

## **Sprowston Town Council – 28 September 2022**

### **To Consider a Trial Concession for a Catering Pitch on Sprowston Recreation Ground**

#### **Purpose**

To trial provision of a basic self-contained food and drink catering vendor on Sprowston recreation ground.

#### **Rationale**

By sourcing a self-contained catering vendor (food truck, mobile barista, etc) demand for catering on the recreation ground can be gauged at relatively low cost to Council. Should catering prove popular, it could provide grounds for investigating conversion of the cricket pavilion into a permanent café.

#### **Potential Catering Customers: Those Already Using the Rec**

##### **Weekdays**

- Parents on school runs (8.15am to 9.00am, higher usage 2.45pm to 3.30pm)
- Older school children and young people (after school, 4pm to 7pm, or close of recreation ground, whichever is earliest)
- Dog walkers (all times)
- Casual users (low daytime numbers during school term, medium to high daytime numbers during school holidays)
- Bowls club members (summer only)
- Tennis players (summer only)

##### **Weekends**

- Football spectators – Autumn/Winter/Spring only. Sunday mornings (youth and adult teams), Sunday afternoon (adult teams), Some Saturday mornings (youth teams), Saturday afternoons (adult team)
- Dog walkers (all times)
- Casual users (medium daytime numbers during school term, medium to very high daytime numbers during school holidays)
- Bowls club members (summer only)
- Tennis players (summer only)

#### **Potential Catering Customers: Those That May Not Already be Using the Rec**

- A proportion of library users
- A proportion of local residents
- Employees of nearby businesses and organisations

## **Application Form - Information and Evidence Required from Caterers**

- Details of the unit the business will operate from, i.e.: van, trailer, trolley, etc. + provide photograph
- There is no power supply to the pitch. If caterer intends to use a power source, they must give details (e.g.: generator, gas, etc)
- All businesses operating on council land must hold public liability insurance of £5 million for any one claim (minimum). Copy of insurance documents to be provided.
- Copy of Food Hygiene certificates
- Details of any environmentally-focused policies or practice they will put in place if application is successful, e.g.: reducing plastic waste, reducing carbon emissions etc
- Experience providing a similar service, or if new business; their plans to make this concession a success
- Declaration if proprietor or (to the best of their knowledge) any employee has been convicted of any Criminal Offences which are not yet 'spent' under the Rehabilitation of Offenders Act

## **The Licence - Clauses that Could be Included in the Concession Licence**

- Caterer is responsible for removing their waste from site and collecting and removing any extra waste generated
- Responsibility to work constructively with Council staff, contractors and SYEP
- Must be off-site no later than 15 minutes before gate closing time
- Indemnify Council against any loss incurred as result of the caterer's activity
- Penalty for unauthorised no-show
- Council reserves right to suspend, move or alter pitch
- Council reserves the right to immediately terminate the Licence should the Licensee bring the Council into disrepute or fail to comply with a reasonable instruction

## **Costs**

Estimated solicitor's fee for drawing up a suitable licence is **£800+VAT**, plus disbursements

**Location of potential concession pitch (outlined in red)**



**Close-up of potential concession pitch (outlined in red)**  
(Serving hatch / vending to face onto recreation ground)



**Note:** This location would, if desired, allow access to the pavilion's fenced courtyard, for tables and seating (to be provided by separate agreement).

## Pricing Structure Models

1. **NCASS** (Nationwide Caterers' Association) recommend charging a percentage on a caterer's profits. This gives reassurance that they will not be paying more for the pitch than they make on the day. However, we will never know how much a vendor actually makes, which means we will be reliant on the vendor's honesty.

Pitches in more prominent locations (city centres, retail parks, beaches, etc) with high footfall would normally work on a flat rate per hour/day/month. NCASS advises that most coffee vans have a very small profit margin but mitigate against this through quantity of sales. In a location like the recreation ground, where customer numbers are unlikely to be consistently high, a flat pitch hire rate of £10 or £5 per hour could make it very challenging for a cater who charges £2 to £3 per coffee.

2. **King's Lynn** has a price structure (as of 2021-22) for people who wish to stand and trade casually on areas of the town centre. These are charged at a premium rate of £50 a day Sunday–Friday, or £100 a day to trade on a Saturday, for a 3m x 3m pitch. These also require a £13 a day casual trader's licence.

Over the summer months, if a coffee van wanted to trade at a Kings Lynn town centre event, they are charged at a flat rate of £25 and then 12.5% of their takings on the day.

Kings Lynn does not offer power or a waste removal service for traders.

3. **Cromer & Sheringham** have a range of fixed fee structures for market traders; daily, weekly, monthly, quarterly. Fees also vary by season and range between £19.00 and £31.00, per market day
4. **Norwich City Council** has since November 2018 suspended applications for street trading pitches until further notice. Previously, Street Trading Pitches were £15 per day per site, for a minimum of three days.

## The Recreational Facilities Working Group's Recommendations for Main Terms of the Licence:

- Fee: 10% of profit
- Dates and times:

Day	Times
Monday	Not preferred
Tuesday	Not preferred
Wednesday	Not preferred
Thursday	Not preferred
Friday	Preferred. Times to be agreed. AM? PM? School run times?
Saturday	AM & PM (to serve football matches)
Sunday	AM & PM (to serve football matches)

- Term of Licence: Six months, with one month's notice by either party, at any time.

### Next Steps (If Trial Proceeds)

- Commission solicitor to draft a Licence
- Create advertisement, application form and information sheet for applicants
- Publicly and fairly advertise the concession opportunity for a set period
- Assess all applications received (evaluation by a panel or Clerk)
- Successful caterer to receive on-site orientation briefing and sign Licence

### Sprowston Town Council Decision Required:

- ❖ ***To Consider Implementing a Trial Concession for a Catering Pitch on Sprowston Recreation Ground, and if a Trial Concession is Agreed; to set the Main Terms of that Concession's Licence***

G Ranaweera

Town Clerk

## **Report for Town Council 28<sup>th</sup> September 2022**

On September 11<sup>th</sup> I attended the Proclamation of His Majesty King Charles III at the Broadland District Council Offices at Thorpe. The event was well attended with a number of councillors and staff in attendance, including a few familiar faces from my time on the District Council.

On the 13<sup>th</sup> September I attended the 10<sup>th</sup> anniversary party of the Sprowston Youth Engagement Project (SYEP) at St Cuthbert's Church Annexe. It was well attended by members who were engaged in a range of activities that were familiar to me from my own youth such as table tennis and pool, plus some new activities such as computer games.

On 16<sup>th</sup> September I attended a SNAB (South Norfolk And Broadland) Links Community conference call which this month was focused on finding a way to tackle the long waiting times at the NNUH accident and emergency department and initial thoughts on tackling the coming winter energy crisis.

Currently wait times for ambulances average 8 hours and 43 minutes and there were 25 ambulances waiting to off load their patients on a typical day. At the same time there are an average of 200 patients in the NNUH who are medically fit to be discharged but cannot because there is nowhere safe to discharge them too. Beds cost £666 per night so that means that the hospital are paying, by my calculation, over £133,000 per night for beds they cannot use for new patients. The SNAB social prescribing team are looking to solve the problem by recruiting a large number of community volunteers willing to spend an hour or two each day for 5 to 6 weeks following the discharge of patients to pick up routine household tasks such as washing up, wiping down surfaces, taking bins out and generally making sure the person is OK. Professional carers commissioned by the CCG/ICB prepare meals, medication and clear bedding but are gone before the person has finished the meal and simply do not have the time.

To tackle the energy crisis the SNAB will be focusing on those in most need. To do this they will cross reference the LIFT (Low Income Family Tracker) with medical records which indicate those with respiratory issues. Initially £15bn will be made available to local authorities nationally to tackle the issue. Warm rooms may also be used to help identify those who are missed and as sources of information and help for all.

On the 18<sup>th</sup> September I was invited by the Revd Dean Ackrill to do the reading at the eve of the funeral service at St Mary and St Margaret Church. I attended with my wife Caroline and the Vice Chair Cllr Leggett. It was a relatively short but solemn service and my reading was from Revelation 21: v1-7.

### **Bill Couzens**

Chair of Sprowston Town Council

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 28 SEPTEMBER 2022**

<b>Broadland DC App. No</b>	<b>Location</b>	<b>Description</b>	<b>Type</b>
20221257	Land South of Salhouse Road, Sprowston	Application for a sales area with associated landscaping & parking for the period August 2022 - August 2025	Full Planning
20221381	Eastern Counties Omnibus Co Ltd, Roundtree Way, Sprowston, NR7 8SQ	Construction of electrification works to power electric buses Construction of electrification works to power electric buses	Full Planning
20221412	69 Foxburrow Road, Sprowston, NR7 8QX	Demolition of existing rear single storey lean-to extension with Conservatory & erect single storey rear flat roof extension	Householder
20221438	15 Neville Road, Sprowston, NR7 8DS	Single storey front and side extension	Householder
20221506	38 Hammond Close, Sprowston, NR7 9HT	Single storey side extension	Householder

**Parish**

**Sprowston**

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**Application Number**

20221054

**Development Address**

34 Foxburrow Road, Sprowston, NR7 8QX

**Development Description**

Proposed two storey front & side extensions & single storey flat roof rear extension

**Decision**

Full Approval

**Decision Date**

08/09/2022

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# Sprowston Town Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2022

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

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Sprowston Town Council</b> for the year ended 31 March 2022 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Sprowston Town Council</b> on application to:	
(a) <u>Mr Guy Ranaweera (Town Clerk and Responsible Finance Officer)</u> <u>Sprowston Town Council Office, Recreation Ground Road, Sprowston,</u> <u>Norwich, NR7 8EW</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>Mon - Fri: 9.30am - 1.00pm, 2.00pm - 4.00pm</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of <u>£1.00</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>G.Ranaweera (Town Clerk and RFO)</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>21st September 2022</u>	(e) Insert the date of placing of the notice

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

### SPROWSTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			"Yes" means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

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

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

18/05/2022

and recorded as minute reference:

22/142 (2) REFERENCE

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

Chairman

W.F. Cozens

Clerk

G. Ravallion

ENTER PUBLIC WEBSITE URL OR PUBLISHING PAGE ADDRESS <http://www.sprowston-tc.gov.uk>



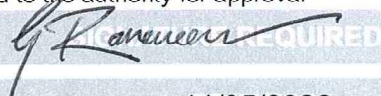
## Section 2 – Accounting Statements 2021/22 for

### SPROWSTON TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	549,406	745,871	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	688,011	708,544	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	212,291	700,658	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	271,554	289,356	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	149,824	136,101	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	282,459	737,160	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	745,871	992,456	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	726,849	972,060	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	4,330,395	4,707,305	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	1,673,000	1,581,631	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

11/05/2022

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

18/05/2022

as recorded in minute reference:

22 / 142 (3) REFERENCE

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



### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Sprowston Town Council – NO0418**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

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

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

None.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

15/09/2022

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

**Sprowston Town Council**

**Invoices - Payments To Be Made**

**Meeting Date: 28th September 2022**

<u>Invoice Date</u> 14.09.2022	<u>Invoice No.</u> 420634	Ben Burgess <u>Details</u> John Deere Tractor Repair AP70UZM	<u>Net</u> 512.28	<u>VAT</u> 102.45	<u>Amount BACS</u> 614.73
<u>Invoice Date</u> 07.09.2022 21.09.2022	<u>Invoice No.</u> INV-6830 INV-6846	Cozens UK <u>Details</u> Street Lighting August 2022 Emergency Attendance to Make Safe Lamp Post Windsor Park Gardens	<u>Net</u> 600.00 80.00	<u>VAT</u> 120.00 16.00	<u>Amount BACS</u> 720.00 96.00
			<u>680.00</u>	<u>136.00</u>	<u>816.00</u>
<u>Invoice Date</u> 12.09.2022	<u>Invoice No.</u> 0000181185	Collier Turf Care Ltd <u>Details</u> Replacement Bottom Sidebars/Portable Goal Wheels/Washer/Backbar & Carriage	<u>Net</u> 1079.25	<u>VAT</u> 215.85	<u>Amount BACS</u> 1295.10
<u>Invoice Date</u> 13.09.2022	<u>Invoice No.</u> 20425	HH Tankering <u>Details</u> Sprowston Cemetery Waste Removal August	<u>Net</u> 140.06	<u>VAT</u> 28.01	<u>Amount BACS</u> 168.07
<u>Invoice Date</u> 07.09.2022 14.09.2022	<u>Invoice No.</u> 1012444966 1012460931	Hays Specialist Recruitment <u>Details</u> Agency Staff Admin & Finance Officer W/E 02.09.2022 Agency Staff Admin & Finance Officer W/E 09.09.2022	<u>Net</u> 542.88 549.12	<u>VAT</u> 108.58 109.82	<u>Amount BACS</u> 651.46 658.94
			<u>1092.00</u>	<u>218.40</u>	<u>1310.40</u>
<u>Invoice Date</u> 01.09.2022 01.09.2022 31.08.2022	<u>Invoice No.</u> 927759 927758 927792	Heritage Ltd <u>Details</u> Labour & Litter Picking Cemetery September 2022 Caretaking & Cleaning Services October 2022 Stainless Steel Dispenser/Bin Bags/Bin Liners Parks	<u>Net</u> 122.25 6,425.21 201.21	<u>VAT</u> 24.45 1,285.04 40.24	<u>Amount BACS</u> 146.70 7710.25 241.45
			<u>6,748.67</u>	<u>1,349.73</u>	<u>8,098.40</u>
<u>Invoice Date</u> 01.09.2022 01.09.2022 01.09.2022 08.09.2022 09.09.2022 15.09.2022	<u>Invoice No.</u> 741401 741402 741347 742831 742851 742951	Intouch <u>Details</u> Wisp 01.09.22 to 30.09.22 Business8000plus Wisp 01.09.22 to 30.09.22 Bespoke Package 9 x Hosted Exchange Plus 4 x Extra Data 01.10.22 to 01.11.22 Server Backup 18.09.22 to 18.10.22 Replacement Network Back-up Storage Device (Synology) Call Charges Aug/Sept 2022	<u>Net</u> 53.70 161.20 71.51 52.68 465.00 38.91	<u>VAT</u> 10.74 32.24 14.30 10.54 93.00 7.78	<u>Amount BACS</u> 64.44 193.44 85.81 63.22 558.00 46.99
			<u>843.00</u>	<u>168.60</u>	<u>1,011.90</u>
<u>Invoice Date</u> 05.09.2022	<u>Invoice No.</u> 2019598	NVCS <u>Details</u> Coffee Filter Sachets Council Meetings, Dementia Café, Cinema	<u>Net</u> 81.00	<u>VAT</u> -	<u>Amount BACS</u> 81.00
<u>Invoice Date</u> 02.09.2022	<u>Invoice No.</u> OAS10031254	Origin/Rigby Taylor <u>Details</u> 10 X 10ltr White Paint Drums Parks Sport Pitches	<u>Net</u> 280.35	<u>VAT</u> 56.07	<u>Amount BACS</u> 336.42
<u>Invoice Date</u> 14.09.2022	<u>Invoice No.</u> SIN048600	Online Playgrounds <u>Details</u> Rubber Grass mats/Underlay/Pins/Pallet Delivery	<u>Net</u> 1456.83	<u>VAT</u> 291.37	<u>Amount BACS</u> 1748.20

**Sprowston Town Council**

Invoice Date  
16.09.2022

Invoice No.  
SB20222161

Invoice Date  
13.09.2022

Invoice No.  
N/A

Invoice Date  
N/A

Invoice No.  
N/A

**Invoices - Payments To Be Made**

PKF Littlejohn LLP  
Details  
AGAR - External Audit Year Ending 31.03.2022

Details  
Emily Ling Mileage August 2022

Norfolk Accident Rescue Service (NARS)  
Details  
Grant

**TOTAL INVOICES TO PAY**

STC Drawings a/c to Petty Cash

STC Active to STC Drawings a/c

STC Active a/c to Salaries a/c

**Meeting Date: 28th September 2022**

Net 2000.00      VAT 400.00      Amount BACS 2400.00

Net 7.47      VAT 0      Amount BACS 7.47

Net 100.00      VAT 0.00      Amount BACS 100.00

15,020.91      2,966.48      17,987.69

-      -      - Trf

15,020.91      2,966.48      17,987.69 Trf 11

15,000.00 Trf 12

.....  
Councillor

.....  
Councillor

.....  
Town Clerk

**Meeting Date: 28th September 2022**

**Invoices - Payments Made**

**Sprowston Town Council**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>	<u>DATE</u>
12.09.2022	1000025406	Safe Fencing Ltd Temporary Safety Barriers for Parks, Cemetery and Ground Works	536.21	107.28	643.49	20.09.2022	
13.07.2022	002	Billy Caplen/T/A Bills and Mills Inflatables	70.00	-	70.00	04.07.2022	
13.07.2022	002	Inflatable Castles (Deposit) Fete Inflatable Castles (Balance of Hire Fee) Fete	525.00	-	525.00	27.07.2022	
11.07.2022	SI-4426	Mower Signs 2x PVC Advertising Banners for Fete	96.00	19.20	115.20	29.07.2022	
08.07.2022	VTSEv2291	VTS Medical Services First Aid Cover for Fete	400.00	0.00	400.00	29.07.2022	
23.07.2022	2022	Budget Marquee Marquee Hire x3 for Fete	480.00	-	480.00	29.07.2022	

2,107.21      126.48      2,233.69

.....  
Town Clerk

.....  
Councillor

.....  
Councillor



**Sprowston Town Council**      **Direct Debit Payments 2022**      **Meeting Date: 28th September 2022**      **Paid**

<u>Invoice Date</u> 31.08.2022	<u>Invoice No.</u> 14844360822	Barclaycard <u>Details</u> PDQ Rental & Charges	<u>Net</u> 70.00	<u>VAT</u> 5.00	<u>Amount</u> 75.00	<u>DIRECT</u> 12.09.2022
<u>Invoice Date</u> 26.08.2022	<u>Invoice No.</u> 976682821	British Gas <u>Details</u> Diamond Centre Charge 22.07.22 to 20.08.22	<u>Net</u> 97.16	<u>VAT</u> 4.85	<u>Amount</u> 102.01	<u>DIRECT</u> £740 every month
<u>Invoice Date</u> 31.08.2022	<u>Invoice No.</u> NWS100214637	Norse <u>Details</u> Rent Recycling Bin August 2022	<u>Net</u> 16.95	<u>VAT</u> 3.39	<u>Amount</u> 20.34	<u>DIRECT</u>
<u>Invoice Date</u> 03.09.2022	<u>Invoice No.</u> IN04567669	Npower <u>Details</u> Electricity - Pavilion	<u>Net</u> 47.15	<u>VAT</u> 2.36	<u>Amount</u> 49.51	<u>DIRECT</u>
<u>Invoice Date</u> 01.09.2022	<u>Invoice No.</u> UK-02395664	Sage <u>Details</u> Accounting/Payroll September 2022	<u>Net</u> 38.00	<u>VAT</u> 7.60	<u>Amount</u> 45.60	<u>DIRECT</u> 16.09.2022
<u>Invoice Date</u> 14.08.2022	<u>Invoice No.</u> 274979391/22	Total Energies Gas & Power <u>Details</u> Diamond Centre 01.07.22 to 31.07.22	<u>Net</u> 352.96	<u>VAT</u> 70.59	<u>Amount</u> 423.55	<u>DIRECT</u> 31.08.2022
<u>Invoice Date</u> 14.08.2022	<u>Invoice No.</u> 274979380/22	Sports Field Flood Lights 01.07.22 to 31.07.22 Diamond Centre	13.00	0.65	13.36	31.08.2022
<u>Invoice Date</u> 14.08.2022	<u>Invoice No.</u> 274979435/22	Street Lighting 01.07.22 to 31.07.22	2,699.30	539.86	3,239.16	31.08.2022
<u>Invoice Date</u> 11.09.2022	<u>Invoice No.</u> 276982557/22	Street Lighting 01.08.22 to 31.08.22	2,693.00	538.61	3,231.61	
<u>Invoice Date</u> 11.09.2022	<u>Invoice No.</u> 276982513/22	Diamond Centre 01.08.22 to 31.08.22	318.72	63.75	382.47	
<u>Invoice Date</u> 11.09.2022	<u>Invoice No.</u> 276982502/22	Sports Field Flood Lights 01.08.22 to 31.08.22 Diamond Centre	13.00	0.65	13.65	
			<u>6,089.98</u>	<u>1,214.11</u>	<u>7,303.80</u>	
<u>Invoice Date</u> 02.09.2022	<u>Invoice No.</u> 01/08/2022	Utilita <u>Details</u> Viking Centre Electric 01.08.22 to 31.08.22	<u>Net</u> 11.16	<u>VAT</u> 0.56	<u>Amount</u> 11.72	<u>DIRECT</u> 16.09.2022
<u>Invoice Date</u> <u>16.08.2022</u>	<u>Invoice No.</u> PW502857	PWLB Loan PW502857 Repayment <u>Details</u> Cemetery Grounds Works	<u>Net</u> 7,514.00	<u>VAT</u> -	<u>Amount</u> 7514.00	<u>DIRECT</u> 13.09.2022
			<u>13,884.40</u>	<u>1,237.87</u>	<u>15,121.98</u>	



**Sprowston Town Council**

**Barclaycard Payments (August 2022 Statement)**

**Meeting Date: 28th September 2022**

<u>Invoice Date</u> 04.08.2022	<u>Invoice No.</u> 125142421-2022-67318	Amazon <u>Detail</u> Calendar Organizer STC Office	<u>Net</u> 11.09	<u>VAT</u> 2.22	<u>Amount</u> 13.31
<u>Invoice Date</u> 04.08.2022	<u>Invoice No.</u> GB24U76JFAEUI	Amazon <u>Detail</u> Soft Grip Scissors STC Office	<u>Net</u> 12.16	<u>VAT</u> 2.43	<u>Amount</u> 14.59
<u>Invoice Date</u> 04.08.2022	<u>Invoice No.</u> 117595851-2022-10392	Amazon <u>Detail</u> Staples STC Office	<u>Net</u> 4.58	<u>VAT</u> 0.92	<u>Amount</u> 5.50
<u>Invoice Date</u> 05.08.2022	<u>Invoice No.</u> 876295715-2022-382280	Amazon <u>Detail</u> Giant Print Calendar/Wall Planner STC Office	<u>Net</u> 9.98	<u>VAT</u> 2.00	<u>Amount</u> 11.98
<u>Invoice Date</u> 09.08.2022	<u>Invoice No.</u> N/A	B&Q <u>Detail</u> Roller/10 piece brush Set/Teak Oil - Cemetery Maintenance	<u>Net</u> 57.50	<u>VAT</u> 11.50	<u>Amount</u> 69.00
<u>Invoice Date</u> 10.08.2022	<u>Invoice No.</u> A9900870268	Screwfix <u>Detail</u> 4 x Rawl plugs & Styrene-Free Resin Pavilion	<u>Net</u> 21.47	<u>VAT</u> 4.29	<u>Amount</u> 25.76
<u>Invoice Date</u> 16.08.2022	<u>Invoice No.</u> 62FOD6C4-0010	We Transfer <u>Detail</u> Computer Software to Send Large Documents via Email	<u>Net</u> 10.48	<u>VAT</u> 0.00	<u>Amount</u> 10.48
<u>Invoice Date</u> 16.08.2022	<u>Invoice No.</u> 63961	Millennium Pest Control <u>Detail</u> Pest Control - Wasp Nest Sparhawk Park	<u>Net</u> 89.00	<u>VAT</u> 17.80	<u>Amount</u> 106.80
<u>Invoice Date</u> 21.08.2022	<u>Invoice No.</u> IEE2022008355420	Adobe <u>Detail</u> Acrobat Pro	<u>Net</u> 12.64	<u>VAT</u> 0.00	<u>Amount</u> 12.64
<u>Invoice Date</u> 31.08.2022	<u>Invoice No.</u> N/A	Homebase <u>Detail</u> Storage Containers x 2 Diamond Centre	<u>Net</u> 30.00	<u>VAT</u> 6.00	<u>Amount</u> 36.00
<b>TOTAL SPEND</b>			<b>258.90</b>	<b>47.16</b>	<b>306.06</b>