

**Sprowston Town Council**

**Direct Debit Payments**

**Meeting Date: 23rd August 2023**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.06.2023	014844360623	Barclaycard Monthly charges and transaction charges for PDQ card payment machine - June 2023	£73.63	£5.96	£79.59
31.07.2023	014844360723	Monthly charges and transaction charges for PDQ card payment machine - July 2023	£84.13	£5.96	£90.09
			<b>£157.76</b>	<b>£11.92</b>	<b>£169.68</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.07.2023	6626	FileStream File stream support and Maintenance Filestream 5 Users Network system - Cloud Service	£123.48	£24.70	£148.18
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.07.2023	NWS100231695	Norse Waste Solution Rental charge Recycling & Empty Recycling for July 2023	£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> BACS
28.08.2023	100/23/0007325/August	Novuna (Ernest Doe) Lease Rental Husqvarna P535 Out-front Ride on	£933.00	£186.60	£1,119.60
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
14.07.2023	28342422	Opus Energy Viking Centre Gas bill - 10 June 2023 to 13 July 2023	£28.92	£1.45	£30.37
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
28.07.2023	69957119	PHS Group Air freshener, hand drier, sanitary disposal & soap dispenser - Diamond Centre 01/09/2023 to 30/11/2023	£369.91	£73.98	£443.89
28.07.2023	69957118	Eco Shield, Sanitary Disposal & Water Management System - Sparhawk Park 01/09/2023 to 30/11/2023	£55.14	£11.03	£66.17
28.07.2023	69957117	Eco Shield, Sanitary Disposal & Water Management System - Recreation Ground Road 01/09/2023 to 30/11/2023	£59.92	£11.98	£71.90
			<b>£484.97</b>	<b>£96.99</b>	<b>£581.96</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.07.2023	UK-03417071	SAGE Global Services Ltd 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> BACS
25.06.2023	IV00003071	SSE Energy Solutions Pavilion Electricity Bill - 11th March to 20 June 2023	£779.76	£155.95	£935.71
25.06.2023	IV00003098	Cemetery Electricity Bill - 11th March to 20 June 2023	£103.25	£5.16	£108.41
			<b>£883.01</b>	<b>£161.11</b>	<b>£1,044.12</b>

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.08.2023	308964848/23	Sprowston Diamond Centre electricity bill for July 2023	£854.70	£170.94	£1,025.64
06.08.2023	308964815/23	Sports field Flood Lights electricity bill for July 2023	£50.99	£2.55	£53.54
06.08.2023	308964914/23	Streetlights electricity bill for July 2023	£5,751.08	£1,150.21	£6,901.29
			<b>£6,656.77</b>	<b>£1,323.70</b>	<b>£7,980.47</b>
Total Energies					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.08.2023	2023-07/1	Viking Centre electricity bill for July 2023	£11.86	£0.59	£12.45
Utilita					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
09.08.2023	12393858	Sprowston Diamond Centre - Water charge for period 09/05/2023 - 08/08/2023	£474.17	£0.00	£474.17
09.08.2023	12394752	Recreation Ground Road water charge for period 09/05/2023 - 08/08/2023	£2,273.16	£0.00	£2,273.16
03.08.2023	12369326	Sparhawk Park water charge for period 03/05/2023 - 02/08/2023	£155.89	£0.00	£155.89
			<b>£2,903.22</b>	<b>£0.00</b>	<b>£2,903.22</b>
Wave Utilities					
<b>Total Direct Debits</b>					
			<b>£12,255.79</b>	<b>£1,821.62</b>	<b>£14,077.41</b>

**Sprowston Town Council**

**Invoices To Pay**

**Meeting Date: 23rd August 2023**

Broadland District Council					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
31.07.2023	2701001431	Town Council elections 4 May 2023	8,243.91	-	8243.91
City Locks Norwich Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
20.07.2023	9076661	Bowls Pavilion - Supply & fit mortice sash lock	150.00	30.00	180.00
Collier Turf Care Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
20.07.2023	0000192931	2x Tennis Nets & 2x pairs of Football Nets	734.30	146.86	881.16
Cozens					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
01.08.2023	INV-7612	Monthly Standard Maintenance Charge for July 2023	£600.00	£120.00	£720.00
26.07.2023	INV-7590	Supply and Install 1x LED Lantern - Unit 6430, White Women Lane	£395.00	£79.00	£474.00
26.07.2023	INV-7591	Supply and Install 1x LED Lantern - Edwards Road outside no.45	£395.00	£79.00	£474.00
10.08.2023	INV-7624	Supply and Install 1x LED Lantern, column 4450, Moore Avenue	£395.00	£79.00	£474.00
			<b>£1,785.00</b>	<b>£357.00</b>	<b>£2,142.00</b>
EL Mileage					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
27.07.2023	N/A	Mileage Claim EL July 2023 - 22.6 miles @ 0.45ppm	£8.48	£1.70	£10.18
ESPO					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
14.07.2023	No 7024073	Pink paper A4, A4 copier white paper & Laminate Pouch A3 Matt	78.94	15.79	94.73
EE General Expenses					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
31.07.2023	N/A	Bin bags, coffee & sponge cleaner	£10.99	£1.00	£11.99
EC Mileage & General Expenses					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
09.08.2023	N/A	Car park fee for banking x2	4.00	-	4.00
09.08.2023	N/A	Mileage expenses 18.6 miles x 0.45ppm	6.98	1.39	8.37
			<b>£10.98</b>	<b>£1.39</b>	<b>£12.37</b>
Forethought Marketing Leaflet Distribution					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
26.07.2023	14203	8583 Sprowston Matters Delivery	298.83	59.77	358.60
Gale Building & Maintenance Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
16.07.2023	2023/350	Carry out repairs to damaged brick gate pillar at Sprowston Cemetery	£1,247.00	£249.40	£1,496.40

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
12.07.2023	1013082215	Hays CS Grounds Maintenance W/E 07/07/2023	£349.20	£69.84	£419.04
Heritage Contract Services					
01.08.2023	928656	To provide caretaker and cleaning services for the month of September	£7,048.43	£1,409.69	£8,458.12
01.08.2023	928657	To labour re cemetery gates and litter picking for the month of August 2023	£134.12	£26.82	£160.94
13.07.2023	928600	To supply of 2 x dispense bulk pack stainless steel, 1 pack refuse sacks, 1 pack micro mini toilet rolls, 2 packs green C-fold hand towels, 1 pack wheelie bin liners, 1 pack toilet rolls, 2 packs swing bin liners & 1 pack black sacks	£241.10	£48.22	£289.32
31.07.2023	928682	To supply of 1 professional bulk pack, 1 pack dishwasher capsules, 2 packs laundry capsules, 3 packs wheelie bin liners & 2x 5L hand soap	£161.82	£32.36	£194.18
			<b>£7,585.47</b>	<b>£1,517.09</b>	<b>£9,102.56</b>
Intouch Systems					
01.08.2023	762589	WISP 01/08/2023 - 31/08/2023 - business8000plus	£53.70	£10.74	£64.44
01.08.2023	762590	WISP 01/08/2023 - 31/08/2023 - bespoke package	£161.20	£32.24	£193.44
17.07.2023	762194	Call charges June 2023 & service charges July 2023	£28.99	£5.79	£34.78
02.08.2023	763809	9 x hosted exchange plus 4 extra data 01/09/2023-01/10/2023	£71.51	£14.30	£85.81
08.08.2023	763859	Server backup 18/08/2023-18/09/2023	£52.68	£10.54	£63.22
			<b>£368.08</b>	<b>£73.61</b>	<b>£441.69</b>
K. Lockwood & R Slater Ltd					
31.07.2023	INV-32924	2000 A5 2pp Sprowston Summer Fete Programme of Events leaflets	£187.62	£0.00	£187.62
Moviola					
08.08.2023	213396	For Supply of Film 'The Banshees Of Inisherin' 07.08.2023	£92.83	£17.57	£110.40
Origin Amenity Solutions - Rigby Taylor					
04.08.2023	OASI0073182	Impact standard white line marking paint 10L Drum x10	£280.35	£56.07	£336.42
PJ Plumbing Heating & Maintenance Ltd					
24.07.2023	PJI/22381	Sprowston Cemetery - Attended on 30.6.2023 to dripping taps. One tap was cleaned and other tap was replaced	£156.79	£31.36	£188.15
24.07.2023	PJI/22380	Allotments - Attended on 30.6.2023 to a stand pipe currently in pieces. Fitted tap and tested	£42.96	£8.59	£51.55
26.07.2023	PJI/22389	Sprowston Diamond Centre - Attended on 22.5.2023, carried out servicing on the 5x POU water heater, 1x Pressurised unvented water heater & 21x TMV's & expansion units	£314.50	£62.90	£377.40
			<b>£514.25</b>	<b>£102.85</b>	<b>£617.10</b>

<u>Invoice Date</u> 26.07.2023	<u>Invoice No.</u> 13733	Roadware <u>Details</u> Litter Bin 40 Litre	<u>Net</u> £177.15	<u>VAT</u> £35.43	<u>Amount BACS</u> £212.58
<u>Invoice Date</u> 04.08.2023	<u>Invoice No.</u> 8072295365	Sharp Business Systems UK plc <u>Details</u> Mono copies - 2000 copies used @ 0.40ppc & Colour copies - 1138 copies used @ 3.60ppc	<u>Net</u> £48.97	<u>VAT</u> £9.79	<u>Amount BACS</u> £58.76
<u>Invoice Date</u> 11.07.2023	<u>Invoice No.</u> OP/1122468	Sutcliffe Play <u>Details</u> Flexi chain assembly x2, Hand/foot hold plastic x5, scramble net x6, Inclusive sear & 2.4M high chain, carriage and packing charges & small bits to repair play parks	<u>Net</u> £1,569.28	<u>VAT</u> £313.85	<u>Amount BACS</u> £1,883.13

**TOTAL OF INVOICES**

<b>£23,741.63</b>	<b>£3,059.01</b>	<b>£26,800.64</b>
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**Transfer:** STC Active to STC Drawings a/c - - **26,800.64** Trf 41

**Transfer:** STC Active a/c to Salaries a/c - - - Trf 42

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Councillor

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Councillor

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Town Clerk

**Sprowston Town Council**

**Invoices Payments Made**

**Meeting Date: 23rd August 2023**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
27.07.2023	12041	Anglia Elite Banqueting Hire Limited Samsonite Folding Chair x150, 4ft round banqueting table x17 & 5ft round banqueting table x10 - FETE	445.00	89.00	534.00	
31.07.2023	4076	Bounce Back Castles Inflatable Hire for FETE	966.67	193.33	1160.00	
24.07.2023	#23-07	The Creation Station Craft activity provided for Sprowston Fete - FETE	250.00	-	250.00	
28.07.2023	450	Diddy Long Legs Costumed Performance @ Sprowston Fete - 1x Stilt Walking Entertainer - FETE	180.00	-	180.00	
18.07.2023	112	Dinosaurs and Dragons Ltd Dragon, Knight and Princess Performance Day - Summer FETE	650.00	-	650.00	
04.08.2023	#(563)	Live Band Performance 29/07/2023 for FETE	300.00	-	300.00	
19.07.2023	1013095566	Hays CS Grounds Maintenance temporary staff w/e 14/07/2023	436.50	87.30	523.80	
29.07.2023	N/A	Live Band 1x 45min set of live music - FETE	400.00	-	400.00	
29.07.2023	N/A	Live Band Band performance - FETE	140.00	-	140.00	
28.07.2023	INV-02680	Lunar Stretch Tents 15m x 10m stretch tent (Marquee), damage waiver (5%) & delivery charge	1,605.60	321.12	1926.72	

		Norfolk County Council			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
11.07.2023	10041914	NPLaw Feetime Charges for June 2023	25.40	5.08	30.48
		Live Band			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
28.07.2023	SFT01	50 minute performance time and transport of equipment - FETE	300.00	-	300.00
		VTS Event Medical Services			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
21.07.2023	INV-0061	First Aid/Medical Cover for Sprowston Summer FETE	475.00	95.00	570.00
		The Lowestoft Dog Agility Display Team			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
29.07.2023	N/A	To carry out two displays on Saturday 29th July 2023 at Sprowston FETE	300.00	-	300.00
		Wild Science Limited			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
29.07.2023	2910	Wild Science workshop - FETE	566.10	113.22	679.32
		<b>Total Invoices paid</b>	<b>7,040.27</b>	<b>904.05</b>	<b>7,944.32</b>

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Councillor

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Councillor

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Town Clerk

**Sprowston Town Council**

**Barclaycard Payments**

**Meeting Date: 23rd August 2023**

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.06.2023	MEM243681-1	SLCC For Local Councils Professional Membership Fee	354.00	0.00	354.00
04.07.2023	106725	Thomson Sawmills Ltd Bark (Loose)	120.00	24	144.00
05.07.2023	671-42304	Broadland District Council Temporary Event Licence - FETE	21.00	0	21.00
05.07.2023	N/A	Progress Fuel Unleaded fuel 63.84L @ 140.9ppL	74.96	14.99	89.95
28.07.2023	N/A	Unleaded fuel 63.67L @ 140.9ppL	74.76	14.95	89.71
			<b>149.72</b>	<b>29.94</b>	<b>179.66</b>
05.07.2023	DS-ASE-INV-GB-2023-261872322	Amazon 100M Bunting banners for FETE	16.64	3.34	19.98
05.07.2023	DS-ASE-INV-GB-2023-261872387	8 set eggs and spoons race game for FETE	12.48	2.50	14.98
05.07.2023	INV-GB-125142421-2023-54938	2024 Calendar Family Organizer	6.93	1.39	8.32
06.07.2023	INV-GB-128743471-2023-54745	10x Adult sack race for FETE	23.57	4.71	28.28
11.07.2023	GB34BWLC5AEUI	30m/100ft 13mm long steel tape	31.25	6.25	37.50
13.07.2023	205-4443889-2292347	Security camera outdoor - Cemetery	154.98	0.00	154.98
24.07.2023	INV-GB-1230707045-2023-18168	Paper sweet bags for FETE	5.81	1.17	6.98
			<b>251.66</b>	<b>19.36</b>	<b>271.02</b>
06.07.2023	BR1162748	HSS ProService Hire Mesh Fence Panel 2.85M from 27/07/23 to 02/08/23 - FETE	112.29	22.46	134.75
17.07.2023	BR1168501	Hire generator 6KVA silenced diesel - FETE	392.00	25.64	417.64
			<b>504.29</b>	<b>48.10</b>	<b>552.39</b>
07.07.2023	325334	Toilets+ Event chemical portable toilets, disable access toilets, 6 bay urinal & event carriage charge - FETE	954.80	217.00	1171.80



		Post Office			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
10.07.2023	N/A	Special Delivery post	6.85	0	6.85
18.07.2023	N/A	Special Delivery post	6.85	0	6.85
			<b>13.7</b>	<b>0</b>	<b>13.7</b>
		SafetySigns4Less			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
12.07.2023	3791973	Custom Sign with self adhesive vinyl 400x300	26.68	5.34	32.02
		WeTransfer			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
16.07.2023	N/A	Computer and data processing services - subscriptions	8.83	0	8.83
		Premier Barriers			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
17.07.2023	#000008399	Strong steel fencing pins - 10 pack, waterproof tarpaulin groundsheet, black cable ties - pack of 100, 98% shade netting for Privacy & 1.5m Wooden Posts treated - 5 pack - FETE	149.57	29.89	179.46
		Protect Direct Sales			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
17.07.2023	02432953	Polypropylene Rope Coil Blue 10MM x 220M - FETE	35.9	7.18	43.08
		Norwich Camping			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
19.07.2023	N/A	Benches	1345.00	269.00	1614.00
		RS Component			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
19.07.2023	2211707845	Dial combination key control padlock	17.44	3.49	20.93
		Homebase			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
19.07.2023	N/A	Gazebo x3 & Cloche ground pegs x24 & Garden pegs hooks x2 - FETE	95.00	19.00	114.00
28.07.2023	N/A	Gazebo with side panels and Gazebo - FETE	80.00	16.00	96.00
			<b>175.00</b>	<b>35.00</b>	<b>210.00</b>
		Adobe systems software			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
20.07.2023	N/A	Monthly subscriptions	16.64	0.00	16.64
		Newitts			
<b><u>Invoice Date</u></b>	<b><u>Invoice No./Order no.</u></b>	<b><u>Detail</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>
24.07.2023	SALE-1462579	Play squeeze whistle - FETE	29.79	5.96	35.75

<u>Invoice Date</u> 27.07.2023	<u>Invoice No./Order no.</u> N/A	Screwfix <u>Detail</u> 10 pairs latex gloves for set up & take down volunteers - FETE	<u>Net</u> 14.18	<u>VAT</u> 2.83	<u>Amount</u> 17.01
<u>Invoice Date</u> 27.07.2023	<u>Invoice No./Order no.</u> N/A	Tesco <u>Detail</u> Bubbles, mini footballs & bouncy balls x10 for FETE & teabags	<u>Net</u> 18.69	<u>VAT</u> 0.00	<u>Amount</u> 18.69
<u>Invoice Date</u> 27.07.2023	<u>Invoice No./Order no.</u> 0221745	Makro <u>Detail</u> Party treats tub and Freddo for FETE & UHT milk portions x2 boxes and biscuits x2 boxes	<u>Net</u> 82.34	<u>VAT</u> 5.32	<u>Amount</u> 87.66
<b>Total of Payments</b>			<b>4289.23</b>	<b>702.41</b>	<b>4991.64</b>