



NOTICE OF MEETING AND SUMMONS TO ATTEND

**The Sprowston Town Council meeting to be held Wednesday 28 February 2024 at 7.30pm
in the Council Chamber, Recreation Ground Road, Sprowston NR7 8EW**

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
4. To confirm the minutes of the Council meeting held 24 January 2024. Pages 1 - 9
5. To agree action/response arising from the minutes.
6. Police Update.
7. Correspondence
(1) Police - Serious Violence Duty. Page 10
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 11
9. To agree Schedule of Council Meetings 2024/25 Municipal Year. Page 12
10. Viking Centre: to review and confirm internal finishes and colour schemes. Pages 13 - 15
11. To receive the report of the Town Clerk and makes decisions on:
 - 1.1 Sprowston Diamond Centre Community Cinema - Childrens' Film Screening of 'Wonka' on 4 April 2024 (Easter School Holidays).
 - 5.1 Church Lane Car Park - Proposal to Amend Closing Times. Pages 16 - 18
12. To adopt Tree Management Policy 2024. Pages 19 - 20
13. To receive any written/verbal reports from the Council's Committees and Working Groups. (Minutes of the Recreational Facilities Working Group enclosed)
14. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
15. Adjourn the meeting for a short break.
16. To consider planning applications to 28 February 2024. Page 21
17. To receive planning decisions for weeks ending 19 January 2024 to 9 February 2024. Pages 22 - 23
18. Financial year ending 31 March 2024 - To receive third quarter bank income and expenditure report to 31 December 2023. Pages 24 - 35
19. Financial year ending 31 March 2024 - To receive third quarter bank reconciliation to 31 December 2023. Page 36
20. To receive the schedule of direct debits to 28 February 2024. Pages 37 - 38
21. To confirm the payment of accounts to 28 February 2024.
 - (1) Invoices to pay. Pages 39 - 40
 - (2) Invoices-payments made. Page 41
22. To receive the schedule of credit card payments. Page 42
23. The Chair 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.

24. Planning Enforcements
(1) Current Pages 43 - 44
(2) Closed Page 45
25. Table Tennis at Sprowston Diamond Centre
(1) To consider quotations for installation of blinds at Sprowston Diamond Centre Sports Hall.
(2) To negotiate block booking hire rates for table tennis clubs. Pages 46 - 53
26. To agree specification for street light replacement and maintenance contract tender. Pages 54 - 59
27. To agree in principle the management of additional amenity space. Pages 60 - 61



Guy Ranaweera
Town Clerk

22 February 2024

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

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

Footnote:

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

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

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

It should be noted that Councillors B Baby, A R Tipple, E H Tovell and K Vincent 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 all four 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.

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

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on

the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.



**Minutes of the Sprowston Town Council meeting held Wednesday 24 January 2024
at the Council Chamber, Recreation Ground Road, Sprowston.**

Councillors (Cllrs.) Present: W F Couzens (Chair),
J Leggett (Vice-Chair)

B Baby	-	D Coleman
M A Booth	-	J H Mallen
S D Booth	-	A L Parker
M G Callam	-	J Vasco
K Vincent		

Officers: G Ranaweera (Town Clerk and Responsible Financial Officer)
E Elliot (Committee Officer)

In attendance: Kristian Crittenden, Flight Lieutenant (RAFAC) 231 (Norwich) Squadron
K Daniels, Chairman 231 (Norwich) Squadron

Members of the Public: Four members of the public were present

24/001. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of disclosable pecuniary and other interests.

24/002. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllr. H Tarlton and verbal apologies from Cllr. A R Tipple.

24/003. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. A L Parker, 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.

Mr D Alexander of Foxburrow Road expressed the following concerns with regard to planning Application 2023/3877 - single storey rear extension and loft conversion at 7, Elizabeth Close:

- It is an invasion of privacy, blocking light from properties on Foxburrow Road;

24/003. RESIDENTS' QUESTIONS (CONTINUED)

- The type of music to be played in the music room, live, recording practice etc. could be a potential noise nuisance given its close proximity to neighbouring properties;
- The flat roof extension could be accessible via external stairs and become a seating area and source for overlooking;
- The dormers and cladding material are out of keeping with existing properties;
- The inclusion of a patio door in the front dormer gives rise for further overlooking;
- Some work has already been undertaken;
- Elizabeth Close is a narrow cul-de-sac and the property is in the corner of the turning space. Any on-road parking would restrict vehicles in this turning area;
- The impact of protruding roof lights on night light;
- If the proposal was allowed it would set a precedent in the area;
- The rear extension will reduce natural water drainage and could impact on the properties in Foxburrow Road;
- Hip to gable creates a bigger roof.

24/004. PLANNING APPLICATION 2023/3877 - SINGLE STOREY REAR EXTENSION AND LOFT CONVERSION AT 7, ELIZABETH CLOSE, SPROWSTON

The Chairman brought forward consideration of planning application 2023/3877 from agenda item 13 (To consider planning applications to 24 January 2024).

Following discussion Council **RESOLVED** to strongly oppose the granting of this planning application on the following grounds:

- Overdevelopment of the site and unneighbourly;
- The change from hip to gable end roof is out of keeping with the surrounding properties and will increase the overall height of the dwelling;
- The front balcony has the potential for overlooking;
- There is insufficient on-site parking for a four-bedroom property and due to the nature of this narrow cul-de-sac no on-street parking is available;
- The music room has the potential to be a noise nuisance and impact on the amenities of neighbouring properties;
- The proposed render would cause the property to stand out as it does not match the rest of the street scene;

24/005. MINUTES

The Minutes of the Council's meeting held on 20 December 2023, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

24/006. ACTION FROM MINUTES

There were no actions from the minutes.

24/007. POLICE UPDATE

No Police update was received.

24/008. KRISTIAN CRITTENDEN, FLIGHT LIEUTENANT (RAFAC) 231 (NORWICH) SQUADRON

Flight Lieutenant Kristian Crittenden gave a comprehensive presentation on the activities, opportunities and benefits offered by the Royal Air Force to their cadets.

He explained there was a wide range of activities available and life in the air cadets was about adventure, opportunity and fun.

Subscriptions and training fees are kept to a minimum and a majority of the uniform is at no cost to cadets.

BTEC's are offered through their training programme.

Skills gained through structure, discipline and challenge can be applied to other aspects of life and improve wellbeing.

The number of cadets had doubled and his aim was to establish closer relations with the wider community.

In answer to Councillors' questions Flight Lieutenant Crittenden responded:

- Whilst he had no specific data on the number of cadets who went on to pursue a career in the Royal Air Force, he was aware it had reduced. However, many cadets did follow a career in uniformed services such as the Police Force.
- The interior capacity of their building was 110 people situated in a large area of open space. The Air Cadets have close relations with St. Williams Way primary school who offer access to their facilities.
- The ratio of girls and boys is 50/50. There are also increasing numbers of young people from minority backgrounds.
- He was not familiar with Sprowston Youth Engagement Project and welcomed the Town Clerk's offer to make an introduction.
- The eligible age group to join Air Cadets is 12 -20 years old.

24/008. KRISTIAN CRITTENDEN FLIGHT LIEUTENANT (RAFAC) 231 (NORWICH) SQUADRON (CONTINUED)

- Reasonable adjustments are made for disabled and young people with learning difficulties.
- The Air Cadets no longer have a brass band due to lack of instructors. This is something he was hoping to reinstate.
- The Air Cadets do not have any links with the music hub and he would welcome Cllr. Vincents offer of an introduction.

Councillor M A Booth expressed an interest in becoming the Council's representative for the Air Cadets.

24/009. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Broadland District Councillor M A Booth.

Cllr. Booth also verbally reported:

- (1) Cottage Plantation car park had been repaired.
- (2) On Thursday 25 January 2024 he was attending a meeting with Quinn Estates and Victors Properties the new developers of Beeston Park.
- (3) The District Councils Review Committee had declined to introduce a second polling station in Sprowston East Ward at St. Cuthberts Church.

Cllr. K Vincent verbally reported that she would also be attending the Beeston Park meeting with developers.

A written report was received from Norfolk County Councillor J M Ward.

24/010. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre Nursery Annex - Lease Extension

Having considered the report of the Town Clerk it was

RESOLVED to authorise the Town Clerk to grant a five-year lease at the Sprowston Diamond Centre Nursery Annex, to include appropriate rental increases.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

24/010. REPORT OF THE TOWN CLERK (CONTINUED)

- 3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

- 4.1 Peninsula - New HR Consultants

Council noted the appointment of new HR consultants Peninsula was progressing well.

- 4.2 Insurance Renewal

Council noted their multi-insurance contract with Zurich was due to end on 31 March 2024 and the Town Clerk's intention to prepare a procurement tender to be advertised on the 'Contract Finder' and 'Find a Tender' websites. With any new insurance contract commencing on 1 April 2024 to provide continuity of cover.

PLANNING AND TRANSPORTATION

- 5.1 Gritting Atlantic Avenue

Council was disappointed that despite early indications that the developer would be willing to contract Norfolk County Council to undertake limited gritting of Atlantic Avenue on a 'paid-for' basis, no further progress had been made.

Further to his written report the Town Clerk verbally reported:

- 5.2 White House Farm Development

Phase 2 and 3 of the White House Farm development was quickly approaching and developers had expressed an interest to meet and discuss phase two preliminary plans with Council before they were submitted to the Planning Authority. He requested Councillors availability.

- 5.3 D-Day Celebrations

The Town Clerk reported that the Air Cadets had agreed to assist with the D-Day celebrations. The Hellesdon and Sprowston brass band and marquee tent had been booked.

- 5.4 Sprowston Fete

The Town Clerk requested volunteers to help on the day with the fete.

24/011. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

- (1) Recreational Facilities Working Group

No written or verbal reports were received.

- (2) Heritage Working Group

24/012. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

A written report was received from Cllr. W F Couzens.

In answer to a question from Cllr. A L Parker, the Town Clerk replied cars were still being parked on the Viking Centre car park. He would be placing further leaflets on these vehicles advising of imminent development works.

Cllr. J H Mallen expressed concern as to where these cars would migrate to and suggested a watching brief.

The Town Clerk confirmed he would inform PC Graham Gill of the timescale for building works to commence and possible impact on alternative parking arrangements.

Cllr. K Vincent verbally reported should would be attending the Sprowston Youth Engagement meeting to be held week commencing 29 January 2024. She would be working with Clare Lincoln to apply for funding from Broadland District Council's Pride in Place Scheme.

24/013. MEETING ADJOURNMENT

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

The meeting was reconvened.

24/014. 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:

2023/3847 - installation of air source heat pump in the front garden of 66, School Lane, Sprowston.

2024/0069 - reduction in size to existing window and creation of 2 new additional window openings to first floor with installation of UPVC window frames and alterations to roof at 74, Blackwell Avenue, Sprowston.

2024/0089 - loft conversion with associated alteration including dormer window and hip-to-gable roof at 32, Greenborough Road, Sprowston.

2024/0133 - variation of conditions 5 (Visibility Splays) & 7 (Highway Improvement Works) of 20221806 - delay implementation by 6 months at Deepwell Lodge, Beeston Lane, Rackheath.

24/014. PLANNING (CONTINUED)

- (b) Council had no objection to the granting of 2023/3863 - proposed new garage and rear single storey extension at 3, Oaktree Drive, Sprowston however, supported the condition proposed by the Highway Development Management Officer as follows:

SHC21 Prior to the first occupation of the development hereby permitted the proposed access/on-site car parking and turning area shall be laid out in accordance with the approved plan and retained thereafter available for that specific use.

24/015. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 1, 8 and 15 December 2023 and 12 January 2024.

24/016. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk explained:

Invoice IV00229113 (SSE Energy Solutions) - Electricity supply to Sparhawk Park for period 11/03/2023 to 20/12/2023 net cost £18,458.86 was an error on the supplier's invoice and under investigation.

Invoice NRW1289219 (Veolia) - refers to waste collection including skips.

Invoice 12850890 (Wave) - water charges for Sprowston Pavilion includes the changing rooms, public toilets and any works requiring water on the Recreation Ground. However, there is a possibility of a water leak which is to be investigated.

The schedule of direct debit payments to 22 November 2023 totalling £5,551.07 was approved and noted.

24/017. PAYMENT OF ACCOUNTS

(1) Invoices to pay 24 January 2024

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 24 January 2024 totalling £43,993.30.

In response Councillors question's the Town Clerk confirmed:

Invoice No. 707248 (Adcock Refrigeration Air Conditioning) related to the maintenance of six air conditioning units at Sprowston Diamond Centre.

Invoice Invoice 2023/426 (Gale Building & Maintenance Ltd) was for the repair of ceilings in the Pavilion changing rooms following a water leak.

Invoice 12889 (G&G Fencing Ltd) was for the supply and fitting of three gates to secure the tennis courts at Sprowston Recreation Ground.

24/017. PAYMENT OF ACCOUNTS (CONTINUED)

On the motion of Cllr. J H Mallen, seconded by Cllr. M A Booth it was **RESOLVED** that payment of the schedule of invoices paid to 24 January 2024 totalling £43,993.30 be approved.

(2) Invoice payments made 24 January 2024

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 24 January 2024 totalling £7,146.30.

On the motion of Cllr. B Baby, seconded by Cllr. A L Parker it was **RESOLVED** that payment of the schedule of invoices paid to 24 January 2024 totalling £7,146.30 be approved.

24/018. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

In answer to a question from Cllr. J Leggett the Town Clerk advised

Invoice 0045878 (Jarrod Training) Introduction to Supervisory Skills would be attended by a member of staff.

The schedule of credit card and Barclay Visa Debit payments to 24 January 2024 totalling £2,054.80 was approved and noted.

24/019. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. J Leggett 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.

24/020. PLANNING ENFORCEMENT

Council noted the list of current and closed planning enforcements for weeks ending 4 December 2023 and 4 January 2024.

The Town Clerk agreed to obtain an update on the installation of air conditioning units at a property on Wroxham Road.

24/021. ALTERNATIVE OPTIONS FOR THE STREETLIGHTING REPLACEMENT PROGRAMME

Council carefully considered alternative options for the streetlight replacement programme and following a lengthy debate it was **RESOLVED** to put the contract out to tender.

24/022. LEASE AND SERVICE CONTRACT FOR UTILITY VEHICLE

Having considered a lease and service contract for a replacement utility vehicle Cllr. B Baby proposed, seconded by Cllr. J H Mallen to purchase a new utility vehicle (Gator).

On being put to the vote the motion to purchase a utility vehicle was LOST.

24/022. LEASE AND SERVICE CONTRACT FOR UTILITY VEHICLE (CONTINUED)

Cllr. M A Booth proposed, seconded by Cllr. R H Tovell a 60-month lease plus service contract.

On being put to the vote the motion to lease a utility vehicle plus service contract was CARRIED

24/023. OCCUPANCY AND LANDOWNERSHIP - WROXHAM ROAD SHOPPING PARADE RESOLVED

Council noted details of occupancy and land ownership at the Wroxham Road Parade of Shops.

Cllr. J H Mallen reiterated the urgency for white lines to be painted on the south side of Wroxham Road opposite existing ones.

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

28 February 2024

Chair

Serious Violence Duty



What is the Serious Violence Duty?

The Serious Violence Duty, launched in January 2023, requires specified authorities to plan and collaborate to prevent and reduce serious violence in their local area. It requires them to work together, using existing partnerships where possible, to share information and take effective coordinated action with their local communities.

The Crime and Disorder Act has also been amended to ensure Community Safety Partnerships have the prevention and reduction of serious violence as an explicit priority in their strategies. This is the [Safer Norfolk Plan](#) in our county.

Why is it being introduced?

Serious violence has a devastating impact on victims and their families, instils fear within communities and is extremely costly to society. The Duty is a key part of the Government's programme of work to collaborate and plan to prevent and reduce serious violence.

A multi-agency approach is essential to understand the causes and consequences of serious violence, focusing on prevention and early intervention approaches, which are informed by evidence.

Who are the specified authorities?

Police, Fire and Rescue Authorities, Integrated Care Boards (Health), Youth Justice Services, Probation and Local Authorities are the specified authorities responsible for delivering the Duty.

Other organisations are integral in the response to the Duty, including police and crime commissioners, educational settings, prisons and secure estates, the voluntary sector businesses and communities.

What does the Duty involve?

Local areas are encouraged to take a 'public health approach'. This means using data and insights to understand serious violence and its causes locally. It requires collaboration with communities and other partners to general short and longer-term solutions which draw on the evidence of effectiveness.

Importantly, this approach focuses on tackling the causes of violence and as such focuses on prevention and early intervention activity as well as deploying criminal justice responses where necessary.

What are the requirements of the Duty?

Local areas must:

- Confirm the partnership arrangements through which they will deliver the Duty
- Create a strategic needs assessment
- Develop and implement a strategy (published by 31st January 2024)
- Monitor the effectiveness of the strategy

What is happening in Norfolk?

The Serious Violence Partnership Group, which is part of the [Norfolk Community Safety Partnership](#), formed in 2022 and meets monthly to develop the local response to the Duty. The Community Safety and Violence Reduction Coordination Team within the Office of the Police and Crime Commissioner for Norfolk is supporting the partnership to develop the strategic needs assessment, agree the local definition of serious violence and develop and implement the Serious Violence Strategy.

Get involved or find out more

If you would like to share your views to help shape Norfolk's response to the Duty [please complete this short survey](#). In the survey there is also an opportunity for you to share your contact details so that the team can get in touch.

You can find the full statutory guidance for the Serious Violence Duty [here](#).

<https://www.smartsurvey.co.uk/s/SVDN23-1>



NORFOLK COMMUNITY
SAFETY PARTNERSHIP

17.2.24

Report from County Councillor John Ward

The Heartsease roundabout will be fully closed from 13.4.24 for 5 weeks for resurfacing work. The whole project is now 4 weeks behind schedule. Details of the project can be found at www.norfolk.gov.uk/heartsease

Norfolk County Council propose to make a Road Traffic Act Order limiting speed to 20mph on all the new estate roads behind Tesco, Blue Boar Lane, eg Blaxter Way etc.

The Norfolk Assistance Scheme and the Money support Scheme have been incorporated into the Client Hardship Service. Those in financial difficulties can contact norfolk.gov.uk/chs to see what help is available.

Apprentice Social Workers have celebrated completing their 3-year programme with a Graduation Ceremony. Social Work apprentices are able to study for a fully funded B.A. (Hon) in Social Work whilst working and being paid as full-time employees of Norfolk County Council.

Norfolk County Council is supporting a 2-year Film Office programme to generate an increase in economic activity via an increase in filming activity across the County.

In order to protect wildlife, the Council is asking people not to use flying rings on the beach or to set off sky lanterns or gas filled balloons.

All major housing developments (and from 2/4 also small developments) must now produce a minimum 10% Bio Diversity Gain, eg if 10 trees are removed then 11 must be planted.

Norfolk is to receive £1m Government funds to tackle Anti-Social behaviour. This should result in a lot more police patrols.

Ancient House Museum has received a £200k grant from the National Heritage Lottery Fund to develop it's, Duleep Singh Gallery.

On Thursday 1st February, Cllr Penny Carpenter, Mayor of Great Yarmouth, officially opened their new Herring Bridge.

Council Leader Kay Mason-Billig led a delegation to Westminster on the 71st Anniversary of the 1953 Floods, to explain the risks Norfolk faces and how those risks could be addressed.

Norwich Castle recorded 224,581 visitors in 2023 1/4-30/11. The same period in 2022 was 187,848. There were 400 applications for the 5 new Museum Teaching Trainee Posts.

Scams and Frauds on line and on the doorstep are on the increase. These can be reported to Action Fraud on 0300 123 2040 or their website and also Citizens Advice Consumer Service on 0808 223 1133 or their website.



SCHEDULE OF TOWN COUNCIL MEETINGS

STARTING AT 7:30 PM (except the Annual Town Meeting)

MUNICIPAL YEAR 2024/2025

26 June 2024	22 January 2025
24 July 2024	26 February 2025
4 September 2024	26 March 2025 (Annual Town Meeting 7.00pm)
25 September 2024	26 March 2025 (Council Meeting to be held on the rising of the Annual Town Meeting)
23 October 2024	23 April 2025
27 November 2024	28 May 2025 (Annual Council Meeting)
18 December 2024 (Precept/Planning)	

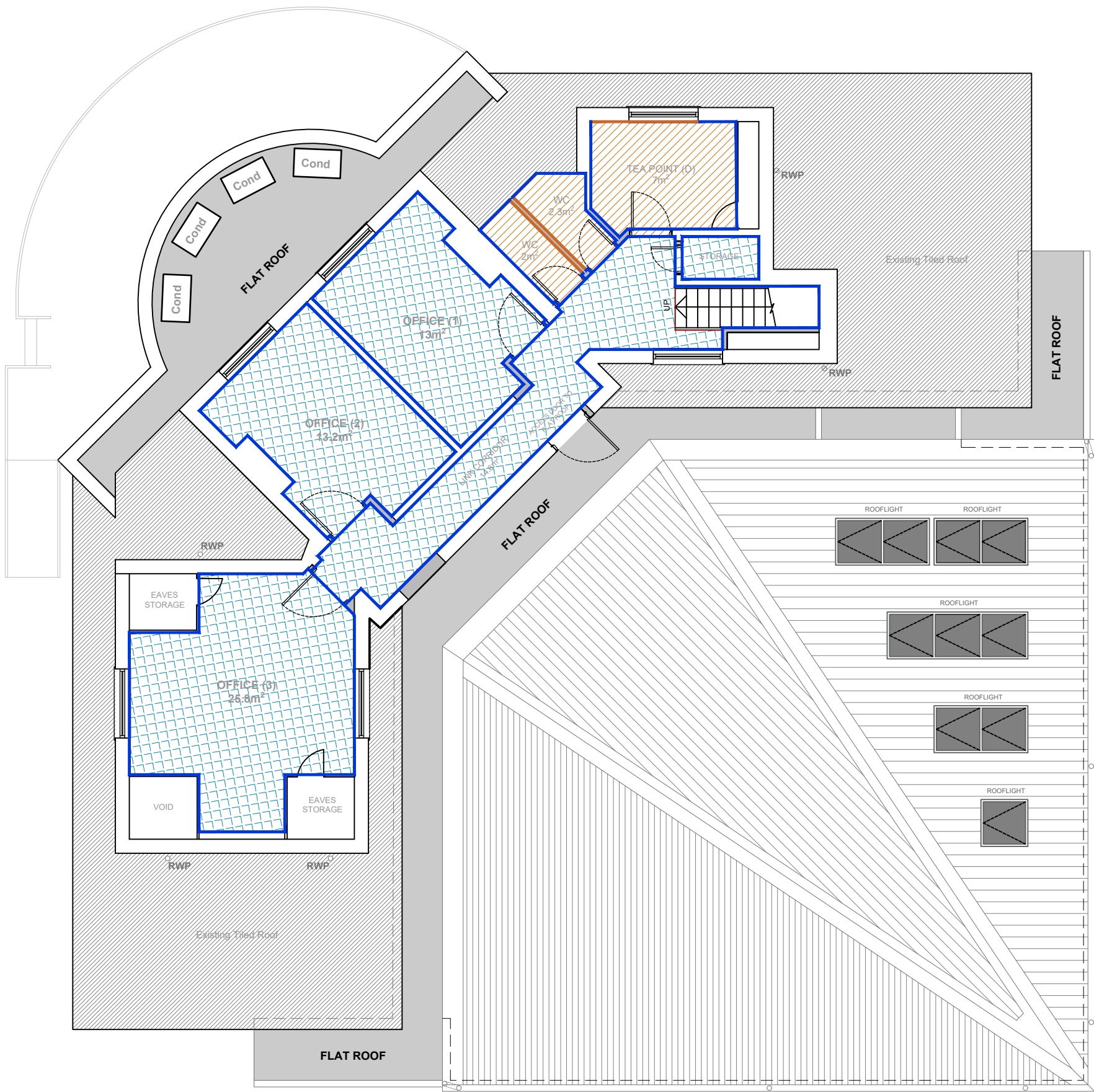
All meetings will be held in the **Council Chamber, Council Office, Recreation Ground Road, Sprowston NR7 8EW.**

All meetings of the Council are open to the public, who are welcome to attend, and there is an opportunity for residents to ask questions on any item on the agenda.

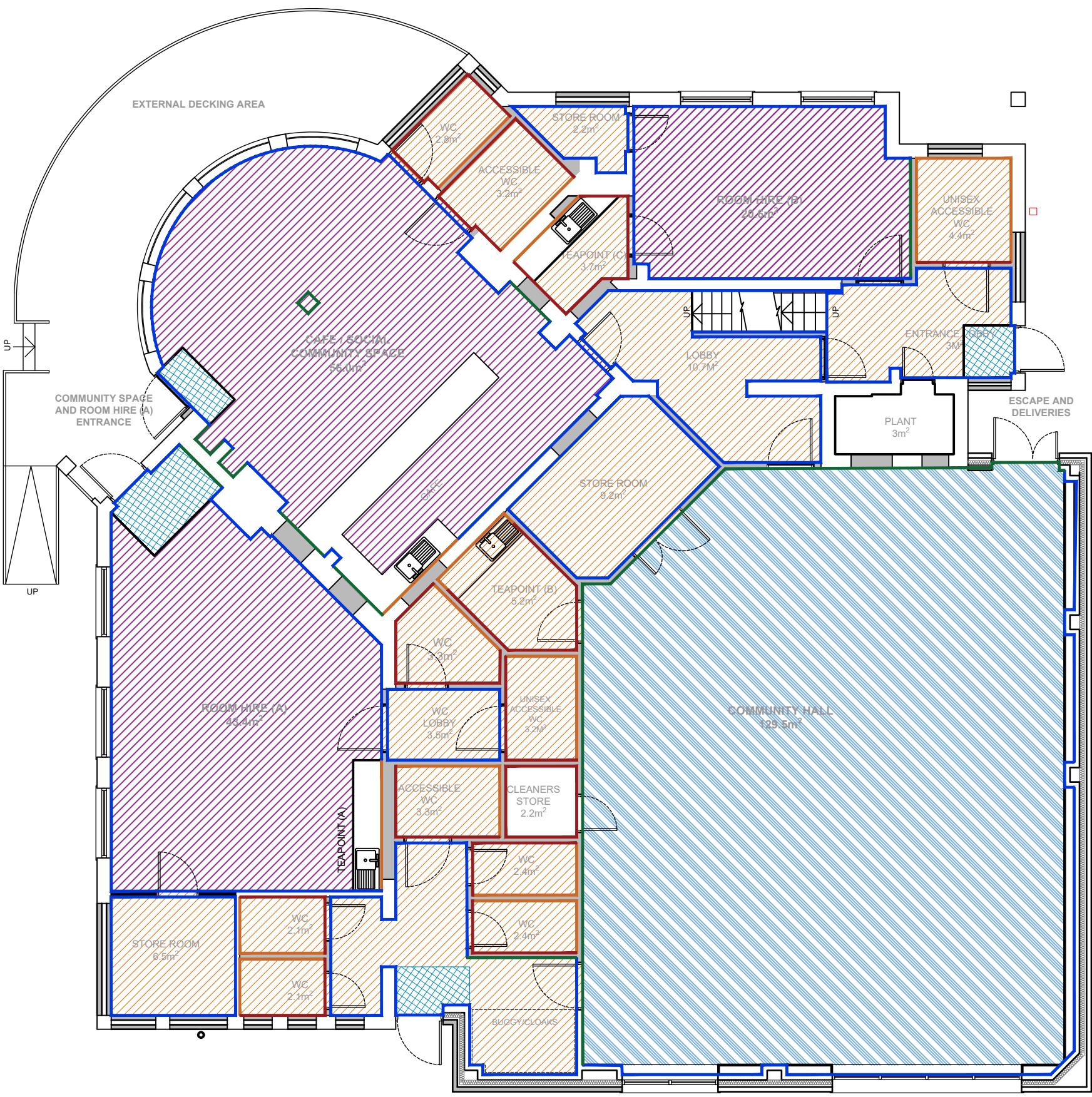
Copies of the agenda and minutes for each meeting are available on the Council's website www.sprowston-tc.gov.uk (the Friday before the meeting date) together with details of how to join the meeting. Paper copies are also available free of charge on request from the Council Office when they are published. Other background papers and reports can also be viewed or copies supplied on payment of a small charge.

Guy Ranaweera
Town Clerk

February 2024



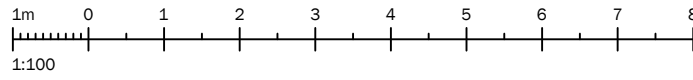
First Floor Finishes Plan
Scale - 1:100



Ground Floor Finishes Plan
Scale - 1:100

WALL FINISHES				
FINISH TYPE	DESCRIPTION	LOCATIONS	REF IMAGE	Notes
WALL FINISH 1	2NO. Coats of Dulux Trade diamond emulsion in White Cotton (off white)	ALL AREAS		
WALL FINISH 3	2NO. Coats of Dulux Trade Emulsion Green - 40GY 18/372	CANTEEN, BOOT ROOM AND TOILET		
Wall Finish 4	2NO. Coats of Dulux Trade Diamond Eggshell White Cotton	WC'S, TEA POINTS, CLEANERS STORE		
Wall Finish 4	Altro Whiterock - Rigid PVC Wall Sheeting Echo - Satin	WC'S, TEA POINTS, COMMUNITY SPACE		150mm (minimum) height coving to all wc's, cleaners store and tea point with aluminum skirting cap.
SKIRTING, DOOR FRAMES & ARCHITRAVES	2no. Coats Dulux Trade Diamond Satinwood Almost Black 09BB/008	TO ALL INTERNAL AREAS		

FLOOR FINISHES					
FINISH TYPE	DESCRIPTION	LOCATIONS	FLOOR AREA (m ²)	REF IMAGE	Notes
FLOOR FINISH 1 ENTRANCE FLOORING	2050x3000mm - ROLL FORBO CORAL CLASSIC 4751 SILVER GREY	COMMUNITY HALL LOBBY, ROOM HIRE (A), ROOM HIRE (B) AND FIRST FLOOR LOBBY	3		
FLOOR FINISH 2 CARPET	500x500x6.7mm FORBO, TESSERA INFUSED CARPET TILE 4500 MAGIC MOOD (GREY)	FIRST FLOOR OFFICES 1,2 & 3	175		
FLOOR FINISH 3 VINYL	FORBO, LAGUNA SURESTEP 181922 CONCRETE	ROOM HIRE (A) WC'S & LOBBIES, STORE ROOMS, TEA POINTS	84		150mm (MINIMUM) HEIGHT COVING TO ALL VINYL FLOOR FINISHES WITH ALUMINUM SKIRTING CAP.
FLOOR FINISH 4 VINYL	FORBO, SURESTEP WOOD 18952 DARK GREY OAK	COMMUNITY SPACE, ROOM HIRE (A), ROOM HIRE (B),	7		
FLOOR FINISH 5 HARDWOOD WOOD	BOEN BOFLEX OLYMPIA (SPRUNG) TIMBER FLOOR BEECH FINISH	COMMUNITY HALL	124		



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A	12.05.23	Rooflights changed and floor finish to community hall as per client request.	MR
rev:	date:	description:	by:



Paul Robinson
PARTNERSHIP
ARCHITECTURE + SURVEYING

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client:
**Bidwells LLP on behalf of
Sprowston Town Council**
location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**
title:
Proposed Finishes Plan

scale @ A1:
1:100
date:
May '23
project no:
8341
drawn by:
MR
approved:
SDL
dwg no:
B15
revision:
A

Self Leveling Screed

Ground floor only

Proprietary self smoothing levelling screeds

Sika Limited
Watchmead, Welwyn Garden City,
Hertfordshire, AL7 1BQ
+44 (0)1707 394444
www.sika.co.uk
enquiries@uk.sika.com
Product reference: Sikafloor Level-30

Design life of screeds

Duration: Subject to reasonable wear and tear.
Condition of use: Subject to correct loading and traffic usage throughout duration.

Suitability of substrates

Suitable for specified levels and flatness/regularity of finished surfaces. Consider permissible minimum and maximum thicknesses of screeds.
Sound and free from significant cracks and gaps.
Concrete strength: In accordance with BS 8204-1, Table 2.
Cleanliness: Remove plaster, debris and dirt.
Moisture content: To suit screed type. New concrete slabs to receive fully or partially bonded construction must be dried out by exposure to the air for minimum six weeks.

Mixing

Water content: Minimum necessary to achieve full compaction, low enough to prevent excessive water being brought to surface during compaction.
Mixing: Mix materials thoroughly to uniform consistency. Mixes other than no-fines must be mixed in a suitable forced action mechanical mixer. Do not use a free fall drum type mixer.
Consistency: Use while sufficiently plastic for full compaction.
Ready-mixed retarded screed mortar: Use within working time and site temperatures recommended by manufacturer. Do not retemper.

Flatness/ Surface regularity of floor screeds
Standard: in accordance with BS 8204-1, Table 5.
Test: In accordance with BS 8204-1, Annex C.
Sudden irregularities: Not permitted.

Finishes General

Preparation

Standard: In accordance with BS 6150.
Refer to any pre-existing CDM Health and Safety File.
Refer to CDM Construction Phase Plan where applicable.
Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
Substrates: Sufficiently dry in depth to suit coating.
Efflorescence salts: Remove.
Dirt, grease and oil: Remove. Give notice if contamination of surfaces/ substrates has occurred.
Surface irregularities: Remove.
Joints, cracks, holes and other depressions: Fill flush with surface, to provide smooth finish.
Dust, particles and residues from preparation: Remove and dispose of safely.
Water based stoppers and fillers: Apply before priming unless recommended otherwise by manufacturer.
If applied after priming: Patch prime.
Oil based stoppers and fillers: Apply after priming.
Doors, opening windows and other moving parts: Ease, if necessary, before coating.
Prime resulting bare areas.

Flooring and Wall Finish

Existing floor covering removed
Substrate: Clear of covering and as much adhesive as possible. Skim with smoothing compound to give smooth, even surface.

Carpet tiling
Base: Existing concrete floor (ground floor), timber floor (first floor)
Preparation: Remove existing floor finish
Fabricated underlay: Carpet tiles to BS EN 14041 and BS EN 1307
Evidence of compliance: Submit.
Reaction to fire classification: Class A1fl or better
Manufacturer: See floor finishes table
Product reference: See floor finishes table
Recycled content: Contractor's choice
Colour/ pattern: See floor finishes table
Method of laying: Fully adhere all tiles with release adhesive recommended by tile manufacturer.

Vinyl Floor Tiles
Description: To office area
Base: Existing concrete floor
Preparation: Clean and repair base
Fabricated underlay: Tiles
Standard: To BS EN 14041.
Evidence of compliance: Submit.
Reaction to fire classification to BS EB 13501-1:
Material: See finishes table
Manufacturer: See finishes table
Product reference: See finishes table
BS EN ISO 10874 class: 21
Slip resistance value (SRV) (minimum)/ Pendulum test value (PTV) (minimum) to BS 7976-1, -2 and -3: 36 dry
Recycled content: Contractor's choice
Size: 101x914mm
Thickness: 2mm
Colour/ pattern: See finishes table
Adhesive: As recommended by manufacturer

Previously painted window frames
Paint encroaching beyond glass sight line: Remove.
Loose and defective putty: Remove.
Putty cavities and junctions between previously painted surfaces and glass: Clean thoroughly.

Finishing

Patch prime, reputty as necessary, and allow to set. Seal and coat as soon as fully set.

Uncoated plasterboard

Depressions around fixings: Fill with stoppers/ fillers
Joints: Fill, tape and feather out with materials recommended by textured coating manufacturer.

Existing Wall coverings

Retained wall coverings: Check that they are in good condition and well adhered to substrate.
Previously covered walls: Wash down to remove paper residues, adhesive and size coating.

Previously coated wood

Degraded or weathered surface wood: Take back to provide suitable substrate.
Degraded substrate wood: Repair with sound material of same species.
Exposed resinous areas and knots: Apply two coats of knotting.

Flooring and Wall Finish

Existing floor covering removed
Substrate: Clear of covering and as much adhesive as possible. Skim with smoothing compound to give smooth, even surface.

Carpet tiling

Base: Existing concrete floor (ground floor), timber floor (first floor)
Preparation: Remove existing floor finish
Fabricated underlay: Carpet tiles to BS EN 14041 and BS EN 1307
Evidence of compliance: Submit.
Reaction to fire classification: Class A1fl or better
Manufacturer: See floor finishes table
Product reference: See floor finishes table
Recycled content: Contractor's choice
Colour/ pattern: See floor finishes table
Method of laying: Fully adhere all tiles with release adhesive recommended by tile manufacturer.

Vinyl Floor Tiles

Description: To office area
Base: Existing concrete floor
Preparation: Clean and repair base
Fabricated underlay: Tiles
Standard: To BS EN 14041.
Evidence of compliance: Submit.
Reaction to fire classification to BS EB 13501-1:
Material: See finishes table
Manufacturer: See finishes table
Product reference: See finishes table
BS EN ISO 10874 class: 21
Slip resistance value (SRV) (minimum)/ Pendulum test value (PTV) (minimum) to BS 7976-1, -2 and -3: 36 dry
Recycled content: Contractor's choice
Size: 101x914mm
Thickness: 2mm
Colour/ pattern: See finishes table
Adhesive: As recommended by manufacturer

Setting out tiles

Method: Set out from centre of area/ room so that wherever possible:
Tiles along opposite edges are of equal size.
Edge tiles are more than 50% of full tile width.

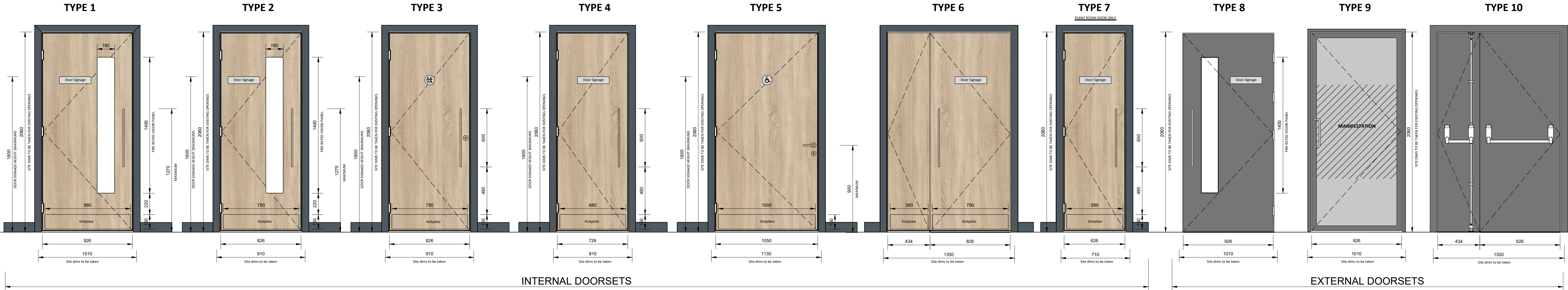
Vinyl Sheetting

Description: To canteen, toilets and boot room
Base: Existing concrete floor
Preparation: Clean and repair base, ready for self levelling compound
Fabricated underlay: Flooring roll
Standard: To BS EN 14041.
Evidence of compliance: Submit.
Reaction to fire classification: Class A1fl or better
Material: See finishes table
Manufacturer: See finishes table
Product reference: See finishes table
BS EN ISO 10874 class: 21
Slip resistance value (SRV) (minimum)/ Pendulum test value (PTV) (minimum) to BS 7976-1, -2 and -3: 36 dry
Recycled content: Contractor's choice
Width: 2000 mm
Thickness: 2-2.5mm
Colour/ pattern: See finishes table
Adhesive (and primer if recommended by manufacturer): As recommended by manufacturer
Seam welding: Hot welding with complimentary coloured rod
Accessories: 100mm cover former
Laying coverings
Base/ substrate condition: Rigid, dry, smooth, free from grease, dirt and other contaminants.
Use a primer where recommended by adhesive manufacturer. Allow to dry thoroughly.
Adhesive: As specified, as recommended by covering manufacturer or, as approved.
Conditioning of materials prior to laying: As recommended by manufacturer.
Environment: Before, during and after laying, provide adequate ventilation and maintain temperature and humidity approximately at levels which will prevail after building is occupied.
Finished coverings: Accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks, stains, trowel ridges and high spots.

Waste
Spare covering material: Retain suitable material for patching. On completion submit pieces for selection. Hand over selected pieces to Employer.

COLOUR SCHEME AND FINISHES SUBJECT TO CLIENT SUBJECT APPROVAL

BUILDING REGS



Proposed Door Elevations

Scale - 1:20

DOOR SCHEDULE														
Ref	Location	Internal/External	Type	Structural Opening (mm)	Lintel (mm)	Leaf Size W x H (mm)	Thickness (mm)	Fire Rating (minutes)	Fire/smoke Seals	Vision Panel	Fob Access	Door Finish	Frame and Architrave Finish	Comments
GROUND FLOOR														
DO1	Entrance Door - Room Hire (A)	External	8	1010 x 2100	Steel Thermally Broken Standard Duty	926 x 2060	44	30	✓	✓	✓	Powder coated finish - RAL 9011	Match Door Finish	
DO2	Entrance Door - Cafe/Social Space	External	9	1010 x 2100	Reuse Existing	926 x 2060	As per manufacture	-	-	-	✓	Glazed Door	Powder Coated Finish - RAL 9011	Fully glazed door with glazing manifestation
DO3	WC Cubicle - Cafe/Social Space	Internal	3	910 x 2100	Steel box Standard Duty	826 x 2060	44	30	✓	-	-	Polyrey HPL Laminate Chene Bastude C129 (Natural Woods, Oak) - FA	Painted finish to match proposed skirting see finishes drawing - C17 for specification	
DO4	Accessible WC - Cafe/Social Space	Internal	5	1130 x 2100	Steel box Standard Duty	1050 x 2060	44	30	✓	-	-			
DO5	Store Room - Room Hire (B)	Internal	4	810 x 2100	Reuse Existing	726 x 2060	44	-	-	-	-			
DO6	Tea Point - Room Hire (B)	Internal	2	910 x 2100	Steel box Standard Duty	826 x 2060	44	30	✓	✓	-			
DO7	Access - Lobby	Internal	2	910 x 2100	Reuse Existing	826 x 2060	44	30	✓	✓	✓			
DO8	Access - Room Hire (B)	Internal	1	1010 x 2100	Steel box Standard Duty	926 x 2060	54	60	✓	✓	✓			
DO9	Accessible WC - Entrance Lobby	Internal	5	1130 x 2100	Steel box Standard Duty	1050 x 2060	44	-	✓	-	-			
DO10	Entrance Door - Entrance Lobby (Room Hire (B) and First Floor Entrance access)	External	8	1010 x 2100	Reuse Existing	926 x 2060	44	30	✓	✓	✓	Powder Coated Finish - RAL 9011	Match Door Finish	
DO11	Entrance Door - Entrance Lobby (Room Hire (B) and First Floor Entrance access)	External	10	1350 x 2100	Steel Thermally Broken Standard Duty	826/434 x 2060	44	-	✓	✓				
DO12	Plant Room	Internal	7	710 x 2100	Reuse Existing	626 x 2060	54	60	✓	-	-			
DO13	Access - Lobby (Room Hire (B) and First Floor Entrance Lobby)	Internal	2	910 x 2100	Steel box Standard Duty	826 x 2060	44	30	✓	✓				
DO14	Access - Lobby (Community Hall)	Internal	2	910 x 2100	Steel box Standard Duty	826 x 2060	44	30	✓	✓				
DO15	Store Room - Community Hall	Internal	6	1350 x 2100	Steel box Standard Duty	826/434 x 2060	44	30	✓	-	-			
DO16	Teapoint - Community Hall	Internal	2	910 x 2100	Steel box standard Duty	826 x 2060	44	30	✓	✓	-			
DO17	WC Cubicle - Room Hire (A)	Internal	3	910 x 2100	Steel box Standard Duty	826 x 2060	44	-	-	-	-	Polyrey HPL Laminate Chene Bastude C129 (Natural Woods, Oak) - FA	Painted finish to match proposed skirting see finishes drawing - C17 for specification	
DO18	WC Lobby - Room Hire (A)	Internal	5	1130 x 2100	Steel box Standard Duty	1050 x 2060	44	30	✓	✓	-			
DO19	Accessible WC - Room Hire (A)	Internal	5	1130 x 2100	Steel box Standard Duty	1050 x 2060	44	-	-	-	-			
DO20	Cleaners Store - Community Hall	Internal	4	810 x 2100	Steel box Standard Duty	726 x 2060	44	-	-	-	-			
DO21	Accessible WC - Room Hire (A)	Internal	5	1130 x 2100	Steel box Standard Duty	1050 x 2060	44	-	-	-	-			
DO22	WC - Community Hall	Internal	3	910 x 2100	Steel box Standard Duty	826 x 2060	44	-	-	-	-			
DO23	WC - Community Hall	Internal	3	910 x 2100	Steel box Standard Duty	826 x 2060	44	-	-	-	-			
DO24	Access - Lobby (Community Hall)	Internal	1	1010 x 2100	Steel box standard Duty	926 x 2060	44	30	✓	✓	✓			
DO25	Entrance Door - Entrance Lobby (Community Hall)	External	8	1010 x 2100	Reuse Existing	926 x 2060	44	-	✓	✓	✓	Powder Coated Finish - RAL 9011	Match Door Finish	
DO26	WC - Community Hall	Internal	3	910 x 2100	Steel box Standard Duty	826 x 2060	44	-	-	-	-	Polyrey HPL Laminate Chene Bastude C129 (Natural Woods, Oak) - FA	Painted finish to match proposed skirting see finishes drawing - C17 for specification	
DO27	WC - Community Hall	Internal	3	910 x 2100	Steel box Standard Duty	826 x 2060	44	-	-	-	-			
DO28	Store Room - Room Hire (B)	Internal	4	810 x 2100	Reuse Existing	726 x 2060	44	-	-	-	-			
FIRST FLOOR														
DO29	Office (1)	Internal	3	1010 x 2100	-	926 x 2060	44	30	✓	✓	-	Polyrey HPL Laminate Chene Bastude C129 (Natural Woods, Oak) - FA	Painted finish to match proposed skirting see finishes drawing - C17 for specification	
DO30	WC Cubicle	Internal	5	810 x 2100	-	726 x 2060	44	30	✓	-	-			
DO31	WC Cubicle	Internal	5	810 x 2100	-	726 x 2060	44	30	✓	-	-			
DO32	Teapoint (D)	Internal	3	910 x 2100	-	826 x 2060	44	30	✓	✓	-			
DO33	Roof Access	External	5	1010 x 2100	Reuse Existing	910 x 2060	44	30	✓	✓	-	Powder Coated Finish - RAL 9011	Match Door Finish	
DO34	Office (2)	Internal	3	1010 x 2100	-	926 x 2060	44	30	✓	✓	-	Polyrey HPL Laminate Chene Bastude C129 (Natural Woods, Oak) - FA	Painted finish to match proposed skirting see finishes drawing - C17 for specification	
DO35	Office (3)	Internal	3	1010 x 2100	-	926 x 2060	44	30	✓	✓	-			

STRUCTURAL ENGINEER TO CONFIRM LINTEL SPECIFICATION

COLOUR SCHEME AND FINISHES SUBJECT TO CLIENT SUBJECT APPROVAL

Doors General

All internal doors, with mortice cylinder locks to have thumbturn operation, to internal side, to aid occupant's escape in event of emergency. All door closers should be capable of operating with an opening force of not more than 30N, for the first 30° of opening, and 22.5° for remainder of swing. Ensure that all existing and relocated doors meet requirements in terms of fire-rating and suitability of ironmongery. Consideration must be made when selecting door frame colours to ensure contrasting effect in line with Equality Act requirements.

Site measurements required before manufacturing.

Site dimensions

Procedure: Before starting work on designated items take site dimensions, record on shop drawings and use to ensure accurate fabrication

Timber procurement

Timber (including timber for wood-based products): Obtain from well managed forests and/ or plantations in accordance with: The laws governing forest management in the producer country or countries. International agreements such as the 'Convention on International Trade in Endangered Species of wild fauna and flora (CITES)'. Documentation: Provide either in accordance with chain of custody certification scheme requirements: Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied, or Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood-based products.

Fire-resisting and smoke control/ door assemblies/ doorsets

UKCA/ UKNI/ CE marked fire-resisting and smoke control pedestrian doorsets: To BS EN 16034 and in conjunction with BS EN 13241, BS EN 14351-1 and BS EN 14351-2 Door products: As defined in BS EN 12519. Evidence of fire performance: Provide certified evidence, in the form of a product conformity certificate, directly relevant fire test report or engineering assessment, that each door/ door assembly/ doorset supplied will comply with the specified requirements for fire-resisting and/ or smoke control If tested to BS 476-22, BS EN 1634-1, BS EN 1634-3 or is UKCA/ UKNI/ CE marked to BS EN 16034. Specified values should not be a combination of both standards. Such certification must cover door and frame materials, glass and glazing materials and their installation, essential and ancillary ironmongery, hinges and seals. Components, assemblies or sets will be marked to the relevant UKCA/ UKNI/ CE marking European product standard (hEN), national product standard and/ or third-party certification rating.

Fixing of loose thresholds

Spacing of fixings: Maximum 150 mm from each end and at 600 mm maximum centres. Installation of emergency exit devices Standard: Unless specified otherwise, install panic bolts/ latches in accordance with BS EN 1125.

Sealant and Jointing

Manufacturer: Contractor's choice. Product reference: Contractor's choice. Colour: Grey. Application: Triangular filllets finished to a flat or slightly convex profile.

Fire-resisting and smoke control doors/ door assemblies/ doorsets

Installation: By a firm currently registered under a third-party-accredited fire door installer scheme in accordance with instructions supplied with the product conformity certificate, test report or engineering assessment. Gaps between frames and supporting construction: Filled as necessary in accordance with requirements for certification and/ or door/ doorset manufacturer's instructions. Installation: By manufacturer or their approved installers, in accordance with requirements of BS EN 16034 and in conjunction with BS EN 13241, including the Declaration of Performance (DoP) certification for the UKCA/ UKNI/ CE marked doorset.

Protection of components

General: Do not deliver to site components that cannot be installed immediately or placed in clean, dry, floored and covered storage.

Stored components: Stacked on level bearers, separated with spacers to prevent damage by and to projecting ironmongery, beads, etc.

Priming/ sealing

Wood surfaces inaccessible after installation: Primed or sealed as specified before fixing components.

Fixing doorsets

Timing: After associated rooms have been made weathertight and the work of wet trades is finished and dried out.

Building in

General: Not permitted unless indicated on drawings.

Damp-proof courses in prepared openings

Location: Correctly positioned in relation to door frames. Do not displace during fixing operations.

Fixing of wood frames

Spacing of fixings (frames not predrilled): Maximum 150 mm from ends of each jamb and at 600 mm maximum centres.

Fixing of loose thresholds

Spacing of fixings: Maximum 150 mm from each end and at 600 mm maximum centres.

External Doorsets

Glazed

Manufacturer: Contractor's choice Product reference: Contractor's choice Door leaf: As per schedule Finish as delivered: Polyester powdercoated Frame and architraves: Manufacturer's standard Finish as delivered: Polyester powdercoated Glazing/ infill details: Clear double glazing Manifestation: Required Beading: Internal Ironmongery: As ironmongery schedule Perimeter seals: Fire and smoke seal (as per schedule) Fire performance Fire resistance: Manufacturer's standard Smoke leakage: Manufacturer's standard Thermal performance (U-value): 1.6 W/m²K (minimum) Fixing: Plugged and screwed

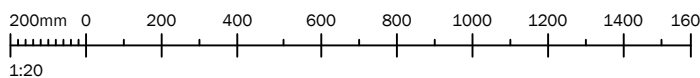
Solid

Manufacturer: Product reference: Contractor's choice Door leaf: As per schedule Finish as delivered: Polyester powdercoated Frame and architraves: Polyester powdercoated Finish as delivered: Polyester powdercoated Beading: Internal Ironmongery: As ironmongery schedule Perimeter seals: Fire and smoke seal (as per schedule) Fire resistance: Manufacturer's standard Smoke leakage: Manufacturer's standard Reaction to fire: To BS EN 13501-1, Class B or better Thermal performance (U-value): 1.6 W/m²K (minimum) Fixing: Plugged and screwed

Internal Doorsets

Solid

Materials: Generally to BS EN 942. Finish as delivered: Polyrey HPL, Wenege Blanc Ceruse - FA Adhesive: Manufacturer's standard Joinery workmanship accuracy: To BS 4787-1. Preservative treatment: Manufacturer's standard Glazing/ infill details: Clear fire-resisting glazing (FR rating to match door) Beading: External Fire resistance: Manufacturer's standard Smoke leakage: Manufacturer's standard Reaction to fire: To BS EN 13501-1, Class B or better



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rev:	date:	description:	by:
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PARTNERSHIP
ARCHITECTURE + SURVEYING

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tel: 01603 397057
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web: www.paulrobinsonpartnership.co.uk

client:
**Bidwells LLP on behalf of
Sprowston Town Council**

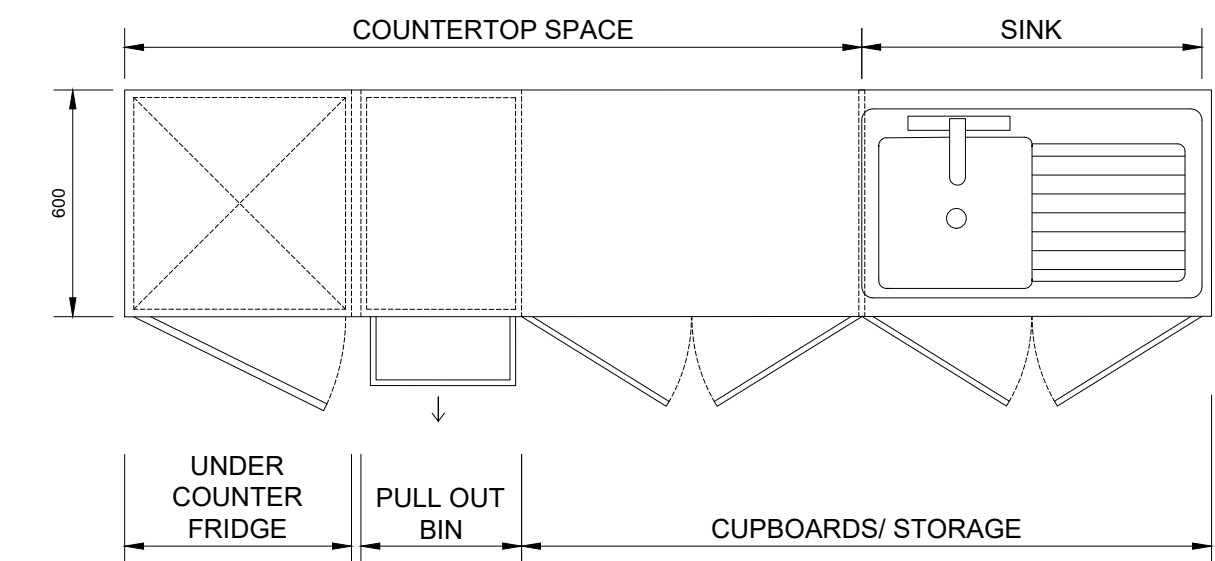
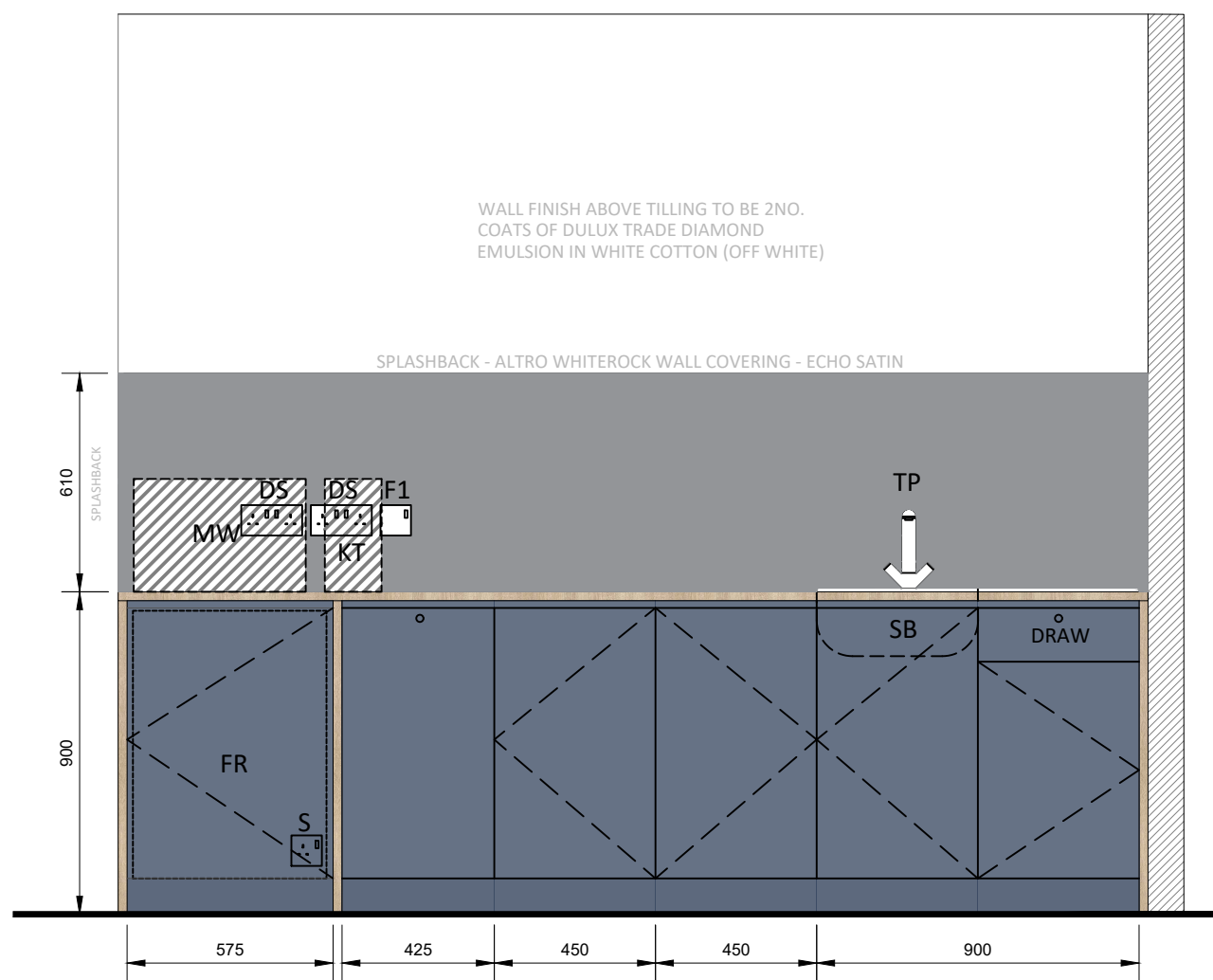
location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**

title:
Door and Ironmongery Schedule

scale @ A1:
1:20
date:
April '23
project no:
8341

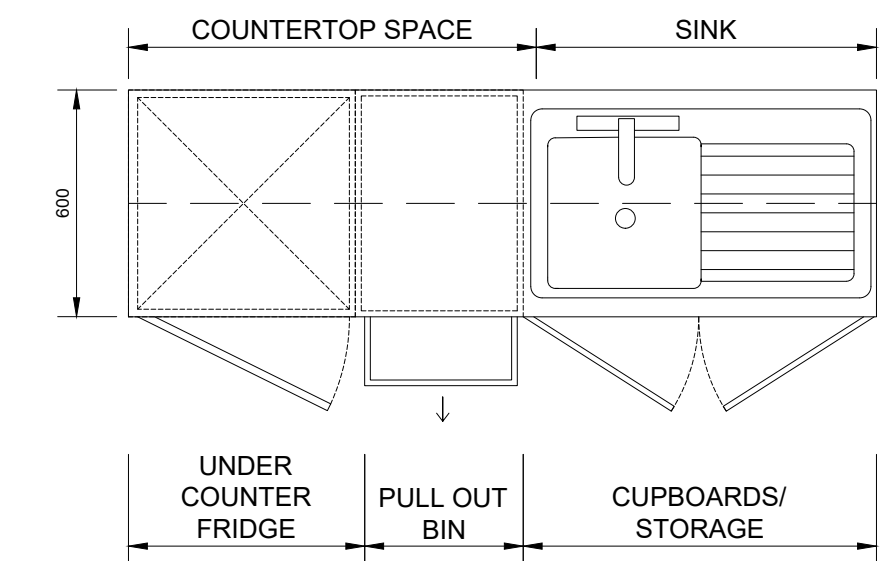
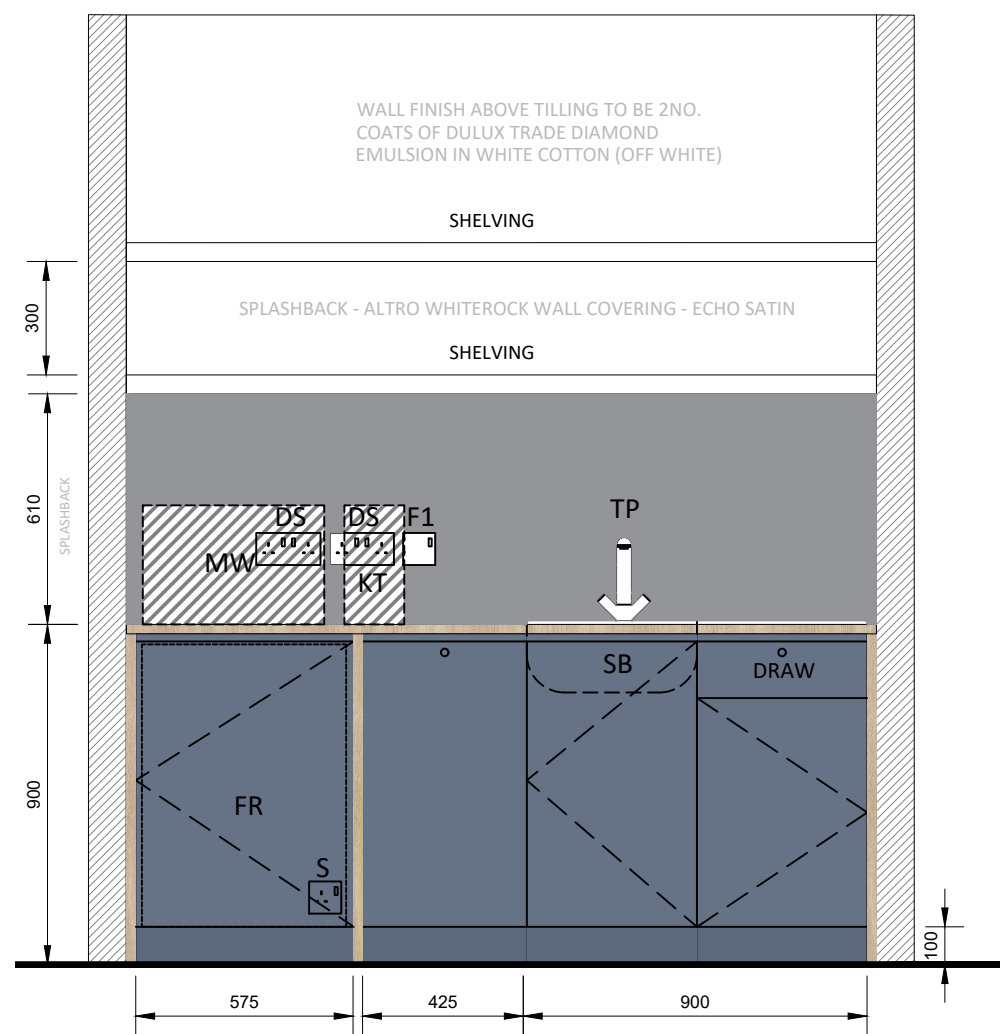
drawn by:
MR
approved:
SDL
dwg no:
B18
revision:

BUILDING REGS



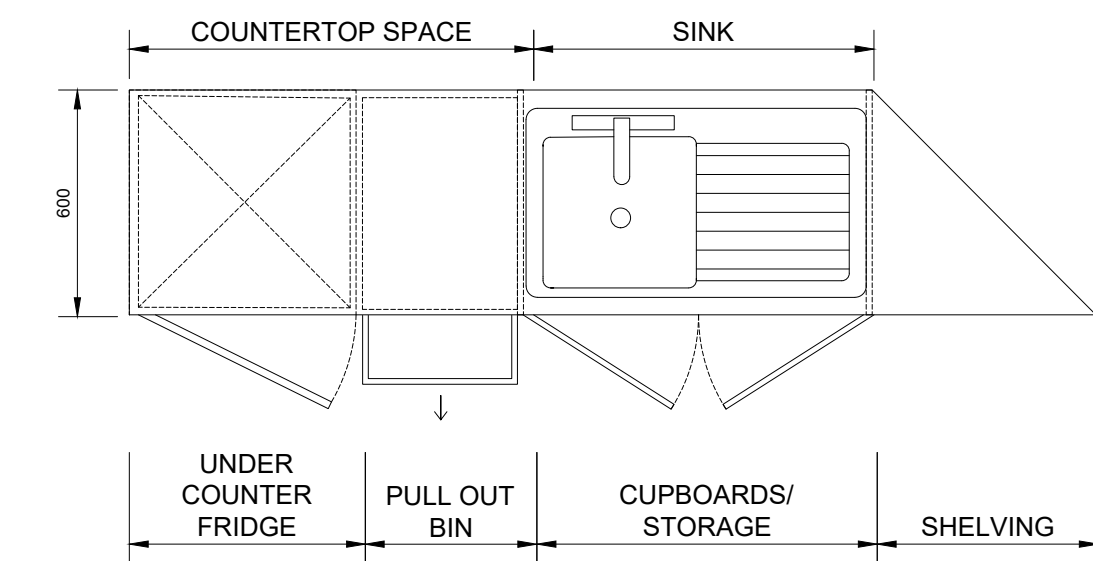
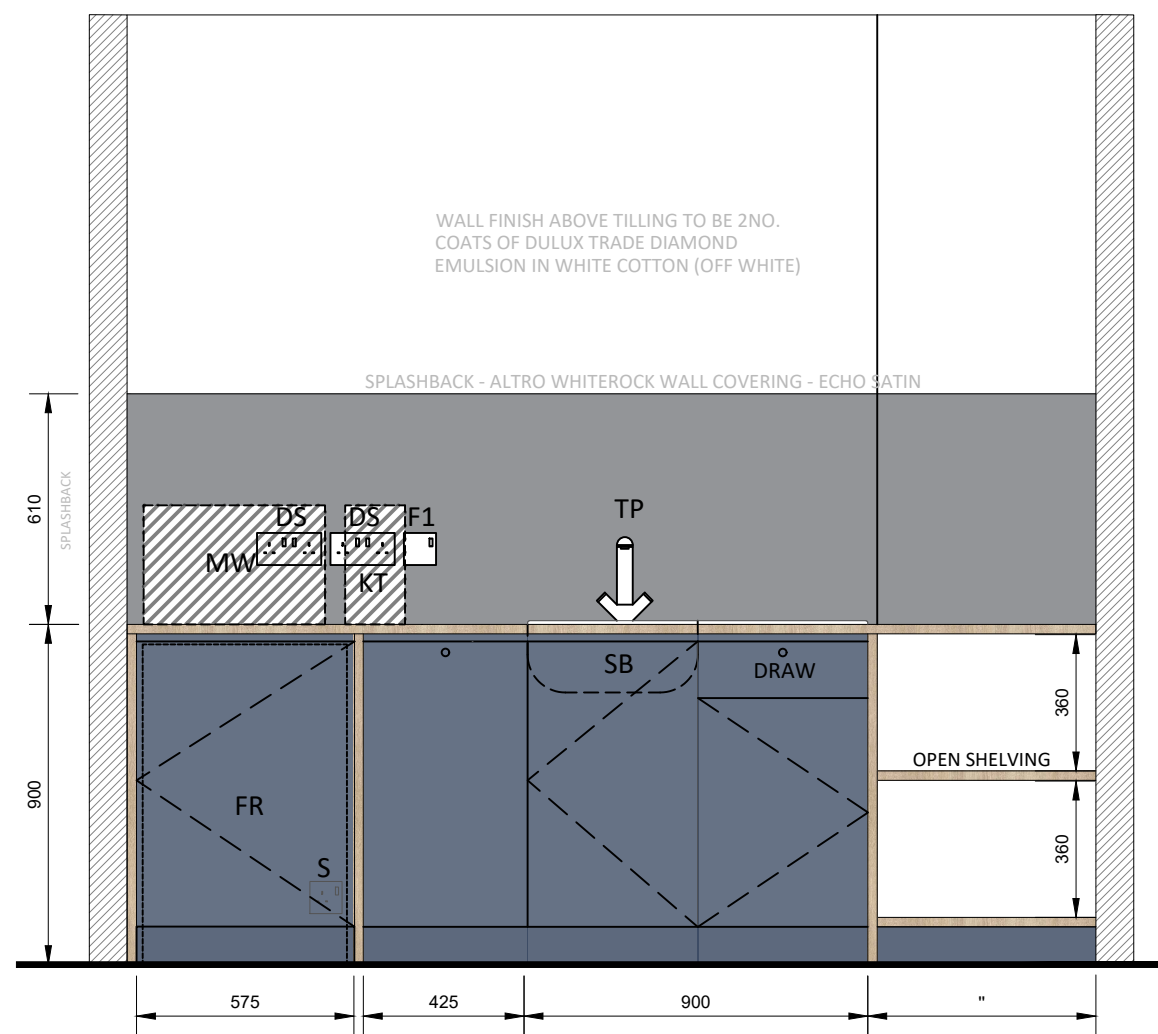
Teapoint (A) Elevation and Plan

Scale - 1:20



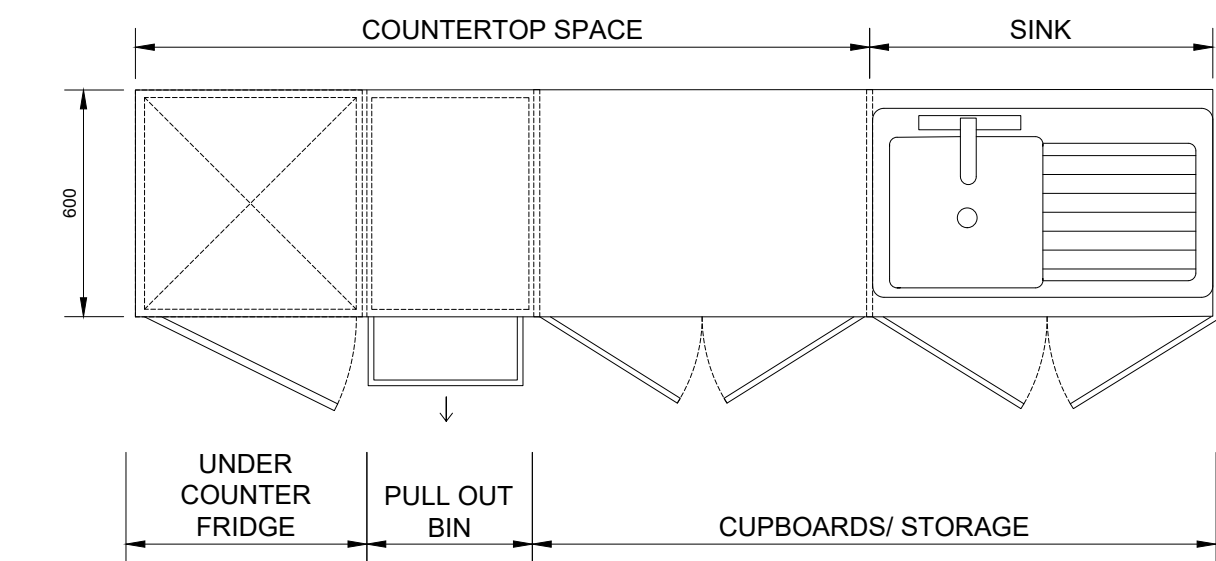
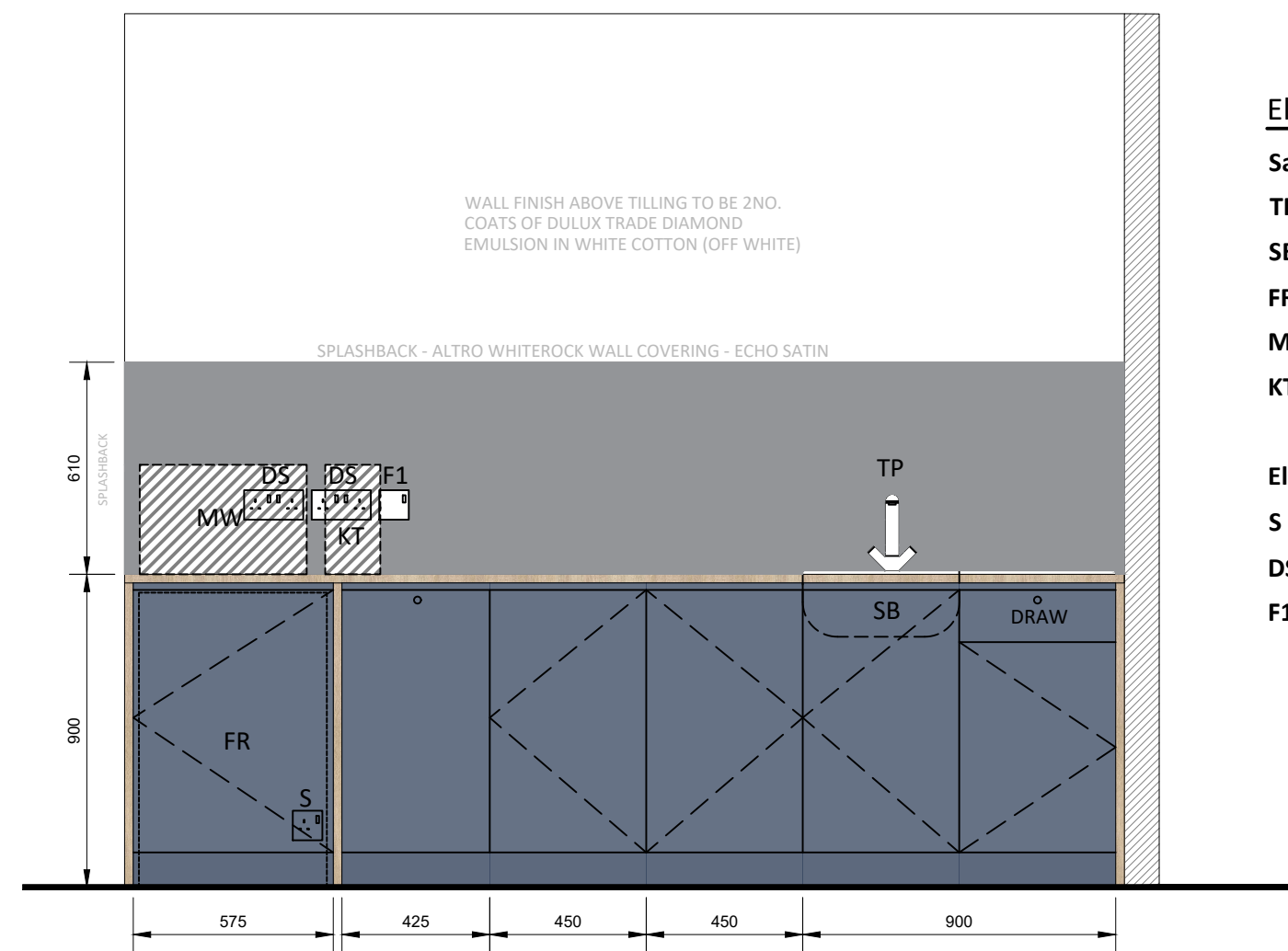
Teapoint (B) Elevation and Plan

Scale - 1:20



Teapoint (C) Elevation and Plan

Scale - 1:20



Teapoint (D) Elevation and Plan

Scale - 1:20

Elevation Key

Sanitary Fittings and Appliance

TP - Tap

SB - Sink Basin

FR - Fridge

MW - Microwave

KT - Kettle

Electrical

S - Single Socket

DS - Double Socket

F1 - Fuse

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A	12.05.23	Wall finish changed as per client request	MR
rev:	date:	description:	by:



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client:

**Bidwells LLP on behalf of
Sprowston Town Council**

location:

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

title:

Teapoint Details

scale @ A1:

1:20

date:

May '23

project no:

8341

drawn by:

MR

approved:

SDL

dwg no:

B17

revision:

A

BUILDING REGS

TEAPOINT SCHEDULE										
REF	Location	Dimensions W x D (mm)	Sink	Fridge	Bin	Microwave	Shelving	Bin size	Sanitary ware Finish	Worktop Finish
GROUND FLOOR										
A	Room Hire (A)	2760 x 600	✓	✓	✓	-	-	✓	Chromed Plated	Polyrey HPL Bonded Laminate Chene Bastude C129 (Natural Woods, Oak) - FA
B	Community Hall	1980 x 600	✓	✓	✓	-	✓	✓		
C	Room Hire (B)	2565/1965 x 600	✓	✓	✓	-	-	✓		
FIRST FLOOR										
D	Offices	3090 x 600	✓	✓	✓	✓	-	✓	Chromed Plated	Polyrey HPL Bonded Laminate Chene Bastude C129 (Natural Woods, Oak) - FA

FINISHES SUBJECT TO CLIENT SUBJECT APPROVAL



COUNCIL MEETING – 28 February 2024

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre Community Cinema - Childrens' Film Screening of 'Wonka' on 4th April 2024 (Easter School Holidays)

Sprowston Infant School Friends' Association (a registered charity) is holding a golden ticket raffle for world book day. They would like to purchase 5 tickets (£2 each) to our screening of 'Wonka', to use as raffle prizes. However, as the Friends Association is a registered local charity, Council may wish to consider donating 5 tickets.

Sprowston Town Council Decision requested:

- ❖ ***To consider donating to Sprowston Infant School Friends' Association 5 tickets to the screening of "Wonka" to be held on Thursday 4th April 2024.***

1.2 Harrisons Wood – Tree Safety Report

Although Harrisons Wood is still managed by Broadland District Council, Sprowston Town Council is kept informed of significant developments within the woodland.

I have been advised that a tree safety survey of Harrisons Wood was conducted in December 2023. The survey revealed 75 'moderate risk' dead pines. These are to be felled as soon as possible and left in place for conservation habitat purposes. In addition, approximately 50 'low' risk trees will be felled as part of forestry works scheduled for September. Where possible, the felled trees will be sold for timber to defray the cost of the tree works.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Neighbourhood Plan Review Group

Shortly, a meeting will be arranged for the Review Group to draft Terms of Reference on which to engage a Neighbourhood Planning consultant. The draft Terms of Reference will be presented to Council for discussion, and if acceptable; approval.

PLANNING AND TRANSPORTATION

5.1 Church Lane Car Park – Proposal to Amend Closing Times

Attached is a schedule showing current closing times for the Church Lane car park compared with closing times of the Rec and Sparhawk Park, and with

sunset times. As can be seen from the schedule, in Spring and Autumn there exists a mismatch between Church Lane car park closing times and sunset times. This can lead to staff checking and closing the car park in the dark. Given the secluded nature of the car park and the history of reported criminal activity in the area, it is my view that this poses an unnecessary lone working risk to staff and contractors. Therefore, I propose to align the Church Lane car park's closing times with those of Sparhawk Park (which are in turn more closely aligned with sunset).

The proposed changes in closing times will move some of the responsibility for locking-up the car park from our Grounds Team (who finish work at 4.30pm Monday to Thursday and 4pm on Friday) to our caretaking contractors (Heritage Ltd). For convenience, the attached schedule also lists these proposed new closing times. The additional cost for this amendment would be approximately £350 per year.

Sprowston Town Council Decision requested:

- ❖ ***To consider adjusting closing times at Church Lane car park to match closing times at Sparhawk Park.***

ATTACHMENTS

6.1 Proposed Adjustments to Church Lane Car Park Opening Times_2024



**Guy Ranaweera
Town Clerk**

Proposal to Align The Church Lane Car Park's Closing Times with Sparhawk Park's Closing Times

Date From	Date To	Recreation Ground Rd Closing Time	Sparhawk Closing Time	Church Lane Carpark CURRENT Opening Times	Church Lane Carpark PROPOSED Opening Times	Sunset Times
05/02/2024	25/02/2024	5:00pm	5:00pm	4.00pm	4.00pm (Grounds Team – No change)	16:47 – 17:25
26/02/2024	10/03/2024	5:30pm	5:30pm	4.00pm	5:30pm (Heritage - NEW)	17:27 – 17:50
11/03/2024	17/03/2024	6:00pm	6:00pm	8.00pm	6:00pm (Heritage)	17:52 – 18:03
18/03/2024	01/04/2024	6:30pm	6:30pm	8.00pm	6:30pm (Heritage)	18:05 – 19:29
02/04/2024	21/04/2024	8:00pm	8:00pm	8.00pm	8:00pm (Heritage)	19:31 – 20:05
22/04/2024	05/05/2024	8:30pm	8:00pm	8.00pm	8:00pm (Heritage)	20:06 – 20:29
06/05/2024	04/08/2024	9:00pm	8:00pm	8.00pm	8:00pm (Heritage)	20:31 – 20:41
05/08/2024	18/08/2024	8:30pm	8:00pm	8.00pm	8:00pm (Heritage)	20:39 – 20:13
19/08/2024	25/08/2024	8:00pm	8:00pm	8.00pm	8:00pm (Heritage)	20:11 – 19:57
26/08/2024	08/09/2024	7:30pm	7:30pm	8.00pm	7:30pm (Heritage)	19:55 – 19:25
09/09/2024	22/09/2024	7:00pm	7:00pm	8.00pm	7:00pm (Heritage)	19:23 – 18:52
23/09/2024	06/10/2024	6:30pm	6:30pm	8.00pm	6:30pm (Heritage)	18:49 – 19:19
07/10/2024	13/10/2024	6:00pm	6:00pm	4.00pm	6:00pm (Heritage - NEW)	18:16 – 18:03
14/10/2024	27/10/2024	5:30pm	5:30pm	4.00pm	5:30pm (Heritage - NEW)	18:01 – 16:33
28/10/2024	03/02/2025	4:30pm	4:30pm	4.00pm	4.00pm (Grounds Team – No change)	16:31

* Clocks go forward 1 hour at 1am on the last Sunday in March, and back 1 hour at 2am on the last Sunday in October.

Cemetery Vehicle Gate Closes: 4.00pm all year



TREE MANAGEMENT POLICY

“No tree can be guaranteed to be safe. As long as we retain trees, we cannot achieve zero risk. A disproportionate response to the actual risks posed by trees leads to unnecessary intervention, particularly alongside roads and public places. Disproportionately responding to risk itself runs the risk of diminishing the landscape and depriving the whole community of the enjoyment of trees and their wider benefits”¹.

Common Sense Risk Management of Trees (National Tree Safety Group)

Sprowston Town Council is committed to protecting its arboriculture assets through the positive management of trees.

The Council arranges tree surveys resulting in the identification of trees that require arboriculture work and those requiring felling.

Council has a duty of care to manage its trees and that duty is governed primarily by factors affecting the safety of the public and property, the health of the tree and the risk of spread of disease.

To ensure the efficient management of tree stock, the Council has adopted the following tree management policy:

- All Council-owned trees will be inspected annually for safety.
- Low risk trees such as *saplings, copse trees*, any trees below 5m in height, and/or with limbs narrower than 25mm, or trunks below 75mm in diameter will ordinarily be assessed within groups, but may not be specifically recorded unless they require work or felling. This approach also applies to trees in infrequently used areas, where risk of death or serious injury is extremely low.
- Inspections will be conducted by suitably qualified and reputable arboricultural specialists.

¹ Common Sense Risk Management of Trees (Nation Tree Safety Group) <https://ntsgroup.org.uk/wp-content/uploads/2016/06/FCMS025.pdf>

Adopted: 28th February 2024

Date of next review: 28th February 2025

- Any maintenance work recommended by the inspection report will be put in-hand within a timescale commensurate with the risk rating of the identified hazard.
- A visual inspection of Council-owned trees will be conducted (by Town Council officers) after any winds strong enough to damage tree stock.
- Where requests for works are not warranted under our primary duties for tree works, they will not ordinarily be entertained at public cost.
- Any enquiries or report of concerns in relation to apparent dead, dying or dangerous trees will be followed by site inspection by a Town Council officer and/or suitably qualified tree specialist, as may be appropriate to the nature of the concern.

Sprowston Town Council
PLANNING APPLICATIONS – 28 February 2024

Broadland DC App. No	Location	Description	Type
2023/3877 (amended)	7 Elizabeth Close Sprowston Norfolk NR7 8QH	Single storey rear extension and loft conversion	Householder
2024/0344	78 Moore Avenue Sprowston Norfolk NR6 7LF	Single storey rear extension with flat roof	Householder
2024/0323	106 Cozens Hardy Road Sprowston Norfolk NR7 8QQ	Part conversion of existing garage and extension over existing garage footprint	Householder
2024/0247	59 Corbet Avenue Sprowston Norfolk NR7 8HS	Two storey side extension, single storey front and rear extensions and a loft conversion with rear dormer	Householder
2024/0106	11 Martin Close Sprowston Norfolk NR7 8PA	Single storey front extension	Householder
2024/0428	183 Wroxham Road Sprowston Norfolk NR7 8AG	Change of use of existing dwelling (No. 183) to enlarge adjoining Dental Practice (No. 185), provision of additional car parking spaces within combined curtilage and relocation of 3 A/C units from the North- East Elevation of No. 185 to the rear of No.183.	Change of Use

Broadland District Council – Planning Decisions made during the Week Ending 19 January 2024

Appl Number : 2023/3391
App Type : Removal/Variation of Condition
Parish: Sprowston
Location : 21 Church Lane Sprowston Norfolk NR7 8AY
Proposal : Variation of condition 2 of 20160457- Alter hip roof at rear to gable and enlarge 2 rear windows in height. Change downstairs bedroom to dining area and change the window to patio doors and add highline window. Form covered area over front door.
Decision : Approval with Conditions
(Delegated)
Date of decision : 17 January 2024

Appl Number : 2023/3556
App Type : Householder
Parish: Sprowston
Location : 19 School Lane Sprowston Norfolk NR7 8TB
Proposal : Single storey side & rear extension
Decision : Approval with Conditions
(Delegated)
Date of decision : 15 January 2024

Appl Number : 2023/3570
App Type : Householder
Parish: Sprowston
Location : 28 Lone Barn Road Sprowston Norfolk NR7 8HZ
Proposal : Proposed single storey rear extension
Decision : Approval with Conditions
(Delegated)
Date of decision : 16 January 2024

Broadland District Council – Planning Decisions made during the Week Ending 26 January 2024

Appl Number : 2023/3197
App Type : Full
Parish: Sprowston
Location : 185 Wroxham Road Sprowston Norfolk NR7 8AG
Proposal : Installation of 3 air conditioning units to north east side elevation - retrospective
Decision : Refusal
(Delegated)
Date of decision : 22 January 2024

**Broadland District Council – Planning Decisions made during the Week Ending
2 February 2024**

Appl Number : 2023/3702
App Type : Cert. Lawfulness Proposed
Parish: Sprowston
Location : 5 Conroy Close Sprowston Norfolk NR7 8FF
Proposal : Certificate of lawful use (proposed) for conversion of garage into
liveable space
Decision : Approval with no Conditions
(Delegated)
Date of decision : 30 January 2024

**Broadland District Council – Planning Decisions made during the Week Ending
9 February 2024**

Appl Number : 2023/3633
App Type : Non Material Amendment
Parish: Sprowston
Location : Land Adjacent Racecourse Inn Salhouse Road Sprowston
Norfolk
Proposal : Non-material amendment of 20190758 - Minor Changes to the
internal layout of apartments 192-199
Decision : Approval with no Conditions
(Delegated)
Date of decision : 7 February 2024

Sprowston Town Council Year Ending 31st March 2024**Summary Income & Expenditure by Budget Heading year to date to****31st December 2023**

	<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>Administration</u>					
Expenditure	178,802	237,646	58,886	58,886	75.2%
Income/Precept	737,377	237,646	-499,731	-	
<u>Allotments</u>					
Expenditure	4,855	6,750	1,895	1,895	71.9%
Income/Precept	6,687	6,750	243	-	
<u>Cemetery</u>					
Expenditure	105,926	125,336	19,409	19,409	84.5%
Income/Precept	130,644	124,736	-4,661	-	
<u>Grants</u>					
Expenditure	23,615	28,000	4,385	4,385	84.3%
Income/Precept	28,009	28,000	-9	-	
<u>Diamond Centre</u>					
Expenditure	208,702	226,131	17,429	17,429	92.3%
Income/Precept	219,566	210,631	-8,935	-	
<u>Parks</u>					
Expenditure	185,417	260,710	75,293	75,293	71.1%
Income/Precept	263,689	257,359	-6,330	-	
<u>Street Scene</u>					
Expenditure	96,719	108,311	11,592	11,592	89.3%
Precept	110,397	108,311	-2,087	-	
<u>Viking Community Hub</u>					
Expenditure	64,285	10,056	-54,229	-54,229	639.3%
Precept	10,056	10,056	0	-	
<u>Held Funds</u>					
Expenditure	612	-	-	-	-
Income	93	-	-	-	-
<u>Totals</u>					
Expenditure	868,323	1,002,940	134,659	188,888	86.6%
Income	732,324	209,388	522,936	n/a	349.7%
Precept	774,101	774,101	0	n/a	100.0%
<u>Surplus / Shortfall</u>	<u>638,102</u>	<u>-19,451</u>			
<u>Money from Other Debtors moved to General Fund</u>			1,921		
Transfers from reserves	19,600				
Surplus / Shortfall after reserves	<u>657,702</u>				

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****31st December 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	102,821	134,750	31929	76.3%
6002	Administration - Employers NI	10,423	13,000	2577	80.2%
6003	Administration - Superannuation	24,163	33,000	8837	73.2%
7005	Administration - Building Repairs	-	300	300	0.0%
7008	Administration - Insurance	8,024	9,720	1696	82.6%
7009	Administration - Legal Fees	1,293	3,000	1707	43.1%
7010	Administration - Bank Charges & Interest Charges	379	810	431	46.8%
7012	Administration - Audit Fees	3,975	4,500	525	88.3%
7013	Administration - Parish News Letter	1,834	4,212	2378	43.5%
7014	Administration - Election Expenses	8,244	11,000	2756	74.9%
7015	Administration - Travelling	170	250	80	68.1%
7016	Administration - Phone/Communications	-	50	50	0.0%
7017	Administration - IT	6,653	10,100	3447	65.9%
7018	Administration - Website	-	1,500	1500	0.0%
7019	Administration - Cleaning	1,927	2,704	777	71.3%
7020	Administration - Postage	266	150	-116	177.1%
7021	Administration - Stationery	680	1,000	320	68.0%
7022	Administration - Printing & Photocopying	476	540	64	88.2%
7024	Administration - Advertising	-	100	100	0.0%
7025	Administration - Subscriptions	3,920	2,500	-1420	156.8%
7026	Administration - Publications	-	60	60	0.0%
7027	Administration - Training	1,176	1,500	324	78.4%
7028	Administration - Health and Safety	212	1,000	788	21.2%
7029	Administration - Equipment Lease	1,066	1,600	534	66.6%
7030	Administration - Chairmans Allowance	182	200	18	91.1%
7041	Administration - Recruitment Costs	875	-	-875	n/a
7042	Administration - Sundries and Contingencies	42	100	100	41.8%
8100	Bad Debts	-	-	0	n/a
New	Administration - Maintenance				
New	Administration - Neighbourhood Plan				
	<u>Total Expenditure</u>	178,802	237,646	58,886	75.2%
	<u>Income</u>				
4006	Administration - Bank & Investment Income	20,314	500	-19814	
4020	Administration - S.106 / CIL	479,917	0	-479,917	
4090	Administration - Precept	237,146	237,146	0	
New	Administration - Sundries and Contingencies				
	<u>Total Income</u>	737,377	237,646	-499,731	
	<u>Total Income Less CIL</u>	257,460	237,646	-19,814	
	<u>Transfer from Reserves</u>		-		
	<u>Surplus / Shortfall</u>	558,574	0		

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****31st December 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	2,616	3,750	1,134	69.8%
6102	Allotments - Employers NI	240	350	110	68.6%
6103	Allotments - Superannuation	589	850	261	69.2%
5101	Allotments - Vermin Control	575	640	65	89.8%
7104	Allotments - Water	680	760	80	89.5%
7106	Allotments - General Repairs	156	300	144	51.9%
5102	Allotments - Sundries and Contingencies	0	100	100	0.0%
	<u>Total Expenditure</u>	4,855	6,750	1,895	71.9%
	<u>Income</u>				
4101	Allotments - Allotment Rental	3,771	3,864	94	
4102	Allotments - Water Charges Received	700	760	60	
4103	Allotments - Admin Charge	90	0	90	
4091	Allotments - Precept	2,126	2,126	0	
New	Allotments - Sundries & Contingencies				
	<u>Total Income</u>	6,687	6,750	243	
	<u>Surplus / Shortfall</u>	<u>1,831</u>	<u>0</u>		

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****31st December 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	56,335	66,500	10,165	84.7%
6202	Cemetery - Employers NI	4,319	5,000	681	86.4%
6203	Cemetery - Superannuation	10,594	16,500	5,906	64.2%
5211	Cemetery - Trees, Shrubs and Plants	0	500	500	0.0%
5215	Cemetery - Waste Disposal and Skip Hire	1,824	2,500	676	73.0%
5220	Cemetery - Maintenance/Equipment	11,236	1,900	-9,336	591.4%
5221	Cemetery - Memorial Wall Expenses	0	300	300	0.0%
5222	Cemetery - Benches Expenditure	1,345	1,400	55	96.1%
5223	Cemetery - Memorial Safety Repairs	0	165	165	0.0%
7202	Cemetery - Rates	2,541	2,781	240	91.4%
7203	Cemetery - Heat and Light	103	910	807	11.3%
7204	Cemetery - Water	118	120	2	98.1%
7205	Cemetery - Opening/Closing Gates	1,207	1,230	23	98.1%
7207	Cemetery - Cleaning	3,203	4,250	1,047	75.4%
7211	Cemetery - Loan Charges	13,092	21,000	7,908	62.3%
5202	Cemetery - Sundries and Contingencies	8	100	92	8.3%
5224	Cemetery - Vermin Control	0	180	180	0.0%
New	Cemetery - Building Maintenance				
New	Cemetery - Building Repairs				
New	Cemetery - Paths				
New	Cemetery - Training				
<u>Total Expenditure</u>		105,926	125,336	19,409	84.5%
	<u>Income</u>				
4203	Cemetery - Exclusive Rights Purchase	62,723	60,000	-2,723	
4204	Cemetery - Interment	33,452	31,000	-2,452	
4205	Cemetery - Memorials and Inscriptions	10,461	8,000	-2,461	
4206	Cemetery - Benches Income	625	3,600	2,975	
4207	Cemetery - Soundries & Contingencies	1,247			
4092	Cemetery - Precept	22,136	22,136	0	
<u>Total Income</u>		130,644	124,736	-4,661	
<u>Transfer from reserves</u>			600		
<u>Surplus / Shortfall</u>		24,717	0		

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****31st December 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	5,020	6,500	1,480	77.2%
5311	SYEP - Outreach Worker and School Holiday Outreach	18,596	21,500	2,905	86.5%
	<u>Total Expenditure</u>	23,615	28,000	4,385	84.3%
	<u>Income</u>				
4307	Grants - Recycling Credits	39	30	-9	
4093	Grants - Precept	27,970	27,970	0	
	<u>Total Income</u>	28,009	28,000	-9	
	<u>Surplus / Shortfall</u>	4,393	0		

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****31st December 2023****Diamond Centre**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
5415	Diamond Centre - Waste Disposal and Skip Hire	412	723	311	57.0%
5421	Diamond Centre - Room Hire Expenses	2,908	3,000	92	96.9%
5422	Diamond Centre - Equipment /Purchases	8,741	1,030	-7,711	848.6%
5424	Diamond Centre - Nursery Costs	90	150	60	60.0%
7402	Diamond Centre - Rates	16,467	17,280	813	95.3%
7403	Diamond Centre - Heat and Light	24,988	26,250	1,262	95.2%
7404	Diamond Centre - Water	2,965	1,188	-1,777	249.5%
7405	Diamond Centre - Building Repairs	2,924	2,600	-324	112.4%
7406	Diamond Centre - General Repairs	477	0	-477	0.0%
7407	Diamond Centre - Cleaning and Supplies	31,657	40,500	8,843	78.2%
7408	Diamond Centre - Maintenance	3,188	13,710	10,522	23.3%
7411	Diamond Centre - Loan Charges	113,886	114,600	714	99.4%
7416	Diamond Centre - Phone / Communications	0	0	0	0.0%
5402	Diamond Centre - Sundries and Contingencies	0	100	100	0.0%
7409	Diamond Centre - Sinking fund for planned maintenance	0	5,000	5,000	0.0%
	<u>Total Expenditure</u>	208,702	226,131	17,429	92.3%
	<u>Income</u>				
4415	Diamond Centre - Hire of	88,351	80,000	-8,351	
4416	Diamond Centre - Field Hire	31	0	-31	
4417	Diamond Centre - Cinema Receipts	1,054	500	-554	
4418	Diamond Centre - Grants Received	0	0	0	
4094	Diamond Centre - Precept	130,131	130,131	1	
New	Diamond Centre - Sundries & Contingencies				
	<u>Total Income</u>	219,566	210,631	-8,935	
	<u>Transfer from reserves</u>		15,500		
	<u>Surplus / Shortfall</u>	10,864	0		

Sprowston Town Council Year Ending 31st March 2024

Detailed Income & Expenditure by Cost Centre year to date to

31st December 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	39,235	57,000	17,765	68.8%
6502	Parks - Employers NI	3,599	5,500	1,901	65.4%
6503	Parks - Superannuation	8,828	14,500	5,672	60.9%
5508	Parks - Machinery Tool Repair / Replace	14,831	24,000	9,169	61.8%
5509	Parks - Playground Equipment Repairs	4,266	14,000	9,734	30.5%
5510	Parks - Horticultural Consumables	1,269	1,250	-19	101.5%
5511	Parks - Trees, Shrubs and Plants	3,018	6,000	2,982	50.3%
5512	Parks - Sports Pitches Consumables	4,070	1,500	-2,570	271.3%
5513	Parks - Paths, Seats and Signs, Shelters	1,648	3,000	1,352	54.9%
5514	Parks - Fencing, Gates and Walls	2,576	3,000	424	85.9%
5515	Parks - Waste Disposal and Skip Hire	1,976	2,200	224	89.8%
5516	Parks - Fuel for Machinery	4,418	5,125	707	86.2%
5517	Parks - Health and Safety Inc. Protective Clothing	3,679	4,500	821	81.7%
5520	Parks - Dogs & Litter Bins	7,028	7,100	72	99.0%
7502	Parks - Rates	15,076	15,630	554	96.5%
7503	Parks - Heat and Light	2,543	9,100	6,557	27.9%
7504	Parks - Water	5,592	3,500	-2,092	159.8%
7505	Parks - Building Repairs	4,481	4,000	-481	112.0%
7507	Parks - Caretaking, Cleaning and Supplies	29,396	40,144	10,748	73.2%
7516	Parks - Phone / Communications	10	75	65	13.3%
7519	Parks - Training	3,274	4,000	726	81.9%
5502	Parks - Sundries and Contingencies	1,267	250	-1,017	507.0%
7517	Parks - Summer Events	9,595	12,000	2,405	80.0%
7520	Parks - Vehicle Leasing	8,397	16,836	8,439	49.9%
7521	Parks - Building Maintenance and Servicing	5,345	6,500	1,155	82.2%
<u>Total Expenditure</u>		185,417	260,710	75,293	71.1%
	<u>Income</u>				
4508	Parks - Bowling Green Fees	4,375	3,631	-744	
4509	Parks - Cricket Square Fees	1,950	90	-1,860	
4510	Parks - Football Pitch Fees	7,175	3,586	-3,589	
4512	Parks - Pavilion Hire Fees	1,171	700	-471	
4514	Parks - Grants Received	0	0	0	
4519	Parks - Recreation Ground Hire	0	850	850	
4520	Parks - Hire of Recreation Ground Office	0	0	0	
4521	Parks - Fete Fees	1,017	500	-517	
4095	Parks - Precept	248,002	248,002	0	
<u>Total Income</u>		263,689	257,359	-6,330	
<u>Transfer from reserves</u>			3,501		
<u>Surplus / Shortfall</u>		78,272	150		

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****31st December 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	15,694	20,620	4,926	76.1%
6702	Street Scene - Employers NI	1,440	1,405	-35	102.5%
6703	Street Scene - Superannuation	3,531	4,949	1,418	71.4%
5603	Street Scene - Streetlight Maintenance	16,015	13,000	-3,015	123.2%
5604	Street Scene - Notice Board and Signs	0	1,750	1,750	0.0%
5605	Street Scene - Grass Verges	16	1,000	984	1.6%
5606	Street Scene - Shelters	240	3,000	2,760	8.0%
7603	Street Scene - Heat and Light	58,478	60,900	2,422	96.0%
7611	Street Scene - Loan Charges	0	0	0	0.0%
5602	Street Scene - Sundries and Contingencies	0	0	0	0.0%
7607	Street Scene - Cleaning	1,306	1,687	381	77.4%
	<u>Total Expenditure</u>	96,719	108,311	11,592	89.3%
	<u>Income</u>				
4513	Street Scene - Delegated Verge Cutting	13,863	11,776	-2,087	
4096	Street Scene - Precept	96,535	96,535	0	
	<u>Total Income</u>	110,397	108,311	-2,087	
	<u>Transfer from reserves</u>		0		
	<u>Surplus / Shortfall</u>	13,678	0		

Sprowston Town Council Year Ending 31st March 2024

Detailed Income & Expenditure by Cost Centre year to date to

31st December 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	37,150	0	-37,150	-37,150	0.0%
5703	Viking Hub - Surveys, etc	4,675	0	-4,675	-4,675	0.0%
5704	Viking Hub - Water	0	500	500	500	0.0%
5705	Viking Hub - Caretaking/Cleaning	0	0	0	0	0.0%
5706	Viking Hub - Heat & Light	1,937	3,000	1,063	1,063	64.6%
5707	Viking Hub - Loan Charges	0	0	0	0	0.0%
5709	Viking Hub - Rates	12,189	6,556	-5,633	-5,633	185.9%
5710	Viking Hub - Building expenses	8,334	0	-8,334	-8,334	0.0%
	<u>Total Expenditure</u>	64,285	10,056	-54,229	-54,229	639.3%
	<u>Income</u>					
4100	Viking Hub - Rental income	0	0	0		
4097	Viking Hub - Precept	10,056	10,056	0		
	<u>Total Income</u>	10,056	10,056	0		
	<u>To be Paid from CIL</u>	50,159				
	<u>Surplus / Shortfall</u>	-54,229	0			

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****31st December 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	522.00	n/a	n/a	n/a	n/a
5309	Heritage Society	90.00	n/a	n/a	n/a	n/a
	<u>Total Expenditure</u>	<u>612.00</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
	<u>Income</u>					
3019	Dementia Café	93.00	n/a	n/a		
3019	Heritage Society	0.00	n/a	n/a		
	<u>Total Income</u>	<u>93.00</u>	<u>n/a</u>	<u>n/a</u>		
	<u>Surplus / Shortfall</u>	<u>-519.00</u>	<u>n/a</u>			

Sprowston Town Council Year Ending 31st March 2024

Bank Accounts & Cash

31st December 2023

1200	STC - General Account	25,733
1202	STC - Drawings Account	£0
1203	STC - Salaries Account	£5,485
1206	STC - SPR PAR COU IAS	£1,722,734
1207	STC - Active Saver Account	£929,915
1209	STC - Barclaycard Account	-£522
1210	STC - Petty Cash Account	£68

<u>Total Bank & Cash Balances</u>	<u>£2,683,413</u>
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Cash Book

Opening Balance 01/04/2023	£2,046,816
Add: Total Cash Receipts in year	£1,475,646
Deduct: Total Cash Payments in year	-£839,051
Round Up	£2
	<u>£2,683,413</u>

Sprowston Town Council Year Ending 31st March 2024

Balance Sheet as at

31st December 2023

Current Assets

Sales Ledger	12,837
Other Debtors	0
Prepayments	1,050
Cash at Bank and in Hand	2,683,413
VAT Refund	18,294
Rounding	
	£2,715,594

Purchase Ledger	29,272
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
PAYE & NI	0
Pensions	0
	£29,272

	£2,686,322
Reserves	
Parks Sinking Fund for play equipment replacement	30,000
Diamond Centre Sinking Fund for planned maintenance	5,000
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
Heritage Fund	3,055
Dementia Café Fund	3,522
General Fund	375,281
CLLR Ward	4,457
General Fund (P&L Acc) - current year	157,573
General Fund (P&L Acc) - prior year	87,921
CIL unspent - current year	479,917
CIL unspent - prior years	1,207,857
Rounding	1
	£2,686,322



Bank Reconciliation		Third Quarter	31/12/2023
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW			
Financial year ending 31 March 2024			
Prepared by <u><i>G. Ranaweera</i></u> Mr G Ranaweera Clerk and RFO Dated <u>13/02/2024</u>			
Approved by <u><i>W. F. Couzens</i></u> Mr W F Couzens, Chair of Sprowston Town Council Dated <u>13th Feb 2024</u>			
Balance per bank statements as at 31st December 2023	£		£
General Account		25,733.19	
Treasury Deposit A/C NO2		-	
Drawings Account		-	
Salaries Account		5,485.43	
Treasury Deposits		-	
SPR PAR COU IAS		1,722,733.98	
Active Saver Account		929,915.07	
Barclaycard Account			522.49
Petty Cash Account		67.52	
Round down			
			2,683,413
Less: un-presented cheques at 31st December 2023			
Cheque number			
Cheque number			
Plus: unbanked cash at 31st December 2023			
Casual Bowls			
Net bank balances as at 31st December 2023			
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>			
CASH BOOK			
Opening Balance			2,046,816
Plus: Receipts in the year			1,475,646
Less: Payments in the year		-	839,051
Round up			2
Closing balance per cash book (receipts and payments book) as at 31st December 2023, must equal net bank balances above			2,683,413

WFC

Sprowston Town Council

Direct Debit Payments

Meeting Date: 28th February 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.01.2024	014844360124	Barclaycard Monthly PDQ machine charge for January 2024	44.80	4.96	49.76	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
18.01.2024	6643432	British Gas Gas Bill to Sprowston Diamond Centre for period 21 Apr 2023 to 16 Jan 2024	4993.60	998.72	5992.32	
18.01.2024	6637313	Gas Bill to Sprowston Diamond Centre for period 21 Apr 2023 to 16 Jan 2024	174.63	34.92	209.55	
			5168.23	1033.64	6201.87	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
16.01.2024	6917	Filestream Filestream support & maintenance for period 20/01/24 to 19/02/24	123.48	24.70	148.18	
16.02.2024	6964	Filestream support & maintenance for period 20/02/24 to 19/03/24	123.48	24.70	148.18	
			246.96	49.40	296.36	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.01.2024	NWS100239580	Norse Waste Solution Rental Charge recycling & empty recycling for period January 2024	29.80	5.96	35.76	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
20.01.2024	U004018830	Peninsula Provision of services: employment services, Business Safe, Online Services & EAP	222.28	41.98	264.26	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
26.01.2024	70341425	PHS Group Diamond Centre - 6x Air freshener, 7x hand drier, 4x sanitary disposal & 5x soap dispenser	401.41	80.28	481.69	
26.01.2024	70341424	Sparhawk Park - 1x Eco Shield, 2x Sanitary disposal & 1x Water Management system	57.73	11.55	69.28	
26.01.2024	70341423	Recreation Ground Road public toilets - 1x Eco Shield, 3x Sanitary Disposal & 1 Water Management System	62.51	12.50	75.01	
			521.65	104.33	625.98	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
14.02.2024	N/A	PWLB Loan PW502857 - Cemetery Groundworks (New Area)	7,338.50	0.00	7,338.50	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
01.02.2024	UK-04165285	Sage Accounting Standard & Payroll subscription for February 2024	41.00	8.20	49.20	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
27.09.2023	IV00022776	SSE Energy Solutions Sparhawk Park electricity bill for period 11/03/2023 to 20/09/2023	211.94	10.60	222.54	
27.09.2023	IV00022565	Cemetery electricity bill for period 14/06/2023 to 20/09/2023	86.31	4.32	90.63	
27.09.2023	IV00022505	Pavilion electricity bill for period 14/06/2023 to 20/09/2023	703.34	140.67	844.01	
			1,001.59	155.59	1,157.18	

		Total Energies				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
14.02.2024	330860304/24	Sprowston Diamond Centre - Electricity Bill for January 2024	1,327.64	265.52	1,593.16	
14.02.2024	330860293/24	Sportsfield Flood Lights - Electricity Bill for January 2024	16.27	0.81	17.08	
14.02.2024	330860359/24	Streetlights - Electricity Bill for January 2024	9,697.08	1939.42	11,636.50	
			11,040.99	2205.75	13,246.74	
<u>Invoice Date</u>	<u>Invoice No.</u>	Utilita	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
07.02.2024	2024-01/1	Viking Centre electricity bill for period 01 Jan 2024 to 31 Jan 2024	13.52	0.68	14.20	
<u>Invoice Date</u>	<u>Invoice No.</u>	Veolia	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.12.2023	1000039451	Non-Hazardous Industrial Waste Bin Collection at Diamond Centre, Sparhawk Park, Council Car Park, Cemetery & Recreation Ground Road for period December 2023	282.72	56.54	339.26	
31.01.2024	1000041856	Non-Hazardous Industrial Waste Bin Collection at Diamond Centre, Sparhawk Park, Council Car Park, Cemetery & Recreation Ground Road for period January 2024	318.06	63.61	381.67	
			600.78	120.15	720.93	
<u>Invoice Date</u>	<u>Invoice No.</u>	Wave	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
03.02.2024	13101731	Sparhawk Park Water Bill for period 03 Jan 2024 to 02 Feb 2024	17.39	0	17.39	
29.01.2024	13085634	Pavilion Water Bill for period 29 Dec 2023 to 28 Jan 2024	1,098.39	0	1,098.39	
09.02.2024	13128404	Diamond Centre - Water Bill charge for period 09 Jan 2024 to 08 Feb 2024	220.18	0	220.18	
09.02.2024	13127558	Council Office - Water Bill charge for period 09 Jan 2024 to 08 Feb 2024	27.54	0	27.54	
			1363.50	0.00	1363.50	
Total Direct Debits			27,633.60	3730.64	31,364.24	

Sprowston Town Council

Invoices To Pay

Meeting Date: 28th February 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
07.02.2024	290	Burlingham Memorial Solutions Ltd Wall Plaque - Tablet for Sutton & Additional Letters (60 included)	97.80	19.56	117.36
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.02.2024	INV-8102	Cozens Streetlighting 4x LED Lantern upgrades - 8 Hallwood Road, 18 Hallwood Road, 24 Rosemary Road & 116 Blithewood Gardens	1580.00	316.00	1896.00
23.01.2024	INV-8062	Streetlighting 7x LED Lantern upgrades - 17 Hallwood Road, 12 Barkers Lane, 27 Breydon Road, 25 Cromwell Road, 52 Moore Avenue, 162 Wilks Farm Drive	2765.00	553.00	3318.00
05.02.2024	INV-8124	Streetlighting - Monthly Standard Maintenance charge for January 2024	600.00	120.00	720.00
13.02.2024	INV-8150	Streetlighting 3x LED Lantern upgrades - sub station Chopyns Dole, 2 Chopyns Dole, 25 Edwards Road,	1185.00	237.00	1422.00
08.02.2024	INV-8137	Streetlighting 2x LED Lantern upgrades - 18 Linacre Avenue & 159 Moore	790.00	158.00	948.00
			6920.00	1384.00	8304.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.01.2024	CD-243048632	Culligan Limited Oasis Core Freestanding Grey rental & Service and Maintenance charge	94.23	18.84	113.07
15.02.2024	CD-243104461	18.9L Pure Angel Water	18.95	3.79	22.74
			113.18	22.63	135.81
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.01.2024	179893	Ernest Doe Hire Widenmann Spiker from 01.01.2024 to 16.01.2024	2200.00	440.00	2640.00
30.01.2024	J17380	John Deere Gator repair - Replaced LCD dash, Repair broken seat switch wires.	877.10	175.42	1,052.52
			3,077.10	615.42	3,692.52
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
29.01.2024	No 7219237	ESPO Whiteboard for Sprowston Diamond Centre Room	72.15	14.43	86.58
26.01.2024	No 7218172	Litter picking waistcoats Hi-Vis x 8 & children's waistcoats x2	39.20	7.84	47.04
30.01.2024	No 7221541	Child Lime Hi-Vis x6	18.00	3.60	21.60
09.02.2024	No 7234391	Pouch Lam A4 Gloss paper	39.65	7.93	47.58
			169.00	33.80	202.80
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
26.01.2024	243754	Flameskill Service Call - 6 Litres Foam Extinguisher serviced & refilled	48.80	9.76	58.56
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.02.2024	929134	Heritage Contract Services To provide caretaker and cleaning services for the month of March 2024	7048.43	1409.69	8458.12
01.02.2024	929135	To labour cemetery gates and litter picking for the month of February 2024	134.12	26.82	160.94
13.02.2024	929173	To supply of 1 dispenser liquid soap, 1 pack laundry capsules & 3 hand soaps	32.52	6.50	39.02
			7215.07	1443.01	8658.08

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.02.2024	21676	HH Tankering Sprowston Cemetery septic tank	228.00	45.60	273.60
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
24.01.2024	155204	HVW Ltd Dunlop Safety Wellington for Groundsman	22.90	4.58	27.48
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.02.2024	774960	Intouch Systems Server backup 18/02/2024 to 18/03/2024	52.68	10.54	63.22
17.01.2024	773293	Call charges Dec 2023, service charges Jan 2024 & 4x sip trunk	31.18	6.23	37.41
31.01.2024	773657	10x hosted exchange plus 4x extra data 01/03/2024 to 01/04/2024	78.50	15.70	94.20
01.02.2024	773741	WISP 01/02/2024 to 29/02/2024 - business8000plus	53.70	10.74	64.44
01.02.2024	773742	WISP 01/02/2024 to 29/02/2024 - bespoke package	161.20	32.24	193.44
15.02.2024	775070	Call charges Jan, service charges Feb 2024 & 4x sip trunk	37.96	7.59	45.55
			415.22	83.04	498.26
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.02.2024	214291	Moviola Ltd Supply of Film 'The Great Escaper' 05 Feb 2024	111.17	20.98	132.15
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
14.02.2024	1309	NALC Interim Audit	500	100	600.00
14.02.2024	1332	Biodiversity Course - 9/02/2024 JL & MC	60	12	72.00
			560.00	112.00	672.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
23.01.2024	2032705	NVCS High Mountain Blend Filter Sachets 45 x 60g	101.00	0.00	101.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.01.2024	OASI0090799	Origin - Rigby Taylor Impact Standard White RTU 10 Ltr Drum x10	285.60	57.12	342.72
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.02.2024	8072570220	Sharp Business Systems UK Plc Mono copies 1711 copies used @ 0.44ppc & colour copies 838 copies used @ 3.96 ppc	40.71	8.14	48.85
TOTAL OF INVOICES			19,405.55	3,859.64	23,265.19
Transfer:	STC Active to STC Drawings a/c		-	-	23,265.19 Trf 45
Transfer:	STC Active a/c to Salaries a/c		-	-	33,000.00 Trf 46

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Invoices Payments Made

Meeting Date: 28th February 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
31.12.2023	SI-64817	Bidwells LLP Viking Centre Professional Fees for management of Viking tender, tender analysis report, presentaton of tenders to Council, instructing winning contractor, building control queries.	25,984.95	#####	31,181.94	
24.01.2024	N/A	Dementia Café Providing vocal entertainment at Sprowston Dementia Café Christmas Party on Thursday 21st December 2023	75.00	-	75.00	
26.11.2023	14286	Forethought Marketing 8538 Sprowston Parish Newsletters	298.83	59.77	358.60	
02.02.2024	251872	Hacel Fluent in Lighting Micro Downlighter 80 LED, Micro Reflector Chrome Medium Beam & Micro Flush Clear + Gasket	268.00	53.60	321.60	

Total Invoices paid

26,626.78 ##### 31,937.14

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Invoice Date

05.01.2024

10.01.2024

Invoice No./Order no.

N/A

N/A

Invoice Date

08.01.2024

09.01.2024

10.01.2024

10.01.2024

10.01.2024

14.01.2024

15.01.2024

16.01.2024

16.01.2024

16.01.2024

30.01.2024

31.01.2024

Invoice No./Order no.

INV-GB-136078611-2024-133

INV-GB-494117505-2024-172

GB48JK24AEUI

INV-GB-145772531-2024-3672

INV-GB-1395215575-2024-842

DS-ASE-INV-GB-2024-21029646

INV-GB-1525439965-2024-508

GB4CZ570AEUI

INV-GB-1328046875-2024-1274

INV-GB-122608401-2024-6689

DS-ASE-INV-GB-2024-45712075

GB4Q0K3NAEUI

Invoice Date

16.01.2024

16.01.2024

16.01.2024

16.01.2024

16.01.2024

16.01.2024

16.01.2024

16.01.2024

Invoice No./Order no.

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

Invoice Date

16.01.2024

Invoice No./Order no.

62F0D6C4-0027

Invoice Date

22.01.2024

Invoice No./Order no.

1037608431

Invoice Date

23.01.2024

Invoice No./Order no.

30050-230124/86

Invoice Date

23.01.2024

Invoice No./Order no.

N/A

Barclaycard Payments (November 2023)

Screwfix

Detail

1 x Bosh PSM Electric Multi-Sander 230V

1x Sanding Sheet Punched 80 Grit 5 Pack

Amazon

Detail

Union Jack Flag Nylon Rope & Toggle 5ft x 3ft

Black Keyboard

Olive Green rainproof trousers x2

Waterproof Fully coated grip work gloves x5

Latex Palm Coated Work Gloves x10

Mini First Aid Kit

Everbuild Yellow Surveyline Semi-Permanent Survey Road Paint

Rust Protection/lubricant WD-40 twin pack x3

Stihl 5 Litre 2-Stroke Oil

Thermal Paper PDQ Machine receipt printer roll pack of 20

USB to HDMI Cable x 2

Olive Green rainproof Jacket for Groundsman

Land Registry GOV

Detail

1000004183486 - Payment for Title Register and title plan

1000004184738 - Payment for Title Register and title plan

1000004185258 - Payment for Title Register

1000004184964 - Payment for Title Register and title plan

1000004185099 - Payment for Title Register and title plan

1000004185353 - Payment for Title Register and title plan

1000004185450 - Payment for Title Register and title plan

WeTransfer

Detail

WeTransfer subscription 16 Jan to 16 Feb 2024

B&Q

Detail

2x Clear PVC Equal L-shape angle profile & 1x3M Scotch-Fix Transparent

Mounting Tape

Status Home Care

Detail

Defenders Handy Bin Bag Holder (for litter picking) x10

Dunelm

Detail

Glasses for Council Meetings

Total of Payments

Meeting Date: 28th February 2024

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
24.99	5.00	29.99
10.82	2.16	12.98
35.81	7.16	42.97
<u>Net</u>	<u>VAT</u>	<u>Amount</u>
24.99	5.00	29.99
22.07	4.41	26.48
54.42	10.89	65.31
18.25	3.65	21.90
33.20	6.70	39.90
12.32	2.46	14.78
24.55	4.91	29.46
37.18	7.44	44.62
38.45	7.69	46.14
6.96	1.39	8.35
13.32	2.66	15.98
37.48	7.50	44.98
323.19	64.70	387.89
<u>Net</u>	<u>VAT</u>	<u>Amount</u>
6.00	0.00	6.00
6.00	0.00	6.00
3.00	0.00	3.00
6.00	0.00	6.00
6.00	0.00	6.00
6.00	0.00	6.00
6.00	0.00	6.00
6.00	0.00	6.00
39.00	0.00	39.00
<u>Net</u>	<u>VAT</u>	<u>Amount</u>
8.87	0	8.87
<u>Net</u>	<u>VAT</u>	<u>Amount</u>
18.97	3.79	22.76
<u>Net</u>	<u>VAT</u>	<u>Amount</u>
43.24	8.65	51.89
<u>Net</u>	<u>VAT</u>	<u>Amount</u>
10.00	2.00	12.00
479.08	86.30	565.38