

Sprowston Town Council

Direct Debit Payments

Meeting Date: 25th October 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.09.2023	014844360923	Barclaycard Monthly PDQ Lease charges for September	£44.80	£4.96	£49.76
British Gas Lite					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
22.05.2023	4775938	Gas bill to Diamond Centre for period 21 Apr 2023 to 22 May 2023	£2,721.86	£544.37	£3,266.23
21.06.2023	4987174	Gas bill to Diamond Centre for period 22 May 2023 to 21 Jun 2023	£1,626.22	£325.24	£1,951.46
21.07.2023	5200260	Gas bill to Diamond Centre for period 21 June 2023 to 21 July 2023	£1,307.30	£261.46	£1,568.76
21.08.2023	5424187	Gas bill to Diamond Centre for period 21 July 2023 to 21 Aug 2023	£1,334.66	£266.93	£1,601.59
21.09.2023	5662694	Gas bill to Diamond Centre for period 21 Aug 2023 to 21 Sep 2023	£1,412.01	£282.40	£1,694.41
			£8,402.05	£1,680.40	£10,082.45
Broadland District Council					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
15.11.2023	100888826/November	1560231717003 - Cemetery and Premises Non-Domestic Rate second half	£1,271.00	£0.00	£1,271.00
15.11.2023	115991913/November	1560276617010 - Offices and Premises Non-Domestic Rate second half	£3,733.00	£0.00	£3,733.00
15.11.2023	115952849/November	1560280617011 - Community Centre and Premises Non-Domestic Rate second half	£8,234.00	£0.00	£8,234.00
15.11.2023	100893746/November	1560276617011 - Community Centre and Premises Non-Domestic Rate second half	£3,805.00	£0.00	£3,805.00
			£17,043.00	£0.00	£17,043.00
Filestream					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.10.2023	6763	File Stream support & maintenance and SIRE cloud service monthly charge	£123.48	£24.70	£148.18
Norse Waste Solutions					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.09.2023	NWS100234194	Rental Charge & Empty Recycling September	£31.80	£6.36	£38.16
Novuna - Ernest Doe					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
28.10.2023	100/23/0007325/Octobe	Lease Rental of Husqvarna P535 OutFront Ride on monthly charge	£933.00	£186.60	£1,119.60
Opus Energy					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.10.2023	28481400	Viking Centre Gas bill for 14 Sep 2023 to 15 Oct 2023	£27.22	£1.36	£28.58
PWLB Loan					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
10.11.2023	PWLB	PW497743 - Cemetery Extension	£2,830.40	£0.00	£2,830.40
10.11.2023	PWLB	PW499162 - Acquisition School Lane	£10,058.60	£0.00	£10,058.60
10.11.2023	PWLB	PW505463 - SDC:Sports Hall	£46,819.22	£0.00	£46,819.22
			£59,708.22	£0.00	£59,708.22

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.10.2023	UK-03734250	SAGE Global Services Ltd Accounting Standard & Payroll monthly fee	£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
24.10.2023	244/23/0012074	Siemens Financial Services A9769113 - Equipment Rentals for the period 24 Jan 2023 to 23 Jan 2024	£185.00	£37.00	£222.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.10.2023	316144515/23	Total Energies Diamond Centre Electricity Bill for September 2023	£697.43	£139.49	£836.92
08.10.2023	316144471/23	Sports field Floodlights Electricity Bill for September 2023	£13.60	£0.68	£14.28
08.10.2023	316186139/23	Streetlights Electricity Bill for September 2023	£5,371.16	£1,074.22	£6,445.38
			£6,082.19	£1,214.39	£7,296.58
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.10.2023	2023-09/1	Utilita Viking Centre Electricity Bill - for period 01 Sep to 30 Sep 2023	£11.48	£0.57	£12.05
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.07.2023	NRW1282293	Veolia Non-Hazardous Industrial Waste for July - Diamond Centre, Car park, Cemetery & Recreational Ground	£245.60	£49.12	£294.72
30.09.2023	NRW1283579	Non-Hazardous Industrial Waste for Sept - Diamond Centre, Car park, Cemetery & Recreational Ground	£282.72	£56.54	£339.26
			£528.32	£105.66	£633.98
Total Direct Debits			£93,161.56	£3,270.20	£96,431.76

Sprowston Town Council

Invoices - To Pay

Meeting Date: 25th October 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.10.2023	I1253184	AC Leigh Padlock to Goals in Recreation Ground	42.38	8.48	50.86
22.09.2023	9076788	City Locks Norwich Ltd Supply and Fit 1 tubular deadlock in Sparhawk Park	£105.00	£21.00	£126.00
28.09.2023	0000195726	Collier Turf Care Ltd Cricket pitch repair: Ongar Loam 25kg x40, Sport Ultrafine 20kg, Prestige Fine Turf All Season 25kg x2, Tennis Court repair: Sport Ultrafine 20 kg x2, Prestige Fine Turf All Season 25kg x15 & Carriage charge	£1,599.00	£213.00	£1,812.00
04.10.2023	0000196113	Ongar Loam Unsterilized 25kg Binder Loams x160	£1,080.00	£216.00	£1,296.00
21.09.2023	0000195309	Barrier Warning Mesh 1m x 50m Tildenet & Carriage charge	£65.00	£13.00	£78.00
			£2,744.00	£442.00	£3,186.00
03.10.2023	INV-7740	Cozens UK Ltd Streetlighting Monthly Standard Maintenance charge for September 2023	600.00	120.00	720.00
27.09.2023	INV-7708	1x LED Lantern upgrade - supply and install column 4580, Neville Road, no. 44	395.00	79.00	474.00
18.10.2023	INV-7774	2x LED Lanterns upgrades - supply and install at Wilks Farm Drive no. 6670 and Blenheim Road no. 680	790.00	158.00	948.00
			1,785.00	357.00	2142.00
20.09.2023	319816	CPS Fuels ULSD diesel 950L @ 133.50p	£1,268.25	£253.65	£1,521.90
21.09.2023	319815	Kerosene heating oil 2000L @ 76.43p	£1,528.60	£76.43	£1,605.03
			£2,796.85	£330.08	£3,126.93
19.09.2023	CD-223887970	Culligan UK Limited 18.9 Ltr Pure Angel Water + Blue plastic Cups for Cold Drinks (2000)	£108.79	£21.76	£130.55
06.10.2023	No 7113395	ESPO Envelope self seal x1000 & Dishwasher Tablets pk100	23.05	4.61	27.66
15.09.2023	No 7084120	A4 refill pad, foldback clips 19mm box 100, foldback clips 50mm x10, wash up liquid	18.65	3.73	22.38
29.09.2023	No 7104331	Battery evolva AAA pk 4 & A4 copier paper 5 Rim	33.25	6.65	39.90
			74.95	14.99	89.94
03.10.2023	J13312	Ernest Doe John Deere Gator Clean battery terminals and fit new battery. Repair to cutting blade on Husqvarna P535HX.	£434.64	£86.93	£521.57

<u>Invoice Date</u>	<u>Invoice No.</u>	Expense Form GR	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
04.10.2023	N/A	<u>Details</u> Mobile Sim top up for CCTV camera	£8.33	£1.67	£10.00
<u>Invoice Date</u>	<u>Invoice No.</u>	Heritage Contract Services Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.10.2023	928828	To provide caretaker an cleaning services for the November 2023	£7,048.43	£1,409.69	£8,458.12
01.10.2023	928829	To labour re cemetery gates and litter picking for the month of October 2023	£134.12	£26.82	£160.94
30.09.2023	928849	To supply of 1 x 2kg Granular salt & 3 packs C/pull T/roll pure	£84.27	£16.85	£101.12
			£7,266.82	£1,453.36	£8,720.18
<u>Invoice Date</u>	<u>Invoice No.</u>	HH Tankering	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
17.10.2023	21412	<u>Details</u> Sprowston Cemetery - Empty Septic Tank	£161.00	£32.20	£193.20
<u>Invoice Date</u>	<u>Invoice No.</u>	Intouch systems	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.10.2023	767628	<u>Details</u> Server backup 18/10/2023 - 18/11/2023	£52.68	£10.54	£63.22
02.10.2023	767526	9 x hosted exchange plus 4 x extra data - 01/11/2023-01/12/2023	£71.51	£14.30	£85.81
01.10.2023	766326	WISP 01/10/2023-31/10/2023 - bespoke package	£161.20	£32.24	£193.44
01.10.2023	766325	WISP 01/10/2023-31/10/2023 - business8000plus	£53.70	£10.74	£64.44
16.10.2023	767741	Call charges Sep 2023 & service charges Oct 2023 4x sip trunk	£33.01	£6.60	£39.61
			£372.10	£74.42	£446.52
<u>Invoice Date</u>	<u>Invoice No.</u>	Jarrold Training	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
12.10.2023	0045661	<u>Details</u> Risk Assessment and Method statements 30 January 2024, Classroom: Norwich 3 Places	585.00	117.00	702.00
<u>Invoice Date</u>	<u>Invoice No.</u>	Kompan Let's play	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
22.09.2023	249097	<u>Details</u> Rubber steps spares for Recreation Ground play area	89.06	17.81	106.87
<u>Invoice Date</u>	<u>Invoice No.</u>	K.Rackham & Son Engineering Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.10.2023	35321	<u>Details</u> Repair and refix handrail - Recreation Ground toilet	336.00	67.20	403.20
<u>Invoice Date</u>	<u>Invoice No.</u>	Mileage Expenses EL	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
02.10.2023	N/A	<u>Details</u> Mileage expenses 37.6 miles @ 0.45ppm - August and September	14.10	2.82	16.92
<u>Invoice Date</u>	<u>Invoice No.</u>	Moviola	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
10.10.2023	213654	<u>Details</u> For supply of film 'The Unlikely Pilgrimage of Harold Fry' 02/10/2023	£87.25	£16.20	£103.45

<u>Invoice Date</u> 27.09.2023	<u>Invoice No.</u> 01879	Norfolk Drain Services Limited <u>Details</u> To attended on site to a blocked ladies' toilet in the Pavilion	<u>Net</u> £125.00	<u>VAT</u> £25.00	<u>Amount</u> BACS £150.00
<u>Invoice Date</u> 19.09.2023	<u>Invoice No.</u> PJI/22588	PJ Plumbing Heating & Maintenance Ltd <u>Details</u> Sprowston Pavilion - supply 18 no. flow restrictors, Labour, Cost to date labour, replacement shower valve & change 2no. Showers to copper pipework	<u>Net</u> £1,194.70	<u>VAT</u> £238.94	<u>Amount</u> BACS £1,433.64
<u>Invoice Date</u> 04.10.2023	<u>Invoice No.</u> 8072376120	Sharp Business Systems UK Plc <u>Details</u> Mono copies 1959 copies used @ 0.40ppc & colour copies 1116 copies used @ 3.60 ppc	<u>Net</u> £48.02	<u>VAT</u> £9.60	<u>Amount</u> BACS £57.62
<u>Invoice Date</u> October	<u>Invoice No.</u> N/A	SYEP Grants & Charities <u>Details</u> Annual Grant 2 of 2	<u>Net</u> £2,500.00	<u>VAT</u> £0.00	<u>Amount</u> BACS £2,500.00
October	N/A	SYEP Outreach Worker 3 of 4	£6,198.50	£0.00	£6,198.50
			£8,698.50	£0.00	£8,698.50
<u>Invoice Date</u> 13.10.2023	<u>Invoice No.</u> 3164893	Viking Office UK Limited <u>Details</u> Pk12 Notes & semi skimmed milk box 120	<u>Net</u> £13.47	<u>VAT</u> £0.90	<u>Amount</u> BACS £14.37
TOTAL OF INVOICES			£27,090.96	£3,339.36	£30,430.32
Transfer:	STC Active to STC Drawings a/c		-	-	30,430.32 Trf 43
Transfer:	STC Active a/c to Salaries a/c		-	-	20,000.00 Trf 44

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Invoices - Payments Made

Meeting Date: 25th October 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
20.09.2023	21793	Anglian Elite Banqueting Hire Limited Deposit for chairs and tables for the FETE 2024	108.00	-	108.00
11.09.2023	AW-8876	A. Waterfield & Sons Ltd Cemetery - To repair car park and road damaged by tree root areas	2,200.00	440.00	2640.00
10.10.2023	2023/003936	Building Control Application South Norfolk Council for Building Control Application at the Viking Centre	850.00	170.00	1020.00
12.10.2023	250681	Hacel Fluent in Lighting Downlighter 80 LED x2, Microbezel reflector chrome medium beam & flush clear x2 + gasket x2	268.00	53.60	321.60
11.10.2023	1013240109	Hays Temporary Ground Worker CS w/e 06/10/2023	349.20	69.84	419.04
27.09.2023	1013214128	Temporary Ground Worker CS w/e 22/09/2023	349.20	69.84	419.04
04.10.2023	1013229037	Temporary Ground Worker CS w/e 29/09/2023	349.20	69.84	419.04
			1,047.60	209.52	1257.12
21.09.2023	3705286	Irwin Mitchell Professional charges in relation to legal advice	739.50	147.90	887.40
16.10.2023	0045678	Jarrold Training Health and Safety at Work Award - 3 day course, Norwich Classroom	595.00	119.00	714.00
09.10.2023	492313	LocaliQ Job advert for Grounds Maintenance Person - Targeted Bespoke Facebook Advert in Newsfeed, Jobs24 & Eastern Daily Press	875.00	175.00	1050.00
06.10.2023	INV-02715	Lunar Stretch Tent 50% Non-Refundable Deposit for Stretch Tent Ordered for the FETE 2024	802.80	160.56	963.36

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
08.06.2023	8072213234	Sharp Business Systems UK Plc Mono copies 3958 copies used @ 0.40ppc & Colour copies 2610 copies used @ 3.60ppc	109.79	21.96	131.75
<u>Invoice Date</u>	<u>Quotation No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
29.09.2023	268734	Thurlow Nunn Standen Ltd Parts for the Mower Roller	1,272.58	254.48	1527.06
<u>Invoice Date</u>	<u>Quotation No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
06.10.2023	1SPRO1-318653	Toilets+ Refundable Deposit for toilets ordered for the FETE 2024	130.20	-	130.20
Total Invoices paid			8,998.47	1752.02	10,750.49

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 25th October 2023

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04.09.2023	N/A	Homebase Plastic containers with lids x2	33.33	6.67	40.00
06.09.2023	N/A	Progress Fuels Ltd Fuel for Machinery 66.93L @ 150.9ppL	84.17	16.83	101.00
09.09.2023	N/A	Post Office Stamps: 1st class x24, 2nd class x25, 1st class large x25 & 2nd class large x25	113.90	0	113.90
26.09.2023	N/A	Stamps: 1st class x25, 2nd class x25, 1st class large x25 & 2nd class large x25	115.00	0	115.00
			228.90	0	228.90
16.09.2023	62F0D6C4-0023	WeTransfer WeTransfer subscription Sep 16 - Oct 16 2023	8.88	0	8.88
19.09.2023	INV-GB-136297551-2023-31646	Amazon Fiskars White pointed border spade 1.05m	26.62	5.33	31.95
19.09.2023	INV-GB-756442705-2023-5539	Inspection Chamber Cover Round Manhole Drain Cover	16.24	3.25	19.49
19.09.2023	GB35ZWM29AEUI	Oregon Lighting Load Pro Tap and Go Bump Fit universal Trimmer Head x3	64.12	12.84	76.96
			106.98	21.42	128.40
20.09.2023	N/A	Adobe Systems Software Ireland Ltd Adobe Subscription for September	16.64	0.00	16.64
20.09.2023	N/A	Tesco 20 Extra strong refuse sacks & Pure Gold Coffee	15.62	3.13	18.75
21.09.2023	3-1008687587778	Royal Mail - Fee2PayOnline Postage - Sender didn't pay full postage	2.50	0.00	2.50

Invoice Date

25.09.2023
25.09.2023
25.09.2023

Invoice No./Order no.

1000003490523
1000003490389
1000003490049

Land Registry GOV.UK

Detail

Search for land and property information
Search for land and property information
Search for land and property information

Net

6.00
3.00
3.00

VAT

0.00
0.00
0.00

Amount

6.00
3.00
3.00

12.00

0.00

12.00

Total of Payments

509.02

48.05

557.07