



NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held by remote means on Wednesday 15 July 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 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 - 9
4. To agree action/response arising from the minutes.
5. To receive any Police Liaison Officer's report
6. To receive correspondence:
 - (1) Norwich Western Link Local Access Consultation - email Page 10
 - (2) CPRE Norfolk calls for the value of our green spaces to be recognised - letter Pages 11 - 12
 - (3) Breydon Road Traffic Calming Request - email Page 13
7. Sprowston Youth Engagement Project - Sprowston Outreach Worker Report
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 14
9. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
10. Finance - Annual Governance and Accountability Return (AGAR) 2019/20
To approve and sign:
 - (1) the Annual Internal Audit Report (AGAR Part 3) Page 15
 - (2) To receive and accept the report of the Internal Auditor (Final) 2019/20 Pages 16 - 25
 - (3) the Statement of Accounts (Income & Expenditure) and Balance Sheet for the year ended 31 March 2020. Pages 26 - 41
 - (4) the Annual Governance Statement 2019/20 (Section 1). Page 42
 - (5) the Accounting Statements for 2019/20 (Section 2). Page 43
11. To receive the report of the Town Clerk. Pages 44 - 45
12. To consider planning applications to 15 July 2020. Page 46 - 47
13. To receive any written/verbal reports from the Council's Committees and Working Groups.
14. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
15. To confirm the payment of accounts to 15 July 2020. Pages 48 - 49
16. To receive the schedule of credit card payments. Page 50
17. To receive the schedule of direct debits. Page 51



Guy Ranaweera
Town Clerk

9 July 2020

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

Tel: 01603 408063 Email: townclerk@sprowston-tc.gov.uk

Footnote:

¹ 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 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 (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 – 24 JUNE 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 24 June 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr M G Callam	-	Mrs B J Lashley
Ms D Coleman	-	Mrs J Leggett
Mrs B Cook	-	Mr J H Mallen
Mr W F Couzens	-	Ms C T Rumsby
Mr R J Knowles	-	Mr N Shaw

In attendance

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

20/144. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations or disclosable pecuniary and other interests were received.

20/145. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mr J F Fisher and Mr I J Mackie.

20/146. MINUTES

The Minutes of the Council's meeting held on 3 June 2020, having previously been circulated to all Councillors were subject to the following amendment

Minute 20/142, **delete** 13 May 2020 and **insert** 3 June 2020

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

20/147. ACTIONS FROM MINUTES

(1) Planning Application 2019/1875 - Land at Lushers Loke

Further to Minute 20/135, the Town Clerk reported that timber posts were to be erected at the entrance to the byway with signage defining types of vehicle permitted to use it. However, he was not aware of any private access arrangements that could have been made.

Mrs J Leggett commented on the high level of activity on site but had been advised by the planning officer of no further development with the planning application.

20/147. ACTIONS FROM MINUTES (CONTINUED)

Mrs B J Lashley suggested Norfolk County and Broadland District Councils be asked to challenge drivers of vehicles non-compliant with the definition attempting to use the byway to demonstrate they have a private access agreement.

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

Referring to Minute 20/131, Mr J H Mallen asked if repairs to the fence had been completed.

The Town Clerk responded that work had been programmed but not carried out.

(3) Sprowston Park and Ride - Gypsy Travellers

Referring to Minute 20/132, Mr J H Mallen expressed surprise that security was not in place to prevent travellers moving from Sprowston to Costessey Park and Ride.

Mr Ward responded that it was a Police matter.

Mrs B J Lashley commented there used to be a Gypsy Traveller forum when local authorities were obliged to provide sites for travellers. She asked if sites were still available.

Mr Ward replied it was a Norfolk County Council obligation and there were a number of sites across the county.

Mrs J Leggett advised there was a great deal of liaison between Broadland District Council, Norfolk Constabulary and Travellers known and unknown but given the current circumstances with COVID-19 travellers were not being pursued rigorously to move.

(4) Track and Trace COVID -19

Referring to Minute 20/134 (3), Mr W F Couzens asked if there was an update on the Track and Trace announced in Norfolk.

Mr Ward advised that Track and Trace was manually operational in Norfolk but not available using the App.

(5) Developing / Facilitating Community Support in Sprowston

Further to Minute 20/136, Mrs J Leggett reported that Mr K Lashley had approached Carol Pennycook about joining the Grow Your Community Group. It was felt a bit premature as Carol Pennycook was organising the team into a recognised group with its own bank account.

(6) Play Areas and Public Toilets

In response to a question the Town Clerk advised that following risk assessment, appropriate signage in place and hand sanitiser the Council's public toilets would be open within 10 days.

20/147. ACTIONS FROM MINUTES (CONTINUED)

(7) Sprowston Bowls Green

Mr J H Mallen enquired about usage of the bowls green.

The Town Clerk confirmed that a timetable was in place and members of two clubs were playing on the green.

20/148. POLICE LIAISON OFFICER'S REPORT

Council noted Norfolk Constabulary's June newsletter and crime updates.

The Town Clerk commented that although recorded crime offences were lower than on the previous report it was not surprising given the current circumstances domestic instances had increased.

Mrs Leggett reported that PC Gill had requested Police assistance with regard to traffic issues on Greenborough Road and North Walsham Road. PC Gill was concentrating on neighbour complaints such as youth football in schools and issues in residential gardens etc.

Mr W F Couzens expressed surprise that only 1 incidence of theft from a motor vehicle and 2 theft of pedal cycle had been recorded given it was well known there were more occurrences than indicated.

It was agreed that the Town Clerk would raise these concerns with Norfolk Constabulary.

Mr J H Mallen asked if a Safer Neighbourhood Action Panel (SNAP) meeting had been scheduled to agree the Neighbourhood Priorities.

Mrs J Leggett agreed to enquire as to when a meeting would be arranged now that COVID-19 lock down rules were easing.

20/149. CORRESPONDENCE

No correspondence was received.

20/150. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) This week will see the first of 1800 disadvantaged Norfolk pupils receive a laptop as part of the Government's scheme to support young people to learn remotely during the pandemic and help tackle digital exclusion.
- (2) Shops across Norfolk are being asked to support young carers with access for shopping slots for vulnerable people. "Heroes at Home" is the name of the campaign that was launched recently in Carers Week. Datils available at www.norfolk.gov.uk

20/150. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (3) The Governments decision to give free school meals vouchers during the summer holidays to those who qualify will benefit 14,000 in Norfolk.
- (4) Norfolk is to get £3.72m to support the new Coronavirus NHS Test and Trace service. There could be local lockdowns if outbreaks are identified.
- (5) The Parish/Town Partnership Scheme which has run for 7 years is to be repeated in 2021/22. Norfolk County Council (NCC) has allocated £325k on a 50/50 basis with an upper limit of £25k per bid for highways projects which need to be approved by NCC Highways Engineer. There is a closing date of 4th December 2020.
- (6) Due to extensive building work the post office at 201, Wroxham Road will close temporarily from 12.30pm, Saturday 27 June 2020, reopening at 9.00am on Friday 17 July 2020.

Mrs J Leggett verbally reported that:

- (1) Broadland District Council's Environmental Strategy will be considered at the Cabinet meeting in July.
- (2) Broadland District Council meetings could be viewed on YouTube.

20/151. RESIDENT'S QUESTIONS

As no members of the public were present the Town Mayor moved to the next item of business.

20/152. REVIEW OF INVENTORY OF LAND ASSESTS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Mrs J Leggett proposed, seconded by Mrs B J Lashley to accept the inventory of land assets including buildings and office equipment subject to the following amendments:

Asset No. B001 delete (Rented)

Asset No. B003 delete repeated words maintenance store

On being put to the vote the motion was CARRIED.

20/153. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

In answer to Councillors questions the Town Clerk responded:

- (1) He would check if the premium had changed from previous year.
- (2) Valuations of Council's assets were rebuilding costs provided by the project manager.

20/153. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS (CONTINUED)

- (3) A claim could not be made for loss of revenue at Sprowston Diamond Centre as Coronavirus was not listed on the Statutory Notifications of Infectious Diseases (SNID) when the Policy Schedule was prepared. He would revisit the SNID to ascertain recent additions to the list and clarify with Zurich if the Council could claim for any future outbreaks of COVID-19 causing loss of revenue.
- (4) The buildings sum insured for Sparhawk maintenance store was higher than Sprowston Recreation Ground maintenance store due to its more expensive brick construction.

20/154. FINANCE

(1) To review and adopt:

(1.1) Corporate Governance Policy 2020-21

Council reviewed and adopted the Efficiency and Value for Money 2020-21 Policy without amendment.

(1.2) Efficiency and Value for Money Policy 2020-21

Council reviewed and adopted the Efficiency and Value for Money 2020-21 Policy subject to the following amendment:

4 (b) **delete** lone and **insert** long.

(1.3) Managing Money Policy 2020-21

Council reviewed and adopted the Efficiency and Value for Money 2020-21 Policy without amendment.

(1.4) Risk Register and Risk Management Strategy 2020-21

Council reviewed the Risk Register and Risk Management Strategy 2020-21.

In response to Councillors questions the Town Clerk advised:

- (1) He would clarify and include if appropriate Grants to local community bodies and Proper document control in the Risk Assessment given, they were not registered as having an impact or likelihood.
- (2) Current emergency legislation covered Minutes not being signed during the COVID-19 pandemic.

RESOLVED to adopt the Risk Register and Risk Management Strategy 2020-21 subject to (1) above.

- (2) **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**

20/154. FINANCE (CONTINUED)

Council reviewed the Financial Risk Assessments for 2020/21.

In response to Councillors questions the Town Clerk confirmed:

- (1) Council had a preferred list of suppliers.
- (2) Administrative officers were trained to undertake a wide range of tasks and Council was covered in the event of annual leave or sickness.
- (3) The Risk Register was updated annually unless material changes took place during the year.

RESOLVED to approve the Assessment and Terms of Reference as listed under the Internal Audit Assurance including insurance details checklist.

(3) To review the Internal Audit Checklist 2020-2021 Parts 1 and 2

Having reviewed the Internal Audit Review Checklist parts 1 & 2 it was

RESOLVED to authorise the Chairman of the meeting to complete all questions in the affirmative and sign on behalf of the Council.

(4) Appointment of the Internal Auditor for the ensuing year

RESOLVED to confirm the appointment of Auditing Solutions Ltd as the Council's Internal Auditors for the ensuing year.

20/155. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

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

Council noted Sprowston Diamond Centre loss of revenue for April and May due to UK Coronavirus lockdown.

The Town Clerk reported delaying the streetlight replacement programme to ensure no impact on Council's revenue.

The Government has given emergency funds directly to County and District Councils but not to Town and Parish Councils. The National Association of Local Councils is lobbying Government to extend emergency funding to Town and Parish Councils.

Mrs B J Lashley advised that Norfolk Association of Local Councils were holding an extraordinary meeting next week and would be asking Broadland District Council for any available Government funds to help with loss of revenue, and at the very least relief on business rates.

20/155. REPORT OF THE TOWN CLERK (CONTINUED)

1.2 Sprowston Diamond Centre - Reopening and advanced bookings

Council noted that provisional advanced bookings would be taken for Sprowston Diamond Centre from 20 July 2020 onwards, subject to Government guidelines to be announced 4 July 2020.

COVID-secure measures would be taken to protect hirers, users and staff.

Cancellation fees for cancelled bookings had been temporarily waived to give hirers financial reassurance should they not receive enough interest to make their sessions viable.

A majority of those customers who had expressed an interest would be returning in September.

1.3 Public Toilets

Council noted the Town Clerk was liaising with Broadland District Council and cleaning contractors with regard to opening public toilets at the Councils parks as soon as possible.

1.4 Football Teams using Sprowston Recreation Ground

Council considered the report of the Town Clerk and felt it was important to support local teams to play football where possible. However, it was noted that it could be off putting for other users of the Recreation Ground if the park was full of teams training.

Following a long debate, it was

RESOLVED

- (1) To encourage use of Sprowston Diamond Field for football training.
- (2) Not to raise a hire fee for use of Sprowston Diamond Field for Football training.
- (3) To raise a hire fee of £10.00 per evening for hire of Sprowston Recreation Ground for Football training.

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

20/155. REPORT OF THE TOWN CLERK (CONTINUED)

PLANNING AND TRANSPORTATION

5.1 No matters were reported

20/156. 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

to raise no objection to the following applications:

2020/0992 - reserved matters application for access and a car parking area pursuant to outline planning permission 20080367 at Land at Blue Boar Lane

2020//1123 - loft conversion, rear deck and rear first floor extension at 13, Moore Avenue

2020/1210 - erection of front porch at 4, Corbett Avenue

20/157. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett reported that the Recreational Facilities Working Group had made good progress at their first meeting held on 23 June 2020. It had been agreed to survey residents to identify their needs for recreational facilities in Sprowston using various means, with responses to be made by 30 September 2020. A further meeting of the group had been arranged for the 14 July 2020.

20/158. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley reported that whilst there had been no official meeting of the Norfolk Association of Local Councils' they were still progressing with becoming a co-operative.

Mr W F Couzens reported that Sprowston Senior Citizens Welfare Committee continued to remote meet monthly and members were being contacted to ensure their health and safety.

Mr R J Knowles reported that Broadland Older Peoples Partnership meetings had been cancelled due to COVID-19 until further notice.

20/159. PAYMENT OF ACCOUNTS 24 JUNE 2020

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 24 June 2020 totalling £4,573.60 and answered a Councillors queries as follows:

- (1) Invoice 54483 The Alarm Company - regular testing of the burglar alarm at Sprowston Recreation Ground would be scheduled.

20/159. PAYMENT OF ACCOUNTS 24 JUNE 2020U (CONTINUED)

- (2) IN1161 S.A.W Home Improvements & Maintenance Services - were substantial repairs to part of Sparhawk building roof which had previously been reported as requiring replacement in future; repair to toilets following vandalism at Sparhawk Park, and a change of lock and toilet repairs at Sprowston Diamond Centre.

In answer to a question regarding Sprowston Youth Engagement Project (SYEP) second instalment: Outreach Worker, Mrs J Leggett reported that SYEP were running online sessions and she would arrange for a report to be presented at the next Council meeting.

On the motion of Mr J H Mallen, seconded by Mr R J Knowles it was **RESOLVED** that payment of the accounts to 24 June 2020 totalling £4,273.60 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

20/160. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 24 JUNE 2020

The schedule of credit card payments totalling £249.56 was approved and noted.

20/161. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £5,490.93 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 9.04 pm.

15 July 2020

Town Mayor

From: Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>
Sent: 08 July 2020 11:36
To: JHunt
Subject: Norwich Western Link Local Access Consultation

Dear Mrs Hunt

I'm writing to confirm that we are planning to launch a public consultation later this month as part of our project to create the Norwich Western Link.

The consultation will ask for people's views on how the council can best support people to walk, cycle and use public transport in the area to the west of Norwich, and for opinions on proposals for local roads that cross the planned Norwich Western Link. Information gathered from this consultation will help inform design decisions and proposals for the project. We had originally planned to carry out the consultation in April but took the decision to postpone it in March due to the emerging coronavirus pandemic.

The consultation is due to run from Monday 27 July to Sunday 20 September 2020 and, once it has launched, people will be able to view information on the proposals and respond to the consultation via the Norfolk County Council website at www.norfolk.gov.uk/nwl. People who can't access the internet will be able to respond to the consultation by post, with consultation brochures and questionnaires being delivered to properties in relatively close proximity to the Norwich Western Link and copies being made available to others upon request.

In accordance with current guidance, no local consultation events will be held, however people will still be able to discuss the consultation proposals with staff involved in the project via phone or internet calls during the consultation period. Details on how to book an appointment to speak with members of the project team will be made available once the consultation launches.

Significant progress has been made on the project in recent months. In May, the Department for Transport (DfT) confirmed that the Norwich Western Link had been given conditional entry into its Large Local Majors funding programme and awarded us more than £1 million of development funding for the project in the 2020/21 financial year. As a result, the next step will see us submit a business case to DfT for consideration which, if approved, would unlock up to 85% of the total estimated £153 million cost of the project.

We will write to you again in late July once the Local Access Consultation has commenced to give you further details. In the meantime, for further information on the project please visit www.norfolk.gov.uk/nwl.

Many thanks

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
County Hall, Martineau Lane, Norwich, NR1 2DH





June 2020

CPRE Norfolk calls for the value of our green spaces to be recognised

Dear Parish and Town Councils,

CPRE Norfolk is writing to you to ask you for your support to ensure that the value of our green spaces and countryside is given greater recognition and better protection at a time when Covid 19 has accentuated the really important benefits they provide.

Benefits of green spaces

The past weeks have highlighted the benefits of our green spaces to the physical and mental health and wellbeing of all. This is reinforced by various research, studies and surveys by many organisations, including CPRE. As we come out of lockdown it is vital that this is not forgotten, but instead is used to underpin local strategies at borough, district, city and parish level, as well as being used to inform policy-making in new and emerging local authority plans. It will be tempting to focus on growth and development to reboot the economy, but we urge authorities to see this period as a genuine opportunity for improving Norfolk's health and wellbeing through focussing on green spaces, nature and wildlife.

Over two-thirds of us want to see our local green spaces enhanced with more plants and wildlife, our new research shows.

It was perhaps natural that the lockdown during the coronavirus pandemic would affect how we feel about our local green spaces. Data from the Office of National Statistics shows that one in every eight households doesn't have access to a garden, so daily exercise in nearby countryside and parks and other green spaces became a lifeline to many. According to survey data from Natural England, in England Black people are nearly four times as likely as White people to have no access to outdoor space at home, whether it be a private or shared garden, a patio or a balcony (37% compared with 10%).

We at CPRE have long campaigned for us all to have easy access to quality green spaces from our doorsteps. And new online research that we commissioned just as lockdown started, working with the HomeOwners Alliance, shows that our time in a pandemic has really reinforced just how much people want these green spaces to be the best they can be.

Making green spaces greener

We asked over 2000 people some key questions about their green spaces, and 71% of those asked told us that they would like to see these enhanced. Our survey shows the many ways that people would like to see these local spaces, including their nearby countryside, made even better. Over half said they'd like to see more wildlife including birds, butterflies and bees, and almost exactly the same amount of people said they want more variety in the trees, shrubs, hedgerows, plants and flowers in these areas. It seems we're all hoping for rich and diverse spaces in which to rest and play.

President: Professor Tim O'Riordan

Chairman: Christopher Dady
Registered charity number 210706

Treasurer: George Ridgway



The countryside charity Norfolk

15 Pigg Lane
NORWICH
NR3 1RS

Telephone: 01603 761660
Email: planning@cprenorfolk.org.uk

It's not neat lawns many people are picturing, either. 30% told us that they'd like to see fewer manicured spaces and more wildness, where nature has been allowed to take its course. And we want to explore and exercise safely in these areas, with over a third of people saying they'd like more signposted walks and 34% saying they'd like paths and plants to be better maintained.

A beating green heart

We'll continue to call on the government and Local Authorities to do all they can to enhance and protect these local spaces and the countryside in general. Alongside greater access should come education around the Countryside Code. Some specific actions which would help to ensure these green spaces are and remain available for the benefit of all are:

- Improving signposting and publicity of public rights of way.
- Adopting a Green Belt for Norwich on a 'green wedges' model in part to give protected green corridors to and from the countryside.
- Ensuring that existing sites for housing in current Local Plans are built before additional sites are considered for development – this common-sense phased approach to housing delivery is supported by 156 Parish and Town Councils across Norfolk and if adopted will ensure that many green fields will be saved from unnecessary development.
- Developing public engagement projects related to local green spaces, their biodiversity, health benefits and how best to enjoy them.

As society emerges from the Covid-19 pandemic the value of green spaces and the countryside deserves greater recognition and protection. Please consider joining our CPRE Norfolk Alliance which aims to protect Greenfields from development by securing a phased approach to the delivery of housing. It is not too late to get the draft GNLP changed to allow this approach. Click here for more details: [CPRE Norfolk Alliance](#)

CPRE Norfolk

If you would like to support CPRE Norfolk further in its work to connect people with the countryside so that everyone can benefit from and value it, please consider:

- Making a one-off [donation](#)
- [Joining CPRE](#) from £3 per month – for this you become a member of CPRE nationally as well as of CPRE Norfolk
- Signing our Green Belt for Norwich [petition](#)

Yours faithfully,

David Hook Chair, Vision for Norfolk Committee, CPRE Norfolk
Michael Rayner Planning Campaigns Consultant, CPRE Norfolk

President: Professor Tim O'Riordan

Chairman: Christopher Dady
Registered charity number 210706

Treasurer: George Ridgway

EElliot

From: Neil Smith [REDACTED]
Sent: 07 July 2020 21:51
To: JHunt
Subject: ● Breydon road

I am writing with concerns about the racing traffic coming down my road there has been quite a few times that cars and motorbikes are travelling down there a great speed I am asking for some sort of signage to slow traffic down or speed humps to slow traffic before there is an accident also to stop through traffic as it is private road thanks mr n a smith

5th July 2020.

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

BDC and SNDC have redeployed 97 staff to directly support Covid-19 work, with the bulk of these coming from SNDC Leisure Centres. 68 have been on the Community Help Hub taking or making calls to vulnerable residents or delivering food and prescriptions.

The Government provided the Council with £637,216 in hardship funding from which the Council is covering the cost of awarding £150 council tax support to all working age council tax support claimants. This sum will not be sufficient to satisfy all claimants and full council agreed on 30/6/20 to set aside an additional £100,000.

Any Town or Parish Council which as a result of Covid-19 pressures has exhausted its reserves may approach BDC for a loan, but they would subsequently need to raise their precepts to repay this.

Norfolk County Council

Norfolk is to get £1.97m from the government's Active Travel fund. This money will be used for things such as widened footpaths, one-way streets and temporary street closures, pop-up cycle lanes and further measures to aid social distancing.

The Council's current year budget is expected to see a £16m overspend with £10m of this in Adult Social Care.

The Council is close to agreeing a six year contract with Veolia to deal with the 180,000 tonnes of general wastes produced each year. The contents of our green bins will be going to a incinerator in Kent and from 2021 it will go to the new incinerator being built in Bedfordshire. This contract will see savings of £2m p.a.

Sprowston Library was in the first wave of libraries to reopen on 7th July. It will be opening Tuesdays to Saturdays.

Despite the impact of Covid-19, strong progress continues to be made with the Museums Kick the Dust Project, a £750k project funded by the National Lottery. From the start of lockdown to 29th June, there have been 581 interventions involving 166 youngsters taking part in 295 hours of quality activity.

Annual Internal Audit Report 2019/20

Sprowston Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not applicable
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, property recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/11/2019 12/02/2020 07/07/2020

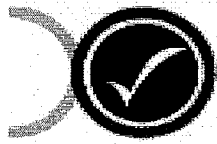
Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

08/07/2020



AUDITING SOLUTIONS LTD

Sprowston Town Council

Internal Audit Report: 2019-20 (Final Update)

Background and Scope

There is a statutory requirement for all town and parish councils to make arrangements for an independent internal audit examination of their accounting records and system of internal control each year, and for the conclusions to be reported in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd was appointed to provide this service to Sprowston Town Council for the 2019-20 financial year.

This report sets out the results of our final audit work in relation to 2019-20, which was undertaken in July 2020. It updates the report that we issued following our interim audit visits on 18th November 2019 and 12th February 2020.

Internal Audit Approach

In undertaking our audit work, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts, operating a mix of 100% substantive or selected sampling techniques where considered applicable.

Due to the impact of the Covid-19 pandemic, our final review for the year was undertaken remotely. We wish to thank the Town Clerk and the Finance/Administrative Officer for providing the additional documentation required for the final audit review. This has enabled us to complete our audit work for the year and sign off of the 'Annual Internal Audit Report' in the year's AGAR.

Overall Conclusion

On the basis of the programme of work we have undertaken for the year, we have concluded that the Council continues to maintain an adequate and effective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation. We have completed and signed the 'Annual Internal Audit Report' in the 2019-20 AGAR, having concluded that the internal control objectives as set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

In the sections below, we have explained the objectives of each area of our audit, outlining the work undertaken and our findings. We identified some minor errors in the draft Statement of Accounts (Section 2 of the AGAR), but these have been rectified and we are pleased to report that there are no matters arising from our audit work that require a formal recommendation for further action. We ask that Members consider the content of this report.

This report has been prepared for the sole use of Aylsham Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions

Detailed Report

Accounting and banking arrangements

Our objective is to confirm that the accounting records are being maintained accurately and kept up to date, that no anomalous entries appear in cashbooks or financial ledgers and that appropriate banking arrangements are in place.

The Council's accounts are maintained by the Finance/Administrative Officer using the Sage accounting software, which we consider to be adequate for its purposes.

The banking arrangements are with Barclays Bank Plc. As at 31st March 2020, there were five bank accounts in operation. Of these, the 'General Account', 'Drawings Account' and 'Salaries Account' are used for day to day business, with part of the Council's funds held in two instant access savings accounts.

As at 31st March 2020, further funds that were not required in the immediate future were invested in two 6-month Barclays Fixed Term Treasury Deposits. One of these matured shortly after the year-end and we understand that a decision on re-investment will be made once the second one matures, later in July.

During the course of our audit, we have:

- Checked and agreed the opening balance for 2019-20 in the Sage accounting software with that in the 2018-19 Statement of Accounts and AGAR;
- Confirmed that the financial ledger remained "in balance" at the year-end;
- Confirmed that the cost centre and nominal ledger income and expenditure coding structure remains appropriate;
- Checked and agreed the detail in all of the Sage cashbooks, verifying three sample months' transactions (April 2019, September 2019 and March 2020) to the relevant bank statements;
- Checked and agreed the detail on the bank reconciliation as at 30th September 2019 and 31st March 2020 and confirmed that daily reconciliations continue to be prepared by the Finance/Administrative Officer;
- Confirmed that the bank reconciliations are being reviewed by the Town Mayor on a quarterly basis, in accordance with our recommendation from last year;
- Confirmed that the overall balances as at 31st March 2020 have been recorded correctly in Section 2, Box 8 of the AGAR (total value of cash and short-term investments), and
- Confirmed that daily back-up of the Sage software is undertaken and that this is being tested on a periodic basis.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Corporate Governance arrangements

Our objective is to confirm that the Council has robust corporate governance arrangements in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council meetings), all meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation

During the course of our audit, we have confirmed the following:

- Our review of the minutes of the Council for the 2019-20 financial year did not identify any issues that we consider might have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- Both the Standing Orders and the Financial Regulations were reviewed and re-adopted at the Council meeting on 15th May 2019;
- A range of detailed financial procedures documents are in place, which underpin the Financial Regulations, and
- The Council continues to ensure that its strategic aims and objectives are clearly documented, with a wide range of policies and strategic documents in place that are subject to review on a regular cycle. These include, in particular, a five-year business plan, supported by an outline financial plan for the period and a business plan for the Diamond Centre.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Review of Expenditure

Our objective here is to ensure that:

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order is raised, where relevant: we acknowledge that this will not be necessary for all items of expenditure, which are regularly the subject of contracts (e.g. electricity supply) or legal requirements (e.g. non domestic rates);
- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed, and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

At our interim audit visits, we undertook a sample review of payments to check compliance with the above criteria. Our sample included all individual payments over £2,000, together with a more random selection of every 20th cashbook transaction irrespective of value for

the period 1st April 2019 to 31st January 2020. In all, we examined 72 payments, totalling just under £585,000, which equated to 88% of non-pay related payments processed during that period. There were no issues arising from our audit work and, consequently, we did not extend our sample to cover the final two months of the financial year.

We confirmed that VAT returns have been submitted on a regular basis each quarter. We checked and agreed the third and fourth quarter re-claims to the relevant nominal ledger control account balance and confirmed that the latter was included correctly as a debtor in the Statement of Accounts.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Assessment and management of Risk

Our objective is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health & safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any risks identified in order to minimise the opportunity for their coming to fruition.

During the course of our audit, we have confirmed the following:

- The Council's insurance cover continues to be provided by Zurich, under a long-term agreement to 1st January 2023. We examined the policy schedule for the year to 31st March 2020 and noted that Public Liability cover stands at £15 million, and Employer's Liability at £10 million, with Fidelity Guarantee of £500,000 and Business Interruption cover of £75,000, all of which would appear to be adequate to meet the needs of the Council;
- The Financial Risk Assessment was reviewed and re-adopted by the Council at its meeting on 15th May 2019;
- Inspections of play areas and equipment continue to be undertaken by Zurich on a periodic basis, supplementing daily and monthly reviews undertaken by grounds staff. The results of these reviews are reported to the Committee/Administrative Officer, who is responsible for maintaining a record of issues identified and ensuring appropriate action is taken, and
- The Council continues to receive support on health & safety matters from Elcons, including an annual health & safety audit.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Budget setting, budgetary control and reserves

Our objective here is to confirm that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of Precept to be drawn down from District Council, and that an effective budget reporting and monitoring process is in place. We also aim to confirm that the Council retains sufficient funds in

earmarked and general reserves to finance its ongoing spending plans and to cover any unplanned expenditure that might arise.

From our minutes review, we confirmed that the Council has received detailed budget monitoring reports on a quarterly basis during 2019-20 which has enabled it to respond to matters arising on a timely basis.

The annual budget and Precept requirements for 2020-21 were determined at the Council meeting on 4th December 2019. As in previous years, the Town Clerk provided a detailed report to inform the decision-making process. The Precept was set at £688,011 (£650,355 for 2019-20). This represented a 5% increase for Band D properties on the revised tax base for 2020-21.

The Council's reserve requirements were considered during the course of the year and as part of the budget setting process. As at 31st March 2020, the total reserves stood at £549,406. This is approximately £66,446 less than the previous year, but the Council had originally anticipated utilising £122,853 from reserves to support revenue expenditure.

During the year, further tranches of money were received under the Community Infrastructure Levy (CIL) and were allocated against the costs of the Diamond Centre project. This enabled the Council to release funds held in the Capital Reserve to facilitate the early redemption of a number of loans from the Public Works Loan Board (PWLb). At the year end, the remaining Earmarked Reserves totalled £153,403, with the two largest being a £50,000 retention for the Diamond Centre project and £45,000 in the Street Lighting Renewals Fund.

The remaining £396,003 was held as General Reserves (the General Fund and Contingency Reserve). This is in line with the Council's target of £400,000 and equates to approximately 60% of the Precept demand for 2020-21, which is not unreasonable for the size and complexity of the Council.

We understand from our discussions with the Town Clerk and Finance/Administrative Officer that, over the next few months, further consideration is to be given to the levels of earmarked and general reserves required going forward.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Review of Income

In this area of our audit, our objective is to ensure that income due to the Council is identified, invoiced (where applicable), recovered at the appropriate rate and within a reasonable timescale, and also that it is banked promptly in accordance with the Financial Regulations.

The Council receives income from a variety of sources, including hire fees for use of the Diamond Centre, fees from the cemetery and related activities, allotment rentals, letting of sports facilities, bank interest and recoverable VAT.

During the course of our audit, we undertook the following audit work:

- We confirmed that Members continue to review the Council's scales of fees and charges annually. Those for 2019-20 were approved in the previous financial year, with the 2020-21 fees determined as part of the budget setting process;
- As noted earlier in this report, we have checked and agreed three sample months' receipts transactions from cashbooks to relevant bank statements;
- We reviewed the Burial Register and the Register of the Grants of Exclusive Rights of Burial for the period 1st August to 31st October 2019. We examined the related application forms and other documentation, the sales ledger invoices and Sage transactions to confirm that fees had been charged in accordance with the published scales and that monies had been received and banked in an accurate and timely manner. There were no matters arising;
- We examined a sample of sales ledger invoices for the various Diamond Centre room bookings for a sample week (w/c 18th November 2019) to confirm that the fees charged were in accordance with the published scales and were settled in a timely manner. There were no matters arising, and
- We examined the Aged Debtors report at the year-end and were pleased to note that the total debts amounted to less than £2,000, with none more than one month old.

As we were not able to visit the Council for our final audit, our work in relation to allotment income has been limited this year to confirmation that there were no outstanding debtors at the year end. However, the controls over allotments have been found to be very effective in previous years and we consider this to be low risk.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Petty Cash and Credit Card usage

When completing the 'Annual Internal Audit Report' in the AGAR, we are required to confirm that there are effective controls over the petty cash account operated by the Council. To meet that objective, we confirm that:

- Any petty cash accounts in operation are managed effectively and that all expenses incurred are appropriately supported by a trade invoice or relevant till receipt;
- Only low value expenditure is incurred from any petty cash account(s) in use;
- Where appropriate, VAT is identified and coded accordingly for periodic recovery from HMRC, and
- The physical cash held is periodically reconciled to the supporting records.

During the course of our interim audit, we reviewed the petty cash account and confirmed that it is being managed effectively and that the physical cash held at the date of the audit visit agreed to the underlying accounting records. At our final audit, we confirmed that the year-end balance of the petty cash float had been included correctly in the overall cash and short-term investments balance reported in Section 2, Box 8 of the AGAR.

The Council makes use of a commercial Barclaycard with an overall credit limit of £6,000, which has largely superseded the use of the petty cash account. The card is held by the Town Clerk and is mainly used for internet purchases and the purchase of fuel for the Council's vehicle, with settlement in full each month, by direct debit. Details of the transactions on this account continue to be presented to Members for approval in the same manner as all other supplier payments. We tested a sample month's payments (September 2019) to supporting invoices or till receipts and there were no matters arising.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, our objective is to confirm that extant employment legislation is being appropriately observed and that the requirements of HM Revenue and Customs (HMRC) as regards the deduction and payment over of income tax and NI contributions are complied with, together with meeting the local government pension scheme requirements, as most recently revised with effect from 1st April 2019 in relation to staff salary contribution bandings.

To check compliance with the above criteria, we have:

- Confirmed that the Council reviews and approves pay scales for staff annually and has duly implemented the NJC award for the current year;
- Undertaken detailed testing of salaries paid, by reference to the October 2019 payroll, which is produced by the Finance/Administrative Officer using the bespoke Sage software, to confirm that:
 - Gross salaries were paid in accord with the approved SCP pay rates - full and part-time;
 - PAYE tax codes and National Insurance contribution tables were being accurately applied;
 - Pension contributions were being accurately computed in accord with the revised salary bandings for employee contributions;
 - Any additional hours and/or other relevant expenses were supported by appropriate timesheets and approved claim forms;
 - All net pay computations for the month agreed to the payslip details and to the resultant electronic BACS payments made;
 - The current HMRC regulations requiring monthly electronic payroll submissions (the Real Time Initiative) were being met, and
 - The monthly payroll calculations are double checked by the Town Clerk.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Asset Register/Inventory

Councils are required to maintain an asset register and to report the overall value of fixed assets held in the AGAR each year. Whilst the "Practitioners' Guide" does not specify a particular basis of accounting for fixed assets, it stresses that the approach taken from year to year should be consistent and that the value of individual assets held should not normally change from one year to another - with the only changes being the inclusion of new assets purchased or removal of assets disposed of. In most cases, assets are recorded at their purchase cost, or at a suitable proxy where that value is not known. However, assets gifted at nil cost or other assets held which have no intrinsic value (often referred to as community assets) are normally included at a nominal £1.

The Council's asset register is maintained by the Finance/Administrative Officer using a spreadsheet and is updated on a regular basis for purchases and disposals. During our final audit, we reviewed the asset register and confirmed that it had been updated for all purchases and disposals in the year.

We have confirmed that the total value of fixed assets at the year-end, £4,315,495 (£4,307,298 as at 31st March 2019), has been reported correctly in the Statement of Accounts (Section 2, Box 9 of the AGAR).

Conclusion

There are no matters arising that require a formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

In our previous year's audit, we confirmed that the Council has a formal Treasury Management (Investment) Policy, which was last updated in May 2018.

At present, the Council does not hold any long-term investments (which are defined as investments of more than one year). As noted earlier in this report, the Council held two Barclays Fixed Term Treasury Deposits at 31st March 2020. These were for both for six months, maturing in April and July 2020 respectively. We confirmed these investments by reference to the Barclays "deal confirmations".

At the start of 2019-20, the Council had eight outstanding PWLB loans. Following a detailed assessment and proposal from the Clerk in conjunction with considerations of potential future borrowings in relation to a street lighting project, Members approved the settlement in full (including future interest payments) of four of these loans. This was duly executed in December 2019. During our audit, we checked and agreed the instalment repayments made during the year to the PWLB "demand notices" and also the redemption of the four loans.

At the final audit, we confirmed that the payments of capital and interest made during the year and the outstanding balance as at 31st March 2020 have been reported correctly in the AGAR (Section 2, Boxes 5 and 10 respectively).

Conclusion

There are no matters arising that require a formal comment or recommendation.

Statement of Accounts and AGAR

We have examined the detailed accounts prepared from the Sage accounting system and also the draft of the statutory "Accounting Statements 2019-20" that the Council is required to complete and approve at Section 2 of the AGAR. We have agreed the detail to the supporting accounting records and other related documentation.

A number of minor adjustments were required to the figures included in the draft AGAR, to reflect the fact that the Council's accounts require to be presented on an Income & Expenditure basis and we have confirmed that these were have been made.

Conclusions

There are no matters arising from this area of our review that require a formal comment or recommendation for further action. We look forward to receiving a copy of the finalised AGAR (Sections 1 and 2), once the document has been approved by the Council.

On the basis of the work undertaken during the course of our review for the year, we have completed and signed the Annual Internal Audit Report on Page 3 of the AGAR, assigning positive assurances in all areas of internal control.



Bank Reconciliation		
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW		
Financial year ending 31 March 2020		
Prepared by <i>G. Ranaweera</i> (Mr G Ranaweera Town Clerk)		
10/05/2020		
Approved by <i>J.M. Ward</i> (Mr J.M Ward Town Mayor)		
10/05/2020		
Balance per bank statements as at 31st March 2020	£	£
General Account	12,909.08	
Treasury Deposit A/c No 2	125,000.00	
Drawings Account	-	
Salaries Account	415.03	
Treasury Deposits A/c No 1	250,000.00	
Business Saver A/c	4,745.36	
Active Saver Account	163,593.59	
Barclaycard Account		151.31
Petty Cash Account	15.45	
		556,527.20
Less: un-presented cheques at 2020		
CASH BOOK Bank Balances @ 31/03/2020		
Nominal A/c 1200 General Account	12,909.08	
Nominal A/c 1201 Treasury Deposit A/c No 2	125,000.00	
Nominal A/c 1202 Drawings Account	-	
Nominal A/c 1203 Salaries Account	415.03	
Nominal A/c 1205 Treasury Deposits A/c No 1	250,000.00	
Nominal A/c 1206 Business Saver A/c	4,745.36	
Nominal A/c 1207 Active Saver Account	163,593.59	
Nominal A/c 1209 Barclaycard Account		151.31
Nominal A/c 1210 Petty Cash Account	15.45	
Closing Balance Cash Book		556,527.20



Bank Reconciliation		
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW		
Financial year ending 31 March 2020		
Prepared by <i>G. Ranaweera</i> Mr G Ranaweera Town Clerk and RFO 10/05/2020		
Approved by <i>J.M. Ward</i> Mr J.M. Ward Town Mayor 10/05/2020		
Balance per bank statements as at 31 March 2020	£	£
General Account	12,909.08	
Treasury Deposit A/C NO2	125,000.00	
Drawings Account	-	
Salaries Account	415.03	
Petty Cash Imprest Account		
Treasury Deposits	250,000.00	
Business Saver Account	4,745.36	
Active Saver Account	163,593.59	
Barclaycard Account		151.31
Petty Cash Account	15.45	
		556,527.20
Less: un-presented cheques at 2020		
Cheque number xxxxxx		
Cheque number xxxxxx		
Plus: unbanked cash at 2020		
Casual Bowls		
Net bank balances as at..... 2020		
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>		
CASH BOOK		
Opening Balance		615,852.19
Plus: Receipts in the year		835,646.46
Less: Payments in the year		-894,971.45
Closing balance per cash book (receipts and payments book) as at March 2020 (must equal net bank balances above)		556,527.20

Sprowston Town Council year ending 31st March 2020

Summary Income & Expenditure by Budget Heading year to date to

31st March 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>
<u>Administration</u>						
Expenditure	172,425	206,850	34,425	0	34,425	83.4%
Income/Precept	189,587	173,942	-15,645			
<u>Allotments</u>						
Expenditure	4,873	8,300	3,427	0	3,427	58.7%
Income/Precept	8,280	8,300	20			
<u>Cemetery</u>						
Expenditure	141,304	119,050	-22,254	0	-22,254	118.7%
Income/Precept	126,323	117,550	-8,773			
<u>Grants</u>						
Expenditure	6,500	6,500	0	0	0	100.0%
Income/Precept	6,543	6,500	-43			
<u>Diamond Centre</u>						
Expenditure	265,825	317,200	51,375	0	51,375	83.8%
Income/Precept	261,217	273,950	12,733			
<u>Parks</u>						
Expenditure	255,072	227,200	-27,872	0	-27,872	112.3%
Income/Precept	194,683	194,605	-78			
<u>Street Scene</u>						
Expenditure	67,166	72,600	5,434	0	5,434	92.5%
Precept	60,000	60,000	0			
<u>Held Funds</u>						
Expenditure	1,335					
Income	1,422					
<u>Totals</u>						
Expenditure	914,500	957,700	44,535	0	44,535	95.5%
Income	197,699	184,492	-11,785			
Precept	650,355	650,355				
Transfers from reserves		122,853				
<u>Surplus / (Shortfall)</u>	<u>(66,446)</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2020

Administration

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6001	Wages/Salaries	104,228	121,000	16,772	16,772	86.1%
6002	Employers Ni	10,616	12,600	1,984	1,984	84.3%
6003	Employers Superannuation	23,451	38,000	14,549	14,549	61.7%
7005	Administration - Building Repairs	338	800	462	462	0.0%
7008	Administration - Insurance	6,281	6,600	319	319	95.2%
7009	Administration - Legal Fees	1,844	3,000	1,156	1,156	61.5%
7010	Administration - Bank Charges & Interest Charges	515	500	-15	-15	103.0%
7012	Administration - Audit Fees	3,188	3,500	312	312	91.1%
7013	Administration - Town Newsletter	2,678	2,000	-678	-678	133.9%
7014	Administration - Election Expenses	4,756	4,000	-756	-756	118.9%
7015	Administration - Travelling	387	400	13	13	96.8%
7016	Administration - Phone/Communications	33	0	-33	-33	0.0%
7017	Administration - IT	8,388	7,500	-888	-888	111.8%
7018	Administration - Website	0	300	300	300	0.0%
7020	Administration - Postage	18	100	82	82	18.3%
7021	Administration - Stationery	1,002	1,000	-2	-2	100.2%
7022	Administration - Printing & Photocopying	451	600	149	149	75.2%
7023	Administration - Recreation Ground Council Office	0	0	0	0	0.0%
7024	Administration - Advertising	0	100	100	100	0.0%
7025	Administration - Subscriptions	2,111	2,500	389	389	84.4%
7026	Administration - Publications	80	50	-30	-30	160.9%
7027	Administration - Training	725	850	125	125	85.3%
7028	Administration - Health & Safety	9	50	41	41	17.5%
7029	Administration - Equipment Lease	1,123	1,100	-23	-23	102.0%
7030	Administration - Chairmans Allowance	175	200	25	25	87.5%
5002	Administration - Sundries & Contingencies	28	100	72	72	28.0%
<u>Total Expenditure</u>		172,425	206,850	34,425	0	83.4%
<u>Income</u>						
4006	Administration - Bank & investment income	4,488	2,000	-2,488		
	Administration - CIL	15,099	1,942	-13,157		
4090	Administration - Precept	170,000	170,000	0		
			0	0		
<u>Total Income</u>		189,587	173,942	-15,645		
<u>Transfer from reserves</u>		0	0			
<u>Surplus / (Shortfall)</u>		17,162	(32,908)			

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2020

Allotments

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>	
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>	
<u>Expenditure</u>							
6101	Allotments - Gross Pay	2,815	4,000	1,185	1,185	70.4%	
6102	Allotments - Ers Ni	224	420	196	196	53.3%	
6103	Allotments - Superannuation	578	1,380	802	802	41.9%	
5101	Allotments - Vermin Control	600	600	0	0	100.0%	
7104	Allotments - Water	527	800	273	273	65.9%	
7106	Allotments - General Repairs	110	1,000	890	890	11.0%	
5102	Allotments - Sundries & Contingencies	18	100	82	82	18.4%	
	<u>Total Expenditure</u>	<u>4,873</u>	<u>8,300</u>	<u>3,427</u>	<u>0</u>	<u>3,427</u>	<u>58.7%</u>
<u>Income</u>							
4101	Allotments - Allotment Rental	3,330	3,350	20			
4102	Allotments - Water Charges Received	450	450	0			
4091	Allotments - Precept	4,500	4,500	0			
			0	0			
	<u>Total Income</u>	<u>8,280</u>	<u>8,300</u>	<u>20</u>			
	<u>Surplus / (Shortfall)</u>	<u>3,407</u>	<u>0</u>				

Sproston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2020

Cemetery

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>	
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>	
<u>Expenditure</u>							
6201	Cemetery - Gross Pay	49,395	57,000	7,605	7,605	86.7%	
6202	Cemetery - Ers Ni	4,027	6,000	1,973	1,973	67.1%	
6203	Cemetery - Superannuation	10,673	18,000	7,327	7,327	59.3%	
5201	Cemetery - Vermin Control	0	1,200	1,200	1,200	0.0%	
5211	Cemetery - Trees, Shrubs & Plants	600	2,000	1,400	1,400	30.0%	
5215	Cemetery - Waste Disposal & Skip Hire	2,223	2,000	-223	-223	111.1%	
5220	Cemetery - Equipment	725	2,000	1,275	1,275	36.2%	
5221	Cemetery - Memorial Wall Expenses	177	1,000	823	823	17.7%	
5223	Cemetery - Memorial Safety Repairs	150	150	0	0	100.0%	
7202	Cemetery - Rates	2,381	3,000	619	619	79.4%	
7203	Cemetery - Heat & Light	52	450	398	398	11.5%	
7204	Cemetery - Water	161	150	-11	-11	107.6%	
7211	Cemetery - Loan Charges	69,002	26,000	-43,002	-43,002	265.4%	
5202	Cemetery - Sundries & Contingencies	1,737	100	-1,637	-1,637	1737.1%	
	<u>Total Expenditure</u>	<u>141,304</u>	<u>119,050</u>	<u>-22,254</u>	<u>0</u>	<u>-22,254</u>	<u>118.7%</u>
<u>Income</u>							
4203	Cemetery - Graves	46,859	45,000	-1,859			
4204	Cemetery - Interment	33,676	30,000	-3,676			
4205	Cemetery - Memorials & Inscriptions	13,238	10,000	-3,238			
4092	Cemetery - Precept	32,550	32,550	0			
		0	0	0			
	<u>Total Income</u>	<u>126,323</u>	<u>117,550</u>	<u>-8,773</u>			
	<u>Transfer from reserves</u>	0	0				
	<u>Surplus / (Shortfall)</u>	<u>(14,981)</u>	<u>(1,500)</u>				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2020

Grants

		<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>						
5307	Grants - Donations	6,500	6,500	0		0	100.0%
	<u>Total Expenditure</u>	6,500	6,500	0	0	0	100.0%
	<u>Income</u>						
4307	Grants Textile Recycling Credits 2018/19	43	0	-43			
4321	Grants						
4093	Precept - Grant Element	6,500	6,500	0			
		0	0	0			
	<u>Total Income</u>	6,543	3,500	-43			
	<u>Surplus / (Shortfall)</u>	43	0				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st March 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 & Sklp Hire	632	600	-32	-32	105.3%
5421	Diamond Centre - Room Hire Expenses	3,416	3,500	84	84	97.6%
5422	Diamond Centre - Equipment/Purchases	772	4,000	3,228	3,228	19.3%
5424	Diamond Centre - Nursery Costs	3,084	1,000	-2,084	-2,084	308.4%
5425	Diamond Centre - Phase 4 Retention	2,842	35,000	32,158	32,158	8.1%
7402	Diamond Centre - Rates	20,581	22,000	1,419	1,419	93.6%
7403	Diamond Centre - Heat & Light	13,660	18,000	4,340	4,340	75.9%
7404	Diamond Centre - Water	1,067	2,000	933	933	53.4%
7405	Diamond Centre - Building Repairs	922	0	-922	-922	0.0%
7407	Diamond Centre - Cleaning & Supplies	70,035	75,000	4,966	4,966	93.4%
7408	Diamond Centre - Maintenance	1,768	9,000	7,232	7,232	19.6%
7411	Diamond Centre - Loan Charges	147,020	147,000	-20	-20	100.0%
7416	Diamond Centre - Phone/Communications	0	0	0	0	0.0%
5402	Diamond Centre - Sundries & Contingencies	27	100	74	74	26.5%
<u>Total Expenditure</u>		265,825	317,200	51,375	0	83.8%

<u>Income</u>						
4415	Diamond Centre - Hire of	57,920	70,000	12,080		
4416	Diamond Centre - Field Hire	0	0	0		
4417	Diamond Centre - Cinema Receipts	1,847	2,500	653		
4418	Diamond Centre - Grants Received	0	0	0		
4094	Diamond Centre - Precept	201,450	201,450	0		
		0	0	0		

Total Income **261,217** **273,950** **12,733**

Transfer from reserves 0 0

Surplus / (Shortfall) **(4,609)** **(43,250)**

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2020

Parks		Actual	Annual	Variance to	Committed	Funds	% Budget
		Year to Date	Budget	Annual Total	Expenditure	Available	Spent
Expenditure							
6501	Parks - Gross Pay	57,631	66,500	8,869		8,869	86.7%
6502	Parks - Ers Ni	4,699	7,000	2,302		2,302	67.1%
6503	Parks - Superannuation	12,467	21,600	9,133		9,133	57.7%
5508	Parks - Machinery/Tool Repair/Replacement/Hire	17,195	25,000	7,805		7,805	68.8%
5509	Parks - Playground Equipment Repairs	3,591	10,000	6,409		6,409	35.9%
5510	Parks - Horticultural Consumables	1,890	2,000	110		110	94.5%
5511	Parks - Trees, Shrubs & Plants	815	5,000	4,186		4,186	16.3%
5512	Parks - Sports Pitches Consumables	871	1,000	129		129	87.1%
5513	Parks - Paths, Seats & Signs	3,853	9,000	5,147		5,147	42.8%
5514	Parks - Fencing, Gates & Walls	9,085	10,000	915		915	90.8%
5515	Parks - Waste Disposal & Skip Hire	1,706	2,500	794		794	68.2%
5516	Parks - Fuel for Machinery	2,410	4,000	1,590		1,590	60.3%
5517	Parks - Health & Safety inc Protective Clothing	2,034	5,000	2,966		2,966	40.7%
5518	Parks - Pavilion	0					#DIV/0!
7502	Parks - Rates	14,239	15,000	761		761	94.9%
7503	Parks - Heat & Light	7,209	4,400	-2,809		-2,809	163.8%
7504	Parks - Water	3,812	6,000	2,188		2,188	63.5%
7505	Parks - Building Repairs	5,379	3,000	-2,379		-2,379	179.3%
7507	Parks - Cleaning & Supplies	2,178	2,000	-178		-178	108.9%
7511	Parks - Loan Charges	103,786	26,000	-77,786		-77,786	399.2%
7516	Parks - Phone/Communications	27	100	73		73	27.4%
7519	Parks - Training	100	2,000	1,900		1,900	5.0%
5502	Parks - Sundries & Contingencies	95	100	5		5	95.0%
Total Expenditure		255,072	227,200	-27,872	0	-27,872	112.3%
Income							
4508	Parks - Bowling Green Fees	2,068	2,500	432			
4509	Parks - Cricket Square Fees	100	0	-100			
4510	Parks - Football Pitch Fees	4,509	4,000	-509			
4511	Parks - Tennis Court Fees	0	0	0			
4512	Parks - Pavillion Hire Fees	833	700	-133			
4513	Parks - Delegated Verge Cutting	10,936	10,750	-186			
4514	Parks - Grants Received	0	0	0			
4519	Parks - Recreation Ground Hire	762	800	38			
4520	Parks - Hire of Recreation Ground Office	120	500	380			
4095	Parks - Precept	175,355	175,355	0			
Total Income		194,683	194,605	-78			
Transfer from reserves		0	0				
Surplus / (Shortfall)		(60,389)	(32,595)				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st March 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	18,619	15,000	-3,619	-3,619	124.1%
5604	Street Scene - Notice Board & Signs	0	3,500	3,500	3,500	0.0%
5605	Street Scene - Dog & Litter Bins	6,242	6,000	-242	-242	104.0%
5606	Street Scene - Bus Shelters	7,332	10,000	2,668	2,668	73.3%
7603	Street Scene - Heat & Light	34,965	38,000	3,035	3,035	92.0%
7611	Street Scene - Loan Charges	0	0	0	0	0.0%
5602	Street Scene - Sundries & Contingencies	8	100	92	92	7.9%
<u>Total Expenditure</u>		67,166	72,600	5,434	0	92.5%
<u>Income</u>						
4096	Street Scene - Precept	60,000	60,000	0		
			0	0		
<u>Total Income</u>		60,000	60,000	0		
<u>Surplus / (Shortfall)</u>		<u>(7,166)</u>	<u>(12,600)</u>			

Sproston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2020

Dementia Café/Heritage

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
<u>Expenditure</u>						
5309	Dementia Café	1,027				
5309	Heritage Society	308				
	<u>Total Expenditure</u>	<u>1,335</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<u>Income</u>						
4321	Dementia Café	1,422				
4321	Heritage Society		0	0		
	<u>Total Income</u>	<u>1,422</u>	<u>0</u>			
	<u>Surplus / (Shortfall)</u>	<u>87</u>				
<u>Held funds @ 31/03/2020</u>						
	Dementia Café Fund	2597.25				
	Heritage Fund	3144.74				

Sprowston Town Council year ending 31st March 2020

Bank Accounts & Cash

31st March 2020

1200	STC - General Account	12,909
1201	STC - Business Premium Account	125,000
1202	STC - Drawings Account	0
1203	STC - Salaries Account	415
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	250,000
1206	STC - Business Saver Account	4,745
1207	STC - Active Saver Account	163,594
1209	STC - Barclaycard Account	-151
1210	STC - Petty Cash Account	15

Total Bank & Cash Balances **556,527**

Cash Book

Opening Balance 01/04/2019	615,852
Add: Total Cash Receipts in year	835,646
Deduct: Total Cash Payments in year	(894,971)
Round Up	0
	<u>556,527</u>

CJaw

Sprowston Town Council year ending 31st March 2020

Balance Sheet as at

31st March 2020

Current Assets

Sales Ledger	1,828
Other Debtors	0
Prepayments	728
Vat Refund	9,852
Cash at Bank & in Hand	556,527

568,935

Current Liabilities

Purchase Ledger	19,529
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

19,529

549,406

Reserves

Play Equipment Renewals Fund	0
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	262,449
General Fund (P&L Acc) - current year	-66,446

549,406

Bank Report - Reconciled and Unreconciled

Date From : 01/04/2019

Date To : 31/03/2020

**** NOTE: All values shown on this report are in the Bank Account's operating Currency ****

Bank Code : 1210

Bank Name : STC - Petty Cash Account

No	Type	Date	Ref	Details	Debit	Credit	Balance
				Balance B/Fwd :	1,062.35	1,006.20	56.15
2310	CP	02/04/2019	P/C1	Tesco/Newscene :Milk		2.10	54.05
2310	CP	04/04/2019	P/C2	Tesco :Milk		1.10	52.95
2310	CP	04/04/2019	P/C2	Jessops: Camera case		15.99	36.96
2336	CP	08/05/2019	P/C3	Tesco :Milk,Coffee,Teabags		6.15	30.81
2337	CP	13/05/2019	P/C4	Tesco :Milk		1.10	29.71
2349	CP	20/05/2019	P/C5	Tesco:Washing up liquid		2.40	27.31
2350	CP	20/05/2019	P/C5	Tesco:Milk		2.20	25.11
2350	CP	20/05/2019	P/C5	Post Office:Special Delivery		7.40	17.71
2401	CP	17/07/2019	P/C 6	Tesco:Milk,Teabags		5.09	12.62
2403	CP	22/07/2019	P/C 7	Tesco:Milk Norfolk ALC		1.10	11.52
2414	CP	31/07/2019	P/C8	Tesco:Milk (Dementia Meeting)		0.85	10.67
2416	CP	05/08/2019	P/C 9	Sainsbury,s Milk (Cinema)		1.10	9.57
2437	CP	29/08/2019	P/C10	Postage:DVLA (log books)		2.26	7.31
2439	JD	29/08/2019	TRANS	Petty Cash Transfer	50.00		57.31
2442	CP	02/09/2019	P/C11	Tesco,s : Milk Cinema		1.10	56.21
2471	CP	18/09/2019	P/C12	Tesco:Washing up		5.60	50.61
2486	CP	25/09/2019	P/C13	Tesco,s : Cleaning Sponges		1.00	49.61
2486	CP	25/09/2019	P/C13	Tesco,s : Sellotape		1.25	48.36
2492	CP	30/09/2019	P/C 14	Sainsbury,s Milk(Norfolk alc		0.85	47.51
2492	CP	30/09/2019	P/C14	Newscene:Milk Dementia		0.79	46.72
2501	CP	07/10/2019	P/C15	Sainsbury,s Milk(Cinema)		1.10	45.62
2506	CP	08/10/2019	p/c 16	Tesco,s : Milk Council Meeting		1.10	44.52
2523	CP	28/10/2019	p/c 18	Tesco,s : Milk Council Meeting		1.10	43.42
2523	CP	17/10/2019	p/c 17	Tesco,s: Milk		0.80	42.62
2529	CP	22/10/2019	Dementia	Sandra Hughes Volunteers		3.75	38.87
2533	JD	04/11/2019	TRANS	Bank Transfer 71	50.00		88.87
2533	CP	01/11/2019	P/C19	Aldi:Cleaning Sponges		0.65	88.22
2533	CP	04/11/2019	P/C19	Nisa:Milk (Cinema)		2.00	86.22
2544	CP	13/11/2019	P/c 20	Aldi :Milk		0.79	85.43
2544	CP	13/11/2019	P/c 20	Tesco:Milk Sen Meeting		1.10	84.33
2548	CP	18/11/2019	P/C21	Aldi:Milk Council Meeting		1.09	83.24
2548	CP	18/11/2019	P/C21	Aldi:Milk NALC Meeting		0.85	82.39
2548	CP	18/11/2019	P/C21	Print,Stationery:Diary N.B.		6.99	75.40
2562	CP	28/11/2019	P/C22	Tesco:Milk Cinema		1.10	74.30
2562	CP	28/11/2019	P/C22	Print,Stationery:Calenders		3.98	70.32
2578	CP	16/12/2019	P/C23	Jarrold:Burial Book Case		12.00	58.32
2588	CP	06/01/2020	P/C 24	EE:Tesco Flavoured		6.50	51.82
2589	CP	07/01/2020	P/C25	post office:Moviola Judy dvd		7.40	44.42

Bank Report - Reconciled and Unreconciled

2598	CP	13/01/2020	P/C26	Print,Stationery:Diary Office		3.75	40.67	
2603	CP	15/01/2020	P/C27	Nisa Local:Milk , Dementia		1.40	39.27	
2607	CP	20/01/2020	P/C 28	Nisa Local:Milk , Norfolk ALC		2.00	37.27	
2626	JD	10/02/2020	TRANS	Bank Transfer	50.00		87.27	
2628	CP	03/02/2020	P/C 29	Aldi:Milk (Cinema)		1.10	86.17	
2628	CP	04/02/2020	P/C 30	Postage:Moviola		2.70	83.47	
2628	CR	04/02/2020	P/C31	Refund:Popcorn Cinema	1.25		84.72	
2632	CP	13/02/2020	P/C32	Tesco:Milk,Cinema		2.35	82.37	
2635	CP	17/02/2020	P/C 33	Booker:Popcorn,Cinema		5.58	76.79	
2640	CP	24/02/2020	P/C34	Nisa Local:Milk , NALC		2.00	74.79	
2647	CP	27/02/2020	P/C35	Tesco:Milk Cinema		1.90	72.89	
2647	CP	28/02/2020	P/C36	Aldi:Scourers		0.69	72.20	
2652	CP	09/03/2020	P/C37	Nisa Local:Milk , Council		1.40	70.80	
2658	CP	11/03/2020	P/C 38	Aldi:5 Boxes of Tissues		4.25	66.55	
2659	CP	11/03/2020	P/C 38	Aldi:Milk		1.10	65.45	
2659	CP	16/03/2020	P/C 39	Homebase:Recycling Bin,		10.00	55.45	
2665	CP	18/03/2020	P/C40	Tesco:Emergency Mobile		40.00	15.45	
				Bank Balance :		<u>1,213.60</u>	<u>1,198.15</u>	<u>15.45</u>
						<u>1,213.60</u>	<u>1,198.15</u>	<u>15.45</u>

Sprowston Town Council year ending 31st March 2020

Annual Return	31/03/2019	31/03/2020	Variance(£)	(%)	Detailed explanation
Box					
1 Balances brought forward	1,127,422	615,852			balance at year end
2 Annual precept	623,000	650,355	27,355	4.4%	
3 Total other receipts	328,631	197,699	(130,932)	-39.8%	CIL/Sect 106 funds rec 2018/2019 see attached breakdown.
4 Staff costs	328,238	280,804	(47,434)	-14.5%	see schedule attached
5 Loan interest/Capital repayments	180,232	319,808	139,576	77.4%	4 Loans repaid 13/12/2020 (see attached for details)
6 All other payments	954,732	313,888	(640,844)	-67.1%	Previous year costs : Phase 4 sports hall build
7 Balances carried forward	615,852	549,406	(66,446)	-10.8%	As above
8 Total cash & investments	636,130	556,527	(79,603)	-12.5%	As above
9 Fixed assets & long term assets	4,307,297	4,315,495	8,198	0.2%	Attached Asset Inventory List Comparison Report
10 Total borrowings	2,013,479	1,775,392	(238,087)	-11.8%	Please find attached Breakdown of Loans (+ Details no 5)

Reconciliation Between Box 7 and Box 8

Carry forward value of Box 7		549,406
Deduct		
Debtors control	1,828	
Vat refund due	9,852	
Prepayments	<u>728</u>	12,408
Add		
Creditors Control	19,529	
Receipts in advance	<u>0</u>	19,529
Rounding		
		<u>556,527</u>

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

SPROWSTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

*For any statement to which the response is 'no', an explanation must be published

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

15/07/2020

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

SPROWSTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	1,127,422	615,852	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	623,000	650,355	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	328,631	197,699	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	328,238	280,804	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	180,232	319,808	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	954,732	313,888	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	615,851	549,406	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	636,130	556,527	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,307,297	4,315,495	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	2,013,489	1,775,392	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

15/07/2020

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

COUNCIL MEETING – 15 July 2020

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Play Areas

All play areas reopened on Saturday 4th July (in accordance with Government guidance). Prior to reopening, all play areas were inspected, and notices put up reminding users to maintain social distancing and to wash hands or use hand sanitiser after touching play equipment.

1.2 Public Toilets

All public toilets (Recreation Ground, Sparhawk Park, Cemetery) reopened on Saturday 4th of July.

1.3 Sprowston Diamond Centre (SDC)

The SDC will be COVID secure in time to reopen on Monday 20th July. However, most of our regular hirers break up in July for school summer holidays, so the centre will be very quiet until at least September when schools are currently scheduled to resume. Furthermore, it is likely that ongoing concerns about Coronavirus will suppress demand for casual and one-off event room hire. Some of our regular hirers *may* be more resilient, but they will be impacted by the current social distancing restrictions which reduce the number of people who can use a room at any one time. In short, income from room hire is unlikely to fully recover this calendar year. Council's financial position, however, remains secure – delaying the budgeted Streetlighting replacement programme and tractor purchase should provide sufficient revenue funds to meet most, if not all, standard overhead costs arising from the SDC for the remainder of the financial year.

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 Highway Inspection Visit

Norfolk County Council (NCC) Highway Inspectors are due to visit Sprowston in the week commencing 10/08/2020 if there is work identified for their attention.

Should you become aware of any specific highway maintenance issues please let me know so that I may inform NCC's highway department.

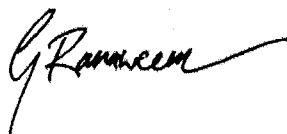
SPROWSTON CORONAVIRUS UPDATE

6.1 Volunteer Shopping

As of close of business 07/07/2020 Town Council has acted as financial intermediary for 336 shopping deliveries made to vulnerable residents by Sprowston Coronavirus Help Group volunteers. The total amount transacted is £10,204.81.

ATTACHMENTS

A. None



Guy Ranaweera
Town Clerk

Sprowston Town Council
PLANNING APPLICATIONS – 15 JULY 2020

Broadland DC App. No.: 2020/1128

Location: 179, Wroxham Road, Sprowston NR7 8AG

Type: Householder

Description: Rear two storey extension with single storey section to side elevation. Two storey extension to front,

Broadland DC App. No.: 2020/1222

Location: 56, Colindeep Lane, Sprowston NR7 8EQ

Type: Householder

Description: Erection of a dwelling

Broadland DC App. No.: 2020/1228

Location: 23, Blithemeadow Drive, Sprowston NR7 8PY

Type: Householder

Description: Extension to existing residential detached garage with change of use to cattery.

Broadland DC App. No.: 2020/1266

Location: 30, Rushmore Road, Sprowston NR7 8QR,

Type: Householder

Description: Front single storey pitched extension to enlarge living room

Sprowston Town Council
PLANNING APPLICATIONS – 15 JULY 2020

Broadland DC App. No.: 2020/1218

Location: Starbucks, Chartwell Road, Sprowston NR6 7RB

Type: Full Planning

Description: Installation of clearance bar, order point canopy & HVAC condensers to exterior of drive thru unit

Broadland DC App. No.: 2020/1260

Location: Starbucks, Chartwell Road, Sprowston NR6 7RB

Type: Advertisement Consent

Description: Installation of 8 x illuminated signs and 1 x non-illuminated signs

Broadland DC App. No.: 2019/1875

Location: Land at Lushers Loke, Sprowston NR7 8TH

Type: Amended Plans

Description: 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

Sproston Town Council

Payments

Meeting Date: 15 July 2020

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
17/06/2020	54919	The Alarm Company A/n Maintenance Intruder Alarm; Coucil Offices	65.00	13.00	78.00	47
08/07/2020	A6629	Auditing Solutions Ltd Final Internal Audit 2019-2020	400.50	80.10	480.60	48
03/07/2020	5144	Cozens (uk) Ltd Straighting Leaning Column :Glenburn Avenue	125.00	25.00	150.00	49
10/06/2020	197886	DD Health & Safety Supplies Ltd Safety Gloves & Spectacules	42.35	8.47	50.82	50
12/06/2020	197942	Supra Snood/Hat Combo	14.75	2.95	17.70	
30/06/2020	198373	Waterproof Jackets/Trousers,Peltor Muffs	126.75	25.35	152.10	
			183.85	36.77	220.62	
30/06/2020	9027	Eletrical & Mechanical Controls Limited SDC:Annual Servicing Heating Control Panel	548.75	109.75	658.50	51
12/06/2020	5660863	ESPO Laminating Pouches	22.90	4.58	27.48	52
12/06/2020	5660864	Antiviral Disinfectant	30.20	6.04	36.24	
12/06/2020	5660865	Hand Sanitiser	39.95	7.99	47.94	
			93.05	18.61	111.66	
29/06/2020	609389	Flameskill Limited Council offices:6 mth test alarm system	166.20	33.20	199.20	53
29/06/2020	689390	Bowling Pavilion:6 mth test alarm system	46.00	9.20	55.20	
29/06/2020	689391	Pavilion/Changing rooms:6 mth test alarm	120.00	24.00	144.00	
29/06/2020	689392	Groundsman Store:6 mth test alarm system	152.00	30.40	182.40	
			484.20	96.80	580.80	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/07/2020	926407	Heritage Contract Services Ltd Caretaking/Cleaning Services August 2020	4,453.67	890.73	5,344.40	54
01/07/2020	926408	Locking Church Lane Cemetery	119.64	23.93	143.57	
			4,573.31	914.66	5,487.97	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
02/07/2020	3860	HH Tankering Services Limited Ceptic Tank Emptying	117.00	23.40	140.40	55

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/07/2020	690705	Intouch Systems Broadband : Recreation Ground July 2020	50.00	10.00	60.00	56
01/07/2020	690706	Broadband Diamond Centre: July 2020	150.00	30.00	180.00	
02/07/2020	692114	Hosted exchangex6 01/08/2020-01/09/2020	55.00	11.00	66.00	
08/07/2020	692195	Server Backup :18/07/2020-18/08/2020	49.00	9.80	58.80	
			304.00	60.80	364.80	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
22/06/2020	IN1166	S.A.W.Home Improvenent & Maintenance Serv. Allotment:New Tap	60.00		60.00	57

TOTAL OF INVOICES **6,954.66** **1,378.89** **8,333.35** Trf 8

Transfer: STC Drawings a/c to Petty Cash

6,954.66 **1,378.89** **8,333.35**

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

8,333.35 Trf 8

Transfer: STC Active a/c to Salaries a/c

20,000.00 **20,000.00** Trf 9

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date:

15/07/2020

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17/06/2020	130149891	Amazon PDQ Credit Card Machine Rolls	7.08	1.42	8.50
17/06/2020	118709301	HP 301 Ink Cartridges	60.95		60.95
			68.03	1.42	69.45
		Total of Payments Due by Direct Debit	68.03	1.42	69.45

Sprowston Town Council

Direct Debit Payments

Meeting

Date: 15 July 2020

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
31/06/2020	14844360620	Barclaycard Payment Solutions Monthly & Transaction Charges June 2020	79.30	3.46	82.76	DEBIT
13/05/2020	713703420	British Gas Diamond Centre:04/02/2020-12/05/2020	1670.43	334.08	2004.51	DEBIT
18/07/2020	A8458652	Siemens Financial Services Lease:Sharp MX2030	265.00	53.00	318.00	DEBIT
30/06/2020	5698297	Waterlogic GB Ltd Bottled Water : June 2020	8.85	1.77	10.62	DEBIT
Total Direct Debits			2,023.58	392.31	2,415.89	