



NOTICE OF MEETING

AND SUMMONS TO ATTEND


**The Annual Meeting of Sprowston Town Council
will be held in the Council Office, Sprowston Recreation Ground, Recreation
Ground Road, Sprowston on Wednesday 15 May 2019 at 7.30pm**

AGENDA

Item No.

1. Appointment of Chairman of the Council (Mayor) for the ensuing year.
2. Declaration of Acceptance of Office of Chairman of the Council (Mayor).
3. Appointment of Vice-Chairman (Deputy Major) of the Council for the ensuing year.
4. Councillors Declarations of Office
5. Dispensations of Councillors
6. To receive declarations of interest.
7. To receive apologies for absence (proforma enclosed).
8. To receive any Police Liaison Officer's report.
9. To confirm the minutes of the Council meeting held on 24 April 2019. Pages 1 - 6
10. To receive correspondence & agree action/response arising from the minutes.
11. To receive any written/verbal reports from Sprowston County and District Councillors. Page 7
12. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
13. Training of Councillors (enclosed)
14. Appointment of Members to serve on the Staffing Committee (6 Members)
15. Appointment of Members to represent the Council on the following organisations:
 - (i) Senior Citizens Welfare Committee (2 Members)
 - (ii) Sprowston Heritage Group
 - (iii) Grow Your Community Group
16. Norfolk ALC - Nomination to Executive Page 8
17. Review and adoption of appropriate Standing Orders and Financial Regulations (previously circulated).
18. Review of inventory of land assets including buildings and office equipment Pages 9 - 13
19. Confirmation of arrangements for insurance cover in respect of all insured risks (enclosed insurance policy)
20. Review of Staff subscriptions/Other bodies
 - (i) Norfolk ALC
 - (ii) SLCC Clerk
 - (iii) ICCM
 - (iv) Broadland Tree Warden Network
 - (iv) Anglia Farmer Yearly Subscription

- Creative Arts
21. Review of the Council's complaints procedure (enclosed)
 22. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (enclosed)
 23. Review of the Council's policy for dealing with press/media (enclosed)
 24. Review of the Council's employment policies and procedures
 - (i) Staff Handbook (enclosed)
 - (ii) Grievance Policy (enclosed)
 - (iii) Disciplinary Policy (enclosed)
 25. Adjourn the meeting for a short break.
 26. Finance to approve and sign
 - (i) the Statement of Accounts (Income & Expenditure) and Balance Sheet for the year ended 31 March 2019. Pages 14 - 24
 - (ii) the statement of Petty cash for the year ended 31 March 2019. Pages 25 - 27
 - (iii) the Annual Governance Statement 2018/19 (Section 1). Page 28
 - (iv) the Annual Governance Accounting Statements for 2018/19 (Section 2). Pages 29
 - (v) the Internal Audit Report 2018/19 (to follow).
 - (vi) and review the Internal Audit Review Checklist 2019 part 1 & 2. Pages 30 - 31
 - (vii) and to confirm the appointment of the Internal Auditor for the ensuing year.
 - (viii) and review the Financial Risk Assessments for 2019/20. and approve the Terms of Reference as listed under Internal Audit Assurance. Pages 32 - 36
 27. To receive the report of the Town Clerk and make decisions on: Pages 37 - 39
 - 4.1 Broadland District Council - Community Infrastructure Levy (CIL)
 - 4.2 Norfolk Pension Fund
 28. To consider planning applications to 15 May 2019. Pages 40 - 43
 29. To receive any written/verbal reports from the Council's Working Groups.
 30. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
 31. Review and adoption of the 2019 - 2020 Budget (previously circulated)
 32. To confirm the payment of accounts to 15 May 2019. Pages 44 - 45
 33. To receive the schedule of credit card payments. Page 46
 34. To receive the schedule of Direct Debits Page 47



June Hunt
Town Clerk

10 May 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.

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 – 24 APRIL 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 24 April 2019, the following Members were present:-

Mr K Lashley – Vice-Chairman

Mr W F Couzens	-	Mrs J Leggett
Mrs S L England	-	Mr J H Mallen
Mr R A Fowkes	-	Mr B Osborne
Mr R J Knowles	-	Mr N Shaw
Mrs B J Lashley	-	Mr J M Ward

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mr G Ranaweera	-	Town Clerk Designate
Mrs E Elliot	-	Committee Officer
Mr J Griffiths	-	Kier Living

4 members of the public were present

19/088. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

19/089. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms G Landamore, Mr I Moncur and verbal apologies were received from Mr T Landamore.

19/090. MINUTES

The Minutes of the Council's meeting held on 3 April 2019, having previously been circulated to all Members, were confirmed subject to the following amendments

Page 1 delete Vice Chairman and insert Chairman

Minute 19/075 (2), **delete** Construction will start 2020 with completion around 2024

Minute 19/079 1.1, after Salhouse Road **insert** due to the proximity of the drainage

Minute 19/081 (b), **delete** private use and **insert** private hire

and signed by the Chairman of the Council.

19/091. POLICE LIAISON OFFICER'S REPORT

Mr K Lashley queried whether Norfolk Constabulary's Newsletter included Sprowston West or North East Ward. The Town Clerk was asked to clarify the catchment area for the figures contained within the Newsletter.

19/092. PRESENTATION - JAMES GRIFFITHS KIER LIVING

Mr Griffiths gave a detailed presentation on a proposed development at Salhouse Road commenting that a reserved matters application was about to be submitted to the Planning Authority.

Members raised a number of concerns including:

- (1) the distance of the play area from housing and its close proximity to deep drainage ponds and woodland.
- (2) Vehicular parking allowances
- (3) Lack of informal play areas
- (4) A single vehicular access point until the adjacent development was completed
- (5) Stagnant water attracting debris and smells
- (6) Ownership/responsibility of trees on boundaries with existing properties
- (7) Absence of a footway on Salhouse Road from the proposed development to amenities
- (8) Only 15% affordable housing

Mr Griffiths responded that:

- (1) the drainage ponds and play area were fenced. The play area was approximately 40 metres away from the nearest housing. Potential purchasers do not want to live next to play areas.
- (2) there was ample parking for residents and visitors
- (3) there was space to the south of the development for informal play
- (4) there would be a pedestrian, cycle and emergency vehicular link to Greenborough Road, to which Broadland District Council Planning Officer was adamant be included in the application
- (5) Filtration could be used for roadway surface water
- (6) Boundaries to existing properties would be fenced with clear definition of tree ownership
- (7) there is insufficient space on the highway particularly near the public house for the construction of a footpath however there are proposals for a 3m footway, cycleway on the opposite side of Salhouse Road. The development will provide for one informal crossing point.
- (8) as bungalows have been included within the development which have a larger footprint the threshold of 15% affordable housing was considered acceptable.

Members further commented:

- (1) residents of Greenborough Road were not happy with the existing and new development joining together and it was suggested that the developer met with residents.

19/092. PRESENTATION - JAMES GRIFFITHS KIER LIVING (CONTINUED)

- (2) a tiger crossing could be considered for Salhouse Road
- (3) three bar fencing is a ladder to children, the ponds are too dangerous and the play area is in the wrong location.
- (4) why not use underground drainage?

Mr Griffiths asked if the Town Council might be interested in taking on responsibility for the streetlighting.

The Chairman advised that as it was election year that decision would be made by the future Council however, the Council had generally looked favourably on adopting footway lighting schemes on new housing developments.

The Council thanked Mr Griffiths for his attendance.

19/093. CORRESPONDENCE

No correspondence was received.

19/094. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that a survey was published today which measures traffic movements on roads traditionally used as rat runs. Before and after the Broadland Northway (NDR) was opened. Most roads show a substantial reduction but there are a few increases. In Sprowston the only road measured was Barkers Lane which shows 29.8% decrease.

Referring to Mr Ward's written report Mrs Lashley advised that the free packets of bee-friendly sunflower seeds had run out.

19/095. RESIDENTS' QUESTIONS

On the motion of Mrs J Leggett, seconded by Mrs B J Lashley 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.

A resident of Everest Close asked if the Council could advise what was happening with the spine of land adjacent Atlantic Way.

The Town Clerk advised that the area was outlined for development but no detail had been provided as yet. She suggested he monitor the website for updates and leave an email address and she would endeavour to keep him updated.

19/096. TRAFFIC CALMING MEASURES - GREENBOROUGH ROAD

Mr N Shaw commented that traffic volumes had increased on Greenborough Road since the opening of the Broadland Northway.

Members noted the recent traffic analysis report from Greenborough Road and given the statistics on volumes and speed did not feel that Norfolk County Council would be minded to implement traffic calming measures.

19/096. TRAFFIC CALMING MEASURES - GREENBOROUGH ROAD (CONTINUED)

Mr N Shaw requested that traffic volumes and speed be measured from the opposite direction.

19/097. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Ping Outdoor Table Tennis Table

Members noted the free outdoor table tennis package available from Broadland District Council, subject to installation costs of approximately £400.00 by the recipient and following discussion it was

RESOLVED to agree the actions of the Town Clerk in applying for an outside tables tennis table and equipment and authorise her to sign the agreement.

1.2 Cricket Pitch Hire at Sprowston Recreation Ground

Having considered the report of the Town Clerk Members reviewed the cricket pitch hire fees and it was **RESOLVED**

That the following hire fees be implemented with immediate effect to be reviewed annually and increased in line with demand:

£90 full day hire	(Pavilion and changing facilities)
£50.00 evening hire	(Pavilion and changing facilities)
£30.00 evening Hire	(Pitch only)

1.3 Praise in The Park 2019

Members noted the outdoor service to be held on Sprowston Recreation Ground on Sunday 21 July 2019, and use of the Pavilion in the event of inclement weather.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grant Aid - National Accident Rescue Service (NARS)

RESOLVED that a donation of £100.00 be made to the National Accident Rescue Service (NARS).

PLANNING AND TRANSPORTATION

5.1 No matters to report

19/098. MEETING ADJOURNMENT

On the motion of Mr J M Ward, seconded by Mr B Osborne it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

19/099. 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 applications:

2019/0514 - single storey side and rear extensions at 9, Colindeep Lane

18/01772/F erection of a 79-bed residential care home and 42 supported living apartments (Class C2) with associated works at 28, Mousehold Lane

2019/0585 - single storey rear extension at 18, Cromwell Road

(b) that whilst not opposed to the proposed house extension, planning application 2019/0579 - two storey side extension and alterations to front driveway at 3, Blithewood Gardens Members had serious concerns regarding the parking space on the corner as visibility is obstructed.

(c) to oppose planning application 2019/0615 construction of temporary vehicular access onto Salhouse Road at Land South of Salhouse Road on the grounds that the entrance is opposite a junction on a busy arterial road.

19/100. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

19/101. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

A written report was received from Mrs B J Lashley on her attendance at the Norfolk Association of Local Councils Spring Conference held on Thursday 14 March 2019.

Mr J M Ward asked about the availability of financial assistance for electric car charging points.

Mrs Lashley agreed to make enquiries with The County Officer, Russell Reeve.

19/102. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 24 April 2019 totalling £16,365.96 and answered Members' questions arising therefrom.

On the motion of Mr N Shaw, seconded by Mr R J Knowles it was **RESOLVED** that payment of the accounts to 24 April 2019 totalling £16,365.96 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

19/103. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £49.17 was approved and noted.

19/104. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £17,426.87 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.

10 May 2019

CHAIRMAN

5th May 2019

Report from Councillor John Ward

Broadland District Council

At the Extraordinary Council meeting on 25th April the new Senior Staffing Structure for Broadland DC and South Norfolk DC headed by Managing Director Trevor Holden was unanimously agreed.

The leading Conservative Group on BDC lost 10 seats in the May 2nd election, 8 to Lib Dems and 2 to Labour (Labour took both seats in Sprowston Central).

The new Council make up is now:-

33 Conservative

12 Liberal Democrats

2 Labour

An Appeal Decision by HM Inspector of State H.J.Lock against the Council's refusal to grant retrospective planning permission for a front wall at 126 Wroxham Road is that the applicants appeal is dismissed and they must now make adjustments to the wall. The erection of a garden room at the same address has been allowed.

Norfolk County Council

Sparhawk Infant School and Nursery were inspected by Ofsted on 2.3.19 and the report is now published. The school and nursery retain their 'Good' rating.

The Action for Children charity has won the £5.2m contract to be confirmed as the group that will run the Childhood & Family Service from 15 former Children's Centres from October this year.

On Friday 14th June Norfolk County Council is holding a Carers Support Day at The Forum to recognise and celebrate the huge contribution that carers play in people's lives and to promote the support that is available to them across Norfolk.

JHunt

From: NorfolkALC County Officer
Sent: 09 April 2019 10:59
To: NorfolkALC County Officer
Subject: Nominations for our new Norfolk ALC Executive (following May elections)
Attachments: Norfolk ALC 2019.pdf; Nomination Form - Executive Member - Information request.doc; Constitution.doc

Dear colleagues,

Following the election of new councils, we at Norfolk ALC need to establish our Executive for the upcoming four-year term. So, if any of your councillors are interested in joining our new Norfolk ALC Executive, your council is invited to nominate one member elected at a new council meeting in May.

To help, some information about the Association and our work is provided in the attached documents. Executive meetings are held every two months, currently at County Hall, but some also members take on some additional roles with the Association. Norfolk ALC itself is generally thriving and operating successfully. Some expenses can be re-claimed. Finally, our Executive comprises a representative for each 15 member councils per District, up to a maximum of four for each District area, as set out in our Constitution attached.

If interested, the nomination form (attached) should be completed and returned to me by 14th June, at latest. If any Districts are oversubscribed, a selection may need to be made, probably at the final meeting of our current Executive on 17th June. The first meeting of the new Executive will then be on 15th July.

Thank you for your help in this matter.

Regards Russell

Russell Reeve
County Officer, Norfolk Association of Local Councils
County Hall, Martineau Lane, Norwich, NR1 2UF
Tel: 01603 638495
www.norfolkalc.gov.uk



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Sprowston Town Council

Council Office
 Sprowston Diamond Centre, School Lane,
 Sprowston, Norwich
 NR7 8TR

Asset Inventory Report

Asset Type	Asset Name and Reference	Note	Location	Acquisition Cost
Sprowston Town Council				
Default Category				
Attachments	Indespension Plant Trailer A006		Recreation Ground	£2,000
Attachments	Indespension Tipper Trailer A004	Indespension Tipper Trailer	Recreation Ground	£2,460
Attachments	Indespension Trailer A003	Indespension Trailer	Recreation Ground	£2,800
Attachments	McConnell Magnum Flail A002	McConnell Magnum Flail	Recreation Ground	£1
Attachments	Sisis Quadraplay A001	Sisis Quadraplay Main frame (QMF), 6ft Tilth rake (QTR/6), 6ft roller (QR/6), 6ft spiker/splitter (QSS/6) and 6ft brush (QB/6)	Recreation Ground	£1
Attachments	Wessex Flail A007	Wessex 1.45m Flail supplied with hammer flails. This has a Hydraulic side shift	Recreation Ground	£2,338
Land & Buildings	Access Loke L017	Access Loke / track between the Cricket ground and Wilks Farm Drive, giving access to the Woodland area and Wilks Farm Drive near the play area.	Millennium Loke	£3,400
Land & Buildings	Allotment Land L004	Allotment Land	Church Lane Allotments Site and Car Park	£1
Land & Buildings	Allotment Land L005	Allotment Land	Church Lane Allotment Site plots 1-18	£1
Land & Buildings	Amenity Area L003	Amenity Area	Cannery Lane Green Space	£1
Land & Buildings	Blue Boar Lane open space L023	Land Registry: NK413170	Open Space land @ Wroxham Road Sprowston	£1
Land & Buildings	Blue Boar Lane Play Areas L019	Public Open Space (2)	Blue Boar Lane Play Areas x 2	£2
Land & Buildings	Bowls Pavilion B004	Bowls Pavilion	Bowls Pavilion Recreation Ground NR7 8EW	£63,306
Land & Buildings	Cemetery Land L006	Cemetery Land	Church Lane Cemetery	£1
Land & Buildings	Cemetery Land (extension) L007	Cemetery Land	Church Lane Cemetery	£1

Asset Type	Asset Name and Reference	Note	Location	Acquisition Cost
Land & Buildings	Cemetery Office B006	Cemetery Office & Toilets	Church Lane Cemetery	£105,500
Land & Buildings	Church Lane Cemetery Extension L016	5.93 acres Land for extension of Cemetery	Church Lane Cemetery Extension	£92,000
Land & Buildings	Council Office B001	Council Office	Council Office Recreation Ground NR7 8EW	£298,200
Land & Buildings	Fenced Open Space L018	1. Fenced 'Open Space' - 25,000	School Lane, Sprowston	£96,103
Land & Buildings	Gurney Drive Woodland L022	Land Registry NK63360	Gurney Drive	£1
Land & Buildings	Open Space L021	Millennium Woodland	Church Lane Millennium Woodland	£1
Land & Buildings	Pavilion B002	Pavilion	Thatched Pavilion Recreation Ground NR7 8EW	£465,300
Land & Buildings	Playing Field L001	Playing Field & Open Space	Barkers Lane Open Space	£1
Land & Buildings	Playing Field L002	Playing Field & Open Space	Barkers Lane Open Space	£24,000
Land & Buildings	Public Open Space L009	Public Open Space	Post Mill Close	£1
Land & Buildings	Public Open Space L015	Public Open Space	Wilks Farm Drive Open Space (2)	£55,696
Land & Buildings	Public Right of Way L008	Public Right of Way	Dixon Road	£1
Land & Buildings	Recreation Land L010	Recreation Land	Recreation Ground Playing Field	£1
Land & Buildings	Recreation Land L011	Recreation Land	Recreation Ground Playing Field	£1
Land & Buildings	Recreation Land L012	Recreation Land	Sparhawk Park, Sparhawk Avenue	£10,000
Land & Buildings	Sparhawk Buildings B005	Sparhawk Buildings	Sparhawk Park	£174,200
Land & Buildings	Sprowston Diamond Centre B007	Sprowston Diamond Centre	Sprowston Diamond Centre School Lane NR7 8TR	£1,725,350
Land & Buildings	Storage Unit B003	Storage Unit	Storage Unit Recreation Ground NR7 8EW	£76,000
Land & Buildings	Windsor Park Gardens L020	Public Open Space	Windsor Park Gardens	£48,698
Motorised Equipment	Dennis FT 610 Fine Turf Mower ME012	Dennis FT 610 Fine Turf Mower	Recreation Ground	£6,830
Motorised Equipment	Dennis FT610 Fine Turf Mower ME021	Dennis FT610 Fine Turf Mower	Recreation Ground	£4,800
Motorised Equipment	Dennis FT610 Power Unit Mower ME014	Dennis FT610 Power Unit mower	Recreation Ground	£4,350
Motorised Equipment	ECHO Hedgecutter ME018	ECHO Hedgecutter 55-HC148133/1	Recreation Ground	£320

Asset Type	Asset Name and Reference	Note	Location	Acquisition Cost
Motorised Equipment	ECHO Blower	Echo Blower 55-PB251	Recreation Grounds	£149
Motorised Equipment	ECHO LW Long Reach Hedge Trimmer	ECHO HCA-265ES LW Long Reach light weight hedge trimmer	Recreation Ground	£399
Motorised Equipment	Greens Power Mower 010H	Greens Power Mower 010 H	Recreation Ground	£1
Motorised Equipment	Hayter 48 Harrier Pro. 19"	Hayter 48 Harrier Pro. 19"	Recreation Ground	£664
Motorised Equipment	Honda Izy x 4	Honda Izy x 4	Recreation Ground	£2,027
Motorised Equipment	Husqvarna Chainsaw	72-555 Husqvarna 18 bar Chainsaw	Recreation Ground	£450
Motorised Equipment	McConnel Hedgecutter Flail	McConnel PA4330 Flail (Powerarm)	Recreation Ground	£9,000
Motorised Equipment	Sissis Autorake :Scarifier	Sissis Autorake: Scarifier ARR/5 20" 6hp Petrol Engine with collector Box.	Recreation Ground	£4,370
Motorised Equipment	STIHL Hand Held Blower VAC Ergo	STIHL Hand Held Blower VAC Ergo 27cc Blower	Recreation Ground	£225
Motorised Equipment	TANAKA 3300 Loop Brushcutters x 2	TANAKA 3300 Loop Brushcutters x 2	Recreation Ground	£660
Motorised Equipment	Tananka Hedge Trimmer	Tananka Hedge Trimmer	Recreation Ground	£1,405
Motorised Wheeled Equipment	Husqvarna Lawn Tractor AU66 CKC	25 hour service.F.O.C. due to late paperwork machine not registered & unable to use until Sept 16.	Recreation Ground	£18,000
Motorised Wheeled Equipment	JD X940 Diesel Lawn Tractor	JD X940 Diesel Lawn Tractor,54" Mulch Deck,AU18 YEG	Recreation Ground	£11,250
Motorised Wheeled Equipment	John Deere 4720 Compact Tractor	John Deere 4720 AU14 BJF Compact Tractor	Recreation Ground	£24,900
Motorised Wheeled Equipment	John Deere X595	John Deere X595 unregistered	Cemetery	£9,000
Motorised Wheeled Equipment	John Dere 2032R Compact Tractor	1 x John Dere 2032R Compact Tractor c/w 62" side discharge deck. AU15 AZT trade in AU05FVG (-£4800.00)	Recreation Ground	£19,200
Motorised Wheeled Equipment	John Dere Gator	John Dere Gator ,Diesel four wheel drive AU18 YEC	Recreation Ground	£13,900
Motorised Wheeled Equipment	Volvo Mini Digger EC15B	Volvo Mini Digger EC15B	Cemetery	£13,061
Non Motorised Equipment	Balance Cart	Balance Cart	Recreation Ground	£248
Non Motorised Equipment	DeWalt Drills x 2	DeWalt Drills x 2	Recreation Ground	£1

Asset Type	Asset Name and Reference	Note	Location	Acquisition Cost
Non Motorised Equipment	DeWalt Grinders x 2	DeWalt Grinders x 2	Recreation Ground	£1
Non Motorised Equipment	Fertilizer Spreaders x 2	Fertilizer Spreaders x 2	Recreation Ground	£1
Non Motorised Equipment	Impact Glider UK Machine 50Psi	Impact Glider UK Machine 50Psi 9MCO02	Recreation Ground	£455
Non Motorised Equipment	Major 8400 Roller Mower	Major 8400 Roller Mower	Recreation Ground	£5,650
Non Motorised Equipment	Sprayers x 6	6 Sprayers	Recreation Ground	£1
Non Motorised Equipment	Stihl Pole Pruner	Stihl Pole Pruner	Recreation Ground	£600
Non Motorised Equipment	Top Dressing Spreader	Top Dressing Spreader	Recreation Ground	£1
Non Motorised Equipment	Trailed Sprayer	Trailed Sprayer	Recreation Ground	£1
Street Furniture	LED Streetlights	Led Lights placed on Chopynys Dole(5), Cranes Croft Road(4), Jobie Wood Close(4), Hall Wood Road(9), Blaxter Way(6), Dungar Road(1) Everitt Close(5)	Sprowston	£66,000
Street Furniture	Bus Shelters x 9	Bus Shelters x 10 @ £1 each	NW Rd x 3, Wrothm Rd x 5, WW Lane x 1, Const Hill x 1	£9
Street Furniture	Streetlights	842 Streetlights - replacement cost £1000 per unit		£842,000
Asset Category Total:				<u>£4,307,297</u>
Asset Inventory Total:				<u>£4,307,297</u>

ASSET INVENTORY LIST COMPARISON 2017/18 & 2018/19 for 2018/19 RECORDS

Asset Name	Asset No.	Initial Cost	Initial Cost	Difference	Diff. Description
		2017/18	2018/19		
Sisls Quadraplay Main Frame	A001	1	1	0	
McConnel Magnum Flail	A002	1	1	0	
Indespension Traller	A003	2,800	2,800	0	
Indespension Tipper Traller	A004	2,460	2,460	0	
Removed as duplicate of NME003 below	A005			0	
Indespension Plant Traller	A006	2000	2000	0	
Wessex Flail	A007		2,338	2,338	
Recreation Ground Council Office (Rented)	B001	298,200	298,200	0	
Thatched Pavillon at Recreation Ground	B002	465,300	465,300	0	
Recreation Ground maintenance store maintenance store	B003	76,000	76,000	0	
Bowls Pavillon at Recreation Ground	B004	63,306	63,306	0	
Sparhawk Buildings including maintenance store	B005	174,200	174,200	0	
Cemetery Visitors Building and Toilets	B006	105,500	105,500	0	
Sproston Diamond Centre School Lane	B007	418,000	1,725,350	1,307,350	Beryl Reed Sports Hall
Barkers Lane OS Playing Field	L001	1	1	0	
Barkers Lane OS Playing Field	L002	24,000	24,000	0	
Cannerby Lane Green Space AA	L003	1	1	0	
Allotment Land-Site and Car Park	L004	1	1	0	
Allotment Land-Plots 1-18	L005	1	1	0	
Cemetery Land	L006	1	1	0	
Cemetery Land	L007	1	1	0	
Dixon Road PROW	L008	1	1	0	
Post Mill Close POS	L009	1	1	0	
Recreation Ground Playing Field	L010	1	1	0	
Recreation Ground Playing Field	L011	1	1	0	
Sparhawk Park Recreation Land	L012	10,000	10,000	0	
Removed 2015/16	L013			0	
Removed 2015/16	L014			0	
Wilks Farm Drive POS	L015	1	55,696	55,695	Play Equipment
Church Lane Cemetery Extension	L016	92,000	92,000	0	
Access Loke POS	L017	3,400	3,400	0	
Fenced Open Space School Lane	L018	96,103	96,103	0	
BBL Play Areas POS	L019	2	2	0	
Windsor Park Gardens POS	L020	1	48,698	48,697	Play Equipment
Millenium Wood POS	L021	1	1	0	
Gurne Drive	L022		1	0	
Blue Boar Lane Open Space	L023		1	0	
Greens Power Mower 010H	ME001	1	1	0	
Removed 2014/15 and prior	ME002			0	
Removed 2014/15 and prior	ME003			0	
Removed 2014/15 and prior	ME004			0	
Removed 2014/15 and prior	ME005			0	
Removed 2014/15 and prior	ME006			0	
Removed 2014/15 and prior	ME007			0	
Tanaka Hedge Trimmer	ME008	1,405	1,405	0	
Honda Izy x 4	ME009	2,027	2,027	0	
Removed 2014/15 and prior	ME010			0	
Dennis FT610 Fine Turf Mower plus cassette	ME011	-	-	0	
Dennis FT610 Fine Turf Mower	ME012	6,830	6,830	0	
Hayter 48 Harrier Pro. 19"	ME013	664	664	0	
Dennis FT610 Power Unit Mower	ME014	4,350	4,350	0	
Echo HCA-265ES LW Long Reach Hedge Trimmer	ME015	399	399	0	
Tanaka 3300 Loop Brushcutters x 2	ME016	660	660	0	
Stihl Hand Held Blower	ME017	225	225	0	
ECHO Hedgetrimmer	ME018	320	320	0	
Echo Blower	ME019	149	149	0	
Husqvarna Chainsaw 72-555 18 Bar	ME020	450	450	0	
Dennis FT610 Fine Turf Mower	ME 021	4,800	4,800	0	
McConnel Hedgecutter Flail	ME022		9,000	9,000	
Sisls Autorake Scarifier	ME023		4,370	4,370	
JD 4720 Compact Tractor AU14 BIF	MWE001	24,900	24,900	0	
Removed 2014/15 and prior	MWE002			0	
Removed 2014/15 and prior	MWE003			0	
Removed 2014/15 and prior	MWE004			0	
JD X595 unregistered	MWE005	9,000	9,000	0	
Volvo Mlni Digger EC15B	MWE006	13,061	13,061	0	
Removed 2014/15 and prior	MWE007			0	
REMOVED 2016/17	MWE008			0	
JD X740 Lawn Tractor AU61 CYG	MWE009	-	-	0	
JD 4 x 4 Gator AO63 KWA	MWE010	-	-	0	
JD Compact Tractor 2032R AU15 AZT	MWE011	19,200	19,200	0	
Husqvarna Lawn Tractor AU66 CKC	MWE012	18,000	18,000	0	
John Dere Gator AU18 YEC	MWE013	13,900	13,900	0	
John Dere X940 Diesel Lawn Tractor AU18 YEG	MWE014	11,250	11,250	0	
Removed 2015/16 Replaced by NME011	NME001				
Balance Cart	NME002	248	248	0	
Major 8400 Roller Mower	NME003	5,650	5,650	0	
Stihl Pole Pruner	NME004	600	600	0	
DeWalt Drills x 2	NME005	1	1	0	
DeWalt Grinders x 2	NME006	1	1	0	
Sprayers x 6	NME007	1	1	0	
Top Dressing Spreader	NME008	1	1	0	
Fertilizer Spreader x 2	NME009	1	1	0	
Trailed Sprayer	NME010	1	1	0	
Impact Glider UK Machine 50Psi	NME011	455	455	0	
Bus Shelters	STREET FURNITURE	9	9	0	
Streetlights	STREET FURNITURE	812,000	842,000	30	
Led Streetlights	STREET FURNITURE	66,000	66,000	0	
		2,849,846	4,307,297	1,427,480	

Sprowston Town Council year ending 31st March 2019

Summary Income & Expenditure by Budget Heading year to date to

31st Mar 2019

	<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	260,877	188,750	-72,127	0	-72,127	138.2%
Income	315,789	181,777	-134,012			
<u>Allotments</u>						
Expenditure	9,869	10,400	531	0	531	94.9%
Income	9,372	9,580	208			
<u>Cemetery</u>						
Expenditure	103,637	104,050	413	0	413	99.6%
Income	111,006	122,970	11,964			
<u>Grants</u>						
Expenditure	3,500	3,500	0	0	0	100.0%
Income	5,738	3,500	-2,238			
<u>Diamond Centre</u>						
Expenditure	708,368	234,500	-473,868	0	-473,868	302.1%
Income	272,740	255,370	-17,370			
<u>Parks</u>						
Expenditure	303,999	370,500	66,501	0	58,501	82.1%
Income	182,252	183,930	1,678			
<u>Street Scene</u>						
Expenditure	72,953	67,800	-5,153	0	-15,153	107.6%
Income	54,735	54,735	0			
<u>Totals</u>						
Expenditure	1,463,202	979,500	-483,702	0	-501,702	149.4%
Income	328,631	188,862	-139,769			
Precept	623,000	623,000				
<u>Surplus / (Shortfall)</u>						
	<u>(511,571)</u>	<u>167,638</u>				

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st Mar 2019

Administration

	<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>	
Expenditure							
6001	Wages/Salaries	110,577	110,000	-577	-577	100.5%	
6002	Employers Ni	11,674	11,600	-74	-74	100.6%	
6003	Employers Pension	38,400	24,200	-14,200	-14,200	158.7%	
7005	Administration - Maintenance	167	0	-167	-167	0.0%	
7008	Administration - Insurance	7,524	8,500	976	976	88.5%	
7009	Administration - Legal Fees	3,036	3,000	-36	-36	101.2%	
7010	Administration - Bank Charges & Interest Charges	414	500	86	86	82.9%	
7012	Administration - Audit Fees	3,152	4,000	848	848	78.8%	
7013	Administration - Parish News Letter	1,833	2,000	167	167	91.7%	
7014	Administration - Election Expenses	0	4,000	4,000	4,000	0.0%	
7015	Administration - Travelling	661	400	-261	-261	165.2%	
7016	Administration - Phone/Communications	985	1,200	215	215	82.1%	
7017	Administration - IT	7,345	9,200	1,855	1,855	79.8%	
7018	Administration - Website	220	300	80	80	73.3%	
7020	Administration - Postage	305	100	-205	-205	305.1%	
7021	Administration - Stationery	957	700	-257	-257	136.7%	
7022	Administration - Printing & Photocopying	509	600	91	91	84.9%	
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	2,155	2,500	345	345	86.2%	
7026	Administration - Publications	0	50	50	50	0.0%	
7027	Administration - Training	205	300	95	95	68.3%	
7028	Administration - Health & Safety	11	200	189	189	5.6%	
7029	Administration - Equipment Lease	1,110	1,000	-110	-110	111.0%	
7030	Administration - Chairmans Allowance	409	200	-209	-209	204.7%	
5002	Administration - Sundries & Contingencies	5,886	100	-5,786	-5,786	5886.3%	
8100	Administration - Bad Debts	0	0	0	0	0.0%	
Total Expenditure		260,877	188,750	-72,127	0	-72,127	138.2%
Income							
4006	Administration - Bank & Investment Income	3,707	2,000	-1,707			
4018	Administration - Sect 106/NHB/CIL	22,322	17,812	-4,510			
4020	Administration - CIL	127,795	0	-127,795			
		0		0			
4090	Administration - Precept	161,965	161,965	0			
Total Income		315,789	181,777	-134,012			
Surplus / (Shortfall)		54,912	(6,973)				

Sprowston Town Council year ending 31st March 2019**Detailed Income & Expenditure by Cost Centre year to date to****31st Mar 2019****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	5,405	5,600	195	195	96.5%
6102	Allotments - Ers Ni	413	450	37	37	91.7%
6103	Allotments - Superannuation	1,757	1,150	-607	-607	152.7%
5101	Allotments - Vermin Control	480	600	120	120	80.0%
7104	Allotments - Water	815	500	-315	-315	163.0%
7106	Allotments - General Repairs	1,000	2,000	1,000	1,000	50.0%
5102	Allotments - Sundries & Contingencies	0	100	100	100	0.0%
	Total Expenditure	9,869	10,400	531	0	94.9%
<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	0		
	Total Income	9,372	9,580	208		
	Surplus / (Shortfall)	(497)	(820)			

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st Mar 2019

<u>Cemetery</u>	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6201 Cemetery - Gross Pay	48,643	53,200	4,557		4,557	91.4%
6202 Cemetery - Ers Ni	3,715	4,300	585		585	86.4%
6203 Cemetery - Superannuation	15,812	11,000	-4,812		-4,812	143.7%
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	1,876	3,000	1,124		1,124	62.5%
5220 Cemetery - Equipment	2,768	0	-2,768		-2,768	0.0%
5221 Cemetery - Memorial Wall Expenses	1,837	1,000	-837		-837	183.7%
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	407	400	-7		-7	101.7%
7204 Cemetery - Water	84	100	16		16	84.1%
7211 Cemetery - Loan Charges	26,064	27,000	936		936	96.5%
5202 Cemetery - Sundries & Contingencies	102	100	-2		-2	102.0%
<u>Total Expenditure</u>	103,637	104,050	413	0	413	99.6%
<u>Income</u>						
4203 Cemetery - Graves	39,758	45,000	5,242			
4204 Cemetery - Interment	21,795	30,000	8,205			
4205 Cemetery - Memorials & Inscriptions	11,483	10,000	-1,483			
4092 Cemetery - Precept	37,970	37,970	0			
<u>Total Income</u>	111,006	122,970	11,964			
<u>Transfer from reserves</u>	0	0				
<u>Surplus / (Shortfall)</u>	7,369	18,920				

Sproston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st Mar 2019

<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>
5307	<u>Expenditure</u> Grants - Donations	3,500	3,500	0		0	100.0%
<u>Total Expenditure</u>		<u>3,500</u>	<u>3,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
<u>Income</u>							
4307	Grants - Recycling Credits	35	0	-35			
4321	Grants - Dementia Funds	2,203	0	-2,203			
4093	Precept - Grant Element	3,500	3,500	0			
<u>Total Income</u>		<u>5,738</u>	<u>3,500</u>	<u>-2,238</u>			
<u>Surplus / (Shortfall)</u>		<u>2,238</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st Mar 2019

Diamond Centre

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>							
6401	Diamond Centre - Gross Pay	8,886	8,886	0	0	100.0%	
6402	Diamond Centre - Ers Ni	892	892	0	0	100.0%	
6403	Diamond Centre - Superannuation	5,664	5,664	0	0	100.0%	
5415	Diamond Centre - Waste Disposal & Skip Hire	766	600	-166	-166	127.6%	
5418	Diamond Centre - Planning Permission	0	0	0	0	0.0%	
5421	Diamond Centre - Room Hire Expenses	3,108	3,500	392	392	88.8%	
5422	Diamond Centre - Equipment/Purchases	0	0	0	0	0.0%	
5424	Diamond Centre - Nursery Costs	0	0	0	0	0.0%	
5425	Diamond Centre - Sports Hall/Phase 4	488,047	0	-488,047	-488,047	0.0%	
7402	Diamond Centre - Rates	7,560	12,000	4,440	4,440	63.0%	
7403	Diamond Centre - Heat & Light	5,882	7,000	1,118	1,118	84.0%	
7404	Diamond Centre - Water	1,438	2,000	562	562	71.9%	
7405	Diamond Centre - Building Repairs	109	3,000	2,891	2,891	3.6%	
7406	Diamond Centre - General Repairs	958	3,000	2,042	2,042	31.9%	
7407	Diamond Centre - Cleaning & Supplies	56,451	58,858	2,407	2,407	95.9%	
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	1,284	100	-1,184	-1,184	1283.7%	
Total Expenditure		708,368	234,500	-473,868	0	-473,868	302.1%
<u>Income</u>							
4415	Diamond Centre - Hire of	73,058	55,000	-18,058			
4416	Diamond Centre - Field Hire	0	0	0			
4417	Diamond Centre - Cinema Receipts	2,012	2,700	688			
4418	Diamond Centre - Grants Received	0	0	0			
4094	Diamond Centre - Precept	197,670	197,670	0			
Total Income		272,740	255,370	-17,370			
<u>Transfer from reserves</u>		0	0				
Surplus / (Shortfall)		(435,628)	20,870				

Sprowston Town Council year ending 31st March 2019

Detailed Income & Expenditure by Cost Centre year to date to

31st Mar 2019

Parks

	<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>							
6501	Parks - Gross Pay	54,048	58,800	4,752	4,752	91.9%	
6502	Parks - Ers Ni	4,128	4,700	572	572	87.8%	
6503	Parks - Superannuation	17,565	11,800	-5,765	-5,765	148.9%	
5508	Parks - Machinery Tool Repair/Replace	23,983	25,000	1,017	1,017	95.9%	
5509	Parks - Playground Equipment Repairs	77,146	90,000	12,854	12,854	85.7%	
5510	Parks - Horticultural Consumables	2,000	2,000	0	0	100.0%	
5511	Parks - Trees, Shrubs & Plants	1,588	5,000	3,412	3,412	31.8%	
5512	Parks - Sports Pitches Consumables	844	3,000	2,156	2,156	28.1%	
5513	Parks - Paths, Seats & Signs	43,933	85,000	41,067	41,067	51.7%	
5514	Parks - Fencing, Gates & Walls	317	2,000	1,683	1,683	15.9%	
5515	Parks - Waste Disposal & Skip Hire	2,443	2,500	57	57	97.7%	
5516	Parks - Fuel for Machinery	3,402	5,000	1,598	1,598	68.0%	
5517	Parks - Health & Safety inc Protective Clothing	2,969	5,000	2,031	2,031	59.4%	
5518	Parks - Pavilion	6,783	500	-6,283	-6,283	1356.7%	
5519	Parks - Events Expenses	0	0	0	0	0.0%	
7501	Parks - Land Lease	0	0	0	0	0.0%	
7502	Parks - Rates	11,053	7,000	-4,053	-4,053	157.9%	
7503	Parks - Heat & Light	5,587	4,000	-1,587	-1,587	139.7%	
7504	Parks - Water	6,127	3,000	-3,127	-3,127	204.2%	
7505	Parks - Building Repairs	11,148	17,000	5,852	5,852	65.6%	
7507	Parks - Cleaning & Supplies	1,796	2,000	204	204	89.8%	
7511	Parks - Loan Charges	26,844	28,000	1,156	1,156	95.9%	
7516	Parks - Phone/Communications	193	100	-93	-93	192.9%	
7519	Parks - Training	0	1,000	1,000	1,000	0.0%	
5502	Parks - Sundries & Contingencies	101	100	-1	-1	101.0%	
	Parks-Groundsmans Facilities		8,000				
	<u>Total Expenditure</u>	303,999	370,500	58,501	0	58,501	82.1%
<u>Income</u>							
4508	Parks - Bowling Green Fees	2,992	3,000	8			
4509	Parks - Cricket Square Fees	0	200	200			
4510	Parks - Football Pitch Fees	2,933	4,200	1,267			
4511	Parks - Tennis Court Fees	75	0	-75			
4512	Parks - Pavillion Hire Fees	504	500	-4			
4513	Parks - Delegated Verge Cutting	10,649	10,400	-249			
4514	Parks - Grants Received	0	0	0			
4519	Parks - Recreation Ground Hire	779	50	-729			
4520	Parks - Hire of Recreation Ground Office	2,741	4,000	1,259			
4095	Parks - Precept	161,580	161,580	0			
	<u>Total Income</u>	182,252	183,930	1,678			
	<u>Transfer from reserves</u>	0	0				
	<u>Surplus / (Shortfall)</u>	(121,747)	(186,570)				

Sprowston Town Council year ending 31st March 2019**Detailed Income & Expenditure by Cost Centre year to date to****31st Mar 2019****Street Scene**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
5603 Street Scene - Light Maintenance	32,187	15,000	-17,187		-17,187	214.6%
5604 Street Scene - Notice Board & Signs	3,392	3,500	108		108	96.9%
5605 Street Scene - Dog & Litter Bins	5,608	6,000	392		392	93.5%
5606 Street Scene - Cleaning Clothing Bank/Bus Shelters	329	1,200	871		871	27.5%
7603 Street Scene - Heat & Light	31,436	32,000	564		564	98.2%
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 Shelter		10,000				
<u>Total Expenditure</u>	72,953	67,800	-15,153	0	-15,153	107.6%
<u>Income</u>						
4096 Street Scene - Precept	54,735	54,735	0			
<u>Total Income</u>	54,735	54,735	0			
<u>Surplus / (Shortfall)</u>	(18,218)	(13,065)				

Sprowston Town Council year ending 31st March 2019

Balance Sheet as at 31st Mar 2019

Current Assets

Sales Ledger	4,347
Other Debtors	0
Prepayments	828
Vat Refund	22,214
Cash at Bank & in Hand	636,130

663,519

Current Liabilities

Purchase Ledger	47,667
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

47,667

615,852

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 Fund	200,000
Cemetery Land Fund	0
Diamond Centre CIL Fund	127,795
Diamond Centre Phase 4	50,000
Heritage Fund	3,452
Dementia Fund	2,000
General Fund	662,175
General Fund (P&L Acc) - current year round up	-511,571 1

615,852

Sprowston Town Council year ending 31st March 2019

Bank Accounts & Cash

31st Mar 2019

1200	STC - General Account	8,697
1201	STC - Business Premium Account	125,000
1202	STC - Drawings Account	0
1203	STC - Salaries Account	11,789
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	250,000
1206	STC - Business Saver Account	2,795
1207	STC - Active Saver Account	238,311
1209	STC - Barclaycard Account	-519
1210	STC - Petty Cash Account	56

Total Bank & Cash Balances 636,130

Cash Book

Opening Balance 01/04/2018	1,127,422
Add: Total Cash Receipts in year	924,242
Deduct: Total Cash Payments in year	(1,415,536)
Round Up	1
	<u><u>636,130</u></u>

Sprowston Town Council year ending 31st March 2019

<u>Annual Return</u>	<u>31/03/2018</u>	<u>31/03/2019</u>	<u>Variance(£)</u>	<u>(%)</u>	<u>Detailed explanation</u>
<u>Box</u>					
1	Balances brought forward	1,127,422			
2	Annual precept	623,000	33,000	5.593%	
3	Total other receipts	328,631	95,194	40.78%	CIL Funds -Remittance Advice attached
4	Staff costs	328,238	(4,848)	-1.46%	
5	Loan interest/Capital repayments	180,232	(1,658)	-0.912%	
6	All other payments	954,732	(286,916)	-23.108%	Phase 4 Sports Hall Project breakdown attached.
7	Balances carried forward	615,852	(491,292)	-43.577%	as above
8	Total cash & investments	636,130	(437,742)	-41.548%	as above
9	Fixed assets & long term assets	4,307,297	1,457,450	51.141%	Attached Asset Inventory List Comparison Report see B007,L015,L019
10	Total borrowings	2,013,479	(120,751)	-5.658%	Please find attached Breakdown of Loans

Reconciliation Between Box 7 and Box 8

Carry forward value of Box 7	615,852
<u>Deduct</u>	
Debtors control	4,347
Vat refund due	22,214
Prepayments	828
	<u>27,389</u>
<u>Add</u>	
Creditors Control	47,667
Receipts in advance	0
Rounding	47,667
	<u><u>636,130</u></u>

Mar-19

Petty cash

Date	Nom.code	Cr	Dr
Bal Br/fwd		<u>86.69</u>	
Transfer			
Total			
Payment	Date	Voucher no	Narrative
	13/03/2019	P/C31	Aldi:Milk
	21/03/2019	Dementia	Yorkshire Trading:Knitting Materials
	25/03/2019	P/C32	Makro:Biscuits
	25/03/2019	P/C32	Tesco:Teabags,Milk
			1.09
			6.37
			14.99
			8.09
Total			<u>30.54</u>
Balance C/FWD		<u>56.15</u>	

Money Held

£20	0.00
£10	40.00
£5	5.00
£2	0.00
£1	5.00
50P	0.00
20P	6.00
10P	0.10
5p	0.00
Bronze	0.05

56.15

Town Clerk.....*June Hunt*
 31st March 2019

Date: 01/04/2019
 Time: 11:00:34

Sproston Town Council
Nominal Activity

Page: 1

Date From: 01/04/2018
 Date To: 31/03/2019

N/C From: 1210
 N/C To: 1210

Transaction From: 1
 Transaction To: 99,999,999

N/C: 1210 Name: STC - Petty Cash Account Account Balance: 56.15 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
19580	CP	17/04/2018	1210	P/C 1	Tesco,s Kettle	0	T1	21.00		21.00	R	-
19581	CP	17/04/2018	1210	P/C 1	Tesco,s Milk	0	T0	1.09		1.09	R	-
19643	CP	25/04/2018	1210	P/C1	Tesco,s:Tea Bags	0	T0	2.34		2.34	R	-
19644	CP	25/04/2018	1210	P/C1	Tesco,s Handwash	0	T1	3.00		3.00	R	-
19788	CP	16/05/2018	1210	P/C No2	Bunning,s:paint samples	0	T1	13.16		13.16	R	-
19789	CP	16/05/2018	1210	P/C No2	Aldi/Tesco Milk	0	T0	1.58		1.58	R	-
19790	CP	16/05/2018	1210	P/C No2	Aldi:Soap Powder	0	T1	2.19		2.19	R	-
19839	JD	17/05/2018	1210	TRANS	Petty Cash	0	T9	100.00	100.00		-	-
19854	CP	21/05/2018	1210	Dementia	Party Packs: Royal Wedding	0	T1	27.60		27.60	R	-
19901	SR	24/05/2018	STA001	Cash B	Sales Receipt	0	T9	1.00	1.00		-	-
19902	SR	24/05/2018	STA001	Cash M	Sales Receipt	0	T9	1.00	1.00		-	-
19903	SR	24/05/2018	STA001	Cash M	Sales Receipt	0	T9	8.00	8.00		-	-
19904	SR	24/05/2018	STA001	Cash N	Sales Receipt	0	T9	4.50	4.50		-	-
19905	CP	24/05/2018	1210	P/C 4	Tesco w/cleaner,dishwasher	0	T1	7.80		7.80	R	-
20024	CP	11/06/2018	1210	P/C NO 5	Postage Special Del:Auditors	0	T2	7.30		7.30	R	-
20025	CP	11/06/2018	1210	P/C NO 5	Tesco Milk	0	T0	1.09		1.09	R	-
20026	CP	11/06/2018	1210	P/C NO 5	Aldi:Coffee	0	T0	2.05		2.05	R	-
20219	CP	28/06/2018	1210	P/C no 6	Tesco Milk	0	T0	1.09		1.09	R	-
20429	CP	24/07/2018	1210	P/C NO 7	Tesco:Dishwasher Salt	0	T1	2.60		2.60	R	-
20430	CP	24/07/2018	1210	P/C NO 7	Tesco:Dishwasher Rinse aid	0	T1	3.40		3.40	R	-
20474	CP	31/07/2018	1210	p/c no 8	Aldi:Teabags	0	T0	3.99		3.99	R	-
20489	CP	07/08/2018	1210	P/C 9	postage:Moviola: Edle	0	T2	7.30		7.30	R	-
20490	CP	07/08/2018	1210	P/C 9	Sainsburys:Milk	0	T0	1.10		1.10	R	-
20545	CP	13/08/2018	1210	P/C 10	A.C.Leigh:Keys Cut	0	T1	9.60		9.60	R	-
20546	CP	13/08/2018	1210	P/C 10	Aldi:Handwash/wash	0	T1	0.98		0.98	R	-
20547	CP	13/08/2018	1210	P/C 10	Aldi:Teabags	0	T0	3.99		3.99	R	-
20548	CP	13/08/2018	1210	P/C 10	Sainsburys:Napkins	0	T1	3.00		3.00	R	-
20549	CP	13/08/2018	1210	P/C 10	Sainsburys:Sponges	0	T1	2.00		2.00	R	-
20620	CP	13/08/2018	1210	P/C 11	Sainsburys:Milk	0	T0	2.50		2.50	R	-
20621	CP	17/08/2018	1210	P/C 11	Mrs Dyball:Battenberg Cake	0	T0	4.20		4.20	R	-
20622	CP	17/08/2018	1210	P/C 11	Mrs Dyball Flowers,Milk	0	T0	12.45		12.45	R	-
20623	CP	16/08/2018	1210	Dementia	M Young:Timpsons:Keys Cut	0	T1	24.00		24.00	R	-
20624	CP	16/08/2018	1210	Dementia	S.Hughes:Large Canvas	0	T1	20.99		20.99	R	-
20625	CP	16/08/2018	1210	Dementia	S.Hughes:Paints,Colour Books	0	T1	12.93		12.93	R	-
20638	SR	22/08/2018	B-DAV001	Cash	Sales Receipt	0	T9	5.00	5.00		-	-
20645	CP	23/08/2018	1210	P/C12	Post Office:NCC Special	0	T2	2.11		2.11	R	-
20646	CP	23/08/2018	1210	P/C12	Tesco:Handwash	0	T1	3.00		3.00	R	-
20930	JD	06/09/2018	1210	TRANS	petty cash chq703382	0	T9	100.00	100.00		-	-
20931	CP	06/09/2018	1210	P/C 13	Tesco:Dishwasher Tablets,Milk	0	T1	7.00		7.00	R	-
20932	CP	06/09/2018	1210	P/C 13	Tesco:Milk	0	T0	0.85		0.85	R	-
21090	CP	19/09/2018	1210	P/C 14	Thorns:Picture Hooks	0	T1	1.50		1.50	R	-
21091	CP	19/09/2018	1210	P/C 14	B&Q:Picture Strips	0	T1	3.17		3.17	R	-
21092	CP	19/09/2018	1210	Cancel	Curry,s:PC Speakers	0	T1	29.99		29.99	R	-
21285	CP	08/10/2018	1210	P/C 15	Allotments:Postage	0	T2	1.77		1.77	R	-
21286	CP	08/10/2018	1210	P/C 15	Tescos:Oust Aerosol	0	T1	3.75		3.75	R	-
21302	CP	09/10/2018	1210	Dementia	Aldi:Musical Instruments	0	T9	19.98		19.98	-	-
21389	CP	18/10/2018	1210	P/C16	Print Norwich:Diaries	0	T1	10.01		10.01	R	-
21390	CP	18/10/2018	1210	P/C16	Aldi:Milk	0	T0	1.09		1.09	R	-
21391	CP	18/10/2018	1210	P/C17	Tesco:Kettle	0	T1	16.50		16.50	R	-
21411	JD	18/10/2018	1210	TRANS	Bank Transfer	0	T9	150.00	150.00		-	-
21451	CP	25/10/2018	1210	P/C18	Homebase:Door Wedges	0	T1	5.00		5.00	R	-
21452	CP	25/10/2018	1210	Heritage	Heritage:Domain Renewal	0	T9	7.19		7.19	-	-
21568	CP	05/11/2018	1210	P/C19	Macro:Biscuits	0	T0	29.98		29.98	R	-
21569	CP	05/11/2018	1210	P/C19	Tesco :Milk	0	T0	1.50		1.50	R	-
21615	CP	08/11/2018	1210	P/C 20	Wilco:Light Bulbs	0	T1	12.96		12.96	R	-

STAG
 Allowance

Bulbs

Date: 01/04/2019
 Time: 11:00:34

Sprowston Town Council

Nominal Activity

21625	CP	12/11/2018	1210	P/C 21	B&Q:Mirrortape	0	T1	3.82		3.82	R	-
21673	CP	14/11/2018	1210	P/C22	Homebase:Cement	0	T1	9.80		9.80	R	-
21742	CP	20/11/2018	1210	P/C23	Currys:HDMI Cables	0	T1	29.97		29.97	R	-
21745	CP	20/11/2018	1210	Cancel	Tesco:Teabags	0	T0	3.50		3.50	R	-
21781	CP	27/11/2018	1210	P/C25	Tesco:Prosecco 10/12/2018	0	T1	25.87		25.87	R	-
21800	CP	27/11/2018	1210	P/C26	Tesco:Pringles 10/12/2018	0	T1	3.46		3.46	R	-
21801	CP	27/11/2018	1210	P/C26	Tesco:Milk	0	T0	1.09		1.09	R	-
21849	JD	28/11/2018	1210	TRANS	Bank Trf/Petty Cash	0	T9	100.00	100.00	-	-	-
21909	CP	11/12/2018	1210	P/C 27	Tesco:Juice,Crisps,Savouries	0	T0	10.05		10.05	R	-
21910	CP	11/12/2018	1210	P/C 27	Aldi:Cheese Twists	0	T0	3.25		3.25	R	-
21911	CP	11/12/2018	1210	P/C 27	Tesco:Milk	0	T0	1.10		1.10	R	-
22034	CP	18/12/2018	1210	P/C28	Tesco:Milk	0	T0	1.09		1.09	R	-
22103	CR	19/09/2018	1210	Cancel	Cancel - see tran 21092	0	T1	29.99	29.99		R	-
22104	CP	19/09/2018	1210	P/C 14	Curry,s:PC Speakers	0	T1	29.99		29.99	R	-
22143	CP	06/01/2019	1210	0488390	Makro:Biscuits	0	T0	29.98		29.98	N	-
22144	CP	06/01/2019	1210	0488390	Makro:Biscuits	0	T0	14.99		14.99	N	-
22147	CP	07/01/2019	1210	P/C 29	Tesco:Teabags	0	T0	2.80		2.80	N	-
22354	CR	20/11/2018	1210	Cancel	Cancel - see tran 21745	0	T0	3.50	3.50		N	-
22355	CP	20/11/2018	1210	P/C24	Tesco:Teabags	0	T0	3.50		3.50	N	-
22413	JD	31/01/2019	1210	TRANS	Bank Transfer	0	T9	100.00	100.00		-	-
22655	CP	27/02/2019	1210	P/C30	Tesco:Milk	0	T0	1.09		1.09	N	-
22656	CP	27/02/2019	1210	P/C30	Easter Stickers/nests/basket	0	T1	26.92		26.92	N	-
22710	CP	13/03/2019	1210	P/C31	Aldi:Milk	0	T0	1.09		1.09	N	-
22832	CP	21/03/2019	1210	Dementia	Knitting Materials (16/03/2019)	0	T1	6.37		6.37	N	-
22841	CP	25/03/2019	1210	P/C32	Makro : Biscuits	0	T0	14.99		14.99	N	-
22861	CP	25/03/2019	1210	P/C32	Tesco:Teabags,Milk	0	T0	8.09		8.09	N	-
Totals:									602.99	596.48		
History Balance:									6.51			

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

SPROWSTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.sprowston-tc.gov.uk

AGG 10/18/19/SA/WEB/SH/1/001/2/2019/01

Section 2 – Accounting Statements 2018/19 for

SPROWSTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	2,060,609	1,127,422	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	590,000	623,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	233,437	328,631	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	333,086	328,238	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	181,890	180,232	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,241,648	954,732	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,127,422	615,852	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,053,594	636,130	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,849,847	4,307,297	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,134,230	2,013,479	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

15/05/2019

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2019

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Sprowston Town Council – 2019 Internal Audit Review Checklist - Part 1 - Meeting standards

[Source: Governance and Accountability for Local Councils | AGS Assertion 5 Risk Management - The annual return and corporate governance.]

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	Terms of reference for internal audit were approved by full council. (See Financial Risk Assessments – Internal Audit Assurance) Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes Yes Yes	
2. Independence	Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council.	Yes Yes	
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files and in the Internal Auditor's Report). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).	Yes Yes Yes	
5 Audit Planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council. Internal audit made its final report in accordance with the plan on 15 May 2018	Yes Yes	

Review conducted by Council, and adopted at a full meeting of the Council on 15 May 2019 :-

Chairman of the Meeting

Guy Ranaweera

Clerk & Responsible Financial Officer

Sprowston Town Council – 2019 Internal Audit Review Checklist - Part 2 - Characteristics of Effectiveness

[Source: Governance and Accountability for Local Councils - AGS Assertion 5 Risk Management - The Annual Return and Corporate Governance.]

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
4. Add value and assist the Council in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes	
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes Yes	
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes Yes	
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes Yes	

Review conducted by Council, and adopted at a full meeting of the Council on 15 May 2019 :-

Chairman of Meeting

Guy Ranaweera

Clerk & Responsible Financial Officer

Table 1: Areas where there may be scope to use insurance to help manage risk.	Evidence of control
<p>Risk identification Insurance cover for risk is the most common approach to certain types of inherent risks.</p> <p>The protection of physical assets owned by the Council – buildings, furniture, equipment, etc. (loss or damage).</p> <p>The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability).</p> <p>The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).</p> <p>Loss of cash through theft or dishonesty (fidelity guarantee).</p> <p>Legal liability as a consequence of asset ownership (public liability).</p> <p>Internal controls include:</p> <ul style="list-style-type: none"> An up to date register of assets and investments. Regular maintenance arrangements for physical assets. Annual review of risk and the adequacy of cover. Ensuring the robustness of insurance providers. 	<p>Zurich Policy No. YLL-122003-6303</p> <p>Part A Material Damage</p> <p>Part E Public Liability £10,000,000</p> <p>Part D £250,000</p> <p>Part N £500,000</p> <p>Part E £10,000,000</p> <p>Completed</p> <p>Repairs & Renewals Fund Established</p> <p>As part of Internal Audit Review Checklist</p> <p>Zurich Municipal – Used by Local Authorities</p>

Table 2: Areas where there may be scope to work with others to help manage risk.	Evidence of control
<p>Risk identification</p> <p>In addition to the risks above: Service interruption due to the long term absence of the Town Clerk / RFO</p> <p>Internal controls include</p> <p>Standing Orders and financial regulations dealing with the award of contracts for services or purchase of capital equipment.</p> <p>Regular reporting on performance by suppliers/providers/contractors.</p> <p>Annual review of contracts.</p> <p>Adoption of and adherence to Codes of Practice for procurement and investment.</p> <p>Arrangements to detect and deter fraud and/or corruption.</p> <p>Regular bank reconciliation.</p> <p>Administrative Officers trained to undertake wide range of administrative tasks</p> <p>The Chairman undertakes financial tasks and is authorised to sign cheques together with another authorised Councillor in the absence of the Clerk for more than 21 days</p>	<p>No interruption to services provided, other than banking arrangements</p> <p>In place and reviewed regularly</p> <p>Monthly</p> <p>1st April</p> <p>Corporate Governance Policy, Efficiency and Value for Money, Managing Money Policy, considered as part of the Corporate Strategy</p> <p>Internal Audit / Full Council / Town Clerk initial of invoices.</p> <p>Monthly</p> <p>No disruption to service</p> <p>Action undertaken would be reported to Full Council.</p>

	Evidence of control
<p>Table 3: Areas where there may be a need to self- manage risk.</p> <p>Risk identification</p> <p><i>There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable.</i></p> <p>Internal controls include</p> <p>Keeping proper financial records in accordance with Statutory requirements.</p> <p>Ensuring all businesses activities are within legal powers applicable to local councils.</p> <p>Complying with restrictions on borrowing.</p> <p>Ensuring that all requirements are met under Employment Law and Inland Revenue Regulations.</p> <p>Ensuring that all requirements are met under Customs & Excise Regulations (especially VAT).</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements.</p> <p>Monitoring of performance against agreed standards under partnership agreements.</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or the General Power of Competence.</p> <p>Proper, timely and accurate reporting of council business in the minutes.</p>	<p>Monthly and Annual Reporting in place</p> <p>Relevant Statutes included on Budget / Accounts papers</p> <p>N/A at this time.</p> <p>Job Descriptions in place and timely returns to Inland Revenue. Appointment by the Council of Elcons Personnel Consultants.</p> <p>Quarterly VAT return – VAT 100</p> <p>Full Council Report</p> <p>N/A at this time - will be considered as part of the evaluation test when it happens</p> <p>Relevant Statutes incorporated onto budget papers and Council Minutes</p> <p>3 weekly cycle of Council Meetings.</p>

SPROWSTON TOWN COUNCIL – FINANCIAL RISK ASSESSMENT 2019/2020

<p>Responding to electors wishing to exercise their rights of inspection.</p> <p>Meeting the laid down timetables when responding to consultation invitation.</p> <p>Meeting the requirements for Foundation Level parish status or other accreditation.</p> <p>Proper document control.</p> <p>Register of members' interests and gifts and hospitality, complete, accurate and up to date.</p> <p>Regular scrutiny of financial records and proper arrangements for the approval of expenditure.</p> <p>Banking and Investment arrangements</p> <p>Use of schedules and imprest accounts</p> <p>BACS payments made by Finance Officer</p> <p>Recording in the minutes the approved expenditure.</p> <p>Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the Council; systems of updating records for any changes in relevant legislation.</p> <p>Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.</p> <p>Regular budget monitoring statements.</p> <p>Developing systems of performance measurement.</p> <p>Procedures for dealing with and monitoring grants or loans made or received.</p>	<p>Statutory notices and advertising.</p> <p>Deadlines to ensure completion.</p> <p>Awarded Quality Gold April 2016.</p> <p>Consecutively numbered stationery.</p> <p>Register at Council meetings.</p> <p>Invoices to Finance Officer.</p> <p>All banking arrangements and changes to such arrangements approved by Council and minuted.</p> <p>Council authorises payment by Bank Internet payment where possible or Town Clerk to sign specific cheques for specific amounts</p> <p>Town Clerk verifies payments and invoice matches at time of making payment</p> <p>Payments made under Power of Competence.</p> <p>Annually in accordance to time-table.</p> <p>VAT returns completed in timely manner. Sage, HMRC, NALC & SLCC notices read.</p> <p>Quarterly to Full Council.</p> <p>Staff appraisals in place. Performance measurement considered as part of the Corporate Strategy.</p> <p>Presented to Full Council</p>
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SPROWSTON TOWN COUNCIL – FINANCIAL RISK ASSESSMENT 2019/2020

<p>Minutes properly numbered and paginated with a master copy kept in safekeeping</p> <p>Documented procedures to deal with enquiries from the public.</p> <p>Documented procedures to deal with responses to consultation requests.</p> <p>Monitoring arrangements by the Council regarding Local Council Award Scheme.</p> <p>Documented procedures for document receipt, circulation, response, handling and filing.</p> <p>Procedures in place for recording and monitoring members' interests, gifts and hospitality.</p> <p>Adoption of codes of conduct for members and employees.</p> <p>Internal Audit Assurance</p> <p>Review of internal controls in place and their documentation.</p> <p>Review of minutes to ensure legal powers in place, recorded and correctly applied.</p> <p>Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements, etc. including petty cash transactions.</p> <p>Review and testing of arrangements to prevent and detect fraud and corruption.</p> <p>Testing of disclosures.</p> <p>Testing of specific internal controls and reporting findings to management.</p>	<p>Consecutively numbered</p> <p>Daily report sheet kept/ visitor sheet/Telephone calls logged.</p> <p>Placed on Standing Committee Agenda.</p> <p>Reviewed.</p> <p>Documents dated on opening, filed in alphabetical order, accounts software updated.</p> <p>Declaration of interests register at every meeting, forms completed annually.</p> <p>Councillor code adopted May 2002. Updated 2012.</p> <p>Annual External Audit before September annually</p> <p>Internal Audit – Auditing Solutions Ltd Appointment made by Council 2006, confirmed each subsequent year.</p>
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**Sprowston Town Council
PLANNING APPLICATIONS – 15 MAY 2019**

Broadland DC App.No.
2019/0637

Location

Unit 3 Sapphire House, Roundtree Way, Sprowston, NR7 8SQ

Classification: Minor dwellings
Type: Full Permission

Description: Change of Use from B1 (Business) to D1 (State Funded School) – Prior Notification

Broadland DC App.No.
2019/0588

Location

Suite 1a Sapphire House, Roundtree Way, Sprowston, NR7 8SQ

Classification: Minor dwellings
Type: Full Permission

Description: Change of Use from B1 (Business) to D1 (State Funded School) – Prior Notification

Broadland DC App.No.
2019/0645

Location

27 Varvel Avenue, Sprowston, NR7 8PJ

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension

Broadland DC App.No.
2019/0668

Location
20 Tills Road, Sprowston, NR6 7QR

Classification: Minor dwellings
Type: Full Permission

Description: Two Storey Rear Extension

Broadland DC App.No.
2019/0392

Location
25 Chenery Drive, Sprowston, NR7 8RR

Classification: Minor dwellings
Type: Full Permission

Description: Use of Pool and approved Pool Building (Under Planning Permission 20181670) For Private Hire

Broadland DC App.No.
2019/0680

Location
37 Larch Close, Sprowston, NR7 8LE

Classification: Minor dwellings
Type: Full Permission

Description: Rear Single Storey Extension and Alterations

Broadland DC App.No.
2019/0712

Location
9 Virginia Close, Sprowston, NR7 8JJ

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Conservatory to Rear

Broadland DC App.No.
2019/0722

Location
9 Cannerby Lane, Sprowston, NR7 8NQ

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension

Broadland DC App.No.
2019/0720

Location
20 Blenheim Crescent, Sprowston, NR7 8AW

Classification: Minor dwellings
Type: Full Permission

Description: 1) First Floor Side and Two Storey Front Extension
2) Front Porch

Broadland DC App.No.
2019/0691

Location
62 Blenheim Crescent, Sprowston, NR7 8AW

Classification: Minor dwellings
Type: Full Permission

Description: Pitched Roof Replacing Existing Flat Roof over Side Extension

Broadland DC App.No.
2019/0692

Location
41 Tills Road, Sprowston, NR6 7QP

Classification: Minor dwellings
Type: Full Permission

Description: Two Storey Rear Extension and New First Floor Window in Existing Side Elevation

Broadland DC App.No.
2019/0698

Location
1 Stillington Close, Sprowston, NR7 8AW

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension

Payments **Meeting** **Date: 15 May 2019**

Sprowston Town Council

Invoice Date	Invoice No.		Net	VAT	Amount	BACS
28/02/2019	82863.00014	Birketts LLP	1,402.00	272.40	1,674.40	293
		Details				
		Transfer of Land :Manor Reach				
Invoice Date	Invoice No.		Net	VAT	Amount	BACS
01/05/2019	2620	A T Coombes Associates Ltd	525.00	105.00	630.00	294
		Details				
		Tree Survey Gurney Drive				
Invoice Date	Invoice No.		Net	VAT	Amount	BACS
25/04/2019	4271	Cozens (uk) Ltd	600.00	120.00	720.00	295
30/04/2019	4283	Details	790.00	158.00	948.00	
		Street Lighting Maintenance: 2019	395.00	79.00	474.00	
		led lights:Foxburrow Road & Barkers Lane	1,785.00	357.00	2,142.00	
		Led Light:Church Lane				
Invoice Date	Invoice No.		Net	VAT	Amount	BACS
31/05/2019	Claim 51	Mrs J Hunt	46.80		46.80	296
		Details				
		Travel expenses: 01/04/2019-31/05/2019				
Invoice Date	Invoice No.		Net	VAT	Amount	BACS
24/04/2019	223758	Flameskill Limited	173.35	34.67	208.02	297
24/04/2019	223757	Details	299.23	59.85	359.08	
		Diamond Centre :Fire Extinguisher Service's	472.58	94.52	567.10	
		Recreation Ground:Fire Extinguisher Service's				
Invoice Date	Invoice No.		Net	VAT	Amount	BACS
28/04/2019	13218	Forethought Marketing	256.62	51.32	307.94	298
		Details				
		Delivery Sprowston Matters				
Invoice Date	Invoice No.		Net	VAT	Amount	BACS
02/05/2019	925387	Heritage Contract Services Ltd	5,345.00	1,069.00	6,414.00	299
02/05/2019	925388	Details	16.46	3.29	19.75	
02/05/2019	625389	Caretaking/Cleaning Services June 2019	197.52	39.50	237.02	
02/05/2019	925387B	Litter Picking Blue Boar Lane	119.64	23.93	143.57	
		Litter Picking Recreation Ground	5,678.62	1,135.72	6,814.34	
		Locking Church Lane Cemetery				

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Cr.Note						
17/04/2019	662605	Intouch Systems Balance Invoice 658824 Filestream	220.00	44.00	264.00	300
23/04/2019	662707	Filestream: Maintenance 27/05/19-26/5/2020	706.00	141.20	847.20	
23/04/2019	662637	Server Backup :18/04/2019-18/05/2019	49.00	9.80	58.80	
02/05/2019	663967	Broadband Diamond Centre: May 2019	150.00	30.00	180.00	
02/05/2019	664142	Broadband Recreation Grd: May 2019	50.00	10.00	60.00	
			735.00	147.00	882.00	
		Norfolk Accident Rescue Service Donation	100.00		100.00	301

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
		Pear Technology Services Ltd Technical Support :01/05/2019-30/04/2020	400.00	80.00	480.00	302

TOTAL OF INVOICES			11,401.62	2,242.96	13,644.58	Trf 52
Transfer:		STC Drawings a/c to Salaries a/c	35,000.00		35,000.00	Trf 53
Transfer:		STC General a/c to STC Drawings a/c	46,401.62	2,242.96	48,644.58	Trf 54

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Councillor

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Councillor

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Town Clerk

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Barclaycard Payments</u>	<u>Meeting Date:</u>
17/04/2019	RC22703819	Archer Safety Signs <u>Invoice Detail</u> Stop sign: Recreation ground Rd ent.	15/05/2019
			<u>Net</u> 127.95
			<u>VAT</u> 25.59
			<u>Amount</u> 153.54
25/04/2019	5425103-00	Hayley Group <u>Invoice Detail</u> Ball Bearings	
			<u>Net</u> 17.28
			<u>VAT</u> 3.46
			<u>Amount</u> 20.74
Total of Payments			145.23
Due by Direct Debit			29.05
			174.28

Sprowston Town Council		Direct Debit Payments		Meeting	Date: 15 May 2019
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
30/04/2019	4961798	Angel Springs Ltd (T/A Waterlogic)	29.93	5.99	35.92 DEBIT
		Bottled Water April 2019			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
03/05/2019	75761236	Anglian Water Business	232.82		232.82 DEBIT
04/05/2019	75842035	Sparhawk:04/02/2019-03/05/2019	440.75		440.75
04/05/2019	75816231	Recreation Ground:10/02/2019-09/05/2019	241.84		241.84
		Diamond Centre:10/02/2019-09/05/2019			
			915.41		915.41
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
18/04/2019	711772187	British Gas	5,645.95	1,129.19	6,775.14 DEBIT
		Diamond Centre:August 2018 - April 2019			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
27/04/2019	66641862	PHS Group	60.13	12.03	72.16 DEBIT
27/04/2019	66641863	Recreation Ground:01/06/2019-31/08/2019	60.13	12.03	72.16
27/04/2019	66641864	Sparhawk:01/06/2019-31/08/2019	311.16	62.23	373.39
		Diamond Centre:01/06/2019-31/08/2019			
			431.42	86.29	517.71
Total Direct Debits			7,022.71	1,221.47	8,244.18

Sprowston Town Council

Supplementary Payments

Meeting Date: 15.05.2019

Invoice Date	Invoice No.	Invoice Detail	Net	VAT	Total	BACS Ref
15/04/2019	50612	Supplier: The Alarm Company Sparhawk Park:Annual Service	54.00	10.80	64.80	Bacs 303
15/04/2019	50613	Pavilion:Annual Service	64.00	12.80	76.80	
08/05/2019	50743	Pavilion: Parts re Service	31.63	6.33	37.96	
08/05/2019	50744	Sparhawk Park:Parts re Service	92.56	18.52	111.08	
			242.19	48.45	290.64	
09/05/2019	608290	Supplier: Adcock Refrigeration Air Conditioning Air Conditioning Maintenance	370.99	74.20	445.19	Bacs 304
08/05/2019	135768	Supplier: Bartram Mowers Ltd Annual Service:Husqvarna Tractor	1,250.01	249.99	1,500.00	Bacs 305
08/05/2019	664432	Supplier: Intouch Systems Hosted Exch x 6 June 2019	46.00	9.20	55.20	Bacs 306
13/05/2019		Supplier: G Morris Nursery :Cleaning	111.78		111.78	Bacs 307
13/05/2019		Supplier: H Morris Heritage:Computer Input	13.97	0.00	13.97	Bacs 308
14/05/2019	190291	Supplier: Moviola Ltd Green Book	94.58	17.92	112.50	Bacs 309

TOTAL OF INVOICES

2,129.52 399.76 2,529.28

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

Trfr 55

£2,529.28

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Councillor

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Councillor

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Town Clerk

Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
18/04/2019	104457	Supplier: Archers Signs Stop Road Sign	127.95	25.59	153.54
25/04/2019	5425103-00	Supplier: Hayley Group PLC Ball Bearings	17.28	3.46	20.74
08/05/2019	1251-37158	Supplier: Progrss Fuels Petrol	94.61	18.92	113.53
To be paid by direct debit 27th May 2019			£239.84	£47.97	£287.81

Invoice Date 11/05/2019	Invoice No. 66673243	PHS Group Details Recreation Grd: Toilet Tissue	Net 27.30	VAT 5.46	Total 32.76	Direct Debit
Invoice Date 09/05/2019	Invoice No. 3004722699	Total Power & Gas Details Streetlights-April 2019	Net 2715.54	VAT 543.11	Total 3258.65	Direct Debit
09/05/2019	3004806101	Diamond Centre-April 2019	200.61	40.13	240.74	
09/05/2019	3004806090	Floodlights-April 2019	9.13	0.46	9.59	
			2,925.28	583.70	3,508.98	
Invoice Date 30/04/2019	Invoice No. SIO1145505	Veolia Details All sites Skip hire-April 2019	Net 229.80	VAT 45.96	Total 275.76	Direct Debit

TOTAL OF INVOICES
3,182.38 635.12 3,817.50