

**Sprowston Town Council**

The Former Viking Pub, Tills Road, Norwich, NR6 7QZ

Jason Menezes BSc (Hons) MRICS

December 2023



**BIDWELLS**

# **TENDER ANALYSIS REPORT**

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## 1.0 Introduction

This tender report sets out our recommendations and has been prepared to enable Sprowston Town Council to select a main contractor to complete the refurbishment and extension to The Former Viking Pub located at Tills Road, Norwich, NR6 7QZ.

The objective is to transform it into a new mixed-use community centre, complete with a community hall, public café, hireable rooms, storage, and office spaces.

### 1.1 Scope of Works

The agreed scope of works is a complete refurbishment of the Former Viking Pub including a rear extension to form a new community facility for multi let rooms.

Works include remodelling the internal spaces, full refurbishment and replacement of all mechanical, electrical and plumbing installations. External works include new boundary fencing, car park resurfacing, external decking area and cycle storage.

### 1.2 Form of Contract

The form of contract for this project will be a JCT Intermediate Building Contract with Contractor's Design 2016 Edition.

## 2.0 Basis of Tender

The appointment of the main contractor will be based on a single stage, lump sum tender and qualitative review of their Tender bid. The tender process has been undertaken in accordance with Alternative 2 of the JCT Note 6 (Series 2) 'Main Contract Tendering'.

### 2.1 Tender Programme

An overview of the tender programme is as follows:

<b>Type:</b>	Open Tender
<b>Tender Period:</b>	6 Weeks
<b>Tender Return Date:</b>	12 noon on the 1 <sup>st</sup> December 2023

### 2.2 Tender Documentation

The tender documentation comprised the following;

Bidwells Specification of Work including:-

- Sprowston Town Council's Invitation to Tender
- Preliminaries
- Materials & Workmanship
- Schedule of Works
- M&E Specification
- Structural Engineer Specification

- Final Cost Summary
- Basic Trade Rates
- Form of Tender
- Tender Submission Checklist
- Document Issue Sheet
- Drawings & Structural Design Report
- Product Data Sheets
- Pre-Construction Information

## 2.3 Tenders

Tender documentation was uploaded to Contract Finder and Find-a-Tender, as well as Sprowston Town Council's website allowing any contractor to submit a bid for carrying out the works. A number of Contractors expressed interest in submitting Tender bids for the project.

## 2.4 Tender Inspections

Given the nature of the project, contractors were given the chance to visit the site and conduct a comprehensive inspection throughout the tender period.

Any queries / clarifications which arose during the Tender period were answered in writing and uploaded to the procurement system for all contractors to review in order to aid a fair and accurate tender process.

# 3.0 Financial Review of Tenders

## 3.1 Tenders Received

Three sealed Tenders were received at Sprowston Town Council on or before 12:00 noon on the 1<sup>st</sup> December 2023. Tenders were opened at Sprowston Town Council Office, Recreation Ground Road, Norwich, NR7 8EW at 12.30pm on the 1<sup>st</sup> December 2023. The Tenders were opened by Guy Ranaweera (Town Clerk), witnessed by Jason Menezes BSc (Hons) MRICS, and Town Councillors J Legget, and M Callam.

Contractors A and C submitted complete tender packages with all the required information in sealed, unmarked envelopes. Contractor B submitted most of the requested information in a sealed, unmarked envelope, except for the project program, which was received via email after 12:00 noon.

All individual received Forms of Tender are detailed within Appendix 2.

The unadjusted tender return costs from the invited tender contractors are summarised below. All figures exclude VAT and professional fees.

TENDERER	COST OF WORKS
Contractor A	£1,309,647.10
Contractor B	£1,383,359.06
Contractor C	£1,626,731.25

The tenders received are considered to be bona fide.

A full breakdown and comparison of the unadjusted tender submissions was analysed prior to any queries being issued to each contractor. In order to make this comparison and assessment a tender analysis schedule was provided. A copy of the tender analysis schedule is included in Appendix 3.

### 3.2 Arithmetical Check

Contractors A and B included a priced Schedule of Works with their tender bids. In contrast, Contractor C did not provide a priced Schedule of Works; instead, they submitted only the Collection page. On Tuesday, December 5, 2023, we requested the complete priced Schedule of Works from Contractor C. However, they were willing to provide this information only if their tender bid proved to be competitive.

Arithmetical checks were conducted on the priced Schedule of Works for all submitted tenders, and no arithmetic errors were found. Contractor C did add an extra line to the Collection Summary for 'Contractors Preliminaries (inc OH&P),' we assessed this cost would fall into the parameters of Item 1.00 Preliminaries to enable a full comparison of all Contractor prices.

### 3.3 Tender Qualifications, Queries & Clarifications

Qualifications were present in the tender submissions from Contractors A, B, and C, and these were documented in writing. We examined the qualifications for each contractor and issued individual responses to each of them on Tuesday, December 12, 2023.

We conducted a comprehensive assessment of the priced schedule of works for Contractors A and B. Subsequently, a Tender Queries Schedule was issued to highlight instances where contractors failed to furnish fixed costs or provided costs that were deemed excessively high or low. Contractors have been asked to promptly address and respond to these queries. This process was not carried out with contractor C as we assessed their Tender bid was not competitive and they did not want to incur further admin costs in this regard.

The majority of qualifications made from contractors was in relation to clarifying their limitations of works and scope based on their interpretation of tender documents specifications and drawings.

After a thorough review of the tender analysis schedule, Bidwells raised a number of queries with each of the contractors as part of a structured post tender correspondence process.

The following queries were raised equally with each contractor.

- To confirm all unmarked items within the specification were considered and included in the overall tender cost.
- To review prices to ensure all items have been allowed for, in accordance with the specification clause.



- To review specific tender costs which appeared high or low in comparison to similar schemes / works completed to ensure the correct scope was understood.
- Where possible to include a firm cost where Provisional Sums were included by the contractor by providing estimated quantities and scope.

### 3.4 Tender Adjustments

Following the structured tender query process, we are awaiting a response / clarification from Contractors A & B reflecting adjustments to their tender return sums in accordance with Alternative 2 of the JCT Note 6 (Series 2) 'Main Contract Tendering'.

The adjusted tender return costs from the contractors are summarised below. All figures exclude VAT and professional fees.

TENDERER	RECEIVED TENDER	REVISED TENDER
A	£1,309,647.10	Awaiting Response.
B	£1,383,359.06	Awaiting Response.
C	£1,626,731.25	Awaiting Response.

Currently we are awaiting responses to our tender queries and a further update will be provided once received. It is anticipated to provide an update on the revised tender costs at the next committee meeting.

### 3.5 Provisional Sums & Contingency

Due to the size and nature of the project we were unable to quantify a number of items of work within the schedule of Works until further investigations are carried out, the items of work are as follows:

- 5.02 - Localised repairs to brickwork and repointing.
- 6.02 - Strengthening works to dormer windows.
- 9.02 - Patch repairs to plasterboard ceilings.
- 10.01 - Patch repairs to plastered walls.
- 13.04 - Timber boxing to exposed services.
- 17.06 - Decorations to timber boxing
- Contingency - £50,000.00
- Unforeseen Foundation works - £10,000.00

Where we were unable to determine the type and quantity of work needed, provisional sums have been included. These sums are deemed sufficient to execute the necessary tasks, ensuring comparability among tenders. For work where we recognize the type but cannot assess the quantity accurately, we have asked contractors to submit Provisional Quantities. These quantities will be utilized as rates when the specific work quantities are known.

Contractor A did not provide any extra provisional sums or quantities, whereas Contractor B incorporated several provisional sums in their priced schedule. We have raised inquiries regarding these provisional sums and asked the contractor to either convert them into fixed costs. Upon receiving responses to our queries, we will proceed to update the final tender analysis.

### 3.6 Final Tender Analysis

The tender returns provided from each contractor were logically put together and provided the level of detail breakdown of both the preliminaries and works items we would expect.

Below is a summary of the final tender analysis schedule further to all tender adjustments being made;

ITEM	DESCRIPTION	A	B	C
1.0	Preliminaries	£253,153.56	£157,942.90	£294,230.52
2.0	Demolition	£27,575.00	£65,779.26	£44,575.00
3.0	Sub- Structure & Super Structure	£120,547.00	£52,313.96	£136,629.44
4.0	Roof	£155,132.00	£194,396.53	£164,084.60
5.0	Elevations	£45,283.50	£38,577.00	£81,504.40
6.0	External Windows	£50,041.00	£49,767.50	£31,300.00
7.0	External Doors	£6,361.00	Inc	£16,204.00
8.0	External Area	£109,965.00	£166,994.24	£188,387.50
9.0	Ceilings	£20,065.00	£43,814.62	£149,000.00
10.0	Walls	£69,224.00	£45,436.25	£26,116.60
11.0	Internal Windows	-	-	-
12.0	Internal Doors	£14,688.00	£37,280.47	£28,800.00
13.0	Joinery	£27,340.00	£31,422.27	£39,626.00
14.0	Metalwork	-	-	-
15.0	Floors	£30,507.00	£30,292.44	£30,773.20
16.0	Mechanical & electrical	£349,081.95	£433,665.71	£370,000.00
17.0	Decorations	£30,695.00	£30,783.75	£19,750.00
18.0	Cleaning	Inc	£3,547.50	£4,500.00
19.0	Handover	Inc	£1,343.75	£1,250.00
	Contingency @ £50K	Inc	Inc	Inc
	<b>FINAL TENDER TOTAL</b>	<b>£1,309,647.01</b>	<b>£1,383,358.15</b>	<b>£1,626,731.26</b>

\*Costs subject to outstanding tender queries

Following our review and detailed analysis of each of the tenders received and subject to the Tender queries outstanding, the most competitive Tender bid is Contractor A, with a tender cost of £1,309,647.01. They are circa £73,711.14 less than Contractor B with a tender cost of £1,383,358.15.

We have queried both the high and low costs with each contractor to ensure the scope of works, specification and drawings designs are fully understood.

### 3.7 Value Engineering

There are a number of opportunities to value engineer the final tender costs for each of the contractors including reducing the scope of works.

The areas we have accessed that can be value engineered are as follows:

- External areas
- Mechanical & Electrical

## 4.0 Programme

### 4.1 Programme of Works

The unadjusted tender return programmes from the invited contractors are summarised below.

PROGRAMME	A	B	C
Lead in Period	6 Weeks	3 weeks	TBC
Contract Period	36 weeks	34 weeks	40 weeks
<b>TOTAL PERIOD</b>	<b>42 Weeks</b>	<b>36 Weeks</b>	<b>40 Weeks</b>

The shortest programme of works was submitted by Contractor B who have confirmed they can deliver the works within 36 weeks from the date of formal instruction.

Contractor A submitted an overall programme of 42 weeks. When queried the contractor confirmed the additional time was required to facilitate site mobilisation and to ensure long lead orders could be placed prior for works to commence on site.

## 5.0 Statutory Requirements

### 5.1 CDM Regulations 2015

The proposed works are required to be in accordance with the Construction (Design & Management) Regulations 2015.

A pre-construction information pack was issued within the tender documentation to each contractor. None of the contractors made any specific reference to this within their returned documents however all are aware of the highlighted deleterious materials.

Bidwells LLP have been appointed to act as Principal Designer for this project and will review the successful contractor's Construction Phase Health and Safety Plan prior to commencement of the works. A final health and safety file will be provided at the end of the project.

We would like to point out that under the Regulations you have a number of duties as 'The Client' of this project. As Principal Designer for the project we will provide you with further information on your duties as The Client if you are not already aware of what these are.

We assess that the project is close to threshold which determines where or not a project must be notifiable to the HSE under the CDM Regulations. As this is the case, we will therefore notify the



HSE about the project on the Employer's behalf and obtain a F10 certificate to cover the contract works throughout the duration of the contract period.

## **5.2 Planning**

Full planning consent has been obtained reference 20221985 and there are no pre commencement conditions. Therefore works can commence in accordance with the consented plans.

## **5.3 Building Control**

A Building Control application has been submitted to the Local Authority with the Tender documents. The Building Control officer has conducted a thorough review of the specification of works and drawing documents provided. A number of minor queries have been raised by the Building Control officer.

Among the queries identified, there is a specific concern regarding the need for a dedicated fire escape route for the first-floor occupants. The initial proposal suggested that the First-floor offices would share the East fire exit with the occupants of Hire Room B. This was deemed not acceptable by Building Control as the areas are classified under different use.

Following this observation, a Design meeting was held with the architects to address the query. The most practical and cost-effective solution is to install a new fire escape door in the Hire Room B storeroom. This adjustment will be duly incorporated into the revised drawing pack and accompanied by an addendum to the Specification of Works.

It is our assessment that this modification represents a minor change to the overall project and is not expected to significantly impact the budget. Consequently, we plan to review and discuss these additional changes with the selected Contractor.

## **5.4 Control of Asbestos**

In accordance with The Control of Asbestos Regulations 2012 a full demolition and refurbishment asbestos survey has already been undertaken to areas where works are to be carried out. The presence of Asbestos Containing Materials (ACMs) were found to be present within the electrical distribution board in the basement. This is to be removed as part of the works.

## 6.0 Qualitative Review

The tenders were assessed by a panel of agreed councillors in order that the procurement process set by Sprowston Town Council was followed. The Contractors responses in relation to the quality questions were marked and a consensus score given for each of the contractors. Each question was assessed in turn and discussed, and the following scores were given to contractors A, B and C.

SUPPLIERS QUESTIONS	CONTRACTOR A	CONTRACTOR B	CONTRACTOR C
1. Project program 10%	5	4	3
2. Site welfare, access & security 10%	4	4	2
3. Company experience 10%	5	3	3
4. Finance 10%	4	3	2
5. Price 60%	30	28.31	22.73
<b>Total Score</b>	48	42.31	32.73
<b>Total Percentage</b>	<b>96%</b>	<b>86.62%</b>	<b>65.46%</b>

Overall, there were three compliant bids. The response from Contractors varied in detail and relevance with Contractor A scoring the highest marks and achieving an overall score of 96%. Contractor B achieved a percentage of 86.62% and Contractor C achieved 65.46%.

Contractor A scored the maximum points for price as they were the lowest Contractor and their quality questions were found to be relevant and sufficient in detail with an excellent level of experience for this type of work.

Contractor B, we felt had very generic answers to some questions and their experience was lacking in examples of community centre project. Furthermore, they lacked details on noise reduction measures close to the residential units.

Contractor C gave very brief and generic responses. They had no details of the project team, had a poor site set up that was not realistic, lacked details on relevant projects and had no recent financial supporting statements. Also, their price was the highest which is where they lost a number of points.

Overall, it was agreed that Contractor A's bid resulted in the highest combined quality and price score at 96%.



## 7.0 Recommendation

In summary, three compliant bids were received, with Contractor A securing the highest score of 96%, followed by Contractor B at 86.62%, and Contractor C at 65.46%. Contractor A distinguished itself by delivering comprehensive and pertinent responses, earning maximum points for its competitive pricing. In contrast, Contractor B's bid exhibited some shortcomings, particularly in areas such as community centre experience and noise reduction measures near residential units, contributing to their overall score. Meanwhile, Contractor C's bid lacked detail and generic responses, insufficient project team details, an unrealistic site setup, a lack of relevant project information, and the absence of recent financial statements.

It's noteworthy that Contractor B incorporated a greater number of provisional sums, particularly against high-value items of work, in their priced schedule. Inquiries have been initiated to address these provisional sums, and pending responses from contractors will be considered in the final tender analysis. Despite Contractor B's use of provisional sums, Contractor A's bid still emerged as the most favourable, achieving the highest combined quality and price score.

Contractor B presented a more favourable project schedule, showcasing a shorter lead-in time of 3 weeks and a contract period of 34 weeks, compared to Contractor A's 6-week lead-in and 36-week contract period. Upon further evaluation, we assess that further conversations can be held with Contractor A to explore the possibility of reducing the lead-in time if deemed necessary.

Based on the above tender analysis review we confirm at the time of writing, without responses to our queries from the contractors Bidwells cannot make a recommendation to Sprowston Town Council to appoint a Contractor. The reason is that full details and queries raised have not been received and until clarifications have been received and reviewed, this may affect the pricing scoring matrix. However, we expect these responses to be received in time for us to make a recommendation at the Council meeting of 20<sup>th</sup> December 2023. I trust the enclosed report is in order and self-explanatory. Should you have any queries then please feel free to contact Jason Menezes (Hons) MRICS directly.

Prepared by



**Jason Menezes, BSc (Hons) MRICS**

For and on behalf of Bidwells LLP  
16 Upper King Street  
Norwich NR3 1HA  
t: 01603 763939

Date: December 2023

Reviewed by



**Christopher Driscoll, BSc (Hons) MRICS**

For and on behalf of Bidwells LLP  
16 Upper King Street  
Norwich NR3 1HA  
t: 01603 763939

Date: December 2023

## APPENDIX 1

# TENDER RETURN FORM

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# Tender Opening Form



BIDWELLS

Building Surveying

PROPERTY: The Viking Centre

PROJECT: Repair/Refurbishment

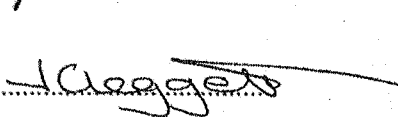
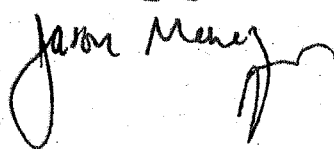

DATE: 1/12/2023

	NO.	CONTRACTOR	SUM (£)	LEAD- IN	CONTRACT PERIOD	COMMENTS
A	1		1,309,647.10	6 wks	36 wks	Tender clarification
B	2		1,383,359.06	3 wks	34 wks	Tender clarification / clarification
C	3		1,626,731.25	TBC	40 wks	Tender clarification
	4					

OPENED BY:



WITNESSED BY:

## APPENDIX 2

# CONTRATOR FORM OF TENDERS

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## SECTION 7 - FORM OF TENDER

Sprowston Town Council  
c/o Bidwells LLP  
16 Upper King Street  
Norwich  
NR3 1HA

### Repair & Refurbishment Works Former Viking Pub, Tills Road, Norwich, NR6 7QZ

I/We having read the conditions of contract and specification delivered to me/us, do hereby offer to execute and complete in accordance with the conditions of the contract the whole of the works described in the sum of:

£ 1,383,359.06 (plus VAT) (in words) One million, three hundred & eighty three thousand three hundred & fifty nine pounds and six pence (plus VAT)

I/We confirm that we will complete the works within 34 weeks of possession.

I/We confirm that if this tender is accepted we could commence on site within 3 weeks of acceptance.

The employer is not bound to accept the lowest or any offer.

Signed .....

Date 01/12/23

Position Estimator

Tel Number 01603

Company .....

Address .....



## SECTION 7 - FORM OF TENDER

**Sprowston Town Council**  
 c/o Bidwells LLP  
 16 Upper King Street  
 Norwich  
 NR3 1HA

### **Repair & Refurbishment Works** **Former Viking Pub, Tills Road, Norwich, NR6 7QZ**

I having read the conditions of contract and specification delivered to me/us, do hereby offer to execute and complete in accordance with the conditions of the contract the whole of the works described in the sum of:

£ <u>1,626,731.25</u> (plus VAT)	(in words) <u>One Million, Six Hundred and Twenty Six Thousand Seven Hundred And Thirty One Pound And Twenty Five Pence</u> (plus VAT)
----------------------------------	--

I confirm that we will complete the works within 40 weeks of possession.

I confirm that if this tender is accepted we could commence on site within TBC weeks of acceptance.

The employer is not bound to accept the lowest or any offer.

Signed .....

Date 1st December 2023

Position Quantity Surveyor

Tel Number .....

Company .....

Address .....

.....

.....

.....

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 20 December 2023**

<b>Broadland DC App. No</b>	<b>Location</b>	<b>Description</b>	<b>Type</b>
2023/3656	68 School Lane Sprowston Norfolk NR7 8TQ	Proposed roof conversion and single storey extension with single storey garden building	Householder

# SPROWSTON TOWN COUNCIL SPORTS HIRE FEES PROPOSAL 2024/2025

## BUDGET SETTING DOCUMENT

VAT not applicable

		2023/24	2024/25	%	
		£	£	increase	
<b>BLOCK BOOKING</b>					
Bowls	(7 sessions per week - May to September)*	3,391.00	3,662.00	7%	Based on 8% Increase, rounded down to nearest whole pound
	(3 sessions per week - May to September)*	1,453.29	1,569.00	7%	3/7 of 7 sessions per wk
Football - Full size pitch (Senior - Inc. changing rooms)	(1 session per week - September to April)**	1,269.00	1,302.00	3%	Based on Adult full sized pitch casual session up to 28 wks, with 50% discount
	(1 session alternate weeks - Sept. to April)**	634.50	651.00	3%	1/2 of 1 session per wk (above)
Football - Full size pitch (Senior - No changing rooms)	(1 session per week - September to April)***	951.00	976.50	3%	Based on Adult 1 session per wk block booking, with further 25% discount
	(1 session alternate weeks - Sept. to April)***	475.50	488.25	3%	1/2 of 1 session per wk (above)
Football - Mini pitch (Youth - No changing rooms)	(1 session per week - Sept. to April)	472.00	488.25	3%	Based on Youth mini pitch casual session up to 28 weeks with 25% discount
	(1 session alternate weeks - Sept. to April)	236.00	244.13	3%	1/2 of 1 session per wk

## CASUAL

Bowls	Adults per hour per rink	5.00	5.00	0%	Based on 8% Increase, rounded down to nearest whole pound
	Children under 16 accompanied by adults per hour per rink	3.00	3.00	0%	Based on 8% Increase, rounded down to nearest whole pound
Cricket	All day match****	90.00	97.00	7%	Based on 8% Increase, rounded down to nearest whole pound
	Evening match****	50.00	54.00	7%	Based on 8% Increase, rounded down to nearest whole pound
	Evening match (pitch only)	30.00	32.00	6%	Based on 8% Increase, rounded down to nearest whole pound
Football	Full size pitch midweek and weekend match (Senior)**	87.00	93.00	6%	Based on 8% Increase, rounded down to nearest whole pound
	Full size pitch midweek and weekend match (Senior)***	44.00	69.75	37%	Based on Adult full sized pitch casual session, with 25% discount
	Full size pitch midweek and weekend match (Youth)***	41.00	46.50	12%	Based on Adult full sized pitch casual session, with 50% discount
	Mini pitch midweek and weekend match (Senior)**	44.00	46.50	5%	Based on Adult full sized pitch casual session, with 50% discount
	Mini pitch midweek and weekend match (Senior)***	21.00	34.88	40%	Based on Adult full sized pitch casual session, with 25% discount
	Mini size pitch midweek and weekend match (Youth)*****	20.00	23.25	14%	Based on Adult full sized pitch casual session, with 50% discount

\* Includes use of bowls pavilion with shower

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

\*\*\* NO changing rooms (and includes use of goal nets on full sized pitches only)

\*\*\*\* Includes use of changing rooms and cricket pavilion

\*\*\*\*\* NO changing rooms, NO goals

Mini pitches do not come with goals. Users must supply their own goals.



# SPROWSTON TOWN COUNCIL CEMETERY CHARGES PROPOSAL 2024/25

## BUDGET SETTING DOCUMENT

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

		2023/24 £	(8% Increase, rounded down to nearest whole pound) 2024/25 £
<b>PART 1 - INTERMENTS</b>			
1	For interment of a body in an earthen grave not exceeding 9 feet by 4 feet of:-		
	(i) the body of a still-born child, or still-born twins (in one coffin) or a child whose age at time of death did not exceed 10 years. *	244.00	263.00
	(ii) the body of a person, whose age at time of death exceeded 10 years.	770.00	831.00
2	For interment of one body in a walled grave or vault	770.00	831.00
3	For interment of one set of cremated remains, in a casket, in a grave in respect of which the exclusive right of burial has been granted, or within that part of the Cemetery set aside for such remains.	192.00	207.00
4	For the strewing of cremated remains in flower bed	49.00	52.00
5	For the exhumation of		
	(i) a coffin burial	1,923.00	2,076.00
	(ii) a set of cremated remains	449.00	484.00
	(iii) Remains in a vault or brick grave	POA	POA
<i>The fees indicated for the above include the digging of the grave for a standard size coffin up to 15" deep and 25" wide. Where the coffin is not of a standard size or a casket is used, there will be an additional charge of £100.00 for each additional foot or part thereof and/or £100.00 for the additional width as required at the discretion of the Town Clerk.</i>			
<b>PART 2 – EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</b>			
1	For the exclusive right of burial for the body of a still-born child, or still-born twins (in one coffin) or a child whose age at time of death did not exceed ten years, for a period of 100 years, in a portion of an earthen grave not exceeding 9 feet by 2 feet in any part of the Cemetery set aside for children *	623.00	1,038.00
2	For the exclusive right of burial for two bodies, for a period of 100 years, in an earthen grave not exceeding 9 feet by 4 feet.	1,923.00	2,076.00
3	For the exclusive right of burial for two sets of cremated remains, for a period of 100 years, in any part of the Cemetery set aside for cremated remains	962.00	1,038.00
4	For the burial of an additional 2 sets of cremated remains (up to a maximum of 6) in a full sized grave, or up to an additional 2 sets (max) of cremated remains in a cremation plot (not a child's) where the original exclusive right has been fully discharged, and at the discretion of the Town Clerk, for the balance of years of the original exclusive rights.	962.00	1,038.00

5	Fee for transfer of ownership of exclusive rights, for the balance of the years of the original exclusive rights.	64.00	69.00
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### **PART 3 – WALLED GRAVES AND VAULTS**

1	For the right to construct (and inclusive of the exclusive right of burial), a walled grave or vault not exceeding 9 feet by 4 feet.	2,695.00	2,910.00
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### **PART 4 – MONUMENTS, GRAVESTONES AND INSCRIPTIONS**

1	For the right to erect or place on a grave or vault in <b>respect of which the exclusive right of burial has been purchased:-</b> headstone with or without base; vase; scroll; book etc., not exceeding		
	(i) 3 feet wide and		
	(a) not exceeding 3 feet in height	246.00	265.00
	(b) exceeding that height but not exceeding 5 feet in height	338.00	365.00
	(ii) flat stone / flush markers not exceeding 7 feet by 3 feet.	202.00	218.00
	headstone with or without base; vase; scroll; book etc., not exceeding 3 feet wide with a flat stone / flush markers not exceeding 7 feet by 3		
	(iii) feet and the headstone:		
	(a) not exceeding 3 feet in height **	448.00	483.00
	(b) exceeding 3 feet but not exceeding 5 feet in height ***	540.00	583.00
	(iv) inscribed vase of metal or stone placed on a grave, with or without a headstone or at a later date as an addition to a grave with a headstone	112.00	120.00
	(vi) cremation tablet not exceeding 1 foot 6 inches by 1 foot 3 inches.	112.00	120.00
	(vii) Additional inscription fee / Admin Charge	112.00	120.00
	(viii) Memorial Plaque (Garden of Remembrance) for a period of 25 years (included in cost: engraving of plaque up to 60 characters), £1.45 each additional. Second inscription cost of engraving £82.00.	249.00	268.00
		£1.45 each additional character. Second inscription cost of engraving £82.00.	£1.450each additional character. Second inscription cost of engraving £90.00.

\* Full cost is usually met by the Children's Funeral Fund for England

\*\* Total of Part 4.1 (i)(a) + Part 4.1 (ii)

\*\*\* Total of Part 4.1 (i)(b) + Part 4.1 (ii)

## SPROWSTON TOWN COUNCIL - PROPOSED VENUE HIRE FEES - 2024/2025

Set out below are the **PROPOSED** hire fees, **subject to VAT**, for the use of Sprowston Town Council venues and facilities with effect from 1 April 2024

	2023/24 Fees Community		+VAT	2024/25 Fees Community		+VAT	£ increase (inc VAT)	% increase (inc VAT)	2023/24 Fees Standard Rate		+VAT	2024/25 Fees Standard Rate		+VAT	£ increase (inc VAT)	% increase (inc VAT)
<b>Beryl Reed Sports Hall</b>																
Weekday, per hour	£	21.75	£ 26.10	£	22.16	£ 26.60	£ 0.50	1.86%	£	26.50	£ 31.80	£	27.00	£ 32.40	£ 0.60	1.86%
Weekend / Bank Holiday, per hour	£	24.00	£ 28.80	£	24.42	£ 29.30	£ 0.50	1.72%	£	29.50	£ 35.40	£	30.00	£ 36.00	£ 0.60	1.67%
Badminton per Court - Wkday, per hour	£	10.88	£ 13.05	£	10.88	£ 13.05	£ -	0.00%								
Badminton per Court - Wkend / Bank Hol, per hour	£	12.00	£ 14.40	£	12.00	£ 14.40	£ -	0.00%								
<b>Burrows Room</b>																
Weekday, per hour	£	8.50	£ 10.20	£	8.67	£ 10.40	£ 0.20	1.96%	£	11.50	£ 13.80	£	11.67	£ 14.00	£ 0.20	1.43%
Weekend / Bank Holidays, per hour	£	10.50	£ 12.60	£	10.71	£ 12.85	£ 0.25	1.96%	£	13.50	£ 16.20	£	13.71	£ 16.45	£ 0.25	1.53%
<b>Delves Room</b>																
Weekday, per hour	£	12.75	£ 15.30	£	12.88	£ 15.45	£ 0.15	0.99%	£	17.00	£ 20.40	£	17.17	£ 20.60	£ 0.20	0.99%
Weekend / Bank Holidays, per hour	£	14.75	£ 17.70	£	14.92	£ 17.90	£ 0.20	1.14%	£	19.00	£ 22.80	£	19.21	£ 23.05	£ 0.25	1.09%
<b>Jones Room</b>																
Weekday, per hour	£	10.75	£ 12.90	£	10.92	£ 13.10	£ 0.20	1.53%	£	15.00	£ 18.00	£	15.17	£ 18.20	£ 0.20	1.09%
Weekend / Bank Holidays, per hour	£	12.75	£ 15.30	£	12.96	£ 15.55	£ 0.25	1.62%	£	17.00	£ 20.40	£	17.21	£ 20.65	£ 0.25	1.22%
<b>St Quintin room</b>																
Weekday, per hour	£	15.75	£ 18.90	£	15.95	£ 19.15	£ 0.25	1.28%	£	20.00	£ 24.00	£	20.33	£ 24.40	£ 0.40	1.62%
Weekend / Bank Holidays, per hour	£	17.75	£ 21.30	£	17.92	£ 21.50	£ 0.20	0.94%	£	22.00	£ 26.40	£	22.33	£ 26.80	£ 0.40	1.48%
<b>School Room</b>																
Weekday, per hour	£	18.75	£ 22.50	£	19.00	£ 22.80	£ 0.30	1.33%	£	23.50	£ 28.20	£	24.08	£ 28.90	£ 0.70	2.41%
Weekend / Bank Holidays, per hour	£	20.75	£ 24.90	£	21.03	£ 25.24	£ 0.34	1.33%	£	25.50	£ 30.60	£	26.13	£ 31.35	£ 0.75	2.41%
<b>Diamond Field Hire</b>																
	VAT Exempt			VAT Exempt					VAT Exempt			VAT Exempt				
Weekday, per hour	£	12.92		£	13.00				£	18.33		£	18.50			
Weekend / Bank Holidays, per hour	£	15.42		£	15.50				£	23.33		£	23.50			
<b><u>Pavilion Hire</u></b>																
Weekday, per hour	£	12.50	£ 15.00	£	12.75	£ 15.30	£ 0.30	1.96%	£	16.50	£ 19.80	£	16.83	£ 20.20	£ 0.40	1.96%
Weekend / Bank Holidays, per hour	£	15.50	£ 18.60	£	15.83	£ 19.00	£ 0.40	2.10%	£	19.50	£ 23.40	£	19.79	£ 23.75	£ 0.35	1.48%
<b><u>Council Chamber Hire</u></b>																
Weekday, per hour	£	15.50	£ 18.60	£	15.50	£ 18.60	£ -	0.00%	£	20.00	£ 24.00	£	20.33	£ 24.40	£ 0.40	1.62%
<b>Photocopying</b>																
A4 - Black & White	£	0.10	£ 0.12	£	0.10	£ 0.12	£ -	0.00%	£	0.10	£ 0.12	£	0.10	£ 0.12	£ -	0.00%
A4 - Colour	£	0.50	£ 0.60	£	0.50	£ 0.60	£ -	0.00%	£	0.50	£ 0.60	£	0.50	£ 0.60	£ -	0.00%



## SPROWSTON TOWN COUNCIL ALLOTMENT CHARGES PROPOSAL 2024/2025

### BUDGET SETTING DOCUMENT

	<b>2023/24</b> <b>£</b>	<b>2023/24</b> <b>£</b>	% increase
Annual Rental	<b>42.00</b>	<b>46.13</b>	8.95%
Water	<b>7.80</b>	<b>10.87</b>	28.23%
One-off set-up/admin charge	<b>15.00</b>	<b>15.00</b>	0.00%

# Sprowston Town Council Year Ending 31st March 2025

## Precept Setting Budget Analysis (20th December 2023)

	Actual To 31/10/2023	2023-24 Budget	2024-25 Proposed Budget Scenario "A1" Baseline	2024-25 Proposed Budget Scenario "B1" Baseline & LEDs	2024-25 Proposed Budget Scenario "A2" Baseline +	2024-25 Proposed Budget Scenario "B2" Baseline & LEDs +	2024-25 Proposed Budget Scenario "C" Baseline & LEDs ++
<b>Administration</b>							
Expenditure	134,120	237,646	266,367	266,367	276,367	276,367	276,367
Income/Precept	728,006	237,646	248,322	248,322	259,322	259,322	259,322
<b>Allotments</b>							
Expenditure	3,838	6,750	8,372	8,372	8,372	8,372	17,572
Income/Precept	6,515	6,750	8,372	8,372	8,372	8,372	8,372
<b>Cemetery</b>							
Expenditure	76,002	125,336	117,205	117,205	118,205	118,205	118,205
Income/Precept	109,387	124,736	135,250	135,250	135,250	135,250	135,250
<b>Grants</b>							
Expenditure	23,615	31,294	31,294	31,294	32,534	32,534	33,773
Income/Precept	28,009	31,294	31,294	31,294	32,534	32,534	33,773
<b>Diamond Centre</b>							
Expenditure	118,649	226,131	236,185	236,185	241,185	241,185	243,685
Income/Precept	204,715	210,631	236,185	236,185	241,185	241,185	243,685
<b>Parks</b>							
Expenditure	134,098	260,860	326,818	326,818	326,818	326,818	372,118
Income/Precept	263,181	257,359	299,224	299,224	299,224	299,224	344,524
<b>Street Scene</b>							
Expenditure	70,296	108,311	166,800	392,097	166,800	392,097	392,097
Precept	110,397	108,311	166,800	104,023	166,800	104,023	104,023
<b>Viking Community Hub</b>							
Expenditure*	54,973	10,056	36,800	36,800	36,800	36,800	36,800
Income/Precept*	10,056	10,056	36,800	36,800	36,800	36,800	36,800
<b>Totals</b>							
Expenditure	615,591	1,006,384	1,189,842	1,415,139	1,207,082	1,432,379	1,490,618
Income	686,164	209,388	275,851	275,851	275,851	275,851	275,851
Precept	774,101	777,395	886,396	823,619	903,636	840,859	889,898
<b>Surplus / Shortfall</b>	<b>844,674</b>	<b>-19,601</b>	<b>-27,595</b>	<b>-315,669</b>	<b>-27,595</b>	<b>-315,669</b>	<b>-324,869</b>
<b>Transfers from reserves</b>	<b>19,600</b>	<b>19,600</b>	<b>27,595</b>	<b>315,669</b>	<b>27,595</b>	<b>315,669</b>	<b>324,869</b>
<b>Surplus / Shortfall after reserves</b>	<b>864,274</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Change in expenditure compared with 2023-24 budget</b>			18.23%	40.62%	19.94%	42.33%	48.12%
<b>% Change in TOTAL precept compared with 2023-24 budget</b>			14.02%	5.95%	16.24%	8.16%	14.47%
<b>Tax Base</b>		6103	6269	6269	6269	6269	6269
<b>Band D Tax Rate</b>		<b>£127.38</b>	<b>£141.39</b>	<b>£131.38</b>	<b>£144.14</b>	<b>£134.13</b>	<b>£141.95</b>
<b>% Change in BAND D Tax Rate compared with 2023-24</b>			11.00%	3.14%	13.16%	5.30%	11.44%
<b>Cash change in BAND D Tax Rate compared with 2023-24</b>			£14.01	£4.00	£16.76	£6.75	£14.57

### Note

\* Viking Centre redevelopment costs are To Be Confirmed and hence not shown as expenditure. All redevelopment expenditure will be funded from existing CIL, not from revenue/precept.

For ease of reference and comparison, relative additional expenditure for " + " and " + + " scenarios is shown below, by cost centre

(All sums are already included in main analysis above)

Cost Centre	Scenario "A2" Baseline +	Scenario "B2" Baseline & LEDs +	Scenario "C" Baseline & LEDs ++
7014 Administration - Election Expenses	£10,000	£10,000	£10,000
7106 Allotments - General Repairs (Roadway repairs)			£10,000
New Cemetery - Paths	£1,000	£1,000	£1,000
7408 Diamond Centre - Maintenance ( Includes £2,500 relacquer School Rm floor)			£2,500
7409 Diamond Centre - Sinking fund for planned maintenance	£5,000	£5,000	£5,000
5311 SYEP - Outreach Worker and School Holiday Outreach (5% or 10% uplift)	£1,240	£1,240	£2,479
7518 Parks - Sinking fund for play equipment replacement			£20,000
7520 Parks - Vehicle Leasing (lease hire for a 2nd new gater)			£4,800
New Parks - Grounds Team Welfare Block Fund (accrual fund for future use)			£20,000
<b>Totals</b>	<b>£17,240</b>	<b>£17,240</b>	<b>£75,779</b>

**Sprowston Town Council Year Ending 31st March 2025**

**Forward Budget Detail by Cost Centre**

**Administration**

	<b>Actual To 31/10/2023</b>	<b>2023-24 Budget</b>	<b>2024-25 Proposed Budget Scenario "A1" Baseline</b>	<b>2024-25 Proposed Budget Scenario "B1" Baseline &amp; LEDs</b>	<b>2024-25 Proposed Budget Scenario "A2" Baseline +</b>	<b>2024-25 Proposed Budget Scenario "B2" Baseline &amp; LEDs +</b>	<b>2024-25 Proposed Budget Scenario "C" Baseline &amp; LEDs ++</b>
<b>Expenditure</b>							
6001 Administration - Wages/Salaries	72,038	134,750	151,511	151,511	151,511	151,511	151,511
6002 Administration - Employers NI	7,012	13,000	13,213	13,213	13,213	13,213	13,213
6003 Administration - Superannuation	16,929	33,000	34,848	34,848	34,848	34,848	34,848
7005 Administration - Building Repairs (Reactive)	-	300	500	500	500	500	500
7008 Administration - Insurance	8,024	9,720	9,720	9,720	9,720	9,720	9,720
7009 Administration - Legal Fees	851	3,000	4,500	4,500	4,500	4,500	4,500
7010 Administration - Bank Charges & Interest Charges	237	810	810	810	810	810	810
7012 Administration - Audit Fees	3,975	4,500	2,000	2,000	2,000	2,000	2,000
7013 Administration - Parish News Letter	1,065	4,212	4,600	4,600	4,600	4,600	4,600
7014 Administration - Election Expenses	8,244	11,000	-	-	10,000	10,000	10,000
7015 Administration - Travelling	156	250	375	375	375	375	375
7016 Administration - Phone/Communications	-	50	80	80	80	80	80
7017 Administration - IT	5,787	10,100	15,000	15,000	15,000	15,000	15,000
7018 Administration - Website	-	1,500	3,000	3,000	3,000	3,000	3,000
7019 Administration - Cleaning	1,503	2,704	3,000	3,000	3,000	3,000	3,000
7020 Administration - Postage	266	150	300	300	300	300	300
7021 Administration - Stationery	642	1,000	1,000	1,000	1,000	1,000	1,000
7022 Administration - Printing & Photocopying	403	540	700	700	700	700	700
7024 Administration - Advertising	875	100	100	100	100	100	100
7025 Administration - Subscriptions	3,573	2,500	6,000	6,000	6,000	6,000	6,000
7026 Administration - Publications	-	60	60	60	60	60	60
7027 Administration - Training	1,100	1,500	2,000	2,000	2,000	2,000	2,000
7028 Administration - Health and Safety	215	1,000	1,000	1,000	1,000	1,000	1,000
7029 Administration - Equipment Lease	1,016	1,600	1,600	1,600	1,600	1,600	1,600
7030 Administration - Chairmans Allowance	165	200	200	200	200	200	200
7041 Administration - Recruitment Costs	-	-	-	-	-	-	-
7042 Administration - Sundries and Contingencies	42	100	100	100	100	100	100
8100 Bad Debts	-	-	-	-	-	-	-
New Administration - Maintenance (Planned)	-	-	150	150	150	150	150
New Administration - Neighbourhood Plan Refresh	-	-	10,000	10,000	10,000	10,000	10,000
<b>Total Expenditure</b>	<b>134,120</b>	<b>237,646</b>	<b>266,367</b>	<b>266,367</b>	<b>276,367</b>	<b>276,367</b>	<b>276,367</b>
<b>Income</b>							
4006 Administration - Bank & Investment Income	10,942	500	11,000	11,000	11,000	11,000	11,000
4020 Administration - S.106 / CIL	479,917	0	0	0	0	0	0
4090 Administration - Precept	237,146	237,146	237,322	237,322	248,322	248,322	248,322
New Administration - Sundry Income	-	-	0	0	0	0	0
<b>Total Income</b>	<b>728,006</b>	<b>237,646</b>	<b>248,322</b>	<b>248,322</b>	<b>259,322</b>	<b>259,322</b>	<b>259,322</b>
<b>Total Income Less CIL</b>	<b>248,088</b>	<b>237,646</b>	<b>248,322</b>	<b>248,322</b>	<b>259,322</b>	<b>259,322</b>	<b>259,322</b>
<b>Transfer from Reserves</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Surplus / Shortfall</b>	<b>593,886</b>	<b>0</b>	<b>-18,045</b>	<b>-18,045</b>	<b>-17,045</b>	<b>-17,045</b>	<b>-17,045</b>



Sprowston Town Council Year Ending 31st March 2025

Forward Budget Detail by Cost Centre

Allotments	Actual	2023-24	2024-25	2024-25	2024-25	2024-25	2024-25
	To 31/10/2023	Budget	Proposed Budget Scenario "A1" Baseline	Proposed Budget Scenario "B1" Baseline & LEDs	Proposed Budget Scenario "A2" Baseline +	Proposed Budget Scenario "B2" Baseline & LEDs +	Proposed Budget Scenario "C" Baseline & LEDs ++
Expenditure							
6101 Allotments - Wages/Salaries	1,919	3,750	4,075	4,075	4,075	4,075	4,075
6102 Allotments - Employers NI	167	350	321	321	321	321	321
6103 Allotments - Superannuation	434	850	901	901	901	901	901
5101 Allotments - Vermin Control	575	640	675	675	675	675	675
7104 Allotments - Water	587	760	1,000	1,000	1,000	1,000	1,000
7106 Allotments - General Repairs	156	300	800	800	800	800	10,000
5102 Allotments - Sundries and Contingencies	0	100	100	100	100	100	100
New Allotments - Trees, Shrubs and Plants			500	500	500	500	500
Total Expenditure	3,838	6,750	8,372	8,372	8,372	8,372	17,572
Income							
4101 Allotments - Allotment Rental	3,651	3,864	4,244	4,244	4,244	4,244	4,244
4102 Allotments - Water Charges Received	678	760	1,000	1,000	1,000	1,000	1,000
4103 Allotments - Admin Charge	60	0	15	15	15	15	15
4091 Allotments - Precept	2,126	2,126	3,113	3,113	3,113	3,113	3,113
New Allotments - Sundry Income			0	0	0	0	0
Total Income	6,515	6,750	8,372	8,372	8,372	8,372	8,372
Transfer from reserves			0	0	0	0	9,200
Surplus / Shortfall	2,676	0	0	0	0	0	0

2024/25 Proposed Water charge per allotment	£	7.80	£	10.87
2024/25 Proposed Rent per allotment	£	42.00	£	46.13

Notes

\* Includes for tree maintenance works

<sup>1</sup> Includes cost of materials for grounds team to repair potholes in roadway

<sup>A</sup> includes estimated cost for roadway to be professionally repaired

Forward Budget Detail by Cost Centre

Cemetery		Actual To 31/10/2023	2023-24 Budget	2024-25 Proposed Budget Scenario "A1" Baseline	2024-25 Proposed Budget Scenario "B1" Baseline & LEDs	2024-25 Proposed Budget Scenario "A2" Baseline +	2024-25 Proposed Budget Scenario "B2" Baseline & LEDs +	2024-25 Proposed Budget Scenario "C" Baseline & LEDs ++
<b>Expenditure</b>								
6201	Cemetery - Wages/Salaries	42,921	66,500	52,159 *	52,159 *	52,159	52,159	52,159
6202	Cemetery - Employers NI	3,012	5,000	4,113 *	4,113 *	4,113	4,113	4,113
6203	Cemetery - Superannuation	7,813	16,500	11,533 *	11,533 *	11,533	11,533	11,533
5211	Cemetery - Trees, Shrubs and Plants	0	500	3,000 **	3,000 **	3,000	3,000	3,000
5215	Cemetery - Waste Disposal and Skip Hire	1,280	2,500	2,600	2,600	2,600	2,600	2,600
5220	Cemetery - Maintenance/Equipment	4,468	1,900	3,000	3,000	3,000	3,000	3,000
5221	Cemetery - Memorial Wall Expenses	0	300	300	300	300	300	300
5222	Cemetery - Benches Expenditure	1,345	1,400	150	150	150	150	150
5223	Cemetery - Memorial Safety Repairs	0	165	200	200	200	200	200
7202	Cemetery - Rates	1,270	2,781	2,718	2,718	2,718	2,718	2,718
7203	Cemetery - Heat and Light	103	910	500	500	500	500	500
7204	Cemetery - Water	82	120	175	175	175	175	175
7205	Cemetery - Opening/Closing Gates	939	1,230	1,737	1,737	1,737	1,737	1,737
7207	Cemetery - Cleaning	2,498	4,250	4,590	4,590	4,590	4,590	4,590
7211	Cemetery - Loan Charges	10,262	21,000	20,400	20,400	20,400	20,400	20,400
5202	Cemetery - Sundries and Contingencies	8	100	100	100	100	100	100
5224	Cemetery - Vermin Control	0	180	180	180	180	180	180
New	Cemetery - Building Repairs (Reactive)			3,500 ***	3,500 ***	3,500 ***	3,500 ***	3,500 ***
New	Cemetery - Maintenance (Planned)			250	250	250	250	250
New	Cemetery - Training			6,000	6,000	6,000	6,000	6,000
New	Cemetery - Paths			0	0	1000 <sup>1</sup>	1000 <sup>1</sup>	1000 <sup>1</sup>
<b>Total Expenditure</b>		<b>76,002</b>	<b>125,336</b>	<b>117,205</b>	<b>117,205</b>	<b>118,205</b>	<b>118,205</b>	<b>118,205</b>
<b>Income</b>								
4203	Cemetery - Exclusive Rights Purchase	51,664	60,000	81,000	81,000	81,000	81,000	81,000
4204	Cemetery - Interment	27,478	31,000	40,000	40,000	40,000	40,000	40,000
4205	Cemetery - Memorials and Inscriptions	7,484	8,000	12,000	12,000	12,000	12,000	12,000
4206	Cemetery - Benches Income	625	3,600	2,250	2,250	2,250	2,250	2,250
4092	Cemetery - Precept	22,136	22,136	0	0	0	0	0
New	Cemetery - Sundry Income			0	0	0	0	0
<b>Total Income</b>		<b>109,387</b>	<b>124,736</b>	<b>135,250</b>	<b>135,250</b>	<b>135,250</b>	<b>135,250</b>	<b>135,250</b>
<b>Transfer from reserves</b>			<b>600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Surplus / Shortfall</b>		<b>33,385</b>	<b>0</b>	<b>18,045</b>	<b>18,045</b>	<b>17,045</b>	<b>17,045</b>	<b>17,045</b>

Notes

- \* Reductions due to reappportionment of grounds staff time
- \*\* Includes increase for tree maintenance works
- \*\*\* Includes for repairs and ongoing maintenance to Church yard wall & fences
- <sup>1</sup> Includes materials for grounds team to repair paths

**Sprowston Town Council Year Ending 31st March 2025**

**Forward Budget Detail by Cost Centre**

Diamond Centre		Actual To 31/10/2023	2023-24 Budget	2024-25 Proposed Budget Scenario "A1" Baseline	2024-25 Proposed Budget Scenario "B1" Baseline & LEDs	2024-25 Proposed Budget Scenario "A2" Baseline +	2024-25 Proposed Budget Scenario "B2" Baseline & LEDs +	2024-25 Proposed Budget Scenario "C" Baseline & LEDs ++
<u>Expenditure</u>								
5415	Diamond Centre - Waste Disposal and Skip Hire	306	723	720	720	720	720	720
5421	Diamond Centre - Room Hire Expenses	2,253	3,000	2,500	2,500	2,500	2,500	2,500
5422	Diamond Centre - Equipment /Purchases	2,900	1,030	3,000	3,000	3,000	3,000	3,000
5424	Diamond Centre - Nursery Costs	90	150	300	300	300	300	300
7402	Diamond Centre - Rates	8,233	17,280	17,619	17,619	17,619	17,619	17,619
7403	Diamond Centre - Heat and Light	14,907	26,250	35,000	35,000	35,000	35,000	35,000
7404	Diamond Centre - Water	2,372	1,188	3,500	3,500	3,500	3,500	3,500
7405	Diamond Centre - Building Repairs	2,808	2,600	5,000	5,000	5,000	5,000	5,000
7407	Diamond Centre - Cleaning and Supplies	25,106	40,500	46,431	46,431	46,431	46,431	46,431
7408	Diamond Centre - Maintenance	2,667	13,710	8,000	8,000	8,000	8,000	10,500 *
7411	Diamond Centre - Loan Charges	57,008	114,600	114,015	114,015	114,015	114,015	114,015
7416	Diamond Centre - Phone / Communications	0	0	0	0	0	0	0
5402	Diamond Centre - Sundries and Contingencies	0	100	100	100	100	100	100
7409	Diamond Centre - Sinking fund for planned maintenance	0	5,000	0	0	5,000	5,000	5,000
<b>Total Expenditure</b>		<b>118,649</b>	<b>226,131</b>	<b>236,185</b>	<b>236,185</b>	<b>241,185</b>	<b>241,185</b>	<b>243,685</b>
<u>Income</u>								
4415	Diamond Centre - Hire of	73,710	80,000	85,000	85,000	85,000	85,000	85,000
4416	Diamond Centre - Field Hire	16	0	0	0	0	0	0
4417	Diamond Centre - Cinema Receipts	858	500	1,000	1,000	1,000	1,000	1,000
4418	Diamond Centre - Grants Received	0	0	0	0	0	0	0
4094	Diamond Centre - Precept	130,131	130,131	150,185	150,185	155,185	155,185	157,685
New	Diamond Centre - Sundry Income			0	0	0	0	0
<b>Total Income</b>		<b>204,715</b>	<b>210,631</b>	<b>236,185</b>	<b>236,185</b>	<b>241,185</b>	<b>241,185</b>	<b>243,685</b>
<b>Transfer from reserves</b>			<b>15,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Surplus / Shortfall</b>		<b>86,066</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Notes**

\* Includes £2,500 to relacqure School Room floor



**Sprowston Town Council Year Ending 31st March 2025**

**Forward Budget Detail by Cost Centre**

Grants		Actual To 31/10/2023	2023-24 Budget	2024-25 Proposed Budget Scenario "A1" Baseline	2024-25 Proposed Budget Scenario "B1" Baseline & LEDs	2024-25 Proposed Budget Scenario "A2" Baseline +	2024-25 Proposed Budget Scenario "B2" Baseline & LEDs +	2024-25 Proposed Budget Scenario "C" Baseline & LEDs ++
<u>Expenditure</u>								
5307	Grants - Donations	5,020	6,500	6,500	6,500	6,500	6,500	6,500
5311	SYEP - Outreach Worker and School Holiday Outreach	18,596	24,794	24,794	24,794	26,034	26,034	27,273
<b>Total Expenditure</b>		<b>23,615</b>	<b>31,294</b>	<b>31,294</b>	<b>31,294</b>	<b>32,534</b>	<b>32,534</b>	<b>33,773</b>
<u>Income</u>								
4307	Grants - Recycling Credits	39	30	39	39	39	39	39
4093	Grants - Precept	27,970	31,264	31,255	31,255	32,495	32,495	33,734
New	Grants - Sundry Income			0	0	0	0	0
<b>Total Income</b>		<b>28,009</b>	<b>31,294</b>	<b>31,294</b>	<b>31,294</b>	<b>32,534</b>	<b>32,534</b>	<b>33,773</b>
<b>Surplus / Shortfall</b>		<b>4,393</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Notes**

\*Includes increase of +5% (against 10% requested increase for 2024/25)

† Includes increase of +10% as requested for 2024/25

Forward Budget Detail by Cost Centre

Parks		Actual To 31/10/2023	2023-24 Budget	2024-25 Proposed Budget Scenario "A1" Baseline	2024-25 Proposed Budget Scenario "B1" Baseline & LEDs	2024-25 Proposed Budget Scenario "B2" Baseline +	2024-25 Proposed Budget Scenario "B2" Baseline & LEDs +	2024-25 Proposed Budget Scenario "C" Baseline & LEDs ++
Expenditure								
6501	Parks - Wages/Salaries	28,784	57,000	74,164 *	74,164 *	74,164 *	74,164 *	74,164
6502	Parks - Employers NI	2,510	5,500	5,848 *	5,848 *	5,848 *	5,848 *	5,848
6503	Parks - Superannuation	6,511	14,500	16,398 *	16,398 *	16,398 *	16,398 *	16,398
5508	Parks - Machinery Tool Repair / Replace	4,752	24,000	23,000	23,000	23,000	23,000	23,000
5509	Parks - Playground Equipment Repairs	4,008	14,000	14,000	14,000	14,000	14,000	14,000
5510	Parks - Horticultural Consumables	1,269	1,250	1,750	1,750	1,750	1,750	1,750
5511	Parks - Trees, Shrubs and Plants	120	6,000	7,500 **	7,500 **	7,500 **	7,500 **	7,500 **
5512	Parks - Sports Pitches Consumables	4,070	1,500	5,000	5,000	5,000	5,000	5,000
5513	Parks - Paths, Seats and Signs, Shelters	1,260	3,000	2,500	2,500	2,500	2,500	2,500
5514	Parks - Fencing, Gates and Walls	170	3,000	2,500	2,500	2,500	2,500	2,500
5515	Parks - Waste Disposal and Skip Hire	1,379	2,200	2,500	2,500	2,500	2,500	2,500
5516	Parks - Fuel for Machinery	4,304	5,125	8,500	8,500	8,500	8,500	8,500
5517	Parks - Health and Safety Inc. Protective Clothing	3,164	4,500	4,000	4,000	4,000	4,000	4,500
5518	Parks - Pavilion	0	150	0	0	0	0	0
5520	Parks - Dogs & Litter Bins	7,196	7,100	7,772	7,772	7,772	7,772	7,772
7502	Parks - Rates	7,538	15,630	15,830	15,830	15,830	15,830	15,830
7503	Parks - Heat and Light	2,543	9,100	10,000	10,000	10,000	10,000	10,000
7504	Parks - Water	5,117	3,500	7,500	7,500	7,500	7,500	7,500
7505	Parks - Building Repairs	3,710	4,000	5,000	5,000	5,000	5,000	5,000
7507	Parks - Caretaking, Cleaning and Supplies	22,834	40,144	42,211	42,211	42,211	42,211	42,211
7516	Parks - Phone / Communications	10	75	200	200	200	200	200
7519	Parks - Training	1,284	4,000	4,000	4,000	4,000	4,000	4,000
5502	Parks - Sundries and Contingencies	1,254	250	250	250	250	250	250
7517	Parks - Summer Events	9,154	12,000	18,000	18,000	18,000	18,000	18,000
7518	Parks - Sinking fund for play equipment replacement	0	0	0	0	0	0	20,000
7520	Parks - Vehicle Leasing	6,531	16,836	16,800 ***	16,800 ***	16,800 ***	16,800 ***	21,600
7521	Parks - Building Maintenance and Servicing	4,626	6,500	4,000	4,000	4,000	4,000	4,000
New	Parks - Parish Partnership Scheme: Millennium Woods paths x3			27,595 ****	27,595 ****	27,595 ****	27,595 ****	27,595 ****
New	Parks - Grounds Team Welfare Block Fund			0	0	0	0	20,000 ^
Total Expenditure		134,098	260,860	326,818	326,818	326,818	326,818	372,118
Income								
4508	Parks - Bowling Green Fees	4,375	3,631	4,400	4,400	4,400	4,400	4,400
4509	Parks - Cricket Square Fees	1,950	90	2,000	2,000	2,000	2,000	2,000
4510	Parks - Football Pitch Fees	7,175	3,586	7,200	7,200	7,200	7,200	7,200
4512	Parks - Pavilion Hire Fees	949	700	1,000	1,000	1,000	1,000	1,000
4514	Parks - Grants Received	0	0	0	0	0	0	0
4519	Parks - Recreation Ground Hire	0	850	850	850	850	850	850
4520	Parks - Hire of Recreation Ground Office	0	0	0	0	0	0	0
4521	Parks - Fete Fees	730	500	800	800	800	800	800
4095	Parks - Precept	248,002	248,002	282,974	282,974	282,974	282,974	328,274
New	Parks - Sundry Income			0	0	0	0	0
Total Income		263,181	257,359	299,224	299,224	299,224	299,224	344,524
Transfer from reserves			3,501	27,595 ****	27,595 ****	27,595 ****	27,595 ****	27,595 ****
Surplus / Shortfall		129,083	0	0	0	0	0	0

Notes

\* Increase due to reapportionment of grounds staff time

\*\* Includes increase for tree maintenance works

\*\*\* Includes for lease hire of new gater

\*\*\*\* Installation of footpaths in MW is capital expenditure, to be paid from reserves. Works are contingent on match funding from a successful Parish Partnership Scheme bid

† Includes for lease hire of two new gaters

^ Savings fund to accrue capital for building of new welfare toilet and drying room, plus improvement to foul drains

**Sprowston Town Council Year Ending 31st March 2025**

**Forward Budget Detail by Cost Centre**

Street Scene		Actual To 31/10/2023	2023-24 Budget	2024-25 Proposed Budget Scenario "A1" Baseline	2024-25 Proposed Budget Scenario "B1" Baseline & LEDs	2024-25 Proposed Budget Scenario "A2" Baseline +	2024-25 Proposed Budget Scenario "B2" Baseline & LEDs +	2024-25 Proposed Budget Scenario "C" Baseline & LEDs ++
<b>Expenditure</b>								
6701	Street Scene - Wages/Salaries	11,514	20,820	32,800	32,800	32,800	32,800	32,800
6702	Street Scene - Employers NI	1,004	1,405	2,571	2,571	2,571	2,571	2,571
6703	Street Scene - Superannuation	2,604	4,949	7,208	7,208	7,208	7,208	7,208
5603	Street Scene - Streetlight Maintenance	11,260	13,000	19,000	29,222	19,000	29,222	29,222
5604	Street Scene - Notice Board and Signs	0	1,750	1,500	1,500	1,500	1,500	1,500
5605	Street Scene - Grass Verges	16	1,000	1,000	1,000	1,000	1,000	1,000
5606	Street Scene - Shelters	240	3,000	2,000	2,000	2,000	2,000	2,000
7603	Street Scene - Heat and Light	42,634	60,900	99,000	26,000	99,000	26,000	26,000
7611	Street Scene - Loan Charges	0	0	0	0	0	0	0
5602	Street Scene - Sundries and Contingencies	0	0	100	100	100	100	100
7607	Street Scene - Cleaning	1,024	1,687	1,822	1,822	1,822	1,822	1,822
New	Street Scene - Streetlight Replacement Programme			0	288,074	0	288,074	288,074
<b>Total Expenditure</b>		<b>70,296</b>	<b>108,311</b>	<b>166,800</b>	<b>392,097</b>	<b>166,800</b>	<b>392,097</b>	<b>392,097</b>
<b>Income</b>								
4513	Street Scene - Delegated Varge Cutting	13,863	11,776	14,417	14,417	14,417	14,417	14,417
4098	Street Scene - Precept	96,536	96,536	152,383	88,605	152,383	89,605	89,605
New	Street Scene - Sundry Income			0	0	0	0	0
<b>Total Income</b>		<b>110,397</b>	<b>108,311</b>	<b>166,800</b>	<b>104,023</b>	<b>166,800</b>	<b>104,023</b>	<b>104,023</b>
<b>Transfer from Reserves</b>			<b>0</b>	<b>0</b>	<b>288,074</b>	<b>0</b>	<b>288,074</b>	<b>288,074</b>
<b>Surplus / Shortfall</b>		<b>40,101</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Notes**

\* Assumes continuation of existing streetlight maintenance contract with only additional ad-hoc LED replacements. Also includes for structural test of 316 columns

\*\* Assumes continuation of existing (non-LED) streetlights for full year

<sup>1</sup> Assumes maintenance contract with SCC commences 01/04/2024. Also includes for structural test of 316 columns

<sup>11</sup> Assumes new LEDs installed May/June 2024. Assumes full night lighting. Further saving could be made if part-night lighting or part-night dimming is adopted.

\*\*\* The Streetlight Replacement Programme is capital expenditure. To be paid from combination of Reserves as follows:

Reserve	Opening Balance	Contrib. to LED project	Closing Balance
Street Lighting Renewals Fund	£ 45,000	£ 45,000	£ -
Capital Fund	£ 6,739	£ 6,739	£ -
General Reserve Fund	£ 373,360	£ 51,739	£ 425,099

The above does not include any CIL. Any CIL remaining after the Viking redevelopment has been fully costed can be put toward the LED replacement project in preference to use of Council's Reserves

Forward Budget Detail by Cost Centre

Viking Community Hub Development		Actual To 31/10/2023	2023-24 Budget	2024-25 Proposed Budget Scenario "A1" Baseline	2024-25 Proposed Budget Scenario "B1" Baseline & LEDa	2024-25 Proposed Budget Scenario "A2" Baseline +	2024-25 Proposed Budget Scenario "B2" Baseline & LEDa +	2024-25 Proposed Budget Scenario "C" Baseline & LEDa +
<b>Expenditure</b>								
5702	Viking Hub - Professional Fees	36,400	0	TBC (Capital Cost) **	TBC (Capital Cost) **	TBC (Capital Cost) **	TBC (Capital Cost) **	TBC (Capital Cost) **
5704	Viking Hub - Water	0	500	1,250 *	1,250 *	1,250 *	1,250 *	1,250 *
5705	Viking Hub - Caretaking/Cleaning	0	0	9,200 *	9,200 *	9,200 *	9,200 *	9,200 *
5706	Viking Hub - Heat & Light	1,862	3,000	7,500 *	7,500 *	7,500 *	7,500 *	7,500 *
5707	Viking Hub - Loan Charges	0	0	0	0	0	0	0
5709	Viking Hub - Rates	10,132	6,556	11,500	11,500	11,500	11,500	11,500
5710	Viking Hub - Building expenses	6,578	0	1,000	1,000	1,000	1,000	1,000
New	Viking Hub - Maintenance			3,000	3,000	3,000	3,000	3,000
New	Viking Hub - Building Repairs			1,000 *	1,000 *	1,000 *	1,000 *	1,000 *
New	Viking Hub - Room Hire Expenses			2,000	2,000	2,000	2,000	2,000
New	Viking Hub - Waste Disposal and skip hire			350 *	350 *	350 *	350 *	350 *
New	Viking Hub - Redevelopment Project			TBC (Capital Cost) **	TBC (Capital Cost) **	TBC (Capital Cost) **	TBC (Capital Cost) **	TBC (Capital Cost) **
<b>Total Expenditure</b>		<b>54,973</b>	<b>10,056</b>	<b>36,800</b>	<b>36,800</b>	<b>36,800</b>	<b>36,800</b>	<b>36,800</b>
<b>Income</b>								
4100	Viking Hub - Rental Income	0	0	7,636 ***	7,636 ***	7,636 ***	7,636 ***	7,636 ***
4097	Viking Hub - Precept	10,056	10,056	29,164	29,164	29,164	29,164	29,164
New	Viking Hub - Sundry income			0	0	0	0	0
<b>Total Income</b>		<b>10,056</b>	<b>10,056</b>	<b>36,800</b>	<b>36,800</b>	<b>36,800</b>	<b>36,800</b>	<b>36,800</b>
<b>To be Paid from CIL**</b>		<b>44,917</b>		<b>TBC (Capital Sum)</b>	<b>TBC (Capital Sum)</b>	<b>TBC (Capital Sum)</b>	<b>TBC (Capital Sum)</b>	<b>TBC (Capital Sum)</b>
<b>Surplus / Shortfall</b>		<b>0</b>	<b>0</b>					

Note

- \* 6 months estimated costs
- \*\* Viking Hub Redevelopment Project is capital expenditure, to be paid from CIL. Exact redevelopment cost is dependent on outcome of tendering process.
- \*\*\* 6 months estimated income