



NOTICE OF MEETING AND SUMMONS TO ATTEND

The Sprowston Town Council meeting to be held Wednesday 24 April 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 27 March 2024. Pages 1 - 8
5. Draft minutes of the Annual Town meeting held 27 March 2024 (Enclosed for Information).
6. To agree action/response arising from the minutes.
7. White House Farm update from Persimmon Homes (Planning Application 2023-1943)
8. Police Update.
9. Correspondence
 - (1) Greater Norwich Local Plan (GNLP) Adoption of GNLP - South Norfolk District Council and Broadland District Council. Page 9
 - (2) GNLP - Broadland District Council Final Adoption Statement. Pages 10 - 11
 - (3) Norwich Western Link Update. Page 12
10. To receive any written/verbal reports from Sprowston County and District Councillors.
11. To receive the report of the Town Clerk and makes decisions on: Pages 13 - 14
 - 4.1 Official Portrait of His Majesty King Charles III
 - 5.1 AtoBetter - Sprowston Dino Hunt - Summer 2024
12. Adjourn the meeting for a short break.
13. To consider planning applications to 24 April 2024. Page 15
14. To receive planning decisions for weeks ending 22 and 30 March 2024. Pages 16 - 18
15. To receive any written/verbal reports from the Council's Committees and Working Groups.
16. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
17. To receive the Internal Audit Interim Report December 2023. Pages 19 - 34
18. To receive the schedule of direct debits to 24 April 2024. Page 35
19. To confirm the payment of accounts to 24 April 2024.
 - (1) Invoices to pay. Pages 36 - 37
 - (2) Invoices-payments made. Page 38
20. 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.
21. Planning Enforcements:

- (1) Closed
- (2) Closed enforcement cases - explanations
- (3) Current

Page 39
Page 40
Pages 41 - 43



Guy Ranaweera
Town Clerk

12 April 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 27 March 2024
at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.40pm.**

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

B Baby	-	H W Tarlton
M A Booth	-	A R Tipple
S D Booth	-	E H Tovell
M G Callam	-	R H Tovell
J H Mallen	-	K Vincent
A L Parker	-	J Vasco

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

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

24/053. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
M G Callam	24/59 (4) - Broadland District Council Pride in Place Award	Trustee - Sprowston Youth Engagement Project
J Leggett	24/59 (4) - Broadland District Council Pride in Place Award	Trustee - Sprowston Youth Engagement Project
K Vincent	24/59 (4) - Broadland District Council Pride in Place Award	Trustee - Sprowston Youth Engagement project

24/054. APOLOGIES FOR ABSENCE

Verbal apologies for absence were received and accepted by the Council from Cllr. D Coleman.

24/055. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. J Leggett, 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.

24/055. RESIDENTS' QUESTIONS (CONTINUED)

As there were no questions the Chair moved to the next item of business.

24/056. MINUTES

The Minutes of the Council's meeting held on 24 January 2024, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

24/057. ACTION FROM MINUTES

(1) Neighbourhood Plan Review Meeting

Referring to Minute 24/035 4.1, Cllr. J H Mallen said a date and time should be arranged as soon as possible for a meeting of the Neighbourhood Plan Review Group.

Cllr. W F Couzens felt that receipt of funding from Broadland District Council's Neighbourhood Plan Review Grant would activate the process.

The Town Clerk advised NALC was offering Introduction to Neighbourhood Plan training on 19 April 2024 and requested interested Councillors contact him to reserve a place.

Cllr. Mallen also asked if the Heritage Working group had a time line indicating what they were proposing to do and how.

Cllrs. B Baby and H Tarlton explained they had not held many meetings thus there were no formal minutes. They were currently looking at the technical side of uploading and presenting Heritage information in a managed and accessible manner.

They hoped to hold a public exhibition during April 2024

24/058. POLICE UPDATE

Cllr. J Leggett reported that she had attended the Sprowston Safer Neighbourhood Teams meeting on 25 March 2024 where it was agreed their priorities would remain unchanged. She had also noted the highest number of reported crimes was for violence with or without injury. These generally related to domestic incidences or people known to each other.

24/059. CORRESPONDENCE

(1) Angla Water Sewer Repairs Works

Council noted Anglian Water will be carrying out sewer repairs around Blue Boar Lane between April and July 2024.

(2) Broadland District Council Free Mental Health Training

24/059. CORRESPONDENCE (CONTINUED)

Council noted Broadland and South Norfolk Council will be running free mental health training at Sprowston Diamond Centre on Tuesday 23 April 2024 from 6.00pm - 8.00pm to help create Mindful Towns and Villages.

(3) Broadland District Council Play Streets Grant

Council noted the new grant open to residents in Broadland who would like to implement a Play Street.

(4) Broadland District Council Pride in Place Award

Council noted that Sprowston Youth Engagement Project had been awarded funding to pilot outreach youth activities.

(5) GNLP receipt of Greater Norwich Local Inspector's Report

Council noted receipt of the Greater Norwich Local Inspector's Report.

(6) Norwich City Council's adoption of the GNLP

Council noted Norwich City Council's adoption of the GNLP.

(7) Transport East Report

Council noted the launch of Transport East's Regional Strategy Hub's rural mobility report.

(8) Wensum Link - Project update

Council noted the Norwich Western Link Project update.

(9) Wensum Link - Stop the Wensum Link Campaign Group

Council noted correspondence from the legal adviser of the Stop Wensum Link Campaign Group.

Cllr. M G Callam commented that should the western link be constructed it would have a negative impact on Sprowston generating higher volumes of traffic on both the North Walsham and Wroxham Roads.

24/060. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Norfolk County Councillor J M Ward verbally reported:

Norwich Western Link:

On 25 March 2024 our County Council Leader Kay Mason Billig was notified by Natural England that Bat, European Protected Species Licenses will be required prior to any road construction starting in East Anglia and much of Southern England and that they are not satisfied with the information the County Council provided. They have moved the goal posts and it now makes it almost impossible for us to be granted a licence.

24/060. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

This applies not only to the Norwich Western Link but also to the A47 dualling and many other projects in Southern England. All these projects are now on hold. Our leader has been in contact with our MP's and the Secretary of State to try to resolve this matter.

The County Annual Maintenance Programme 24/25 includes:

Gage Road - resurface £156,000
Tills Road - Footway £75,000
Carleton Road and Close - Footway £70,000
Rayns Close - Slurry Seal £2,000
North Walsham Road - Surface Dressing £22,000

I still have £9,000 of my, this year's highways grant available to spend in Sprowston Central or East. If anybody has any suggestions, please contact the Town Clerk who can then discuss them with me.

24/061. APPOINTMENT OF COUNCILLOR REPRESENTATIVE TO THE CIVILIAN COMMITTEE OF 231 (NORWICH) SQUADRON AIR TRAINING CORPS (ATC)

RESOLVED Cllr. A R Tipple be appointed as the Council's representative on the Civilian Committee of 231 (Norwich) Squadron Air Training Corps.

24/062. RACKHEATH COMMUNITY COUNCIL - MULTI PARISH WORKING

Council considered correspondence from Rackheath Community Council on multi-parish working and made the following comments:

- In whichever parish the new High School is to be located, a pedestrian bridge over the NDR will be required.
- Norfolk County Council has until 2026 to decide if they want to locate a High School in Beeston Park.
- Cllr. K Vincent agreed to brief Council on her role on the Norfolk County Council's Capital Priorities Group.

RESOLVED to collaborate with Rackheath Community Council.

24/063. SAM 2 STATS SCHOOL LANE SEPTEMBER 2023 - OCTOBER 2023

Council expressed concern with regard to the number of vehicles exceeding the speed limit on School Lane. It was noted that PC Graham Gill had not as yet seen the statistics. It was hoped that Norfolk Constabulary would be able to take some form of action.

24/064. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Cricket Pavilion Gate and Fence

Council noted the rotten gate posts at Sprowston Cricket Pavilion will be replaced and the temporarily removed gate and section of fencing reinstated.

24/064. REPORT OF THE TOWN CLERK (CONTINUED)

The Town Clerk suggested it might be advisable, in a future financial year, to replace the wooden gate with a steel gate and steel posts.

1.2 Recreation Ground - Fencing for Potential Dog Area

Having considered the quotation of £3,496.70 plus VAT to fence-off a section of the Recreation Ground for use by dogs that cannot be let off leads in proximity to other dogs Council **RESOLVED** not to proceed.

1.3 Norfolk County Council (NCC) Partnership Scheme - Bid for Footpaths in the Millennium Wood

Council was pleased to note Norfolk County Council's confirmation of £6,982.50 match funding to install all weather surfaces to the unmade Public Right of Way (PRoW) through the Millennium Woodland (Church Lane to Wilks Farm Drive).

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 Wilks Farm Drive - request for Additional Lamp Posts

Council considered a request from a member of the public to install additional lamp posts in Wilks Farm Drive open space and made the following comments:

- The area around the playground has previously been deliberately left unlit. This was to discourage people from congregating in and around the play area after dark and causing noise and/or other anti-social behaviour to residents living opposite.
- The cost of installing lights on this path would be expensive.
- Excess lighting is detrimental to nocturnal wildlife, including bats.
- There exists, alternative routes through the Wilks Farm Drive housing estate which avoid the need to walk through unlit parts of the park.
- No other complaints, or requests for additional lighting in this area have been received.

Council **RESOLVED** not to install additional lamp posts in Wilks Farm Drive Park.

ADMINISTRATION AND PERSONNEL

4.1 Insurance renewal

Council noted that despite a competitive tendering process for a new insurance provider only one bid was received, this being from Zurich; the Council's existing provider.

RESOLVED to award Zurich Municipal a Three-Year Long Agreement for Provision of suitable Insurance cover at a cost of £12,410.38 per annum including taxes.

24/064. REPORT OF THE TOWN CLERK (CONTINUED)

PLANNING AND TRANSPORTATION

5.1 Request for Zebra Crossing Outside Falcon Junior School

Council considered a request from a member of the public to install a Zebra Crossing outside Falcon Junior School as there was no longer a School Crossing Patrol Officer on duty.

The Town Clerk had forwarded previous requests for a crossing to Norfolk County Council's Area Highways Engineer.

Given the road safety concerns outside the Falcon Road schools, Council felt the installation of a Zebra Crossing would be a good idea. It was suggested a survey could be funded from County Councillor J M Ward's highways budget.

ATTACHMENTS

6.1 Map of Sprowston Recreation Ground Indicating location of Proposed Fence

6.2 Quotation for Proposed Fence on Sprowston Recreation Ground

6.3 Map of Wilks Farm Drive Open Space

24/065. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Recreational Facilities Working Group

Cllr. J Leggett reported on the meeting of the Recreational Facilities Working Group (RFWG) held 22 March 2024.

- A formal response was awaited with regard to planning application 2023/1943 remainder of play equipment on the White House Farm development.
- The location of the Multi Use Games Area has had to be moved slightly due to underground high voltage cables.
- The Viking Centre is progressing well. Cars previously parked in the centre's car park appear to have moved to North Walsham Road and the Tills Road verge. Signing of the steel is the next milestone.
- We are waiting for a meeting with developers of Beeston Park.
- Biodiversity was discussed and the RFWG is recommending adoption of the policy by Full Council.

24/066. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

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

24/067. MEETING ADJOURNMENT

RESOLVED not to adjourn the meeting for a short break.

24/068. 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:

2023/0500 - demolition of existing rear extension and erection of new single storey rear extension, first floor side extension and alterations to fenestration at 3, Rosemary Road, Sprowston.

2024/0555 - single storey extension to front of property at 79, Sparhawk Avenue, Sprowston.

2024/0684 - two storey rear extension at 130, Wilks Farm Drive, Sprowston.

24/069. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 16 February and 15 March 2024.

24/070. SCHEDULE OF DIRECT DEBIT PAYMENTS

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

Invoice 13218180 - Wave (Anglian Water) £1,098.39 for a one-month period is thought to be a water leak, the location of which was being investigated.

The schedule of direct debit payments to 27 March 2024 totalling £14,359.59 was approved and noted.

24/071. PAYMENT OF ACCOUNTS

(1) Invoices to pay 27 March 2024

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 27 March 2024 totalling £33,650.80.

In response to a question from Cllr. J Leggett the Town Clerk explained:

Invoice AAWS1204 - AA Waste Solutions was for the disposal of 160KG of hazardous waste accumulated over many years in the grounds team's workshop and yard, following a major clear out. This coincides with the Council's Risk Assessment and COSHH practices being updated.

24/071. PAYMENT OF ACCOUNTS (CONTNUED)

Cllr. K Vincent advised Norfolk County Council held a free hazardous waste disposal day once a year.

On the motion of Cllr. M G Callam, seconded by Cllr. M A Booth it was **RESOLVED** that payment of the schedule of invoices to pay 27 March 2024 totalling £33,650.80 be approved.

(2) Invoice payments made 27 March 2024

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 27 March 2024 totalling £2,437.47.

On the motion of Cllr. J Leggett, seconded by Cllr. M A Booth it was **RESOLVED** that payment of the schedule of invoices paid to 27 March 2024 totalling £2,437.47 be approved.

24/072. 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.

24/073. PLANNING ENFORCEMENT

Council noted the list of current and closed planning enforcements.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 8.50pm.

24 April 2024

Chair

Guy Ranaweera

From: Greater Norwich Local Plan <GNLP@norfolk.gov.uk>
Sent: 02 April 2024 11:37
Subject: Adoption of Greater Norwich Local Plan: South Norfolk and Broadland District Councils
Attachments: BDC Final Adoption Statement.pdf; SNC Final Adoption Statement.pdf

Sent on behalf of Mike Burrell, Greater Norwich Planning Policy Manager

Dear Clerk

This email is to update you on the status of the Greater Norwich Local Plan (GNLP).

The GNLP has been produced jointly by Broadland District Council, Norwich City Council and South Norfolk Council and was submitted to the Planning Inspectorate in July 2021 for examination. Examination hearings led by Independent Inspectors appointed by the Secretary of State took place during 2022 and 2023 with consultation on main modifications between 25 October and 6 December 2023. The Inspectors' Report was published on 20 February 2024. The conclusion of the report is that the GNLP is sound with the inclusion of the recommended main modifications.

As detailed in an email sent on 13 March 2024 the GNLP has already been formally adopted by Norwich City Council at a meeting of Full Council on 12 March 2024. In accordance with the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Greater Norwich Development Partnership is writing to notify you that the GNLP has now also been formally adopted by South Norfolk Council at a meeting of Full Council on 25 March 2024 and Broadland District Council at a meeting of Full Council on 28 March 2024. The Plan is now subject to a 6 week legal challenge period which ends on 24 April for Norwich City Council, 7 May for South Norfolk Council and 10 May for Broadland District Council.

Copies of the adoption notices for South Norfolk and Broadland Councils are attached to this email and are also available to view on the GNLP website at www.gnlp.org.uk alongside the final local plan and other supporting documents.

Copies of the plan will be available for public viewing during normal office hours at the following locations:

- Broadland District Council and South Norfolk Council offices, The Horizon Centre, Broadland Business Park, Peachman Way, Norwich, NR7 0WF. Mon. – Fri. 08.30 – 17.00 (by appointment).
- Norwich City Council, City Hall, St Peters Street, Norwich, NR2 1NH Mon. – Fri. 08.45 – 13.00 & 14.00 – 17.00 (by appointment)

Please contact the GNLP team on 01603 306603 or email gnlp@norfolk.gov.uk to make an appointment.

You can also view the Local Plan documentation on the GNLP website in Norfolk libraries using their computers.

General Enquiries: 01603 306603 GNLP@norfolk.gov.uk

The Greater Norwich Local Plan
Growing Stronger Communities Together

gnlp@norfolk.gov.uk

--

Broadland District Council

**Regulations 17 and 26 of the Town and Country Planning (Local Planning)
(England) Regulations 2012 (as amended)
Planning and Compulsory Purchase Act 2004 (as amended)**

Adoption Statement: The Greater Norwich Local Plan

In accordance with the above regulations, notice is hereby given that Broadland District Council adopted the Greater Norwich Local Plan on 28th March 2024 as part of the Adopted Broadland Local Plan.

The Greater Norwich Local Plan (adopted March 2024), known as the GNLP, is a joint local plan for Broadland, Norwich, and South Norfolk which covers the period 2018 to 2038. It contains strategic and non-strategic policies. It sets out the vision, objectives, and spatial strategy for the area, and allocates sites for different types of development, such as housing and employment, to deliver planned growth to 2038.

The GNLP will be used with other adopted parts of the adopted Broadland Local Plan to assess planning applications. The GNLP consists of three documents 'The Strategy', 'The Sites Plan' and 'The Monitoring Framework'.

Any person aggrieved by Broadland District Council's adoption of the GNLP may make an application to the High Court under section 113 of the Planning and Compulsory Purchase Act 2004 (as amended) on the ground that:

- the document is not within the appropriate power; and/or
- a procedural requirement has not been complied with.

Any such application must be made before the end of the period of six weeks beginning with the day after plan adoption (the date of adoption was 28th March 2024).

The GNLP was subject to an independent examination conducted by Mike Worden BA (Hons) Dip TP MRTPI and Thomas Hatfield BA (Hons) MA MRTPI, inspectors appointed by the Secretary of State. The recommendations of the inspectors are published in the form of an Inspectors' Report under section 20(8) of the Act. The adopted version of the GNLP includes all the main modifications recommended by the inspectors. The main modifications are available in schedules J1.2 to J1.6 from [here](#).

The Inspectors' Report, the GNLP, this adoption statement, the Sustainability Appraisal, the Sustainability Appraisal Post-Adoption Statement, the Policies Maps and the Habitats Regulations Assessment are available [here](#).

Copies of the GNLP, this adoption statement and the Sustainability Appraisal are available for inspection during normal office hours at Broadland District and South Norfolk Councils, The Horizon Centre, Broadland Business Park, Peachman Way, Norwich NR7 0WF.

For further information and to make an appointment to view the plan documents, please contact the Greater Norwich Local Plan Team: phone 01603 306603 or email gnlp@norfolk.gov.uk.

A copy of this Adoption Statement will be sent to the Secretary of State for Levelling Up, Housing and Communities.

Phil Courtier, Director of Place of Broadland District and South Norfolk Councils

2nd April 2024

From: Norfolk County Council <news@newsupdate.norfolk.gov.uk>
Sent: 08 April 2024 14:01
To: Guy Ranaweera
Subject: Norwich Western Link project update



Norfolk County Council

Norwich Western Link project update

Dear Sir/Madam,

I am writing to confirm that the planning application for our Norwich Western Link project has now been submitted to Norfolk County Council in their role as the planning authority.

After a validation period, the planning authority will then publish the planning application documents online and run a statutory public consultation, so everyone will have the opportunity to examine the proposals and comment on them should they wish to.

We will write to you again once the documents have been published and provide a link to where you can view them.

You may be aware that some new guidance on barbastelle bats was published last month by Natural England, a statutory environmental body. There are implications for the Norwich Western Link in this guidance and we are aiming to find an acceptable solution, including by continuing to discuss our proposals with Natural England as part of the planning process.

Best wishes,

Mark

Mark Kemp
Senior Project Manager
Infrastructure Delivery
Dept: 0344 800 8020
County Hall, Martineau Lane, Norwich, NR1 2DH

COUNCIL MEETING – 24 April 2024

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre – Easter Cinema

On the morning of Thursday 4th April, we held a cinema screening of “Wonka” (certificate PG). The show was attended by 35 adults and children, including the 5 Golden Ticket winners from Sprowston Infants School, (to which, in support of the school’s fundraising efforts Council had donated free entry). Much positive feedback was received from cinema goers – parents and children alike. I would like to thank Cllr Alice Parker and Cllr John Mallen for giving up their time to assist with staffing the cinema.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 Update on Steet Lighting Tender

Nplaw has been engaged to advise on this tender and any subsequent contract award. The contracts are currently being drawn up with a view to the tender going live by the end of April.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Official Portrait of His Majesty King Charles III

I have applied for and received an official portrait of His Majesty King Charles III. The portrait has been provided free of charge through a government funded scheme and may be used in public buildings and for other official purposes.

Sprowston Town Council Decision Requested:

- ❖ ***To decide whether to display the official portrait, and if so, where.***

PLANNING AND TRANSPORTATION

5.1 AtoBetter – Sprowston Dino Hunt – Summer 2024

The AtoBetter Team at Norfolk County Council has asked for Town Council’s support with a Summer Dino Hunt. They have requested permission to host a number of ‘Dino Markers’ on Town Council owned land/assets. The AtoBetter team work with new housing developments to promote and enable more residents to travel sustainably within their communities. The aim of the Dino Hunt is to connect people with their local facilities and highlight how they can travel from A to B.

Approximately a dozen locations in and around the White House Farm Estate will be included in the hunt. Of these, AtoBetter have so far requested permission to place a Dino marker at the following Council-owned locations:

- The Town Council offices
- Blue Boar Lane Open Space

- Hallwood Road Play Area
- Chopyngs Dole Close Play Area

Sprowston Town Council Decision Requested:

- ❖ ***To support the AtoBetter Sprowston Summer Dino Hunt and allow placement of appropriate Dino Markers at Council-owned locations***



**Guy Ranaweera
Town Clerk**

Sprowston Town Council
PLANNING APPLICATIONS – 24 APRIL 2024

2024/0833

Broadland DC App. No	Location	Description	Type
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	Change of Use
2024/0794	42 Wroxham Road Sprowston Norfolk NR7 8TY	Proposed conversion of flat roof to pitched over garage to include porch and roof overhang along frontage	Householder
2024/0833	Land North Of Blue Boar Lane Sprowston Norfolk <i>(Lidl Supermarket)</i>	Variation of condition 14 of 20161382 - variation of trade delivery times to between 0800 and 1900 on Sundays or bank or public holidays <i>(App ref 20161382, Condition 14 states: "Trade deliveries or collections, including trade waste, shall take place between 06:00 hours and 21:00 hour Monday to Saturday and between 08:00 and 17:00 hours Sundays or Bank or Public Holidays")</i>	Removal/Variation of Condition (S73 / S19)
2024/0892	80 Mountbatten Drive Sprowston Norfolk NR6 7PP	Single storey rear extension	Householder

Broadland District Council Planning

Application decisions made during the Week Ending 22 March 2024

Appl Number : 2024/0382
App Type : Works to TPO trees
Parish: Sprowston
Location : 63 Greenborough Road Sprowston Norfolk NR7 9HJ
Proposal : T1 Beech - Carry out crown clean. Remove one lower branch due to its poor form and weak union at the collar. Reduce the lowest lateral branches by 2-3m on the western side of the crown. Approximate crown spread will be 8/9m to 6/7m on the western side.
Decision : Approval with Conditions
(Delegated)
Date of decision : 18 March 2024

Appl Number : 2024/0492
App Type : Works to TPO trees
Parish: Sprowston
Location : 46 Leveson Road Sprowston Norfolk NR7 8NS
Proposal : T1 Oak - Crown lift to approx 5-6m. Crown clean reviewing the dead wood and crossing branches to canopy by no more than 10% and to remove the epicormic growth from stem.
Decision : Approval with Conditions
(Delegated)
Date of decision : 18 March 2024

Appl Number : 2024/0793
App Type : TPO - Dead / Dangerous Tree Notification
Parish: Sprowston
Location : Applewood House Salhouse Road Sprowston Norfolk NR13 6LA
Proposal : Fell 1 No. pinus sylvestris - Under and exception of the TPO restrictions for dead trees.
Decision : Exempt Tree Works
(Delegated)
Date of decision : 18 March 2024

Application decisions made during the Week Ending 30 March 2024

Appl Number : 2023/2345
App Type : Full
Parish: Sprowston
Location : Land Rear Of 129 Wroxham Road Sprowston Norfolk
Proposal : Erection of one dwelling
Decision : Refusal
(Delegated)
Date of decision : 26 March 2024

Appl Number : 2023/3877
App Type : Householder
Parish: Sprowston
Location : 7 Elizabeth Close Sprowston Norfolk NR7 8QH
Proposal : Single storey rear extension and rendering existing property
Decision : Approval with Conditions
(Development Management Committee)
Date of decision : 27 March 2024

Appl Number : 2024/0464
App Type : Householder
Parish: Sprowston
Location : 47 Harrisons Drive Sprowston Norfolk NR7 9HU
Proposal : Proposed replacement porch
Decision : Approval with Conditions
(Delegated)
Date of decision : 26 March 2024

Appl Number : 2024/0673
App Type : Works to TPO trees
Parish: Sprowston
Location : 309 Wroxham Road Sprowston Norfolk NR7 8RN
Proposal : T1 Oak - Crown reduction by reducing the height from 13m to 10m. Eastern aspect from 8m to 5m. Western aspect from 7m to 5m. Remove deadwood and retrenched back to live points.
Decision : Approval with Conditions
(Delegated)
Date of decision : 25 March 2024

Appl Number : 2024/0727
App Type : Non Material Amendment
Parish: Sprowston
Location : The Lodge 8A Wroxham Road Sprowston Norfolk NR7 8TZ
Proposal : Non-material amendment of 20221036 - Changing flat roof to a pitched roof over garden room
Decision : Approval with no Conditions
(Delegated)
Date of decision : 28 March 2024

Appl Number : 2024/0723
App Type : Works to TPO trees
Parish: Sprowston
Location : 53 Mousehold Lane Sprowston Norfolk NR7 8HL
Proposal : T1 Oak - Crown reduction of 1.5-2 metres from 16 metres to 14 metres, crown lift of parking area to 4.5 metres and crown clean
Decision : Approval with Conditions
(Delegated)
Date of decision : 27 March 2024

Application decisions made during the Week Ending 5 April 2024

Appl Number : 2024/0323
App Type : Householder
Parish: Sprowston
Location : 106 Cozens Hardy Road Sprowston Norfolk NR7 8QQ
Proposal : Part conversion of existing garage and extension over existing garage footprint
Decision : Approval with Conditions
(Delegated)
Date of decision : 4 April 2024

Appl Number : 2024/0765
App Type : Works to TPO trees
Parish: Sprowston
Location : 33 Neville Road Sprowston Norfolk NR7 8DS
Proposal : T1 Oak - Crown reduction by reducing the height from 13m to 11.5m and the southern aspect only from 16m to 12.5m.
Decision : Approval with Conditions
(Delegated)
Date of decision : 5 April 2024



Guy Ranaweera
Sprowston Town Council
Town Council Offices
Recreation Ground Road
Sprowston
Norfolk
NR7 8EW

18th January 2024

Dear Guy

**Re: Sprowston Town Council
Internal audit for year ending 31st March 2024 – Interim Audit report**

Executive summary

Following completion of my visit to Sprowston on 7th December 2023 plus additional checking of website and documents I enclose my interim audit report for your attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines. Whilst I have not tested all transactions, my samples have where appropriate covered the entire year to date.

My report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate, recommendations for action are shown in bold text and are summarised in the table at the end of the report.

My sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did I identify any significant weaknesses in the internal controls such that public money would be put at risk.

I see that the Council takes governance, policies and procedures seriously and I am pleased to report that, overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore my opinion that the systems and internal procedures at Sprowston Town Council are at present adequate and followed appropriately.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

The function of the internal audit is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members of Sprowston Town Council to support and inform them when they are considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by J. Miller of Norfolk Association of Local Councils (Norfolk ALC). We confirm we are independent from the management of the financial controls and procedures of the Council and neither the internal auditor nor the Association have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor is CiLCA-qualified and a chartered management accountant.

Planning and inherent risk assessment

My work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, I have concluded that:

- There have been no reported instances of serious breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to Council
- The management team are experienced and informed
- Records are neatly maintained and referenced

Sprowston Town Council Interim Internal Audit Report 2023-24

- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the Council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the Council year under review.

Table of contents

		Tested
A	Appropriate accounting records have been kept	Y
B	Financial regulations, governance and payments	Y
C	Risk management and insurance	Y
D	Budget, precept and reserves	Y
E	Income	Y
F	Petty cash	Y
G	Payroll	Y
H	Assets and investments	Y
I	Bank and cash	Y
J	Year-end accounts	N/A
K	Limited assurance review	N/A
L	Transparency	N/A
M	Exercise of public rights – inspection of accounts	Y
N	Publication requirements for previous year	Y
O	Trust funds	N/A

This report has been prepared for the sole use of Sprowston Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Norfolk Association of Local Councils to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

A. APPROPRIATE ACCOUNTING RECORDS HAVE BEEN KEPT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk, who also acts as the Council's Responsible Financial Officer (RFO) plus the Finance Officer. The staff listed had prepared some of the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and Finance Officer and a review of the Council website (www.sprowston-tc.gov.uk).

The Council uses Sage accounting software for recording the day-to-day financial transactions of the Council. This is an industry specific package and we make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at Council and committee meetings.

Agendas, reports and minutes for meetings are clear and concise, and decisions are clearly recorded. There is evidence of sufficient information being provided to councillors to allow them to make informed financial decisions, and overall I have the impression that the processes, policies and systems of the Council are effective.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditor's report for 2022-23 states that "Credit card balances as at the year end have been incorrectly included as reconciling items in the bank reconciliation. The figure in Box 8 should read £2,023,465". However, apart from this, there were no other issues. The external auditor's report was presented to full Council at the meeting on 27th September 2023.

I note that internal audit reports are also published on the Council website, though those for 2022-23 are not published.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The Council website provides details of councillors and includes a link to the Broadland District Council website page with each of their Register of Interests Forms.

Confirm that the council is compliant with the relevant transparency code

As the Council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. A review of the Council website shows that the Council is largely following the spirit of the code by publishing the required information but still needs to post the information for 2022-23.

Confirm that the council is compliant with GDPR

It is noted that councillor e-mail addresses advertised on the Sprowston TC website are a mixture of personal e-mail addresses and District Council e-mail addresses. I recommend the Council moving over to Council-provided e-mail addresses as soon as possible, including for District Councillors.

Establishing common email addresses is recommended because it gives a natural demarcation between Council and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the Council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

Parishioners attending meetings are referred to in the minutes using their names. This is not necessarily incorrect but it is not immediately clear whether these individuals have given their permission to do so.

The Council has a Privacy Notice on the home page of its website but I was unable to find a Website Accessibility Statement on its home page.

Confirm that the council meets regularly throughout the year.

In addition to full Council, the Council has a Recreational Facilities Working Group. A future meeting diary is available on the Council website, along with historic agendas, reports and minutes for each Council and Recreational Facilities Working Group meeting.

Check that agendas for meetings are published giving 3 clear days' notice.

I was able to test that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and Council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. I note that a report is published for each meeting containing supporting non-confidential background information on agenda items. This conforms with the requirements of the Information Commissioner's Office (ICO).

Check the draft minutes of the last meeting(s) are on the Council's website.

Draft minutes are uploaded to the Council website and clearly marked as unconfirmed until adoption at the next meeting. It is noted, however, that the minutes links for November and December 2023 did not work. It is also noted that the approval of the minutes of the meeting of 25th October 2023 were on the agenda of the meeting on 22nd November 2023 but were still marked as draft on the website.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by Council on 26th May 2021 (minute ref 21/128). I advise that Standing Orders be reviewed once a year.

[Clerks' Note \(Correction\); Standing Orders and Fin. Regs were reviewed and adopted 17 May 2023 \(min. refs. #23/139 & #23/140\)](#)

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial Regulations are based on the current NALC model and were last reviewed and adopted by Council on 18th May 2022 (minute ref 22/140). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to Council. I recommend that FRs be reviewed once a year.

Check that the council's Financial Regulations are being routinely followed.

The Council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority to amend an approved budget is to be determined by

- the Council for all items over £5,000.
- the Clerk, for all items up to and including £5000 where expenditure is incurred up to the amounts included in the approved budget of the Council, subject to 10.3 (regarding value for money);
- a duly delegated committee of the Council for items up to £5000, or an amount determined by the committee's Terms of Reference, whichever is lower

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

FR 4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Chairman of the Council (Town Mayor) as soon as possible and to the Council as soon as practicable thereafter.

Based on the level of financial activity of the Council, these authorisation thresholds appear appropriate.

I tested a sample of invoices and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

I reviewed the nominal ledger report for the current financial year. Sufficient narrative is provided for entries to adequately identify their source, and amounts appear to have been allocated to the correct nominal codes. There is no evidence of 'netting-off' of income against expenditure, and the information reviewed points to a satisfactory system.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector.

The Council does not have General Power of Competence. It uses section 137 and this is monitored using a s137 monitoring spreadsheet. Given the amount of expenditure which is listed in this document, I advise that the limit of expenditure for the year also be stated on this spreadsheet. Some of the expenditure which is listed as s137 expenditure may not in fact be s137 expenditure but I will check this during the final internal audit.

Check receipt of VAT refund matches last submitted VAT return.

The Council submits its VAT return on a quarterly basis. The most recent submission was for the period 1st July to 30th September inclusive and showed a refund amount due of £13,949.75. The refund entered the STC bank account on 6th November 2023.

Confirm that checks of the accounts are made by a councillor.

Whilst I see evidence of a review of financial performance against budget for the first quarter at the August 2023 meeting, and the second quarter at the December 2023 meeting, the

verification by a member could be made more explicit in the minutes (I could only see the August minutes).

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement.

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings.

The Council has an adopted Financial Risk Assessment in place, which was most recently reviewed and approved by Council at the meeting held on 17th May 2023 (minute ref 23/146)

The assessment focuses on financial risk but there should be a risk register which covers all risks to the operation of STC. I did find a risk assessment for the Council from 2018 which covered other areas but the latest risk assessment appears to be only looking at financial risk. I did find other risk assessments for, for example, the Diamond Centre and would advise that all risks to the Council are assessed, as far as is possible.

I confirmed that the Council has a valid insurance policy in place with Zurich which was renewed on 1st April 2023. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million, Hirers' Liability cover of £2 million and Fidelity Liability cover of £2m.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The Council set a precept of £774,101 for 2023-24.

At the January 2024 meeting, the precept was set at £840,859 for 2024-25. I am satisfied that the budgeting process is robust based on councillors having access to financial information on an ongoing basis to be able to actively engage in budget setting.

There is evidence within the minutes of meetings that detailed financial information is presented to appropriate meetings, and this would appear to support councillors in making informed decisions.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states 'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure' (para 5.33).

While I observed a Treasury Management Strategy from 2018, there should be in place a reserves policy. Looking at the cash position of the Council at the end of the second quarter, I am satisfied that the Council has enough reserves to meet its financial obligations.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the Council budgets to receive income from other sources such as burials, hall hires, and allotments. The precept is the largest income for Sprowston TC

From my review of the Sage records, income is recorded with sufficient narrative to clearly identify the source, appears to be posted to the correct nominal codes and I found no evidence of 'off-setting' of income against expenditure.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The Council maintains a small petty cash float which is used for incidental expenditure. The amount of petty cash is inconsequential to the overall finances of the Council.

I reviewed the petty cash entries for October 2023. Movement in petty cash was negligible and petty cash reconciled to the actual quantity of petty cash for the period.

I am satisfied that petty cash is managed appropriately.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Payroll services are carried out internally, and Sprowston Town Council makes the BACS payments for salaries and to the HMRC and the pension provider. There are nine members of staff at Sprowston TC.

I reviewed the salaries file and was able to confirm that based on the tax code information on the pay slips, deducted amounts appear correct.

I remind the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The Council has a fixed asset register in place, which provides a description of the asset, its date of acquisition, and purchase value or proxy cost. I saw no sign on the asset register of insurance value. This will be investigated in the final internal audit for the year. The asset register that I had sight of is the current asset register; the asset register on the Council website is an older version and needs to be updated.

A check of the register to ensure it is up to date and matches the AGAR information will be completed at the year-end audit.

The Council has four PWLB loans and these are adequately kept track of using a combination of the accounts, a spreadsheet, and PWLB statements.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

The process for bank reconciliations is contained within the council's adopted Financial Regulations.

FR 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, the (Town Mayor) or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.'

It appears that this has been carried out but I advise that this procedure is minuted more explicitly to avoid any doubt that it has occurred.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

Not relevant.

Audit findings

Not relevant.

L: TRANSPARENCY

Internal audit requirement

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022-23 Actual
Date AGAR signed by Council	17 May 2023
Date inspection notice issued	30 May 2023
Inspection period begins	5 June 2023
Inspection period ends	14 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022-23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the Council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2022-23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2022-23, approved and signed, page 4
- Section 2 - Accounting Statements 2022-23, approved and signed, page 5

Not later than 30 September 2023 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the Council website, along with the Notice of Conclusion of Audit.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The Council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	Yes	No	Not covered
A	Appropriate accounting records have been properly kept throughout the financial year	Y		

Sprowston Town Council Interim Internal Audit Report 2023-24

B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	Y		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Y		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Y		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Y		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.	Y		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Y		
H	Asset and investments registers were complete and accurate and properly maintained.	Y		
I	Periodic bank account reconciliations were properly carried out during the year.	Y		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Y		
K	If the authority certified itself as exempt from a limited assurance review in 2022-23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022-23 AGAR tick "not covered")			N/A
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.			N/A
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	Y		
N	The authority has complied with the publication requirements for 2022-23 AGAR.	Y		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

Should you have any queries please do not hesitate to contact me.

Yours sincerely

J. Miller

For Norfolk Association of Local Councils

Sprowston Town Council Interim Internal Audit Report 2023-24

Audit Point	Audit Findings	Council comments
Website accessibility statement	I could find no WAS but this is required and should be available on the website.	
Notes on policies, i.e. adoption and review dates	At present, many policies are out-of-date and need reviewing and updating. Financial Regulations were last reviewed in May 2022.	
Local Council Award Scheme (LCAS)	According to the STC website, the Council is the holder of LCAS Quality Gold status. Having checked with the LCAS register, this is no longer the case and the LCAS logo needs to be removed from the website.	
Data protection	I notice that members of the public have their names given in the minutes of the meetings. Have they given permission for this?	
Freedom of Information	It is noted that councillors use a variety of e-mail addresses as councillors, some of which are personal e-mail addresses. I advise that councillors have e-mail addresses dedicated to their councillor roles so that there is a clear demarcation between personal and Council business and that any potential FOI requests should not impinge on a councillor's personal life.	
Risk management	I advise wider headings followed by a more detailed analysis of risk. While I note individual risk analyses, it would be useful to have an overall risk schedule for the Council (and its operations) as a whole. It appears to be too focused on financial risk.	
Asset register	The asset register that I analysed did not have any insurance values listed. This will be revisited in the final internal audit for the year	
Budget monitoring	This needs to be much more explicit in terms of the	

Sprowston Town Council Interim Internal Audit Report 2023-24

	activity as well as minuting the activity.	
S137 monitoring	Given the level of expenditure considered to be s137 expenditure, the monitoring of s137 should state the maximum allowed expenditure for the year.	
Level of reserves	An up-to-date reserves policy is required. I will revisit reserves after the year end.	

Sprowston Town Council

Direct Debit Payments

Meeting Date: 24th April 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
29.02.2024	014844360224	Barclaycard PDQ payments charge for February 2024	44.80	4.96	49.76	
31.03.2024	014844360324	PDQ payments charge for March 2024	49.65	4.96	54.61	
			94.45	9.92	104.37	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08.05.2024	1560282117000	Broadland District Council Non-Domestic Rates for Restaurant and Premises- The Royal Bengal (Viking Centre) - for period 01/04/2024 to 31/03/2025 - First Half	662.75	0.00	662.75	
15.05.2024	1560280617011	Non-Domestic Rates for Community Centre and Premises - Diamond Centre for period 01/04/2024 to 31/03/2025 - First Half	8234.00	0.00	8234.00	
15.05.2024	1560231717003	Non-Domestic Rates for Cemetery and Premises for period 01/04/2024 to 31/03/2025 - First Half	1347.60	0.00	1347.60	
15.05.2024	1560276617010	Non-Domestic Rates for Offices and Premises for period 01/04/2024 to 31/03/2025 - First Half	3743.00	0.00	3743.00	
15.05.2024	1560276617011	Non-Domestic Rates for Community Centre and Premises - Pavilion for period 01/04/2024 to 31/03/2025 - First Half	3805.75	0.00	3805.75	
15.05.2024	156282117000	Council Tax Bill for 2024-2025 to The Royal Bengal (Viking Centre)	3510.96	0.00	3510.96	
			21,304.06	0.00	21,304.06	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31.03.2024	NWS100242230	Norse Waste Solutions Rental Charge Recycling 1100L & Empty Recycling 1100L for March 2024	31.80	6.36	38.16	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
28.03.2024	100/24/0008363/March	Novuna - Ernest Doe Lease Rental for Husqvarna P535 Outfront Ride On	933.00	186.60	1,119.60	
28.04.2024	100/24/0008363/April	Lease Rental for Husqvarna P535 Outfront Ride On	933.00	186.60	1,119.60	
03.04.2024	100/25/0000048/April	Lease Rental & Documentation Fee for Kawasaki Pro DX UTV - First Payment	3,270.00	654.00	3,924.00	
03.05.2024	100/25/0000048/May	Lease Rental for Kawasaki Pro DX UTV	195.00	39.00	234.00	
			5,331.00	1066.20	6,397.20	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20.03.2024	U004135481	Peninsula Provision of services in accordance with agreement 653508 - Employment services, BusinessSafe, Online Services & EAP	220.95	43.31	264.26	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01.04.2024	UK-04387031	SAGE Accounting Standard & Payroll monthly subscription	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>	<u>BACS</u>
27.03.2024	IV00603172	SSE Energy Solutions Pavilion electricity Bill for period 15/11/2023 to 20/03/2024	801.48	172.29	973.77	
27.03.2024	IV00604880	Cemetery electricity Bill for period 21/12/2023 to 20/03/2024	108.96	5.45	114.41	
			910.44	177.74	1,088.18	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
29.02.2024	1000044293	Veolia Non-Hazardous Industrial Waste for Diamond Centre, Sparhawk Park, Council Car Park, Cemetery & Council Recreation Ground	318.06	63.61	381.67	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
03.03.2024	13231710	Wave - Anglian Water Sparhawk Park Water Bill for period 03 Feb 2024 to 02 Mar 2024	28.05	0.00	28.05	
15.03.2024	13295604	Cemetery Water Bill for period 15 Dec 2023 to 14 Mar 2024	41.34	0.00	41.34	
15.03.2024	13297696	Allotments Water Charge for period 15 Dec 2023 to 14 Mar 2024	9.27	0.00	9.27	
03.04.2024	13383372	Sparhawk Park Water Bill for period 03 Mar 2024 to 02 Apr 2024	32.36	0.00	32.36	
09.04.2024	13407610	Council Office Water Bill for period 09 Mar 2024 to 08 Apr 2024	91.35	0.00	91.35	
09.04.2024	13408416	Sprowston Diamond Centre Water Bill for period 09 Mar 2024 to 08 Apr 2024	213.35	0.00	213.35	
			415.72	0.00	415.72	
Total Direct Debits			28,667.48	1375.34	30,042.82	

Sprowston Town Council

Invoices To Pay

Meeting Date: 24th April 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
21.02.2024	4809	A.T.Coombes Associates Ltd Remove loose broken branch and deadwood from a Robinia Tree at Sparhawk	468.00	93.60	561.60
20.03.2024	453329	Ben Burgess Grounds Care Equipment Stihl pole saw part	14.52	2.90	17.42
31.03.2024	SI-68553	Bidwells LLP Professional Services - Review and responding to building control queries and providing additional information. Charing progress meeting, issuing minutes and undertaking actions. Undertaking design changes and re issuing drawings to building control and contractors. Receiving requests for information from the contractor and providing responses. Undertaking regular site inspections and resolving technical difficulties on site.	5180.91	1036.18	6217.09
21.03.2024	0000201473	Collier Turf Care Ltd Lawn Clear RTU x12 for Cricket, Bowls and Tennis ground	77.00	15.40	92.40
26.03.2024	INV-8261	Cozens LTD Supply and install 2 x LED Lantern - Outside 8 Dovedale's & 52 Collindeep Lane	790.00	158.00	948.00
26.03.2024	INV-8263	Supply and install 1 x LED Lantern - Outside the school on Falcon Road East	395.00	79.00	474.00
03.04.2024	INV-8316	Monthly standard maintenance charge for March 2024	600.00	120.00	720.00
			1785.00	357.00	2142.00
05.04.2024	WS04058	GACP Limited Seed paper leaves for schools	51.95	10.39	62.34
15.03.2024	155919	HVW Ltd Hi Vi Vests with logos, various sizes - for grounds team	60.70	12.14	72.84
05.04.2024	156162	Hi Vi Vests with logos x3 2XL size - for grounds team	16.90	3.38	20.28
			77.60	15.52	93.12
14.03.2024	131329	Landscape Supply Company Safety glasses and gloves for the grounds team	120.35	24.07	144.42

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.04.2024	1615	NALC Annual Subscription 2024/25	2201.79	0.00	2201.79
28.03.2024	1699	Interim Audits - Second charge	500.00	100.00	600.00
			2701.79	100.00	2801.79
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
OLP - Online Playgrounds					
20.03.2024	SIN057594	Stainless Steel Safety chain, shackles, replacement swing hanger bolt, hexagon cap & delivery	42.20	8.44	50.64
28.03.2024	SIN057758	Replacement swing hanger bolt & delivery	7.50	1.50	9.00
31.03.2024	SOR054405	Removal of Wet pour x6 m2, dispose rubber waste from preparation of wet pour repairs x6, black wet pour consisting of impact base layer x6, removal wet pour x10, dispose rubber waste from preparation of wet pour repairs x10, black wet pour consisting impact base layer and course providing critical fall heigh x10, removal of wet pour x15, dispose rubber waste from preparation of wet pour repairs x15. black wet pour consistina of base laver x15 & labour	4717.50	943.50	5661.00
			4767.20	953.44	5720.64
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
PJ Plumbing					
31.03.2024	PJI/24347	Multiple visits for various works to bowls pavilion, public toilets, cricket pavilion; including POU water heater repairs, hot water pump replacement, servicing or replacement of multiple TMVs. boiler vent repairs etc.	3205.85	641.17	3847.02
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
Reflex Sports Ltd					
05.04.2024	4458	Polishing and sealing wooden floor to School Room, Diamond Centre	1495	299	1794.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
Zoro UK					
14.03.2024	161416483	Super protect barrier cream 5L for grounds team	20.82	4.16	24.98
TOTAL OF INVOICES			19,965.99	3,552.83	23,518.82
Transfer:	STC Active to STC Drawings a/c		-	-	23,518.82 Trf 45
Transfer:	STC Active a/c to Salaries a/c		-	-	33,000.00 Trf 46
..... Councillor Councillor Town Clerk			

Sproston Town Council

Invoices Payments Made

Meeting Date: 24th April 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
06.04.2024	CIN1188	Draper & Nichols Ltd Former Viking Pub - repair, refurbishment and extension. Instalment 01 (valuation date 04.04.2024)	62,874.90	12,574.98	75,449.88
Total Invoices paid			62,874.90	12,574.98	75,449.88

.....
Councillor

.....
Councillor

.....
Town Clerk

BROADLAND DISTRICT COUNCIL REPORT
CLLR MARTIN BOOTH

At the last full council meeting the most important thing was the adoption of the Greater Norwich Local plan which has been in preparation for several years and had been approved by the government inspectors. It gives clear guidance on where development will be allowed and how many houses and provides a land supply for the next five years. The council also approved a report on the Norfolk Nutrient Mitigation Fund, Schemes and Governance. Broadland council bid for and has been given 9.6 million pounds to help all Norfolk councils that are affected by Natural England's nutrient neutrality ruling which is designed to protect our waterways and the Broads from over nutrification. The money is to be used to create various schemes to offset the effects of new houses. Also approved was a Strategic Asset Management Framework. The council has many assets such as the Horizon building, parcels of land, etc and these are now to be put under the control of one framework to make managing them more efficient. Finally, the meeting approved a Housing Complaints Policy.

Report to Sprowston Town Council 24th April 2024

Cllr Bill Couzens

It felt like a busy month with Easter in the middle. The quarterly Police Priority Setting meeting was held at Old Catton Pavilion on 25th March. Priorities for the last quarter were Anti-Social Behaviour (ASB) and Road Safety. The officers outlined what action they have taken during the period which included two road safety days, one in December and another in March. In March they stopped and issued words of advice to 31 cyclists, stopped 38 motorists for speeding and issued 7 tickets, talked to cyclists about faulty lights and conducted 2 breath test on motorist, both of which were negative. They will be asking for the double yellow lines on Wroxham Road near the shops to be refreshed. It was mentioned that the Cafe within the parade of shops has been taken over by a new owner, so we'll see what impact that has on congestion in that area. Priorities for the coming quarter will again be ASB and road safety. Date of the next meeting will be 25th June at the Diamond Centre. All residents and councillors are encouraged to attend.

I missed the 3rd April's Town and Parish meeting due to personal reasons. The main points were:

- This year is the Golden Anniversary for the District Council
- Stuart Guthrie, Elections Manager updated on progress with PCC Elections
- Community Awards- there are new and revised categories and nominations are invited. South Norfolk awards are open already with Broadland's opening in May. The categories for South Norfolk are as follows and I suspect those for Broadland will be similar
 - **Young Achiever Award:** A young person (aged 18 and under) who has made an exceptional contribution to their community.
 - **Community Organisation of the Year:** A community organisation who has made a significant impact to the community.
 - **Business in the Community Award:** A local business or commercial organisation that has gone above and beyond to support the local community.
 - **Volunteer of the Year:** An individual who selflessly devotes their time and energy to the community.
 - **Environmental Champion Award:** An individual, school or community organisation who has made an extra effort to have a positive impact on the environment.
 - **Connecting Communities Award:** An individual, school or community organisation that has gone out of their way to encourage communities to come together and promote inclusivity.
 - **Lifetime Achievement Award:** A person who has dedicated over 20 years of their life to the community, volunteering for the benefit of others and deserves special recognition for their efforts and commitment.
 - **Town or Parish Councillor of the Year:** A Town or Parish Councillor within the South Norfolk District that has shown commitment and service to their community.

- **Healthy and Active Award:** An individual, school or community organisation that has gone above and beyond in facilitating healthy and active lifestyles.
- There was a presentation on the Community Infrastructure Fund which can be used to help parish and town councils forward fund infrastructure prior to receiving CIL payments. In return, the applicants CIL receipts will be retained by South Norfolk Council [sic] to repay the sum drawn down against the Fund. This scheme will only lend based on CIL receipts due to be transferred to Parish/Town Councils.
- Trevor Holden presented the Pride in Place update which showed 86 projects completed in 44 wards with a total of over £1m awarded.
- As a reminder, the next Forum is scheduled for Wednesday 8th May 1pm – 2pm.

Town Councillors continue to hold regular meetings with the District Council Planning Officers to discuss the facilities on new developments especially White House Farm and the area now known as Beeston Park which was originally Beyond Green who have permission to build approximately 3700 new homes plus a business area and new town square to the northern fringe of Sprowston.

Town Councillors are now starting to meet regularly with representatives from neighbouring parishes to discuss the infrastructure and facilities required as our communities expand with the growth on housing in the Northern Growth Triangle. I think we all feel that each new development appears to be dealt with separately and we have seen no cohesive overall plan. This month's meeting was a discussion about schools provision. There are currently plans for 6 primary schools to be delivered as houses are built. The County Council has responsibility to ensure that every child under 16 has a place at a local school. However it was the government is structuring that provision has changed and local authorities now have to look at academies to provide the places. There appears to be no statutory obligation to provide places for ongoing education at 6th form level, only an obligation to reduce the number of those not in full time education, employment or training (NEET), which seems crazy to me.

I was immensely privileged to be invited to attend the Broadland District Council Civic Reception where I represented Sprowston Town Council as the Chair. It was a rare and golden opportunity to meet with other council members, representatives for the charities that the current Chair of Broadland DC is supporting and various dignitaries from adjoining councils, including the Lord Mayor of Norwich, Cllr James Wright, who has visited our Dementia Cafe with Caroline Karimi-Ghovanloa the current Chair of Broadland District Council.

Talking of the Dementia Cafe, this month we were visited by Angie from Reminiscence East who came to talk to us about Cinema. A very lively and loud discussion with lots of good memories and lots of laughter as usual. Our Cafes are held on the 3rd Thursday of each month in the Diamond Centre.

Lastly, I visited to the site of the Viking Centre, which will be our new community building. I have to say there's nothing much left at the moment except the bare shell. However the area at the back has been cleared and been prepared ready for the new floor to be poured, which will be the new large hall. The steels for the new structure are due to arrive by the end of the month so we will be able to see more clearly how the building will look when completed. So far there is nothing that will prevent the opening as expected in November.

AGENDA ITEM 10 – TO RECEIVE WRITTEN/VERBAL REPORTS FROM SPROWSTON COUNTY AND DISTRICT COUNCILLORS

14th April 2024

Report from Councillor John Ward

Norfolk County Council

All approaches to the Heartsease roundabout are now closed until 18th May to enable essential work to be carried out.

With the phasing out of copper network phone lines, every property in the UK needs to have a new fibre-optic cable installed into it. Existing infrastructure is preferred but in many cases, new telegraph poles will need to be erected.

Business support and other economy-boosting services delivered by New Anglia Local Enterprise Partnership (LEP) are to continue following its integration into Norfolk & Suffolk County Councils.

A new lease has been granted until 29.3.25 to Konectibus to run Sprowston, Postwick, Airport, Harford & Costessey Park & Rides and also Norwich Bus Station.

"Future Health" published a report in Oct 2023 stating that Norfolk & Waveney have the highest estimated rates of malnutrition nationally at 6.7%. The Councils have conducted their own investigation based on facts, not estimates, and find that malnutrition in Norfolk & Waveney is below average.

Nominations are open for the 2024 Flourish Awards. These awards recognise the impact of individuals, teams, projects and organisations, incl. schools and charities, in helping children and young people and their families to flourish. Details at www.norfolk.gov.uk/flourisawards2024

Eight new apprentice Trading Standards Offices have joined the service this month. Trading Standards include fair trading, food & feed, product safety and animal health and welfare.

Norwich Castle Museum has successfully run its first "Sensory Sunday" event designed for neurodivergent visitors and their families. Further sessions will be run on Sun 5th May and Sun 2nd June. Further details on the Museums webpage: events.

AGENDA ITEM 11 - TOWN CLERK'S REPORT: (5.1 AtoBetter – Sprowston Dino Hunt – Summer 2024)

AtoBetter Sprowston Dinosaur Hunt Summer 2024

Norfolk County Council's AtoBetter team works with new housing developments within your area – Manor Park in this case. Our mission is to promote and enable more residents to travel sustainably within their communities. For more information about AtoBetter, please visit our website: [AtoBetter - Norfolk County Council](https://www.norfolk.gov.uk/atobetter)

We are currently planning a map-led 'Sprowston Dinosaur Hunt' in collaboration with the Norfolk-based independent children's publisher, Dodo & Dinosaur. The aim of this project is to connect people with their local facilities and highlight how they can actively travel from A to B!

We would like for Sprowston Town Council to participate in this by simply doing two things: having your location – the Town Council Offices - highlighted on the map and placing a dinosaur poster in a visible location for participants to find on their hunt. This will be running throughout the six-week summer holidays, so it will be a great family activity to keep the kids entertained.

See below for a draft map visual that Dodo & Dinosaur have created for another location to give you an idea of how it will look:

Caring for our planet
Norfolk County Council and AtoBetter have teamed up with Dodo and Dinosaur to encourage more families to enjoy exploring their local area on foot, by bike or bus.

Feel good and do good
Why not try out sustainable travel options with these fantastic offers available to AtoBetter residents?

Dinosaur fun
Dodo and Dinosaur is an independent publisher and design studio based in Norfolk. With fun family pop-up workshops packed with activities for primary aged children, they aim to inspire interest in our extraordinary natural world and encourage families to enjoy exploring outdoors!

EXTRAORDINARY EXTINCT™ Prehistoric trail
Discover 14 weird and wonderful prehistoric creatures on your doorstep this summer with AtoBetter YOUR JOURNEY, YOUR WAY!

Take on the trail
Follow the trail to discover prehistoric creatures right on your doorstep. A QR code on the map will take you to the trail. The trail is a fun and educational way to explore your local area.

Ready for an adventure?
Head out on an expedition around Wymondham to find the Extraordinary Extinct™ creatures and fill in the fascinating fact sheets to receive your explorer's sticker of honour!

Fancy yourself an influence-saur?
Share your snaps! If our roasting prize draws for every building explorer isn't enough, why not send a photo of your creature? Simply tag both Dodo and Dinosaur and AtoBetter in your posts to be in with a chance of winning an Extraordinary Extinct™ T-shirt (limited to one per household) or a special 'creature' mug!

From city to coast
Why not discover the county's fantastic fossil beaches for yourself?

Follow the map to complete these fun facts about each prehistoric creature:

1. She has a shell like a tortoise.
2. She has a shell like a tortoise.
3. She is a...
4. She has huge...
5. She stands on...
6. He has a second set of...
7. He has a...
8. He has a...
9. He has a...
10. He has a...
11. He has three...
12. He has a...
13. He has a...
14. He has a...

Find out more about how to get from A to B
[norfolk.gov.uk/atobetter](https://www.norfolk.gov.uk/atobetter)

AGENDA ITEM 11 - TOWN CLERK'S REPORT: (5.1 AtoBetter – Sprowston Dino Hunt – Summer 2024)

This is a draft of the marker we would have you display for us.

3

EXTRAORDINARY EXTINCT™
Prehistoric trail

Mo the
Mosasaur

Did you know?
Mosasaur fossils
have been found on
Mousehold Heath
in the heart of
Norwich

Pronounced: mow-sah-saw

Extinct: 66 million years ago Size: 18 metres long

Mo prowled the ocean's surface, always prepared,
To strike other creatures who came up for air.
He had two sets of teeth in his vast upper jaw,
Which was hinged like a snake to swallow even more.
With a swishing serpent's tail, tipped like an upside down shark,
This monstrous marine reptile could tear anything apart!

Dodo and Dinosaur
dodoanddinosaur.com

IN PARTNERSHIP WITH
AtoBetter
YOUR JOURNEY, YOUR WAY

BROUGHT TO YOU BY
Norfolk
County Council

Scan here to
discover more!

REPTILE

CRETACEOUS

CARNIVORE

Other locations that have agreed to participate include:

- White House Farm Primary School
- Sprowston Library
- Sprowston Infant School
- Sprowston Junior school
- Sparhawk Infant and nursery school
- Sprowston Methodist church
- Wroxham Road Post Office
- Sprowston Sports and Social Club
- Sprowston Senior Citizen Club

If you should like further information about the dinosaur hunt, please get in touch
atobetter@norfolk.gov.uk

Sprowston Town Council

Direct Debits

Meeting Date: 24th April 2024 Supplemental

	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
D.D.	22.02.2024	6939974	British Gas Gas Bill to Diamond Centre for period 16 Jan 2024 to 22 Feb 2024	5,915.22	1,183.04	7098.26
D.D.	10.04.2024	2024-03/1	Utilita Viking Centre Energy Bill for period 01/03/2024 - 31/03/2024	422.08	84.42	506.50

TOTAL OF INVOICES

£6,337.30	£1,267.46	£7,604.76
------------------	------------------	------------------

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Invoices to Pay

Meeting Date: 24th April 2024 Supplemental

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
11.03.2024	134	Dinosaurs and Dragons Ltd FETE 2024 - Dinosaur performance Day (Deposit)	150.00	-	150.00
08.04.2024	0711037942	CNC Building Control Building Regulations inspection Fee at The Viking Centre - ground floor extension and alterations to basement and first floor to form a new Community Hub	1,020.00	204.00	1224.00
15.03.2024	CD-243160179	Culligan Pure Angel Water bottles x6 + Drinking cups 2000	160.43	32.09	192.52
08.04.2024	J19864	Ernest Doe Seat Switch - Credit note	- 91.80 -	18.36	-110.16
31.03.2024	J19598	Electric Brush cutter x2, belt bag with connector x2, battery x8, high-speed charger x2, 4 way charger, electric kombi motor tool x1, hedge cutter attachment, electric blower x2, battery belt with harness x2, pole pruner attachment	4,779.00	955.80	5734.80
28.03.2024	J19599	John Deere 2032R - Fit mulch kit & seat switch fault	376.00	75.20	451.20
			5,063.20	1,012.64	6075.84
03.04.2024	N/A	EE General Expenses Reimbursement - Haribo, biscuits, juice, tea bags, skittles & jelly tots for children's cinema, batteries, bin bags	111.28	16.70	127.98
26.03.2024	N/A	Reimbursement - Milk, Bin Bags, coffee, popcorn, biscuits and batteries for children cinema and office expenses	90.94	2.60	93.54
			202.22	19.30	221.52
15.03.2024	No 7267995	ESPO Teapot & lid 3.4L, Azure Foam Soap 6 x 1L & Blue paper roll	94.75	18.95	113.70
02.04.2024	502802	Flameskill Inspection + test of fire alarm system & emergency lighting	400.00	80.00	480.00

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.10.2023	1036	Grey Goose Archery FETE 2024 - Axe Throwing provision for 4 hours on 13/07/2024	795.00	-	795.00
11.04.2024	N/A	GR general expenses Recorded postage x2	7.45	0.00	7.45
31.03.2024	INV-929277	Heritage Contract Services Consumables supplied & delivered in March 2024 - 3x packs t/roll & 1x pack dishwasher tablets	92.47	18.50	110.97
31.03.2024	INV-929085	Diamond Centre - The supply of materials delivered in December 2023. 3x stainless steel soap dispenser, 3x stainless steel toilet roll dispenser, 2x pack t/rolls & 1x pack black sacks	351.5	70.31	421.81
31.03.2024	INV-929091	Sparhawk Park - To remove 2x hand dryers and install 1x hand dryer and make a safe supply	511	102.2	613.2
01.04.2024	INV-929334	For the month of April - to provide caretaker and cleaning services	7,738.47	1,547.69	9286.16
			8,693.44	1,738.70	10432.14
12.03.2024	776825	Intouch Call Charges Feb 2024 & Service charges Mar 2024	30.87	6.17	37.04
01.04.2024	777370	Wisp 01/04/2024-30/04/2024 - business8000plus	53.70	10.74	64.44
01.04.2024	777306	10 x hosted exchange plus 5 x extra data 01/05/2024 - 01/06/2024	80.65	16.13	96.78
01.04.2024	777371	Wisp 01/04/2024-30/04/2024 - bespoke package	161.2	32.24	193.44
08.04.2024	778567	Server backup 18/04/2024-18/05/2024	52.68	10.54	63.22
			379.10	75.82	454.92
05.04.2024	240011	Moviola Ltd For Supply of Film 'Wonka' 04.04.2024 & postage	69.48	12.65	82.13
09.04.2024	240030	For Supply of Film 'A Haunting In Venice' 08.04.2024 & postage	99.21	18.59	117.80
			168.69	31.24	199.93
18.03.2024	02261	Norfolk Drain Services Limited Cemetery - attended both toilets blocked	125.00	25.00	150.00

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.04.2024	259	Norfolk Tyre Disposal Ltd Standard Tyre disposal x6	7.50	1.50	9.00
06.03.2024	OASI0098883	Origin - Rigby Taylor Impact Standard White RTU 10Ltr Drum, stainless steel nozzles, green universal & green cone nozzle	597.10	119.42	716.52
14.03.2024	SI-18533	Pest Express Ltd Pest Control Monitoring Contract for Rodents - April 2024 to March 2025 12 visits per year	549.00	109.80	658.80
05.04.2024	8072666951	Sharp Business Systems UK Plc Mono copies 1327 copies used @ 0.44ppc & Colour copies 873 copies used @ 3.96ppc	40.41	8.08	48.49

TOTAL OF INVOICES

£18,453.29 £3,476.54 £21,929.83

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Invoices Paid

Meeting Date: 24th April 2024 Supplemental

	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
PAID	25.03.2024	N/A	DBS check DBS check reimbursement to 3 grounds staff	54.00	0.00	54.00
			Dementia Café reimbursement			
PAID	25.03.2024	N/A	Reimbursement to chairman BC for the Electronic bingo machine	£80.64	£0.00	£80.64
PAID	25.03.2024	N/A	Reimbursement to MJ for first aid kit purchased	£25.44	£0.00	£25.44
PAID	25.03.2024	N/A	Reimbursement to CJT for insurance policy for charities and community groups	£128.80	£0.00	£128.80
				£234.88	£0.00	£234.88
			Street Solution UK			
PAID	07.03.2024	26107	Warning sign - Men At Work with Grass Cutting plate x4	184.13	36.82	220.95
			Zurich			
PAID	29.03.2024	532183960	Insurance Policy for period 01/04/2024-31/03/2025	10,968.02	1,442.36	12410.38
TOTAL OF INVOICES				£11,441.03	£1,479.18	£12,920.21

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 24th April 2024 Supplementary

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
04.03.2024	IEE2024002624997	Adobe Acrobat Pro subscription for 04/03/2024 to 03/04/2024	8.68	0.00	8.68
Amazon					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
04.03.2024	INV-GB-129111741-2024-4080	Oregon Duoline Trimmer Line for over grown grass and weeds	17.25	3.45	20.70
04.03.2024	INV-GB-128558591-2024-2828	Oregon Duoline Trimmer Line for over grown grass and weeds 3.0mm x 60M	17.32	3.47	20.79
11.03.2024	DS-ASE-INV-GB-2024-111475685	Plastic travel pump bottle dispenser	11.65	2.32	13.97
			46.22	9.24	55.46
WeTransfer					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.03.2024	62F0D6C4-0029	WeTransfer subscription 1 Mar 24 to 16 Apr 24	8.81	-	8.81
B&Q					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.03.2024	1038824672	Safety Boots for grounds person	43.00	-	43.00
The Photo ID Card					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
21.03.2024	N/A	Photo ID cards for Councillors and staff	£156.49	£31.30	£187.79
Screwfix					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
21.03.2024	A17065835688	Mangusson Carbon Steel Sledgehammer, Dial Insulating Tape, Easydrive Countersunk Woodscrews Trade pack, Easyfix Round Wire Nails, Roughneck Micro pick & Mattock & 4x Red Gorilla Polyethylene tub	86.18	17.23	103.41
Garden and Hire Spares					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
23.03.2024	N/A	Refund for Hedge Trimmer Blades x2 ordered 28.02.2024	-140.32	-28.06	-168.38
Barclaycard					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
02.04.2024	N/A	Annual Card Fee	32.00	-	32.00
TOTAL OF INVOICES			£241.06	£29.71	£270.77

.....
Councillor

.....
Councillor

.....
Town Clerk