

**NOTICE OF MEETING**  
**AND SUMMONS TO ATTEND**

**The meeting of Sprowston Town Council  
will be held by remote means on Wednesday 24 June 2020 at 7.30pm**

**The remote meeting will be open to the public. Anyone wishing to attend the remote meeting may contact the Town Clerk on [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk) to receive joining instructions**

**AGENDA**

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To confirm the minutes of the Council meeting held 3 June 2020. Pages 1 - 8
4. To agree action/response arising from the minutes.
5. To receive any Police Liaison Officer's report Page 9 - 10
6. To receive correspondence:
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 11
8. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
9. Review inventory of land assets including buildings and office equipment. Pages 12 - 16
10. Confirmation of arrangements for insurance cover in respect of all insured Risks (Enclosed)
11. Finance
  - (i) To review and adopt:
    - Corporate Governance Policy 2020-21 (Enclosed)
    - Efficiency and Value for Money 2020-21 (Enclosed)
    - Managing Money Policy 2020-21 (Enclosed)
    - Risk Register and Risk Management Strategy 2020-21 (Enclosed)
  - (ii) To review Financial Risk Management 2020-21 document and approve the Terms of Reference for Internal Audit as listed under Internal Audit Assurance section therein. Pages 17 - 21
  - (iii) To review the Internal Audit Checklist 2020-2021 Parts 1 and 2. Pages 22 - 23
  - (iv) To confirm the appointment of the Internal Auditor for the ensuing year. Pages 24 - 26
12. To receive the report of the Town Clerk and make decisions on: Pages 27 - 29
  - 1.4 Football Teams using the Recreation Ground
13. To consider planning applications to 24 June 2020. Page 30
14. To receive any written/verbal reports from the Council's Committees and Working Groups.
15. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
16. To confirm the payment of accounts to 24 June 2020. Pages 31 - 32

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

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**Guy Ranaweera**  
Town Clerk

**19 June 2020**

Council Office. Sprowston Recreation Ground . Recreation Ground Road Sprowston .  
Norwich.NR7 8EW  
Tel: 01603 408063 Email: townclerk@sprowston-tc.gov.uk

Footnote:

<sup>1</sup> Councillors 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](http://www.broadland.gov.uk) and follow the links through to planning.

It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) 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](http://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.

## MEETING OF SPROWSTON TOWN COUNCILLORS – 3 JUNE 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 3 June 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mr J F Fisher
Mr M G Callam	-	Mr R J Knowles
Ms D Coleman	-	Mrs B J Lashley
Mrs B Cook	-	Mrs J Leggett
Mr W F Couzens	-	Mr N Shaw

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

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### **20/128. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Councillor</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mrs B J Lashley	20/137 1.2 - Report of the Town Clerk	Chairman - Senior Citizens Bowls Club

### **20/129. APOLOGIES FOR ABSENCE**

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

### **20/130. MINUTES**

The Minutes of the Council's meeting held on 13 May 2020, having previously been circulated to all Councillors were subject to the following amendments

**Delete** Mr S C Walker from list of Councillors present

confirmed and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

### **20/131. ACTIONS FROM MINUTES**

- (1) Planning Application 2020/0457 - Former Royal Observer Corps, Chartwell Road, Sprowston, NR6 7RB: Variation of Condition 2 Following Grant of Planning permission 201980425 - To Amend the Design of the Retail Unit.

Further to Minute 20/121 (d), the Town Clerk reported that permission had been granted for planning application 2020/0457.

- (2) Sprowston Cricket Ground / Barkers Lane Open Space - Hole in Fence

## **20/131. ACTIONS FROM MINUTES (CONTINUED)**

Further to Minute 20/117, the Town Clerk reported that he had located a hole in the fence between Sprowston Cricket Ground and Barkers Lane open space and requested grounds staff to carry out a repair.

## **20/132. POLICE LIAISON OFFICER'S REPORT**

Council noted the Temporary Assistant Chief Constables Community Update COVID-19.

Having asked PC Gill for a crime statics update Mrs J Leggett reported that two arrests had been made for Milk theft, and 2 arrests relating to garage break-ins with stolen property recovered. Individuals were on bail and investigations continuing.

There were no issues with regard to gatherings in public open spaces but Norfolk Constabulary were expecting this to escalate and will be focussing on open spaces.

Greenborough Road has become a rat run with vehicles and HGV's circumventing the road closure at the junction of Woodside Road and Salhouse Road. Speed checks will be put in place.

Mr J M Ward reported that Gypsy travellers had moved from Sprowston Park and Ride and relocated at Costessey Park and Ride.

## **20/133. CORRESPONDENCE**

No correspondence was received.

## **20/134. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Broadland District Council

- (1) A new campaign has been launched: - "Broadland COVID-19 Community Hero's" to get people to share the stories of those who have helped in the district since lockdown began. These people will be recognised at the next "Community at Heart" awards. Send details to: [www.broadland.gov.uk/covidheroes](http://www.broadland.gov.uk/covidheroes)
- (2) South Norfolk, Broadland and Breckland councils are working together on a "Shop with Confidence" campaign. That is helping businesses to have the confidence to trade and shoppers the confidence to spend their money locally rather than online.

Norfolk County Council

- (1) Norfolk is to be one of the Governments new "Track and Trace" areas for COVID-19. Plans will be developed in June and a public information campaign will be launched.

## **20/134. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

- (2) Strumpshaw Recycling Centre reopened on Thursday 28 May 2020 bringing the total sites now open in Norfolk to 12.
- (3) Support to help keep care home residents safe and manage any outbreak of COVID-19 has been unveiled. A multi-agency team has been set up to provide access to testing and PPE. The Government is giving £12.38m to Norfolk County Council for this purpose.
- (4) The Council has a £38.9m budget gap next year on top of planned savings of £21m. COVID-19 has increased the projected budget gap 2024/25 to £117.8m on top of planned savings of £64m.

### Sprowston Town Council

- (1) This is VOLUNTEER WEEK (1 - 7 June 2020) and I would like as Town Mayor to recognise the vital contribution that volunteers have, and are making in Sprowston in response to the COVID-19 Pandemic.

Many people have played crucial roles at this time and I wish to extend my sincere thanks to them all and in particular Carol Pennycook, Guy Ranaweera, our Town Clerk and all his staff, Councillors Judy Leggett, Dawn Coleman and Bill Couzens. Thank you all.

Mrs J Leggett verbally reported that:

Broadland District Council had four sets of public toilets in the district area which would be opening soon, subject to cleaning arrangements being organised and provision of hand sanitiser.

Mr J M Ward suggested the Town Council consider looking at when it could open its own washroom facilities.

## **20/135. RESIDENT'S QUESTIONS**

On the motion of Mr J M Ward, seconded by Mr M G Callam 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 Town Mayor who would, assisted by the Town Clerk, reply.

Mr G Watson expressed concern regarding work being carried out at land on Lushers Loke given that planning permission had not been granted and a decision by Broadland District Council's Planning Officer deferred until 30 June 2020.

Mr Watson asked if it was possible to enforce the restricted Byway to stop mechanical vehicles using it and for Council to erect signage to this effect, as he believed it was an offence.

Mr J M Ward commented that residents used vehicles on the byway to access their own properties.

## **20/135. RESIDENT'S QUESTIONS (CONTINUED)**

Mr Watson responded that large heavy goods vehicles were using the Byway to access the site.

It was agreed that the Town Clerk liaise with Norfolk County Council and Norfolk Constabulary regarding this matter.

## **20/136. DEVELOPING / FACILITATING COMMUNITY SUPPORT IN SPROWSTON**

Mrs J Leggett asked Councillors their views on continuing support, taking a part and bringing Sprowston Community Help Group (SCHG) under the Council's umbrella given the need for their help would continue in what will become the new normal.

She suggested a working group to establish more details.

Mr J M Ward proposed the Grow Your Own Community (GYOC) umbrella.

Mrs B J Lashley felt GYOC would bring together the new group, churches and young people all of which would be needed if the situation continued.

Mrs Colman expressed concern as she did not want SCHG to lose momentum commenting that they were a very dynamic busy group who did not want to sit at meetings just wanted to act. More committees and groups will lose the day to day impetus.

Mr W F Couzens said Carol Pennycook's biggest strength was to mobilise people something Grow Your Own Community had been unable to do. However, Grow Your Community includes the gardening club and dementia cafe and there is no reason SCHG could not be brought under this umbrella.

Following further debate, it was

### **RESOLVED**

- (1) Mrs J Leggett to approach Carol Pennycook to ascertain if she would like to join the Grow Your Community Group.
- (2) Town Clerk to contact Mr K Lashley to agree a date and arrange a remote meeting of the Grow Your Community Group and invite Carol Pennycook to participate.

## **20/137. REPORT OF THE TOWN CLERK**

### **COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES**

#### **1.1 Tennis Courts**

Referring to his report the Town Clerk advised there were now 8 grass courts open in addition to the all-weather courts. However, two grass courts would remain closed due to sustained crow damage.

## **20/137. REPORT OF THE TOWN CLERK (CONTINUED)**

### **Play Areas and Public Toilets**

Council noted play areas and public toilets remained closed with the ongoing situation and guidance being monitored closely by the Town Clerk.

### **1.2 Bowls Green**

Further to his written report the Town Clerk advised that he had spoken to the Council's cleaning contractors regarding restrictive use of the Bowls Pavilion.

Contractors agreed it was possible for them to clean safely as they had PPE and protocols in place.

The Town Clerk suggested one person in the Pavilion at any given time for use of the washroom facilities and 6 pairs of players either side of the Bowls Green.

In answer to a question the Town Clerk responded that there were few requests for casual hire of the bowls green.

As a player and Chairman of the Senior Citizens Bowls Club Mrs B J Lashley was asked her opinion.

She advised that it had been raised with the Senior Citizens Club Trustees and they agreed that:

A large proportion of their membership was over 70 and should be staying at home as much as possible.

It was difficult to enforce social distancing.

Older members do not play singles.

There was concern regarding cleaning of equipment between users.

At the time of discussion, it was thought no washroom facilities would be available.

Mr Barton confirmed that the overall feeling of the welfare committee was that it was premature for the Senior Citizens Bowls Club to resume play.

Mr J M Ward asked if other clubs had expressed an interest to which the Town Clerk replied they were keen to play. He did not think it unreasonable for Council to open the green as it was up to clubs to assess risk however the issues raised needed to be addressed and stringent guarantees required.

Mr J M Ward proposed, seconded by Mr A J Barton to delegate authority to the Town Clerk to put appropriate measures in place and decide when to open the Bowls Green. On being put to the vote the motion was CARRIED.

## **CEMETERY**

### **2.1 No matters were reported**

## **20/137. REPORT OF THE TOWN CLERK (CONTINUED)**

### **STREET LIGHTING**

#### **3.1 No matters were reported**

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Sprowston Town Council (STC) Grounds Team**

It was noted that the Town Council's grounds team had resumed full working duties following risk assessments and mitigation measures in place to ensure the working environment was as COVID-safe as possible.

### **PLANNING AND TRANSPORTATION**

#### **5.1 No matters were reported**

### **SPROWSTON CORONAVIRUS UPDATE**

#### **6.1 Volunteer Shopping**

It was noted that as of 27 May 2020 Sprowston Town Council had facilitated 204 financial transactions between vulnerable residents and their Sprowston Coronavirus Help Group volunteers, totalling £5,960

#### **6.2 Active Norfolk Home Exercise Kits**

The Town Clerk advised that following a successful application he had received 50 Active at Home exercise kits which included DVD, leaflets and reinforced elastic band.

Sprowston Senior Citizens and Sprowston Coronavirus Help Group would be offered kits however if Councillors knew of residents who might benefit from one, he would arrange delivery.

Referring to Land at Lushers Loke the Town Clerk commented that considerable demolition work had been carried out and neighbours were concerned as the planning application had not been approved. The applicants had been given an extension to 30 June 2020 but no new application had been received. The planning authority's officer is minded to refuse the application yet work continues.

Mr M G Callam commented that Lushers Loke Byway had been raised before Council many years ago and subsequently it was closed to traffic. This should be followed up.

Mr R J Knowles thought that traffic had been limited to access from School Lane only.



## **20/138. 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:

2019/1452 - Matters Reserved by Conditions 2 (layout, scale, appearance and landscaping), 6 (landscaping), 10 and 13 (layout) of Outline Approval 20160759 - Erection of 4x Detached Dwellings with Garages at Foxley Wood, Buxton Road, Spixworth

2020/0993 - Single storey rear extension at 40, Varvel Avenue, Sprowston

2020/0988 - Proposed Single storey rear extension to house at 7, Alford Grove, Sprowston

2020/0838 - 3rd floor extension to existing offices, 2 new roofs, removal of asbestos cement sheeting and installation of new composite panel roof at Aalco Metals Ltd, Roundtree Way, Sprowston

2020/0968 - Single storey hipped roof front extension to existing bungalow at 42, Carleton Road, Sprowston

2020/1040 - Demolition of garage & erection of single storey extension (Revised Proposal) at 139, Moore Avenue, Sprowston

(b) to oppose the granting of planning application 2020/0922 - Erection of timber garage to front of property at 40, Lone Barn Road, Sprowston on the grounds that it is an unneighbourly form of development, in front of the building lie and out of keeping with street scene.

## **20/139. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

## **20/140. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

## **20/141. PAYMENT OF ACCOUNTS 3 JUNE 2020**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 3 June 2020 totalling £9,237.20 and answered a query as follows:

Invoice 926326 - Heritage Contract Services he was awaiting credit notes as Sprowston Diamond Centre was closed.

**20/141. PAYMENT OF ACCOUNTS 3 JUNE 2020 (CONTINUED)**

On the motion of Mrs J Leggett, seconded by Mr N Shaw it was **RESOLVED** that payment of the accounts to 3 June 2020 totalling £9,237.20 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

**20/142. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 13 MAY 2020**

The schedule of credit card payments totalling £109.85 was approved and noted.

**20/143. SCHEDULE OF DIRECT DEBIT PAYMENTS**

In response to Councillors queries the Town Clerk advised that:

Invoice 7199404 - Anglian Water Business billed different periods and times at other Council properties.

Invoice A8458652 - Siemens Financial Services was the parent group of the company leasing the Council's photocopier.

The minutes and payment schedules were not currently being signed.

The schedule of direct debit payments totalling £5,033.75 was approved and noted.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.37pm.

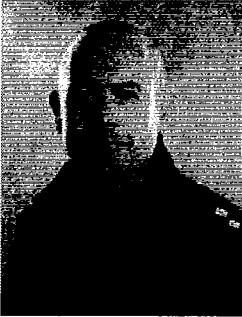
24 June 2020

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Town Mayor

# Newsletter

Welcome to the newsletter for Sprowston



Local Policing  
Commander -  
Sprowston, Thorpe  
St Andrew & Acle

## Message from T/Inspector David Taylor

"Welcome to this month's newsletter. My team have been very proactive over the past 3 months in their policing, targeting vulnerable premises and focussing on disruption of persons believed involved in criminality. Common with all policing areas we are receiving sporadic reports relating to ASB and drug use which has led to Hi-visibility patrols and stop searches, thereby disrupting such behaviour. In the event you witness any ASB or suspicious behaviour please contact us either by dialling 101 or if in an emergency 999 or you want to remain anonymous you can contact Crimestoppers on **0800 555111**"

## Crime Updates March, April, May 2020

Offence	March	April	May	What could this entail
Arson	0	0	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	1	1	1	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	0	1	1	A person commits theft in a building or structure that is not lived in.
Burglary Residential	6	2	2	Entry and theft in a building or a structure that is lived in.
Criminal Damage	3	6	6	A person destroys or damages property belonging to someone else.
Domestic	6	10	10	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	0	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	0	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	0	0	0	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	0	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	5	3	3	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	0	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	0	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	1	0	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	1	1	From a public place.
Theft from a person	0	0	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.

## Broadland Engagement Officer PC Vicky Bailey



Do you know about Courier Fraud? Do your loved ones? Fraudsters are deliberately targeting older and vulnerable people in our area. Courier fraud happens when a fraudster contacts a victim by telephone claiming to be a police officer, bank or government agency. A number of techniques will then be adopted in order to convince the victim to hand over their bank details or cash, which may then be passed on to a courier. Neither your bank nor the police will ever ask you to withdraw money or purchase items. Your bank or the police will never ask for your PIN, bank card or bank account details over the phone – never give these details to anybody. Neither the police nor the banks will send a courier to collect money or bank cards from you. Please let us know if you have received a similar type of telephone call or have any information about these incidents. Finally, please keep talking to your friends, parents and grandparents and make sure they know about #CourierFraud.

## Your local Beat Manager, PC Graham Gill What is Happening in your Area



Hello everyone,

I hope I find you safe and well.

Over the 3 months I have been settling in. I've been carrying out foot and cycle patrols around Old Catton and Sprowston, focussing on public spaces and recreation grounds.

There has recently been a spate of burglaries to outbuildings and garages. These have been investigated and 3 males have been identified and they are currently under investigation.

Hopefully you will have seen me out and about on patrol. Please do stop me and say hello, if you have any concerns or issues within the community please tell me. Unfortunately, my usual face to face engagements have been put on hold, but will resume as soon as possible.

Stay safe

Graham

## Neighbourhood Priorities

Next SNAP meeting: TBC

The current area priorities are:

- Monitor and challenge inconsiderate parking around Cannerby Lane, Sprowston and schools in Old Catton and Sprowston.
- Monitor and challenge speeding on Cannerby Lane, White Woman Lane and Wroxham road in Sprowston: and St Faiths Road and Spixworth Road in Old Catton.

### Point of contact



#### Follow us on social media

@BroadlandPolice

[www.crimestoppers.co.uk](http://www.crimestoppers.co.uk)

[www.norfolk.police.co.uk](http://www.norfolk.police.co.uk)

E-mail [SNTSprowston@norfolk.pnn.police.uk](mailto:SNTSprowston@norfolk.pnn.police.uk)

Non Emergency: 101

### Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



14<sup>th</sup> June 2020

## Report from Councillor John Ward

### CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

[www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus)

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

### Broadland District Council

Broadland's "Shop with Confidence" campaign will see a number of our Councillors (including myself) visiting Aylsham on Monday 15<sup>th</sup> June, the first day that all shops can reopen, to support the local shops in a market town and give confidence that it is safe to shop.

The Local Discretionary Grant Scheme will see businesses and charities receive a share of £1.22m government money. This is mainly for businesses with fixed property and related costs. So far, 78 businesses in Broadland have applied.

BDC Planning meetings are continuing on the scheduled dates but by Zoom. Members of the public are able to join in to make their views known. The meetings are also being live screened on Youtube.

### Norfolk County Council

Two thirds of Primary Schools have welcomed back more children after lockdown. Children are being supported in small bubbles of up to 15 children to reduce contact with other children and staff. Schools are doing more outdoor learning, reminding children to wash their hands regularly and are carrying out additional cleaning.

NCC's Planning Regulatory Committee has approved plans for a new £2.75m recycling centre to be sited on land off the A140/A1270 junction near the airport and it is set to feature the county's largest reuse shop. It is expected to be up and running by 2021.

A free parking permit allows key workers and community volunteers helping people across Norfolk to park free on-street and in council run car parks. Details at [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

The popular Crucial Crew, free children's safety project which offers tips about fire, water, electrical, on-line and beach safety as well as first aid and other skills has now been launched online by Norfolk Fire and Rescue Service. Details at [www.norfolk.gov.uk/crucialcrew](http://www.norfolk.gov.uk/crucialcrew)

ASSET INVENTORY LIST COMPARISON 2018/19 & 2019/20 for 2019/20 RECORDS

Asset Name	Asset No.	Initial Cost		Difference	Diff. Description
		2018/19	2019/20		
Sissis Quadisplay Main Frame	A001	1	1	0	
McConnell Magnum Flail:Removed 06/11/2019	A002	1	-	(1)	sent for scrap metal
Indespension Trailer	A003	2,800	2,800	0	
Indespension Tipper Trailer	A004	2,460	2,460	0	
Indespension Plant Trailer	A006	2,000	2,000	0	
Wessex Flail	A007	2,338	2,338	0	
Recreation Ground Council Office (Rented)	B001	298,200	298,200	0	
Thatched Pavilion at Recreation Ground	B002	465,300	465,300	0	
Recreation Ground maintenance store maintenance store	B003	76,000	76,000	0	
Bowls Pavilion 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	1,725,350	1,725,350	0	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	
Wilks Farm Drive POS	L015	55,696	55,696	0	
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	
Chopyngs Dale Play Area ( off Blue Boar Lane)	L019	1	1	0	
Windsor park Gardens POS	L020	48,698	48,698	0	
Milkenlum Wood POS	L021	1	1	0	
Gurney Drive	L022	1	1	0	
Blue Boar Lane Open Space	L023	1	1	0	
Conroy Close Footpath	L024	1	1	0	
Hallwood Road (off Blue Boar Lane Adj. L019)	L025	1	1	0	
Greens Power Mower 010H	ME001	1	-	(1)	sent for scrap metal
Tanaka Hedge Trimmer	ME008	1,405	1,405	0	
Honda Izy x 4	ME009	2,027	2,027	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 Hedge-trimmer	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	ME021	4,800	4,800	0	
McConnell Hedgecutter Flail	ME022	9,000	9,000	0	
Sissis Autorake Scarifier	ME023	4,370	4,370	0	
STIHL BG86C Leaf Blower	ME024	199	199	0	
STIHL BR600 Leaf Blower	ME025	395	395	0	
Honda Izy x 2 Lawn Mowers	ME026	610	610	0	
JD 4720 Compact Tractor AU14 BJF	MWE001	24,900	24,900	0	
JD X595 unregistered	MWE005	9,000	-	(9,000)	Sold part Exchange Iseki
Volvo Mini Digger EC15B	MWE006	13,061	13,061	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	
Iseki Tractor	MWE015	-	7,995	7,995	
Balance Cart	NME002	248	248	0	
Major 3400 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	842,000	826,000	(16,000)	
Led Streetlights	STREET FURNITURE	66,000	90,000	24,000	
		4,307,298	4,315,495	8,197	

# Sproston Town Council

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

# Asset Inventory Report

Asset Type	Asset Name and Reference	Note	Location	Acquisition Cost
<b>Sproston Town Council</b>				
<b>Default Category</b>				
Attachments	Indespension Plant Trailer A006	Indespension Plant Trailer	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	Sisis Quadraplay A001	Sisis Quadraplay Main frame (QMF), 6ft Tilth rake (QTR/6), 6ft roller (QR/6), 6ft spiker/sitter (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	Cannerby Lane Green Space	£1
Land & Buildings	Blue Boar Lane open space L023	Land Registry: NK413170	Open Space land @ Wroxham Road Sproston	£1
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
Land & Buildings	Cemetery Office B006	Cemetery Office & Toilets	Church Lane Cemetery	£105,500
Land & Buildings	Chopyngs Dole Play Area L019	Play area Chopyngs Dole Close .	Chopyngs Dole Close off Blue Boar Lane	£1

Asset Type	Asset Name and Reference	Note	Location	Acquisition Cost
Land & Buildings	Church Lane Cemetery Extension L016	5.93 acres Land for extension of Cemetery	Church Lane Cemetery Extension	£92,000
Land & Buildings	Conroy Close L024	Conroy Close Footpath		£1
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	Hallwood Road Play Area L025	Play area Hallwood Road	Hallwood Road off Blue Boar Lane	£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		Recreation Ground	£4,800
Motorised Equipment	Dennis FT610 Power Unit Mower ME014	Dennis FT610 Power Unit mower	Recreation Ground	£4,350



Asset Type	Asset Name and Reference	Note	Location	Acquisition Cost
Motorised Equipment	ECHO Hedgecutter ME018	ECHO Hedgetrimmer 55-HC148133/1	Recreation Ground	£320
Motorised Equipment	ECHO Blower ME019	Echo Blower 55-PB251	Recreation Grounds	£149
Motorised Equipment	ECHO LW Long Reach Hedge Trimmer ME015	Echo HCA-266ES LW Long Reach light weight hedge trimmer	Recreation Ground	£399
Motorised Equipment	Hayter 48 Harrier Pro. 19" ME013	Hayter 48 Harrier Pro. 19"	Recreation Ground	£664
Motorised Equipment	Honda IZY Lawn Mowers ME026	Honda Izy Lawn mower x2	Cemetery	£610
Motorised Equipment	Honda Izy x 4 ME009	Honda Izy x 4	Recreation Ground	£2,027
Motorised Equipment	Husqvarna Chainsaw ME020	72-555 Husqvarna 18 bar Chainsaw	Recreation Ground	£450
Motorised Equipment	McConnel Hedgecutter Fiail ME022	McConnel PA4330 Fiail (Powerarm)	Recreation Ground	£9,000
Motorised Equipment	Sisis Autorake :Scarifier ME023	Sisis Autorake:Scarifier ARR/5 20" 6hp Petrol Engine with collector Box.	Recreation Ground	£4,370
Motorised Equipment	STIHL BG86C Leaf Blower ME024	Purchased Leaf Blower 07/10/2019	Recreation Ground	£199
Motorised Equipment	STIHL BR600 Leaf Blower ME025	Purchased 07/10/2019	Recreation Ground	£395
Motorised Equipment	STIHL Hand Held Blower VAC Ergo ME017	STIHL Hand Held Blower VAC Ergo 27cc Blower	Recreation Ground	£225
Motorised Equipment	TANAKA 3300 Loop Brushcutters x 2 ME016	TANAKA 3300 Loop Brushcutters x 2	Recreation Ground	£660
Motorised Equipment	Tananka Hedge Trimmer ME008	Tananka Hedge Trimmer	Recreation Ground	£1,405
Motorised Wheeled Equipment	Husqvarna Lawn Tractor AU66 CKC MWE012	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	Iseki Tractor MWE015	Iseki Tractor with Turf Tyres	Recreation Ground	£7,995
Motorised Wheeled Equipment	JD X940 Diesel Lawn Tractor MWE014	JDX940 Diesel Lawn Tractor,54" Mulch Deck,AU18 YEG	Recreation Ground	£11,250
Motorised Wheeled Equipment	John Deere 4720 Compact Tractor MWE001	John Deere 4720 AU14 B/JF Compact Tractor	Recreation Ground	£24,900
Motorised Wheeled Equipment	John Dere 2032R Compact Tractor MWE011	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 MWE013	John Dere Gator ,Diesel four wheel drive AU18 YEG	Recreation Ground	£13,900
Motorised Wheeled Equipment	Volvo Mini Digger EC15B MWE006	Volvo Mini Digger EC15B	Cemetery	£13,061

Asset Type	Asset Name and Reference	Note	Location	Acquisition Cost
Non Motorised Equipment	Balance Cart	NME002	Recreation Ground	£248
Non Motorised Equipment	DeWalt Drills x 2	NME005	Recreation Ground	£1
Non Motorised Equipment	DeWalt Grinders x 2	NME006	Recreation Ground	£1
Non Motorised Equipment	Fertilizer Spreaders x 2	NME009	Recreation Ground	£1
Non Motorised Equipment	Impact Glider JK Machine 50Psi	NME011	Recreation Ground	£455
Non Motorised Equipment	Major 8400 Roller Mower	NME003	Recreation Ground	£5,650
Non Motorised Equipment	Sprayers x 6	NME007	Recreation Ground	£1
Non Motorised Equipment	Stihl Pole Pruner	NME004	Recreation Ground	£600
Non Motorised Equipment	Top Dressing Spreader	NME008	Recreation Ground	£1
Non Motorised Equipment	Trailed Sprayer	NME010	Recreation Ground	£1
Street Furniture	LED Streetlights		Sproston	£90,000
Street Furniture	Bus Shelters x 9	Street Furniture	NW Rd x 3, Wrxhm Rd x 5, WW Lane x 1, Const.Hill x 1	£9
Street Furniture	Streetlights	Street Furniture-Street Lights	842 Streetlights - replacement cost £1000 per unit	£826,000
<b>Asset Category Total:</b>				<b>£4,315,495</b>
<b>Asset Inventory Total:</b>				<b>£4,315,495</b>

Table 1: Areas where there may be scope to use insurance to help manage risk.	Evidence of control
<p><b>Risk identification</b></p> <p>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. (<b>loss or damage</b>).</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 (<b>public liability</b>).</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 (<b>consequential loss</b>).</p> <p>Loss of cash through theft or dishonesty (<b>fidelity guarantee</b>).</p> <p>Legal liability as a consequence of asset ownership (<b>public liability</b>).</p> <p><b>Internal controls include:</b></p> <ul style="list-style-type: none"> <li>An up to date register of assets and investments.</li> <li>Regular maintenance arrangements for physical assets.</li> <li>Annual review of risk and the adequacy of cover.</li> <li>Ensuring the robustness of insurance providers.</li> </ul>	<p>Zurich Policy No. YLL-272003-6303</p> <p>Part A Material Damage Part C All Risks – Additional Items Part F Hirer’s Liability</p> <p>Part E Public Liability £15,000,000</p> <p>Part A Loss of rent Part B Business Interruption / loss of revenue Part D £250,000</p> <p>Part N £500,000</p> <p>Part E £15,000,000</p> <p>Completed</p> <p>Maintenance schedule in place. Repairs &amp; Renewals Funds Established</p> <p>As part of Internal Audit Review Checklist</p> <p>Zurich Municipal – Used by Local Authorities</p>

	<b>Evidence of control</b>
<p><b>Table 2: Areas where there may be scope to work with others to help manage risk.</b></p> <p><b>Risk identification</b></p> <p>In addition to the risks above: Service interruption due to the long term absence of the Town Clerk / RFO</p> <p><b>Internal controls include</b></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>Review of contracts on an appropriate periodic cycle.</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 public services. Finance Officer and Chairman/Mayor can cover banking arrangements. Standing Orders require Chairman/Mayor to work with Norfolk ALC to cover Clerk's long term absence</p> <p>In place and reviewed regularly</p> <p>Monthly</p> <p>Prior to expiry</p> <p>Corporate Governance Policy, Efficiency and Value for Money, Managing Money Policy.</p> <p>Internal Audit / Full Council / Town Clerk initials invoices or authorises in writing.</p> <p>Monthly</p> <p>No disruption to service</p> <p>Action undertaken would be reported to Full Council.</p>

	Evidence of control
<p><b>Table 3: Areas where there may be a need to self- manage risk.</b></p> <p><b>Risk identification</b></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><b>Internal controls include</b></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 &amp; 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>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>

SPROWSTON TOWN COUNCIL – FINANCIAL RISK MANAGEMENT 2020/2021

<p>Proper, timely and accurate reporting of council business in the minutes.</p> <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>3 weekly cycle of Council Meetings.</p> <p>Statutory notices and advertising.</p> <p>Deadlines to ensure completion.</p> <p>Working towards Quality Gold reaccreditation</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>Expenditure cross-referenced to nominal ledger.</p> <p>Annually in accordance to time-table.</p> <p>VAT returns completed in timely manner. Sage, HMRC, NALC &amp; SLCC notices read.</p> <p>Quarterly to Full Council.</p> <p>Staff appraisals in place.</p> <p>Presented to Full Council</p>
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<p>Minutes properly numbered and paginated with a master copy kept in safekeeping</p> <p>Documented procedures to deal with responses to consultation requests.</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><b>Internal Audit Assurance</b></p> <p>Audit must satisfy the requirements of Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended). This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Evaluation of the effectiveness of risk management.</li> <li>• Evaluation of control and governance processes.</li> <li>• Review of internal controls in place and their documentation.</li> <li>• Review of minutes to ensure legal powers in place, recorded and correctly applied.</li> <li>• Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements, etc. including petty cash transactions.</li> <li>• Review and testing of arrangements to prevent and detect fraud and corruption.</li> <li>• Testing of disclosures.</li> <li>• Testing of specific internal controls and reporting findings to management.</li> </ul>	<p>Consecutively numbered</p> <p>Placed on Standing Committee Agenda.</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 – 2020 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	<ul style="list-style-type: none"> <li>• Terms of reference for internal audit were approved by full council. (See Financial Risk Management 2020-21 STC – Internal Audit Assurance section)</li> <li>• Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.</li> <li>• Internal audit work covers the council's anti-fraud and corruption arrangements.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
2. Independence	<ul style="list-style-type: none"> <li>• Internal audit has direct access to those charged with governance (see Financial Regulations).</li> <li>• Reports are made in own name to management.</li> <li>• Internal audit does not have any other role within the council.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
3. Competence	<ul style="list-style-type: none"> <li>• There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</li> </ul>	<p>Yes</p>	
4. Relationships	<ul style="list-style-type: none"> <li>• 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).</li> <li>• 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).</li> <li>• The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
5. Audit Planning and reporting	<ul style="list-style-type: none"> <li>• The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council.</li> <li>• Internal audit made its interim report and, where available, its final report in accordance with the plan on 15 May 2019</li> </ul>	<p>Yes</p> <p>Yes</p>	

**Review conducted by Council, and adopted at a full meeting of the Council on 24 June 2020 :-**

Mr J M Ward

Town Mayor

Mr G Ranaweera

Clerk & Responsible Financial Officer



## Sprowston Town Council – 2020 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	<ul style="list-style-type: none"> <li>Planned internal audit work is based on risk assessment and designed to meet the council's needs.</li> </ul>	Yes	
2. Understanding the whole organisation its needs and objectives	<ul style="list-style-type: none"> <li>The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.</li> </ul>	Yes	
3. Be seen as a catalyst for change	<ul style="list-style-type: none"> <li>Internal audit supports the council's work in delivering improved services to the community.</li> </ul>	Yes	
4. Add value and assist the Council in achieving its objectives	<ul style="list-style-type: none"> <li>The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.</li> </ul>	Yes	
5. Be forward looking	<ul style="list-style-type: none"> <li>In formulating the annual audit plan, national agenda changes are considered.</li> <li>Internal audit maintains awareness of new developments in the services, risk management and corporate governance.</li> </ul>	Yes	
6. Be challenging	<ul style="list-style-type: none"> <li>Internal audit focuses on the risks facing the council.</li> <li>Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.</li> </ul>	Yes	
7. Ensure the right resources are available	<ul style="list-style-type: none"> <li>Adequate resource is made available for internal audit to complete its work.</li> <li>Internal audit understands the council and the legal and corporate framework in which it operates.</li> </ul>	Yes	

**Review conducted by Council, and adopted at a full meeting of the Council on 24 June 2020 :-**

Mr J M Ward

Town Mayor

Mr G Ranaweera

Clerk & Responsible Financial Officer

Sprowston Town Council  
Council Office  
Recreation Ground Road  
Sprowston  
Norwich  
NR7 8EW

29<sup>th</sup> May 2020

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the Governance and Accountability Manual, including minutes of all Council and Committee meetings.

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Return, are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the Annual Governance and Accountability Return and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

- a. whether proper accounting records have been kept by the Council;
- b. whether the Council's Balance Sheet and Income and Expenditure Account or Receipts and Payments Account and supporting statements are in agreement with the accounting records and returns;
- c. whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

In addition, there are certain other matters, which, according to the circumstances, may need to be dealt with in our report.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations. We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the course of the audit.

In order to assist us with the examination of your financial statements, as summarised in the Annual Return, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the Annual Return, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

**Agreement of terms**

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or ourselves. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30<sup>th</sup> September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

<b>On behalf of Auditing Solutions Ltd</b>	<b>Signature</b>	<b>Sprowston Town Council</b>	<b>Signature</b>
Stuart J Pollard <b>Director</b>	<i>Stuart Pollard</i>	Dated: .....	

Stuart Pollard <stuart@councilaudit.co.uk>

Fri 29/05/2020 08:06

## **Appointment of Internal Auditor 2020-21**

Dear Guy

Further to your enquiry. We shall be retaining our fees for 2020-21 at the same level as in 2019-20 (i.e. £445 + VAT per day). Based on the continuing requirement for 3 days work over the course of the year, the total cost will remain at **£1,335 + VAT**.

Assuming that you and the Council wish to retain our services for 2020-21, would you kindly sign, scan and return a copy of our Standard Letter of Engagement for our records as and when it is convenient to do so.

Kind regards and stay safe

*Stuart*

S J Pollard  
Director

Auditing Solutions Ltd., Company Number 04357952  
Clackerbrook Farm, 46 The Common, Bromham, WILTSHIRE SN15 2JJ  
[www.auditingsolutions.co.uk](http://www.auditingsolutions.co.uk) | T: 01380 850 588 | M: 07879 644115  
E: [stuart@councilaudit.co.uk](mailto:stuart@councilaudit.co.uk)

## COUNCIL MEETING – 24 June 2020

### Report of the Town Clerk

#### COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

##### **1.1 Sprowston Diamond Centre - Loss of revenue due to Coronavirus lockdown**

As with all leisure and community centres, the Sprowston Diamond Centre was required to close as part of the UK Coronavirus lock down. Consequential loss of revenue due to this closure is estimated as follows:

<u>Loss of revenue for April:</u> Regular customers: £2,350.75* Others: £1,968.50 <b>Total: £4,319.25</b>	<u>Loss of revenue for May:</u> Regular customers: £2,395.75** Others: £1,765.00 <b>Total: £4,160.75</b>
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\*This was less than in normal months as some regular customers do not hire during the two-week Easter school holiday.

\*\*This was less than in normal months as some regular customers do not hire during the one week May half term school holiday.

##### **1.2 Sprowston Diamond Centre - Reopening and advanced bookings**

UK Government has said it will on Saturday 4<sup>th</sup> July review the reopening of leisure centres and similar facilities. We have therefore advised customers that advanced provisional bookings can now be made for Monday 20<sup>th</sup> July 2020 onwards, **subject to Government go-ahead.**

COVID-Secure measures will be taken to protect hirers, users and staff.

To remove one of the main barriers to the safe return of our hirers I have temporarily waived cancellation fees for cancelled bookings. This is intended to give hirers some reassurance that they can try to restart their business and not lose out financially if they do not receive enough interest to make their sessions or event viable and hence have to cancel.

##### **1.3 Public Toilets**

I am liaising with Broadland District Council and our cleaning contractors to reopen our public toilets as soon as it is safe to do so for the public and our cleaning staff.

##### **1.4 Football Teams using the Recreation Ground**

It has been noted that in the summer evenings several youth football teams use the recreation ground for formal training.

This raises the following issues:

- These teams are not paying to use the rec, although some or all are likely to be paying to use the football pitches in-season.

- The busiest training sessions can involve large numbers of players, causing the rec to become quite crowded.
- The rec is a public open space. This is not a public activity. Large numbers of organised sports users could put off other rec users.
- This subjects the surface of the rec to extra wear and tear, to the detriment of all users.

However, it is worth noting:

- Our Neighbourhood Plan promotes sports and healthy lifestyles for residents, as well as suitable activities for young people.
- These clubs are well behaved, and no complaints have been received.
- There is risk of reputational damage to Council if not handled correctly. The ramifications if the clubs cannot or will not pay must also be considered.

**Council are asked to consider the following options:**

**Option 1: Do nothing**

**Option 2: Identify clubs and charge for use of the recreation ground at standard rate (£15 per hour), or a reduced rate of £10 per evening session.**

**Option 3: Identify the clubs and offer the use of the Diamond Field at standard rate (£15 per hour), or a reduced rate of £5 per evening session, or free of charge.**

## **CEMETERY**

**2.1 No matters to report**

## **STREET LIGHTING**

**3.1 No matters to report**

## **CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 No matters to report**

## **PLANNING AND TRANSPORTATION**

**5.1 No matters to report**

## **SPROWSTON CORONAVIRUS UPDATE**

### **6.1 Volunteer Shopping**

As of close of business 17/06/2020 STC has facilitated 281 financial transactions between vulnerable residents and their Sprowston Coronavirus Help Group volunteers (SCHG), totalling £8349.05.

SCHG are now working with local producers to provide facemasks to vulnerable residents. Residents can pay for these facemasks through STC's card machine or BACS payment to our bank account.

### **ATTACHMENTS**

None

A handwritten signature in black ink, appearing to read 'Guy Ranaweera', with a long horizontal flourish extending to the right.

**Guy Ranaweera**  
**Town Clerk**

**Sproston Town Council**  
**PLANNING APPLICATIONS – 24 JUNE 2020**

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**Broadland DC App. No.:** 2020/0992

**Location:** Land at Blue Boar Lane

**Type:** Reserved Matters

**Description:** Reserved matters application for access and a car parking area pursuant to outline planning permission 20080367

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**Broadland DC App. No.:** 2020/1123

**Location:** 13, Moore Avenue, Sproston NR6 7LA

**Type:** Householder

**Description:** Loft conversion, rear deck and rear first floor extension

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**Broadland DC App. No.:** 2020/1210

**Location:** 4, Corbett Avenue, Sproston NR7 8HR

**Type:** Householder

**Description:** Erection of front porch

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