

Sprowston Town Council

Direct Debit Payments

Meeting Date: 26th April 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
31.03.2023	014844360323	Barclaycard PDQ rental charge	£70.00	£5.00	£75.00
28.03.2023	988618449	British Gas Gas Bill at the Diamond Centre - for period 7/03/2023 to 21/03/2023	£456.40	£91.28	£547.68
15.05.2023	115952849/May	Broadland District Council Non-Domestic Rate for Community Centre and Premises (Diamond Centre)	£8,233.00	£0.00	£8,233.00
15.05.2023	100888826/May	Non-Domestic Rate for Cemetery and Premises	£1,270.16	£0.00	£1,270.16
15.05.2023	115991913/May	Non-Domestic Rate for Offices and Premises	£3,733.29	£0.00	£3,733.29
15.05.2023	100893746/May	Non-Domestic Rate for Community Centre and Premises (Rec Ground)	£3,804.75	£0.00	£3,804.75
15.05.2023	36535724	Council Tax Bill for 2023/2024 - Viking Centre	£3,348.06	£0.00	£3,348.06
15.05.2023	116004286	Non-Domestic Rate for Restaurant and Premises	£6,784.00	£0.00	£6,784.00
			£27,173.26	£0.00	£27,173.26
31.03.2023	NWS100225382	Norse Waste Solutions Rental Charges for Recycling in March 2023	£28.65	£5.73	£34.38
28.04.2023	100/23/0007325/Apri	Novuna (Ernest Doe) Lease Rental for Husqvarna P535 OutFront Ride on	£933.00	£186.60	£1,119.60
12.04.2023	N/A	PWLB - Loan PWLB Lending facility - PW497743 (Cemetery Extension), PW499162 (Acquisition School Lane) & PW505463 (SDC:Sports Hall)	£59,872.74	£0.00	£59,872.74
01.04.2023	UK-03100979	SAGE Sage subscription for April 2023	£38.00	£7.60	£45.60
06.04.2023	8072124283	Sharp Business Systems UK Mono copies 3124 @ 0.40ppc & Colour copies 1773 @ 3.60ppc	£76.33	£15.27	£91.60
SSE Southern Electric					

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.03.2023	651878710/0017	Credit note to refund Pavilion electricity charges from 12/09/2022 to 10/03/2023	-£4,346.78	-£869.35	-£5,216.13
31.03.2023	651878710/0018	Electricity invoice for Pavilion - period 12/09/2022 to 10/03/2023	£1,926.14	£385.22	£2,311.36

-£2,420.64 -£484.13 -£2,904.77

Total Energies

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
15.04.2023	297924490/23	Electricity Bill at the Diamond Centre for March 2023	£1,019.63	£203.93	£1,223.56
15.04.2023	297924489/23	Electricity Bill at the Sports field Flood lights for March 2023	£14.30	£0.71	£15.01
15.04.2023	297924533/23	Electricity Bill at the Streetlights for March 2023	£7,598.31	£1,519.65	£9,117.96

£8,632.24 £1,724.29 £10,356.53

Utilita

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
04.04.2023	2023-03/1	Electricity Bill for the Viking Centre - 01.03.23 to 31.03.2023	£13.04	£0.65	£13.69
04.03.2023	2023-02/1	Electricity Bill for the Viking Centre - 01.02.23 to 28.02.2023	£12.48	£0.62	£13.10

£25.52 £1.27 £26.79

Veolia

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.03.2023	SIO1268106	Non-Hazardous Waste for Diamond Centre, Car park, Cemetery & Recreation Ground for March	£296.00	£59.20	£355.20

Total Direct Debits

£95,181.50 £1,612.11 £96,793.61

Sprowston Town Council

Invoices To Pay

Meeting Date: 26th April 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.04.2023	INV-7374	Cozens Monthly standard Streetlight maintenance charge for March 2023	£600.00	£120.00	£720.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.03.2023	242544	CPS Fuels 1000L of Diesel @ 125.59p	1,255.90	251.18	1507.08
30.03.2023	242542	2500 of Diesel @ 70.40p	1,760.00	352.00	2112.00
			3,015.90	603.18	3619.08
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
28.03.2023	I-449748	Culligan Water Limited 9x 18.9L Bottled Water & paper cups	£106.73	£21.35	£128.08
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
19/04/2023	N/A	EL Mileage Mileage 25 @0.45p	£9.38	£1.87	£11.25
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
14.04.2023	N/A	EC Expense Form Eye Test	£35.00	£0.00	£35.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.04.2023	240642	Flameskill Annual site attendance, issue of certificate and report - Diamond Centre	£446.72	£89.34	£536.06
18.04.2023	240641	Annual site attendance, issue of certificate and report - Council Office	£121.37	£24.27	£145.64
			£568.09	£113.61	£681.70
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.03.2023	12387	G&G Fencing Ltd Sprowston Cemetery Rear Double Leaf Gate Alteration	£475.70	£95.14	£570.84

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.04.2023	928343	Heritage To labour re cemetery gates and litter picking for April 2023	£122.25	£24.45	£146.70
01.04.2023	928342	To provide caretaker and cleaning services for May 2023	£6,425.21	£1,285.04	£7,710.25
31.03.2023	928365	To supply 2 packs mini T/rolls, 1 pack toilet rolls, 2 packs Black sacks & 10 Urinal screen deodoriser	£126.66	£25.33	£151.99
			£6,674.12	£1,334.82	£8,008.94
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.04.2023	4321/2023/24	ICCM (Institute of Cemetery and Crematorium Management) Membership subscription	£95.00	£0.00	£95.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
17/04/2023	SI-9999	Induct EA Limited In-House Minin Digger Training - 09th May 2023	£750.00	£150.00	£900.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
12.04.2023	756444	Intouch systems Call charges Mar 2023 & service charges	£32.26	£6.45	£38.71
01.04.2023	754981	9x hosted exchange plus 4x extra data - 01/05/2023 to 01/06/2023	£71.51	£14.30	£85.81
01.04.2023	755037	WISP 01/04/2023 - 30/04/2023 - Business8000plus	£53.70	£10.74	£64.44
01.04.2023	755038	WISP 01/04/2023 - 30/04/2023 - Bespoke package	£161.20	£32.24	£193.44
10.04.2023	756384	Server backup - 18/04/2023 to 18/05/2023	£52.68	£10.54	£63.22
29.03.2023	754956	4x 24 LED monitors	£552.00	£110.40	£662.40
			£923.35	£184.67	£1,108.02
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.03.2023	245931	Kompan Let's Play Net for roundabout, pan head screw & washer	£2,199.24	£439.84	£2,639.08
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
03.04.2023	212645	Moviola Ltd For supply of film: Living 03 Apr 2023	£129.00	£10.10	£139.10
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
03.03.2023	1553	Normove Work carried out at The Viking Centre - remove all flooring, bar, kitchen, ceilings, walls, aircon and heating system. Tidy up and remove rubbish. Remove sheds and conservatory from the rear garden	£6,500.00	£1,300.00	£7,800.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
29.03.2023	PJI/22038	PJ Plumbing Heating & Maintenance Ltd Pavilion - attended on 6/02/2023 & fitted replacement temperature mixing valve for the shower in the changing rooms	£898.33	£179.67	£1,078.00
13.04.2023	PJI/22075	Attended on 13/01/2023 to no hot water in the Town Council Office	£254.75	£50.95	£305.70
			£1,153.08	£230.62	£1,383.70

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
12.04.2023	INV-0488	Sportsmark Bowls Green Ditch Bags - 1m long x 30cm wide	£187.50	£37.50	£225.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.04.2023	202119f	Switched on AV Supply ViewSonic LS860WU laser projector & Installation	£2,900.00	£0.00	£2,900.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
12.04.2023	1325	Your Training Health & Safety Health and Safety Consultancy Day x4	£1,120.00	£0.00	£1,120.00

TOTAL OF INVOICES

£27,442.09	£4,642.70	£32,084.79
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Transfer:	STC Active to STC Drawings a/c	-	-	32,084.79 Trf 29
Transfer:	STC Active a/c to Salaries a/c	-	-	25,000.00 Trf 30

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Invoices Payments Made

Meeting Date: 26th April 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Zurich Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
11.03.2023	522200301	Policy: YLL-272003-6303 01/04/2023 - 31/03/2024	9,484.64	1,254.97	10739.61
Total Invoices paid			9,484.64	1,254.97	10,739.61

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Councillor

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Councillor

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Town Clerk

HELD FUNDS

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
18/04/2023	N/A	Reimbursement to K Lashley for Easter craft materials (SDFC)	62.95	-	62.95
28/03/2023	N/A	Invoice paid to Mississippi Riverboats (Horning) Ltd (SDFC)	225.00	-	225.00
			287.95	-	287.95

Sprowston Town Council

Barclaycard Payments

Meeting Date: 26th April 2023

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
Amazon					
03.03.2023	INV-GB-140579851-2023-24084	No dogs except assistance dogs sign	137.54	27.6	165.14
06.03.2023	INV-GB-125826681-2023-5951	AP Safety Glasses	20.55	4.13	24.68
07.03.2023	INV-GB-850120135-2023-11052	Safety Glasses	16.76	3.39	20.15
07.03.2023	INV-GB-145906401-2023-47967	Ear protector x4	99.96	20.00	119.96
15.03.2023	GB31O1EN9AEUI	Hard Vinyl Cover notebook	16.82	3.37	20.19
22.03.2023	INV-GB-181679821-2023-1060	Geo Textile Membrane 20 m2	26.25	5.25	31.50
28.03.2023	INV-GB-173222721-2023-65109	Litter picker with magnetic pick-up tool	28.23	5.66	33.89
28.03.2023	GB31Y715KAEUI	Rainproof trousers	23.21	4.64	27.85
28.03.2023	GB31Y3RLPAEUI	Derby Boots x2	84.50	0.00	84.50
29.03.2023	GB31Z3WB8AEUI	Rainproof jacket	35.55	7.11	42.66
29.03.2023	INV-GB-173256961-2023-5617	Gardening Gloves	8.49	1.70	10.19
29.03.2023	INV-GB-832329595-2023-700	Rainproof Trousers	22.49	4.50	26.99
29.03.2023	INV-GB-140084771-2023-2029	Rainproof jacket	28.29	5.66	33.95
			548.64	93.01	641.65
Parkinson Partnership					
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07.03.2023	WTGNX	Zoom Online Course - Sports facilities VAT briefing	10.00	0.00	10.00
Screwfix					
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13.03.2023	A11159183545	Mending Plates Zinc-Plated x2 & Easy fix Lock nuts	16.70	3.33	20.03
27.03.2023	A11367543383	Hi Vis Waistcoats	17.48	3.51	20.99
			34.18	6.84	41.02
Post Office					
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.03.2023	N/A	Postage Stamps 2x 1st class	5.30	0.00	5.30
30.03.2023	N/A	Postage Stamps x50	34.00	0.00	34.00
			39.30	0.00	39.30
WeTransfer					
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.03.2023	62F0D6C4-0017	Subscription for period 16 March 2023 to 16 April 2023	10.93	0.00	10.93
Multi-matts Ltd					
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20.03.2023	INVM1267	Eurotrak matts 2.4m x 0.6m x 15mm	491.5	98.30	589.80
Adobe					
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20.03.2023	IEE2023003073817	Subscription for period 20 March 2023 to 19 April 2023	16.64	0.00	16.64
Tesco					
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21.03.2023	N/A	Bin Bags for litter picking	10.00	0.00	10.00
HVW Ltd					
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27.03.2023	WEB31613	Logoed work uniforms for new members of staff	166.40	33.28	199.68
Barclaycard					
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
31.03.2023	N/A	Card Fees	32.00	0.00	32.00
Total of Payments			1359.59	231.43	1591.02