

Sprowston Town Council

Direct Debit Payments

Meeting Date: 28th February 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.01.2024	014844360124	Barclaycard Monthly PDQ machine charge for January 2024	44.80	4.96	49.76
18.01.2024	6643432	British Gas Gas Bill to Sprowston Diamond Centre for period 21 Apr 2023 to 16 Jan 2024	4993.60	998.72	5992.32
18.01.2024	6637313	Gas Bill to Sprowston Diamond Centre for period 21 Apr 2023 to 16 Jan 2024	174.63	34.92	209.55
			5168.23	1033.64	6201.87
16.01.2024	6917	Filestream Filestream support & maintenance for period 20/01/24 to 19/02/24	123.48	24.70	148.18
16.02.2024	6964	Filestream support & maintenance for period 20/02/24 to 19/03/24	123.48	24.70	148.18
			246.96	49.40	296.36
31.01.2024	NWS100239580	Norse Waste Solution Rental Charge recycling & empty recycling for period January 2024	29.80	5.96	35.76
20.01.2024	U004018830	Peninsula Provision of services: employment services, Business Safe, Online Services & EAP	222.28	41.98	264.26
26.01.2024	70341425	PHS Group Diamond Centre - 6x Air freshener, 7x hand drier, 4x sanitary disposal & 5x soap dispenser	401.41	80.28	481.69
26.01.2024	70341424	Sparhawk Park - 1x Eco Shield, 2x Sanitary disposal & 1x Water Management system	57.73	11.55	69.28
26.01.2024	70341423	Recreation Ground Road public toilets - 1x Eco Shield, 3x Sanitary Disposal & 1 Water Management System	62.51	12.50	75.01
			521.65	104.33	625.98
14.02.2024	N/A	PWLB Loan PW502857 - Cemetery Groundworks (New Area)	7,338.50	0.00	7,338.50
01.02.2024	UK-04165285	Sage Accounting Standard & Payroll subscription for February 2024	41.00	8.20	49.20
27.09.2023	IV00022776	SSE Energy Solutions Sparhawk Park electricity bill for period 11/03/2023 to 20/09/2023	211.94	10.60	222.54
27.09.2023	IV00022565	Cemetery electricity bill for period 14/06/2023 to 20/09/2023	86.31	4.32	90.63
27.09.2023	IV00022505	Pavilion electricity bill for period 14/06/2023 to 20/09/2023	703.34	140.67	844.01
			1,001.59	155.59	1,157.18

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14.02.2024	330860304/24	Total Energies Sprowston Diamond Centre - Electricity Bill for January 2024	1,327.64	265.52	1,593.16	
14.02.2024	330860293/24	Sportsfield Flood Lights - Electricity Bill for January 2024	16.27	0.81	17.08	
14.02.2024	330860359/24	Streetlights - Electricity Bill for January 2024	9,697.08	1939.42	11,636.50	
			11,040.99	2205.75	13,246.74	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
07.02.2024	2024-01/1	Utilita Viking Centre electricity bill for period 01 Jan 2024 to 31 Jan 2024	13.52	0.68	14.20	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31.12.2023	1000039451	Veolia Non-Hazardous Industrial Waste Bin Collection at Diamond Centre, Sparhawk Park, Council Car Park, Cemetery & Recreation Ground Road for period December 2023	282.72	56.54	339.26	
31.01.2024	1000041856	Non-Hazardous Industrial Waste Bin Collection at Diamond Centre, Sparhawk Park, Council Car Park, Cemetery & Recreation Ground Road for period January 2024	318.06	63.61	381.67	
			600.78	120.15	720.93	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
03.02.2024	13101731	Wave Sparhawk Park Water Bill for period 03 Jan 2024 to 02 Feb 2024	17.39	0	17.39	
29.01.2024	13085634	Pavilion Water Bill for period 29 Dec 2023 to 28 Jan 2024	1,098.39	0	1,098.39	
09.02.2024	13128404	Diamond Centre - Water Bill charge for period 09 Jan 2024 to 08 Feb 2024	220.18	0	220.18	
09.02.2024	13127558	Council Office - Water Bill charge for period 09 Jan 2024 to 08 Feb 2024	27.54	0	27.54	
			1363.50	0.00	1363.50	
		Total Direct Debits	27,633.60	3730.64	31,364.24	

Sprowston Town Council

Invoices To Pay

Meeting Date: 28th February 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
07.02.2024	290	Burlingham Memorial Solutions Ltd Wall Plaque - Tablet for Sutton & Additional Letters (60 included)	97.80	19.56	117.36
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.02.2024	INV-8137	Cozens Streetlighting 2x LED Lantern upgrades - 18 Linacre Avenue & 159 Moore Avenue	790.00	158.00	948.00
05.02.2024	INV-8102	Streetlighting 4x LED Lantern upgrades - 8 Hallwood Road, 18 Hallwood Road, 24 Rosemary Road & 116 Blithewood Gardens	1580.00	316.00	1896.00
23.01.2024	INV-8062	Streetlighting 7x LED Lantern upgrades - 17 Hallwood Road, 12 Barkers Lane, 27 Breydon Road, 25 Cromwell Road, 52 Moore Avenue, 162 Wilks Farm Drive &	2765.00	553.00	3318.00
05.02.2024	INV-8124	Streetlighting - Monthly Standard Maintenance charge for January 2024	600.00	120.00	720.00
13.02.2024	INV-8150	Streetlighting 5x LED Lantern upgrades - sub station Chopyngs Dole, 2 Chopyngs Dole. 25 Edwards Road. 18 Linacre Avenue & 159 Moore Avenue	1975.00	395.00	2370.00
			7710.00	1542.00	9252.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.01.2024	CD-243048632	Culligan Limited Oasis Core Freestanding Grey rental & Service and Maintenance charge	94.23	18.84	113.07
15.02.2024	CD-243104461	18.9L Pure Angel Water	18.95	3.79	22.74
			113.18	22.63	135.81
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.01.2024	179893	Ernest Doe Hire Widenmann Spiker from 01.01.2024 to 16.01.2024	2200.00	440.00	2640.00
30.01.2024	J17380	John Deere Gator repair - Replaced LCD dash, Repair broken seat switch wires.	877.10	175.42	1,052.52
			3,077.10	615.42	3,692.52
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
29.01.2024	No 7219237	ESPO Whiteboard for Sprowston Diamond Centre Room	72.15	14.43	86.58
26.01.2024	No 7218172	Litter picking waistcoats Hi-Vis x 8 & children's waistcoats x2	39.20	7.84	47.04
30.01.2024	No 7221541	Child Lime Hi-Vis x6	18.00	3.60	21.60
09.02.2024	No 7234391	Pouch Lam A4 Gloss paper	39.65	7.93	47.58
			169.00	33.80	202.80
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
26.01.2024	243754	Flameskill Service Call - 6 Litres Foam Extinguisher serviced & refilled	48.80	9.76	58.56
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.02.2024	929134	Heritage Contract Services To provide caretaker and cleaning services for the month of March 2024	7048.43	1409.69	8458.12
01.02.2024	929135	To labour cemetery gates and litter picking for the month of February 2024	134.12	26.82	160.94
13.02.2024	929173	To supply of 1 dispenser liquid soap, 1 pack laundry capsules & 3 hand soaps	32.52	6.50	39.02
			7215.07	1443.01	8658.08

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.02.2024	21676	HH Tankering Sprowston Cemetery septic tank	228.00	45.60	273.60
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
24.01.2024	155204	HVW Ltd Dunlop Safety Wellington for Groundsman	22.90	4.58	27.48
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.02.2024	774960	Intouch Systems Server backup 18/02/2024 to 18/03/2024	52.68	10.54	63.22
17.01.2024	773293	Call charges Dec 2023, service charges Jan 2024 & 4x sip trunk	31.18	6.23	37.41
31.01.2024	773657	10x hosted exchange plus 4x extra data 01/03/2024 to 01/04/2024	78.50	15.70	94.20
01.02.2024	773741	WISP 01/02/2024 to 29/02/2024 - business8000plus	53.70	10.74	64.44
01.02.2024	773742	WISP 01/02/2024 to 29/02/2024 - bespoke package	161.20	32.24	193.44
15.02.2024	775070	Call charges Jan, service charges Feb 2024 & 4x sip trunk	37.96	7.59	45.55
			415.22	83.04	498.26
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.02.2024	214291	Moviola Ltd Supply of Film 'The Great Escaper' 05 Feb 2024	111.17	20.98	132.15
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
14.02.2024	1309	NALC Interim Audit	500	100	600.00
14.02.2024	1332	Biodiversity Course - 9/02/2024 JL & MC	60	12	72.00
			560.00	112.00	672.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
23.01.2024	2032705	NVCS High Mountain Blend Filter Sachets 45 x 60g	101.00	0.00	101.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.01.2024	OASI0090799	Origin - Rigby Taylor Impact Standard White RTU 10 Ltr Drum x10	285.60	57.12	342.72
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.02.2024	8072570220	Sharp Business Systems UK Plc Mono copies 1711 copies used @ 0.44ppc & colour copies 838 copies used @ 3.96 ppc	40.71	8.14	48.85
		TOTAL OF INVOICES	20,195.55	4,017.64	24,213.19
Transfer:		STC Active to STC Drawings a/c	-	-	24,213.19 Trf 45
Transfer:		STC Active a/c to Salaries a/c	-	-	33,000.00 Trf 46

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Invoices Payments Made

Meeting Date: 28th February 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
31.12.2023	SI-64817	Bidwells LLP Viking Centre Professional Fees for management of Viking tender, tender analysis report, presentaton of tenders to Council, instructing winning contractor, building control queries.	25,984.95	#####	31,181.94
24.01.2024	N/A	Dementia Café Providing vocal entertainment at Sprowston Dementia Café Christmas Party on Thursday 21st December 2023	75.00	-	75.00
26.11.2023	14286	Forethought Marketing 8538 Sprowston Parish Newsletters	298.83	59.77	358.60
02.02.2024	251872	Hacel Fluent in Lighting Micro Downlighter 80 LED, Micro Reflector Chrome Medium Beam & Micro Flush Clear + Gasket	268.00	53.60	321.60
Total Invoices paid			26,626.78	#####	31,937.14

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Barclaycard Payments (November 2023)

Meeting Date: 28th February 2024

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
05.01.2024	N/A	Screwfix 1 x Bosh PSM Electric Multi-Sander 230V	24.99	5.00	29.99
10.01.2024	N/A	1x Sanding Sheet Punched 80 Grit 5 Pack	10.82	2.16	12.98
			35.81	7.16	42.97
			<hr/>		
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
08.01.2024	INV-GB-136078611-2024-133	Amazon Union Jack Flag Nylon Rope & Toggle 5ft x 3ft	24.99	5.00	29.99
09.01.2024	INV-GB-494117505-2024-172	Black Keyboard	22.07	4.41	26.48
10.01.2024	GB48JK24AEUI	Olive Green rainproof trousers x2	54.42	10.89	65.31
10.01.2024	INV-GB-145772531-2024-3672	Waterproof Fully coated grip work gloves x5	18.25	3.65	21.90
10.01.2024	INV-GB-1395215575-2024-842	Latex Palm Coated Work Gloves x10	33.20	6.70	39.90
14.01.2024	DS-ASE-INV-GB-2024-21029646	Mini First Aid Kit	12.32	2.46	14.78
15.01.2024	INV-GB-1525439965-2024-508	Everbuild Yellow Surveyline Semi-Permanent Survey Road Paint	24.55	4.91	29.46
16.01.2024	GB4CZ570AEUI	Rust Protection/lubricant WD-40 twin pack x3	37.18	7.44	44.62
16.01.2024	INV-GB-1328046875-2024-1274	Stihl 5 Litre 2-Stroke Oil	38.45	7.69	46.14
16.01.2024	INV-GB-122608401-2024-6689	Thermal Paper PDQ Machine receipt printer roll pack of 20	6.96	1.39	8.35
30.01.2024	DS-ASE-INV-GB-2024-45712075	USB to HDMI Cable x 2	13.32	2.66	15.98
31.01.2024	GB4Q0K3NAEUI	Olive Green rainproof Jacket for Groundsman	37.48	7.50	44.98
			323.19	64.70	387.89
			<hr/>		
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.01.2024	N/A	Land Registry GOV 1000004183486 - Payment for Title Register and title plan	6.00	0.00	6.00
16.01.2024	N/A	1000004184738 - Payment for Title Register and title plan	6.00	0.00	6.00
16.01.2024	N/A	1000004185258 - Payment for Title Register	3.00	0.00	3.00
16.01.2024	N/A	1000004184964 - Payment for Title Register and title plan	6.00	0.00	6.00
16.01.2024	N/A	1000004185099 - Payment for Title Register and title plan	6.00	0.00	6.00
16.01.2024	N/A	1000004185353 - Payment for Title Register and title plan	6.00	0.00	6.00
16.01.2024	N/A	1000004185450 - Payment for Title Register and title plan	6.00	0.00	6.00
			39.00	0.00	39.00
			<hr/>		
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.01.2024	62F0D6C4-0027	WeTransfer WeTransfer subscription 16 Jan to 16 Feb 2024	8.87	0	8.87
			<hr/>		
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
22.01.2024	1037608431	B&Q 2x Clear PVC Equal L-shape angle profile & 1x3M Scotch-Fix Transparent Mounting Tape	18.97	3.79	22.76
			<hr/>		
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23.01.2024	30050-230124/86	Status Home Care Defenders Handy Bin Bag Holder (for litter picking) x10	43.24	8.65	51.89
			<hr/>		
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23.01.2024	N/A	Dunelm Glasses for Council Meetings	10.00	2.00	12.00
			<hr/>		
Total of Payments			479.08	86.30	565.38