



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

**The Annual meeting of Sprowston Town Council  
will be held on Wednesday 17 May 2023  
in the Council Chamber Recreation Ground Road Sprowston NR7 8EW at 7.30pm**

**AGENDA**

Item No.

1. Appointment of Chairman of the Council for the ensuing year.
2. Declaration of Acceptance of Office of Chairman of the Council.
3. Appointment of Vice-Chairman of the Council for the ensuing year.
4. Declaration of Acceptance of Office of Vice-Chairman of the Council.
5. To receive declarations of interest.
6. To receive apologies for absence.
7. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
8. Review and adopt draft Standing Orders (Enclosed).
9. Review and adopt draft Financial Regulations (Enclosed).
10. To confirm the minutes of the Council meeting held 26 April 2023. Pages 1 - 8
11. To agree action/response arising from the minutes:
12. To receive any written/verbal reports from Sprowston County and District Councillors. Page 9
13. Financial Year Ended 31 March 2023,
  - (1) To receive Internal Audit Final Update Report 2022 - 2023; Pages 10 - 24
    - (1.1) To review and sign Internal Audit Review Checklist Part 1; Page 25
    - (1.2) To review and sign Internal Audit Review Checklist Part 2; Page 26
    - (1.3) To note Audit Terms of Reference. Pages 27 - 29
  - (2) 2022 - 23 Statement of Accounts (Income and Expenditure); Pages 30 - 41
  - (3) 2022 - 23 Bank Reconciliation; Page 42
  - (4) 2022 - 23 Petty Cash Report; Page 43
  - (5) 2022 - 23 Schedule of PWLB Loans; Page 44
  - (6) 2022 - 23 Changes to Asset Register. Pages 45 - 46
14. Annual Governance and Accountability Return (AGAR) 2022-23:
  - (1) To receive Annual Internal Audit Report; Page 47
  - (2) To accept and sign Section 1 - Annual Governance Statement; Page 48
  - (3) To accept and sign Section 2 - Accounting Statements; Page 49
  - (4) To receive Section 2 Explanation of Significant Variations. Page 50
15. Financial Year to End 31 March 2024.
  - (1) To review and accept Financial Risk Assessments 2023-24; Pages 51 - 55
  - (2) To approve Direct Debits. Page 56
16. Confirmation of arrangements for insurance cover in respect of all insured risks:
  - (1) Employers Liability; Page 57 - 58
  - (2) Public Liability; Page 59

- (3) Motor Insurance; Pages 60 - 61  
 (4) Policy schedule (Enclosed).
17. Adjourn the meeting for a short break.
18. To adopt the Local Government Association Councillor Code of Conduct. Pages 62 - 74  
 (Enclosed Guidance on Local Government Association Councillor Code of Conduct)
19. Appointment of Councillors to serve on Committees and Working Groups: Page 75  
 (1) Staffing Committee (6 Members);  
 (2) Recreational Facilities Working Group (6 Members).
20. Appointment of Councillors to represent the Council on the following organisations:  
 (1) Senior Citizens Welfare Committee (2 Members);  
 (2) Sprowston Heritage Group;  
 (3) Grow Your Community Group.  
 (4) Representative to Norfolk ALC.
21. Review of Staff subscriptions/Other bodies Page 76  
 (1) Norfolk ALC;  
 (2) SLCC Clerk;  
 (3) Institute of Cemetery and Crematorium Management;
22. Appointment of named officials to Council's bank. Page 77
23. To consider planning applications to 17 May 2023. Page 78
24. To receive Planning Decisions:  
 (1) Week ending 21 April 2023 Page 79  
 (2) Week ending 28 April 2023 Page 80
25. To receive any written/verbal reports from the Council's Committees and Working Groups.
26. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
27. To receive the schedule of direct debits. Page 81
28. To confirm the payment of accounts to 17 May 2023. Pages 82 - 84
29. To receive the schedule of credit card payments. Page 85
30. The Chairman will move that the press and public be excluded from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to Meetings Act) 1960 Section 1 (2) would be disclosed to them.
31. Planning Enforcement:  
 (1) Outstanding Cases; Pages 86 - 88  
 (2) Closed Cases. Page 89



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

**11 May 2023**

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

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

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

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

*It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as both Councillors are on the Planning Committee of Broadland District Council, they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.*

*This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website [www.sprowston-tc.gov.uk](http://www.sprowston-tc.gov.uk) (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.*

*In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.*

## **MEETING OF SPROWSTON TOWN COUNCILLORS – 26 APRIL 2023**

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 26 April 2023, the following Councillors were present:

Mr W F Couzens – Chairman

Mr M G Callam - Mrs B J Lashley  
Ms D Coleman - Mrs J Leggett  
Mr R J Knowles - Mr J H Mallen  
Mr J F Fisher - Mr J M Ward

In attendance

Mr G Ranaweera - Town Clerk and Responsible  
Financial Officer  
Mrs E Elliot - Committee Officer  
Clare Lincoln and four young representatives of Sprowston Youth  
Engagement Project and two accompanying parents

One member of the public was present

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### **23/109. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Councillor</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mrs J Leggett	Minute 23/114 - Sprowston Youth Engagement Project Annual Report April 2022 to March 2023	Trustee of Sprowston Youth Engagement Project

### **23/110. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mr M A Booth, Mr G S Tingle and Mrs K Vincent.

### **23/111. RESIDENTS' QUESTIONS**

On the motion of Mr W F Couzens, seconded by Mr M G Callam it was **RESOLVED**, that the meeting be adjourned to receive residents' and councillors' questions on matters concerning the town. Residents and councillors were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

As there were no residents' or councillors' questions the Chair reconvened the meeting.

### **23/112. MINUTES**

The Minutes of the Council's meeting held on 5 April 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/096, paragraph 4, **delete** he and **insert** Mr W F Couzens

## **23/112. MINUTES (CONTINUED)**

Minute 23/101, **delete** CENTRAL ADMINISTRATION AND PERSONNEL and **insert** CENTRAL ADMINISTRATION AND PERSONNEL

**Delete** Minute 20/105 and insert Minute 23/105

confirmed and signed by the Chair of the Council.

## **23/113. ACTION FROM MINUTES**

(1) Referring to Minutes 23/059 and 23/096, Mr J H Mallen asked if the hedgehog signage had been received.

Mrs J Leggett advised the signs had not been forthcoming.

(2) Further to Minutes 23/074 and 23/096,

(i) Mrs J Leggett provided an extract from Broadland District Council's constitution outlining when a planning application is decided under delegated powers or committee.

(ii) Mr W F Couzens explained the Planning Application submitted by Persimmon Homes on GT20 allocated development at White House Farm had been withdrawn as their Option Agreement on the land had expired. Landowners were in the early stages of preparing a fresh planning application for the site.

(3) Further to Minute 23/101 1.5, Mrs B J Lashley asked if Council intended to arrange a professional inspection of Sprowston Pavilion to clarify if there was an issue with the foundations.

(4) In response to questions from Mr J H Mallen with regard to Minute 23/103 (3), (4) and (5), the Chairman advised he had no further update at the moment.

The Town Clerk reported PC Gill had proposed some dates for a meeting with Town Councillors and Norfolk County Council Highways and was awaiting a response.

## **23/114. SPROWSTON YOUTH ENGAGEMENT PROJECT - ANNUAL REPORT APRIL 2022 TO MARCH 2023**

Clare Lincoln Sprowston Youth Engagement Project (SYEP) youth supporter thanked Council for their support over the years and gave a comprehensive report on the delivery of community outreach with Ascend Adventure for the financial year 2022/2023, commenting on both the challenges and successes the group had faced.

She was pleased to report SYEP had engaged with 548 young people including one-off contacts and retained engagement.

Going forward, in view of the increase in the cost of living, she requested Council consider increasing their funding to £24,795.00 an additional £3,295.00 on the previous year.

**23/114. SPROWSTON YOUTH ENGAGEMENT PROJECT - ANNUAL REPORT APRIL 2022 TO MARCH 2023 (CONTINUED)**

A number of young people also spoke about their positive experiences and personal development because of SYEP.

In answer to Councillors questions Clare:

- (1) Confirmed SYEP had a good relationship with Sprowston Academy and regularly attended the school.
- (2) The minimum age for contact is eleven however only young people in year seven and above can engage in the project.

Mr J H Mallen suggested a decision to increase funding to SYEP be made by the incoming elected Council which was supported by Mr R J Knowles.

Mr W F Couzens proposed, seconded by Mr M G Callam Council increase funding to SYEP by £3,295.00 in financial year 2023/24 under section 137 of the Local Government Act 1972. On being put to the vote the motion was CARRIED.

The Chair thanked Clare for her attendance and report.

**23/115. CLOSURE OF ASLAKE COMMUNITY GLASS HOUSE GROWERS**

The Town Clerk explained the Community Glass House Growers had been under the impression Independent Matters wanted them to vacate the glasshouses. However, it appears that refurbishment of the glasshouses created an interest in some members of Independent Matters who would now like to become involved and share the resource.

The two organisations were in the process of trying to work together. It will offer an opportunity to integrate the hub with the wider community.

Mrs J Leggett suggested the group might benefit from Broadland District Councils £300.00 keep going grant.

**23/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Bystanders Cricket Club have been awarded a £300.00 "Get it Started" Grant by Broadland District Council. The money will be used to purchase equipment.
- (2) Improvement works to Ketts Hill roundabout are starting week commencing 3 July 2023 and will last for seven weeks. Gurney Road and Ketts Hill will be closed.
- (3) Persimmon's outline planning application for the "GT20" site at White House Farm off Atlantic Way has been withdrawn as their Option Agreement on the land has expired. The landowners are committed to bringing forward development on this site and will be preparing a new application.

## **23/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

- (4) As a Governor of Cecil Gowing Infant school, I was pleased to be on the Panel this week that appointed a new Head Teacher Aimee Bulman who will be starting in September, replacing Isabel Stubbs who is retiring after 8 years as Head Teacher at the school.

In response to a question from Mrs B J Lashley regarding his written report and closure of Thorpe Lodge Mr Ward advised the new Horizon building could be accessed via the same bus service as Thorpe Lodge, there was a large car park and the building was fully DDA friendly.

Mrs J Leggett verbally reported she had been speaking to a resident relating to planting on Cannerby Green and asked the Town Clerk if he had received a response from Norfolk County (NCC) Highways with regard to underground crates.

The Town Clerk advised he was awaiting a response from NCC's engineers, although he had been told like for like replacement of trees was acceptable.

## **23/117. MEETING ADJOURNMENT**

On the motion of Mr W F Couzens, seconded by Mr M G Callam it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

## **23/118. REPORT OF THE TOWN CLERK**

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

#### **1.1 Public Toilets at the Recreation Ground and Sparhawk Park**

Council noted the persistent vandalism of toilets at Sprowston Recreation Ground and Sparhawk Park and the Town Clerk's decision to close them at 6.00pm each day and the additional visits to the area by PC Gill and SYEP.

#### **1.2 Repaint of Barkers Lane Youth Shelter**

Council noted repainting of the shelter at Barkers Lane had been completed.

### **CEMETERY**

#### **2.1 Car Park Resurfacing**

Council considered the report of the Town Clerk and quotation from A. Waterfield and Sons Ltd to resurface the central car park at Sprowston cemetery.

Mr R J Knowles proposed, seconded by Mr J F Fisher to accept the quotation to repair the cemetery car park at a total cost of £2,200.00 plus VAT. On being put to the vote the motion was CARRIED.

Mrs B J Lashley commented that the car park adjacent section 11 at the cemetery was often covered in water.

## **23/118. REPORT OF THE TOWN CLERK (CONTINUED)**

The Town Clerk to request underground pipes be rodded.

### **STREET LIGHTING**

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

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Staff Mobile Phone “Round Sum Allowance” - Proposal**

Council considered the proposal to grant staff who work away from the office a small nominal allowance.

Mr R J Knowles proposed, seconded by Mr J M Ward that staff who work away from the office be paid £1.00 per month, in recognition of staff using their personal devices for Council business equating to:

£72.00 plus Employer NI Contribution @ 13.8% plus Employer Pension Contribution @ 23.5%, a total of £98.86 per annum.

On being put to the vote the motion was CARRIED.

### **PLANNING AND TRANSPORTATION**

#### **5.1 Highway Inspection Parish Visit - Sprowston**

Mrs B J Lashley suggested keeping gutters clear would assist with drainage issues.

### **ATTACHMENTS**

#### **6.1 Photographs of repainted youth shelter on Barkers Lane**

#### **6.2 Quotation for cemetery car park repairs**

#### **6.3 Email RE “Highway Inspection Parish Visit - Sprowston**

## **23/119. REPORTS FROM COUNCIL’S COMMITTEES AND WORKING GROUPS**

Mrs J Leggett verbally reported on the meeting of the Recreational Facilities Working Group (RFWG) held 11 April 2023.

- (1) Planning application 20221985 redevelopment of the Viking Centre is still being considered by the Planning Authority;
- (2) A catch-up meeting to discuss Beeston Park has been held;
- (3) There is no further update with regard to the summer fete;
- (4) We are waiting for the work to commence on three areas of public open space at White House Farm development which are due to be ready for use by the summer holidays;
- (5) Painting of Barkers Lane shelter has been completed;
- (6) Commemorative trees and flowers were discussed;



**23/119. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS  
(CONTINUED)**

(7) Hedgehog signage has not materialised;

(8) The proposed pop-up café on Sprowston Recreation Ground is still on the to do list.

She recommended the newly elected Council support continuation of the Recreational Facilities Working Group.

The Town Clerk advised design and specification notes from the meeting held at the Viking Centre on 21 April 2023 would be circulated.

Mrs B J Lashley commented that the purpose of ad hoc meetings should be explained when inviting Councillors to attend.

**23/120. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

A written report was received from Mr W F Couzens on his attendance at the South Norfolk and Broadland District Town and Parish Council meeting held 26 April 2023.

**23/121. PLANNING**

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

**RESOLVED**

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

20230758 - proposed loft conversion at 42, Russell Avenue, Sprowston.

20230819 - rear pitched roof, single storey infill extension with roof windows at 57, Corbet Avenue, Sprowston.

**23/122. PLANNING CONSULTATION - MAST AT WHITE WOMAN LANE**

In general Council had no objection to the proposed base station installation at White Woman Lane SW of North Walsham Road however, were concerned as to why an additional mast was required given two existing masts were located within a short distance of this site offering the possibility of shared facilities. Furthermore, the proposed location for the mast is in Sprowston and any reference to Beeston St. Andrew should be removed from the address.

**23/123. PLANNING DECISIONS**

Council noted Broadland District Council's planning decisions for weeks ending 24 March 2023, 31 March 2023 and 14 April 2023.

### **23/124. SCHEDULE OF DIRECT DEBIT PAYMENTS**

In response to Councillors' questions the Town Clerk advised:

Invoice Nos. 36535724 and 116004286 Council Tax Bill for 2023/2024 - Viking Centre Non - Domestic Rate for Restaurant and Premises, the change of use would be recognised when the planning application had been approved. He hoped Council would be eligible for a pro-rated refund.

The schedule of direct debit payments to 26 April 2023 totalling £96,793.61 was approved and noted.

### **23/125. PAYMENT OF ACCOUNTS - INVOICES TO PAY 26 APRIL 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 26 April 2023 totalling £32,084.79.

On the motion of Mr R J Knowles, seconded by Mr J H Mallen it was **RESOLVED** that payment of the schedule of invoices to 26 April 2023 totalling £32,084.79 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

### **23/126. PAYMENT OF ACCOUNTS - INVOICES PAID 26 APRIL 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 26 April 2023 totalling £287.95.

On the motion of Mr M G Callam, seconded by Mr R J Knowles it was **RESOLVED** that payment of the schedule of invoices paid to 26 April 2023 totalling £287.95 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

### **23/127. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT**

The schedule of credit card and Barclay Visa Debit payments to 26 April 2023 totalling £1,593.02 was approved and noted.

### **23/128. EXCLUSION OF PRESS AND PUBLIC**

Mr W F Couzens proposed, seconded by Mr M G Callam to exclude the Press and Public from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to meetings Act) 1960 Section 1 (2) would be disclosed to them.

### **23/129. PLANNING ENFORCEMENT**

Council considered the list of current and closed planning enforcements and questioned if monthly meetings were taking place with Broadland District Council Majors team and developers.

The Town Clerk advised the planning enforcement team were using a new reporting system and he expected the next version to be more detailed.

**23/130. PERSONNEL**

Mrs J Leggett reported a complaint received from a member of the public regarding a member of staff.

The Town Clerk updated Council on another staffing matter.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.50pm.

17 May 2023

\_\_\_\_\_  
Chair

DRAFT

8<sup>th</sup> May 2023

## **Report from Councillor John Ward**

### **Norfolk County Council**

At the Council's AGM on 9<sup>th</sup> May, Cllr Kay Mason-Billig will become Leader of the Council with Cllr Andrew Jamieson as her deputy. Cllr Karen Vincent will hand over her Chain of Office of Chairman of the Council to Cllr Barry Stone.

Norfolk Museums Service has been successful in its reapplication to be a Museum of Sanctuary, welcoming and supporting refugees in the City of Norwich.

A question on '20 minute neighbourhoods' was raised at the last Full Council meeting. The Deputy Leader clarified that the idea of these was to allow people to reach the services they required within a 10 min walk from home. The idea that these would be fenced off and vehicles banned was not the case.

A working party has been set up, chaired by Cllr Penny Carpenter, to work through the details of the proposed County Deal. It was confirmed that District Councils would lose no power

The Council is working with the University of East Anglia to help them overcome their financial troubles but there would be no monetary payment from the Council.

The leadership confirmed that work was continuing on planning the Norwich Western Link and they were confident that Government funding would be released in due course.

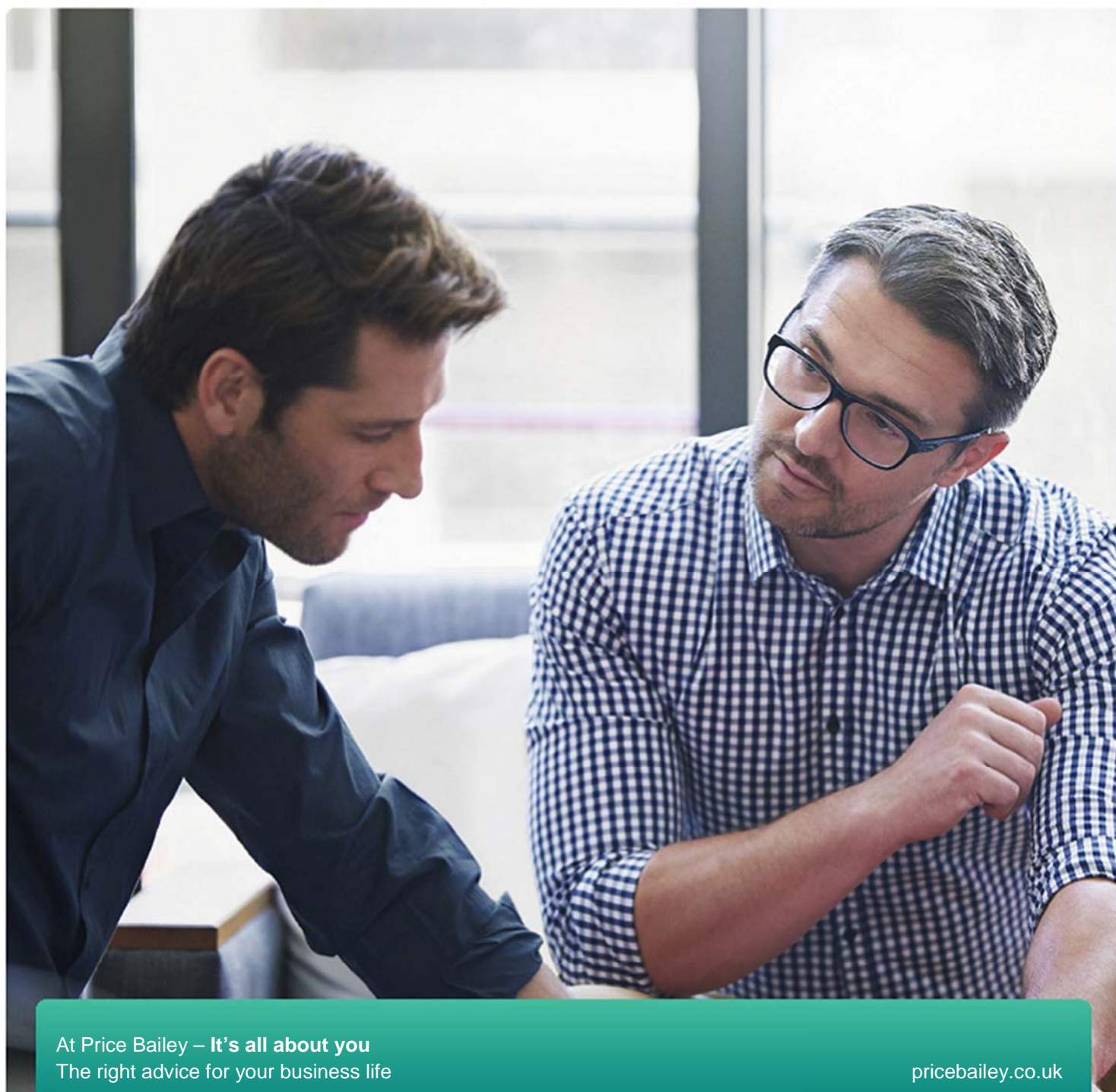
234,620 trees have been planted by the Council in the last 2 years and increased levels of planting will take place on County farms.

# Sprowston Town Council

Final Internal Audit review, 2022-23

Controls report

May 2023



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## General Disclaimer

The content of this report is confidential and not for distribution to anyone other than Sprowston Town Council. Disclosure to third parties cannot be made without the written consent of Price Bailey LLP.

## Freedom of Information

In the event that pursuant to a request which Sprowston Town Council has received under the Freedom of Information Act 2000, it is required to disclose any information contained in this report, it will notify Price Bailey LLP promptly and consult with Price Bailey LLP prior to disclosing such report. Sprowston Town Council agrees to pay due regard to any representations which Price Bailey LLP may make in connection with such disclosure and Sprowston Town Council shall apply any relevant exemptions which may exist under the Act to such report. If, following consultation with Price Bailey, Sprowston Town Council discloses this report or any part thereof, it shall ensure that any disclaimer which Price Bailey LLP has included or may subsequently wish to include in the information is reproduced in full in any copies disclosed.

# 1 Introduction and Background


- 1.1 This audit was completed in accordance with the Letter of Engagement, dated 10 January 2023 and approved by the Council. For this second and final review as part our 2022-23 work, we tested the expected key financial controls in place at the year-end.

## 2 Scope

- 2.1 The work was undertaken in accordance with the terms of reference issued prior to the audit and as such, the scope is limited to those areas. The results of our work should assist in providing assurance on the key controls relating to the areas of income, expenditure, banking, ledger reconciliation, access controls, risk management and providing financial information. The report confirms the findings from the final visit, and includes validation of AGAR control aspects. We have also signed off our responsibilities within the AGAR for 2022-23.

## 3 Key findings

### Report Assurance Rating<sup>1</sup>

Assurance level	Definition
 Green	There is a sound control framework in place to achieve system objectives and the controls to manage the risks audited are being consistently applied. There may be some weaknesses but these are relatively small or relate to attaining higher or best practice standards.

### Organisational Reporting

- 3.1 The Council's Financial Regulations and Standing Orders will be formally reviewed, updated and approved at the annual Town Council meeting on 17 May 2023. The procedures in place remain sound and are in line with model documents as advised by NALC.
- 3.2 We receive the year-end reports from Sage and compared the account balances to the draft AGAR figures. In addition, we verified the roll forward amounts for the prior year cashbook were correct recorded on the AGAR and the new financial year end balances matched current year cash book entries. There were no discrepancies
- 3.3 Our testing in the various income, expenditure cash and back testing below included matching financial transactions in the cashbook to bank statement entries. It is considered that appropriate accounting records have been properly kept throughout the year.

<sup>1</sup> See Appendix A

- 3.4 We confirmed that up to date information is published on the Council's website. Minutes of meetings reflect in-year monthly transaction in monthly council activity such as payment approval listings, and in quarterly accounts as reported by the RFO in his comprehensive quarterly reports to the Council. The annual accounts for previous years are also posted to the website in line with requirements.

### Cash handling and bank accounts

- 3.5 Access to cash and banking facilities is appropriately restricted to key individuals. There are six bank accounts in operation. Council is comfortable with the number of accounts
- 3.6 The Council is in the process of implementing 'named officials' (five designated Council members who can contact the bank for information). The bank will then require authorisation from two named officials to set up payments. The banking access controls in place are appropriate.
- 3.7 We tested for the prompt and accurate recording of recent income from income records held in Sage to paying in slips and bank statements in the previous visits - no discrepancies were identified and there are appropriate controls in place over bank and cash accounting.
- 3.8 We obtained the December 2022 and March 2023 bank reconciliations and saw that they were performed promptly and had been independently reviewed by the Chairman.
- 3.9 VAT is accounted for automatically by Sage, with some minor adjustments for some suppliers. Reclaims have been prepared and submitted promptly and we saw amounts to be repaid to the Council at the year-end, correctly accounted for in the year end balances.

### Income receipt and recording

- 3.10 As previously reported, the majority of income received in year is from burial fees and burial plot allocation, allotment fees, and fees from hirings and lettings. We tested income activity in the last three months by sampling a selection of receipts from a report of all income from 1 January to 31 March 2023. All of our sample related to lettings income. We confirmed in each case a sales invoice was raised and a hire agreement was in place.
- 3.11 We confirmed all income had been received into the Council's bank account. In all cases, the invoice had been accurately marked as paid in Sage. No issues were identified.

### Debtors

- 3.12 After the Council review of aged debtors in December 2022 (which included sending reminder invoices and notifications through Sage), we saw that the debtor position at year-end was low and few material amounts were outstanding. Evidence has been collated in email format at the Finance email address and further copy invoices have been sent to assist income recovery. Reminder letters are available for the different stages of debt.



- 3.13 At the year-end position, we saw that one large debt for over £3k for room hire, finance staff have arranged an agreement which is now in place and is being paid (and one other is being chased but will shortly clear). There are no overdue debts that might be classified as “bad debts”. It is concluded that a debt chasing process is in place and supporting evidence is being retained.

### Petty Cash

- 3.14 The previous petty cash float of £95.92 at the time of the interim visit was still in place, there had been no transactions. The account will continue to be topped up as a cash float and there is likely to be very few transactions.
- 3.15 This has been discussed by the Council - the account is used rarely and is being maintained at a reasonable level for top up when necessary. It is considered that the account does not need to be treated as an Imprest account.

### Ordering goods and services and invoice payments

- 3.16 New suppliers are entered into Sage once an invoice is raised, using the invoice details. The Council utilises local suppliers where possible and purchases items through ESPO/Amazon to obtain best value where purchasing locally is not possible. Although there is a risk that any new supplier used may not be bona fide, may not be the most appropriate and new supplier bank details may be incorrect, the Council is comfortable to bear the risk of using new suppliers subject to initial information gathering.
- 3.17 Credit cards are also used and if a new supplier is for a material amount, further due diligence will be undertaken. The Finance team will continue to control the use of current and new suppliers closely.
- 3.18 Orders for goods and services are placed by the Council via email but official, numbered purchase order forms are not used. Discussions revealed the Council is comfortable that it does not need to raise official orders for each purchase and that current controls in place within Finance are appropriate.
- 3.19 Procurement and value for money requirements are defined in the Financial Regulations. For a sample of five various types and values of purchase, we confirmed that where required, quotes had been obtained. For our sample, we confirmed all goods and services were all checked by the RFO and Finance Officer prior to payment. No issues were identified.
- 3.20 One credit card is held in the office safe and can be accessed by all office staff; receipts are maintained by the Finance Officer and reconciled monthly to the credit card statement. For a sample of five credit card transactions we confirmed the payment agreed to an underlying receipt. No issues were identified.

### Expenditure

- 3.21 For our sample of five purchases above, we confirmed in all cases the payment agreed to a supporting invoice and the transaction had been accurately recorded in Sage. No issues were identified.

- 3.22 All of the expenditure was authorised in line with the schedule of delegated authority and all had been appropriately presented to the Council for oversight and approval.
- 3.23 We previously saw that some contractual arrangements were not documented in the contracts listing but all known current regular payment arrangements are now documented. The need for a more formal and detailed contracts register has been discussed and staff confirmed they are capturing and paying all regular payments under agreement.

### Reconciliations

- 3.24 The main account reconciliations are being performed promptly and regularly, and independently reviewed. We saw evidence of reviews and sign off for the third and four quarters of 2022-23 by the Chairman.

### Ledger Access and Control

- 3.25 Physical and IT access to the finance system is appropriately controlled.

### Risk Management

- 3.26 Risk management arrangements should be reviewed annually; significant risks should be identified and controls in place to manage these. The Finance Risk Assessment document in place was inherited by the current RFO and is fit for purpose. We confirmed that the Council's risks and controls are identified and held in a suitable risk register, and saw evidence that this is formally presented to Members at least annually.

Appropriate insurance cover is in place, covering Land, Building, Public liability, employers' and hirers' liability, employees (including councillors) liability, business interruption and cyber security.

### Salaries and allowances

- 3.27 Further to our interim checks, we further tested for a newly appointed employee that a current contract was in place on file and that the contracted pay scale amount matched the pay rate paid. There were no issues arising - Sage payroll entries matched to the payslip.
- 3.28 PAYE and NI requirements should be properly applied - we confirm that recent deductions calculated in Sage had been paid over to the HMRC.

### Budgetary Control

- 3.29 There should be an adequate budgetary process where progress against budget is regularly monitored and any reserves should be appropriate. Budget levels are monitored with the RFO to monitor the Council's overall financial position; we confirmed that a comprehensive budget report is produced to provide budget performance and explanations for any significant or unanticipated variances, as well as attention to any earmarked reserves.

### Asset Management

- 3.30 Asset and investment registers are complete and accurate and properly maintained. There were no issues arising from our interim testing; addition and disposal records are easy to follow, the registers is complete, accurate and properly maintained. We also confirmed that the asset values agreed to the AGAR year-end information.

### Accounting records / Availability of Accounts Information

- 3.31 We can confirm that the accounting statements are prepared on a receipts and payments basis and testing agreed to the cash book, supported by an adequate audit trail in Sage. In 2022 the Council correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.
- 3.32 Our findings were discussed with staff at the time of the review. We would like to thank the RFO and Finance Officer for their time and assistance in completing this review.

## 4 Recommendations

Finding	Risk	Recommendation	Priority	Update, May 2023
<b>1. Debt chasing</b> Although we confirmed through review of the aged debtors report that there was evidence of aged debts being chased by the Finance Officer through Sage, there was no evidence of the correspondence supporting this process. At present, a debt collection process is not formalised.	Monies owed to the Council may not be collected promptly; there may be inconsistencies in debt collection processes across.	A Debt Chasing Policy should be implemented.	<b>2</b>	It is concluded that a debt chasing process is in place and supporting evidence is being retained.
<b>2. Petty Cash</b> The account is not an imprest account and the original opening balance is not known. Occasionally, the account is topped up to effect a cash float but is not reconciled back to an original open balance.	The account is not reconciled back to an original balance or an agreed amount.	The account should be treated as an Imprest account going forwards.	<b>3</b>	This was discussed by the Council; there is little use of the account and it is now maintained at a reasonable level, topped up when necessary.
<b>3. Use of new supplier forms</b> New suppliers are entered into Sage once an invoice is raised, using the invoice details. There is currently no due diligence review over new suppliers as the Council feels this is a	Any new supplier used may not be bona fide, may not be the most appropriate and new supplier bank details may be incorrect, leading to	A new supplier form could be instigated for use by staff when purchasing goods and services to capture new supplier information. This form should be verified by a second member of	<b>2</b>	This was discussed by Council – there are few new suppliers – the Council is comfortable to bear the risk of using new suppliers subject to initial information

Finding	Risk	Recommendation	Priority	Update, May 2023
low risk area.	the possibility of poor value and/or financial loss.	Finance and should include conducting a Companies House check and verification that the bank details supplied are bona fide. The Council could also consider checking a supplier's employment status using the HMRC "Check Employment Status for Tax questionnaire".		gathering. Credit cards are also used and if a new supplier is for a material amount, further due diligence will be undertaken
<b>4. Use of purchase orders</b> We found that purchases are made by the Council via email but official purchase order forms are not used.	There is a risk that there may not be appropriate oversight over Council expenditure.	The Council should raise official purchase orders for all purchases made in order to formalise the agreed type, quantity, quality and price of goods and services required.	<b>2</b>	PO's are not used. Where a verbal/emailed order is used, it is signed off by the RFO and is approved at Council.
<b>5. Approval of payments by Full Council</b> We identified that seven payments made in year were reported to the Council after the related invoice had been paid. In four cases, the payment was within the authorisation limit defined in the Financial Regulations but in the remaining three cases, the payment was in excess of this value. These three cases related to two existing contracts and to the payment of NDR rates.	There is a risk that payments are not made in line with the Financial Regulations and the Council may not have sufficient oversight over expenditure.	The Council should instigate a check to ensure all invoices for payment are presented to the Council for oversight and approval, and approved in line with the Financial Regulations.	<b>3</b>	






Finding	Risk	Recommendation	Priority	Update, May 2023
<p><b>6. Contract recording</b></p> <p>For three purchases tested where the payment was in excess of the RFO authorisation limit, the contractual arrangement was not documented in the contracts register.</p> <p>There has not been a recent review of the contract listing.</p>	<p>Not all arrangements may have been captured and the details of others may be out of date.</p>	<p>The Council should review and update the Contract Register with all known current regular payment arrangements to ensure all contractual agreements are documented on a more formal and detailed contracts register</p>	<p><b>3</b></p>	<p>The register is continuously reviewed and updated when new regular transactions are agreed.</p>

## Appendix A: Assurance and Priority Ratings

### Recommendation Priority Ratings

Risk level	Definition
Priority One (1)	There is potential for financial loss, damage to the Council's reputation or loss of information. This may have implications for the achievement of business objectives and the recommendation should be actioned immediately.
Priority Two (2)	There is a need to strengthen internal control and/or enhance operational efficiency
Priority Three (3)	Internal control should be strengthened but there is little risk of material loss.
Advisory	Improvements in the control environment are suggested in line with best practice. There is negligible control weakness or resultant risk.

### Report Assurance Ratings

Assurance Level	Definition
 Green	There is a sound control framework in place to achieve system objectives and the controls to manage the risks audited are being consistently applied. There may be some weaknesses but these are relatively small or relate to attaining higher or best practice standards.
 Amber/Green	Weaknesses have been identified in the control framework or non-compliance which may put achievement of some system objectives at risk. Remedial action is required.
 Amber	Weaknesses have been identified in the control framework or non-compliance with controls which put achievement of several system objectives at risk. Remedial action is required.
 Amber/Red	Significant weaknesses have been identified in the control framework or non-compliance with controls which put the achievement of several system objectives at risk. Remedial action should be taken promptly
 Red	Fundamental weaknesses have been identified in the control framework or non-compliance with controls leaving the system open to error or abuse. Remedial action is a priority.

## Appendix B: Key staff involved in the review

<b>Client Contacts</b>	<b>Post</b>
Guy Ranaweera	RFO/ Town Clerk
Ewelina Ciak	Finance Officer
<b>Price Bailey Contacts</b>	<b>Post</b>
Paul Cullen	Corporate Audit Partner
Simon Craven	Internal Audit Manager
Dawn Turner	Senior Internal Auditor



## Appendix C: Key control areas considered

### Organisational Reporting

- Prevailing Council guidance, agreed procedures and authority levels are in place
- Appropriate accounting records have been properly kept throughout the year
- Up to date information is published on the Council's website.

### Cash handling and bank accounts

- Access to cash and banking facilities is appropriately restricted to key individuals
- Bankings are undertaken promptly and securely
- Bank reconciliations are performed regularly and independently reviewed
- Vat reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements

### Income recording

- All income due, including grants and precept, is promptly identified, captured, recorded and banked
- Income received is fully and accurately accounted for within the Council's finance system
- Debtors are promptly monitored and effectively followed up

### Ordering, purchasing and payments,

- The use of new suppliers and changes to current suppliers details is appropriately controlled
- Purchase orders are authorised in line with financial standing orders and delegated financial limits
- The use of any purchasing/credit cards is appropriately controlled
- Goods and services received are checked and agreed to original orders and any delivery notes
- Purchase invoices are supported by and matched to original orders prior to payment, unless valid reasons can be given

### Expenditure recording

- Expenditure is completely and accurately recorded in the accounting system
- Expenditure is authorised in accordance with the scheme of delegated authority in standing orders
- Any payments made to staff are appropriately reviewed and authorised
- Creditors are adequately monitored and controlled

### Petty cash

- The use of petty cash is appropriately controlled and regularly reviewed

### Ledger access and control

- Physical and IT access to the local recording system and centrally held ledgers, is appropriately controlled in line with access permissions and password protocols
- Main account reconciliations are performed promptly and regularly, and independently reviewed

**Risk management**

- Significant risks are identified and controls in place to manage these
- Appropriate insurance cover is in place

**Budgetary control**

- An adequate budgetary process where progress against budget is regularly monitored and reserves appropriate

**Salaries to employees and allowances to members**

- Appropriate contracts of employment are in place for all employees
- Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied

**Asset management**

- Asset and investments registers are complete and accurate and properly maintained
- Where applicable, loans to or by the Council are recorded

**Accounting statements**

- Appropriate accounting records have been properly kept throughout the year
- The accounting statements are prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors properly recorded

**Availability of accounts information**

- The Council has demonstrated that during 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations

# Contact

## Paul Cullen

Partner, Head of Corporate

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## Simon Craven

Internal Audit Manager

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## Price Bailey

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Cambridge Business Park

Cambridge

CB4 0WZ

T +44 (0) 1223 565035

F +44 (0) 1223 518610

## Sprowston Town Council – 2023 Internal Audit Review Checklist - Part 1 - Meeting standards

*[Source: Governance and Accountability for Local Councils | AGS Assertion 5 Risk Management - The annual return and corporate governance.]*

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	Terms of reference for internal audit were approved by full council. <i>(See Financial Risk Assessments – Internal Audit Assurance)</i> Internal audit work takes into account both the council’s risk assessment and wider internal control arrangements. Internal audit work covers the council’s anti-fraud and corruption arrangements.	Yes  Yes  Yes	
2. Independence	Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council.	Yes  Yes  Yes	
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk and RFO) are consulted on the internal audit plan. <i>(Evidence is on audit files and in the Internal Auditor’s Report)</i> . Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary.	Yes  Yes  Yes	
5. Audit Planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council. <i>(See Auditor’s Terms of Engagement, and Financial Risk Assessments – Internal Audit Assurance)</i> Internal audit made its final report in accordance with the Internal Audit Terms of Reference dated Jan 2023	Yes    Yes	

**Review conducted by Council, and adopted at a full meeting of the Council on 17 May 2023 :-**

Cllr \_\_\_\_\_ Chairman of the Meeting \_\_\_\_\_

Guy Ranaweera Clerk & Responsible Financial Officer \_\_\_\_\_

## Sprowston Town Council – 2023 Internal Audit Review Checklist - Part 2 - Characteristics of Effectiveness

*[Source: Governance and Accountability for Local Councils - AGS Assertion 5 Risk Management - The Annual Return and Corporate Governance.]*

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs. <i>(See Auditor's Terms of Reference January 2023)</i>	<b>Yes</b>	
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement. <i>(See Auditor's Terms of Reference January 2023)</i>	<b>Yes</b>	
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	<b>Yes</b>	
4. Add value and assist the Council in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	<b>Yes</b>	
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance. <i>(See Auditor's Terms of Reference January 2023)</i>	<b>Yes</b> <b>Yes</b>	
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	<b>Yes</b> <b>Yes</b>	
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	<b>Yes</b> <b>Yes</b>	

**Review conducted by Council, and adopted at a full meeting of the Council on 17 May 2023 :-**

Cllr \_\_\_\_\_ Chairman of Meeting \_\_\_\_\_

Guy Ranaweera Clerk & Responsible Financial Officer \_\_\_\_\_

# Internal Audit Terms of Reference

## **Key Financial Controls and AGAR Interim Visit**

Price Bailey LLP  
Causeway House  
1 Dane Street  
Bishop's Stortford  
Hertfordshire  
CM23 3BT  
T 01279 755888  
F 01279 755417

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

## 1. Introduction and Purpose

- 1.1. Smaller authorities are defined per the Local Audit and Accountability Act 2014 as an authority with a gross income and gross expenditure in a year that does not exceed £6.5m. Smaller authorities include town councils.
- 1.2. The Accounts and Audit Regulations 2015 require these smaller authorities each financial year to conduct a review of the effectiveness of the system of internal control. This includes preparation of an Annual Governance and Accountability Return (AGAR) in accordance with proper practices in relation to accounts.
- 1.3. In addition to the review of areas required by the AGAR, this review will aim to provide assurance on the strength of the key financial controls over these areas at the Council.
- 1.4. Key controls reviewed will include managing bank accounts, processing income and monitoring budgets, expenditure, ordering, receiving and paying for goods and services, management of petty cash, risk management, management of salaries and member allowances, maintenance of asset and investment registers, completion of monthly systems reconciliations, and provision of information to the public.

## 2. Key staff to be consulted

- 2.1. Finance and administration staff at the Council will be consulted where appropriate during the review.

## 3. Scope

- 3.1. The following controls will be reviewed:

### Organisational Reporting

- Prevailing Council guidance, agreed procedures and authority levels are in place
- Appropriate accounting records have been properly kept throughout the year
- Up to date information is published on the Council's website.

### Cash handling and bank accounts

- Access to cash and banking facilities is appropriately restricted to key individuals
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- Bank reconciliations are performed regularly and independently reviewed
- Vat reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements

### Income recording

- All income due, including grants and precept, is promptly identified, captured, recorded and banked
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### Ordering, purchasing and payments,

- The use of new suppliers and changes to current suppliers details is appropriately controlled
- Purchase orders are authorised in line with financial standing orders and delegated financial limits
- The use of any purchasing/credit cards is appropriately controlled
- Goods and services received are checked and agreed to original orders and any delivery notes
- Purchase invoices are supported by and matched to original orders prior to payment, unless valid reasons can be given

#### Expenditure recording

- Expenditure is completely and accurately recorded in the accounting system
- Expenditure is authorised in accordance with the scheme of delegated authority in standing orders
- Any payments made to staff are appropriately reviewed and authorised
- Creditors are adequately monitored and controlled

#### Petty cash

- The use of petty cash is appropriately controlled and regularly reviewed

#### Ledger access and control

- Physical and IT access to the local recording system and centrally held ledgers, is appropriately controlled in line with access permissions and password protocols
- Main account reconciliations are performed promptly and regularly, and independently reviewed

#### Risk management

- Significant risks are identified and controls in place to manage these
- Appropriate insurance cover is in place

#### Budgetary control

- An adequate budgetary process where progress against budget is regularly monitored and reserves appropriate

#### Salaries to employees and allowances to members

- Appropriate contracts of employment are in place for all employees
- Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied

#### Asset management

- Asset and investments registers are complete and accurate and properly maintained
- Where applicable, loans to or by the Council are recorded

#### Accounting statements

- Appropriate accounting records have been properly kept throughout the year
- The accounting statements are prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors properly recorded

#### Availability of accounts information

- The Council has demonstrated that during 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations

3.2. We will sample test controls by requesting documentation to support the items chosen in the control areas listed using the sample reports requested separately.

## **4. Timing and Resourcing**

4.1. The review will be carried out by internal audit staff reporting to the Head of Internal Audit. The work includes planning, onsite delivery, a review of the work undertaken and issue of a draft report.



## Sprowston Town Council Year Ending 31st March 2023

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

31st March 2023

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> Annual Total	<u>Funds</u> Available	<u>% Budget</u> <u>Spent</u>
<b><u>Administration</u></b>					
Expenditure	210,916	215,021	4,105	4,105	98.1%
Income/Precept	1,179,927	215,021	-964,906	-	
<b><u>Allotments</u></b>					
Expenditure	5,067	6,386	1,319	1,319	79.3%
Income/Precept	6,266	6,386	196	-	
<b><u>Cemetery</u></b>					
Expenditure	102,661	114,006	11,345	11,345	90.0%
Income/Precept	153,226	114,006	-39,220	-	
<b><u>Grants</u></b>					
Expenditure	26,820	28,000	1,180	1,180	95.8%
Income/Precept	27,998	28,000	2	-	
<b><u>Diamond Centre</u></b>					
Expenditure	210,167	207,285	-2,882	-2,882	101.4%
Income/Precept	234,120	207,285	-26,835	-	
<b><u>Parks</u></b>					
Expenditure	222,686	257,591	34,905	34,905	86.4%
Income/Precept	258,653	257,591	-208	-	
<b><u>Street Scene</u></b>					
Expenditure	99,004	86,789	-12,215	-12,215	114.1%
Precept	87,602	86,789	-813	-	
<b><u>Viking Community Hub</u></b>					
Expenditure	29,959	13,875	-16,084	-16,084	215.9%
Precept	13,875	13,875	0	-	
<b><u>Held Funds</u></b>					
Expenditure	738	-	-	-	-
Income	711	-	-	-	-
<b><u>Totals</u></b>					
Expenditure	<b>907,279</b>	<b>928,953</b>	<b>21,674</b>	<b>37,757</b>	<b>97.7%</b>
Income	<b>1,217,694</b>	<b>185,340</b>	<b>1,032,354</b>	<b>n/a</b>	<b>657.0%</b>
Precept	<b>743,973</b>	<b>743,613</b>	<b>-360</b>	<b>n/a</b>	<b>100.0%</b>
<b><u>Surplus / Shortfall</u></b>	<b><u>1,054,387</u></b>	<b><u>0</u></b>			
Transfers from reserves	26,083				
Surplus / Shortfall after reserves	<u>1,080,470</u>				

**Sprowston Town Council Year Ending 31st March 2023****Detailed Income & Expenditure by Cost Centre year to date to****31st March 2023****Administration**

		<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6001	Administration - Wages/Salaries	123,080	125,116	2036	98.4%
6002	Administration - Employers NI	11,245	11,990	745	93.8%
6003	Administration - Superannuation	26,677	29,402	2725	90.7%
7005	Administration - Building Repairs	295	300	5	98.2%
7008	Administration - Insurance	8,407	9,000	593	93.4%
7009	Administration - Legal Fees	2,251	3,000	749	75.0%
7010	Administration - Bank Charges & Interest Charges	516	750	234	68.8%
7012	Administration - Audit Fees	4,289	3,700	-589	115.9%
7013	Administration - Parish News Letter	4,047	3,900	-147	103.8%
7014	Administration - Election Expenses	4,527	4,250	-277	106.5%
7015	Administration - Travelling	248	800	552	31.0%
7016	Administration - Phone/Communications	-	50	50	0.0%
7017	Administration - IT	9,939	10,000	61	99.4%
7018	Administration - Website	-	1,500	1500	0.0%
7019	Administration - Cleaning	2,703	2,503	-200	108.0%
7020	Administration - Postage	113	150	37	75.6%
7021	Administration - Stationery	782	1,200	418	65.2%
7022	Administration - Printing & Photocopying	575	500	-75	115.0%
7024	Administration - Advertising	-	100	100	0.0%
7025	Administration - Subscriptions	2,187	2,200	13	99.4%
7026	Administration - Publications	-	60	60	0.0%
7027	Administration - Training	1,458	2,000	542	72.9%
7028	Administration - Health and Safety	824	1,000	176	82.4%
7029	Administration - Equipment Lease	1,574	1,150	-424	136.8%
7030	Administration - Chairmans Allowance	194	200	6	97.1%
7040	Administration - Covid 19 Expenses	80	100	20	79.9%
7041	Administration - Recruitment Costs	4,854	-	-4854	n/a
7042	Administration - Sundries and Contingencies	50	100	50	50.2%
8100	Bad Debts	-	-	0	n/a
9995	Discrepancies	0	-	0	n/a
	<b><u>Total Expenditure</u></b>	<b>210,916</b>	<b>215,021</b>	<b>4,105</b>	<b>98.1%</b>
	<u>Income</u>				
4006	Administration - Bank & Investment Income	3,341	500	-2841	
4020	Administration - S.106 / CIL	962,065	0	-962,065	
4090	Administration - Precept	214,521	214,521	0	
	<b><u>Total Income</u></b>	<b>1,179,927</b>	<b>215,021</b>	<b>-964,906</b>	
	<b><u>Total Income Less CIL</u></b>	<b>217,862</b>	<b>215,021</b>	<b>-2,841</b>	
	<b><u>Surplus / Shortfall</u></b>	<b>969,011</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2023****Detailed Income & Expenditure by Cost Centre year to date to****31st March 2023****Allotments**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6101	Allotments - Wages/Salaries	2,678	3,315	636	80.8%
6102	Allotments - Employers NI	251	293	42	85.7%
6103	Allotments - Superannuation	624	779	155	80.1%
5101	Allotments - Vermin Control	505	640	135	78.9%
7104	Allotments - Water	957	760	-197	125.9%
7106	Allotments - General Repairs	51	500	449	10.3%
5102	Allotments - Sundries and Contingencies	0	100	100	0.0%
	<b><u>Total Expenditure</u></b>	<b>5,067</b>	<b>6,386</b>	<b>1,319</b>	<b>79.3%</b>
	<u>Income</u>				
4101	Allotments - Allotment Rental	3,482	3,605	123	
4102	Allotments - Water Charges Received	688	760	72	
4103	Allotments - Admin Charge	75			
4091	Allotments - Precept	2,021	2,021	0	
	<b><u>Total Income</u></b>	<b>6,266</b>	<b>6,386</b>	<b>196</b>	
	<b><u>Surplus / Shortfall</u></b>	<b>1,199</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2023****Detailed Income & Expenditure by Cost Centre year to date to****31st March 2023****Cemetery**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6201	Cemetery - Wages/Salaries	48,212	53,038	4,826	90.9%
6202	Cemetery - Employers NI	4,515	4,682	167	96.4%
6203	Cemetery - Superannuation	11,235	12,464	1,229	90.1%
5211	Cemetery - Trees, Shrubs and Plants	435	500	65	87.0%
5215	Cemetery - Waste Disposal and Skip Hire	2,417	2,060	-357	117.3%
5220	Cemetery - Maintenance/Equipment	2,028	1,000	-1,028	202.8%
5221	Cemetery - Memorial Wall Expenses	262	400	138	65.4%
5222	Cemetery - Benches Expenditure	0	1,400	1,400	0.0%
5223	Cemetery - Memorial Safety Repairs	0	165	165	0.0%
7202	Cemetery - Rates	2,420	2,575	155	94.0%
7203	Cemetery - Heat and Light	75	700	625	10.7%
7204	Cemetery - Water	147	115	-32	127.5%
7205	Cemetery - Opening/Closing Gates	245	1,135	891	21.5%
7207	Cemetery - Cleaning	4,093	4,172	79	98.1%
7211	Cemetery - Loan Charges	20,803	21,500	697	96.8%
5202	Cemetery - Sundries and Contingencies	2,141	100	-2,041	2141.2%
5201	Cemetery - Equipment Container	3,633	8,000	4,367	45.4%
	<b><u>Total Expenditure</u></b>	<b>102,661</b>	<b>114,006</b>	<b>11,345</b>	<b>90.0%</b>
	<u>Income</u>				
4203	Cemetery - Exclusive Rights Purchase	84,307	55,000	-29,307	
4204	Cemetery - Interment	39,502	31,000	-8,502	
4205	Cemetery - Memorials and Inscriptions	12,083	7,500	-4,583	
4206	Cemetery - Benches Income	68	3,600	3,532	
4092	Cemetery - Precept	17,266	16,906	-360	
	<b><u>Total Income</u></b>	<b>153,226</b>	<b>114,006</b>	<b>-39,220</b>	
	<b><u>Surplus / Shortfall</u></b>	<b>50,565</b>	<b>0</b>		

## Sprowston Town Council Year Ending 31st March 2023

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

31st March 2023

#### Grants

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
5307	Grants - Donations	5,320	6,500	1,180	81.8%
5308	Grants - Sprowston Supporting Our Community Together	0	0	0	0.0%
5311	SYEP - Outreach Worker and School Holiday Outreach	21,500	21,500	0	100.0%
	<b><u>Total Expenditure</u></b>	<b>26,820</b>	<b>28,000</b>	<b>1,180</b>	<b>95.8%</b>
	<u>Income</u>				
4305	Grants - Coronavirus Grants	0	0	0	
4307	Grants - Recycling Credits	28	30	2	
4093	Grants - Precept	27,970	27,970	0	
	<b><u>Total Income</u></b>	<b>27,998</b>	<b>28,000</b>	<b>2</b>	
	<b><u>Surplus / Shortfall</u></b>	<b>1,178</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2023****Detailed Income & Expenditure by Cost Centre year to date to****31st March 2023****Diamond Centre**

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>% Budget</u>	
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Spent</u>	
<u>Expenditure</u>					
5415	Diamond Centre - Waste Disposal and Skip Hire	622	670	47	92.9%
5421	Diamond Centre - Room Hire Expenses	3,003	3,000	-3	100.1%
5422	Diamond Centre - Equipment /Purchases	2,947	1,030	-1,917	286.1%
5424	Diamond Centre - Nursery Costs	120	100	-20	120.0%
7402	Diamond Centre - Rates	15,469	16,000	531	96.7%
7403	Diamond Centre - Heat and Light	15,358	17,500	2,142	87.8%
7404	Diamond Centre - Water	2,133	1,100	-1,033	194.0%
7405	Diamond Centre - Building Repairs	5,359	2,575	-2,784	208.1%
7407	Diamond Centre - Cleaning and Supplies	38,476	37,500	-976	102.6%
7408	Diamond Centre - Maintenance	6,682	7,210	528	92.7%
7411	Diamond Centre - Loan Charges	114,405	115,500	1,095	99.1%
7416	Diamond Centre - Phone / Communications	0	0	0	0.0%
5402	Diamond Centre - Sundries and Contingencies	51	101	50	50.4%
7409	Diamond Centre - Sinking fund for planned maintenance	0	5,000	5,000	0.0%
7410	Diamond Centre - CLLR Ward Highways Fund	5,543	0	-5,543	N/A
	<b><u>Total Expenditure</u></b>	<b>210,167</b>	<b>207,285</b>	<b>-2,882</b>	<b>101.4%</b>
<u>Income</u>					
4415	Diamond Centre - Hire of	86,156	60,000	-26,156	
4416	Diamond Centre - Field Hire	26	0	-26	
4417	Diamond Centre - Cinema Receipts	1,453	800	-653	
4418	Diamond Centre - Grants Received	0	0	0	
4094	Diamond Centre - Precept	146,485	146,485	0	
	<b><u>Total Income</u></b>	<b>234,120</b>	<b>207,285</b>	<b>-26,835</b>	
	<b><u>Surplus / Shortfall</u></b>	<b>23,953</b>	<b>0</b>		
	Transfer from reserves*	5,543			
	<b>Surplus / Shortfall after reserves</b>	<b>29,496</b>			

\*Transfer from Cllr Ward's NCC Highways Fund

**Sprowston Town Council Year Ending 31st March 2023**

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

**31st March 2023**

**Parks**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>					
6501	Parks - Wages/Salaries	40,177	56,352	16,175	71.3%
6502	Parks - Employers NI	3,763	4,975	1,212	75.6%
6503	Parks - Superannuation	9,363	13,243	3,880	70.7%
5508	Parks - Machinery Tool Repair / Replace	22,941	25,000	2,059	91.8%
5509	Parks - Playground Equipment Repairs	13,691	14,000	309	97.8%
5510	Parks - Horticultural Consumables	26	1,500	1,474	1.8%
5511	Parks - Trees, Shrubs and Plants	2,915	6,000	3,085	48.6%
5512	Parks - Sports Pitches Consumables	2,502	1,500	-1,002	166.8%
5513	Parks - Paths, Seats and Signs, Shelters	3,799	4,000	201	95.0%
5514	Parks - Fencing, Gates and Walls	1,367	3,000	1,633	45.6%
5515	Parks - Waste Disposal and Skip Hire	2,339	2,000	-339	117.0%
5516	Parks - Fuel for Machinery	4,980	4,100	-880	121.5%
5517	Parks - Health and Safety Inc. Protective Clothing	3,395	4,000	605	84.9%
5518	Parks - Pavilion	0	0	0	0.0%
5520	Parks - Dogs & Litter Bins	6,752	7,100	348	95.1%
7502	Parks - Rates	14,471	15,914	1,443	90.9%
7503	Parks - Heat and Light	8,569	7,000	-1,569	122.4%
7504	Parks - Water	6,125	5,000	-1,125	122.5%
7505	Parks - Building Repairs	25,192	4,000	-21,192	629.8%
7507	Parks - Caretaking, Cleaning and Supplies	36,602	39,707	3,105	92.2%
7516	Parks - Phone / Communications	9	100	91	9.4%
7519	Parks - Training	1,470	4,000	2,530	36.8%
5502	Parks - Sundries and Contingencies	131	100	-31	130.7%
7517	Parks - Events Summer Fete 2022. Queen's Jubilee	12,107	15,000	2,893	80.7%
7518	Parks - Sinking fund for play equipment replacement	0	20,000	20,000	0.0%
	<b><u>Total Expenditure</u></b>	<b>222,686</b>	<b>257,591</b>	<b>34,905</b>	<b>86.4%</b>
<u>Income</u>					
4508	Parks - Bowling Green Fees	3,367	3,925	558	
4509	Parks - Cricket Square Fees	0	90	90	
4510	Parks - Football Pitch Fees	6,356	5,648	-708	
4512	Parks - Pavilion Hire Fees	1,099	500	-599	
4514	Parks - Grants Received	855			
4519	Parks - Recreation Ground Hire	50	849	798	
4520	Parks - Hire of Recreation Ground Office	39	100	61	
4521	Parks - Fete Fees	408	0	-408	
4095	Parks - Precept	246,479	246,479	0	
	<b><u>Total Income</u></b>	<b>258,653</b>	<b>257,591</b>	<b>-208</b>	
	<b><u>Surplus / Shortfall</u></b>	<b>35,967</b>	<b>0</b>		
	Transfer from reserves*	20,540			
	<b>Surplus / Shortfall after reserves</b>	<b>56,507</b>			

\*Transfer to pay for removal of cold water storage tanks in pavilion

**Sprowston Town Council Year Ending 31st March 2023****Detailed Income & Expenditure by Cost Centre year to date to****31st March 2023****Street Scene**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6701	Street Scene - Wages/Salaries	16,071	19,889	3,818	80.8%
6702	Street Scene - Employers NI	1,505	1,756	251	85.7%
6703	Street Scene - Superannuation	3,745	4,674	929	0.0%
5603	Street Scene - Streetlight Maintenance	19,675	12,350	-7,325	159.3%
5604	Street Scene - Notice Board and Signs	66	1,750	1,684	3.8%
5605	Street Scene - Grass Verges	0	1,000	1,000	0.0%
5606	Street Scene - Shelters	1,410	3,000	1,590	47.0%
7603	Street Scene - Heat and Light	54,953	40,600	-14,353	135.4%
7611	Street Scene - Loan Charges	0	0	0	0.0%
5602	Street Scene - Sundries and Contingencies	27	100	73	27.0%
7607	Street Scene - Cleaning	1,552	1,670	118	92.9%
	<b><u>Total Expenditure</u></b>	<b><u>99,004</u></b>	<b><u>86,789</u></b>	<b><u>-12,215</u></b>	<b><u>114.1%</u></b>
	<u>Income</u>				
4513	Street Scene - Delegated Verge Cutting	12,225	11,433	-792	
4098	Street Scene - Verge Rewilding	21	0	-21	
4096	Street Scene - Precept	75,356	75,356	0	
	<b><u>Total Income</u></b>	<b><u>87,602</u></b>	<b><u>86,789</u></b>	<b><u>-813</u></b>	
	<b><u>Surplus / Shortfall</u></b>	<b><u>-11,402</u></b>	<b><u>0</u></b>		



**Sprowston Town Council Year Ending 31st March 2023**

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

**31st March 2023**

**Viking Community Hub Development**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>					
5701 Viking Hub - Purchase	0	0	0	0	0.0%
5702 Viking Hub - Professional Fees	18,220	0	-18,220	-18,220	0.0%
5703 Viking Hub - Surveys, etc	0	0	0	0	0.0%
5704 Viking Hub - Water	0	515	515	515	0.0%
5705 Viking Hub - Caretaking/Cleaning	0	0	0	0	0.0%
5706 Viking Hub - Heat & Light	-268	4,120	4,388	4,388	-6.5%
5707 Viking Hub - Loan Charges	0	0	0	0	0.0%
5709 Viking Hub - Rates	9,376	8,240	-1,136	-1,136	113.8%
5710 Viking Hub - Building expenses	2,631	1,000	-1,631	-1,631	263.1%
<b><u>Total Expenditure</u></b>	<b>29,959</b>	<b>13,875</b>	<b>-16,084</b>	<b>-16,084</b>	<b>215.9%</b>
<u>Income</u>					
4100 Viking Hub - Rental income	0	0	0		
4097 Viking Hub - Precept	13,875	13,875	0		
<b><u>Total Income</u></b>	<b>13,875</b>	<b>13,875</b>	<b>0</b>		
4020	<b><u>To be Paid from CIL*</u></b>	<b>18,220</b>	<b>0</b>		
	<b><u>Surplus / Shortfall</u></b>	<b>2,136</b>	<b>0</b>		

\*Transfer from 2022-23 CIL to pay for professional fees

**Sprowston Town Council Year Ending 31st March 2023**

**Detailed Income & Expenditure by Cost Centre year to date to 31st March 2023**

**Dementia Café/Heritage**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>					
5309 Dementia Café	687.74	n/a	n/a	n/a	n/a
5309 Heritage Society	50.00	n/a	n/a	n/a	n/a
<b><u>Total Expenditure</u></b>	<b><u>737.74</u></b>	<b><u>n/a</u></b>	<b><u>n/a</u></b>	<b><u>n/a</u></b>	<b><u>n/a</u></b>
<u>Income</u>					
3019 Dementia Café	711.00	n/a	n/a		
3019 Heritage Society	0.00	n/a	n/a		
<b><u>Total Income</u></b>	<b><u>711.00</u></b>	<b><u>n/a</u></b>	<b><u>n/a</u></b>		
<b><u>Surplus / Shortfall</u></b>	<b><u>-26.74</u></b>	<b><u>n/a</u></b>			

## Sprowston Town Council Year Ending 31st March 2023

### Bank Accounts & Cash

31st March 2023

1200	STC - General Account	35,307
1202	STC - Drawings Account	£162
1203	STC - Salaries Account	£7,642
1205	STC - Treasury Deposits	£0
1206	STC - SPR PAR COU IAS	£910,389
1207	STC - Active Saver Account	£1,069,870
1209	STC - Barclaycard Account	-£1,591
1210	STC - Petty Cash Account	£96

**Total Bank & Cash Balances** **£2,021,874**

### Cash Book

Opening Balance 01/04/2022	£992,456
Add: Total Cash Receipts in year	£1,918,462
Deduct: Total Cash Payments in year	-£889,045
Round Up	£1
	<b><u>£2,021,874</u></b>

## Sprowston Town Council Year Ending 31st March 2023

### Balance Sheet as at

31st March 2023

#### Current Assets

Sales Ledger	14,672
Other Debtors	-2,357
Prepayments	11,230
Cash at Bank and in Hand	2,021,874
VAT Refund	19,633
Rounding	-1

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**£2,065,051**

Purchase Ledger	15,281
Receipts in Advance	2953
Sundry Creditors	0
Salaries	0
PAYE & NI	0
Pensions	0

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**£18,234**

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**£2,046,817**

Reserves	
Play Equipment Renewals Fund	10,000
Machinery Renewals Fund	20,000
Maintenance	25,000
Town Council Election Fund	0
Street Lighting Renewals Fund	45,000
Contingency Reserve Fund	200,000
Capital Fund	6,739
Diamond Centre Phase 4 Fund	35,000
Viking Public House Development	0
Heritage Fund	3,055
Dementia Café Fund	3,429
General Fund	398,360
CLLR Ward	4,457
General Fund (P&L Acc) - current year	1,053,650
General Fund (P&L Acc) - prior year	242,129
Rounding	-1

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**£2,046,817**

#### **Community Infrastructure Levy (CIL) Summary as at 31st March 2023**

Note: all CIL sums are already included in the above balance sheet figures

CIL brought forward from previous financial years	264,012
CIL received financial year ending 31st March 2023	962,065
CIL spent financial year ending 31st March 2023	18,220

**Total CIL as at 31/03/2023**

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**£1,207,857**



## Bank Reconciliation

Fourth Quarter

31/03/2023

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

Financial year ending 31 March 2023

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

Dated *10/05/2023*

Approved by *W. F. Couzens* Mr W F Couzens, Chair of Sprowston Town Council

Dated *10/05/2023*

Balance per bank statements as at 31st March 2023	£	£
General Account	35,306.55	
Treasury Deposit A/C NO2	-	
Drawings Account	161.63	
Salaries Account	7,641.65	
Treasury Deposits	-	
SPR PAR COU IAS	910,389.02	
Active Saver Account	1,069,870.43	
Barclaycard Account		1,591.02
Petty Cash Account	95.92	
Round down		2,021,874
<b>Less: un-presented cheques at 31st March 2023</b>		
Cheque number xxxxxx		
Cheque number xxxxxx		
<b>Plus: unbanked cash at 31st March 2023</b>		
Casual Bowls		
<b>Net bank balances as at 31st March 2023</b>		
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>		
<b>CASH BOOK</b>		
Opening Balance		992,456
Plus: Receipts in the year		1,918,462
Less: Payments in the year		889,045
Round up		1
Closing balance per cash book (receipts and payments book) as at 31st December 2022 (must equal net bank balances above)		2,021,874

31/03/2023

Mar-23

# Petty cash

	Date	Nom.code	Cr	Dr
Bal Br/fwd			<u>95.92</u>	

Total			<u>95.92</u>	
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Payment	Date	Company	Narrative
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Total				<u>0.00</u>
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Balance C/FWD			<u>95.92</u>	
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### Money Held

£20	0.00	
£10	60.00	
£5	25.00	
£2	0.00	
£1	7.00	
50P	1.00	
20P	1.00	
10P	1.00	
5p	0.10	0.00
Bronze	0.82	
	<u>95.92</u>	

Town Clerk..... 

## Sprowston Town Council

### Schedule of Public Works Loan Board (PWLB) Loans Outstanding

Fixed Loan Repayments (Annuity Basis - combining both interest & principal)

None

Loan	Start Date	End	Term	Scheme	Original Loan £	Interest	Bal o/s at 01.10.2022 £	Charges + Interest Due £	Principal Due £	Bal o/s at 31.03.2023 £
EIP - Equal instalments of principal										
497743	03.09.10	2035	25yrs	Cemetery Extension	100,000.00	3.46	52,000.00	899.60	2,000.00	50,000.00
499162	01.12.11	2031	20yrs	Acquisition School Lane	314,000.00	3.31	149,150.00	2,468.43	7,850.00	141,300.00
502857	13.03.14	2064	50yrs	Cemetery Groundworks (New A	260,000.00	4.50	215,800.00	4,855.50	2,600.00	213,200.00
505463	19/10/2016	2036	20Yrs	SDC:Sports Hall	1,500,000.00	2.26	1,118,432.09	12,638.28	34,180.94	1,084,251.15
							<u>1,535,382.09</u>	<u>20861.81</u>	<u>46630.94</u>	<u>1,488,751.15</u>
								<u>67,492.75</u>		

**ASSET INVENTORY LIST COMPARISON 2021/22 & 2022/23 for 2022/23 RECORDS**

Asset Name	Asset No.	Initial Cost	Cost	Difference	Diff. Description
		2021/22	2022/23		
Sisis Quadraplay Main Frame	A001	1	1	0	
McConnel Magnum Flail	A002	-	-	0	
Indespension Trailer	A003	2,800	2,800	0	
Indespension Tipper Trailer	A004	2,460	2,460	0	
Indespension Plant Trailer	A006	2000	2000	0	
Wessex Flail	A007	2,338	2,338	0	
Fusion 5 Slat Seat Bench	A008	-	658	658	New Purchase
Wall Litter Bin	A009	-	579	579	New Purchase - 3
Polly Barrow	A010	-	65	65	New Purchase
Wheel Barrow	A011	-	65	65	New Purchase
Traffic Cones	A012	-	175	175	New Purchase - 30
Grass/Leaf Rake	A013	-	139	139	New Purchase
Road & Pedestrian Safety Barrier	A014	-	552	552	New Purchase - 18
Recreation Ground Council Office	B001	298,200	298,200	0	
Thatched Pavilion at Recreation Ground	B002	465,300	465,300	0	
Recreation Ground maintenance store	B003	76,000	76,000	0	
Bowls Pavilion at Recreation Ground	B004	63,306	63,306	0	
Sparhawk Buildings including maintenance store	B005	174,200	174,200	0	
Cemetery Visitors Building and Toilets	B006	105,500	105,500	0	
Sprowston Diamond Centre School Lane	B007	1,725,350	1,725,350	0	
Viking Centre	B008	370,000	370,000	0	
Barkers Lane OS Playing Field	L001	1	1	0	
Barkers Lane OS Playing Field	L002	24,000	24,000	0	
Cannerby Lane Green Space AA	L003	1	1	0	
Allotment Land-Site and Car Park	L004	1	1	0	
Allotment Land-Plots 1-18	L005	1	1	0	
Cemetery Land	L006	1	1	0	
Cemetery Land	L007	1	1	0	
Dixon Road PROW	L008	1	1	0	
Post Mill Close POS	L009	1	1	0	
Recreation Ground Playing Field	L010	1	1	0	
Recreation Ground Playing Field	L011	1	1	0	
Sparhawk Park Recreation Land	L012	10,000	10,000	0	
Wilks Farm Drive POS	L015	55,696	55,696	0	
Church Lane Cemetery Extension	L016	92,000	92,000	0	
Access Loke POS	L017	3,400	3,400	0	
Fenced Open Space School Lane	L018	96,103	96,103	0	
BBL Play Areas POS	L019	1	1	0	
Windsor park Gardens POS	L020	48,698	48,698	0	
Millenium Wood POS	L021	1	1	0	
Gurne Drive	L022	1	1	0	
Blue Boar Lane Open Space	L023	1	1	0	
Conroy Close Footpath	L024	1	1	0	
Hallwood Road(off Blue Boar Lane adj.L019	L025	1	1	0	
Greens Power Mower 010H	ME001	-	-	0	
Removed 2014/15 and prior	ME002-ME007	-	-	0	
Tanaka Hedge Trimmer	ME008	1,405	1,405	0	
Honda Izy x 4	ME009	2,027	2,027	0	
Removed 2014/15 and prior	ME010	-	-	0	
Dennis FT610 Fine Turf Mower plus cassette	ME011	-	-	0	
Dennis FT610 Fine Turf Mower	ME012	6,830	6,830	0	
Hayter 48 Harrier Pro. 19"	ME013	664	664	0	
Dennis FT610 Power Unit Mower	ME014	4,350	4,350	0	
Echo HCA-265ES LW Long Reach Hedge Trimmer	ME015	399	399	0	
Tanaka 3300 Loop Brushcutters x 2	ME016	660	660	0	
Stihl Hand Held Blower	ME017	225	225	0	
ECHO Hedgetrimmer	ME018	320	320	0	
Echo Blower	ME019	149	149	0	
Husqvarna Chainsaw 72-555 18 Bar	ME020	450	450	0	
Dennis FT610 Fine Turf Mower	ME 021	-	450	(450)	Disposal of old mower 2022/23
McConnel Hedgecutter Flail	ME022	9,000	9,000	0	
Sisis Autorake Scarifier	ME023	4,370	4,370	0	
STIHL BG86C Leaf Blower	ME024	199	199	0	
STIHL BR600 Leaf Blower	ME025	395	395	0	
Honda Izy x2 Lawn Mowers	ME026	610	610	0	
Husqvarna 60 cm Hedge Trimmers	ME027	394	394	0	
Husqvarna 75 cm Hedge Trimmers	ME028	427	427	0	
Husqvarna Strimmers x2	ME029	499	499	0	
Impact Glider (Line Marker)	ME030	480	480	0	
Dennis FT610 Turf Mower	ME031	6,440	6,440	0	
Pro Blower & back pack blower	ME032	-	629	629	New Purchase
Long Reach Hedge Trimmer	ME033	-	459	459	New Purchase
Lawn Mowers (2)	ME034	-	690	690	New Purchase
Dennis 10 bladed cylinder	ME035	-	6,440	6,440	New Purchase
Wiedenmann XP160 Terra Verti-Drain	ME036	-	1,000	1,000	New Purchase
JD 4720 Compact Tractor AU14 BJF	MWE001	-	-	0	
Removed 2014/15 and prior	MWE002	-	-	0	
Removed 2014/15 and prior	MWE003	-	-	0	
Removed 2014/15 and prior	MWE004	-	-	0	
JD X595 unregistered	MWE005	-	-	0	
Volvo Mini Digger EC15B	MWE006	13,061	13,061	0	
Removed 2014/15 and prior	MWE007	-	-	0	
REMOVED 2016/17	MWE008	-	-	0	
JD X740 Lawn Tractor AU61 CYG	MWE009	-	-	0	
JD 4 x 4 Gator AO63 KWA	MWE010	-	-	0	
JD Compact Tractor 2032R AU15 AZT	MWE011	19,200	19,200	0	
Husqvarna Lawn Tractor AU66 CKC	MWE012	18,000	2000	(16,000)	Disposal - Trade-in for new lease mower (LMWE001)
John Dere Gator AU18 YEC	MWE013	13,900	13,900	0	
John Dere X940 Diesel Lawn Tractor AU18 YEG	MWE014	11,250	11,250	0	
Iseki Tractor	MWE015	7,995	7,995	0	



Asset Name	Asset No.	Initial Cost	Cost	Difference	Diff. Description
		2021/22	2022/23		
John Deere 4066R Compact Tractor	MWE016	33,000	33,000	0	
Removed 2015/16 Replaced by NME011	NME001	-	-		
Balance Cart	NME002	248	248	0	
Major 8400 Roller Mower	NME003	5,650	5,650	0	
Stihl Pole Pruner	NME004	600	600	0	
DeWalt Drills x 2	NME005	1	1	0	
DeWalt Grinders x 2	NME006	1	1	0	
Sprayers x 6	NME007	1	1	0	
Top Dressing Spreader	NME008	1	1	0	
Fertilizer Spreader x 2	NME009	1	1	0	
Trailed Sprayer	NME010	1	1	0	
Impact Glider UK Machine 50Psi	NME011	455	455	0	
Bus Shelters	STREET FURNITURE	9	9	0	
Streetlights	STREET FURNITURE	809,000	812,445	3,445	Replacement 1x streetlighting column and LED lantern @ Windsor Park Gardens, Supply and Install 1 x 5M Galvanised steel root mounted column into ground, new LED lantern
Led Streetlights	STREET FURNITURE	117,000	124,900	7,900	20 new LED
		4,707,035	4,713,381	6,346	

**Lease Register**

New Husqvarna Lawn Mower 21200224200002	LMWE001	-	933		Husqvarna Lawn Mower in leasing - Monthly cost £933.00
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# Annual Internal Audit Report 2022/23

## SPROWSTON TOWN COUNCIL

ENTER PUBLIC WEBSITE ADDRESS <https://www.sprowston-tc.gov.uk>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

02/05/2023

DD/MM/YYYY

SIGNED NAME OF INTERNAL AUDITOR

Paul Cullen FCCA

Signature of person who carried out the internal audit



Date

10/05/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2022/23

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 2023, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

**\*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:

17/05/2023

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

## Section 2 – Accounting Statements 2022/23 for

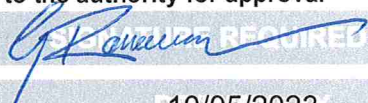
### SPROWSTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	745,871	992,456	<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	708,544	743,973	<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	700,658	1,218,405	<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	289,356	303,141	<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	136,101	135,209	<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	737,160	469,668	<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	992,456	2,046,816	<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	972,060	2,021,874	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	4,707,305	4,713,381	<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	1,581,631	1,488,751	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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**



Date

10/05/2023

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

17/05/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

**Sprowston Town Council Year ending 31st March 2023**

<u>Annual Return</u>	<u>31/03/2022</u>	<u>31/03/2023</u>	<u>Variance(£)</u>	<u>(%)</u>	<u>Detailed explanation</u>
<u>Box</u>					
1 Balances brought forward	745,871	992,456			
2 Annual precept	708,544	743,973	35,429	5.0%	Allowance for increases in energy, salary and general inflation
3 Total other receipts	700,658	1,218,405	517,747	73.9%	£962,065 CIL received in 2022-2023
4 Staff costs	289,356	303,141	13,785	4.8%	2022-2023 National pay award increase for all staff of £1,925 x 8 staff = £15,400 pro-rata
5 Loan interest/Capital repayments	136,101	135,209	(892)	-0.7%	
6 All other payments	737,160	469,667	(267,493)	-36.3%	Purchase of Viking building in 2021-2022 = £370k. Partially off-set in 2022-23 by increase in professional fees paid (£18.2k), new water main install (£21.1k), new verge mower lease hire Feb & Mar (approx £4k), sundries in cemetery (£2.1k), new container in cemetery (£3.6k), overspend on streetlight replacment budget (£7.3k), overspend on energy budgets (approx £16K), overspend on water budgets (£2k), overspend on Diamond Centre building repairs (£2.7k) and equipment purchases (£1.9k), recruitment costs (£4.8k) and inflation on all purchases.
7 Balances carried forward	992,456	2,046,817	1,054,361	106.2%	£962,065 CIL received in 2022-2023
8 Total cash & investments	972,060	2,021,874	1,049,814	108.0%	£962,065 CIL received in 2022-2023
9 Fixed assets & long term assets	4,707,305	4,713,381	6,076	0.1%	
10 Total borrowings	1,581,631	1,488,751	(92,880)	-5.9%	£92,880 of PWLB loans paid-off over 2022-2023

**Reconciliation Between Box 7 and Box 8**

Carry forward value of Box 7		2,046,817	4,697,381
<u>Deduct</u>			4,709,381
Debtors control	-14,672		
Vat refund due	-19,633		
Other Debtors	2,357		
Prepayments	<u>-11,230</u>	-43,178	
<u>Add</u>			
Creditors Control	15,281		
Receipts in advance	2,953		
PAYE & NI	<u>0</u>	18,234	
Rounding		1	
		<u>2,021,874</u>	

Table 1: Areas where there may be scope to use insurance to help manage risk.	Evidence of control
<p><b>Risk identification</b></p> <p>Insurance cover for risk is the most common approach to certain types of inherent risks.</p> <p>The protection of physical assets owned by the Council – buildings, furniture, equipment, etc. (<b>loss or damage</b>).</p> <p>The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (<b>public liability</b>).</p> <p>The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (<b>consequential loss</b>).</p> <p>Loss of cash through theft or dishonesty (<b>fidelity guarantee</b>).</p> <p>Legal liability as a consequence of asset ownership (<b>public liability</b>).</p> <p><b>Internal controls include:</b></p> <p>An up-to-date register of assets and investments.</p> <p>Regular maintenance arrangements for physical assets.</p> <p>Annual review of risk and the adequacy of cover.</p> <p>Ensuring the robustness of insurance providers.</p>	<p>Zurich Policy No. YLL-122003-6303</p> <p>Part A (Material Damage) &amp; Part C (All Risks)</p> <p>Part E (Public Liability) £10,000,000</p> <p>Part B (Business Interruption) £195,000 &amp; Part D (Money) £250,000</p> <p>Part N (Fidelity Guarantee) £2,000,000</p> <p>Part E £15,000,000 Part P (Legal Expenses) £200,000</p> <p>Completed</p> <p>Play equipment checked weekly by Comp &amp; Admin Officer. Annual Qualified Inspection. Machinery/equipment service contracts in place. Repairs &amp; Renewals Fund Established</p> <p>As part of Internal Audit Review Checklist (current policy is part of long-term agreement active until 01st April 2024)</p> <p>Zurich Municipal – a major insurer, used by Local Authorities</p>

Table 2: Areas where there may be scope to work with others to help manage risk.	Evidence of control
<p><b>Risk identification</b></p> <p>In addition to the risks above: Service interruption due to the long-term absence of the Town Clerk / RFO</p> <p>Purchase and refurbishment of property</p> <p>Employment Law and Health and Safety compliance</p> <p><b>Internal controls include</b></p> <p>Standing Orders and financial regulations dealing with the award of contracts for services or purchase of capital equipment.</p> <p>Monitoring of performance by suppliers/providers/contractors.</p> <p>Annual review of contracts.</p> <p>Adoption of and adherence to Codes of Practice for procurement and investment.</p> <p>Arrangements to detect and deter fraud and/or corruption.</p> <p>Regular bank reconciliation.</p> <p>Administrative Officers trained to undertake wide range of administrative tasks</p> <p>The Chairman, assisted by Finance and Administration Officer undertakes financial tasks and is authorised to sign cheques together with another authorised Councillor in the absence of the Clerk for more than 21 days</p>	<p>No interruption to key services. Alternate banking arrangements would be initiated with Finance Officer and Chairman</p> <p>Engagement of solicitors, tax specialists, project managers, NALC, etc to provide specialist professional advice</p> <p>Elcons (employment Law) consultants retained. Health and Safety consultants identified. Nplaw available.</p> <p>In place and reviewed regularly</p> <p>Continuous and at end of contracts</p> <p>October</p> <p>Standing Orders, Financial Regs, NALC Legal Topic Notes</p> <p>Full Council / Town Clerk authorises invoices. Internal Audit and Bank Reconciliation</p> <p>Quarterly. Checked and signed by Chairman</p> <p>No disruption to service</p> <p>Action undertaken would be reported to Council.</p>

Table 3: Areas where there may be a need to self-manage risk.	Evidence of control
<p><b>Risk identification</b></p> <p><i>There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable.</i></p> <p><b>Internal controls include</b></p> <p>Keeping proper financial records in accordance with Statutory requirements.</p> <p>Ensuring all businesses activities are within legal powers applicable to local councils.</p> <p>Complying with restrictions on borrowing.</p> <p>Ensuring that all requirements are met under Employment Law and Inland Revenue Regulations.</p> <p>Ensuring that all requirements are met under Customs &amp; Excise Regulations (especially VAT).</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements.</p> <p>Monitoring of performance against agreed standards under partnership agreements.</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or the General Power of Competence.</p> <p>Proper, timely and accurate reporting of council business in the minutes.</p>	<p>Sage accounting software used. Quarterly and annual reporting in place. 'Joint Panel on Accountability and Governance Practitioners' Guide' followed.</p> <p>Relevant Statutes included on Budget / Accounts papers.</p> <p>To be reviewed if/when new PWLB loan considered.</p> <p>Job Descriptions in place and timely returns to Inland Revenue. Appointment by the Council of Elcons Personnel Consultants.</p> <p>Quarterly VAT return – VAT 100.</p> <p>Full Council Report.</p> <p>N/A at this time - will be considered as part of the evaluation test when relevant.</p> <p>Relevant Statutes referenced in budget papers and Council Minutes.</p> <p>3 weekly cycle of Council Meetings.</p>



<p>Responding to electors wishing to exercise their rights of inspection.</p> <p>Meeting the laid down timetables when responding to consultation invitation.</p> <p>Meeting the requirements for Foundation Level parish status or other accreditation.</p> <p>Proper document control.</p> <p>Register of members' interests and gifts and hospitality, complete, accurate and up to date.</p> <p>Regular scrutiny of financial records and proper arrangements for the approval of expenditure.</p> <p>Banking and Investment arrangements</p> <p>Finance schedules produced from Sage accounts and presented at Council</p> <p>BACS payments made by Town Clerk</p> <p>Recording in the minutes the approved expenditure.</p> <p>Regular returns to the Inland Revenue; contracts of employment for all staff, regularly reviewed by the Council; systems of updating records for any changes in relevant legislation.</p> <p>Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.</p> <p>Regular budget monitoring statements.</p> <p>Developing systems of performance measurement.</p>	<p>Statutory notices and advertising.</p> <p>Deadlines to ensure completion.</p> <p>Working toward Quality Status.</p> <p>Every version of every document is dated or given unique reference number.</p> <p>Register maintained.</p> <p>Quarterly bank reconciliation by Chairman. Quarterly Income/Expenditure report to Council Invoices and bank statement scrutinised by both Finance Officer and Town Clerk/RFO. Internal Auditor</p> <p>banking arrangements and changes approved by Council and minuted.</p> <p>Council authorises payment by Bank Internet payment where possible, or Town Clerk to sign specific cheques for specific amounts</p> <p>Finance Officer verifies payments and invoice matches at time Town Clerk makes payment.</p> <p>Minute book publicly available for checking.</p> <p>IR returns made online. Contracts and records of employment reviewed in accordance with changes in legislation.</p> <p>VAT returns completed in timely manner. Sage, HMRC, NALC &amp; SLCC notices read.</p> <p>Quarterly to Full Council.</p> <p>Staff appraisals to be implemented.</p>
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SPROWSTON TOWN COUNCIL – FINANCIAL RISK ASSESSMENT 2023/2024

<p>Procedures for dealing with and monitoring grants or loans made or received.</p> <p>Minutes properly numbered and paginated with a master copy kept in safekeeping</p> <p>Documented procedures to deal with responses to consultation requests.</p> <p>Documented procedures for document receipt, circulation, response, handling and filing.</p> <p>Procedures in place for recording and monitoring members’ interests, gifts and hospitality.</p> <p>Adoption of codes of conduct for members and employees.</p> <p><b>Internal Audit Assurance</b></p> <p>Review of internal controls in place and their documentation.</p> <p>Review of minutes to ensure legal powers in place, recorded and correctly applied.</p> <p>Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements, etc. including petty cash transactions.</p> <p>Review and testing of arrangements to prevent and detect fraud and corruption.</p> <p>Testing of specific internal controls and reporting findings to management and Council.</p> <p>Review of asset register / sample check of assets</p> <p>Internal audit comprises one interim visit and one year end visit. Year-end visit will also assess progress on any issues identified at interim visit.</p>	<p>Performance against Neighbourhood Plan and Business Plan to be measured and reported</p> <p>Reports presented to Council</p> <p>Consecutively numbered</p> <p>Consultations presented to Council.</p> <p>Documents dated on opening and filed in appropriate location. Accounts software updated.</p> <p>Declaration of interests register at every meeting, forms completed annually.</p> <p>New LGA model code: for adoption May 2022. Councillor and staff codes updated as required.</p> <p>Internal Audit – Reputable and competent internal auditors appointed each year, by full Council (Price Bailey in 2022/23). Appointment to be minuted Annual External Audit before September.</p>
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**Sprowston Town Council**

Annual Town Council Meeting - 17 May 2023

**Review of Council's Direct Debits**  
**Municipal Year 2023-2024**

List of Direct debit companies

Barclay card	Card terminal
Broadland district council	Rates and council tax
British gas	Gas supply
Norse	Bin rental
Novuna (Ernest Doe)	Ride-on Mower Leasing
Opus gas	Gas to Viking Centre
PWLB	Loans
PHS	Hand dryers, soap dispensers, sanitary bins
Sage	Accounting package
Siemens	Photocopier leasing
SSE	Electric supply
Sharp	Printer
Total Energies	Electric supply
Utilita	Electric supply for Viking
Veolia	Bin emptying
Wave	Water supply

**Certificate of Employers' Liability Insurance(a)**

(WHERE REQUIRED BY REGULATION 5 OF THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) REGULATIONS 2008 (THE REGULATIONS), A COPY OF THIS CERTIFICATE MUST BE DISPLAYED AT ALL PLACES WHERE YOU EMPLOY PERSONS COVERED BY THE POLICY OR AN ELECTRONIC COPY OF THE CERTIFICATE MUST BE RETAINED AND BE REASONABLY ACCESSIBLE TO EACH EMPLOYEE TO WHOM IT RELATES).

**Policy No.** YLL-272003-6303

**1. Name of policyholder** SPROWSTON TOWN COUNCIL

**2. Date of commencement of insurance policy** 01/04/2023

**3. Date of expiry of insurance policy** 31/03/2024

WE HEREBY CERTIFY THAT SUBJECT TO PARAGRAPH 2:

1. THE POLICY TO WHICH THIS CERTIFICATE RELATES SATISFIES THE REQUIREMENTS OF THE RELEVANT LAW APPLICABLE IN GREAT BRITAIN, NORTHERN IRELAND, THE ISLE OF MAN, THE ISLAND OF JERSEY, THE ISLAND OF GUERNSEY AND THE ISLAND OF ALDERNEY (b)

2. (a) THE MINIMUM AMOUNT OF COVER PROVIDED BY THIS POLICY IS NO LESS THAN £5 MILLION (c)

SIGNED ON BEHALF OF ZURICH INSURANCE COMPANY LTD (AUTHORISED INSURER).

SIGNATURE



TIM BAILEY

CHIEF EXECUTIVE OFFICER OF ZURICH INSURANCE COMPANY LTD, UK BRANCH

**NOTES**

(a) WHERE THE EMPLOYER IS A COMPANY TO WHICH REGULATION 3(2) OF THE REGULATIONS APPLIES, THE CERTIFICATE SHALL STATE IN A PROMINENT PLACE, EITHER THAT THE POLICY COVERS THE HOLDING COMPANY AND ALL ITS SUBSIDIARIES, OR THAT THE POLICY COVERS THE HOLDING COMPANY AND ALL ITS SUBSIDIARIES EXCEPT ANY SPECIFICALLY EXCLUDED BY NAME, OR THAT THE POLICY COVERS THE HOLDING COMPANY AND ONLY THE NAMED SUBSIDIARIES.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

(b) SPECIFY APPLICABLE LAW AS PROVIDED FOR IN REGULATION 4(6) OF THE REGULATIONS.

(c) SEE REGULATION 3(I) OF THE REGULATIONS AND DELETE WHICHEVER OF PARAGRAPHS 2(A) OR 2(B) DOES NOT APPLY. WHERE 2(B) IS APPLICABLE, SPECIFY THE AMOUNT OF COVER PROVIDED BY THE RELEVANT POLICY.

## To Whom It May Concern

**Name of Insured:** Sprowston Town Council

This is to confirm that Sprowston Town Council have in force with this Company until the policy expiry on 31st March 2024 insurance incorporating the following essential features:

**Policy Number:** YLL-272003-6303

**Renewal Date:** 1st April 2024

**Limits of Indemnity:**

Public Liability:	£10,000,000 minimum*
	any one event
Products Liability:	£10,000,000 minimum*
	for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Official's Indemnity:	As below

\*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

**Excess:**

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

**Indemnity to Principals**

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

**Full Policy**

The policy documents should be referred to for details of full cover.

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

# Certificate of Motor Insurance

Certificate number: YLL-272003-6303

1. Description of vehicle: Any motor vehicle the property of or in the custody or control of the Policyholder

2. Name of policyholder: Sprowston Town Council

3. Effective date of the commencement of insurance for the purpose of the relevant law: 01/04/2023

4. Date of expiry of insurance: 31/03/2024

5. Persons or classes of persons entitled to drive:

Any person who is driving on the order or with the permission of the Policyholder.

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

6. Limitations as to use:

Use for social domestic and pleasure purposes.  
Use in connection with the Policyholder's business.

The Policy does not cover:-

1. Use while the vehicle is let on hire.
2. Use for hire or reward or the carriage of passengers for reward.
3. Use for racing pacemaking reliability trials competitions rallies or trials.
4. Use whilst drawing a greater number of trailers in all than is permitted by Law.
5. Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure.

**For Zurich Insurance Company Ltd. Authorised Insurers**



Tim Bailey  
Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

We hereby certify that the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the island of Guernsey, the island of Jersey and the island of Alderney. For full details of the insurance cover reference should be made to the Policy.

**Advice to Third Parties:** Nothing contained in this Certificate affects your right as a Third Party to make a claim.

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory motor insurance requirements of

- a) any other member country of the European Union;
- b) Iceland, Norway and Switzerland.

La police à laquelle ce certificat d'assurance automobile est applicable, inclut également les exigences obligatoires en matière d'assurance automobile

- a) des autres pays membres de la Union Européenne;
- b) l'Islande, la Norvège et la Suisse.

Die Police, auf welche sich dieser Kraftfahrzeugversicherungsschein bezieht, deckt ebenfalls die Anforderungen der obligatorischen Kraftfahrzeugversicherung

- a) aller anderen Mitgliedsstaaten der Europäischen Union;
- b) Island, Norwegen und der Schweiz.

La polizza comprovata dal presente certificato di Assicurazione Automobilistica si estende ad includere l'assicurazione autotmobilitica obbligatoria:

- a) di qualsiasi altro paese membro della Unione Europea;
- b) dell'Islanda, della Norvegia et la Svizzera.

La póliza aplicable a este Certificado de Seguro de Automóvil se extiende para incluir los requerimientos de seguro de automóvil obligatorios en:

- a) Cualquier otro país miembro de la Union Europea;
- b) Islandia, Noruega y Suiza.

#### Instructions in the event of an accident

##### You should

- 1. take names and addresses of all witnesses;
- 2. report the accident to us quoting the Certificate number;
- 3. send all communications you receive relating to claims or proceedings against you, unanswered, to us quoting, if known, the claims reference.

#### IMPORTANT

##### The Law requires:

- 1. unless names and addresses, including those of the vehicle owner, together with the registration mark of the vehicle are exchanged at the time of the accident the driver must report it to the Police as soon as possible and in any case within 24 hours;
- 2. if anyone was injured and the Certificate of Insurance was not produced to the Police at the time of the accident, the driver must report the matter to the Police as soon as possible and in any case within 24 hours and produce the Certificate (or arrange to produce it within five days of the accident).

##### You should not

- 1. admit any liability;
- 2. negotiate or make any agreement with anyone regarding your responsibility for the accident;
- 3. make or offer any payment whatsoever to any Third Party, if in doubt – consult us;
- 4. repudiate a claim without our agreement; this may result in Court Action against you by the other party.

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

ZMCSCUA02



## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including [ministers, civil servants, councillors and local authority officers](#); should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

[Your District Council's Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct. On matters that may relate to the Code of Conduct, town and parish councillors are encouraged to first seek advice from their Clerk who may refer matters to the](#)

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

##### **As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Town Clerk prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers

- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## 8. Complying with the Code of Conduct

**As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. [If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer of the District Council.](#)

### Protecting your reputation and the reputation of the local authority

## 9. Interests

**As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. [If in doubt, you should always seek advice from the Town Clerk.](#)

## 10. Gifts and hospitality

**As a councillor:**

**10.1 I do not accept gifts or hospitality, irrespective of estimated value, which**

could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

**10.2 I register with the District Council's Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the District Council's Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. [If you are unsure, do contact the Town Clerk or District Council's Monitoring Officer for guidance.](#)

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## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable Pecuniary Interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. *Deleted (reference to Cabinet members is not applicable)*

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
  
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied
  
9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interestYou may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.  
If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
  
10. Deleted (reference to Cabinet members is not applicable)

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income

<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

You must register as an Other Registrable Interest :

<p>a) any unpaid directorships</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body</p> <p>(i) exercising functions of a public nature</p> <p>(ii) directed to charitable purposes or</p> <p>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</p> <p>of which you are a member or in a position of general control or management</p>
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## **Sprowston Town Council**

Annual Town Council Meeting - 17 May 2023

### **Appointment of Councillors to Serve on Committees and Working Groups** **Municipal Year 2023-2024**

#### **(i) STAFFING COMMITTEE, Members 2022-23 (6 Members):**

- Mrs J Leggett (Chair)
- Mr A J Barton (No-longer on Council. To be removed)
- Mr M G Callam
- Mr W F (Bill) Couzens
- Mr J F Fisher (No-longer on Council. To be removed)
- Mr J M Ward (No-longer on Council. To be removed)

#### **STC decision required:**

❖ *To appoint 6 Councillors*

#### **(ii) RECREATIONAL FACILITIES WORKING GROUP, Members 2022-23 (6 Members):**

- Mrs J Leggett (Chair)
- Mr M A Booth
- Mr M G Callam
- Ms D Coleman
- Mr W F (Bill) Couzens
- Mr J H Mallen

#### **STC decision required:**

❖ *To appoint 6 Councillors*

**Sprowston Town Council**

Annual Town Council Meeting - 17 May 2023

**Review of Council and Staff Subscriptions**

**Municipal Year 2023-2024**

Subscriptions 2023-24:

**(i) Norfolk Association of Local Councils (ALC) = £2,107.14**

**(ii) Society for Local Council Clerks (SLCC) = £354.00**

**(iii) Institute of Cemetery and Crematorium Management (ICCM) = £95.00**

**STC decision required:**

**❖ *To approve subscriptions for 2023-24***

## **Sprowston Town Council**

Annual Town Council Meeting - 17 May 2023

### **Appointment of Councillors to Serve as Named Officials on Council Bank Accounts**

#### **Municipal Year 2023-2024**

#### **Current 'Named Officials' on Council's bank accounts:**

- Mr A J Barton (No-longer on Council. To be removed)
- Mr M G Callam
- Mr W F (Bill) Couzens
- Mrs B J Lashley (No-longer on Council. To be removed)
- Mr J M Ward (No-longer on Council. To be removed)

#### **STC decision required:**

- ❖ ***Recommendation: Appoint a total of 5 Councillors as Named Officials***



**Sprowston Town Council**  
**PLANNING APPLICATIONS – 17 May 2023**

<b>Broadland DC App. No</b>	<b>Location</b>	<b>Description</b>	<b>Type</b>
2022/0957	1B Cannerby Lane Sprowston NR7 8NQ	Construct new roof over existing building	Full Planning Permission
2023/0899	103 Lone Barn Road, Sprowston Norfolk NR7 8HY	Single storey rear extension and alterations	Householder
2023/1017	31A Allens Avenue, Sprowston, Norfolk NR7 8EP	Single storey flat roof rear extension	Householder
2023/1103	23 Thornham Close, Sprowston, Norfolk NR7 8HT	Replacement roof with dormers and rooflights to form new first floor	Householder
2023/1135	15 Inman Road, Sprowston, Norfolk NR7 8JT	Removal of boundary wall and replace with fence panels, gravel boards and concrete posts	Householder
BD0601	Rear garden of 5 Church Lane Sprowston Norfolk NR7 8AY	Tree Preservation Order 2023 (Oak Tree)	New TPO Consultation

## Planning Decisions made Week Ending 21st April 2023

Appl Number : 2023/0314  
App Type : Householder  
Parish: Sprowston  
Location : 60 Wroxham Road Sprowston Norfolk NR7 8TX  
Proposal : Raise roof with new gable to improve first floor accommodation,  
new pitch roofs and single storey flat roof rear extension  
Decision : Approval with Conditions  
(Delegated)  
Date of decision : 20 April 2023

Appl Number : 2023/0383  
App Type : Householder  
Parish: Sprowston  
Location : 3 Park Cottages Wroxham Road Sprowston Norfolk NR13 6LZ  
Proposal : Proposed two storey side extension  
Decision : Approval with Conditions  
(Delegated)  
Date of decision : 20 April 2023

Appl Number : 2023/0508  
App Type : Householder  
Parish: Sprowston  
Location : The Homestead 5 Mousehold Lane Sprowston Norfolk NR7 8HJ  
Proposal : First floor extension over existing ground floor  
Decision : Approval with Conditions  
(Delegated)  
Date of decision : 18 April 2023

Appl Number : 2023/0591  
App Type : Householder  
Parish: Sprowston  
Location : 66 Blue Boar Lane Sprowston Norfolk NR7 8RT  
Proposal : Two storey and single storey rear extension  
Decision : Approval with Conditions  
(Delegated)  
Date of decision : 20 April 2023

## Planning Decisions made Week Ending 28th April 2023

Appl Number : 2023/0462  
App Type : Change of Use  
Parish: Sprowston  
Location : Technology House Roundtree Way Sprowston Norfolk NR7 8SH  
Proposal : Change of use to rage room (use class E.d)  
Decision : Approval with Conditions  
(Development Management Committee)  
Date of decision : 24 April 2023

Appl Number : 2023/0547  
App Type : Full  
Parish: Sprowston  
Location : 56 North Walsham Road Sprowston Norfolk NR6 7QF  
Proposal : Erection of two storey dwelling  
Decision : Refusal  
(Delegated)  
Date of decision : 26 April 2023

**Sprowston Town Council**

**Direct Debit Payments**

**Meeting Date: 17th May 2023**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
14.04.2023	819204857	British Gas Gas bill for the Diamond Centre 22/03/2023 to 13/04/2023	£624.16	£124.83	£748.99
30.04.2023	NWS100227520	Norse Waste Solutions Rental Charge Recycling - April 2023	£31.80	£6.36	£38.16
01.05.2023	UK-03205838	SAGE Accounting Standard & Payroll - May 2023	£38.00	£7.60	£45.60
05.05.2023	8072164971	Sharp Business Systems UK Mono Copies - 1489 copies @ 0.40ppc & Colour Copies - 711 copies @ 3.60ppc	£31.56	£6.31	£37.87
05.05.2023	2023-04/1	Utilita Electricity Bill for the Viking Centre - 01/04/2023 to 30/04/2023	£11.48	£0.57	£12.05
09.05.2023	11995771	Wave - Anglian Water Water bill for the Diamond Centre 09/02/2023 to 08/05/2023	£478.85	£0.00	£478.85
09.05.2023	11996458	Wave - Anglian Water Water bill for the Council Office 09/02/2023 to 08/05/2023	£483.90	£0.00	£483.90
			<b>£962.75</b>	<b>£0.00</b>	<b>£962.75</b>
<b>Total Direct Debits</b>			<b>£1,699.75</b>	<b>£145.67</b>	<b>£1,845.42</b>

**Sprowston Town Council**

**Invoices To Pay**

**Meeting Date: 17th May 2023**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
21.04.2023	SI-52834	Bidwells Viking Centre - Liaising with the Local planning authority regarding the planning application, dealing with consultation, correspondence and revising plans to adapt the entrances and accesses, preparing detailed design drawings for layouts in preparation for tender exercise.	£9,000.00	£1,800.00	£10,800.00
20.04.2023	0000188691	Collier Turf Care Grass care and weed killer items - Gallup Biograde Amenity 5L, Barenbrug Sport Ultrafine 20kg, Prestige NPK Spring & Summer 20ltr	649.46	58.50	707.96
30.04.2023	INV-0311	Community Action Norfolk EL attendance at the Play Area Inspection Training on Tuesday 9th May 2023	£60.00	£0.00	£60.00
04.05.2023	INV-7454	Cozens Monthly standard maintenance charge for April 2023	£600.00	£120.00	£720.00
14.04.2023	CD-223603483	Culligan Oasis Core rental charge, service & maintenance includes 4 services per annum	£58.65	£11.73	£70.38
28.04.2023	N/A	EL Mileage EL Mileage 25.8miles @ 0.45ppm	£9.68	£1.94	£11.62
25.04.2023	N/A	EE General Expenses Car park, royal mail kettle collection, Tesco tea bags & fuses	£12.50	£0.00	£12.50
04.05.2023	N/A	Catering for Annual Town Meeting & Yale lock for Allotment Gates	£19.92	£0.92	£20.84
10.05.2023	N/A	Pay as you go top up for Grounds Team mobile	£10.00	£0.00	£10.00
			<b>£42.42</b>	<b>£0.92</b>	<b>£43.34</b>

<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
19.04.2023	501331	Flameskill Inspection + Test of fire alarm & test of emergency lighting in the Diamond Centre	£300.00	£60.00	£360.00
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
30.04.2023	928436	Heritage Swing bin, pedal bin, micro mini toilet rolls, C-fold hand towel, wheelie bin liners, 4 professional bulk pack 2 ply & 4 dispense bulk pack stainless steel	£473.86	£94.77	£568.63
01.05.2023	928415	To labour re cemetery gates and litter picking - May 2023	£122.25	£24.45	£146.70
01.05.2023	928414	To provide caretaker and cleaning services - June 2023	£6,425.21	£1,285.04	£7,710.25
			<b>£7,021.32</b>	<b>£1,404.26</b>	<b>£8,425.58</b>
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
28.04.2023	756855	Intouch systems HDMI to VGA cable x3	£54.00	£10.80	£64.80
01.05.2023	756928	WISP 01/05/2023 - 31/05/2023 - Business8000plus	£53.70	£10.74	£64.44
01.05.2023	756929	WISP 01/05/2023 - 31/05/2023 - Bespoke package	£161.20	£32.24	£193.44
02.05.2023	758178	9x hosted exchange plus 4x extra data 01/06/2023-01/07/2023	£71.51	£14.30	£85.81
09.05.2023	758288	Server backup 18/05/2023 - 18/06/2023	£52.68	£10.54	£63.22
			<b>£393.09</b>	<b>£78.62</b>	<b>£471.71</b>
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
28.04.2023	812	NALC (Norfolk Association of Local Councils) Annual Subscription 2023/24 Norfolk ALC fee & National ALC fee	£2,107.14	£0.00	£2,107.14
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
28.04.2023	01572	Norfolk Drain Services Limited To attend on site to blocked WC Girls Toilet	£105.00	£21.00	£126.00
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
25.04.2023	100721	Norfolk Electrical and Testing Attend Sparhawk Park - complete an EICR on the buildings and PAT testing on items as needed	£475.65	£95.13	£570.78
25.04.2023	100722	Attend St Marys& Margarets Cemetery and Complete an EICR on the building and PAT testing on items as needed	£478.30	£95.66	£573.96
			<b>£953.95</b>	<b>£190.79</b>	<b>£1,144.74</b>
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
28.04.2023	137740	Pear Technology PT-Mapper Pro Technical Support & Updates until 30/04/2024 & Maplink technical Support & Updates until 30/04/2024	£200.00	£40.00	£240.00

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
27.04.2023	69773393	PHS Group Playing Field public toilet - eco shield, sanitary disposal & water management system - 01/06/2023 to 31/08/2023	£59.92	£11.98	£71.90
27.04.2023	69773395	Diamond Centre - Air freshener, hand drier, sanitary disposal & soap dispenser - 01/06/2023 to 31/08/2023	£369.91	£73.98	£443.89
27.04.2023	69773394	Sparhawk Avenue - eco shield, sanitary disposal & water management system	£55.14	£11.03	£66.17
			<b>£484.97</b>	<b>£96.99</b>	<b>£581.96</b>

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.04.2023	65815	The Alarm Company Supply of annual maintenance of the intruder alarm system for Sparhawk Park, Council Office, Sprowston Pavilion, Recreation Grounds & Diamond Centre - covering period 1/5/23 - 30/4/23	£376.00	£75.20	£451.20

**TOTAL OF INVOICES**

**£22,361.68      £3,959.95      £26,321.63**

**Transfer:** STC Active to STC Drawings a/c **26,321.63 Trf 31**

**Transfer:** STC Active a/c to Salaries a/c **25,000.00 Trf 32**

.....  
Councillor

.....  
Councillor

.....  
Town Clerk

**Sprowston Town Council**

**Barclaycard Payments**

**Meeting Date: 17th May 2023**

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04.04.2023	A11495800218	Screwfix 1x squire die-cast steel weatherproof combination padlock	15.98	3.2	19.18
06.04.2023	A11531101298	York Ultra-Fix Slate Grey	39.57	7.91	47.48
			<b>55.55</b>	<b>11.11</b>	<b>66.66</b>
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.04.2023	WEB31844	HVW Workwear Logo on clothes: sweatshirt, hooded sweatshirt, polo x6	89.65	17.93	107.58
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13.04.2023	122986985	Amazon Rainproof Jacket Olive Green x2	79.04	0	79.04
14.04.2023	INV-GB-126895901-2023-2356	Rainproof trousers Olive Green x2	45.08	9.02	54.10
21.04.2023	INV-GB-121416321-2023-184829	Plastic Monitor Stand for Desk x3 10 Meters Replacement Recoil Starter Rope Pull Cord for	37.47	7.50	44.97
24.04.2023	DS-ASE-INV-GB-2023-15563199	Husqvarna STHIL	5.82	1.17	6.99
24.04.2023	GB32JPJ3DAEUI	Flat tyre puncture repair sealant x2	24.34	4.88	29.22
			<b>191.75</b>	<b>22.57</b>	<b>214.32</b>
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.04.2023	INV197978517	Zoom Subscription period 16/04/2023 to 15/04/2024	119.90	23.98	143.88
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.04.2023	62F0D6C4-0018	WeTransfer Subscriptions for period 16/04/2023 to 16/05/2023	10.95	0.00	10.95
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21.04.2023	IEE2023004256252	Adobe System Software Acrobat Pro monthly subscription	16.64	0.00	16.64
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
25.04.2023	N/A	Progress Fuel Unleaded 89.72L @ 144.9ppL	108.33	21.67	130.00
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
26.04.2023	EL26042023	Kedel Recycled Mixed Plastic Square Post without Point 70mm x 70mm x4	141.20	28.24	169.44
<b>Total of Payments</b>			<b>733.97</b>	<b>125.50</b>	<b>859.47</b>