

Sprowston Town Council

Direct Debit Payments

Meeting Date: 22nd May 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.04.2024	014844360424	Barclaycard PDQ charges for April 2024	61.74	4.96	66.70
27.04.2024	7506286	British Gas Gas charges to Diamond Centre for period 22 Feb 2024 to 26 Apr 2024	8,473.17	1,694.63	10,167.80
08.06.2024	1560282117000	Broadland District Council Restaurant and Premises 1560282117000 Non-Domestic Rates charges - second payment	661.00	0.00	661.00
16.03.2024	7009	FileStream File Stream Support and Maintenance for period 20.03.2024 to 19.04.2024	123.48	24.70	148.18
16.04.2024	7057	File Stream Support and Maintenance for period 20.04.2024 to 19.05.2024	123.48	24.70	148.18
			246.96	49.40	296.36
30.04.2024	NWS100243608	Norse Waste Solution Rental Charges 1100L Recycling Bin and Empty Recycling Bin for April 2024	30.80	6.16	36.96
28.05.2024	100/24/0008363	Novuna - Ernest Doe Lease Rental Husqvarna P535 Outfront Ride On	933.00	186.60	1,119.60
20.04.2024	U004193861	Peninsula Employment Services, Business Safe and Online Services	220.95	43.31	264.26
27.04.2024	70538077	PHS Group Council Office & Diamond Centre - Air Freshener, hand drier, sanitary disposal & soap dispenser 01.06.24 to 31.08.24	401.41	80.28	481.69
27.04.2024	70538076	Sparhawk Avenue - Eco shield, sanitary disposal & water management system for 01.06.24 to 31.08.24	57.73	11.55	69.28
27.04.2024	70538075	Public Toilet Recreation Ground - Eco Shield, Sanitary Disposal & Water Management System 01.06.24 to 31.08.24	62.51	12.50	75.01
			521.65	104.33	625.98
10.05.2024	N/A	PWLB Loan PW497743 - Cemetery Extension, PW499162 - Acquisition School Lane, PW505463 - Sports Hall	59,543.70	0.00	59,543.70

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>SAGE Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.05.2024	UK-04518069	Accounting Standard & Payroll subscription for May	41.00	8.20	49.20
Total Energies					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13.04.2024	337276791/24	Diamond Centre electricity bill for March	1,085.40	217.08	1,302.48
13.04.2024	337289529/24	Streetlights electricity bill for March	7,804.55	1560.91	9,365.46
13.04.2024	337276769/24	Sportsfield Floodlights electricity bill for March	17.24	0.86	18.10
12.05.2024	339869854/24	Diamond Centre electricity bill for April	912.90	182.57	1,095.47
12.05.2024	339869832/24	Sportsfield Floodlights electricity bill for April	17.11	0.86	17.97
12.05.2024	339869910/24	Streetlights electricity bill for April	7,477.83	1495.55	8,973.38
			17,315.03	3457.83	20,772.86
Utilita					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.05.2024	2024-04/1	Viking Centre electricity bill for April	466.33	93.27	559.60
Veolia					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.04.2024	1000052299	Non-Hazardous Industrial Waste for all Council sites for April 2024	282.72	56.54	339.26
Wave - Anglian Water					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
29.04.2024	13484050	Water Bill to Pavilion for period 29 Mar to 28 Apr	1,147.72	0.00	1,147.72
03.05.2024	13503057	Water Bill to Sparhawk Park for period 01 Apr to 02 May	26.66	0.00	26.66
09.05.2024	13528441	Water Bill to Sprowston Diamond Centre for period 09 Apr to 08 May	240.70	0.00	240.70
			1,415.08	0.00	1,415.08
Total Direct Debits			90,213.13	5,705.23	95,918.36

Sprowston Town Council

Invoices To Pay

Meeting Date: 22nd May 2024

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
23.04.2024	715580	Adcock Refrigeration Air Conditioning Attended site on 17/04/2024 to complete air conditioning maintenance	542.00	108.40	650.40
16.04.2024	69565	The Alarm Company Supply of annual maintenance of the intruder alarm system at Sparhawk Park, Council Offices, Sprowston Pavilion & Diamond Centre for period 1/5/24 - 30/4/25	376.00	75.20	451.20
26.04.2024	FGC/PRC/36793	Alpha Electrical Ltd Reconnect flex to water heater and test	60.00	12.00	72.00
31.03.2024	4872	A.T.Coombes Associates Ltd Complete all moderate risk tree works following the latest Health and Safety Survey	3,744.00	748.80	4,492.80
26.04.2023	4464	Sonic tomogram T803 sycamore	250.00	50.00	300.00
			3,994.00	798.80	4,792.80
07.05.2024	2933634	Bailey's of Norfolk Ltd 4mm Screened Topsoil - Dumpy Bags x2	118.00	23.60	141.60
30.04.2024	SI-69735	Bidwells LLP Viking Public House refurbishment - Professional services in relation to works carried out to the Viking Centre split over 11 months, plus fee for preparing and managing Party Wall Notice	6,460.91	1,292.18	7,753.09
30.04.2024	100274	BL Building Services Consultants Review of Draper and Nicholls/PJ Plumbing Mechanical Services proposals for Viking Centre. Comments via email to Bidwells	168.75	33.75	202.50
10.05.2024	INV-8394	Cozens UK Ltd Monthly Standard maintenance charge for April 2024	600.00	120.00	720.00
22.04.2024	487039	CPS Fuels 1000L ULSD White Diesel @ 124.93ppL	1,249.30	249.86	1,499.16
25.04.2024	487038	2000L Kerosene @ 69.94ppL	1,398.80	69.94	1,468.74
			2,648.10	319.80	2,967.90

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.04.2024	CD-243218115	Culligan Limited Water Cooler Freestanding Grey Rental & Service and Maintenance x 3 units	94.23	18.84	113.07
EL General Expenses & Travel Expenses					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
23.04.2024	N/A	Purchase at Homebase of paint for Cricket Lines	12.50	2.50	15.00
26.04.2024	N/A	Weekly inspections travel milage 35.40miles @ 0.45ppm	13.28	2.65	15.93
			25.78	5.15	30.93
Ernest Doe & Sons Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
12.04.2024	J20085	Element Air x2, Blades x3, Oil 0.6L x2 & spark plug x2	124.96	24.99	149.95
25.04.2024	J20540	Credit Note for Comfort Carrying x2 - refers to invoice J19598	-116.00	-23.20	-139.20
			8.96	1.79	10.75
ESPO					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
12.04.2024	7283331	Battery evolta AAA pk4 & A4 copier paper	57.45	11.49	68.94
02.05.2024	7306287	Divider A4 A-Z & A4 Copier Paper	37.05	7.41	44.46
			94.5	18.9	113.40
Flameskill					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
25.04.2024	244892	Annual Site attendance fee, issue of certificate and report to Council Office, Bowls Pavilion, Cemetery, Sparhawk Park & Pavilion	293.23	58.65	351.88
25.04.2024	244891	Annual Site attendance fee, issue of certificate and report to Diamond Centre	298.46	59.69	358.15
			591.69	118.34	710.03
GR Travel & General Expenses					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.04.2024	N/A	Travel milage reimbursement 22 miles @ 0.45ppm	8.25	1.65	9.90
22.04.2024	N/A	Plantable Seed Paper pack of 50 x2 for Chairman' school visits	33.32	6.66	39.98
03.05.2024	N/A	Union Jack Flag	5.37	1.08	6.45
			46.94	9.39	56.33
Heritage Contract Services Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.04.2024	INV-929429	Toilet Roll Bulk Pack x4, Hand Soap 5L x3, Bin Liners Multipack Case x2 & Foam Handwash x2	328.09	65.63	393.72
01.05.2024	INV-929412	To provide caretaker and cleaning services @ £1785.80 per week for the month of May	7,738.47	1,547.69	9,286.16
			8,066.56	1,613.32	9,679.88
ICCM					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.04.2024	4321/2024/25	Parish and Town Council Membership	100.00	0.00	100.00
Intouch systems					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
17.04.2024	778712	Call Charges Mar 2024 & service charges Apr 2024 - 4 x sip trunk	32.50	6.50	39.00
01.05.2024	779136	WISP 01/05/2024 to 31/05/2024 - business8000plus	53.70	10.74	64.44
01.05.2024	779137	WISP 01/05/2024 to 31/05/2024 - bespoke package	161.20	32.24	193.44
02.05.2024	780230	10 x hosted exchange plus 6 x extra data 01/06/2024 to 01/07/2024	82.80	16.56	99.36
08.05.2024	780333	Server Backup 18/05/2024 to 18/06/2024	52.68	10.54	63.22
			382.88	76.58	459.46

<u>Invoice Date</u> 26.04.2024	<u>Invoice No.</u> 1907	Norfolk ALC <u>Details</u> Introduction to Neighbourhood Planning course - GR & JM April 2024	<u>Net</u> 68.40	<u>VAT</u> 13.68	<u>Amount</u> BACS 82.08
<u>Invoice Date</u> 10.05.2024	<u>Invoice No.</u> 10077807	Norfolk County Council <u>Details</u> NPLaw Fee time Charges for April 2024	<u>Net</u> 819.25	<u>VAT</u> 163.85	<u>Amount</u> BACS 983.10
<u>Invoice Date</u> 16.04.2024	<u>Invoice No.</u> IN4154	Norfolk Powered Access and Plant Hire <u>Details</u> 80 Roller hire 5 days, delivery and collection	<u>Net</u> 220.00	<u>VAT</u> 44.00	<u>Amount</u> BACS 264.00
<u>Invoice Date</u> 29.04.2024	<u>Invoice No.</u> 141490	Pear Technology <u>Details</u> PT-Mapper Pro Technical Support & Updates until 30/04/2025 & Maplink Technical Support & Updates until 30/04/2025	<u>Net</u> 230.00	<u>VAT</u> 46.00	<u>Amount</u> BACS 276.00
<u>Invoice Date</u> 25.04.2024	<u>Invoice No.</u> PJI/23520	PJ Plumbing Heating & Maintenance Ltd <u>Details</u> Sprowston Pavilion [Diamond Centre] - attended 29.11.23 to investigate low temperature in the pavilion [Sports Hall] & reattended 09.02.24 - took delivery of tower scaffold & checked panels in the hall	<u>Net</u> 1,003.66	<u>VAT</u> 200.73	<u>Amount</u> BACS 1,204.39
<u>Invoice Date</u> 09.05.2024	<u>Invoice No.</u> PJI/23598	Sprowston Pavilion - attended 01.03.24 to repair water fountain	<u>Net</u> 109.53	<u>VAT</u> 21.91	<u>Amount</u> BACS 131.44
			<u>1,113.19</u>	<u>222.64</u>	<u>1,335.83</u>
<u>Invoice Date</u> 07.05.2024	<u>Invoice No.</u> 8072714726	Sharp Business System <u>Details</u> Mono Copies 1968 copies used @ 0.44ppc & Colour copies 735 copies used @ 3.96ppc	<u>Net</u> 37.77	<u>VAT</u> 7.55	<u>Amount</u> BACS 45.32
<u>Invoice Date</u> 30.04.2024	<u>Invoice No.</u> MEM248551-1	SLCC for Local Council Professionals <u>Details</u> Membership for Clerk	<u>Net</u> 418.00	<u>VAT</u> 0.00	<u>Amount</u> BACS 418.00
TOTAL OF INVOICES			<u>27,285.91</u>	<u>5,143.76</u>	<u>32,429.67</u>
Transfer:	STC Active to STC Drawings a/c		-	-	<u>32,429.67</u> Trf 47
Transfer:	STC Active a/c to Salaries a/c		-	-	33,000.00 Trf 48
..... Councillor Councillor Town Clerk			

Sprowston Town Council

Invoices Payments Made

Meeting Date: 22nd May 2024

A.T.Coombes Associates Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
31.03.2024	4872	Complete all Moderate risk tree works following the latest Health and Safety Sur	3,744.00	748.80	4,492.80
Dementia Café					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
26.04.2024	N/A	Reimbursement to KL for Dementia Café expenditure	66.69	0.00	66.69
Draper & Nichols Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
07.05.2024	CIN1206	Former Viking Pub - Repair, Refurbishment and Extension Certificate 2	66,409.73	13,281.94	79,691.67
03.04.2024	CIN1188	Former Viking Pub - Repair, Refurbishment and Extension Certificate 1	62,874.90	12,574.98	75,449.88
			129,284.63	25,856.92	155,141.55
ESPO					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
21.01.2024	7209446	Envelope pocket & Flipchart Pad A1 pk5	26.30	5.26	31.56
Forethought Marketing					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
15.03.2024	14347	Sprowston Parish Newsletters x 8538	341.52	68.30	409.82
Gale Building & Maintenance Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
03.04.2024	2024/477	Replace existing manhole cover at Sparhawk Park	121.75	24.35	146.10
Irwin Mitchell					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
18.04.2024	3749785	VAT charge only for Fees and disbursement	-	2,884.00	2,884.00
Shield Health & Safety					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
13.05.2024	6887	Manual Handling Course x5 delegates - 21st May 2024	350.00	70.00	420.00
Total Invoices paid			133,934.89	29,657.63	163,592.52

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 22nd May 2024

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
02.04.2024	N/A	Broadland Group Ltd Charge for the disposal of an asbestos concrete cylinder	100.00	20.00	120.00
04.04.2024	IEE2024003864189	Adobe Acrobat Pro subscription for period 04 Apr to 03 May	8.68	0.00	8.68
09.04.2024 18.04.2024	N/A N/A	Progress Fuel Unleaded Petrol 100.01L @ 143.7ppl Diesel 40.06L @ 153.9ppl	119.76 51.38	23.95 10.27	143.71 61.65
			171.14	34.22	205.36
10.04.2024	GB240410-LA5939362-1	Cartridge People Canon Black Toner Cartridge x2	66.50	13.30	79.80
10.04.2024	INV-GB-169359551-2024-21898	Amazon Corded Catering Kettle 3.5 Litre Capacity	33.32	6.67	39.99
11.04.2024	INV-GB-1329069015-2024-10958	Heavy Duty Industry Cleaning Wipes	14.13	2.84	16.97
18.04.2024	DS-ASE-INV-GB-2024-169699051	46 cm lawnmower blade compatible with Honda HRB 415	23.64	4.74	28.38
29.04.2024	GB423YKWABEI	ID Card Badge Holders x3	22.18	4.44	26.62
30.04.2024	GB4259MEABEI	Duplicate Book for Office	3.29	0.66	3.95
30.04.2024	INV-GB-1570910675-2024-1974	Plantable Seed Papers x 50	16.66	3.33	19.99
30.04.2024	GB425AO3ABEI	Lanyards Blue Neck Badge	18.96	3.79	22.75
30.04.2024	GB425ANYABEI	Crocodile Style Badge Clip for ID Badge and Pocket pack of 10	3.41	0.68	4.09
			135.59	27.15	162.74
10.04.2024	248183	Sign-Holders By Green - Green Magic A3 Waterproof Lockable Snap Frame 35mm - Sparhawk Park	29.45	5.89	35.34
16.04.2024	INV252902159	Zoom Subscription of Zoom One Pro - Apr 16 2024 to Apr 15 2025	129.90	25.98	155.88
16.04.2024	62F0D6C4-0030	WeTransfer WeTransfer subscription Apr 16 to May 16 2024	8.82	0.00	8.82
Total of Payments			650.08	126.54	776.62

]