

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

**The meeting of Sprowston Town Council  
will be held by remote means on Wednesday 5 August 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 24 June 2020. Pages 1 - 11
4. To agree action/response arising from the minutes.  
(1) Minute ref: 20/173 (f) - Planning Application 20191875, Land at Lushers Loke, Sprowston, NR7 8TH: This application has been withdrawn. Pages 12 - 13
5. To receive any Police Liaison Officer's report Pages 12 - 13
6. To receive correspondence:  
(1) Norwich Western Link Local Access Consultation - Email Page 14
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 15
8. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
9. To receive the report of the Town Clerk and make decisions on: Pages 16 - 18
  - 1.2 Football teams using Sprowston Recreation Ground
  - 3.1 Annual Street Lighting Contract
10. To consider planning applications to 5 August 2020. Page 19 - 20
11. To consider application for a premises licence under Licencing Act 2003 for 3, Hanson Close NR7 8GS. Pages 21 - 27
12. To receive any written/verbal reports from the Council's Committees and Working Groups.
13. To receive any written/verbal reports from Members representing the Council on or at outside organisations.
14. To receive First Quarter (30 June) 2020 Bank Reconciliation. Pages 28 - 29
15. To receive the summary of income and expenditure and balance sheet to 30 June 2020. Pages 30 - 40
16. To confirm the payment of accounts to 5 August 2020. Pages 41 - 42
17. To receive the schedule of credit card payments. Page 43
18. To receive the schedule of direct debits. Page 44



**Guy Ranaweera**  
Town Clerk

**31 July 2020**

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 – 15 JULY 2020**

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 15 July 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

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

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mrs N Harpley	-	Broadland District Councillor - Sprowston Central
Clare Lincoln	-	Sprowston Youth Engagement Project
Paul Wheeler	-	Ascend Adventure
Katie Fenwick	-	Sprowston Youth Engagement Project

4 members of the public

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### **20/162. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Councillor</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mrs J Leggett	20/168 - Sprowston Youth Engagement Project	Trustee - Sprowston Youth Engagement Project
Ms C T Rumsby	20/168 - Sprowston Youth Engagement Project	Trustee - Sprowston Youth Engagement Project

### **20/163. APOLOGIES FOR ABSENCE**

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

### **20/164. MINUTES**

The Minutes of the Council's meeting held on 24 June 2020, having previously been circulated to all Councillors were confirmed and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

### **20/165. ACTIONS FROM MINUTES**

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

## **20/165. ACTIONS FROM MINUTES (CONTINUED)**

Further to Minute 20/147 (2), the Town Clerk confirmed the hole in the fence between Barkers Lane open space and the Sprowston Cricket Ground had been repaired.

### **(2) Police Liaison Officers Report**

Further to Minute 20/148, the Town Clerk reported PC Gill had advised that bicycles stolen from dwellings were listed as burglary residential. Attempted theft from motor vehicles and possible crimes discussed by residents on community group pages on Facebook were not recorded.

Mrs J Leggett reported she had been informed of the cessation of Safer Neighbourhood Action Panel meetings at the moment and had received no response to her invitation for Norfolk Constabulary to join the Council meeting.

### **(3) Insurance Premium**

(3.1) Further to Minute 20/153 (1), the Town Clerk reported that Council's insurers Zurich had increased the current insurance premium by £330.00 a 0.4% on the previous year.

(3.2) Further to minute 20/153 (3), the Town Clerk reported that Zurich had advised additions to the list of Statutory Notifiable Infectious Diseases (SNID) would not be covered under the Council's current insurance policy and Council would not be able to claim for any future outbreaks of COVID-19. However, the UK Financial Conduct Authority was seeking clarity on how policies should be interpreted in light of COVID-19 and had issued a test case in the High Court. If a new legal precedent was set this could allow a change to Council's policy.

Mrs B J Lashley suggested this should be taken into consideration when entering into any future long term polices.

### **(4) Sprowston Diamond Centre - Loss of Revenue due to Coronavirus lockdown**

Referring to Minute 20/155 1.1, Mr A J Barton queried if there was an update following the extraordinary meeting of Norfolk Association of Local Councils.

Mrs B J Lashley responded that it was an extraordinary meeting of the National Association of Local Councils who would be asking Government for funds to help with loss of revenue.

## **20/166. POLICE LIAISON OFFICER'S REPORT**

Having received a copy of Norfolk Constabulary's newsletter Mrs J Leggett verbally reported recent crime statistics for Sprowston as follows:

Arson	1
Burglary Residential	1
Criminal Damage	1
Domestic	5

## **20/166. POLICE LIAISON OFFICER'S REPORT (CONTINUED)**

Possession of Controlled Substance	2
Public fear, alarm or distress	3
Theft from a motor vehicle	1
Theft or unauthorised taking of a motor vehicle	1

## **20/167. CORRESPONDENCE**

- (1) Norwich Western Link Local Access Consultation - email

It was agreed Councillors respond individually to the consultation.

- (2) CPRE Norfolk calls for the value of our green spaces to be recognised - letter requesting support

Council considered the request from CPRE but did not support joining a lobbying group and it was

**RESOLVED** not to join or make a donation to CPRE

- (3) Breydon Road Traffic Calming Request email

The Town Clerk explained that Mr Smith's property was adjacent to part of the byway and ownership of the road was unknown. The byway was a right of way not a cut through. He had contacted Norfolk County Council regarding traffic calming measures but they would not implement any road works without agreement of the Town Council.

Following a debate where it was suggested that ownership of the byway be established and gating was muted.

**RESOLVED** that as it was an unadopted road it was the residents' responsibility to put their own measures in place.

- (4) First Bus - Linacre Avenue response to Town Council

The Town Clerk verbally reported the response from First Bus Customer Care Team to his correspondence with regard to buses not serving Linacre Avenue since lockdown.

First Bus replied that COVID-19 had necessitated they relook at the timetable and route in Sprowston. Since the opening of Tesco and more recently substantial housing development along Atlantic Avenue the timetable and route currently operating was much more logical than previous, both for existing requirements and future developments.

However, they were currently in discussions with Norfolk County Council on the subject, and potential alternative solutions which might be available.

Councillors comments included:

## **20/167. CORRESPONDENCE (CONTINUED)**

- Disagreement with suggested average numbers using the service
- It was a useful and frequently used service to people living in the area
- For a lot of people, it would mean not going out
- Wroxham Road, the nearest stop, was a long way for some residents to walk particularly when carrying shopping
- First Bus was a private business
- Council ought to support local residents and make strong representations

It was agreed that the Town Clerk write to Norfolk County Council and First Bus to express the Council's views.

## **20/168. SPROWSTON YOUTH ENGAGEMENT PROJECT**

Clare Lincoln verbally reported on the activities of Sprowston Youth Engagement Project (SYEP) and how they had kept young people involved and active during the Coronavirus lockdown.

Katie, a young member explained how she had personally benefitted since joining SYEP.

Paul Wheeler advised Council that the Community Outreach Programme had been mapping hotspots since 1 July 2020 and would be going live next week based at Sprowston Recreation Ground on Wednesday and Saturday evenings making contact with young people.

On Tuesday their leadership programme would start and run throughout the summer holidays.

Intensive work was being carried out to increase numbers.

It was agreed that Clare would report progress through the Grow Your Own Community Group.

Reporting a £725.00 underspend of the Outreach Programme grant donated by the Town Council, Clare asked if this could be used to purchase equipment for future outdoor expeditions.

Mr J M Ward proposed, seconded by Mr M G Callam to approve the purchase of equipment from the £725.00 underspend.

On being put to the vote the motion was CARRIED.

## **20/169. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Norfolk County Council

## **20/169. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

- (1) Norfolk Fire and rescue Service has launched a recruitment drive to fill full time posts across the county. Anybody interested should visit [www.norfolk.gov.uk/beafirefighter](http://www.norfolk.gov.uk/beafirefighter)
- (2) Firefighters across Norfolk have received £1.44m of new kit plus five new tactical response vehicles at a cost of £187,000.

Broadland District Council

- (1) Broadland District Council's Coronavirus Help Hub which at its peak dealt with 967 community deployments in a week has seen this fall to only 17 last week.
- (2) The planning application for 456 dwellings and a local centre adjoining Atlantic Avenue came before Broadland District Council Planning Committee this morning and was unanimously approved.

Mrs J Leggett verbally reported that she continued to support Sprowston Community Help Group with administrative work, and they were moving towards a more formal operation.

Mr J F Fisher reported temporary mobiles were in place at Falcon Road School whilst investigations continued and the School would be open from the beginning of September 2020.

## **20/170. 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.

Ms A Dale expressed her opposition to planning application 19/1875 amended plan as the only change was opening hours.

She also commented that restricted byway signage erected by Norfolk County Council was unclear and being ignored and asked if the application went ahead a weight restriction be implemented.

It was agreed the Town Clerk would explore.

Whilst noting the amended planning application had implemented a few changes Mr D Wright voiced his continued opposition to the application on the grounds of noise, dust, fumes and inappropriate heavy goods vehicles on a restricted byway and residential roads.

Mr G Watson felt it would be dangerous to pedestrians and cyclists if increased volumes of heavy goods vehicles used the single-track restricted byway for access.

## **20/170. RESIDENT'S QUESTIONS (CONTINUED)**

He also advised vehicles from a freight company previously based nearby did not observe the correct route for access and cut through residential roads. This was likely to be replicated.

Mr G Clements asked if Temporary "School Streets" were to be introduced in Sprowston and if Council knew of plans to connect the cycle network to the Manor Park development.

It was agreed the Town Clerk would investigate.

The meeting was reconvened.

## **20/171. FIANANCE**

- (1) Annual Internal Audit Report (AGAR Part 3)

**RESOLVED** to accept the Annual Governance and Accountability Return 2019/20 Part 3.

- (2) Report of the Internal Auditor (Final) 2019/20

**RESOLVED** to accept the Internal Audit Report (Final) for 2019/20.

- (3) Statement of Accounts (Income & Expenditure) and Balance Sheet for the Year Ended 31 March 2020

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet for year ended 31 March 2020

- (4) Annual Governance Statement 2019/20 (Section1)

Having considered a sound system of internal control and arrangements for the preparation of the accounting statements the AGAR Section 1 was completed, question 1 to 8 in the affirmative and 9 not applicable.

**RESOLVED** to adopt the Annual Governance and Accountability Return and authorise the Chairman of the meeting to sign all accounting documents and supporting statements to the accounts for year ended 31 March 2020 on behalf of the Council.

- (5) Accounting Statements for 2019/20 (Section 2)

Having reviewed the Annual Governance and Accountability Return for the year ended 31 March 2020 it was

**RESOLVED** to adopt the Annual Governance and Accountability Return for the year ended 31 March 2020 and authorise the Chairman of the meeting to sign all accounting documents and supporting statements to the accounts for the year ended 31 March 2020 on behalf of the Council.



## **20/172. REPORT OF THE TOWN CLERK**

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

#### **1.1 Play Areas**

Council noted that inspections had been carried out and notices displayed prior to the reopening of all play areas

#### **1.2 Public Toilets**

Council noted public toilets at the Cemetery, Sparhawk Park and Sprowston Recreation Ground had reopened.

#### **1.3 Sprowston Diamond Centre (SDC)**

Council noted that Sprowston Diamond Centre would be COVID secure in time to reopen on 20 July 2020. Income from room hire would unlikely recover this calendar year as hirers would be impacted by social distancing requirements. The Council's financial position remained secure as the streetlight replacement programme and tractor purchase had been delayed.

### **CEMETERY**

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

### **STREET LIGHTING**

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

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 No matters were reported**

### **PLANNING AND TRANSPORTATION**

#### **5.1 Highway Inspection Visit**

Referring to the Norfolk County Council Highway Inspectors visit on 10 August 2020 Ms D Coleman queried why highway maintenance issues reported in November had not been carried out.

Mr J M Ward asked Ms Coleman to resubmit reported issues together with any new ones as work to repair the highways was now getting back to normal. However, focus would be on cut throughs, potholes and roads.

### **SPROWSTON CORONAVIRUS UPDATE**

#### **6.1 Volunteers Shopping**

## **20/172. REPORT OF THE TOWN CLERK (CONTINUED)**

Council noted that at close of business on 7 July 2020 the Town Council had acted as financial intermediary for 336 shopping deliveries made to vulnerable residents totalling £10,204.81.

### **ATTACHMENTS**

None

## **20/173. 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:

2020/1128 - rear two storey extension with single storey section to side elevation and two storey extension to front at 179, Wroxham Road

2020/1266 - front single storey pitched extension to enlarge living room at 30, Rushmore Road

- (b) to strongly oppose the granting of planning application 020/1222 - erection of dwelling at 56, Colindeep Lane on the grounds that it is an undesirable form of back land development. An inappropriate development, particularly a driveway the full length of the rear garden impinging on the amenities of all neighbouring properties. Insufficient parking would create highway issues with additional vehicles parked on a bend in the roadway. It was considered out of keeping with the area.
- (c) to oppose the granting of 2020/1228 - extension to existing residential detached garage with change of use to cattery at 28, Blithemeadow Drive on the grounds that it is an inappropriate use of a residential property, storage and disposal of trade waste not clarified, increased traffic movements on residential roads, no parking provision for visitors, no reference to heating, lighting or ventilation and possible impact these would have on neighbouring properties.
- (d) whilst not opposed to the granting of planning application 2020/1218 - installation of clearance bar, order point canopy & HVAC condensers to exterior of drive thru unit at Starbucks, Chartwell Road Council expressed concern regarding possible noise nuisance to neighbours from the HVAC condensers.
- (e) were not opposed to the granting of planning application 2020/1260 - installation of 8 x illuminated signs and 1 x non-illuminated sign at Starbucks, Chartwell Road

## 20/173. PLANNING (CONTINUED)

subject to the illumination of signage being restricted to opening hours of the business.

(f) to strongly oppose the granting of planning application 2019/1875 change of use of an existing builder's yard to a mixed commercial use to include the storage and sale of new and reclaimed building materials, the manufacture and sale of timber products and joinery, the storage and sale of aggregates, the storage of plant and machinery and a self-storage facility. This will involve the demolition of a derelict building, the demolition and replacement of the existing office building with a portacabin office, the erection of a new storage building, a weighbridge, a weighbridge hut and the siting of 52 storage containers at land at Lushers Loke, Sprowston on the grounds that:

- The amended application describes a change of use which is a significant departure from the previous use of this site. The site was previously used as a builder's yard, however the mode and hours of operation, and nature of the previous business were - in terms of impact on the neighbouring residential area, local road network and other users of the restricted byway - markedly dissimilar to those proposed in the application.
- It is not possible, as suggested in the application, to estimate the traffic movements on this site on the information available given the application includes the sale of new and reclaimed building materials, manufacture and
- sale of timber products from the joinery shop and sawmill, storage and sale of aggregates, storage of plant and machinery and the provision of containers for a new self-storage facility open 7.30am - 4.30 Monday to
- Friday and 8.00am - 1.00pm Saturday. It is Council's opinion that the quantity of vehicle movements to and from the site are likely to be substantially higher than claimed in the application.
- Noise nuisance to nearby residential properties from the sawmill, aggregate deliveries and collections, heavy plant machinery, metal containers for self-storage and likely volume and type of vehicles accessing the site following a change to mixed commercial use. No noise attenuation measures are proposed in the application.
- Access is via a Restricted Byway, unsuitable for the size and weight of vehicles associated with proposed usage of the site: Trees on adjacent properties have already been damaged as a result of large vehicles attempting to navigate the byway; the road surface is not designed to withstand the volume and weight of the proposed traffic; pedestrian users of the byway will be endangered by large vehicles sharing the same road space.
- The applicant has not provided proof of the existence of a private right of access (via the Restricted Byway) to the site. It is Council's understanding

## **20/173. PLANNING (CONTINUED)**

that any such private right of access enjoyed by the previous site owners may be transferred to a new owner but that this is not automatically the case.

- The application is an unneighbourly and inappropriate form of development given that the site borders residential properties on three boundaries. Householders will be subjected to noise, dust and fumes for the majority of each week degrading use of their amenities and the quiet and peaceful enjoyment of their homes.
- The main route to the development is via the ring road and School Lane, which presents its own difficulties. Parking outside and opposite business premises on School Lane reduces the roadway to single lane during peak hours and larger vehicles already find it difficult to navigate. Increased volumes of HGVs would only further exacerbate this situation.
- The turn from School Lane into Lushers Loke would also prove difficult for larger vehicles such as articulated, flatbeds and aggregate HGV's and dangerous to cyclists and pedestrians in the area.
- This proposal would not achieve the objectives of Policy 12, the need to regenerate tired suburbs, improve townscape and retain local character. Sprowston is a vibrant and growing town; most certainly not a tired suburb.
- The application is in contradiction of the Sprowston Neighbourhood Plan, Policies 18 and 20 which identifies the preferred use of this site as being residential homes.

## **20/174. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Mrs J Leggett asked if the minutes of the Recreational Facilities Working Group Meeting had been completed and advised Council that the date for the next meeting had been rearranged. The Town Clerk confirmed he was in receipt of draft minutes for his approval.

## **20/175. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

## **20/176. PAYMENT OF ACCOUNTS 15 JULY 2020**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 15 July 2020 totalling £8,333.35.

On the motion of Mr J M Ward, seconded by Mrs J Leggett it was **RESOLVED** that payment of the accounts to 15 July 2020 totalling £8,333.35 be approved and the

**20/176. PAYMENT OF ACCOUNTS 15 JULY 2020 (CONTINUED)**

schedule authorising payment signed by the appropriate signatories at the first opportunity.

**20/177. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 15 JULY 2020**

The schedule of credit card payments totalling £69.45 was approved and noted.

**20/178. SCHEDULE OF DIRECT DEBIT PAYMENTS**

In answer to a question on energy usage the Town Clerk advised there might be a small saving as some Council buildings had been closed during lockdown.

The schedule of direct debit payments totalling £2,415.89 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 9.14 pm.

**5 August 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

*"The month of June has been another busy month for my officers covering Sprowston, Thorpe St Andrew and Acle. As we are now seeing the reopening of shops and services, we have prioritised having officers out on foot around the main towns and beauty spots to engage with visitors, local residents and business owners. The neighbourhood teams continue to respond to the issues you raise, so please do not hesitate to get in touch.*

*As we all start to enjoy the weather a bit more, it is a worthy reminder to remember to keep houses locked – and ground floor windows shut at night time. This can extend to sheds – please make sure these are secure and tools are locked away safely. As always you can follow us on Twitter @BroadlandPolice"*

## Crime Updates June 2020

Offence		What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	3	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	0	A person commits theft in a building or structure that is not lived in.
Burglary Residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	11	A person destroys or damages property belonging to someone else.
Domestic	2	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	2	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	1	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	6	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	1	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	1	From a public place.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.

## Broadland Engagement Officer PC Vicky Bailey



### What is a Special?

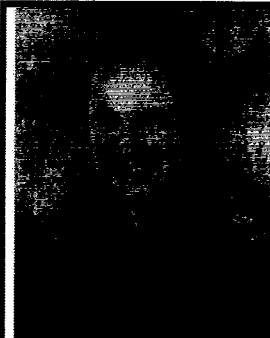
It's about doing the work of a police officer, having the powers of a police officer, but serving as a volunteer, but why would you do that? Because once you've got the kids out to school, you're looking for another challenge. Because you could give 16 hours a month to help your local community. Because you want the sense of pride, togetherness, or satisfaction in learning new skills. Because you want to make a difference. Because.....you can!

Whatever your reasons for being a special constable, come and join a team of dedicated volunteers from the local community who provide tremendous help and support to the regular police officers.

If you would like further information about the role of a special constable, check out the [www.norfolk.police.uk](http://www.norfolk.police.uk) website or telephone us on 01953 425699 Ext 3212 or email: [specialsrecruitment@norfolk.pnn.police.uk](mailto:specialsrecruitment@norfolk.pnn.police.uk)

## Your local Beat Manager, PC Graham Gill

### What is Happening in your Area



I hope you are all keeping safe and well.

As most the country has been in a state of uncertainty Policing has continued. Over this period of time I have been patrolling as many areas as possible and utilising the services of the Special Constabulary to assist me.

I have communicated with most of my Parishes throughout the last few months and continue to emphasise that if any issues or problems exist that are of a Policing matter I am more than happy to help. I plan to continue my patrols and monitor any reported crimes that I feel will need my involvement.

## 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



**EElliot**

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**From:** Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>  
**Sent:** 27 July 2020 14:24  
**To:** JHunt  
**Subject:** Norwich Western Link Local Access Consultation has launched

Dear Mrs Hunt

I'm writing to make you aware that our Norwich Western Link Local Access Consultation has launched today (Monday 27 July) and will run for eight weeks.

Through this consultation we're asking for views on the four local roads that cross the route of the Norwich Western Link and Public Rights of Way in the vicinity of the new road. We also want feedback on potential measures to support walking, cycling and public transport use across a wider area. In coming up with these proposals, we've had input from parish councils, walking and cycling groups, bus companies and others, and we're now keen to see what everyone else thinks of them.

You can now view information on the proposals and respond to the consultation by filling in a questionnaire online via the Norfolk County Council website at [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl).

Copies of the consultation brochure and paper questionnaire can also be requested by ringing **0344 800 8020** or emailing [norwichwesternlink@norfolk.gov.uk](mailto:norwichwesternlink@norfolk.gov.uk) and giving us your postal address. The completed questionnaire can then be returned to a freepost address.

If once you have looked at the proposals you have questions or would like to discuss them with staff involved in the project before responding to the consultation, we're making phone and internet call appointments so you can do just that.

You can use the email and telephone contact details mentioned above to book an appointment to speak with members of the project team during the consultation period, with daytime and evening slots available. We would recommend people contact us as soon as possible after the consultation period has started to organise an appointment so that we can do our best to accommodate your request.

We're looking forward to getting people's feedback on the proposals in the Local Access Consultation before it closes on Sunday 20 September. The responses we receive will help inform design decisions and proposals for the project.

A further public consultation on other elements of the project is due to be held next year ahead of the planning application being submitted. Subject to securing funding and completing necessary statutory processes, the Norwich Western Link is scheduled to start construction in 2023 and open to traffic in 2025.

Yours sincerely,

Chris

**Chris Fernandez, Project Manager, Norwich Western Link**  
Infrastructure Delivery, CES department, Norfolk County Council  
| Tel: 0344 800 8020 | Website: [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl)  
County Hall, Martineau Lane, Norwich, NR1 2DH



26<sup>th</sup> July 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

Mitchell Property (Norwich) Ltd have now withdrawn their plans to site 52 storage containers on their site at Lushers Loke and have indicated that in a year's time they intend to submit an application for 30 new homes on the site.

On Friday 24<sup>th</sup> July, Cllr Judy Leggett and I attended Thorpe Lodge for BDC's Covid-19 Community Heroes Presentations.

Sprowston had more Heroes than any other area with:-  
Krissie Stone for her work cleaning the streets of Sprowston.  
Carol Pennycook for setting up Sprowston Coronavirus Help Group.  
Clare Lincoln for the Sprowston Youth Engagement Project.  
Lorraine Saunders for work from her shop, Dawn's New Horizons.  
Thorpe St. Andrew had three Heroes:-  
Fiona Bass for organising support in the community.  
Myles Thompson and Mary Merrick for their work with Thorpe Helping Hands.

### Norfolk County Council

The Local Government Boundary Commission for England has issued the timetable for the next steps in NCC's electoral review. There will be a consultation from 15/9-23/11/20 with an order being made in 2021 and new boundaries implemented for the 2025 elections.

Significant repairs to the drainage system at Falcon Road Junior School are now underway and will continue for some weeks. The school will open in September with temporary classrooms which will remain on site for 12 months to ensure the repairs have been successful.

Time & Tide and Gressenhall Museums will open to the general public on 3<sup>rd</sup> August. Advance booking will be required. The Castle will open later in August. Our seven remaining museums will reopen when it is safe to do so.

At the AGM of Norfolk County Council on 20<sup>th</sup> July, Cllr Keith Kiddie was elected Chairman. His theme for the year is The Armed Forces Covenant. Cllr Penny Carpenter was elected Vice Chairman.

## COUNCIL MEETING – 05 August 2020

### Report of the Town Clerk

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

##### **1.1 Sprowston Diamond Centre**

A Risk Assessment has been conducted and appropriate measures have been put in place to make the Centre COVID-19 secure. As a result, the Centre opened on July 20<sup>th</sup> as planned and has begun to see some clients returning.

We received the following email from a regular hirer:

*“Just wanted to say thank you so much for setting up the diamond centre and the school room so safely and thoughtfully so that us hirers can get back to our jobs and doing what we love!*

*We all felt very safe and comfortable in the School room and Alan and Victor made me feel very at ease when I arrived and were happy to help with any queries I had and made sure I was settled in.*

*I'm looking forward to next week already!”*

Fitness and dance activities are finding the reduction in capacity necessitated by social distancing requirements especially difficult. However, we are working with our clients to find new ways to support them, for example one long running fitness group will be trialling use of the Barkers Lane open space for outdoor classes. Music will be faced away from nearby homes and users will park in the Church Lane car park so as to avoid causing a parking nuisance to residents.

##### **1.2 Football Teams using Sprowston Recreation Ground**

Further to minute 20/155 (1.4), Five Sprowston FC youth teams are now using the Sprowston Diamond Field for training, free of charge. Currently they are using the field up to four nights a week and may soon increase to five nights.

It has also been brought to my attention that a number of adult and youth football teams from outside of Sprowston are allegedly also using the recreation ground for training. These teams have not requested permission nor paid a hire fee.

In the interest of fairness and to preserve as much as possible the surface of the recreation ground **Council is asked to consider the following options:**

- Option 1: Do nothing.**
- Option 2: Identify these clubs and charge them for use of the recreation ground at the standard rate of £15 per hour, or a reduced rate of Council's choosing, or free of charge.**
- Option 3: Identify these clubs and offer them the use of the Diamond Field at the standard rate of £15 per hour, or a reduced rate of Council's choosing, or free of charge.**
- (It should be noted that Sprowston Teams are now using the Diamond Field most evenings and it may not be possible to accommodate further teams there. Therefore, if choosing this option, Council would also need to decide how to proceed if these teams could not be accommodated at the field. For example: allow them to use the rec, ask them to find an alternative venue altogether, etc)
- Option 4: Identify these clubs and offer them the use of Barkers Lane open space at the standard rate of £15 per hour, or a reduced rate of Council's choosing, or free of charge.**

## **CEMETERY**

### **2.1 No matters to report**

## **STREET LIGHTING**

### **3.1 Annual Street Lighting Contract**

The annual contract with our Street Lighting Contractor (Cozens UK) expires at the end of August 2020. Cozens UK is able to renew the contract for one year on the same terms and at the same price (£600.00 + VAT per month).

Cozens UK has worked well for us for a number of years and I have no concerns about their work.

#### **Recommendation:**

**Renew Council's streetlighting maintenance contract with Cozens UK, for one year, on current terms and at current price of £600.00 + VAT per month.**

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Personal Injury Claim by a Member of Staff**

In early 2019 a member of staff brought a personal injury claim against Council. The claim was robustly defended at the time and no admission of liability was made. The claim had lain dormant since then, until recently a solicitor's letter has been received stating the staff member wishes to pursue the claim through the County Court. I have notified our insurers accordingly, and through their appointed solicitor a defence has been submitted. Council will be kept informed as to the outcome.

## **PLANNING AND TRANSPORTATION**

### **5.1 No matters to report**

## **SPROWSTON CORONAVIRUS UPDATE**

### **6.1 Sprowston Coronavirus Help Group (SCHG)**

As of close of business 28<sup>th</sup> July 2020, Town Council had acted as financial intermediary for 386 shopping deliveries made to vulnerable residents totalling £11976.10.

SCHG's volume of deliveries is decreasing, but I suggest Council continue to support this vital service until SCHG are able to organise their own banking arrangements and put in place a long-term payment solution.

SCHG group have applied for a £1000 funding grant from Clarion Housing, in their own right. We are supporting their application by offering to facilitate the receipt of the grant and subsequent transfer/reimbursement of SCHG funds.

## **ATTACHMENTS**

**None**



**Guy Ranaweera  
Town Clerk**

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 5 AUGUST 2020**

---

**Broadland DC App. No.:** 2020/1166                      **Location:** 10, Neville Road, Sprowston NR7 8DS

**Type:** Householder

**Description:** Single storey rear extension (retrospective)

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**Broadland DC App. No.:** 2020/1290                      **Location:** 156, North Walsham Road, Sprowston NR6 7QJ

**Type:** Householder

**Description:** Two storey rear extension

---

**Broadland DC App. No.:** 2020/1296                      **Location:** 50, Blackwell Avenue, Sprowston NR7 8XN

**Type:** Householder

**Description:** Erection of two storey rear extension

---

**Broadland DC App. No.:** 2020/1318                      **Location:** 32, Greenborough Road, Sprowston NR7 9HQ

**Type:** Householder

**Description:** 1. Demolish existing rear conservatory. 2. New single-story extension with flat roof

---

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 5 AUGUST 2020**

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**Broadland DC App. No.:** 2020/1334      **Location:** 18, Recreation Ground Road, Sprowston NR7 8EN

**Type:** Householder

**Description:** Alteration including demolition and replacement of existing garage

---

**Broadland DC App. No.:** 2020/1390      **Location:** The Co-operative Food, Chartwell Road, Sprowston NR6 7RB

**Type:** Advertisement Consent

**Description:** 1 set of halo illuminated M4 letters on rails and non-illuminated sub. 1 set of halo illuminated M4 letters on rails

---

**Broadland DC App. No.:** 2020/1413      **Location:** 32, Allens Avenue, Sprowston NR7 8EP

**Type:** Householder

**Description:** Single storey rear extension on the back of an existing extension. Work will include a new flat roof to existing extension.

---

**Broadland DC App. No.:** 2020/1409      **Location:** White House Farm, White House Lane, Sprowston NR13 6LB

**Type:** Full Planning

**Description:** Proposed change of use of part ground floor of dwelling to 2 No small business units. 1 - One on one sensory therapy. 2 - Pottery studio

---



- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a  
 statutory function or   
 a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input checked="" type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b> Fennell			<b>First names</b> Ellice		
<b>Date of birth</b> XXXXXX		I am 18 years old or over <input checked="" type="checkbox"/> Please tick yes			
<b>Nationality</b> British					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>			XXXXXXXXXX		
<b>E-mail address (optional)</b>		XXXXXXXXXX			



**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD MM YYYY  
16/07/2020

If you wish the licence to be valid only for a limited period,  
when do you want it to end?

DD MM YYYY  
□ □ □ □ □ □ □ □

Please give a general description of the premises (please read guidance note 1)

Residential property, 3 stories operating out of one room (spare bedroom), with two employees, both owners/residents of the property.

Planning permission advice has been sought and advised they do not feel necessary in this instance.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	10:00	22:00			
Tue	10:00	22:00			
Wed	10:00	22:00			
Thur	10:00	22:00			
Fri	10:00	22:00			
Sat	10:00	22:00			
Sun	10:00	22:00			

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name Laura Alice Whatling	
Date of birth XXXXXX	
Address 3 Hanson Close Sprowston	
Postcode	NR7 8GS
Personal licence number (if known) 17/00XXX/PERS	
Issuing licensing authority (if known) Norwich City Council	

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**  
 None

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon			<p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)</p> <p>Public not permitted on the premises</p>
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

**b) The prevention of crime and disorder**

Think 25 operated at point of delivery, this is why we choose to deliver ourselves and not outsource to ensure this is adhered to every time. We can then also ensure the consumer is not drunk and eligible for alcohol consumption.

**c) Public safety**

No public allowed on site.

Each drink is date labelled the day it is made and carefully measured. All bottles stored securely, sealed and appropriately. Many years experience running establishments so all codes are well known and adhered to. Will always stay up to date with all guidelines.

Everything is sanitized when brought in, hands cleaned every 20 minutes.

Specifically for Covid-19 risks – Masks and gloves worn during the operation, from preparation of drinks to delivery.

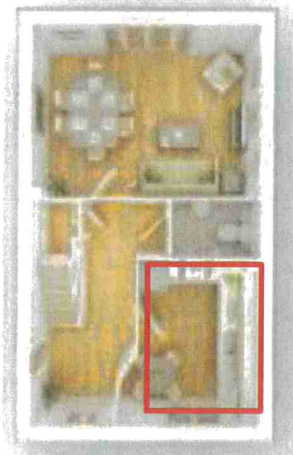
**d) The prevention of public nuisance**

No members of the public are allowed on site. Only two employees (who are the two homeowners/only residents of the property) to take orders online, make up the drinks and then deliver off site to customers own homes.

The operating hours are purposefully kept early, last delivery made at 8pm though always aim for 7pm and in one 'bulk' so we won't be in and out all day, driving around at late hours, coming home late or disturbing residence (both on our estate and customers)

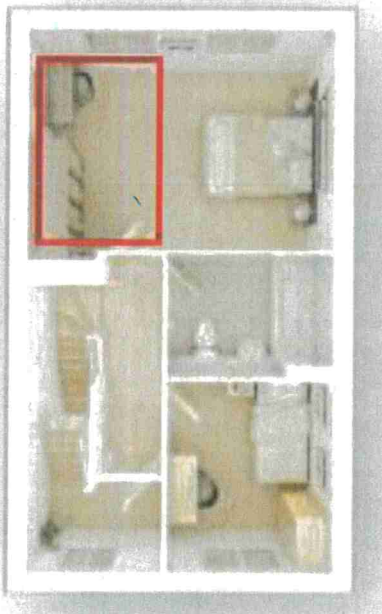
**e) The protection of children from harm**

No children live at the property or visit during operating hours.

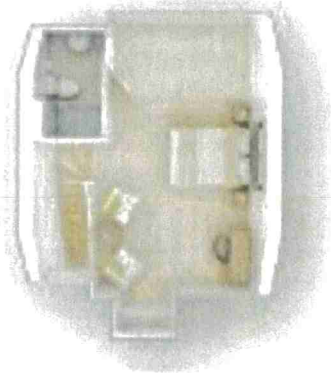


First Floor of property.

Kitchen (outlined in red) will be used for making syrups and any coffee required.



Second Floor. Room still acts as guest bedroom, with half being used as a workspace for the cocktail delivery business (where red outline shows)



Third Floor of property.



## Bank Reconciliation

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

Financial year ending 31 March 2021

Prepared by..... *G. Ranaweera* ..... Mr G Ranaweera Clerk and RFO

15/07/2020

Approved by..... *J.M. Ward* ..... Mr J.M.Ward Town Mayor

30/07/20

Balance per bank statements as at June 2020	£	£
General Account	17,752.92	
Treasury Deposit A/C NO2	125,000.00	
Drawings Account	20,583.84	
Salaries Account	3,221.34	
Petty Cash Imprest Account		
Treasury Deposits	-	
Business Saver Account	4,746.63	
Active Saver Account	567,016.43	
Barclaycard Account		268.15
Petty Cash Account	15.45	
		738,068.46
<b>Less: un-presented cheques at ..... 2020</b>		
Cheque number xxxxxx		
Cheque number xxxxxx		
<b>Plus: unbanked cash at ..... 2020</b>		
Casual Bowls		
<b>Net bank balances as at..... 2020</b>		
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>		
<b>CASH BOOK</b>		
Opening Balance		549,405.58
Plus: Receipts in the year		373,090.90
Less: Payments in the year		-184,428.02
Closing balance per cash book (receipts and payments book) as at 30th June 2020 (must equal net bank balances above)		738,068.46

## Bank Reconciliation

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

Financial year ending 31 March 2021

Prepared by..... *G. Ranaweera* ..... Mr G Ranaweera Town and RFO

15/07/2020

Approved by..... *J. M. Ward* ..... Mr J M Ward Town Mayor

30/07/20

Balance per bank statements as at 30 June 2020	£	£
General Account	17,752.92	
Treasury Deposit A/c No 2	125,000.00	
Drawings Account	20,583.84	
Salaries Account	3,221.34	
Treasury Deposits A/c No 1	-	
Business Saver A/c	4,746.63	
Active Saver Account	567,016.43	
Barclaycard Account		268.15
Petty Cash Account	15.45	
		738,068.46
<b>Less: un-presented cheques at ..... 2020</b>		
<b>CASH BOOK Bank Balances @ 30/06/2020</b>		
Nominal A/c 1200 General Account	17,752.92	
Nominal A/c 1201 Treasury Deposit A/c No 2	125,000.00	
Nominal A/c 1202 Drawings Account	20,583.84	
Nominal A/c 1203 Salaries Account	3,221.34	
Nominal A/c 1205 Treasury Deposits A/c No 1	-	
Nominal A/c 1206 Business Saver A/c	4,746.63	
Nominal A/c 1207 Active Saver Account	567,016.43	
Nominal A/c 1209 Barclaycard Account		268.15
Nominal A/c 1210 Petty Cash Account	15.45	
Closing Balance Cash Book		738,068.46

**Sprowston Town Council year ending 31st March 2021**

**Summary Income & Expenditure by Budget Heading year to date to**

**30th June 2020**

	<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>
<b><u>Administration</u></b>						
Expenditure	47,349	173,220	125,871	0	125,871	27.3%
Income/Precept	88,380	173,220	84,841			
<b><u>Allotments</u></b>						
Expenditure	1,840	6,375	4,535	0	4,535	28.9%
Income/Precept	1,063	6,375	5,313			
<b><u>Cemetery</u></b>						
Expenditure	21,231	114,710	93,479	0	93,479	18.5%
Income/Precept	36,793	114,710	77,918			
<b><u>Grants</u></b>						
Expenditure	5,170	16,500	11,330	0	11,330	31.3%
Income/Precept	9,274	16,500	8,226			
<b><u>Diamond Centre</u></b>						
Expenditure	83,399	253,200	169,801	0	169,801	32.9%
Income/Precept	90,350	253,200	162,850			
<b><u>Parks</u></b>						
Expenditure	39,193	238,401	199,208	0	199,208	16.4%
Income/Precept	121,040	238,401	117,361			
<b><u>Street Scene</u></b>						
Expenditure	10,601	66,600	62,137	0	62,137	14.6%
Precept	36,369	66,600	36,369			
<b><u>Held Funds</u></b>						
Expenditure	0					
Income	0					
<b><u>Totals</u></b>						
Expenditure	208,783	869,006	666,361	0	666,361	24.0%
Income	39,262	869,006	492,877			
Precept	344,006					
Transfers from reserves						
<b><u>Surplus / (Shortfall)</u></b>	<b><u>174,484</u></b>	<b><u>0</u></b>				



**Sprowston Town Council year ending 31st March 2021**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th June 2020**

**Administration**

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>	
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>	
<b>Expenditure</b>							
6001	Wages/Salaries	23,365	101,000	77,635	77,635	23.1%	
6002	Employers Ni	2,316	10,200	7,884	7,884	22.7%	
6003	Employers Superannuation	5,374	22,500	17,126	17,126	23.9%	
7005	Administration - Building Repairs	0	800	800	800	0.0%	
7008	Administration - Insurance	6,405	7,600	1,195	1,195	84.3%	
7009	Administration - Legal Fees	1,800	3,000	1,200	1,200	60.0%	
7010	Administration - Bank Charges & Interest Charges	190	500	310	310	38.0%	
7012	Administration - Audit Fees	0	3,500	3,500	3,500	0.0%	
7013	Administration - Town News Letter	0	3,200	3,200	3,200	0.0%	
7014	Administration - Election Expenses	0	4,000	4,000	4,000	0.0%	
7015	Administration - Travelling	0	400	400	400	0.0%	
7016	Administration - Phone/Communications	0	0	0	0	0.0%	
7017	Administration - IT	4,819	7,800	2,981	2,981	61.8%	
7018	Administration - Website	0	2,000	2,000	2,000	0.0%	
7020	Administration - Postage	0	100	100	100	0.0%	
7021	Administration - Stationery	198	1,000	802	802	19.8%	
7022	Administration - Printing & Photocopying	73	600	527	527	12.2%	
7023	Administration - Recreation Ground Council Office	0	0	0	0	0.0%	
7024	Administration - Advertising	0	100	100	100	0.0%	
7025	Administration - Subscriptions	1,686	2,500	814	814	67.4%	
7026	Administration - Publications	0	60	60	60	0.0%	
7027	Administration - Training	0	850	850	850	0.0%	
7028	Administration - Health & Safety	0	50	50	50	0.0%	
7029	Administration - Equipment Lease	290	1,160	870	870	25.0%	
7030	Administration - Chairman's Allowance	0	200	200	200	0.0%	
7040	Administration - Covid 19 Expenses	834	0	-834	-834	0.0%	
5002	Administration - Sundries & Contingencies	0	100	100	100	0.0%	
<b>Total Expenditure</b>		<b>47,349</b>	<b>173,220</b>	<b>125,871</b>	<b>0</b>	<b>125,871</b>	<b>27.3%</b>
<b>Income</b>							
4006	Administration - Bank & Investment Income	928	5,000	4,072			
	Administration - CIL	3,342	0	-3,342			
4090	Administration - Precept	84,110	168,220	84,110			
			0	0			
<b>Total Income</b>		<b>88,380</b>	<b>173,220</b>	<b>84,841</b>			
<b>Transfer from reserves</b>		<b>0</b>	<b>0</b>				
<b>Surplus / (Shortfall)</b>		<b>41,031</b>	<b>0</b>				

**Sprowston Town Council year ending 31st March 2021****Detailed Income & Expenditure by Cost Centre year to date to****30th June 2020****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	688	3,000	2,312		2,312	22.9%
6102	Allotments - Ers Ni	57	225	168		168	25.3%
6103	Allotments - Superannuation	158	650	492		492	24.3%
5101	Allotments - Vermin Control	480	600	120		120	80.0%
7104	Allotments - Water	397	800	403		403	49.6%
7106	Allotments - General Repairs	60	1,000	940		940	6.0%
5102	Allotments - Sundries & Contingencies	0	100	100		100	0.0%
	<b><u>Total Expenditure</u></b>	<b>1,840</b>	<b>6,375</b>	<b>4,535</b>	<b>0</b>	<b>4,535</b>	<b>28.9%</b>
	<u>Income</u>						
4101	Allotments - Allotment Rental	0	3,500	3,500			
4102	Allotments - Water Charges Received	0	750	750			
4091	Allotments - Precept	1,063	2,125	1,063			
			0	0			
	<b><u>Total Income</u></b>	<b>1,063</b>	<b>6,375</b>	<b>5,313</b>			
	<b><u>Surplus / (Shortfall)</u></b>	<b><u>(777)</u></b>	<b>0</b>				

**Sprowston Town Council year ending 31st March 2021**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th June 2020**

**Cemetery**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6201 Cemetery - Gross Pay	12,380	52,500	40,120		40,120	23.6%
6202 Cemetery - Ers Ni	1,027	4,400	3,373		3,373	23.3%
6203 Cemetery - Superannuation	2,847	11,700	8,853		8,853	24.3%
5201 Cemetery - Vermin Control	0	1,100	1,100		1,100	0.0%
5211 Cemetery - Trees, Shrubs & Plants	0	1,000	1,000		1,000	0.0%
5215 Cemetery - Waste Disposal & Skip Hire	257	2,000	1,743		1,743	12.9%
5220 Cemetery - Maintenance	0	1,000	1,000		1,000	0.0%
5221 Cemetery - Memorial Wall Expenses	0	500	500		500	0.0%
5223 Cemetery - Memorial Safety Repairs	0	150	150		150	0.0%
7202 Cemetery - Rates	1,210	2,500	1,290		1,290	48.4%
7203 Cemetery - Heat & Light	62	600	538		538	10.4%
7204 Cemetery - Water	16	160	144		144	10.1%
7205 Cemetery - Opening/Closing Gates	359	1,500	1,141		1,141	23.9%
7207 Cemetery - Cleaning	0	2,000	2,000		2,000	0.0%
7208 Cemetery - Vehicle & Storage Shed	0	8,000	8,000		8,000	0.0%
7211 Cemetery - Loan Charges	3,073	25,500	22,427		22,427	12.0%
5202 Cemetery - Sundries & Contingencies	0	100	100		100	0.0%
<b>Total Expenditure</b>	<b>21,231</b>	<b>114,710</b>	<b>93,479</b>	<b>0</b>	<b>93,479</b>	<b>18.5%</b>
<u>Income</u>						
4203 Cemetery - Graves	12,742	47,000	34,259			
4204 Cemetery - Interment	8,649	30,000	21,351			
4205 Cemetery - Memorials & Inscriptions	1,547	10,000	8,453			
4092 Cemetery - Precept	13,855	27,710	13,855			
	0	0	0			
<b>Total Income</b>	<b>36,793</b>	<b>114,710</b>	<b>77,918</b>			
<u>Transfer from reserves</u>	0	0				
<b>Surplus / (Shortfall)</b>	<b>15,561</b>	<b>0</b>				

**Sprowston Town Council year ending 31st March 2021**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th June 2020**

<b><u>Grants</u></b>		<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>
<b><u>Expenditure</u></b>							
5307	Grants - Donations	2,600	6,500	3,900		3,900	40.0%
5308	Grants - Sprowston Coronavirus Help Group Exp.	70	0	-70		-70	0.0%
5311	SYEP-Outreach Worker	2,500	10,000	7,500		7,500	25.0%
<b><u>Total Expenditure</u></b>		<b>5,170</b>	<b>16,500</b>	<b>11,330</b>	<b>0</b>	<b>11,330</b>	<b>31.3%</b>
<b><u>Income</u></b>							
4305	Grants - Corona Virus	1,000	0				
4307	Grants Textile Recycling Credits 2018/19	24	0	-24			
4321	Grants						
4093	Precept - Grant Element	8,250	16,500	8,250			
		0	0	0			
<b><u>Total Income</u></b>		<b>9,274</b>	<b>16,500</b>	<b>8,226</b>			
<b><u>Surplus / (Shortfall)</u></b>		<b>4,103</b>	<b>0</b>				

**Sprowston Town Council year ending 31st March 2021**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th June 2020**

**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	0	0	0	0	0.0%	
6402	Diamond Centre - Ers Ni	0	0	0	0	0.0%	
6403	Diamond Centre - Superannuation	0	0	0	0	0.0%	
5415	Diamond Centre - Waste Disposal & Skip Hire	117	600	483	483	19.5%	
5421	Diamond Centre - Room Hire Expenses	260	3,500	3,240	3,240	7.4%	
5422	Diamond Centre - Equipment/Purchases	0	2,000	2,000	2,000	0.0%	
5424	Diamond Centre - Nursery Costs	0	500	500	500	0.0%	
5425	Diamond Centre - Phase 4 Retention	0	0	0	0	0.0%	
7402	Diamond Centre - Rates	7,734	18,000	10,266	10,266	43.0%	
7403	Diamond Centre - Heat & Light	2,921	16,000	13,079	13,079	18.3%	
7404	Diamond Centre - Water	277	1,500	1,223	1,223	18.4%	
7405	Diamond Centre - General Repairs	161	1,000	839	839	0.0%	
7407	Diamond Centre - Cleaning & Supplies	13,746	75,000	61,254	61,254	18.3%	
7408	Diamond Centre - Maintenance	396	9,000	8,604	8,604	4.4%	
7411	Diamond Centre - Loan Charges	57,787	126,000	68,213	68,213	45.9%	
7416	Diamond Centre - Phone/Communications	0	0	0	0	0.0%	
5402	Diamond Centre - Sundries & Contingencies	0	100	100	100	0.0%	
<b>Total Expenditure</b>		<b>83,399</b>	<b>253,200</b>	<b>169,801</b>	<b>0</b>	<b>169,801</b>	<b>32.9%</b>
<u>Income</u>							
4415	Diamond Centre - Hire of	0	70,000	70,000			
4416	Diamond Centre - Field Hire	0	0	0			
4417	Diamond Centre - Cinema Receipts	0	2,500	2,500			
4418	Diamond Centre - Grants Received	0	0	0			
4094	Diamond Centre - Precept	90,350	180,700	90,350			
		0	0	0			
<b>Total Income</b>		<b>90,350</b>	<b>253,200</b>	<b>162,850</b>			
Transfer from reserves		0	0				
<b>Surplus / (Shortfall)</b>		<b>6,951</b>	<b>0</b>				

**Sprowston Town Council year ending 31st March 2021**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th June 2020**

**Parks**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>							
6501	Parks - Gross Pay	14,443	60,200	45,757	45,757	24.0%	
6502	Parks - Ers Ni	1,198	5,000	3,802	3,802	24.0%	
6503	Parks - Superannuation	3,322	13,600	10,278	10,278	24.4%	
5508	Parks - Machinery Tool Repair/Replace	175	40,000	39,825	39,825	0.4%	
5509	Parks - Playground Equipment Repairs	0	9,000	9,000	9,000	0.0%	
5510	Parks - Horticultural Consumables	80	2,000	1,920	1,920	4.0%	
5511	Parks - Trees, Shrubs & Plants	0	3,500	3,500	3,500	0.0%	
5512	Parks - Sports Pitches Consumables	0	1,000	1,000	1,000	0.0%	
5513	Parks - Paths, Seats & Signs, Shelter	-500	15,401	15,901	15,901	-3.2%	
5514	Parks - Fencing, Gates & Walls	0	8,000	8,000	8,000	0.0%	
5515	Parks - Waste Disposal & Skip Hire	439	2,500	2,061	2,061	17.6%	
5516	Parks - Fuel for Machinery	570	4,000	3,430	3,430	14.3%	
5517	Parks - Health & Safety inc Protective Clothing	1,423	5,000	3,577	3,577	28.5%	
5518	Parks - Pavilion	0	0	0	0	0.0%	
5520	Parks- Dogs & Litter Bins	0	6,500	6,500	6,500	0.0%	
7502	Parks - Rates	7,236	15,000	7,764	7,764	48.2%	
7503	Parks - Heat & Light	1,077	7,000	5,923	5,923	15.4%	
7504	Parks - Water	870	6,000	5,130	5,130	14.5%	
7505	Parks - Building Repairs	2,239	4,000	1,761	1,761	56.0%	
7507	Parks - Cleaning & Supplies	124	2,500	2,376	2,376	5.0%	
7511	Parks - Loan Charges	6,471	26,000	19,529	19,529	24.9%	
7516	Parks - Phone/Communications	25	100	75	75	25.1%	
7519	Parks - Training	0	2,000	2,000	2,000	0.0%	
5502	Parks - Sundries & Contingencies	0	100	100	100	0.0%	
	<b>Total Expenditure</b>	<b>39,193</b>	<b>238,401</b>	<b>199,208</b>	<b>0</b>	<b>199,208</b>	<b>16.4%</b>
<u>Income</u>							
4508	Parks - Bowling Green Fees	0	3,700	3,700			
4509	Parks - Cricket Square Fees	0	0	0			
4510	Parks - Football Pitch Fees	0	4,500	4,500			
4511	Parks - Tennis Court Fees	0	0	0			
4512	Parks - Pavilion Hire Fees	0	750	750			
4513	Parks - Delegated Verge Cutting	11,031	11,100	69			
4514	Parks - Grants Received	0	0	0			
4519	Parks - Recreation Ground Hire	0	800	800			
4520	Parks - Hire of Recreation Ground Office	0	500	500			
4095	Parks - Precept	110,009	217,051	107,042			
			0	0			
	<b>Total Income</b>	<b>121,040</b>	<b>238,401</b>	<b>117,361</b>			
	Transfer from reserves	0	0				
	<b>Surplus / (Shortfall)</b>	<b>81,847</b>	<b>0</b>				

**Sprowston Town Council year ending 31st March 2021****Detailed Income & Expenditure by Cost Centre year to date to****30th June 2020****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	1,800	15,000	13,200	13,200	12.0%
5604	Street Scene - Notice Board & Signs	0	3,500	3,500	3,500	0.0%
5605	Street Scene - Grass Verges	0	1,000	1,000	1,000	0.0%
5606	Street Scene -Shelters	0	15,138	15,138	15,138	0.0%
7603	Street Scene - Heat & Light	8,801	38,000	29,199	29,199	23.2%
7611	Street Scene - Loan Charges	0	0	0	0	0.0%
5602	Street Scene - Sundries & Contingencies	0	100	100	100	0.0%
<b><u>Total Expenditure</u></b>		<b>10,601</b>	<b>72,738</b>	<b>62,137</b>	<b>0</b>	<b>14.6%</b>
<u>Income</u>						
4096	Street Scene - Precept	36,369	72,738	36,369		
			0	0		
<b><u>Total Income</u></b>		<b>36,369</b>	<b>72,738</b>	<b>36,369</b>		
<b><u>Surplus / (Shortfall)</u></b>		<b>25,768</b>	<b>0</b>			

**Sprowston Town Council year ending 31st March 2020**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th June 2020**

**Dementia Café/Heritage**

	<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>						
5309 Dementia Café						
5309 Heritage Society						
<b>Total Expenditure</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<u>Income</u>						
4321 Dementia Café						
4321 Heritage Society			0	0		
<b>Total Income</b>	<b>0</b>		<b>0</b>			
<b>Surplus / (Shortfall)</b>	<b>0</b>					
Held funds @ 30/06/2020						
Dementia Café Fund		2597.25				
Heritage Fund		3284.73				



## Sprowston Town Council year ending 31st March 2021

### Balance Sheet as at

30th June 2020

#### Current Assets

Sales Ledger	4,285
Other Debtors	0
Prepayments	0
Vat Refund	5,893
Cash at Bank & in Hand	738,068

748,246

#### Current Liabilities

Purchase Ledger	24,355
Receipts in Advance	0
Sundry Creditors	0
Salaries	
Paye & Ni	0
Pensions	0

24,355

723,891

#### Reserves

Play Equipment Renewals Fund	30,000
Machinery Renewals Fund	20,000
Maintenance	25,000
Town Council Election Fund	6,000
Street Lighting Renewals Fund	45,000
Contingency Reserve Fund	200,000
Capital Fund	1,661
Diamond Centre Phase 4 Fund	50,000
Heritage Fund	3,145
Dementia Café Fund	2,597
General Fund	166,003
General Fund (P&L Acc) - current year	174,484
Round up	1

723,891

**Sprowston Town Council year ending 31st March 2021**

**Bank Accounts & Cash**

**30th June 2020**

1200	STC - General Account	17,753
1201	STC - Business Premium Account	125,000
1202	STC - Drawings Account	20,584
1203	STC - Salaries Account	3,221
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	0
1206	STC - Business Saver Account	4,747
1207	STC - Active Saver Account	567,016
1209	STC - Barclaycard Account	-268
1210	STC - Petty Cash Account	15

**Total Bank & Cash Balances** **738,068**

**Cash Book**

Opening Balance 01/04/2020	549,406
Add: Total Cash Receipts in year	373,090
Deduct: Total Cash Payments in year	(184,428)
Round Up	1
	<b><u>738,068</u></b>

Sprowston Town Council	Payments	Meeting	Date: 05 August 2020
<u>Invoice Date</u> <u>Invoice No.</u> 08/07/2020    8070807826	Copy IT Digital Solutions <u>Details</u> Photocopies:29/05/2020-30/06/2020	<u>Net</u> 17.33	<u>VAT</u> 3.47
			<u>Amount</u> <u>BACS</u> 20.80    58
<u>Invoice Date</u> <u>Invoice No.</u> 09/07/2020    5160	Cozens (uk) Ltd <u>Details</u> Streetlight Maintenance June 2020	<u>Net</u> 600.00	<u>VAT</u> 120.00
			<u>Amount</u> <u>BACS</u> 720.00    59
<u>Invoice Date</u> <u>Invoice No.</u> 09/07/2020    2002626 14/07/2020    198735	DD Health and Safety Supplies Ltd <u>Details</u> Waterproof Jackets, Trousers Waterproof Jackets, Trousers	<u>Net</u> 80.00    - 227.50	<u>VAT</u> 16.00    - 45.50
		<b>147.50</b>	<u>Amount</u> <u>BACS</u> 96.00    60 273.00
			<b>177.00</b>
<u>Invoice Date</u> <u>Invoice No.</u> 27/07/2020    124466	East Fire Extinguisher & Alarms (UK) Ltd <u>Details</u> Service: Lighting, Intruder, Call, Alarm Systems	<u>Net</u> 150.00	<u>VAT</u> 30.00
			<u>Amount</u> <u>BACS</u> 180.00    61
<u>Invoice Date</u> <u>Invoice No.</u> 20/07/2020    5713291 20/07/2020    5713292	ESPO <u>Details</u> Batteries, Blu-Tach, Laminated Pouches Nitrile Gloves	<u>Net</u> 17.41 61.60	<u>VAT</u> 3.48 12.32
		<b>79.01</b>	<u>Amount</u> <u>BACS</u> 20.89    62 73.92
			<b>94.81</b>
<u>Invoice Date</u> <u>Invoice No.</u> 31/07/2020	Susan Formosa <u>Details</u> Postage Expenses: Agar/Accounts July 2020	<u>Net</u> 22.24	<u>VAT</u>
			<u>Amount</u> <u>BACS</u> 22.24    63
<u>Invoice Date</u> <u>Invoice No.</u> 30/06/2020    926465 01/08/2020    926536	Heritage Contract Services Ltd <u>Details</u> Black Sacks Caretaking/Cleaning Services September 2020	<u>Net</u> 20.00 4,453.67	<u>VAT</u> 4.00 890.73
		<b>4,473.67</b>	<u>Amount</u> <u>BACS</u> 24.00    64 5,344.40
			<b>5,368.40</b>
<u>Invoice Date</u> <u>Invoice No.</u> 14/07/2020    692352	Intouch Systems <u>Details</u> Sophos Anti-Virus Licence :09/08/2020-08/08/202	<u>Net</u> 333.26	<u>VAT</u> 66.65
			<u>Amount</u> <u>BACS</u> 399.91    65

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Sprowston Town Council		Barclaycard Payments		Meeting Date: 5th August 2020	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09/07/2020	139315501	Amazon	0.87	0.18	1.05
09/07/2020	125142421	Double Faced Satin Black Ribbon	5.82	1.17	6.99
10/07/2020	132420731	One Week to View Calendar	9.99	2.00	11.99
09/07/2020	DTUK2020071401	CCTV Fake Camera Flashing	8.32	1.67	9.99
10/07/2020	7393215112	Simulation Monitor with LED blinking lights	8.29		8.29
10/07/2020	39321261385	Hazard Warning Tape Red/White	15.82	3.16	18.98
10/07/2020	250038504	Hazard Warning Tape Black/Yellow	5.78	1.16	6.94
10/07/2020	3178183	Photocopy Paper	16.05		16.05
		HP 301 Ink Cartridges : Colour			
			<b><u>70.94</u></b>	<b><u>9.34</u></b>	<b><u>80.28</u></b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21/07/2020	167606	Easy Equipment	399.96	80.00	479.96
		4 Hand Sanitising Stations			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
18/06/2020	19920	HVV Ltd	193.00	38.60	231.60
		Embroidered Polo shirts/Sweatshirts			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09/07/2020	100058148	MS Seeds Ltd/Meadowmania	51.67	10.33	62.00
11/07/2020	10058196	500 Snakeshead Fritillary Bulbs	79.17	15.83	95.00
		500 Native English Bluebells			
			<b>130.84</b>	<b>26.16</b>	<b>157.00</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
08/07/2020	480579	M.D. Thompson	30.60	6.12	36.72
		4 pin Lighting			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27/07/2020	221818	Thurlow Nunn Standen Ltd	439.59	87.91	527.50
		Major 8400 Roller Mower Parts			
<b>Total of Payments</b>			<b>1264.93</b>	<b>248.13</b>	<b>1513.06</b>
<b>Due by Direct Debit</b>					

Sprowston Town Council	Direct Debit Payments	Meeting	Date: 05 August 2020
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
30/06/2020	763275	44.59	53.50 DEBIT
30/06/2020	763275	115.43	120.85
		<b>160.02</b>	<b>174.35</b>
The AF Group Limited <u>Details</u> Vodafone :Mobiles June 2020 Screwfix: Safety Boots /Trainers			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
07/07/2020	961598003	391.34	469.60 DEBIT
09/07/2020	713984847	107.12	128.54
		<b>498.46</b>	<b>598.14</b>
British Gas <u>Details</u> Diamond Centre:13/05/-30/06/2020 Estimated Diamond Centre:1/07/-08/07/2020 Read Meter			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
28/06/2020	NWS177307	22.50	27.00 DEBIT
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
12/07/2020	217038618/20	1,721.29	2,065.55 DEBIT
12/07/2020	217042204/20	9.22	9.68
12/07/2020	217042215/20	199.66	239.60
		<b>1,930.17</b>	<b>2,314.83</b>
Norse Waste Solutions <u>Details</u> Bin Rental,Recycled waste June 2020			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
30/06/2020	SIO1180447	484.89	581.87 DEBIT
Total Direct Debits			
		<b>3,096.04</b>	<b>3,696.19</b>