



NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held in the Council Chamber at the Council Office, Recreation Ground Road,
Sprowston NR7 8EW on Wednesday 4 December 2019 at 7.30pm**

AGENDA

Item No.

1. To receive written declarations of interest.
2. To receive written apologies for absence. (proforma enclosed)
3. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
4. To receive the report of the Town Clerk and make decisions on: Pages 1 - 16
 - 2.1 Replacement mini-tractor
 - 4.1 Christmas Opening Times
 - 5.1 Bus Shelters: Priority replacement of Shelter on North Walsham Road opposite Pioneer Road
5. To consider planning applications to 4 December 2020. Page 17
6. To review fees and charges for 2020/21:
 - (a) Cemetery and Memorial Charges Pages 18 - 19
 - (b) Sports Hire Fees Page 20
 - (c) Venue Hire Fees Page 21
 - (d) Allotment Rents and Water Charges (Current Fees - Rent £37.00/Water £5.00)
7. To consider the draft revenue and capital expenditure programme budget for 2020/21. Pages 22 - 29
8. To consider the Loan schedule and options for funding streetlight Replacement programme. Pages 30 - 31
9. To set the Precept for 2020/21.

Guy Ranaweera
Town Clerk

29 November 2019

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

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

Footnote:

1 Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

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

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors Mr 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.

COUNCIL MEETING – 4th December 2019

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters to report

CEMETERY

2.1 Replacement mini-tractor

The mini-tractor used at the cemetery has developed a leak in the diesel tank. Repair costs are uneconomical. The tractor is 10 years old and would have been replaced in the near future. There is sufficient funds in the current 2019/20 machinery replacement budget to purchase a newer tractor.

Recommendation: Due to the cost exceeding £5000, Council is requested to consider the two quotations attached (6.1, 6.2) and authorise purchase of a new mini- tractor.

STREET LIGHTING

3.1 Streetlight Replacement Programme (Business Plan item)

Please see the Streetlight Replacement Programme Funding options breakdown presented later on this meeting's agenda.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Christmas Opening Times

It is the practice of this Council to mirror Broadland District Council's (BDC) Christmas opening times. This year these are as follows:

- Christmas Eve: Closed to public at midday. Staff finish at 2pm.
- Christmas Day: Closed
- Boxing Day: Closed
- Friday 27th: Closed
- New Year's Day: Closed

In keeping with previous years, Sprowston parks will be closed on Christmas day, Boxing day and New Year's Day

Option: Council are asked if they wish to follow Broadland District Council's 2019 Christmas opening times

PLANNING AND TRANSPORTATION

5.1 **Bus Shelters: Priority Replacement of Shelter on North Walsham Road opposite Pioneer Road**

Requests have been received to upgrade the bus shelter on North Walsham Road, opposite Pioneer road to include seats and better protection against the weather. Having looked at the shelter with an engineer from Westcotec I feel that whilst it is currently safe, the shelter does exhibit significant 'flex' when passed by large vehicles such as buses and lorries and it will deteriorate over time. I have therefore obtained three quotations (see summaries below) for replacing the shelter with a larger version to include seats and side and front panels. It is hoped that part of the cost could be recouped through the current round of Norfolk County Council's Parish Partnership scheme. Irrespective of any contribution from the Parish Partnership scheme Town Council does have sufficient funds to purchase a new shelter from our current 2019/20 Bus Shelter budget.

Quotation 1 (+VAT)

Cost of Shelter	= 4987.50
Optional of RTI brackets, Timetable Case, Seating (3 metres)	= 646
Removal of old shelter,	= 350
County Council Notice of Works	= 200
Total (ex. VAT)	= 6183.50

Quotation 2 (+VAT)

Cost of Shelter	= 5833.00
Optional of RTI brackets, Timetable Case, Seating (3 metres)	= 665
Concrete hardstand	= 1070.00
Removal of old shelter	= 200
County Council Notice of Works	= 200
Total (ex. VAT)	= 7968.00

Quotation 3 (+VAT)

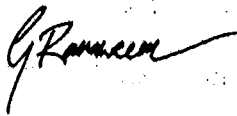
Please note, costs below are for a 3 metre shelter, similar to quotations #1 and #2 above. Costs in original quotation #3 were for 4 metre shelter

Cost of Shelter	= 6950.00
Optional of RTI brackets, Timetable Case, Seating (3 metres)	= inc.
Concrete hardstand	= inc.
Removal of old shelter	= inc.
County Council Notice of Works	= inc.
Total (ex. VAT)	= 6950.00

Recommendation: Due to the cost exceeding £5000, Council is requested to consider the three quotations summarised above (and attached at 6.3, 6.4, 6.5), and authorise the purchase and installation of a replacement bus shelter for the stop on North Walsham Road opposite Pioneer Road, subject to all appropriate permissions being obtained.

ATTACHMENTS

- 6.1 Quotation 1 for new tractor**
- 6.2 Quotation 2 for new tractor**
- 6.3 Quotation 1 for replacement bus shelter**
- 6.4 Quotation 2 for replacement bus shelter**
- 6.5 Quotation 3 for replacement bus shelter**



**Guy Ranaweera,
Town Clerk**

Sproston Town Council
PLANNING APPLICATIONS – 4th December 2019

Broadland DC App.No.
20191795

Location
156 Wroxham Road, Sproston, NR7 8DE

Classification: Minor dwellings
Type: Full Permission

Description:
Extension to Side

Broadland DC App.No.
20191776

Location
52 Blackwell Avenue, Sproston, NR7 8XW

Type: Full Permission

Description:
Subdivision of Curtilage & Erection of 2 No Semi Detached Dwellings & Associated Access

Broadland DC App.No.
20191803

Location
3 Park Cottages, Wroxham Road, Sproston, NR13 6LZ

Type: Full Permission

Description:
Replacement Dwelling, Garaging and New Garden Wall

SPROWSTON TOWN COUNCIL CEMETERY
CEMETERY FEES 2020/21

2020/21 BUDGET SETTING DOCUMENT

Fees, Payments and Sums Fixed and Settled under Article 15 (1) of the Local Authorities Cemeteries Order 1977 and the Rules and Regulations of Sprowston Cemetery

<u>PART 1 - INTERMENTS</u>	2019/20	3%	2020/21	
	£	Inc.	£	
1 For interment of a body in an earthen grave not exceeding 9 feet by 4 feet of:-				
(i) the body of a still-born child, or still-born twins (in one coffin) or a child whose age at time of death did not exceed 10 years.	218.00	6.54	225.00	3% rounded
(ii) the body of a person, whose age at time of death exceeded 10 years.	685.00	20.55	706.00	3% rounded
2 For interment of one body in a walled grave or vault	685.00	20.55	706.00	3% rounded
3 For interment of one set of cremated remains, in a casket, in a grave in respect of which the exclusive right of burial has been granted, or within that part of the Cemetery set aside for such remains.	172.00	5.16	177.00	3% rounded
4 For the strewing of cremated remains in flower bed	45.00	1.35	46.00	3% rounded
5 For the exhumation of				
(i) a coffin burial	1,710.00	51.30	1,761.00	3% rounded
(ii) a set of cremated remains	400.00	12.00	412.00	3% rounded
(iii) Remains in a vault or brick grave	POA		POA	3% rounded

The fees indicated for the above include the digging of the grave for a standard size coffin up to 15" deep and 25" wide. Where the coffin is not of a standard size or a casket is used, there will be an additional charge of £100.00 for each additional foot or part thereof and/or £100.00 for the additional width as required at the discretion of the Town Clerk.

PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

1 For the exclusive right of burial for the body of a still-born child, or still-born twins (in one coffin) or a child whose age at time of death did not exceed ten years, for a period of 100 years, in a portion of an earthen grave not exceeding 9 feet by 2 feet in any part of the Cemetery set aside for children	554.00	16.62	571.00	3% rounded
2 For the exclusive right of burial for two bodies, for a period of 100 years, in an earthen grave not exceeding 9 feet by 4 feet.	1,710.00	51.30	1,761.00	3% rounded
3 For the exclusive right of burial for two sets of cremated remains, for a period of 100 years, in any part of the Cemetery set aside for cremated remains	855.00	25.65	881.00	3% rounded
4 For the burial of an additional 2 sets of cremated remains (up to a maximum of 6) in a full sized grave, or up to an additional 2 sets (max) of cremated remains in a cremation plot (not a child's) where the original exclusive right has been fully discharged, and at the discretion of the Town Clerk, for the balance of years of the original exclusive rights.	855.00	25.65	881.00	3% rounded

5	Fee for transfer of ownership of exclusive rights, for the balance of the years of the original exclusive rights.	59.00	1.77	61.00	3% rounded
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PART 3 – WALLED GRAVES AND VAULTS

1	For the right to construct (and inclusive of the exclusive right of burial), a walled grave or vault not exceeding 9 feet by 4 feet.	2,395.00	71.85	2,467.00	3% rounded
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PART 4 – MONUMENTS, GRAVESTONES AND INSCRIPTIONS

1 For the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been purchased:-
headstone with or without base; vase; scroll; book etc., not exceeding

(i) 3 feet wide and

(a) not exceeding 3 feet in height

(b) exceeding that height but not exceeding 5 feet in height

220.00	6.60	227.00	3% rounded
302.00	9.06	311.00	3% rounded
182.00	5.46	187.00	3% rounded

(ii) flat stone / flush markers not exceeding 7 feet by 3 feet.

headstone with or without base; vase; scroll; book etc., not exceeding 3 feet wide with a flat stone / flush markers not exceeding 7 feet by 3

(iii) feet and the headstone:

(a) not exceeding 3 feet in height

(b) exceeding 3 feet but not exceeding 5 feet in height

403.00	12.09	415.00	3% rounded
485.00	14.55	500.00	3% rounded

(iv) Inscribed vase of metal or stone placed on a grave, with or without a headstone or at a later date as an addition to a grave with a headstone

100.00	3.00	103.00	3% rounded
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(v) cremation tablet not exceeding 1 foot 6 inches by 1 foot 3 inches.

100.00	3.00	103.00	3% rounded
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(vi) Additional inscription fee / Admin Charge

100.00	3.00	103.00	3% rounded
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(vii) Memorial Plaque (Garden of Remembrance) for a period of 25

222.00	6.66	229.00	3% rounded
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years (included in cost: engraving of plaque up to 60 characters), £1.20 each additional. Second inscription cost of engraving £75.00.

SPROWSTON RECREATION GROUND
SPORTS HIRE FEES - 2020/2021

2020/21 BUDGET SETTING DOCUMENT

Please note all rates are inclusive of VAT at the current standard rate of 20%

<u>BLOCK BOOKING</u>	2019/20	3%	2020/21	
	£	Inc.	£	
Bowls - (7 sessions per week - May to September)*	2875.00	86.25	2961.00	3% rounded
- (3 sessions per week - May to September)*	1231.00	36.93	1268.00	3% rounded
Football - (1 session per week - September to April)**	1076.00	32.28	1108.00	3% rounded
(Senior) - (1 session alternate weeks - Sept. to April)**	538.00	16.14	554.00	3% rounded
Football - (1 session per week - Sept. to April)	446.00	13.38	446.00	No change
(Youth) - (1 session alternate weeks - Sept. to April)	223.00	6.69	223.00	No change
<u>CASUAL</u>				
Bowls - Adults per hour per rink	5.00	0.15	5.00	No change
Children under 16 accompanied by adults per hour per rink	3.00	0.09	3.00	No change
Cricket - All day match***	90.00	2.70	90.00	No change
- Evening match***	50.00	1.50	50.00	No change
- Evening match (pitch only)	30.00	0.90	30.00	No change
Football - Full size pitch midweek and weekend match (Senior)**	75.00	2.25	77.00	3% rounded
- Full size pitch midweek and weekend match (Youth)	39.00	1.17	39.00	No change
- Mini pitch midweek and weekend match (Senior)**	39.00	1.17	40.00	3% rounded
- Mini size pitch midweek and weekend match (Youth)	20.00	0.60	20.00	No change

* Includes use of bowls pavilion with shower

** Includes use of changing rooms (and goal nets on full sized pitches)

*** Includes use of changing rooms and cricket pavilion

SPROWSTON TOWN COUNCIL VENUE HIRE FEES - 2020/2021

2020/21 BUDGET SETTING DOCUMENT

Set out below are the proposed hire fees, subject to VAT, for the use of Sprowston Town Council venues and facilities with effect from 1st April 2020

	2019/20 Current Cost	2020/21 Proposed Costs	
Beryl Reed Sports Hall	One Rate	Non-corporate	Corporate Rate
Weekday, per hour	£21.00	£21.00	£24.00
Weekend / Bank Holiday, per hour	£23.00	£23.00	£26.00
Parties/Weddings/Ticket Dance/Corporate Event etc.			
Weekend / Bank Holidays (9.00am - 12.00am)	£285.00	£300.00	£330.00
Weekend / Bank Holidays (1.30pm - 12.00am)	£215.00	Discontinue	n/a
Weekend / Bank Holidays (6.30pm - 12.00am)	£161.00	Discontinue	n/a
Burrows Room	One Rate	Non-corporate	Corporate Rate
Weekday, per hour	£8.00	£8.00	£10.00
Weekend / Bank Holidays, per hour	£10.00	£10.00	£12.00
Weekend / Bank Holidays (9.00am - 6.00pm, per hour)	£10.00	Discontinue	n/a
Weekend / Bank Holidays (6.00pm - 11.00pm, per session)	£45.00	Discontinue	n/a
Delves Room	One Rate	Non-corporate	Corporate Rate
Weekday, per hour	£12.00	£12.00	£15.00
Weekend / Bank Holidays, per hour	£14.00	£14.00	£17.00
Weekend / Bank Holidays (9.00am - 6.00pm, per hour)	£14.00	Discontinue	n/a
Weekend / Bank Holidays (6.00pm - 11.00pm, per session)	£65.00	Discontinue	n/a
Jones Room	One Rate	Non-corporate	Corporate Rate
Weekday, per hour	£10.00	£10.00	£13.00
Weekend / Bank Holidays, per hour	£12.00	£12.00	£15.00
Weekend / Bank Holidays (9.00am - 6.00pm, per hour)	£12.00	Discontinue	n/a
Weekend / Bank Holidays (6.00pm - 11.00pm, per session)	£55.00	Discontinue	n/a
St Quintin room	One Rate	Non-corporate	Corporate Rate
Weekday, per hour	£15.00	£15.00	£18.00
Weekend / Bank Holidays, per hour	£17.00	£17.00	£20.00
Weekend / Bank Holidays (9.00am - 6.00pm, per hour)	£17.00	Discontinue	n/a
Weekend / Bank Holidays (6.00pm - 11.00pm, per session)	£80.00	Discontinue	n/a
School Room	One Rate	Non-corporate	Corporate Rate
Weekday, per hour	£18.00	£18.00	£21.00
Weekend / Bank Holidays, per hour	£20.00	£20.00	£23.00
Weekend / Bank Holidays (9.00am - 6.00pm, per hour)	£20.00	Discontinue	n/a
Weekend / Bank Holidays (6.00pm - 11.00pm, per session)	£95.00	Discontinue	n/a
Diamond Field Hire	One Rate	Non-corporate	Corporate Rate
Weekday, per hour	£20.00	£15.00	£20.00
Weekend / Bank Holidays, per hour	-	£18.00	£25.00
Pavilion Hire	One Rate	Non-corporate	Corporate Rate
Weekday, per hour	£12.00	£12.00	£15.00
Weekend / Bank Holidays, per hour	£15.00	£15.00	£18.00
Weekend / Bank Holidays (9.00am - 6.00pm, per hour)	£15.00	Discontinue	n/a
Weekend / Bank Holidays (6.00pm - 11.00pm, per session)	£60.00	Discontinue	n/a
Council Chamber Hire	One Rate	Non-corporate	Corporate Rate
	£15.00	£15.00	£18.00
Photocopying	One Rate	Non-corporate	Corporate Rate
A4 - Black & White	£0.10	£0.10	£0.10
A4 - Colour	£0.50	£0.50	£0.50

Sprowston Town Council 2020-2021

Summary Income & Expenditure Budget by Budget Heading

	2019/20 Budget	2020/21 Budget Scenarios (Based on Estimated Tax Base of 5,689)			
		A	B	C	D
% increase in Band D tax rate	-	1.95%	3.00%	3.00%	-0.85%
% increase in total precept	-	4.39%	5.00%	4.39%	1.00%
Cash increase in Band D tax rate	-	£3.02	£3.02	£3.02	£1.55
Band D tax rate	£117.01	£118.34	£120.03	£117.21	£115.46
Cash increase in total precept	-	£28,518	£32,518	£28,518	£6,504
Administration					
Expenditure	206,850	173,220	173,220	173,220	173,220
Income / Precept	173,942	173,220	173,220	173,220	173,220
Allotments					
Expenditure	8,300	6,375	6,375	6,375	6,375
Income / Precept	8,300	6,375	6,375	6,375	6,375
Cemetery					
Expenditure	119,050	114,710	114,710	114,710	114,710
Income / Precept	117,550	114,710	114,710	114,710	114,710
Grants					
Expenditure	6,500	16,500	16,500	16,500	16,500
Income / Precept	6,500	16,500	16,500	16,500	16,500
Diamond Centre					
Expenditure	317,200	253,200	253,200	253,200	253,200
Income / Precept	273,950	253,200	253,200	253,200	253,200
Parks					
Expenditure	227,200	241,368	241,368	238,401	238,401
Income / Precept	194,605	241,368	241,368	238,401	238,401
Street Scene					
Expenditure	72,600	67,600	67,600	66,600	66,600
Income / Precept	60,000	67,600	67,600	66,600	66,600
Totals					
Expenditure	957,700	872,973	872,973	859,100	859,006
Income	184,492	190,100	190,100	190,100	190,100
Precept	650,355	682,873	682,873	650,000	656,859
Transfer from Reserves	122,853	0	0	0	22,047
Surplus / (Shortfall)	0	0	(0)	0	0

Examples of possible additional spend from Business Plan if total precept increase over 4.39% (scenario A)

Bowls pavilion anti-social behaviour fence improvement	2,000	2,000	2,000	2,000
Picnic table and bench for young people at Sprowston recreation ground	967	967	967	967
Trial suitable reinforcement/support materials for grass verges	1,000	1,000	1,000	1,000
Replacement and / or addition of four new bus shelters	16,127	16,127	16,127	16,127
Extra spend vs scenario A	3,967	3,967	3,967	0

Example PWLB loan for streetlight replacement (25 year term)

29,000

Sprowston Town Council 2020-2021

Forward Budget Detail - By Centre

Administration

	<u>2019/20</u> <u>Budget</u>	<u>Actual to</u> <u>30/11/2019</u>	<u>2020/21</u> <u>Budget (A)</u>
<u>Expenditure</u>			
6001 Administration - Wages/Salaries	121,000	65,925	101,000
6002 Administration - Employers NI	12,600	6,817	10,200
6003 Administration - Superannuation	38,000	14,833	22,500
7005 Administration - Maintenance	800	338	800
7008 Administration - Insurance	6,600	6,281	7,600
7009 Administration - Legal Fees	3,000	1,844	3,000
7010 Administration - Bank Charges & Interest Charges	500	332	500
7012 Administration - Audit Fees	3,500	2,387	3,500
7013 Administration - Parish News Letter	2,000	1,862	3,200
7014 Administration - Election Expenses	4,000	0	4,000
7015 Administration - Travelling	400	231	400
7016 Administration - Phone/Communications	0	0	0
7017 Administration - IT	7,500	5,989	7,800
7018 Administration - Website	300	0	2,000
7020 Administration - Postage	100	16	100
7021 Administration - Stationery & Equipment	1,000	606	1,000
7022 Administration - Printing & Photocopying	600	298	600
7023 Administration - Council Office Refurbishment	0	0	0
7024 Administration - Advertising	100	0	100
7025 Administration - Subscriptions	2,500	1,771	2,500
7026 Administration - Publications	50	0	60
7027 Administration - Training	850	300	850
7028 Administration - Health and Safety	50	0	50
7029 Administration - Equipment Lease	1,100	845	1,160
7030 Administration - Chairmans Allowance	200	122	200
5002 Administration - Sundries and Contingencies	100	29	100
Total Expenditure	206,850	110,825	173,220
<u>Income</u>			
4006 Administration - Bank & Investment Income	2,000	2,029	5,000
4018 Administration - S.106		0	0
4020 Administration - CIL	1,942	15,099	0
4090 Administration - Precept	170,000	170,000	168,220
Total Income	173,942	187,128	173,220
Surplus / (Shortfall)	(32,908)	76,302	0

Sproston Town Council 2019-2020

Forward Budget Detail - By Centre

Allotments

		<u>2019/20</u>	<u>Actual to</u>	<u>2020/21</u>
		<u>Budget</u>	<u>30/11/2019</u>	<u>Budget (A)</u>
	<u>Expenditure</u>			
6101	Allotments - Wages/Salaries	4,000	1,692	3,000
6102	Allotments - Employers NI	420	131	225
6103	Allotments - Superannuation	1,380	326	650
5101	Allotments - Vermin Control	600	600	600
7104	Allotments - Water	800	359	800
7106	Allotments - General Repairs	1,000	0	1,000
5102	Allotments - Sundries and Contingencies	100	18	100
	<u>Total Expenditure</u>	<u>8,300</u>	<u>3,126</u>	<u>6,375</u>
	<u>Income</u>			
4101	Allotments - Allotment Rental	3,350	3,214	3,500
4102	Allotments - Water Charges Received	450	440	750
4091	Allotments - Precept	4,500	4,500	2,125
	<u>Total Income</u>	<u>8,300</u>	<u>8,154</u>	<u>6,375</u>
	<u>Surplus / (Shortfall)</u>	<u>0</u>	<u>5,028</u>	<u>0</u>

Sprowston Town Council 2019-2020

Forward Budget Detail - By Centre

Cemetery

	<u>2019/20</u>	<u>Actual to</u>	<u>2020/21</u>
	<u>Budget</u>	<u>30/11/2019</u>	<u>Budget (A)</u>
<u>Expenditure</u>			
6201 Cemetery - Wages/Salaries	57,000	29,190	52,500
6202 Cemetery - Employers NI	6,000	2,356	4,400
6203 Cemetery - Superannuation	18,000	6,127	11,700
5201 Cemetery - Equipment	1,200	0	1,100
5211 Cemetery - Trees, Shrubs and Plants	2,000	390	1,000
5215 Cemetery - Waste Disposal and Skip Hire	2,000	1,169	2,000
5220 Cemetery - Maintenance	2,000	115	1,000
5221 Cemetery - Memorial Wall Expenses	1,000	177	500
5223 Cemetery - Memorial Safety Repairs	150	150	150
7202 Cemetery - Rates	3,000	1,190	2,500
7203 Cemetery - Heat and Light	450	232	600
7204 Cemetery - Water	150	78	160
7211 Cemetery - Loan Charges	26,000	12,855	25,500
5202 Cemetery - Sundries and Contingencies	100	0	100
Cemetery - opening/closing Gates			1,500
Cemetery - Cleaning			2,000
Cemetery - Vehicle & Storage Shed			8,000
<u>Total Expenditure</u>	<u>119,050,</u>	<u>54,028</u>	<u>114,710</u>
<u>Income</u>			
4203 Cemetery - Exclusive Rights Purchase	45,000	41,195	47,000
4204 Cemetery - Interment	30,000	20,521	30,000
4205 Cemetery - Memorials and Inscriptions	10,000	7,013	10,000
4092 Cemetery - Precept	32,550	32,550	27,710
<u>Total Income</u>	<u>117,550</u>	<u>101,279</u>	<u>114,710</u>
<u>Surplus / (Shortfall)</u>	<u>(1,500)</u>	<u>47,251</u>	<u>0</u>

Sprowston Town Council 2019-2020

Forward Budget Detail - By Centre

Grants

		<u>2019/20</u> <u>Budget</u>	<u>Actual to</u> <u>30/11/2019</u>	<u>2020/21</u> <u>Budget (A)</u>
	<u>Expenditure</u>			
5307	Grants - Donations	6,500	5,893	6,500
	SYEP - Outreach Worker			10,000
	<u>Total Expenditure</u>	<u>6,500</u>	<u>5,893</u>	<u>16,500</u>
	<u>Income</u>			
4307	Grants - Recycling Credits	0	43	0
4093	Grants - Precept	6,500	6,500	16,500
	<u>Total Income</u>	<u>6,500</u>	<u>6,543</u>	<u>16,500</u>
	<u>Surplus / (Shortfall)</u>	<u>0</u>	<u>650</u>	<u>0</u>

Sprowston Town Council 2019-2020**Forward Budget Detail - By Centre****Sprowston Diamond Centre**

	<u>2019/20</u> <u>Budget</u>	<u>Actual to</u> <u>30/11/2019</u>	<u>2020/21</u> <u>Budget (A)</u>
Expenditure			
6401 Diamond Centre - Wages/Salaries	0	0	0
6402 Diamond Centre - Employers NI	0	0	0
6403 Diamond Centre - Superannuation	0	0	0
6415 Diamond Centre - Waste Disposal and Skip Hire	600	356	600
5421 Diamond Centre - Room Hire Expenses	3,500	1,330	3,500
5422 Diamond Centre - Equipment Purchases	4,000	0	2,000
5424 Diamond Centre - Nursery Cost	1,000	2,781	500
5425 Diamond Centre - Phase 4 Retention	35,000	0	0
7402 Diamond Centre - Rates	22,000	3,866	18,000
7403 Diamond Centre - Heat and Light	18,000	8,999	16,000
7404 Diamond Centre - Water	2,000	541	1,500
7405 Diamond Centre - Building Repairs	0	0	0
7406 Diamond Centre - General Repairs	0	0	1,000
7407 Diamond Centre - Cleaning and Supplies	75,000	46,599	75,000
7408 Diamond Centre - Maintenance	9,000	1,047	9,000
7411 Diamond Centre - Loan Charges	147,000	63,383	126,000
5402 Diamond Centre - Sundries and Contingencies	100	27	100
Total Expenditure	317,200	128,930	253,200
Income			
4415 Diamond Centre - Hire of	70,000	35,981	70,000
4416 Diamond Centre - Field Hire	0	0	0
4417 Diamond Centre - Cinema Receipts	2,500	1,121	2,500
4418 Diamond Centre - Grants Received	0	0	0
4094 Diamond Centre - Precept	201,450	201,450	180,700
Total Income	273,950	238,552	253,200
Surplus / (Shortfall)	(43,250)	109,623	0

Sprowston Town Council 2019-2020

Forward Budget Detail - By Centre

Parks

	<u>2019/20</u>	<u>Actual to</u>	<u>2020/21</u>	
	<u>Budget</u>	<u>30/11/2019</u>	<u>Budget (A)</u>	
<u>Expenditure</u>				
6501	Parks - Wages/Salaries	66,500	34,058	60,200
6502	Parks - Employers NI	7,000	2,748	5,000
6503	Parks - Superannuation	21,600	7,163	13,600
5508	Parks - Machinery Tool Repair / Replace	25,000	4,547	15,000
5509	Parks - Playground Equipment Replacement and Repairs	10,000	4,093	9,000
5510	Parks - Horticultural Consumables	2,000	1,557	2,000
5511	Parks - Trees, Shrubs and Plants	5,000	616	3,500
5512	Parks - Sports Pitches Consumables	1,000	433	1,000
5513	Parks - Paths, Seats and Signs, Car park	9,000	5,076	9,000
5514	Parks - Fencing, Gates and Walls	10,000	7,658	8,000
5515	Parks - Waste Disposal and Skip Hire	2,500	790	2,500
5516	Parks - Fuel for Machinery	4,000	2,219	4,000
5517	Parks - Health and Safety (including Protective Clothing)	5,000	1,957	5,000
5518	Parks - Pavilion Refurbishment	0	110	0
5520	Parks- Dog and Litter Bins	0	0	6,500
7502	Parks - Rates	15,000	7,120	15,000
7503	Parks - Heat and Light	4,400	4,040	7,000
7504	Parks - Water	6,000	2,142	6,000
7505	Parks - Building Repairs	3,000	3,003	4,000
7507	Parks - Cleaning and Supplies	2,000	1,957	2,500
7511	Parks - Loan Charges	26,000	13,256	26,000
7516	Parks - Phone / Communications	100	12	100
7519	Parks - Training	2,000	100	2,000
5502	Parks - Sundries and Contingences	100	319	100
	Parks- Replacement Tractor			25,000
	Parks- Youth Shelter: Recreation Ground Road			6,401
	<u>Total Expenditure</u>	<u>227,200</u>	<u>104,976</u>	<u>238,401</u>
<u>Income</u>				
4508	Parks - Bowling Green Fees	2,500	2,068	3,700
4509	Parks - Cricket Square Fees	0	100	0
4510	Parks - Football Pitch Fees	4,000	3,610	4,500
4511	Parks - Tennis Court Fees	0	0	0
4512	Parks - Pavilion Hire Fees	700	653	750
4513	Parks - Delegated Verge Cutting	10,750	10,936	11,100
4514	Parks - Grants Received	0	0	0
4519	Parks - Recreation Ground Hire	800	762	800
4520	Parks - Hire of Recreation Ground Office	500	0	500
4095	Parks - Precept	175,355	175,355	217,051
	<u>Total Income</u>	<u>194,605</u>	<u>193,484</u>	<u>238,401</u>
	<u>Surplus / (Shortfall)</u>	<u>(32,595)</u>	<u>88,508</u>	<u>0</u>

Sproston Town Council 2019-2020

Forward Budget Detail - By Centre

Street Scene

		<u>2019/20</u>	<u>Actual to</u>	<u>2020/21</u>
		<u>Budget</u>	<u>30/11/2019</u>	<u>Budget (A)</u>
	<u>Expenditure</u>			
5603	Street Scene - Streetlight Maintenance	15,000	13,834	15,000
5604	Street Scene - Notice Board and Signs	3,500	0	3,500
5605	Street Scene - Dog and Litter Bins	6,000	6,145	0
5606	Street Scene - Shelters	10,000	72	10,000
7603	Street Scene - Heat and Light	38,000	18,010	38,000
5602	Street Scene - Sundries and Contingencies	100	8	100
	<u>Total Expenditure</u>	<u>72,600</u>	<u>38,069</u>	<u>66,600</u>
	<u>Income</u>			
4096	Street Scene - Precept	60,000	60,000	66,600
	<u>Total Income</u>	<u>60,000</u>	<u>60,000</u>	<u>66,600</u>
	<u>Surplus / (Shortfall)</u>	<u>(12,600)</u>	<u>21,931</u>	<u>0</u>

Sprowston Town Council

29/11/2019

Streetlight Replacement Programme Funding

- A. Streetlight survey classified 448 units as 'Amber'
- B. Explanation of classifications:
 - Green = 0% - 10% Loss of thickness / Danger Unlikely (PASS)
 - Amber = 11% - 50% Loss of thickness / Danger Possible (FAIL)
 - Red = 51% - 100% Loss of thickness / Danger Probable (FAIL)
- C. Approximate cost to replace 448 units with modern LED lights and appropriate columns: £520,000 +VAT
- D. Expected life span of new streetlight is approximately 25 - 30 years

PWLB Loan £ Term (years)

Option 1			
Annuity			
Rate %	1/2 Yearly cost	Approx. Yearly Cost	Total cost
2.7	16,598.37	35,196.74	680,533.17

Equal Instalments of Principal (EIP)			
Rate %	1/2 Yearly cost	Approx. Yearly Cost	Total cost
2.68	19,650.93	39,131.91	666,328.00

Example year 2 repayment 38,792.01
 Example year 3 repayment 38,452.11
 Example year 4 repayment 38,112.21

Option 2			
Annuity			
Rate %	1/2 Yearly cost	Approx. Yearly Cost	Total cost
2.89	14,480.68	28,961.36	738,514.68

Equal Instalments of Principal (EIP)			
Rate %	1/2 Yearly cost	Approx. Yearly Cost	Total cost
2.86	17,632.08	35,148.36	713,336.00

Example year 2 repayment 34,826.76
 Example year 3 repayment 34,535.16
 Example year 4 repayment 34,243.56

Option 3			
Annuity			
Rate %	1/2 Yearly cost	Approx. Yearly Cost	Total cost
3.05	13,156.03	26,312.06	802,517.83

Equal Instalments of Principal (EIP)			
Rate %	1/2 Yearly cost	Approx. Yearly Cost	Total cost
3.01	16,350.59	32,572.88	762,606.00

Example year 2 repayment 32,316.28
 Example year 3 repayment 32,059.68
 Example year 4 repayment 31,803.08

Sprowston Town Council

PWLB loan summary and surrender valuations, as at 26/11/2019

Term (years)	Original loan £	Expiry Date	Loan Balance as at 30/11/2019	Loan rate	Loan remaining as at 30/11/2019	Total to be repaid over term of loan (A + B)	PWLB Surrender 26/11/2019	Total Saving in Interest (C - D)	Approx. Interest Due (Half yearly)	Approx. Principle Due (Half yearly)	Approx. Annual Repayment (F + G) x 2
	A		B		C	D	E	F	G	H	
10	125,000	11/01/2021	12,500.00	3.53	330.94	N/A (12,830.94)	N/A	330.94	6,250.00	13,161.88	
Rec.Grđ BMX & Play											
20	314,000	01/11/2031	188,400.00	3.31	-	222,996.13	-	3247.94	7,850.00	22,195.88	
Acquisition School Lane											
25	100,000	03/09/2035	62,000.00	3.46	-	76,852.95	-	1,107.20	2,000.00	6,214.40	
Cemetery Extension											
50	260,000	13/03/2064	231,400.00	4.50	-	381,805.67	-	5,206.50	2,600.00	15,613.00	
Cemetery Groundworks											
20	1,500,000	19/10/2036	1,283,692.49	2.26	-	1,490,113.27	-	14,866.79	31,952.43	93,638.44	
SDC Sports Hall											
Grand Totals	2,549,000		1,893,460.73		-	2,313,865.41	-	27,534.68	61,545.70	178,160.76	

Sprowston Town Council 2020-2021

Summary Income & Expenditure Budget by Budget Heading - * UPDATED TAX BASE *

Updated 2/12/2019

	<u>2019/20 Budget</u>	<u>2020/21 Budget Scenarios</u> (Based on Updated Estimated Tax Base of 5,600)					
		A	B	C	D	E	F
% Increase in Band D tax rate	-	1.99%	3.00%	4.00%	5.00%	6.69%	0.24%
% Increase in total precept	-	2.76%	3.78%	4.79%	5.79%	7.50%	1.00%
Cash increase in Band D tax rate	-	£2.33	£3.52	£4.69	£5.85	£7.83	£0.29
Band D tax rate	£117.01	£119.34	£120.53	£121.70	£122.86	£124.84	£117.30
Cash increase in total precept	-	£17,950	£24,583	£31,152	£37,656	£48,777	£6,504
Administration							
Expenditure	206,850	173,220	173,220	173,220	173,220	173,220	173,220
Income / Precept	173,942	173,220	173,220	173,220	173,220	173,220	173,220
Allotments							
Expenditure	8,300	6,375	6,375	6,375	6,375	6,375	6,375
Income / Precept	8,300	6,375	6,375	6,375	6,375	6,375	6,375
Cemetery							
Expenditure	119,050	114,710	114,710	114,710	114,710	114,710	114,710
Income / Precept	117,550	114,710	114,710	114,710	114,710	114,710	114,710
Grants							
Expenditure	6,500	16,500	16,500	16,500	16,500	16,500	16,500
Income / Precept	6,500	16,500	16,500	16,500	16,500	16,500	16,500
Diamond Centre							
Expenditure	317,200	253,200	253,200	253,200	253,200	253,200	253,200
Income / Precept	273,950	253,200	253,200	253,200	253,200	253,200	253,200
Parks							
Expenditure	227,200	238,401	238,401	238,401	238,401	238,401	238,401
Income / Precept	194,605	238,401	238,401	238,401	238,401	238,401	238,401
Street Scene							
Expenditure	72,600	66,600	66,600	66,600	66,600	66,600	66,600
Income / Precept	60,000	66,600	66,600	66,600	66,600	66,600	66,600
Sub-total expenditure as per draft revenue and capital expenditure programme for 2020-21	957,700	869,006	869,006	869,006	869,006	869,006	869,006
Examples of possible additional spend from Business Plan if total precept increase is over 2.76% (scenario A)							
Bowls pavilion anti-social behaviour fence improvement	n/a	0	0	2,000	2000	2,000	0
Picnic table and bench for young people at Sprowston recreation ground	n/a	0	0	967	967	967	0
Trial suitable reinforcement/support materials for grass verges	n/a	0	0	1000	1000	1000	0
Replacement and / or addition of two (£8k) or four (£16k) new bus shelters	n/a	0	0	8,000	8000	16,127	0
Totals							
Total Expenditure	957,700	869,006	869,006	880,973	880,973	889,100	869,006
Income	184,492	190,100	190,100	190,100	190,100	190,100	190,100
Precept	650,355	668,305	674,938	681,507	688,011	699,132	656,859
Transfer from Reserves	122,853						
Surplus / (Shortfall*)	0	(10,601)	(3,968)	(9,366)	(2,862)	132	(22,047)
		n/a	Extra spend vs. scenario A	Extra spend vs. scenario A	Extra spend vs. scenario A	Extra spend vs. scenario A	Extra spend vs. scenario A
		n/a	0	11,967	11,967	20,094	0
<i>Example PWLB loan for streetlight replacement (25 year term)</i>			29,000	29,000	29,000	29,000	29,000

*Any shortfall will be managed by in-year reduction of additional spend from Business Plan, e.g.: purchase one new bus shelter instead of two. Any shortfall remaining at year end is to be made up by transfer from reserves.