

NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held in the School Room at Sprowston Diamond Centre, School Lane, Sprowston
NR7 8TR on Wednesday 15 September 2021 at 7.30pm**

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 25 August 2021. | Pages 1 - 8 |
| 4. | To agree action/response arising from the minutes. | |
| 5. | To receive any Police Liaison Officer's report: | |
| | (1) Newsletter - Old Catton and Sprowston West Ward August 2021. | Page 9 |
| | (2) Newsletter - Sprowston Central and East Ward August 2021. | Page 10 |
| 6. | To receive correspondence: | |
| | (1) Respond to Consultation - Hackney Carriage Review. | Pages 11 - 15 |
| | (2) Respond to Consultation - Proposed Transport for Norwich Strategy. | Pages 16 - 23 |
| | (3) Salhouse Road Closure and Greenborough Road. | Page 24 |
| | (4) South East Ward - Election Request Now Received. | Page 25 |
| 7. | To receive any written/verbal reports from Sprowston County and District Councillors. | Page 26 |
| 8. | To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak. | |
| 9. | To receive the report of the Town Clerk. | Pages 27 - 28 |
| 10. | Adjourn the meeting for a short break. | |
| 11. | To consider planning applications to 15 September 2021. | Page 29 |
| 12. | Planning Decisions - Week Commencing 16 August 2021. | Page 30 |
| 13. | To receive any written/verbal reports from the Council's Committees and Working Groups. | |
| 14. | To receive any written and verbal reports from Councillors representing the Council on or at outside organisations. | |
| 15. | Notice of Conclusion of Audit and Annual Return for Year ending 31 March 2021. | Pages 31 - 34 |
| 16. | To receive the Summary of Income and Expenditure and balance Sheet to 30 June 2021. | Pages 35 - 47 |
| 17. | To receive the Banking reconciliation to 30 June 2021. | Pages 48 - 49 |
| 18. | To confirm the payment of accounts to 15 September 2021. | Page 50 |

19. To receive the schedule of direct debits.
20. To receive the schedule of credit card payments.

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Page 52



Guy Ranaweera
Town Clerk

10 September 2021

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 – 25 AUGUST 2021

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 25 August 2021, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton - Mr R J Knowles
Mr M G Callam - Mrs B J Lashley
Ms D Coleman - Mrs J Leggett
Mr W F Couzens - Mr J H Mallen

In attendance

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

2 members of the public were present

21/211. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs J Leggett	21/220 1.1 SYEP - Fun Day	Trustee

21/212. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs B Cook, Mr J F Fisher and Ms C T Rumsby and verbal apologies from Mr N Shaw.

21/213. MINUTES

The Minutes of the Council's meeting held on 4 August 2021, having previously been circulated to all Councillors were confirmed and signed by the Chairman / Town Mayor of the Council.

21/214. ACTION FROM MINUTES

(1) Direct Debit invoices for Street Lights April and June

Further to Minute 21/207, the Town Clerk reported that a secondary invoice had been received following an accurate metre reading.

21/215. POLICE LIAISON OFFICER'S REPORT

Norfolk Constabulary's August Newsletter was not available.

21/216. CORRESPONDENCE

- (1) Decision whether to accept Commemorative Gift to Parish Councils Honouring the Community Efforts Made in the Pandemic.

Mrs B J Lashley proposed, seconded by Mr A J Barton to wait until details of a plan to present to every parish in Norfolk a physical, permanent Memorial Token to serve as permanent reminder of the tremendous community spirit shown in the Covid -19 pandemic was unveiled in October. On being put to the vote the motion was CARRIED.

- (2) Decision whether to Support Offshore Transmission Network

RESOLVED to support the Norfolk parish movement's campaign for the design and implementation of an Offshore Transmission network and for the Town Clerk to send an email stating the Council's position.

- (3) Planning and Street Naming Updates

RESOLVED to strongly object to the change in street naming and numbering policy as follows:

- Council's view is that the naming policy should remain as before; where Broadland District Council first consulted town and parish councils (not developers) and offered councils the first opportunity to submit street names.
- This Council knows from experience that some developers will consult on street names with Council and that some will not.

Council asks that BDC/SNDC are able to take its views on the policy change into consideration.

- (4) Request for Trustees - Norwich Access Group

Mr Shruga expanded on his correspondence and gave a presentation on the work and aspirations of the Norwich Access Group, and need to appoint Trustees.

It was suggested that Mr Shruga also contact Just Sprowston for publicity.

RESOLVED

- (1) Councillors to register their interest in becoming a Trustee with the Town Clerk;
 - (2) Council to publicise the group on the Council's Facebook page and website;
 - (3) Mr Shruga to prepare an article for inclusion in Sprowston Matters.
- (5) South Norfolk and Broadland District Council Accommodation Review Consultation

RESOLVED to respond as follows to the South Norfolk and Broadland District Council Accommodation Review Consultation

1. Do you feel the method of approach is fair?

21/216. CORRESPONDENCE (CONTINUED)

- A. No
- 2. What particular needs do you have for the future premises that you may not have in the current premises?
 - A. Welcoming layout. Accessibility (including for those with sight impairment).
- 3. What are the top five issues you feel are most important for future office premises?
 - A. Accessibility (designed in consultation with disability and access groups):
Should be located within Broadland;

Location must have good public transport links;
Regional offices throughout Broadland area - hub and spoke model;
Accessible meeting rooms for private meetings with clients.
- 4. Do you have any other issues you would like to raise?
 - A. Consider possible requirements of a future workforce (e.g., increase/decrease in working from home) and the future needs of residents.

21/217. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

There will be a one-day temporary road closure of Cozens Hardy Road on 7 September 2021 to repair a manhole lid and frame.

Salhouse Road from its junction with Blue Boar Lane to the Broadland Northway will be closed from 6 September 2021 to 4 November 2021 for gas main replacement.

There is a further District Council vacancy for the second seat in Blundall as Mike Snowling is retiring due to ill health.

Some Afghan refugees will be settled in Norfolk with the support of all the District Councils.

They will be housed in whole properties and not in the homes of local residents.

Offers of furniture, bedding, clothing or money would be very welcome. Details at www.gov.uk/help.refugees.

In response to queries on items mentioned in Mr Ward's written report Council was advised that:

- (1) the economic growth / development team was one team with a very wide and varied remit with two replacement Assistant Directors

21/217. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

(2) Sprowston Police Station would not close until a new centre at Postwick had been completed.

(3) The Summer School Programme was aimed at selected children.

Mrs J Leggett verbally reported she had discussed anti-social behaviour and drugs with Andy Terry the new Temporary Inspector at Sprowston Police Station who confirmed that crime rates in the area were quite low compared with elsewhere.

He also supported the Beat Manager system.

As a number of personnel would be on leave from August to October it was recommended contact be made via the enquiries email or dialling 101.

21/218. RESIDENTS QUESTIONS

On the motion of Mr J M Ward, seconded by Mr W F Couzens it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the

town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Mr M Moore commented:

- a lot of young people particularly in the Stonehouse Road area were not aware of the Recreational Facilities Survey and wildlife areas was not their priority.

The Town Clerk responded the survey was delivered in Sprowston Matters to every household in Sprowston. It was also available on-line.

- A tree on North Walsham Road was overgrowing the bus stop.

Mr J M Ward replied this issue had been reported to Norfolk County Council who advised to remove large areas of bough would damage the tree and suggested Mr Moore contact the bus company.

- Mr Moore confirmed he contacted the bus company who referred him to Norfolk County Council.

The meeting was reconvened.

21/219. COUNCILLOR CASUAL VACANCIES

The Town Clerk reported a By-election had been called in Sprowston West Ward, formally held by Councillor Walker.

A By-election had not as yet been called for the vacancy in Sprowston South East Ward, formally held by Councillor Mackie. If this vacancy was to be filled by co-option the Town Clerk would publicise an invitation for all eligible people to apply.

21/220. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Youth Engagement Project (SYEP) - Fun Day

Having noted the request from SYEP to hold a youth activity fun day on Edwards Road car park and area of Sprowston Recreation Ground it was

RESOLVED to give permission for the event to be held on 3 September 2021 subject to the cleaning of any related litter resulting from it.

1.2 Footpaths and Public Rights of Way

Council noted the Town Clerks preliminary (non-binding) discussions with Norfolk County Council regarding the Town Council taking over vegetation cutting on Sprowston's footpaths under a delegated function. Detailed plan to be brought to a future meeting of the Council for consideration and decision.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 . No matters were reported

PLANNING AND TRANSPORTATION

5.1 Salhouse Road Temporary Road Closure

Council noted Norfolk County Council had made a Temporary Traffic Order affecting Salhouse Road from its junction with Blue Boar Lane and its junction with the A1270 Broadland Northway.

21/221. MEETING ADJOURNMENT

Due to the early hour, it was **RESOLVED** not to adjourn the meeting and move to the next item of business.

21/222. 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

21/222. PLANNING (CONTINUED)

(a) to raise no objection to the following applications:

2021/1403 - single storey rear extension with flat roof at 28, Foxburrow Road.

2021/1428 - removal of rear conservatory and addition of a rear two storey extension comprising of three ensuite bedrooms and one lounge at Gryphon Place, 36, Wroxham Road.

2021/1459 - removal of existing conservatory and replacement with single storey flat roof extension with roof lantern at 32, Neville Road.

2021/1465 - single storey lean-to extension to the rear at 175, Wroxham Road.

21/223. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett verbally reported that following a presentation by Kirsty Burns and Emma Cross on Tiny Forests the Recreational Facilities Working Group had put in an expression of interest on behalf of the Council.

The working group were looking to identify land in suitable areas and of an appropriate size for such an undertaking.

The group had also discussed the Architects first drawing for redevelopment of the Viking Centre which had generated many questions and a further meeting was to take place with Jason Menezes.

Councillor D Coleman and the Town Clerk were producing a draft policy for re-wilding of verges.

With regard to the skatepark the group were awaiting views on things not previously considered such as floodlighting.

The visit to the 3G to all-weather pitch at Open Academy football pitch had been cancelled pending receipt of a joint proposal from Sprowston FC, Sprowston Rugby Club and Sprowston cricket Club.

The Town Clerk was liaising with City Runners to identify suitable locations for adult gym equipment.

A dog-safe gate is proposed to be fitted to the main entrance to Barkers Lane field to prevent dogs running onto the main road and benefit the safety of other users.

Minutes of the meeting to be circulated when produced.

21/224. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley verbally reported on her attendance at Broadland District Councils Overview and Scrutiny Committee with regard to consultation with parish and town councils on future developments.

21/225. PAYMENT OF ACCOUNTS 25 AUGUST 2021

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 25 August 2021 totalling £14,777.76.

In response to a question from Mr J H Mallen the Town Clerk advised that:

Invoice No. 3241 - Elcons Employment Law Annual fees related to updates on employment law, health and safety and helpline.

On the motion of Mr J M Ward, seconded by Mr J H Mallen it was **RESOLVED** that payment of the accounts to 25 August 2021 totalling £14,777.76 be approved and the schedule authorising payment signed.

21/226. SCHEDULE OF DIRECT DEBIT PAYMENTS

In response to Councillors questions the Town Clerk advised that:

Invoice No. 14844360721 - PDQ Machine charges related to monthly fees and minimum billing transactions.

Invoice 243777132/21 streetlights - July the Town Clerk to confirm figures.

The schedule of direct debit payments to 25 August 2021 totalling £17,864.99 was approved and noted.

21/227. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 25 AUGUST 2021

In response to Councillors questions the Town Clerk advised that:

Invoice No. 2107535 Amazon - Dummy Security Cameras were for the Public Toilets at Sparhawk Park and Sprowston Recreation Ground.

Invoice No. 30620 Grant Haze - Keys for nursery were replacements for lost keys which would be re-charged to Chestnut Nursery.

Invoice No. 575096 Cromwell - Spillage Granules for Fuel Tank, following a regular inspection it was suggested a fuel spill kit be available on site.

The schedule of credit card and Barclay Visa Debit payments to 25 August 2021 totalling £231.63 was approved and noted.

21/228. EXCLUSION OF PRESS AND PUBLIC

Mr J M Ward proposed, seconded by Mr W F Couzens to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them and on being put to the vote the motion was **CARRIED**.

21/229. PLANNING ENFORCEMENT

Council considered the outstanding planning enforcements and comments were made regarding the lack of urgency in following up on non-compliance.

With regard to enforcement reference 2021ENF149 it was suggested that the planning authority should ascertain if planning permission for hours of operation were still valid.

The site was being used for outside storage and large lorries were reversing onto School Lane.

The Town Clerk reported he had been in contact with enforcement officers with reference to previous issues at this site.

It was agreed the Town Clerk contact planning enforcement concerning the length of time between updates and the site referred to in enforcement reference 2021ENF149.

There being no other necessary business the Chairman / Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 9.24pm.

15 September 2021

Town Mayor

COMMUNITY UPDATE

SPROWSTON SAFER NEIGHBOURHOOD TEAM

OLD CATTON & SPROWSTON WEST WARD



www.norfolk.police.uk

AUGUST 2021

CRIME UPDATES 1st to 31st JULY

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	1	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	3	A person destroys or damages property belonging to someone else.
Domestic	3	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	3	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	10	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place, if stolen from a shed or garage this would be a BOTD.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



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AN EMERGENCY



TALK TO YOUR LOCAL
BEAT MANAGER

COMMUNITY UPDATE

SPROWSTON SAFER NEIGHBOURHOOD TEAM

SPROWSTON CENTRAL & EAST WARD



www.norfolk.police.uk

AUGUST 2021



CRIME UPDATES 1st to 31st JULY

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	1	A person commits theft in a building or structure that is not lived in.
Burglary residential	1	Entry and theft in a building or a structure that is lived in.
Criminal Damage	5	A person destroys or damages property belonging to someone else.
Domestic	9	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	1	Any crime determined to have a hate element as per above.
Possession of controlled substance	3	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	1	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	6	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	1	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	1	From a public place, if stolen from a shed or garage this would be a BOTD.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



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TALK TO YOUR LOCAL
BEAT MANAGER

Guy Ranaweera

From: Sarah Harris <sarah.harris@broadland.gov.uk>
Sent: 06 September 2021 11:46
Cc: Licensing (EH)
Subject: Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions
Attachments: Key Proposed changes - BDC.docx

Good morning,

Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847
Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions

The Licensing Team is currently reviewing the Hackney Carriage and Private Hire Vehicle Policy and Conditions which apply to all licensed Operators, Vehicles and Drivers in Broadland.

The Policy and Conditions were last reviewed in 2014. There have been many changes to national guidance and legislation since this date and it is therefore necessary for us to review the documents now to ensure that they are as up to date as possible.

Alongside this, the Department for Transport has produced a new document, "Statutory Taxi and Private Hire Vehicle Standards". All licensing authorities are required to consider this document and incorporate any proposed changes to their policy and conditions by the end of 2021.

The proposed changes are set out in full within the revised Policy and Conditions document which can be found on the South Norfolk and Broadland website at www.southnorfolkbroadland.gov.uk/taxipolicyreviewbdc.

In addition, you will find on this webpage the Key Proposed Changes document which lists the main proposed changes from the Council's current Policy and Conditions (also attached to this email for ease of reference).

Whilst we have highlighted the key changes, you are advised to ensure that you are aware of the contents of the full document.

If you require a hard copy of the Policy and Conditions document please contact the Licensing Team at licensing@broadland.gov.uk or call 01603 430574.

The consultation period begins on 6 September and ends on **1 November 2021**. We welcome comments in respect of the draft Policy and Conditions document.

Responses are particularly welcome in respect of the following areas:

1. Views on the current needs of the hackney carriage and private hire trade and their customers.
2. View on the proposed changes document.
3. Any other comments you may wish to make.

You can comment by emailing licensing@broadland.gov.uk or writing to The Licensing Team, Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU.

All responses must be in writing to enable them to be fully considered as part of the consultation process.

As advised above, the authority is currently working under relatively tight time constraints due to the expectations laid out by the Department for Transport. We would therefore be grateful if Parish and Town Councils are able to

convene a meeting to enable consideration of the draft policy document and respond within the 8 week consultation period.

At the end of the consultation period, all comments and representations received will be carefully considered. A report detailing the proposed new conditions and all comments from consultees will be presented to the Council's Licensing and Regulatory Committee for consideration. Subsequently a report will be presented to the Council recommending adoption of the Policy and Conditions agreed by the Licensing and Regulatory Committee.

If you would prefer that your comments are not published as part of this process, please make this clear on your response.

It is anticipated that the revised policy and conditions will take effect from 1 April 2022.

Kind regards,

Sarah Harris

Sarah Harris
Licensing Team Leader
Working days – Monday to Thursday morning
t 01603 430580 e sarah.harris@broadland.gov.uk



Broadland District Council takes your privacy very seriously and provides the following information in compliance with Data Protection Legislation. Under data protection legislation we lawfully process your personal information as a public authority which may involve sharing your information with other regulatory authorities.

Any data received as a result of the registration of a food business will be retained for the period of your involvement with the business and for a period 7 years once this involvement ceases. We may need to share your information with other service providers and other departments within Broadland District Council to ensure the best possible service.

Under data protection law you have the right to request access to, rectification, restriction or objection to the processing of your personal data, as detailed in our Privacy Policy (on our website). You can contact our Data Protection Officer at dpo@broadland.gov.uk or 01603 430615. You also have the right to lodge a complaint with the regulator, the Information Commissioner's Office.

This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the councils. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and employees of Broadland District Council and South Norfolk Council may be monitored.

**Broadland District Council
Hackney Carriage and Private Hire Vehicle Policy and Conditions Review
Key Proposed Changes**

Drivers:

1. **DBS Update Service** – all drivers will be requested to sign up for the DBS Update Service. 6 monthly checks with the DBS will be carried out on each driver. If a driver is not registered with the Update Service they will be required to produce and pay for a full DBS enhanced disclosure every 6 months.

This is in line with the current Department for Transport Statutory Standards.

2. **Dual Driver Licences** – the Authority is considering introducing dual driver licences. This will mean that someone licensed to drive a Private Hire Vehicle would also be licensed to drive a Hackney Carriage. The application process for each licence type is the same. At present Broadland District Council does not have any licensed hackney carriage vehicles. However, should this change in the future, a licensing process for drivers would already be in place. Comments on this proposal, either in support or against, are welcomed during the consultation process.

This is recognised as current good practice.

3. **Immigration Status** – under the newly introduced EU Settlement Scheme applicants are required to demonstrate their immigration status at the time of application.
4. **Medicals** – the age at which a medical will be required annually will be increased from 60 to 65.

This aligns the Authority with the current medical requirements under the DVLA Group 2 scheme.

5. **Good Standard of English** – applicants may be asked to demonstrate that they have a good standard of English (written and oral) at the time of application. At present, there is not a specific language assessment.

This is in line with the current Department for Transport Statutory Standards.

6. **Disability Awareness Training** – applicants will be required to complete an approved training session on disability awareness. This is not required at present.

This is in line with the current Department for Transport Statutory Standards.

7. **Convictions Policy** – The Convictions Policy has been updated to reflect the standard required by the Institute of Licensing's recently introduced Safe and Suitable document.

- 8. Second Badge for Drivers** – it is proposed to issue all drivers with a second badge with the intention that the driver will wear one badge and the second badge will be displayed on the front console of the vehicle in view of passengers.

This is recognised as good practice and the conditions are being updated to reflect this.

- 9. Notification of Arrest** – all drivers will be required to notify the Licensing Team in the event that they are arrested. At present, the requirement is to notify the Team on receipt of a caution or conviction.

This is recognised as good practice and the conditions are being updated to reflect this.

- 10. NR3 Database** - information regarding previous licences, revocations or refusals. Checks made to the National Anti-Fraud Network database (NR3) for refusals and revocations of Hackney Carriage or Private Hire Vehicle licences.

This is in line with the current Department for Transport Statutory Standards.

Vehicles:

- 1. Taxi Meters** – it is proposed to introduce a requirement for all licensed hackney carriage vehicles to have a meter fitted.

This is recognised as good practice and the conditions are being updated to reflect this.

- 2. Basic DBS for HC Proprietors** – Hackney carriage proprietors will be required to produce a satisfactory basic DBS disclosure at the time of application.

This is in line with the current Department for Transport Statutory Standards.

- 3. Maximum age limit** – vehicles over the age of 10 years from the date of first registration will not be considered for re-licensing. There will be a 5 year lead-in period for this change and it is therefore proposed that this condition will take effect from 1 April 2027.

This is proposed as a way to improve the environmental credentials of the fleet and reflect the Government's current greener travel initiatives.

- 4. LPG** – it is proposed to remove current conditions specific to LPG vehicles as it is not foreseen that we will receive any further applications for LPG vehicles.

- 5. Executive Plate Policy** – the circumstances under which the Authority will issue an executive plate have been amended. Please see the policy for further detail.

This is recognised as good practice and the conditions are being updated to reflect this.

- 6. Limousine Policy** – some further clarification in respect of the licensing of limousines has been included in the policy document.

This is recognised as good practice and the conditions are being updated to reflect this.

- 7. CCTV Policy** – some further updates have been made to the policy in relation to the provision of CCTV in vehicles. Please refer to the policy for further details.

This is in line with the current Department for Transport Statutory Standards.

- 8. Electric Vehicles** – the authority wishes to encourage the provision of electric vehicles and some further detail has therefore been included in the policy document.

This is proposed as a way to improve the environmental credentials of the fleet and reflect the Government's current greener travel initiatives.

Operators:

- 1. DBS Check for Operator Base Staff** – all staff at the Operator base receiving and making bookings will be required to produce a basic DBS disclosure. This is a further requirement under the Department for Transport Statutory Standards.

This is in line with the current Department for Transport Statutory Standards.

Guy Ranaweera

From: Infrastructure <infrastructure@norfolk.gov.uk>
Sent: 26 August 2021 15:45
To: Infrastructure
Subject: Transport for Norwich Strategy Consultation

The Transport for Norwich Strategy Consultation

The consultation for the proposed Transport for Norwich Strategy has opened, ensuring that it offers people and organisations around Norwich the chance to have their say on current and future priorities for transport provision in Norwich. We would like your views on the Transport for Norwich (TfN) Strategy which will be taken into account and the revised strategy will replace the existing Norwich Area Transportation Strategy (NATS) which was adopted in 2003 and updated in 2010.

The proposed strategy currently comprises a new high-level strategy depicting longer-term objectives and visions for transport across the Norwich area and a proposed action plan of the further work required to achieve the strategies objectives.

The proposed TfN strategy suggests how transport will contribute towards key themes of the county council's plans for transport and address new and emerging guidance on decarbonisation, active travel and the changing transport needs of the city, and of those who access the city, taking account of the impacts of the COVID-19 pandemic.

The Transport for Norwich Strategy Consultation will run for **6 weeks** from **26th August 2021 to 8th October 2021** and we would be pleased to receive your views.

For further information and to feed back your views go to, please go to www.norfolk.gov.uk/tfnstrategy

Best wishes,
Alice

Alice Craske, Project Support Officer
Community and Environmental Services
Tel: 01603 819811
County Hall, Norwich, NR1 2DH



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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

Clerk's Notes:

1. Below is the consultation's executive summary and questions thereon, printed out from the consultation website. In addition, each of the 9 themes has a further four questions.
2. The full consultation pdf document is 101 pages. There are also separate additional "Sustainability Appraisal" (61 pages) and "Habitats Regulations Assessment" (73 pages) documents which have their own optional questions.
3. Options exist to respond on-line collectively as a Council, or as individuals (not representing Council). Should a single collective response from Council be preferred, copies of the full consultation document and all questions can be provided to Councillors for consideration at Council's meeting of 6th October 2021.

Closes 8 Oct 2021

Executive summary and vision

This service needs
cookies enabled

(<https://norfolk.citizenspace.com/consultation/proposed-transport-for-norwich-strategy>)

In this section, we are going to ask you about the general vision of our strategy.

Our vision will be delivered through nine themes. The following provides a short summary of key aspects of the TfN strategy for each one, you will then be asked your thoughts on each theme.

You can read more about our vision in our executive summary, which can be read as a pdf in the box below or downloaded [here](#). ([user_uploads/ncc---tfn-strategy---exec-summary_vision.pdf](#))

Our Vision:

Norwich and the strategic growth areas around it will become a place to thrive because shared, clean, active and accessible travel are the first choice for journeys, and people within at least the urban area can access a range of services without a car. The Vision will be delivered through nine themes. The following provides a short summary of key aspects of the TfN strategy for each one

Norwich and Norfolk

Norwich and the strategic growth area around it is the centre for a large part of the county and the wider eastern region. Good, strategic connections are vital for continued prosperity.

A zero-carbon future

Achieving net zero carbon emissions will require significant and far reaching interventions including reductions in travel demand, mode shift through an increased emphasis on active travel and supported by an accelerated switch to zero emission vehicles.

Improving the quality of our air

Clean air is important. Significant and far-reaching interventions will be needed. Likely measures will need significant further study and engagement work to consider before being able to commit to delivery of a preferred option, but the following interventions will be further considered: Clean air zone; Workplace parking place levy; Road charging / congestion charge; Vehicle bans (eg prohibiting petrol and diesel engine vehicles from the city centre).

Changing attitudes and behaviours

Local people, businesses and others who use all of our transport networks need to be engaged so that they understand and support the changes and feel confident in being able to make changes to their own travel behaviour

Supporting growth areas

The area has plans for significant growth. This needs to be in the right places, with transport networks provided, so that people can easily access facilities. Priority should be given to walking, cycling and public/ shared transport links.

Meeting local needs

The transport system needs to support the needs of everyone, being designed to take account the different needs of different people.

Reducing the dominance of traffic

In local neighbourhoods, traffic impacts will be reduced. This will be achieved through a series of interventions including low traffic neighbourhoods, school streets and reductions in speed limits, based around the principle of Healthy Streets.

Making the transport system work as one

The transport system needs to ensure efficient movement of large numbers of people. We will identify roads where general traffic is prioritised; where public transport is prioritised; and where active travel is prioritised. This reflects that streets cannot accommodate every demand at the same time, and we must prioritise. Elsewhere, streets will primarily support communities who live there, businesses or for leisure uses like meeting friends or entertainment. Parking will be reviewed to consider current parking capacity, arrangements, cost, availability and type.

Making it Happen (governance)

Good governance arrangements are vital for effective actions and delivery, supported by active engagement across a range of people and partners. Special interest sectors need to be drawn in to advise and assist with direction and delivery. Without this, we will not achieve our ambitions.

► [Related information](#)

To what extent do you agree or disagree with our overall vision? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

Why do you say that? Please write below:

To what extent to you agree or disagree with the content of the 'Norwich and Norfolk' theme? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

Why do you say that? Please write below:

To what extent to you agree or disagree with the content of the 'A zero-carbon future' theme? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

Why do you say that? Please write below:

To what extent to you agree or disagree with the content of the 'Improving the quality of our air' theme? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree

- Strongly disagree
- Don't know

Why do you say that? Please write below:

To what extent to you agree or disagree with the content of the 'Changing attitudes and behaviours' theme? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

Why do you say that? Please write below:

To what extent to you agree or disagree with the content of the 'Supporting growth areas' theme? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

Why do you say that? Please write below:

To what extent to you agree or disagree with the content of the 'Meeting local needs' theme? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

Why do you say that? Please write below:

To what extent to you agree or disagree with the content of the 'Reducing the dominance of traffic' theme? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

Why do you say that? Please write below:

To what extent to you agree or disagree with the content of the 'Making the transport system work as one' theme? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

Why do you say that? Please write below:

To what extent to you agree or disagree with the content of the 'Making it Happen (governance)' theme? (Please select only one item)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

Why do you say that? Please write below:

Please consider our visions and themes as a whole. Is there anything else you feel should be considered when finalising the content of the TfN strategy?

« First

Save and come back later...

Continue >

Citizen Space
(https://www.delib.net/citizen_space)
from Delib (<https://www.delib.net>)

Accessibility (https://norfolk.citizenspace.com/accessibility_policy/)
Terms of Use (https://norfolk.citizenspace.com/terms_and_conditions/)
Cookies (https://norfolk.citizenspace.com/cookie_policy/)
Privacy (https://norfolk.citizenspace.com/privacy_policy/)
Help / feedback (<https://norfolk.citizenspace.com/support/>)

From: Steve Eggleton
Sent: 08 September 2021 16:12
To: Guy Ranaweera <GuyRanaweera@sprowston-tc.gov.uk>
Cc: Sally Eggleton
Subject: Greenborough Road

Hi

Could you please forward this to any of our town councillors who would make an effort for us.

From: Sally Eggleton
Sent: 08 September 2021 10:53
To: customercareeastern@cadentgas.com <customercareeastern@cadentgas.com>
Subject: Salhouse Road - Road Closure

Good morning

I see that today is the first day that Salhouse Road is closed between the junction of Blue Boar Land and Hammond Way. It has literally been shut 3 hours and the amount of traffic that is coming up and down Greenborough Road is ridiculous.

Please can more signs be put up as a matter of some urgency to say that there is no access along Hammond Way, Breck Road and Greenborough Road. These three roads are residential with a 20mph speed limit on all of them. The roads are not suitable for heavy lorries – of which there have been plenty already this morning. And it is certainly not suitable for speeding traffic which is clearly cutting through from Salhouse Road when it should be diverting to turn down Atlantic Way (the agreed diversion signs are clearly not prominent enough).

Literally as I am typing this a Training Learner Driver Fork Lift Truck has just come down Greenborough Road – this is not on.

I would be grateful if you could look into this as soon as possible to make sure that this is stopped before there is an accident.

Kind regards
Sally Eggleton

Guy Ranaweera

From: Election Services <election.services@Broadland.gov.uk>
Sent: 02 September 2021 15:39
To: JHunt; Cllr Judy Leggett; Cllr Ian Moncur; Cllr John Ward
Cc: mdtobdcandsnc; Christine Baldwin; Emma Hodds; Linda Mockford; Anna Butler; Susan Yuen; Nicola Durrant
Subject: Sprowston Town Council -South East Ward - election request now received

Good afternoon,

Please be advised that we have now received a valid election request for the casual vacancy at Sprowston Town Council (South East Ward).

Potential polling dates for this by-election are either the 21 or 28 October, and we will be in contact again shortly once finalised.

The details will also be published on the forthcoming elections page for Broadland at <https://www.southnorfolkandbroadland.gov.uk/broadland-forthcoming-elections-1>

Kind regards,
Tanya

Tanya Rowlandson AEA (Cert.)
Electoral Services Officer
t 01603 430417 e tanya.rowlandson@broadland.gov.uk



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5th September 2021

Report from Councillor John Ward

Broadland District Council

On 26.8.21, I attended the Independent Advisory group to Norfolk Police, virtual meeting, with District Commander Chris Harvey who explained how policing had changed in recent years with burglary and car crime now almost non-existent but domestic abuse had increased considerably since lockdown with 180 cases in the last year in Broadland. He told us that the Sprowston Police Station will be moving to the Postwick Business Park next year but that he is negotiating with Sprowston Fire Station to use it as a base for our Beat Officer.

On Friday 3.9.21, as Town Mayor, I attended the Recreation Ground to observe Sprowston Youth Engagement Project's Action Day. Leader Clare Lincoln and PC Andy Mason were present and the youngsters enjoyed archery, skate & scooter boating and other activities.

A decision has now been taken by Cabinet to award the Strategic Waste Services Contract to "Bidder C" for a period of 10 years with the option of a further extension of up to 10 years.

Norfolk County Council

The Swap2Save campaign launched by the Council earlier this year has some great ideas on how we can all do our bit to help the environment. Watch the Swap2Save video on YouTube.

The traffic signal improvement scheme at Constitution Hill has had to be pushed back until Jan/Feb 2022.

The public are being asked to complete the survey on the new Transport for Norwich Strategy which will support the County Council's pledge to achieve net zero carbon by 2030. The survey is open until 8th October 2021
www.norfolk.gov.uk/tfnstrategy

As part of the Council's pledge to plant 1,000,000 trees there are free bundles of up to 20 trees, including biodegradable guards and stakes, available to community groups, schools and landowners. Details on the NCC website.

COUNCIL MEETING – 15 September 2021

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 SYEP Activity Day, 3rd September 2021

This event ran smoothly with 80 attendees reported over the course of the day. Feedback and suggestions from skate boarders were gathered. These will be used to inform the design of the skate park. The event also attracted favourable coverage in the Evening News.

1.2 South Norfolk and Broadland Community Policing Forum (Zoom)

At this online forum I had opportunity to ask District Commander Chris Harvey about his experience of anti-social behaviour (if any) at skate parks. He felt there were many examples of skate parks in Norfolk that work well from a public order perspective. Where issues had arisen, the majority tended to occur where skate parks had been placed too close to residential properties, causing friction with people living nearby.

1.3 COVID Restrictions – Venue for Council Meetings

COVID cases in Broadland are rising. Between 1/9/21 and 8/9/21, Broadland had 354 new cases, a rate of 268.3 cases per 100,000 people. This is greater than the 245.6 cases per 100,000 people recorded this time last week. This rate is greater than seen regionally (East of England rate is 268.1 per 100,000 people)¹.

Council meetings are tentatively scheduled to return to the Council Chamber from October 6th onwards. However, given the continued increase in COVID cases I propose Council meetings continue in the School Room at the Diamond Centre until further notice. The larger venue allows for adequate social distancing for all attendees.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Administration and Compliance Officer

A new member of staff (Ms Emily Ling) joined us on Monday 6th September. Emily is undergoing a period of training with myself and the Head Groundsman before commencing weekly play equipment inspections.

¹ <https://lginform.local.gov.uk>. All data as at 08/09/2021.

PLANNING AND TRANSPORTATION

5.1 School Lane

The office has received several complaints about speeding on School Lane. Council currently has a SAM2 unit on School Lane and I have requested Norfolk County Council install more 20mph repeater signs.

5.2 Traffic Signal Works- Junction of School Lane and Constitution Hill

The traffic signals improvement scheme at the junction of School Lane and Constitution Hill has had to be pushed back again due to programming issues. NCC advise that this may now begin at the end of January / February. They will inform us once a date is confirmed.



Guy Ranaweera
Town Clerk

Sprowston Town Council
PLANNING APPLICATIONS – 15 September 2021

Broadland DC App. No	Location	Description	Type
20211498	31A Allens Avenue, Sprowston, NR7 8EP	Single storey pitched roof rear extension	Householder
20211504	1 Anmer Close, Sprowston, NR3 4DR	Proposed two storey side extension and one storey rear extension and a garage converted into a studio, including various alterations	Householder
20211554	Dunromin, 2 Sparhawk Avenue, Sprowston, NR7 8BX	Pitched roof side extension to form new bedroom	Householder
20211589	White House Farm, White House Lane, Sprowston, NR13 6LB	Proposed change of use of part ground floor of dwelling to 1No small business unit (3 - Doggy Day Care) and erection of standalone building to be used in connection with this business	Full Planning
21/01196/O (Norwich City Council)	Norwich Airport Amsterdam Way Norwich NR6 6JA	<p>Outline application with all matters reserved except access from Broadland Northway (A1270) for up to 60,000 sqm (GEA) of aviation-related uses (Use Classes E(g)(ii), E(g)(iii), B2, B8 and F1(a)) and up to 60,000sqm (GEA) of general employment (Use Classes E(g)(ii), E(g)(iii), B2 and B8).</p> <p><i>Note: This application includes several hundred pages of Environmental Impact Assessments. To see these please log onto: https://planning.norwich.gov.uk and search for application reference "21/01196/O".</i></p>	Town and Country Planning Act 1990 and Town and Country Planning (Environmental Impact Assessment) Regulations 2017

Sprowston Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Sprowston Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Sprowston Town Council on application to:	
(a) <u>MR GUY BANAWEEERA, TOWN CLERK & RFO</u> <u>SPROWSTON TOWN COUNCIL OFFICE, THE RECREATION</u> <u>GROUND, RECREATION GROUND ROAD, SPROWSTON,</u> <u>NORWICH, NR7 8EW</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>9.00AM - 1.00PM & 2.00PM - 4.00PM</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>3</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>G. BANAWEEERA, TOWN CLERK & RFO</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>23 AUGUST 2021</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2020/21

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 2021, 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>

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

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

26/05/2021

and recorded as minute reference:

1322 REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS <http://www.sprowston-tc.gov.uk>

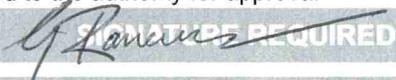
Section 2 – Accounting Statements 2020/21 for

SPROWSTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<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	615,852	549,406	<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	650,355	688,011	<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	197,699	212,291	<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	280,804	271,554	<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	319,808	149,824	<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	313,888	282,459	<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	549,406	745,871	<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	556,527	726,849	<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	4,315,495	4,330,395	<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	1,775,392	1,673,000	<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 2021 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

19-05-21

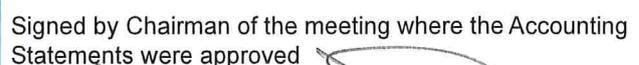
I confirm that these Accounting Statements were approved by this authority on this date:

26/05/2021

as recorded in minute reference:

1323 REFERENCE

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

 SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **SPROWSTON TOWN COUNCIL – N00418**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

20/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Sprowston Town Council year ending 31st March 2022**Summary Income & Expenditure by Budget Heading year to date to****30th June 2021**

	<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	63,093	211,049	147,956	0	140,069	29.9%
Income/Precept	283,210	211,049	-72,161			
<u>Allotments</u>						
Expenditure	1,328	6,284	4,956	0	4,727	21.1%
Income/Precept	963	6,284	5,322			
<u>Cemetery</u>						
Expenditure	20,415	107,613	87,198	0	83,075	19.0%
Income/Precept	42,060	107,613	65,554			
<u>Grants</u>						
Expenditure	8,500	16,500	8,000	0	8,000	51.5%
Income/Precept	8,280	16,500	8,220			
<u>Diamond Centre</u>						
Expenditure	85,715	243,165	157,450	0	155,058	35.2%
Income/Precept	111,764	243,165	131,401			
<u>Parks</u>						
Expenditure	34,942	214,951	180,009	0	175,200	16.3%
Income/Precept	102,273	194,951	92,678			
<u>Street Scene</u>						
Expenditure	12,588	86,840	74,252	0	72,652	14.5%
Precept	43,420	86,840	43,420			
<u>Viking Community Hub</u>						
Expenditure	396,762	0	-396,762			
Precept	0					
<u>Held Funds</u>						
Expenditure	0					
Income	0					
<u>Totals</u>						
Expenditure	623,343	886,402	263,059	0	638,783	70.3%
Income	237,697	157,858	-79,839			
Precept	354,272	708,544	354,272			
Transfers from reserves		20,000				
<u>Surplus / (Shortfall)</u>	<u>(31,374)</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2022

Summary Income & Expenditure by Budget Heading year to date to

30th June 2021

	<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	63,093	211,049	147,956	0	140,069	29.9%
Income/Precept	104,775	211,049	-72,161			
<u>Allotments</u>						
Expenditure	1,328	6,284	4,956	0	4,727	21.1%
Income/Precept	963	6,284	5,322			
<u>Cemetery</u>						
Expenditure	20,415	107,613	87,198	0	83,075	19.0%
Income/Precept	42,060	107,613	65,554			
<u>Grants</u>						
Expenditure	8,500	16,500	8,000	0	8,000	51.5%
Income/Precept	8,280	16,500	8,220			
<u>Diamond Centre</u>						
Expenditure	85,715	243,165	157,450	0	155,058	35.2%
Income/Precept	111,764	243,165	131,401			
<u>Parks</u>						
Expenditure	34,942	214,951	180,009	0	175,200	16.3%
Income/Precept	102,273	194,951	92,678			
<u>Street Scene</u>						
Expenditure	12,588	86,840	74,252	0	72,652	14.5%
Precept	43,420	86,840	43,420			
<u>Totals</u>						
Expenditure	226,581	886,402	659,821	0	638,783	25.6%
Income	59,261	157,858	98,597			37.5%
Precept	354,272	708,544	354,272			
Transfers from reserves		20,000				
Surplus / (Shortfall)	186,953	0				

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2021

Administration

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>	
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>	
<u>Expenditure</u>							
6001	Wages/Salaries	30,778	124,098	93,320	93,320	24.8%	
6002	Employers Ni	3,128	11,015	7,887		28.4%	
6003	Employers Superannuation	7,233	28,576	21,343	21,343	25.3%	
7005	Administration - Building Repairs	97	800	703	703	0.0%	
7008	Administration - Insurance	6,820	7,850	1,030	1,030	86.9% Zurich	
7009	Administration - Legal Fees	150	3,100	2,950	2,950	4.8%	
7010	Administration - Bank Charges & Interest Charges	185	1,000	815	815	18.5%	
7012	Administration - Audit Fees	401	3,700	3,300	3,300	10.8%	
7013	Administration - Town News Letter	850	4,500	3,650	3,650	18.9%	
7014	Administration - Election Expenses	0	0	0	0	0.0%	
7015	Administration - Travelling	63	950	887	887	6.7%	
7016	Administration - Phone/Communications	0	600	600	600	0.0%	
7017	Administration - IT	5,856	8,100	2,244	2,244	72.3% Intouch/S	
7018	Administration - Website	0	1,500	1,500	1,500	0.0%	
7020	Administration - Postage	10	100	90	90	10.3%	
7021	Administration - Stationery	227	900	673	673	25.2%	
7022	Administration - Printing & Photocopying	122	600	478	478	20.4%	
7023	Administration - Recreation Ground Council Office	0	0	0	0	0.0%	
7024	Administration - Advertising	0	100	100	100	0.0%	
7025	Administration - Subscriptions	1,695	2,500	805	805	67.8%	
7026	Administration - Publications	0	60	60	60	0.0%	
7027	Administration - Training	0	1,500	1,500	1,500	0.0%	
7028	Administration - Health & Safety	0	200	200	200	0.0%	
7029	Administration - Equipment Lease	340	1,500	1,160	1,160	22.7%	
7030	Administration - Chairman's Allowance	0	200	200	200	0.0%	
7040	Administration - Covid 19 Expenses	145	0	-145	-145	0.0%	
7041	Administration - Recruitment Costs	4,993	7,500	2,507	2,507	66.6%	
5002	Administration - Sundries & Contingencies	0	100	100	100	0.0%	
Total Expenditure		63,093	211,049	147,956	0	140,069	29.9%
<u>Income</u>							
4006	Administration - Bank & Investment Income	0	1,500	1,500			
4021	Administration - CIL	178,435	0	-178,435			
4090	Administration - Precept	104,775	209,549	104,775			
Total Income		283,210	211,049	-72,161			
Total Income Less CIL		104,775		106,275			
<u>Transfer from reserves</u>		0	0				
Surplus / (Shortfall)		220,117	0				

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2021

Allotments

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>							
6101	Allotments - Gross Pay	636	3,224	2,588	2,588	19.7%	
6102	Allotments - Ers Ni	53	282	229		18.9%	
6103	Allotments - Superannuation	143	758	615	615	18.8%	
5101	Allotments - Vermin Control	480	620	140	140	77.4%	Pest Control Annual
7104	Allotments - Water	11	800	789	789	1.4%	
7106	Allotments - General Repairs	0	500	500	500	0.0%	
5102	Allotments - Sundries & Contingencies	5	100	95	95	4.8%	
<u>Total Expenditure</u>		1,328	6,284	4,956	0	4,727	21.1%
<u>Income</u>							
4101	Allotments - Allotment Rental	21	3,605	3,584			
4102	Allotments - Water Charges Received	2	800	798			
4091	Allotments - Precept	940	1,879	940			
<u>Total Income</u>		963	6,284	5,322			
<u>Surplus / (Shortfall)</u>		(365)	0				

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2021

Cemetery

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6201 Cemetery - Gross Pay	11,450	58,032	46,582		46,582	19.7%
6202 Cemetery - Ers Ni	958	5,080	4,122			18.8%
6203 Cemetery - Superannuation	2,566	13,638	11,072		11,072	18.8%
5201 Cemetery - Vermin Control	0	0	0		0	0.0%
5211 Cemetery - Trees, Shrubs & Plants	0	500	500		500	0.0%
5215 Cemetery - Waste Disposal & Skip Hire	579	2,000	1,421		1,421	29.0%
5220 Cemetery - Maintenance & Equipment	337	500	163		163	67.4%
5221 Cemetery - Memorial Wall Expenses	248	200	-48		-48	124.2%
5223 Cemetery - Memorial Safety Repairs	0	160	160		160	0.0%
7202 Cemetery - Rates	1,210	2,575	1,365		1,365	47.0%
7203 Cemetery - Heat & Light	36	618	582		582	5.8%
7204 Cemetery - Water	28	165	137		137	16.7%
7205 Cemetery - Opening/Closing Gates	0	1,545	1,545		1,545	0.0%
7207 Cemetery - Cleaning	0	500	500		500	0.0%
7208 Cemetery - Vehicle & Storage Shed	0	0	0		0	0.0%
7211 Cemetery - Loan Charges	3,003	22,000	18,997		18,997	13.7%
5202 Cemetery - Sundries & Contingencies	0	100	100		100	0.0%
<u>Total Expenditure</u>	20,415	107,613	87,198	0	83,075	19.0%
<u>Income</u>						
4203 Cemetery - Graves	24,978	48,410	23,432			
4204 Cemetery - Interment	4,368	30,900	26,532			
4205 Cemetery - Memorials & Inscriptions	3,712	10,300	6,588			
4092 Cemetery - Precept	9,002	18,003	9,002			
<u>Total Income</u>	42,060	107,613	65,554			
<u>Transfer from reserves</u>	0	0				
<u>Surplus / (Shortfall)</u>	21,644	0				

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2021

<u>Grants</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
		<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
<u>Expenditure</u>							
5307	Grants - Donations	3,500	6,500	3,000		3,000	53.8%
5308	Grants - Sprowston Coronavirus Help Group Exp.	0	0	0			0.0%
5311	SYEP-Outreach Worker	5,000	10,000	5,000		5,000	50.0%
	<u>Total Expenditure</u>	<u>8,500</u>	<u>16,500</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>51.5%</u>
<u>Income</u>							
4305	Grants- Corona Virus	0	0				
4307	Grants Textile Recycling Credits 2019/20	30	0	-30			
4321	Grants						
4093	Precept - Grant Element	8,250	16,500	8,250			
	<u>Total Income</u>	<u>8,280</u>	<u>16,500</u>	<u>8,220</u>			
	<u>Surplus / (Shortfall)</u>	<u>(220)</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2021

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>						
5415	Diamond Centre - Waste Disposal & Skip Hire	153	650	497	497	23.6%
5421	Diamond Centre - Room Hire Expenses	209	3,600	3,391		5.8%
5422	Diamond Centre - Equipment/Purchases	0	1,000	1,000	2,000	0.0%
5424	Diamond Centre - Nursery Costs	0	500	500	500	0.0%
5425	Diamond Centre - Phase 4 Retention	0	0	0	0	0.0%
7402	Diamond Centre - Rates	7,734	18,540	10,806	10,806	41.7%
7403	Diamond Centre - Heat & Light	2,496	16,480	13,984	13,984	15.1%
7404	Diamond Centre - Water	127	1,545	1,418	1,418	8.2%
7405	Diamond Centre - Building Repairs	0	2,000	2,000	2,000	0.0%
7406	Diamond Centre - General Repairs	0	0	0	0	0.0%
7407	Diamond Centre - Cleaning & Supplies	17,469	77,250	59,781	59,781	22.6%
7408	Diamond Centre - Maintenance	0	6,000	6,000	6,000	0.0%
7411	Diamond Centre - Loan Charges	57,527	115,500	57,973	57,973	49.8%
7416	Diamond Centre - Phone/Communications	0	0	0	0	0.0%
5402	Diamond Centre - Sundries & Contingencies	0	100	100	100	0.0%
	<u>Total Expenditure</u>	85,715	243,165	157,450	0	35.2%
<u>Income</u>						
4415	Diamond Centre - Hire of	10,548	40,000	29,452		
4416	Diamond Centre - Field Hire	33	0	-33		
4417	Diamond Centre - Cinema Receipts	0	800	800		
4418	Diamond Centre - Grants Received	0	0	0		
4094	Diamond Centre - Precept	101,183	202,365	101,183		
	<u>Total Income</u>	111,764	243,165	131,401		
	Transfer from reserves	0	0			
	<u>Surplus / (Shortfall)</u>	26,048	0			

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2021

Parks

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>	
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>	
<u>Expenditure</u>							
6501	Parks - Gross Pay	13,358	67,703	54,345	54,345	19.7%	
6502	Parks - Ers Ni	1,117	5,926	4,809		18.9%	
6503	Parks - Superannuation	2,994	15,912	12,918	12,918	18.8%	
5508	Parks - Machinery Tool Repair/Replace	373	25,000	24,627	24,627	1.5%	
5509	Parks - Playground Equipment Repairs	912	26,000	25,088	25,088	3.5%	
5510	Parks - Horticultural Consumables	0	2,060	2,060	2,060	0.0%	
5511	Parks - Trees, Shrubs & Plants	90	9,000	8,910	8,910	1.0%	
5512	Parks - Sports Pitches Consumables	849	1,030	182	182	82.4%	
5513	Parks - Paths, Seats & Signs, Shelter	327	4,000	3,673	3,673	8.2%	
5514	Parks - Fencing, Gates & Walls	40	3,000	2,960	2,960	1.3%	
5515	Parks - Waste Disposal & Skip Hire	301	2,500	2,199	2,199	12.0%	
5516	Parks - Fuel for Machinery	1,206	3,500	2,294	2,294	34.5%	
5517	Parks - Health & Safety inc Protective Clothing	1,605	5,000	3,395	3,395	32.1%	
5518	Parks - Pavilion	0	0	0	0	0.0%	
5520	Parks- Dogs & Litter Bins	0	6,695	6,695	6,695	0.0%	
7502	Parks - Rates	7,236	15,450	8,214	8,214	46.8%	
7503	Parks - Heat & Light	1,641	7,210	5,569	5,569	22.8%	
7504	Parks - Water	959	6,180	5,221	5,221	15.5%	
7505	Parks - Building Repairs	1,743	4,000	2,257	2,257	43.6%	
7507	Parks - Cleaning & Supplies	124	2,575	2,451	2,451	4.8%	
7511	Parks - Loan Charges	0	0	0	0	0.0%	
7516	Parks - Phone/Communications	11	110	99	99	10.2%	
7519	Parks - Training	0	2,000	2,000	2,000	0.0%	
5502	Parks - Sundries & Contingencies	55	100	45	45	55.0%	
	<u>Total Expenditure</u>	<u>34,942</u>	<u>214,951</u>	<u>180,009</u>	<u>0</u>	<u>175,200</u>	<u>16.3%</u>
<u>Income</u>							
4508	Parks - Bowling Green Fees	3,311	3,811	500			
4509	Parks - Cricket Square Fees	75	90	15			
4510	Parks - Football Pitch Fees	100	4,635	4,535			
4511	Parks - Tennis Court Fees	0	0	0			
4512	Parks - Pavilion Hire Fees	0	500	500			
4513	Parks - Delegated Verge Cutting	0	11,433	11,433			
4514	Parks - Grants Received	0	0	0			
4519	Parks - Recreation Ground Hire	12,083	824	-11,259			
4520	Parks - Hire of Recreation Ground Office	0	250	250			
4095	Parks - Precept	86,704	173,408	86,704			
	<u>Total Income</u>	<u>102,273</u>	<u>194,951</u>	<u>92,678</u>			
	<u>Transfer from reserves</u>	<u>0</u>	<u>20,000</u>				
	<u>Surplus / (Shortfall)</u>	<u>67,331</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2021

Viking Community Hub Development

Phase 5

	<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>						
5701 Viking Hub - Purchase Costs	382,396	0	-382,396		-382,396	0.0%
5702 Viking Hub - Professional Fees	3,438	0	-3,438			0.0%
5703 Viking Hub - Surveys, etc	8,438	0	-8,438		-8,438	0.0%
5704 Viking Hub - Water	0	0	0		0	0.0%
5705 Viking Hub - Caretaking/Cleaning	0	0	0		0	0.0%
5706 Viking Hub - Heat & Light	0	0	0		0	0.0%
5707 Viking Hub - Loan Charges	0	0	0		0	0.0%
5708 Viking Hub - Insurance	1,115	0	-1,115		-1,115	0.0%
5,709 Viking Hub Rates	1,375	0	-1,375		-1,375	0.0%
Total Expenditure	396,762	0	-396,762	0	-393,324	0.0%
<u>Income</u>						
Viking Hub - Rental income	0	0	0			
Total Income	0	0	0			
Surplus / (Shortfall)	(396,762)	0				

Sproston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2021

Dementia Café/Heritage

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
5309 Dementia Café						
5309 Heritage Society	0					
Total Expenditure	0	0	0	0	0	
<u>Income</u>						
4321 Dementia Café	0					
4321 Heritage Society	0					
Total Income	0	0				
Surplus / (Shortfall)	0					
Held funds @ 30/06/2021						
Dementia Café Fund	2848.11					
Heritage Fund	3054.74					

Sprowston Town Council year ending 31st March 2022

Bank Accounts & Cash

30th June 2021

1200	STC - General Account	54,398
1201	STC - Business Premium Account	0
1202	STC - Drawings Account	4,046
1203	STC - Salaries Account	1,349
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	0
1206	STC - Business Saver Account	0
1207	STC - Active Saver Account	645,699
1209	STC - Barclaycard Account	0
1210	STC - Petty Cash Account	69

Total Bank & Cash Balances **705,562**

Cash Book

Opening Balance 01/04/2021	745,871
Add: Total Cash Receipts in year	577,481
Deduct: Total Cash Payments in year	-617,791
Round Up	0
	<u>705,562</u>

Sprowston Town Council year ending 31st March 2022

Balance Sheet as at

30th June 2021

Current Assets

Sales Ledger	14,488
Other Debtors	0
Prepayments	
Vat Refund	0
Cash at Bank & in Hand	705,562

720,049

Current Liabilities

Purchase Ledger	13,543
Receipts in Advance	-7,990
Sundry Creditors	0
Salaries	
Paye & Ni	0
Pensions	0

5,552

714,497

Reserves

Play Equipment Renewals Fund	30,000
Machinery Renewals Fund	20,000
Maintenance	25,000
Town Council Election Fund	6,000
Street Lighting Renewals Fund	45,000
CIL Reserve Fund	6,739
Contingency Reserve Fund	200,000
Capital Fund	0
Diamond Centre Phase 4 Fund	35,000
Viking Public House Development	191,565
Heritage Fund	3,055
Dementia Café Fund	2,848
General Fund	180,664
General Fund (P&L Acc) - current year	-31,374

714,497

0



Bank Reconciliation		First Quarter	30th June 2021
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW			
Financial year ending 31 March 2022			
Prepared by..... <i>G Ranaweera</i> Mr G Ranaweera Town and RFO			
07/09/2021			
Approved by..... <i>J M Ward</i> Mr J M Ward Town Mayor			
07/09/2021			
Balance per bank statements at 30th June 2021	£	£	
General Account	54,398.31		
Treasury Deposit A/c No 2	-		
Drawings Account	4,045.89		
Salaries Account	1,349.48		
Treasury Deposits A/c No 1	-		
Business Saver A/c	0.03		
Active Saver Account	645,699.08		
Barclaycard Account			-
Petty Cash Account	68.91		
			705,561.70
Less: un-presented cheques at 2021			
CASH BOOK Bank Balances @ 30/06/2021			
Nominal A/c 1200 General Account	54,398.31		
Nominal A/c 1201 Treasury Deposit A/c No 2	-		
Nominal A/c 1202 Drawings Account	4,045.89		
Nominal A/c 1203 Salaries Account	1,349.48		
Nominal A/c 1205 Treasury Deposits A/c No 1	-		
Nominal A/c 1206 Business Saver A/c	0.03		
Nominal A/c 1207 Active Saver Account	645,699.08		
Nominal A/c 1209 Barclaycard Account			-
Nominal A/c 1210 Petty Cash Account	68.91		
Closing Balance Cash Book			705,561.70



Bank Reconciliation

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

Financial year ending 31 March 2022

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

07/09/2021

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

07/09/2021

Balance per bank statements as at June 2021	£	£
General Account	54,398.31	
Treasury Deposit A/C NO2	-	
Drawings Account	4,045.89	
Salaries Account	1,349.48	
Petty Cash Imprest Account	-	
Treasury Deposits	-	
Business Saver Account	0.03	
Active Saver Account	645,699.08	
Barclaycard Account		-
Petty Cash Account	68.91	
		705,561.70
Less: un-presented cheques at 2021		
Cheque number xxxxxx		
Cheque number xxxxxx		
Plus: unbanked cash at 2021		
Casual Bowls		
Net bank balances as at..... 2021		
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>		
CASH BOOK		
Opening Balance		745,871.34
Plus: Receipts in the year		577,480.93
Less: Payments in the year		-617,790.57
Closing balance per cash book (receipts and payments book) as at 30th June 2020 (must equal net bank balances above)		705,561.70

Sprowston Town Council

Payments

Meeting Date: 15th September 2021

		Ernest Doe				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
26/08/2021	J75459	Fit new deck to Iseki Tractor	150.00	30.00	180.00	103
26/08/2021	J16770	Fit new battery to Husqvarna. Parts and mileage	244.80	48.96	293.76	
			394.80	78.96	473.76	
		ESPO				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
05/07/2021	6102618	Desk Diary, Topline pens, Polyfile x5	8.80	1.76	10.56	104
		Heritage				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/09/2021	926669	Caretaker and Cleaning services	5,929.85	1,185.97	7,115.82	105
01/09/2021	926670	Labour of cemetery gates and litter picking	122.25	24.45	146.70	
			6,052.10	1,210.42	7,262.52	
		Intouch				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/09/2021	717701	7 x hosted exchange	55.00	11.00	66.00	106
29/08/2021	717671	Set up new user account and move payroll to Toni PC	180.00	36.00	216.00	
01/09/2021	717739	Office Wi-Fi September	50.00	10.00	60.00	
01/09/2021	717740	Diamond Centre Wi-Fi September	150.00	30.00	180.00	
08/09/2021	719200	Server Backup 18/09/21 - 18/10/21	49.00	9.80	58.80	
			484.00	96.80	580.80	
		PKF Littlejohn LLP				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/08/2021	SB20210627	Assurance review of annual Governance & Accountabilit	1,600.00	320.00	1,920.00	107
		TOTAL OF INVOICES	8,539.70	1,707.94	10,247.64	Trf 18
Transfer:		STC Drawings a/c to Petty Cash	-	-	0.00	Trf 19
			8,539.70	1,707.94	10,247.64	
Transfer:		STC Active to STC Drawings a/c			10,247.64	Trf 20
Transfer:		STC Active a/c to Salaries a/c	18,000.00	-	18000.00	Trf 21

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Direct Debit Payments

Meeting

Date: 15th September 2021

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
24/08/2021	968699551	British Gas Diamond Centre Gas 24/07/21 - 19/08/21	90.59	4.52	95.11	
31/08/2021	197859	Norse Waste Solutions Bin rental and disposal August	25.50	5.10	30.60	
Total Direct Debits			116.09	9.62	125.71	

Sprowston Town Council

Barclaycard Payments

Meeting

Date: 15th September 2021

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04/08/2021	59834	Amazon Speed limit sign	8.13	1.64	9.77
04/08/2021	94882	Calendar	7.34	1.47	8.81
04/08/2021	117916586	Basketball Nets x2	13.32	2.66	15.98
13/08/2021	129850086	Super glue	5.82	1.17	6.99
25/08/2021	2021763	Document Wallets	22.48	4.5	26.98
			57.09	11.44	68.53
		The Workplace Depot			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
05/08/2021	INV245760	Belt Barrier for Diamond Centre	49.96	9.99	59.95
		Start Traffic			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
05/08/2021	150566	Black traffic cones for cemetery	60.27	12.05	72.32
		Homebase			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
05/08/2021	90100254	Hair and grease drain unblocker	12.5	2.5	15
		Post Office			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
06/08/2021	644952	25 x large 2nd & 50 x standard 2nd	59.69	0	59.69
		Safe.co.uk			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
11/08/2021	1646891	Fire safe for office	872.15	174.43	1046.58
		Homebase			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
11/08/2021	90540254	3 x Key Cutting for nursery	8.3	1.66	9.96
		Progress Fuels			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13/08/2021	59725	Unleaded fuel	87.1	17.42	104.52
		Adobe			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20/08/2021	1007121699	Adobe	12.64	0	12.64
		Total of Payments	1219.70	229.49	1449.19
		Due by Direct Debit			