, alternative format or in a different language call (01603) 431133.

IN TRAN
communication for all

Why is the Council interested in empty properties?

There are more than 3,000 people in need of an affordable home in the Broadland district at a time when there are hundreds of properties standing empty. In addition to this, empty properties that are poorly maintained are likely to decay, attract vermin and can be a magnet for anti-social behaviour thereby blighting neighbourhoods. The vast majority of empty properties are in private ownership and the Council wants to support owners to bring them back into use.

Owners of properties that have been empty for more than six months are being contacted by the council to see if there is any way we can help you bring them back into use.

What action can the Council take?

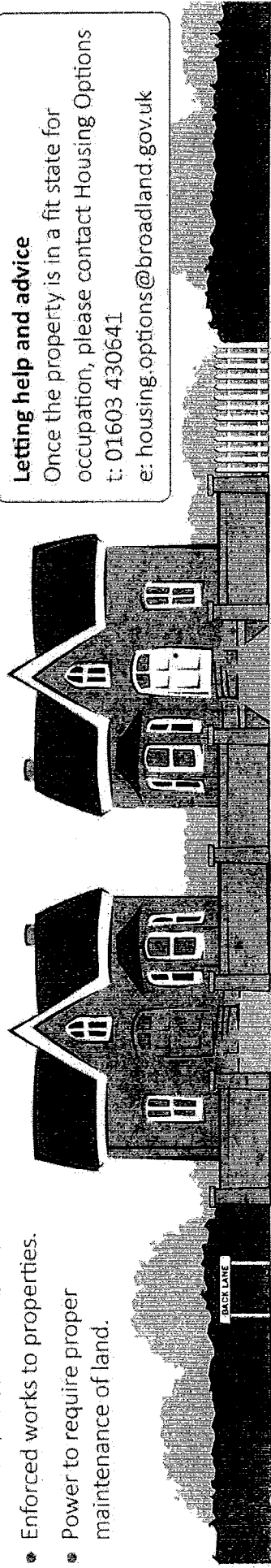
The Council's intention is to work with home owners and other partners to reduce the number of empty properties in the district. However, where this fails the Council has enforcement powers that can be used - these include:

- Compulsory purchase orders.
- Empty dwelling management orders.
- Enforced sale.
- Demolition.
- Works to prevent damage by pests.
- Enforced works to properties.
- Power to require proper maintenance of land.

What support can the Council provide?

- Financial assistance is available to the owners of suitable properties that have been empty for more than six months. An interest free loan up to £4,000 is available where a property can meet the Government's Decent Homes standard. An additional £1,000 is made available for solid wall properties where there is no existing solid wall insulation. There is no compulsion to repay the loan until the property is sold or transferred.
- For conversions of larger single dwellings or buildings to multiple dwellings a loan of up to £4,000 per converted unit may be available.
- Alternatively an interest free loan up to £8,000 may be available. This loan must be repaid within twelve months of approval.
- A £1,000 'makeover' loan is available for properties that are currently on the market but are proving difficult to sell.
- For properties that have stood empty for more than two years the council may be able to provide a letter that allows building works to be reduce rated for VAT purposes.
- General advice and assistance to inform owners about the benefits of bringing their property back into use and the means by which they can achieve this.
- If you decide not to occupy or sell your property, we can then also help you let it.

Letting help and advice
Once the property is in a fit state for occupation, please contact Housing Options
t: 01603 430641
e: housing.options@broadland.gov.uk



Sprowston Town Council
PLANNING APPLICATIONS – 30 JANUARY 2019

Broadland DC App.No. 2018/2080	Location 10 St Marys Grove, Sprowston, NR7 8DJ
Classification: Minor dwellings householder Type: Full Permission	
Description: Two and Single Storey Rear Extension	
Broadland DC App.No. 2018/2074	Location 42 Lowry Cole Road, Sprowston, NR6 7QT
Classification: Minor dwellings Type: Full Permission	
Description: Single Storey Extension to Front, Side and Rear	
Broadland DC App.No. 2018/2092	Location 283 Wroxham Road, Sprowston, NR7 8RL
Classification: Minor dwellings Type: Full Permission	
Description: Proposed Two Storey Side Extension and Internal Alterations	
Broadland DC App.No. 2018/2095	Location 203 North Walsham Road, Sprowston, NR6 7QN
Classification: Minor dwellings Type: Full Permission	
Description: Single Storey Rear Extension & Front Open Porch	

Broadland DC App.No.
2019/0018

Location
9 Falcon Road East, Sprowston, NR7 8XZ

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Front Extension

Broadland DC App.No.
2019/0020

Location
61 Blithemeadow Drive, Sprowston, NR7 8PY

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Front Extension

Broadland DC App.No.
2019/0075

Location
11 Blackwell Avenue, Sprowston, NR7 8XL

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Front Extension & Garden Room/Workshop to Rear Garden

SPROWSTON GROW YOUR COMMUNITY NETWORK

Notes of meeting held at 10 am, Tuesday, 27th November 2018 in the Council Chamber, Sprowston Town Council

Present : Ken Lashley – Sprowston Senior Citizens Club
Mike Ellard – Sprowston Community Greenhouse Project
Alan Morris – Sprowston Community Greenhouse Project
Teresa Chapman - The Hub
Clare Lincoln – Sprowston Youth Engagement Project (SYEP)
Margaret Young – Sprowston Dementia Friendly group
Barbara Lashley - Sprowston Town Councillor
Bill Couzens – Sprowston Town Councillor
John Ward – Norfolk County, Broadland District and Sprowston Town Councillor
June Hunt – Town Clerk, Sprowston

Apologies : Judy Leggett – Broadland District and Sprowston Town Councillor
Samantha England – Sprowston Town Councillor
Martin Callam – Sprowston Methodist Church
Revd. Simon Stokes – St Mary and St Margaret, and St Cuthbert

1. Welcome and introductions.

Ken Lashley chaired the meeting and welcomed everyone.

2. Notes of meeting held on 17th September 2018 and matters arising.

The notes of the meeting held on 17th September 2018 were agreed.

Councillor Leggett sent a report saying that she had attended the launch of the SYEP expansion. It had been most informative and was well received. Three residents from Horsford had attended to see what SYEP do – they want to open a youth provision in Horsford.

Revd. Simon had advised that he was willing to host meetings of the network as the hall was available some Tuesdays.

3. Updates.

(a) SYEP update – Claire and (b) Greenhouse/ intergenerational projects – Mike Ellard.
Claire reported that SYEP is going well, reaching 65 young people in Sprowston and 35 in Old Catton.

The launch evening held to publicise SYEP and explain current and future plans had been well attended by young people, parents and visitors. Clare is now able to go into school when youngsters are referred to her. So far there have been 5 referrals – 2 from the school and 3 from the police.

59 people had enjoyed the World War 1 themed event on 10th November and £179.63 had been raised for the Dementia Café.

Recent activities had included mountain climbing and caving and they were hoping to do more of this next year. The football team was having mixed results. They may have two teams next year.

Mike reported that the project had had a wreath making session the previous evening. They were planning to hold an open day at the greenhouses in the spring to sell bedding plants. The recent plant sale at Tesco raised £200.49 -they had been there all day but very nearly sold out.

The two projects were liaising with Clarion Housing who are planning a community day in April at the green space near Clover Court. It is hoped they may be able to work with the residents in establishing a shared garden.

Two people who are working on their Duke of Edinburgh award have joined the greenhouse project.

Clare and Mike had met with Claire Sharland of Sprowston Library to consider the possibility of developing a sensory garden on land next to the library. Clare (SYEP) had advised Claire (library) on possible sources of funding. The aim is to make it attractive to all ages and it would need to be changed regularly to maintain interest. There would be an open meeting to consider this further at the library at 4 pm on 7th January 2019 and all SGYC group members were invited.

(c) Dementia Friendly Community/Café – Margaret Young

The art work created for the WW1 centenary had received good coverage in Just Sprowston. Margaret thanked SYEP for the event they organised on Nov. 10th.

The November café had enjoyed a really good speaker and WW1 items had triggered many memories.

The 'Christmas' dementia café on Thursday 20th December would be extended to finish at 1 pm. There would be entertainment and a raffle to support the Alzheimer's Society Elf Day appeal. Members of the SGYC group and SYEP were very welcome to join us.

Bill asked whether a replacement for Earl had been appointed and whether we still had access to the games he used to bring, as these had proved popular.

A small committee of the Sprowston Dementia Friendly Group were working to increase the involvement of businesses, although this is not proving easy. The Broadland Dementia Action Alliance website has been set up.

June reported that Hayley was exploring expanding the provision at the Diamond Centre to include another day and possibly lunches.

(d) Armistice Centenary – Ken Lashley reported as Revd. Simon was not able to be present. The weekend of events went exceptionally well. The ecumenical remembrance service at St Mary and St Margaret's had been relayed to the marquee outside for those who were unable to get into the church and music had been provided by Hellesdon and Sprowston band. The poppy displays by the Scouts and the white crosses made by the Hub commemorating the battles of the war made striking displays at St Cuthbert's and St Mary and Margaret's. June was thanked for organising the cleaning and repair of the war memorial outside St Cuthbert's and the 9 am ceremony there had been well attended, despite the rain. The exhibition at the Diamond centre had a steady stream of visitors on both days and, as previously mentioned, the event organised by SYEP had been both enjoyable and moving.

It was particularly pleasing to note that there had been community involvement of all ages in bringing together such a memorable weekend.

4. Sensory garden at Sprowston Library – Claire Sharland

Claire was unable to attend the meeting as she was unwell. See report on SYEP/greenhouse project's meeting with Claire in Updates above.

5. Future projects.

The possibility of planting a community orchard had been raised with the Town Council and Mike had been invited to come and speak to the next meeting.

The problem of displaying information in the greenhouses was raised – it soon fades in the sun. The possibility of having a shed was mentioned and Teresa undertook to look at the sheds which were currently there to see if anything was available.

6. Any other business.

Mike made us aware of a lottery-backed project called the Tools Shed. Prisoners renovate old garden tools and then give them away to projects and groups. SYEP have received about 20 so far, with a value of about £300. Clare confirmed the SYEP insurance covered these.

7. Date, time and place of next meeting.

The next meeting will be held on Tuesday, 22nd January 2019 at 9.30 am. at the Sprowston Town Council office on the recreation ground.

**Notes of a meeting to discuss the Sprowston Heritage Archives on 11
December 2018**

Present: Judy Leggett, Bev Woolner, Barrie Osborne.

Apologies Bill Couzens, June Hunt

Sprowston Heritage WIKI Site

1. The work on adding Comma items on to the WIKI site is due to start on the 17th December 2018. Harriet will be undertaking the work.
2. We understand that each item (digital image) is placed on the WIKI system and an identification text is added to the WIKI system summary box.
3. The information in the summary box is used by the system as the search criteria. For example in the user wished to seek information on Wroxham Road, then Wroxham Road would need to be in the summary box.
4. Each item has a .pdf text which could be copied and pasted into the summary box from the comma system to the WIKI system. This may involve some minor amendment subject to point 6 below.
5. Some items may already exist on the WIKI system but need to be checked against the comma .pdf text, as Bev believes there may be inaccuracies with some of these items.
6. Bev had some concerns about which items should be in the summary box. It was suggested the following information would be useful where known:
 - The building eg. St Cuthberts Church,
 - The address eg. the Road or Street,
 - The individuals name eg. Mr Couzens,
 - The event eg. Summer Fete,
 - The organisation eg. business or Fete Committee,
 - The date or year where known,
7. Where there was not any information on an item unknown should be entered in the summary box.

8. In addition, the data entry need to keep to the following conventions:
 - Street names should be in full text, without abbreviation,
 - World Wars should be listed as WW1 or WW2 and any other conflicts given their full name.
9. In the initial stage the Group should do some quality assurance checks on newly entered or amended items. New items can be identified by the amendment or entry date.
10. There may be some Town/Parish boundary issues. But in general we should seek to remain within the current, the Ecclesiastical or the historical boundaries of Sprowston,
11. We will need to identify some people to be moderators of any new entry or amendment by the public before any change can be made to the WIKI system.
12. In the short term we may need to pay for a little more assistance from William Hannant, should we have issues with the WIKI system. Bev will also be available to provide assistance.
13. In the longer term the Council may need to further consider the following support for the system:
 - Technical support, currently with William Hannant,
 - History expertise, currently with Bev
 - Administrative support including communication with contributors to the WIKI system, currently with the Office of the Town Clerk.
14. Check with William Hannant about how the Town Council can secure the WIKI system back up. Bev thinks copying to a Council server may be problematic and that the answer may be for the Council to have passworded access to the backup copy maintained by William.

NEXT MEETING

In the new year to review how the addition of the new items to the WIKI system has gone.



Flexible Working Policy

Introduction

The Town Council is committed to equality of opportunity in employment for all its staff to developing work practices and policies that support work-life balance.

The Town Council's policy on requests to change hours and patterns of work gives all staff an entitlement to request a change to their working pattern. The Town Clerk is encouraged to accommodate such requests and must provide clear business or operational reasons if the request is declined.

It is evident that some roles within the Town Council are less adaptable to the flexible working options outlined below. In these cases the Town Clerk is recommended to consider other methods of offering staff a more flexible working pattern. The Town Clerk should consult with the Town Council's Human Resources Consultant for information and support on flexible working. Flexible working options should be considered as a method of accommodating the needs of staff when required to work evenings and weekends.

The aims of the flexible working policy are to improve the working conditions of staff by better enabling them to combine their work and personal life and to improve the utilisation of staff.

Flexi-time

Subject to service demands, and agreement with the Town Clerk, employees may vary the time they commence and finish work and the length of their lunch break. Time worked between 08.00 and 18.00 counts towards the working week and employees must be at work during the core hours subject to annual and other leave provisions.

Core time: 09:30 hours to 12.00 hours and 14.00 hours to 16.00 hours.

Lunch Break: the lunch break, which must not be less than 30 minutes, must be taken between 12:00 and 14.00 hours.

The standard accounting period for flexi-time will be four weeks (i.e. 13 accounting periods). The Town Council flexi scheme applies to part-time workers and job-sharers in the same way as to full-time employees, with the same conditions for taking flexi-leave.

The responsibility for the efficient operation of the scheme rests primarily with line managers. The operation of flexi-time scheme is based on the acceptance that the Town Council's operational needs take precedence over personal preferences. (for example, an employee required to attend a meeting will be expected to arrive at work in time for that meeting). Individual employees will not be permitted to work hours that impair the efficiency of the Council.

The Council reserves the right to discontinue the operation of the flexi-time scheme should it become evident that the efficiency of the Council is being seriously affected.

Overtime

Overtime falls outside the flexible working hours arrangements. It is defined as any time that an employee is required by their line manager to work before 08.00 hours or after 17.30 hours (or 17.00 hours on a Friday).

Such hours will not be included in the flexi-time accounting period hours but staff eligible for overtime payments will be paid at overtime rates for those hours.

The recording of overtime is the responsibility of the Town Clerk. Overtime will only be payable if authorised in advance by the line manager.

Management of the scheme

Employees must record their times of arrival, departure and lunch periods on the designated form. At the end of each accounting period, this form must be submitted to the line manager for approval and signature.

Periods of absence for annual leave, sick leave, or other authorised paid absences will also be recorded on the form. The time credit for whole days will be 7.5 hours on Mondays to Thursdays and 7 hours on Fridays. Half days will be credited at 3.45 hours Mondays to Thursdays, and 3.5 hours on Fridays.

For absences of less than a complete half or full day, the actual hours of authorised absence will be credited using the "normal" hours of starting and finishing in the workplace.

A maximum of eight credit or debit hours may be carried forward into the next accounting period.

Credit hours in excess of eight will be lost except where an employee has been required by their line manager to work specific hours in the last week of a settlement period.

Where a sufficient build up of hours arises, employees will be entitled to take, with the prior agreement of their line manager, one full day or two half day periods of credit leave in each four-week accounting period, on condition that the operational efficiency of the Council will not be compromised.

Where a half-day flexi-credit leave period is taken employees must work the minimum hours for the other half of the day of 09.30 to 12.00 or 14.00 to 16.00.

Line managers will have discretion to permit leave of absence for personal reasons during core time. In exercising that discretion, regard will be given to whether the absence might reasonably be taken outside core time. Such leave will normally be unpaid but in the case of medical appointments, the leave may be paid leave.

Line managers have discretion to vary either of these normal arrangements and to grant paid leave in connection with medical appointments in the lunch time flexible band if they consider it appropriate.

Any employee who misappropriates time with intent to defraud will be subject to disciplinary action, which could ultimately lead to dismissal.

Occasional Working from home or other flexible location

Requests, to the line manager, for home-working will be considered in relation to any job role that may be carried out equally on site or from a remote location, usually the employees' home. It is evident that some roles do not lend themselves to any form of homeworking as they can only be carried out on site.

In some roles working from home may be managed on an informal and ad hoc basis. It would be the line manager's decision as to whether this would be feasible and account must be taken of employees using their own computer which should have Council compatibility virus protection.

This could involve, for example, carrying out specific tasks, which require a high level of concentration and/or minimum interruptions, at home.

Before approving a homeworking arrangement, the line manager must be satisfied that health and safety regulations have been fully complied with. Under the Health and Safety at Work Act, the Council is required to take all reasonable steps to protect the health, safety and welfare of its staff wherever they carry out their work and this includes their home. Other regulations that apply to staff working from home include: The Management of Health and Safety Work Regulations 1992, the Display Screen Equipment Regulations 1992, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1992 and the Control of Substances Hazardous To Health Regulations 1992.

When employees requesting to work from home occasionally or regularly the risk assessment can take the form of a self-assessment.

Sprowston Town Council year ending 31st March 2019

Summary Income & Expenditure by Budget Heading year to date to

31st December 2018

	<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	201,414	188,750	-12,664	0	-12,664	106.7%
Income	330,993	181,777	-149,216			
<u>Allotments</u>						
Expenditure	6,517	10,400	3,883	0	3,883	62.7%
Income	9,372	9,580	208			
<u>Cemetery</u>						
Expenditure	71,194	104,050	32,856	0	32,856	68.4%
Income	90,989	122,970	31,981			
<u>Grants</u>						
Expenditure	3,500	3,500	0	0	0	100.0%
Income	5,921	3,500	-2,421			
<u>Diamond Centre</u>						
Expenditure	683,045	234,500	-448,545	0	-448,545	291.3%
Income	246,566	255,370	8,804			
<u>Parks</u>						
Expenditure	228,170	370,500	142,330	0	-20,670	61.6%
Income	182,153	183,930	1,777			
<u>Street Scene</u>						
Expenditure	35,261	67,800	32,539	0	22,539	52.0%
Income	54,735	54,735	0			
<u>Totals</u>						
Expenditure	1,229,100	979,500	-249,600	0	-422,600	125.5%
Income	297,728	188,862	-108,866			
Precept	623,000	623,000				
<u>Surplus / (Shortfall)</u>	<u>(308,372)</u>	<u>167,638</u>				

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2018

Administration

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>	
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>	
<u>Expenditure</u>							
6001	Wages/Salaries	80,438	110,000	29,562	29,562	73.1%	
6002	Employers Ni	8,484	11,600	3,116	3,116	73.1%	
6003	Employers Pension	22,533	24,200	1,667	1,667	93.1%	
7005	Administration - Maintenance	159	0	-159	-159	0.0%	
7008	Administration - Insurance	7,524	8,500	976	976	88.5%	
7009	Administration - Legal Fees/Consultancy Fees	3,036	3,000	-36	-36	101.2%	
7010	Administration - Bank Charges & Interest Charges	323	500	177	177	64.5%	
7012	Administration - Audit Fees	3,152	4,000	848	848	78.8%	
7013	Administration - Parish News Letter	1,297	2,000	703	703	64.9%	
7014	Administration - Election Expenses	0	4,000	4,000	4,000	0.0%	
7015	Administration - Travelling	386	400	14	14	96.6%	
7016	Administration - Phone/Communications	885	1,200	315	315	73.7%	
7017	Administration - IT	5,458	9,200	3,742	3,742	59.3%	
7018	Administration - Website	220	300	80	80	73.3%	
7020	Administration - Postage	222	100	-122	-122	222.5%	
7021	Administration - Stationery	473	700	227	227	67.6%	
7022	Administration - Printing & Photocopying	384	600	216	216	64.0%	
7023	Administration - Recreation Ground Council Office	63,341	4,000	-59,341	-59,341	1583.5%	
7024	Administration - Advertising	0	100	100	100	0.0%	
7025	Administration - Subscriptions	2,030	2,500	470	470	81.2%	
7026	Administration - Publications	0	50	50	50	0.0%	
7027	Administration - Training	40	300	260	260	13.3%	
7028	Administration - Health & Safety	0	200	200	200	0.0%	
7029	Administration - Equipment Lease	845	1,000	155	155	84.5%	
7030	Administration - Chairmans Allowance	183	200	17	17	91.6%	
5002	Administration - Sundries & Contingencies	0	100	100	100	0.0%	
8100	Administration - Bad Debts	0	0	0	0	0.0%	
	<u>Total Expenditure</u>	201,414	188,750	-12,664	0	-12,664	106.7%
<u>Income</u>							
4006	Administration - Bank & Investment Income	3,706	2,000	-1,706			
4018	Administration - Sect 106/NHB/	37,527	17,812	-19,715			
4020	Administration - CIL	127,795	0	-127,795			
4021	Administration - Grants Received	0		0			
4090	Administration - Precept	161,965	161,965	0			
			0	0			
	<u>Total Income</u>	330,993	181,777	-149,216			
	<u>Transfer from reserves</u>	0	0				
	<u>Surplus / (Shortfall)</u>	129,579	(2,889)				

Sprowston Town Council year ending 31st March 2019**Detailed Income & Expenditure by Cost Centre year to date to****31st December 2018****Allotments**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6101 Allotments - Gross Pay	3,998	5,600	1,602		1,602	71.4%
6102 Allotments - Ers Ni	306	450	144		144	68.0%
6103 Allotments - Superannuation	1,006	1,150	144		144	87.5%
5101 Allotments - Vermin Control	480	600	120		120	80.0%
7104 Allotments - Water	328	500	172		172	65.6%
7106 Allotments - General Repairs	0	2,000	2,000		2,000	0.0%
5102 Allotments - Sundries & Contingencies	400	100	-300		-300	400.0%
<u>Total Expenditure</u>	<u>6,517</u>	<u>10,400</u>	<u>3,883</u>	<u>0</u>	<u>3,883</u>	<u>62.7%</u>
<u>Income</u>						
4101 Allotments - Allotment Rental	3,377	3,700	323			
4102 Allotments - Water Charges Received	415	300	-115			
4091 Allotments - Precept	5,580	5,580	0			
		0	0			
<u>Total Income</u>	<u>9,372</u>	<u>9,580</u>	<u>208</u>			
<u>Surplus / (Shortfall)</u>	<u>2,855</u>	<u>(820)</u>				

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2018

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	35,978	53,200	17,222		17,222	67.6%
6202 Cemetery - Ers Ni	2,753	4,300	1,547		1,547	64.0%
6203 Cemetery - Superannuation	9,057	11,000	1,943		1,943	82.3%
5201 Cemetery - Vermin Control	0	0	0		0	0.0%
5211 Cemetery - Trees, Shrubs & Plants	0	1,000	1,000		1,000	0.0%
5215 Cemetery - Waste Disposal & Skip Hire	1,466	3,000	1,534		1,534	48.9%
5220 Cemetery - Extension Costs & Land Works	0	0	0		0	0.0%
5221 Cemetery - Memorial Wall Expenses	737	1,000	263		263	73.7%
5223 Cemetery - Memorial Safety Repairs	0	250	250		250	0.0%
7202 Cemetery - Rates	2,328	2,700	372		372	86.2%
7203 Cemetery - Heat & Light	549	400	-149		-149	137.2%
7204 Cemetery - Water	84	100	16		16	84.1%
7211 Cemetery - Loan Charges	18,141	27,000	8,859		8,859	67.2%
5202 Cemetery - Sundries & Contingencies	102	100	-2		-2	102.1%
<u>Total Expenditure</u>	71,194	104,050	32,856	0	32,856	68.4%
<u>Income</u>						
4203 Cemetery - Graves	26,125	45,000	18,875			
4204 Cemetery - Interment	18,696	30,000	11,304			
4205 Cemetery - Memorials & Inscriptions	8,198	10,000	1,802			
4092 Cemetery - Precept	37,970	37,970	0			
	0	0	0			
<u>Total Income</u>	90,989	122,970	31,981			
<u>Transfer from reserves</u>	0	0				
<u>Surplus / (Shortfall)</u>	19,795	18,920				

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2018

<u>Grants</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
		<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
<u>Expenditure</u>							
5307	Grants - Donations	3,500	3,500	0		0	100.0%
<u>Total Expenditure</u>		3,500	3,500	0	0	0	100.0%
<u>Income</u>							
4307	Grants - Recycling Credits	35	0	-35			
4321	Grants - Dementia Fund	2,386	0	-2,386			
4093	Precept - Grant Element	3,500	3,500	0			
		0	0	0			
<u>Total Income</u>		5,921	3,500	-2,421			
<u>Surplus / (Shortfall)</u>		2,421	0				

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2018

Diamond Centre

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<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	8,886	57,400	48,514	48,514	15.5%
6402	Diamond Centre - Ers Ni	892	4,600	3,708	3,708	19.4%
6403	Diamond Centre - Superannuation	3,184	6,300	3,116	3,116	50.5%
5415	Diamond Centre - Waste Disposal & Skip Hire	384	600	216	216	64.0%
5418	Diamond Centre - Planning Permission	0	0	0	0	0.0%
5421	Diamond Centre - Room Hire Expenses	1,940	3,500	1,560	1,560	55.4%
5422	Diamond Centre - Equipment/Purchases	0	0	0	0	0.0%
5424	Diamond Centre - Improvements to	0	0	0	0	0.0%
5425	Diamond Centre - Sports Hall/Phase 4	485,673	0	-485,673	-485,673	0.0%
7402	Diamond Centre - Rates	7,560	12,000	4,440	4,440	63.0%
7403	Diamond Centre - Heat & Light	4,376	7,000	2,624	2,624	62.5%
7404	Diamond Centre - Water	1,251	2,000	749	749	62.6%
7405	Diamond Centre - Building Repairs	109	3,000	2,891	2,891	3.6%
7406	Diamond Centre - General Repairs	761	3,000	2,239	2,239	25.4%
7407	Diamond Centre - Cleaning & Supplies	39,762	6,000	-33,762	-33,762	662.7%
7408	Diamond Centre - Equipment	0	0	0	0	0.0%
7411	Diamond Centre - Loan Charges	127,324	129,000	1,676	1,676	98.7%
7416	Diamond Centre - Phone/Communications	0	0	0	0	0.0%
5402	Diamond Centre - Sundries & Contingencies	943	100	-843	-843	943.1%
	Total Expenditure	683,045	234,500	-448,545	0	291.3%
<u>Income</u>						
4415	Diamond Centre - Hire of	47,400	55,000	7,600		
4416	Diamond Centre - Field Hire	0	0	0		
4417	Diamond Centre - Cinema Receipts	1,496	2,700	1,204		
4418	Diamond Centre - Grants Received	0	0	0		
4094	Diamond Centre - Precept	197,670	197,670	0		
	Total Income	246,566	255,370	8,804		
	<u>Transfer from reserves</u>	0	0			
	Surplus / (Shortfall)	(436,479)	20,870			

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2018

Parks

	<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
<u>Expenditure</u>						
6501 Parks - Gross Pay	39,975	58,800	18,825		18,825	68.0%
6502 Parks - Ers Ni	3,059	4,700	1,641		1,641	65.1%
6503 Parks - Superannuation	10,061	11,800	1,739		1,739	85.3%
5508 Parks - Machinery Tool Repair/Replace	20,807	25,000	4,193		4,193	83.2%
5509 Parks - Playground Equipment Repairs	77,146	90,000	12,854		12,854	85.7%
5510 Parks - Horticultural Consumables	1,050	2,000	950		950	52.5%
5511 Parks - Trees, Shrubs & Plants	936	5,000	4,064		4,064	18.7%
5512 Parks - Sports Pitches Consumables	844	3,000	2,156		2,156	28.1%
5513 Parks - Paths, Seats & Signs	4,329	85,000	80,671		80,671	5.1%
5514 Parks - Fencing, Gates & Walls	149	2,000	1,851		1,851	7.5%
5515 Parks - Waste Disposal & Skip Hire	2,150	2,500	350		350	86.0%
5516 Parks - Fuel for Machinery	2,745	5,000	2,255		2,255	54.9%
5517 Parks - Health & Safety inc Protective Clothing	2,887	5,000	2,113		2,113	57.7%
5518 Parks - Pavilion	6,732	500	-6,232		-6,232	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	7,080	7,000	-80		-80	101.1%
7503 Parks - Heat & Light	3,988	4,000	12		12	99.7%
7504 Parks - Water	5,191	3,000	-2,191		-2,191	173.0%
7505 Parks - Building Repairs	10,145	17,000	6,855		6,855	59.7%
7507 Parks - Cleaning & Supplies	1,468	2,000	532		532	73.4%
7511 Parks - Loan Charges	26,844	28,000	1,156		1,156	95.9%
7516 Parks - Phone/Communications	291	100	-191		-191	290.5%
7519 Parks - Training	0	1,000	1,000		1,000	0.0%
5502 Parks - Sundries & Contingencies	293	100	-193		-193	292.9%
Parks - Groundsmans Facilities		8,000				
<u>Total Expenditure</u>	228,170	370,500	134,330	0	134,330	61.6%
<u>Income</u>						
4508 Parks - Bowling Green Fees	2,992	3,000	-2,992			
4509 Parks - Cricket Square Fees	0	200	370,500			
4510 Parks - Football Pitch Fees	2,871	4,200	-2,871			
4511 Parks - Tennis Court Fees	75	0	-75			
4512 Parks - Pavillion Hire Fees	468	500	2,532			
4513 Parks - Delegated Verge Cutting	10,649	10,400	-10,449			
4514 Parks - Grants Received	0	0	4,200			
4519 Parks - Recreation Ground Hire	779	50	-779			
4520 Parks - Hire of Recreation Ground Office	2,741	4,000	-2,241			
4095 Parks - Precept	161,580	161,580	-151,180			
		0				
<u>Total Income</u>	182,153	183,930	206,647			
<u>Transfer from reserves</u>	0	0				
<u>Surplus / (Shortfall)</u>	(46,016)	(186,570)				

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2018

Street Scene

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>	
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>	
<u>Expenditure</u>							
5603	Street Scene - Light Maintenance	7,115	15,000	7,885	7,885	47.4%	
5604	Street Scene - Notice Board & Signs	0	3,500	3,500	3,500	0.0%	
5605	Street Scene - Dog & Litter Bins	5,608	6,000	392	392	93.5%	
5606	Street Scene - Cleaning Bottle Banks/Bus Shelters	329	1,200	871	871	27.5%	
7603	Street Scene - Heat & Light	22,208	32,000	9,792	9,792	69.4%	
7611	Street Scene - Loan Charges	0	0	0	0	0.0%	
5602	Street Scene - Sundries & Contingencies	0	100	100	100	0.0%	
	Street Scene - Bus Shelters		10,000				
	<u>Total Expenditure</u>	<u>35,261</u>	<u>67,800</u>	<u>22,539</u>	<u>0</u>	<u>22,539</u>	<u>52.0%</u>
<u>Income</u>							
4096	Street Scene - Precept	54,735	54,735	0			
	<u>Total Income</u>	<u>54,735</u>	<u>54,735</u>	<u>0</u>			
	<u>Surplus / (Shortfall)</u>	<u>19,474</u>	<u>(13,065)</u>				

Sprowston Town Council year ending 31st March 2019

Bank Accounts & Cash

31st December 2018

1200	STC - General Account	3,060
1201	STC - Business Premium Account	0
1202	STC - Drawings Account	0
1203	STC - Salaries Account	2,343
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	250,000
1206	STC - Business Saver Account	10,820
1207	STC - Active Saver Account	530,819
1209	STC - Barclaycard Account	-559
1210	STC - Petty Cash Account	62

Total Bank & Cash Balances **796,547**

Cash Book

Opening Balance 01/04/2018	1,127,422
Add: Total Cash Receipts in year	889,025
Deduct: Total Cash Payments in year	(1,219,901)
Round Up	0
	<u>796,547</u>

Sprowston Town Council year ending 31st March 2018

Balance Sheet as at 31st December 2018

Current Assets

Sales Ledger	2,717
Other Debtors	0
Prepayments	0
Vat Refund	28,986
Cash at Bank & in Hand	796,547

828,250

Current Liabilities

Purchase Ledger	4,628
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	4,572
Pensions	0

9,200

819,050

Reserves

Play Equipment Renewals Fund	0
Machinery Renewals Fund	20,000
Maintenance	24,000
Town Council Election Fund	6,000
Office Equipment Fund	0
Street Lighting Renewals Fund	32,000
Heating System Renewal Fund	0
Contingency Reserve Fund	200,000
Cemetery Land Fund	0
Diamond Centre CIL Fund	127,795
Diamond Centre Phase 4 Fund	50,000
Heritage Fund	3,997
Dementia Fund	2,000
General Fund	661,631
General Fund (P&L Acc) - current year	-308,372

819,050

Sproston Town Council Phase 4 Sports Hall

Date	Company	Description	Amount	Vat
19/11/2016	Funds Incoming PWLB	LOAN	1500000.00	
Costs Incurred				
		2012-2014		
Date	Company	Description	Amount	Vat
31/12/2012	Bidwells	Professional Services	1203.30	240.66
31/07/2013	Bidwells	Professional Services	1570.63	314.13
30/08/2013	Bidwells	Professional Services	1595.39	280.08
23/10/2013	Bidwells	Professional Services	1017.36	203.47
30/06/2014	Bidwells	Professional Services	2500.00	500.00
29/08/2014	Bidwells	Professional Services	10000.00	2000.00
30/09/2014	Bidwells	Professional Services	2500.00	500.00
31/10/2014	Bidwells	Professional Services	1310.00	262.00
			21696.68	4300.34
2016/2017				
31/01/2016	Bidwells	Professional Services	5411.00	1082.21
25/02/2016	Bidwells	Professional Services	2284.77	456.96
29/03/2016	Bidwells	Professional Services	2000.00	400.00
31/10/2016	Bidwells	Consultancy:6.5 Construction Costs	16295.50	3250.01
31/10/2016	Ingleton Woods	Building Services Engineering Design	10375.00	2075.00
17/11/2016	Ingleton Woods	Design Report	2150.00	430.00
24/11/2016	Stimpson(Heating Eng)	Boiler	7904.64	1580.92
30/11/2016	Intouch Systems	Moving Server	1050.00	210.00
31/12/2016	Anglia Farmers Ltd	Vodafone:Change Phone line Location	1267.41	243.73
31/01/2017	Direct365	Baby Point: Compact Wall Mounted	225.00	45.00
07/02/2017	DCK Beavers	Vat Consultation	1201.10	240.22
22/12/2016	Broadland Group	Refurbishment Survey	925.00	185.00
09/03/2017	Bidwells	Phase 4 balance @6.5% on 1.500.00	12195.75	2439.15
06/03/2017	Broadland D.C.	Planning Permission	1155.00	0.00
16/02/2017	Credit note Anglia Farmers Ltd	Vodafone:Change Phone line Location	-424.88	-84.99
			64015.29	12553.21
2017/2018				
27/04/2017	Rossi Long Consulting Ltd	Civil & Structural Consultancy Service	745.00	149.00
24/04/2017	Stimpson(Heating Eng)Ltd	Remove Calor Gas Pipes	81.00	16.20
30/04/2017	Ingeton Wood	Building Services Engineering drawings	2350.00	470.00
05/06/2017	Anglia Farmers Ltd	Installation new Telephone Lines	370.58	74.12
17/08/2017	Broadland D.C.	CIL:STC Diamond Centre	5131.03	0.00
29/08/2017	Zurich Insurance	Works In Progress Insurance	3021.69	0.00
29/08/2017	Amazon	Bubble wrap,Packing box,s,Tape.	123.58	10.01
30/05/2017	Rossi Long Consulting Ltd	Civil & Structural Consultancy Service	4842.50	968.50
28/06/2017	Rossi Long Consulting Ltd	Civil & Structural Consultancy Service	1490.00	298.00
31/05/2017	Bidwells	Professional Services Phase 4	12195.75	2439.16
31/08/2017	Bidwells	Professional Services Phase 4	7617.14	1523.43
15/09/2017	Bartlet Signs	Banner:SDC Parking	118.00	23.60
18/09/2017	Homebase	Rubber Doormats	32.43	6.49
27/09/2017	Homebase	Rubber Doormats	19.13	3.83
21/09/2017	ESE Direct	Chair Trolley	49.99	10.00
12/05/2017	Delta Simons Enviromental	Geo-Enviroment investigation report	4340.00	868.00
30/09/2017	Bidwells	Professional Services Phase 4	6009.90	1201.98
31/05/2017	Ingeton Wood	Development:Engineering	1250.00	250.00
30/06/2017	Ingeton Wood	Completion/Issue Services	3000.00	600.00
08/10/2017	Omnis Construction	Hall/Refurb:Inv 2243 1st Instalment	123242.79	24648.56
24/10/2017	Dunelm	Rubber Doormats	16.67	3.33
01/11/2017	Omnis Construction	Hall/Refurb:Inv 2246 2nd Instalment	132930.50	26586.10
31/10/2017	Bidwells	Professional Services Phase 4	5014.30	1002.86
21/11/2017	Bidwells	Professional Services Phase 4	5013.20	1002.64
17/11/2017	Intouch	Cats5 Cable	72.40	14.48
17/11/2017	Intouch	IT Installation/onsite Labour	650.00	130.00
20/11/2017	Omnis Construction	Hall/Refurb:Inv 2253 3rd Instalment	50201.19	10040.24
21/11/2017	The Alarm Co.	Callo out/Engineer 30/10/2017	70.00	14.00
12/12/2017	Omnis Construction	Hall/Refurb:Inv 2257 4th Instalment	172139.03	34427.81
31/12/2017	Bidwells	Professional Services Phase 4	5016.50	1003.31
23/01/2018	Omnis Construction	Hall/Refurb:Inv 2267 5th Instalment	41927.85	8385.57
05/02/2018	Rossi Long Consulting Ltd	Civil & Structural Consultancy Service	372.50	74.50
13/02/2018	Omnis Construction	Hall/Refurb:Inv 2271 6th Instalment	50225.81	10045.16
16/02/2018	Harringtons Photography	Photography: Topping Out Ceremony	150.00	30.00
01/03/2018	Omnis Construction	Hall/Refurb:Inv 2278 7th Instalment	113384.39	22676.88
08/03/2018	Omnis Construction	Hall/Refurb:Inv 2279 8th Instalment	168535.63	33707.13
06/03/2018	Bidwells	Professional Services Phase 4	12036.30	2407.26
			933786.78	185112.15

		2018/2019		
06/03/2018	Bidwells	Professional Services Phase 4	3013.20	602.64
25/04/2018	Curry,s	Washer / Dryer	316.66	63.33
16/05/2018	Bunning,s	Paint Samples	10.97	2.19
16/05/2018	Omnis Construction	Hall/Refurb:Inv 2301 9th Instalment	74448.05	14889.61
21/05/2018	Ingeton Wood	Building service engineering Advice	680.00	136.00
21/05/2018	Ingeton Wood	Building service engineering Advice	250.00	50.00
31/05/2018	Ingeton Wood	Building service engineering Advice	382.50	76.50
20/06/2018	Omnis Construction	Hall/Refurb:Inv 2314 10th Instalment	79429.88	15885.98
20/06/2018	Bidwells	Professional Services Phase 4	3035.75	607.16
10/07/2018	Omnis Construction	Hall/Refurb:Inv 2323 11th Instalment	125350.03	25070.01
05/07/2018	Amazon	2 Burco Kettles,	113.34	24.66
05/07/2018	Splash	Paint Tester	3.96	0.79
12/07/2018	A.O.Com	Cooker:Main Kitchen	791.67	158.33
12/07/2018	A.O.Com	Cooker Hood: Main Kitchen	199.16	39.84
12/07/2018	A.O.Com	Dishwasher:Main Kitchen	233.33	46.67
12/07/2018	A.O.Com	Fridge :St Quintin Kitchen	136.67	27.33
12/07/2018	A.O.Com	Microwave:Main Kitchen	60.83	12.17
12/07/2018	A.O.Com	Microwave:St Quintin Kitchen	65.83	13.17
17/07/2018	Amazon	2 Burco Kettles,	113.34	22.66
25/07/2018	A.O.Com	Hoover Black Fridge	166.67	33.33
25/07/2018	Direct 365	Baby Point: Compact Wall Mounted	225.00	45.00
19/07/2018	Direct Tableware	Monoco Crockery	920.04	184.01
23/07/2017	ESPO	Cutlery	65.76	13.15
31/07/2018	Omnis Construction	Hall/Refurb:Inv 2328 12th Instalment	75986.70	15197.34
31/07/2017	Ingeton Wood	Building service engineering Advice	250.00	50.00
04/07/2018	A C Leigh	Keys cut	16.50	3.30
10/08/2018	Direct Tableware	Monoco Crockery	462.60	92.52
31/07/2018	Heritage	Toilet Roll Dispensers	242.85	48.57
31/07/2018	Heritage	2 Pedal Bins	351.82	70.36
31/07/2018	Heritage	Soap Dispensers	12.50	2.50
20/08/2018	Timpson	Keys cut	11.25	2.25
16/08/2018	Millarwest	110 stacking Chairs	3382.50	676.50
21/08/2018	Ingeton Wood	Building Services Engineering Advice	1500.00	300.00
29/08/2018	Omnis Construction	Hall/Refurb:Inv 2343 12th Instalment	17557.00	3511.40
29/08/2018	Flameskill	Fire Extinguisher stands	527.21	105.44
04/09/2018	Esafes	Post Box	33.25	6.65
05/09/2018	Timpson	Keys cut	8.33	1.67
12/09/2018	Homebase	Storage Container	5.50	1.10
31/08/2018	Ingeton Wood	Building Services Engineering Advice	1500.00	300.00
21/09/2018	Timpson	Keys cut	5.41	1.09
21/09/2018	A C Leigh	Keys cut	16.50	3.30
23/09/2018	Amazon	Radio Controlled Clocks (4)	84.68	16.96
23/09/2018	Amazon	Radio Controlled Clocks (2)	42.34	8.48
04/10/2018	Bartlett Signs	Signs Diamond Centre	248.00	49.60
10/10/2018	Waterfield	Resurface Car Park	37000.00	7400.00
10/10/2018	Waterfield	Dropped Kerb	1150.00	230.00
01/10/2018	Heritage	Bins,Toilet Brushes	256.66	51.33
11/10/2018	Flameskill	Equipment Training	126.00	25.20
16/10/2018	Bartlett Signs	Signs Diamond Centre	762.50	152.50
23/10/2018	Table Tennis England	Table Tennis,Ping Pong	208.33	41.67
11/10/2018	Collier Turf	Badminton Posts,Nets	482.52	100.82
23/10/2018	Amazon	Wall Sign Holders	27.40	5.50
06/11/2018	Amazon	Wall Sign Holders	27.40	5.50
06/11/2018	Amazon	Radio Controlled Clocks (2)	42.34	8.48
06/11/2018	Amazon	Grit Bins	108.32	21.67
12/10/2018 Refund	Direct Tableware	Monoco Crockery	-547.38	-109.48
08/11/2018	Waterfield	Line Marking	1325.00	265.00
15/11/2018	Table Tennis England	Table Tennis Table	166.67	33.33
09/11/2018	Bartlett Signs	Door Graphics	275.50	55.10
27/11/2018	Bartlett Signs	Signs Diamond Centre	219.00	43.80
05/11/2018	APM Blinds	8 new blinds+repairs	1038.00	0.00
04/12/2018	A C Leigh	3 Keys cut back door	10.50	2.10
12/12/2018	Omnis Construction	Hall/Refurb:Inv 2375 13th Instalment	49306.16	9861.23
13/12/2018	Bidwells	Balance :Prof.fees @6.5%	471.10	94.23
14/12/2018	Craftwork Upholstery	2 -3 Seater Settees	959.75	191.95

485673.35 78403.96

12/15 21696.68

16/17 64015.29

17/18 933786.78

18/19 485673.35

1505172.10

1505172.10

1500000.00

0.00

-5172.10

Sprowston Town Council Phase 4 Sports Hall

Balance to pay	
Bidwells	0.00
Omnis: Retention 2.5%	32683.72
Balance available to spend	<u>37855.82</u>

	1348969.00	Omnis Construction	1320331.92	1307348.73
		Contract Value		
08/10/2017		Hall/Refurb:Inv 2243 1st Instalment	123242.79	24648.56
01/11/2017		Hall/Refurb:Inv 2246 2nd Instalment	132930.50	26586.10
20/11/2017		Hall/Refurb:Inv 2253 3rd Instalment	50201.19	10040.24
12/12/2017		Hall/Refurb:Inv 2257 4th Instalment	172139.03	34427.81
23/01/2018		Hall/Refurb:Inv 2267 5th Instalment	41927.85	8385.57
13/02/2018		Hall/Refurb:Inv 2271 6th Instalment	50225.81	10045.16
28/02/2018		Hall/Refurb:Inv 2278 7th Instalment	113384.39	22676.88
21/03/2018		Hall/Refurb:Inv 2279 8th Instalment	168535.63	33707.13
16/05/2018		Hall/Refurb:Inv 2301 9th Instalment	74448.05	14889.61
20/06/2018		Hall/Refurb:Inv 2314 10th Instalment	79429.88	15885.98
10/07/2018		Hall/Refurb:Inv 2323 11th Instalment	125350.03	25070.01
31/07/2018		Hall/Refurb:Inv 2328 12th Instalment	75986.70	15197.34
29/08/2018		Hall/Refurb:Inv 2343 12th Instalment	32432.81	6486.56
29/08/2018		Hall/Refurb:Inv 2343 12th Instalment	-32432.81	-6486.56
29/08/2018		Hall/Refurb:Inv 2343 12th Instalment	17557.00	3511.40
12/12/2018		Hall/Refurb:Inv 2375 13th Instalment	49306.16	9861.23
	paid:£1225,358.85		<u>32683.72</u>	254933.02
Retention		Retention 2.5%	32683.72 1 year	Dec-19
32683.72 Dec-19		Variations	41620.27	
Omnis job Completion figures				

		Bidwells	87683.00	Travel	vat
31/10/2016		Contract Value @6.5%			
09/03/2017	Bidwells	Consultancy:6.5 Construction Costs	16250.00	45.50	3250.01
31/05/2017	Bidwells	Phase 4 balance @6.5% on 1.500.00	12187.50	8.25	2439.15
31/08/2017	Bidwells	Professional Services Phase 4	12187.50	8.25	2439.16
30/09/2017	Bidwells	Professional Services Phase 4	7600.64	16.50	1523.43
31/10/2017	Bidwells	Professional Services Phase 4	6000.00	9.90	1201.98
21/11/2017	Bidwells	Professional Services Phase 4	5000.00	14.30	1002.86
31/12/2017	Bidwells	Professional Services Phase 4	5000.00	13.20	1002.64
06/03/2018	Bidwells	Professional Services Phase 4	5000.00	16.50	1003.31
17/04/2018	Bidwells	Professional Services Phase 4	12000.00	36.50	2407.62
20/06/2018	Bidwells	Professional Services Phase 4	3000.00	13.20	602.64
13/12/2018	Bidwells	Professional Services Phase 4	3000.00	35.75	607.16
	Bidwells	Balance Proff.Fees @6.5% Build	457.36	13.75	94.23
			<u>0.00</u>	231.60	<u>17574.19</u>

Loan

PWLB Loan

1,500,000

			<u>principal</u>	<u>chrgs</u>	<u>Interest</u>
19/10/2016	PWLB	<u>Additional Interest Paid</u>			525.00
10/11/2016	PWLB	Loan Charges	29869.22		2026.63
10/05/2017	PWLB	Principal & Interest	30206.74		16612.48
10/11/2017	PWLB	Principal & Interest	30548.08		16271.14
10/05/2018	PWLB	Principal & Interest	30893.27		15925.95
12/11/2018	PWLB	Principal & Interest	31242.37		15576.85
			152759.68		66938.05
		<u>Interest Received.</u>			
24/04/2017	Barclays Interest 1m	Interest 18/10/2016-24/04/2017	2293.70		
24/10/2017	Barclays Interest 1m	Interest 24/04/2017-24/10/2017	1855.07		
10/04/2018	Barclays Interest 500k	Interest 10/10/2017-10/04/2018	947.40		
11/04/2018	Barclays Interest 250k	Interest 11/04/2018-11/10/2018	952.60		
		Interest earned on loan £6,048.77	6048.77		
		Balance of loan outstanding @ 30/06/2018	1,378,482.69		

Sprowston Town Council :Council office refurbishment

Date	Company	Description	Amount	Vat
Funds Incoming				
24/05/2018	Catch 22:Delapidations		30000.00	
			30000.00	
	Office Equipment Reserve	*	10000.00	
Costs Incurred				
Date	Company	Description	Amount	Vat
11/04/2018	Bidwells	Consultancy	1200.00	240.00
30/04/2018	Broadland Group	Refurbishment Survey	300.00	60.00
13/06/2018	The Safe co.	3 Pheonix Fire Cabinets	3443.04	688.61
30/06/2018	Bidwells	Consultancy	3150.00	630.00
11/07/2018	A.O.Com	Dishwasher	117.50	23.49
11/07/2018	A.O.Com	Fridge	167.50	33.50
11/07/2018	A.O.Com	Microwave	60.83	12.17
25/07/2018	A.O.Com	Dyson V8 Animal Vacuum	290.83	58.17
07/08/2018	Flameskill	Install/Configure Fire Alarm	1100.00	220.00
23/08/2018	The Alarm company	Installation Intruder Alarm	2159.00	431.20
29/08/2018	Omnis	Council Office Refurbishment	47500.00	9500.00
30/08/2018	Furniture @ work	2 Stationery Cabinets	506.00	101.20
31/08/2018	Intouch	IT Statelite Connection	1198.00	239.60
04/09/2018	Esafes	Post Box	33.25	6.65
05/09/2018	Timpson	Keys	8.33	1.67
11/09/2018	Millarwest	10 Conference Tables	2233.50	446.70
07/09/2018	Flameskill	Push to exit button	147.50	29.50
30/08/2018	Bartlett Signs	Window Logo	346.00	69.20
19/09/2018	Thorns	Picture Hooks	1.25	0.25
19/09/2018	B&Q	Picture Strips	2.65	0.52
07/09/2018	Intouch	Broadband Connection	285.48	57.10
18/10/2018	Tesco's	Kettle	13.75	2.75
25/10/2018	Homebase	Door Wedges	4.17	0.83
25/09/2018	Intouch	IT relocation & upgrade	* 11744.00	2348.80
31/07/2018	Bidwells	Consultancy	1000.00	200.00
02/11/2018	Bartlett Signs	Signage	16.00	3.20
12/11/2018	B&Q	Mirrortape	3.18	0.64
27/11/2018	Switched on Installations	Install:Existing Equipment	260.00	0.00
01/11/2018	PHS	Toilet roll dispensers	42.00	8.40
13/12/2018	Bidwells	Consultancy	2041.63	408.32
12/12/2018	Omnis	Balance Less 2.5% retention	13944.89	2788.98
15/10/2018	Eurolink	Wireless Doorbell	20.99	0.00
		Total	93341.27	18611.45
		Balance	-63341.27	
	Office Equipment Reserve	*	10000.00	
			-53341.27	

Sprowston Town Council		Payments	Meeting	Date: 30 January 2019	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>607.20</u>	<u>210</u>
14/01/2019	38440	Bartlett Signs Signage Parks	506.00	101.20		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>4.13</u>	<u>211</u>
19/11/2018	442119	Ben Burgess Groundcare Equipment 7 pin Socket	3.44	0.69		
15/01/2019	443919	Tine (Vertidrain)	89.76	17.95	107.71	
			93.20	18.64	111.84	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>3,972.82</u>	<u>212</u>
14/01/2019	115991913	Broadland District Council Council Office rates:01/09/2018-01/04/2019	3,972.82			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>29.40</u>	<u>213</u>
11/01/2019	8070075847	Copy it Digital Solutions Photocopies:29/11/2018-20/12/2018	24.50	4.90		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>720.00</u>	<u>214</u>
10/01/2019	3956	Cozens (uk) Ltd Street Lighting Maintenance:December 2018	600.00	120.00		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>1,151.70</u>	<u>215</u>
14/12/2018	51045	Craftwork Upholstery Limited 2 3 Seater Settees	959.75	191.95		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>40.28</u>	<u>216</u>
22/01/2019		Evelyn Eliot Travel Expenses	40.28		40.28	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>35.04</u>	<u>217</u>
07/01/2019	5118660	ESPO Photocopy Paper	29.20	5.84		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>5588.77</u>	<u>218</u>
17/01/2019	14664	Greenbarnes Ltd Notice boards:Diamond Centre,Council offices Millenium Wood	4657.31	931.46		

PPL PRS Ltd

Invoice Date Invoice No.
19/12/2018 SIN910741
09/01/2019 SIN924988
10/01/2019 SIN926274

Details
Royalties:01/07/2018/-30/06/2019
Additional Royalties:01/07/2018-30/06/2019
Additional Royalties:01/07/2017-30/06/2018

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
445.90	89.18	535.08	226
142.16	28.43	170.59	
137.59	27.52	165.11	
725.65	145.13	870.78	

12,479.96 **1,697.38** **14,177.34** Trf 35

TOTAL OF INVOICES

STC Drawings a/c to Salaries a/c

100.00

100.00 Trf 36

STC Drawings a/c to Petty Cash

-

-

12,579.96

1,697.38

14,277.34

STC General a/c to STC Drawings a/c

14,277.34 Trf 37

.....
Councillor

.....
Town Clerk

Sproston Town Council Barclaycard Payments

Meeting Date: 30/01/2019

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16/01/2019	1869947	Dickies HI Vis Jacket	56.54	11.31	67.85
16/01/2019	13926502	Clock (Pavilion)	21.17	4.24	25.41
		Amazon			
		Homebase	77.71	15.55	93.26
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09/01/2019	40602344	Painting Materials	31.16	6.23	37.39
09/01/2019	40330128	Painting Materials	1.08	0.22	1.30
		Post Office			
		Postage Stamps	32.24	6.45	38.69
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
08/01/2019	229136	Postage Stamps	82.66		82.66
		Progress Fuels			
		Petrol	83.41	16.68	100.09
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
10/01/2019	41010	Cleaning Materials, Milk	8.63	1.57	10.20
18/01/2018	36424	Council Lunch: 18/01/2019	17.05		17.05
22/01/2019	53511	Pen Drives, Wireless Mouse	28.75	5.75	34.50
		Tesco			
			54.43	7.32	61.75
		Total of Payments	330.45	46.00	376.45
		Due by Direct Debit			

Sprowston Town Council		Direct Debit Payments		Meeting	Date: 30 January 2019
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
31/12/2018	4740023	Angel Springs Ltd (T/A Waterlogic)	59.57	11.91	71.48 DEBIT
		Bottled Water December 2018			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
31/12/2018	649485	Anglia Farmers Ltd	240.00	48.00	288.00 DEBIT
31/12/2018	643124	Annual Subscription	76.31	4.49	80.80
31/12/2018	649484	Vodafone, SSE Electric, Haven Electric	14.54	0.79	15.33
		Haven Power: Sparhawk			
			330.85	53.28	384.13
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
01/01/2019	9071563357	Anglian Water Business	483.09		483.09 DEBIT
		Allotments:16/09/2018-15/12/2018			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
07/01/2019	66396601	PHS Group	56.44	11.29	67.73 DEBIT
03/01/2018	66385583	No Service December 2018 (Inv 66251861)	5.35	1.07	6.42
		No Service December 2018 (Inv 66251861)			
			61.79	12.36	74.15
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
01/01/2019	5703258	Sage UK	1,146.35	229.27	1,375.62 DEBIT
		Sage 50 & Payroll: Cover 18/12/2018-31/12/20			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
18/01/2019	A8458652	Siemens Financial Services Ltd	265.00	53.00	318.00 DEBIT
		Sharp MX3050NFK Copier 7th Inst			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
11/01/2019	183830090/19	Total Gas & Power	8.84	0.44	9.28 DEBIT
11/01/2019	183730080/19	Floodlights: Dec. 2018	327.04	65.40	392.44
11/01/2019	183730079/19	Diamond Centre: Dec. 2018	3,375.27	675.04	4,050.31
		Streetlights: Dec. 2018			
			3,711.15	740.88	4,452.03

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Veolia Environmental Services</u>		
31/12/2018	SIO1134808	<u>Details</u>		
		All sites skip hire : December 2018		
		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
		203.22	40.64	243.86
				<u>DIRECT</u>
				<u>DEBIT</u>
		<u>6,137.44</u>	<u>1,116.62</u>	<u>7,254.06</u>
				<u>Total Direct Debits</u>