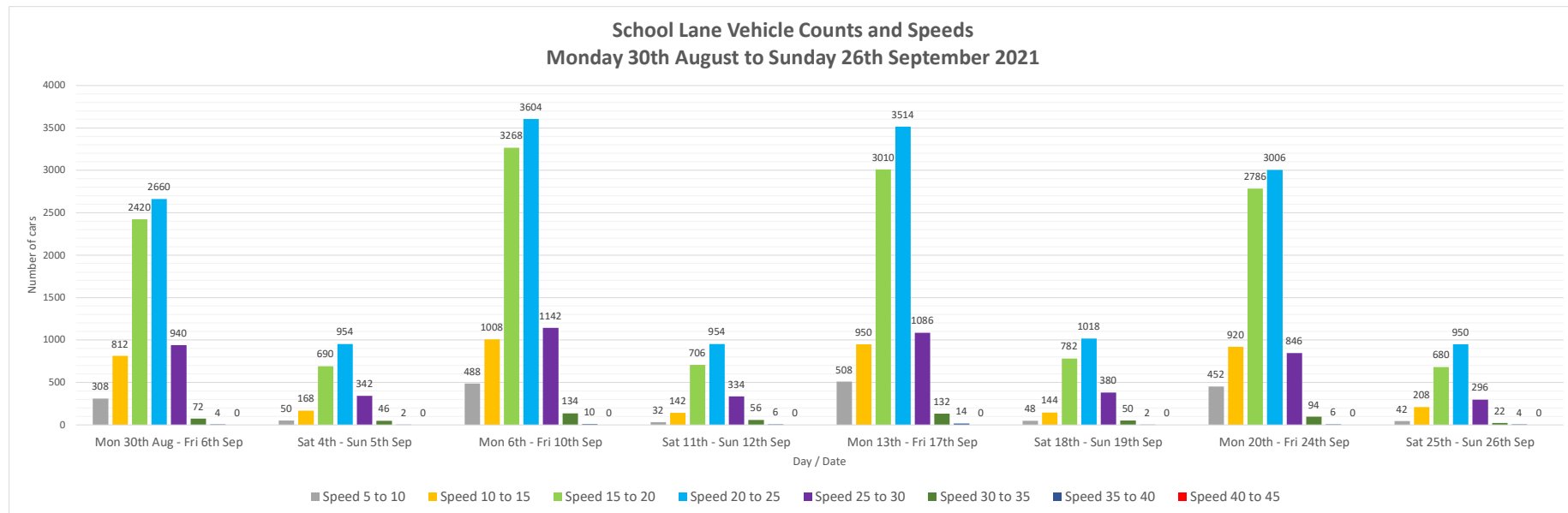
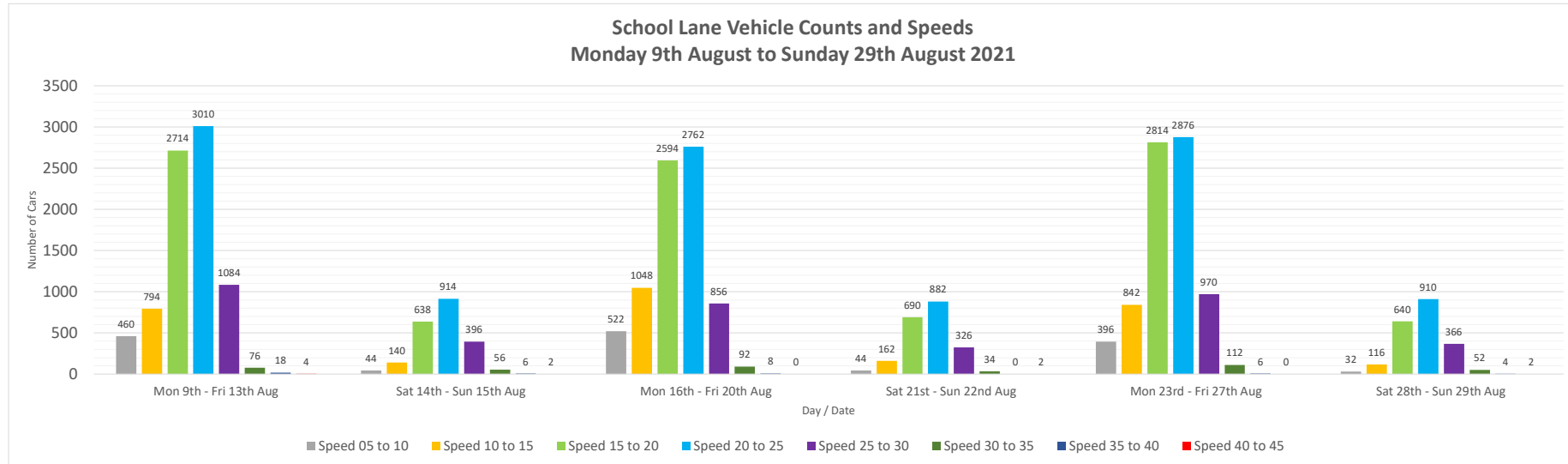






Guy Ranaweera

From: Gill, Graham <Graham.Gill@norfolk.police.uk>
Sent: 14 October 2021 14:29
To: billcouzens [REDACTED]
Cc: Guy Ranaweera
Subject: School Lane,

Good afternoon Bill, with reference to our conversation re speeding on School Lane, I have now had it confirmed that the police will not routinely conduct speed checks in 20mph zones and 20mph limits. One of the main reasons is because in most instances, there is no traffic regulation order in place for 20mph and these areas should be self-policing, with signage and road furniture. If there is a problem then this should be fed back to NCC and Highways. To try and give some support over this issue, I have contacted our traffic management department, this is the response that I have had back:

Graham,

I have paid a site visit to the location. I have noticed that the 20mph roundel j/w B1150 is very faded and I have requested this be repainted (see attached ENQ 900194769).

I have also noticed that at the Chartwell Rd end, there is no 20mph roundel whatsoever, so I have asked for one to be painted on the road (see attached ENQ 900194770).

I have also copied this email to the 2 x NCC Network Safety Engineers for them to review School Lane to see if any further speed reduction measures can be put in place.

One system that does work (and it was working clearly at the Chartwell Rd end on my visit) is for residents to park their cars on the road in a chicane fashion.

Not to cause an obstruction, but to place natural barriers which prevent vehicles from exceeding to 20mph limit as they have to slow down to go around the parked vehicles.

This worked very well when I suggested it (and residents implemented it) at Drayton Hall Rd, Taverham.

I will keep you updated on any NCC progress.

Kind regards,

Jack.

Regards
Graham

This e-mail carries a disclaimer

Go here to view [Norfolk Constabulary Disclaimer](#)

Verge Rewilding and/or Planting - Proposal for a Pilot Scheme

In accordance with Resolution, minute reference 21/195 (3) (2):

The Recreational Facilities Working Group to investigate and propose on rewilding of verges scheme in their remit

1. Aims of This Verge Rewilding Scheme

1. To encourage insects, birds and other wildlife by diversifying the planting in Sprowston's grass verges, where safe to do so.
2. Where practical, to encourage cultivation of verges that are currently bare earth and/or damaged by parking.

2. Background Information

Verges are part of the public highway and as such come under management of Norfolk County Council (NCC) Highways. Any activity affecting a verge requires permission from NCC Highways (see "NCC SP03-01-F53 Licence to grow plants in highway land").

NCC Highways have indicated they are in agreement with the principal of rewilding verges, but they need to balance this with their duty to ensure the public highway remains unobstructed. Technically, pedestrians are entitled to walk on verges, so any proposal to rewild must consider the impact on the free passage of pedestrians. In practical terms this is likely to be a significant factor in only a few situations, such as: areas where pavements are already narrow and/or footfall is very high, or where frequent parking on pavements temporarily reduces the width of the pavement and forces pedestrians to use verges as 'passing places' (e.g.: outside schools). On the majority of roads in Sprowston grass verges are not needed for pedestrian passage.

3. Risks

This is a potentially significant undertaking with implications for highway safety and an impact on the appearance of the street scene. It is possible some residents will simply prefer traditional grassed verges and may view the proposed alternatives as untidy and/or inappropriate. The opposite is also true; some residents may take this initiative as a sign that is now permissible to rewild or plant-up almost any verge or public areas of grass.

To manage these risks, a small pilot scheme could be trialled to encompass selected roads with verges on the 'inside' of the footway, i.e.: verges not immediately adjacent to the roadway (see figure 1).

Any resident wishing to participate in the pilot would be required to complete a NCC “SP03-01-F53 Licence to grow plants in highway land” form which would create a binding agreement with NCC Highways. Sprowston Town Council could also produce an additional set of guidelines and restrictions to accompany the NCC license.

By working with NCC highways to create a protocol through which Town Council may exercise an effective ‘veto’ on any license application, Councillors’ would be able to utilise their local knowledge to ensure only appropriate verges are granted a rewilding license.

Clear communication through Council’s newsletter ‘Sprowston Matters’, print and social media will also be required to disseminate the correct message. This will lay the groundwork for any future expansion of the rewilding scheme, should it be deemed desirable.

4. Proposal for Verge Rewilding Pilot Scheme:

1. To implement a pilot scheme allowing residents on **Cozens-Hardy Road** and **Colindeep Lane** to rewild or plant-up selected verges on the public highway outside their homes (these roads have verges on the ‘inside’ of the pavement).
2. Any rewilding/planting to be in accordance with rules set out in a STC guidance document and NCC’s “SP03-01-F53 Licence to grow plants in highway land”.
3. Residents to apply to Town Council for permission to rewild/plant a verge. This will allow Council to ensure verges are rewilded or planted only where safe and appropriate to do so. Application will consist of STC application form and guidance (see attached), plus NCC’s license form. Any fee charged could be collected at this point.
4. Any applications provisionally approved by Town Council are then sent to NCC Highways for final approval.
5. If NCC Highways approve an application, the license form is signed on behalf of the Director of Community and Environmental Services, on behalf of the County Council and returned to applicant for their retention.
6. ‘Approved’ rewilding/planted verges are indicated by a small “No Mow” sign displayed in said verge (see “Costs”). STC’s grounds team will not cut verges displaying official “No Mow” sign. Successful applicants can collect their sign from the office.
7. Ownership of verges would not change.
8. All *ongoing* costs and liabilities to be borne by the resident.

5. Costs

- “No Mow” signs (made from reclaimed/recycled/waste timber) = £5.00 per sign.
 - Anticipate maximum of 30 participant residents = 30 x £5.00 = **£150.00**

Total material cost to Council = **£150.00** (Available Street Scene budget 2021/22 for verges is £1000)

In addition, the pilot scheme would incur additional administrative time and expense (officer time, letters and stamps). It should be possible to accommodate these within existing budgets, or if required, recharge to the Street Scene budget.

Options:

A. Recharge £5.00 to residents to recover cost of signs.

Charging £5.00 may dissuade some residents from coming forward. This could be mitigated by offering free signs to residents on low incomes or Universal Credit. This is the least expensive option for Council.

B. Provide signs free of charge to residents.

Removing the financial requirement opens the pilot scheme up to as many residents as possible. However, people who pay even a small amount for something *tend* to value it more, perhaps leading to a greater sense of personal investiture in the scheme.

6. Pilot Timing and Duration

Pilot Scheme for consideration and decision at full Council on 27th October 2021. If agreed:

1. Aims and process for application communicated to residents via winter edition of Sprowston Matters, Just Sprowston, Evening News, Posters, Facebook etc
2. Residents who have successfully applied to the pilot scheme are able to begin planting/rewilding in time for Spring 2022
3. Pilot scheme runs for one year, ending at beginning of spring 2023
4. January 2023 - Council evaluates pilot and decides next steps, which for example, could include: Widening pilot scheme to include suitable verges adjacent the roadway; ceasing altogether, etc.

D. Coleman (Councillor), G. Ranaweera (Town Clerk). October 27th 2021

Sprowston Town Council Decisions Required:

- ***#1. Option: To implement the Proposal for a Verge Rewilding Pilot Scheme, as set out in point 4***
and
- ***#2. Option: To decide whether to recharge applicants for the cost of signage, as set out in points 5A and 5B***

Figure 1. Examples of 'in scope' verges and 'out of scope' verges on Cozens-Hardy Road



Store This Document Safely With The Deeds Of Your House

To:

The Highways Act 1980, Section 142 Licence To Grow Plants In Highway Land

1. Norfolk County Council (the Council) as the Highway Authority hereby permits you to grow and maintain plants and grass in the highway land shown coloured green on the attached plan subject to the following restrictions:
 - (i) No trees
 - (ii) No fencing, walls, stones, posts, or hedges
 - (iii) No buildings or sheds
 - (iv) No poisonous or harmful plants
 - (v) No plants grown for sale or eating
 - (vi) All plants must be kept trimmed as follows:-
 - (a) No plants within two metres of carriageways
 - (b) No plants within 50cm of footways
 - (c) No plants over 60cm high in sight lines or visibility splays
 - (d) No plants over 1.5 metre high elsewhere
 - (vii) No soil may be removed from or added to this highway land
 - (viii) No excavations may be made more than 20cm deep
 - (ix) The existing contour of the land must be retained
2. **Special conditions:**
3. This land is highway land and the Public Utility Undertakers have the right of access at all times to all parts of the highway land. You cannot claim damages against them or against the Council.
4. This Licence begins as soon as you sign and date your acceptance of it.
5.
 - (i) If any of the terms of this Licence are contravened or
 - (ii) the planting causes a nuisance or annoyance to adjoining property owners or passengers on the highway the Licence will come to an end without compensation by the County Council giving you seven days notice. If you comply with all the conditions the notice period is extended to three months.
6. When you want to end the licence you must give the Council a month's notice.
7. When this licence comes to an end you must reinstate the land to the Council's satisfaction.
8. If you sell your property you must notify the Council within one month.

<i>Office use only</i>	
Signed:	
for Director of Community and Environmental Services on behalf of the County Council	

I hereby agree to the conditions of this
Licence

Signed:

Date:



Application Form to Rewild or Plant in a Verge
(Licence To Grow Plants In Highway Land)

Sprowston Town Council and Norfolk County Council Highways are working together to trial a scheme allowing residents to rewild or plant selected verges in Sprowston.

- Applicants must complete this application form and a “Licence To Grow Plants In Highway Land”. Both must be returned to Sprowston Town Council along with a fee of £XX. (Fee concessions are available. Unsuccessful applicants will receive a full refund).
- Town Council will either decline or provisionally approve the application.
- Applications that are provisionally approved are passed to Norfolk County Council Highways for final approval or rejection.
- If final approval is granted, Norfolk County Council Highways will validate and return the applicant’s “Licence To Grow Plants In Highway Land” and Sprowston Town Council will issue the applicant with a “No mow” sign.
- Successful applicants must display a “No mow” sign in the rewilded verge.

1. Name of applicant (Sprowston resident):

Name	
Address	
Telephone	
Email	

2.1 Location of grass verge to which application applies

--

2.2 Please attach a simple map or sketch marking the exact location and extent of the verge you wish to rewild or plant.

3. If granted a Licence To Grow Plants In Highway Land, the applicant hereby acknowledges, accepts and agrees:

1. To abide by the terms of the Licence To Grow Plants In Highway Land, granted by Norfolk County Council
2. To abide by Sprowston Town Council's guidance and additional restrictions attached to this application form, and any future amendments to it.
3. Any rewilded or planted verge remains part of the public highway. Rewilding, planting or otherwise working or maintaining a verge does not alter or contest ownership of the verge and does not grant the resident or any other party any new or additional rights, privileges, easements or claims over the verge

4. Termination

1. Grounds and timescales for termination of the License are set out in the "Licence To Grow Plants In Highway Land, granted by Norfolk County Council"
2. In the event that the resident no longer wishes to participate in the rewilding scheme, or moves away from the address, the resident agrees to notify Sprowston Town Council and Norfolk County Council Highways and remove any plants and signage from the verge and return the verge to an appropriate grass surface at their own cost
3. Sprowston Town Council and Norfolk County Council Highways reserve the right to carry out any remedial works necessitated by the resident's non-compliance with this agreement and recharge the resident for any costs so incurred

5. Declaration

1. I, the undersigned, have read and understood the Licence To Grow Plants In Highway Land, granted by Norfolk County Council, and Sprowston Town Council's Guidance for Rewilding or Planting Verges, and I agree to be bound by them both
2. I consent to Sprowston Town Council and Norfolk County Council using my personal data for purposes of administering this scheme

6. Signed

The applicant (resident):

Dated:

Guidance and Additional Restrictions for Rewilding or Planting Verges

(To be read in conjunction with Norfolk County Council's Licence To Grow Plants In Highway Land)

The following guidance and additional restrictions apply to residents rewilding or planting a verge in Sprowston:

1. Not to grow or allow to grow any plants that obstruct the footway or street furniture, and at all times to keep the footway and street furniture clear of growth or debris from the rewilded or planted verge
2. Not to grow or allow to grow any plants that obstruct safe visibility of road users, and at all times to keep the road clear of growth from the rewilded or planted verge
3. Not to grow or allow to grow any spikey or thorny plants, or any other plants that may pose a danger or nuisance to the public or animals
4. Not to grow or allow to grow any plants with deep, extensive, or invasive roots
5. Not to grow or allow to grow any planting of unreasonable height (as determined in the Norfolk County Council License) or that may otherwise cause nuisance to neighbours, pedestrians or any other relevant party
6. Not to put down gravel, shingle, stones, bark or any form of loose chippings
7. Not to install any form of hard edging, border or ornament
8. Not to incorporate the verge into the property's garden, drive or private curtilage
9. To assume all costs associated with rewilding and/or planting the verge
10. To assume all liability arising from their rewilding and/or planting of the verge
11. To indemnify Sprowston Town Council and Norfolk County Council against losses or claims as a result of the resident's rewilding and/or planting of the verge
12. To keep the verge in a good state of appearance
13. To remove from the verge any plant or other item, on request from Sprowston Town Council, Norfolk County Council or any other relevant Authority
14. To display an approved "No mow" sign in the verge or on their adjacent property (for example the exterior of a garden wall)

Sprowston Town Council – 27th October 2021

Former- Royal Bengal Restaurant / Viking Public House: Proposed text for consultation in Sprowston Matters, December 2021 issue.

--start--

Town Council invites all Sprowston residents to submit comments and suggestions on the draft proposals for the Royal Bengal restaurant (formerly known as the Viking public house) on Tills Road, Sprowston.

In May 2021 Sprowston Town Council bought the Royal Bengal Restaurant building, formerly known as the Viking public house. By purchasing the property, which had lain vacant for several years, Town Council saved the landmark building from possible demolition.

Since then, Town Council has been working with Norwich based Bidwells LLP to coordinate the renovation and extension of the building into a multi-use community hub.

Town Councillors had previously identified a lack of community facilities in the part of Sprowston laying to the West of the North Walsham Road B1150, so the 'Viking Centre' – as the building has come to be known informally – is intended to help address that issue.

Draft plans have now been drawn up for an initial scheme that provides the following range of spaces in the building:

Ground Floor

- Multi-use room 'A' for community hire (55m²)
- Multi-use room 'B' for community hire (33m²)
- Large bay-fronted room for a Community Café or similar social space (62m²)
- New build Community Hall with sprung wooden floor (198m²)

These ground floor spaces are intended to suit local clubs and societies looking for a home venue to hold regular meetings. The rooms and new hall will also be available for residents to hire for birthday parties and other special occasions. Council hopes the large community café space will become the heart of the building and an important social destination for local residents.

All ground floor rooms will be fully accessible and have their own separate entrance, accessible toilet, projector/TV, speakers and tea point with sink, fridge and dishwasher.

First Floor

- Flexible hire / hot desk office space '#1' (1 to 2 people)
- Flexible hire / hot desk office space '#2' (1 to 2 people)
- Flexible hire / hot desk office space '#3' (2 to 3 people)

The three first-floor rooms can be used for a range of activities, from 1-to-1 consultations, interviews, temporary flexible office space, treatment rooms, or informal meetings.

All first-floor rooms share an entrance hall, stairway, toilets, tea point with sink, fridge, and dishwasher. Unfortunately, due to the nature of the existing building the first floor can only be accessed via a flight of stairs.

Basement

- Secure storage racks and cages for hire by groups based at the Viking Centre.

Onsite Parking

- Approximately 30 parking spaces (to include at least 2 Electric Vehicle charging spaces), 3 disabled parking spaces and a bicycle rack.

Sprowston Town Councillor Judy Leggett, Chairman of the Council's Recreational Facilities Working Group, which first proposed the purchase, said:

"A key part of these plans is the inclusion of a space for a community café. We hope to attract a community group or charity that can offer things like coffee mornings, wellbeing workshops, work experience etc., and create a welcoming place for residents to meet."

"In coming up with the draft plans we have taken on board feedback from community groups, lessons learned from the COVID pandemic and our own experience running the successful Sprowston Diamond Centre".

Cllr John Ward, Town Mayor of Sprowston Town Council, said:

"Converting the former-Viking public house into a community hub will help address the lack of facilities and meeting places for residents and groups in the west of Sprowston. I am pleased Town Council is once again working with Bidwells LLP with whom we had previously partnered to renovate the Sprowston Diamond Centre into a thriving modern venue. It is important that any plans for the former-Viking building allow it to accommodate a wide range of users without spoiling its unique appearance or affecting the amenity of nearby homes. With that in mind, these draft plans add a large modern space to the rear of the property which the existing building frontage will hide from the road and surrounding houses".

Costs and Timescales

With the project still at an early stage, precise costs and timescales are yet to be confirmed. Council's current projections are that building works will cost in the region of £850,000 (excluding surveys and professional fees) and will be completed around mid to late 2023.

Construction work will be phased to coincide with the Community Infrastructure Levy (CIL) funds Council expects to receive over the next 24 months. Developers of largescale housing estates elsewhere in Sprowston are legally obliged to pay an amount of CIL to help Council provide assets for the town. It is anticipated that the 'Viking Centre' project will be paid for in this way with no impact on Council Tax.

If you have any comments on Council's plans for the 'Viking Centre', please send these (along with your name and address in Sprowston) to:

townclerk@sprowston-tc.gov.uk, or telephone the Sprowston Town Council office on **01603 408063**.

Comments may be published publicly. Names and addresses of commenters will not be published and will be kept strictly private.

--end--

Consultation in Sprowston Matters to include:

- Architect's 3D models of external views
- Plan of ground floor
- Plan of first floor (if space allows)

17th October 2021

Report from Councillor John Ward

Broadland District Council

On 15th October I attended the Community at Heart Awards where I presented a Special recognition Award for Accessible Design to The Nest. There were a number of other awards including a Community Hero Award which went to Lorraine Curston of Dawn's New Horizon.

Council has agreed that the Greater Norwich Local Plan is sound and should be submitted to the Secretary of state subject to reaching an agreement with Natural England on the mitigation necessary to protect sites under the Habitat Regulations.

Council also agreed to identify and bring forward sufficient Gypsy and Traveller sites to meet identified needs.

The Capital Budget for Refuse Services has been increased from £3m to £5.7m.

Norfolk County Council

Food vouchers (worth £15 per child per week) will be provided for half term week for children receiving free school meals.

There are three new exhibitions opening at Norfolk's Museums this month:-
The Wonderful World of Ladybird Books, at Time & Tide
Textile Treasures, at Norwich Castle
Gardens: Sowing Seeds, Growing Stories, at Lynn Museum

The Harford Park & Ride service now stops at County Hall and staff can buy tickets in advance at £1 per journey.

There are various free half-term activities available for children up to 11yrs, such as painting and bedtime stories. Details at www.norfolk.gov.uk/halftermactivities

There are also a range of events being run by the libraries including a virtual visit to Banham Zoo – check NCC website Whats On page for details.

COUNCIL MEETING – 27 October 2021

Report of the Town Clerk

CENTRAL ADMINISTRATION AND PERSONNEL

1.1 Proposed Christmas and New Year 2021-22 Opening Times

Historically the Recreation Ground and Sparhawk Park have been closed on Christmas Day, Boxing Day and New Year's Day. During the COVID-19 pandemic, the Recreation Ground and Sparhawk Park were opened on Christmas Day and Boxing Day 2020 to allow families to meet outdoors. This proved popular, with both parks seeing plenty of use over the two days. Therefore, I propose to continue following this pattern of park opening on 25th and 26th December 2021. Approximate additional cost will be around £350 in total. The Rec and Sparhawk parks will remain closed on New Year's Day so as to allow caretaking staff some time off during the period.

The Council office receives very little business between Boxing Day and New Year's Day. Thus, I propose staff use their annual leave for the 3 working days between Christmas and New Year's Day and the office be closed for that period. The grounds team will be working on 29th, 30th and 31st Dec.

Day / Date	Office	Parks
Friday Dec 24 th	Open	Open
Saturday Dec 25 th (Weekend)	Closed	Open
Sunday Dec 26 th (Weekend)	Closed	Open
Monday Dec 27 th (Bank Holiday)	Closed	Open
Tuesday Dec 28 th (Bank Holiday)	Closed	Open
Wednesday Dec 29 th	Closed (Staff must take Annual Leave)	Open
Thursday Dec 30 th	Closed (Staff must take Annual Leave)	Open
Friday Dec 31 st	Closed (Staff must take Annual Leave)	Open
Saturday Jan 1 st (Weekend)	Closed	Closed
Sunday January 2 nd (Weekend)	Closed	Open
Monday January 3 rd (Bank Holiday)	Closed	Open
Tuesday January 4 th	Open	Open

Sprowston Town Council decision requested:

Recommendation:

- ***To agree proposed Christmas and New Year 2021/22 Opening Times***

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

2.1 SYEP Activity Day Thursday 28th Oct 2021, and 'Kicks in the Park'

Following the success of their first Activity Day, SYEP have requested permission to hold a further Half Term Activity Day on the Edward Road-end carpark, on Thursday 28th October. Given Council's approval of SYEP's first Activity Day, and the short lead in time for this one, I have granted approval for the second day, subject to the same health and safety etc requirements as before.

SYEP will be delivering some additional pop-up football session over half term. They intend to visit a variety of open spaces around Sprowston, including the Blue Boar Lane open space by Lidl, on the White House Farm estate.

2.2 SYEP – Request to use Church Lane Car Park

From 1st November to early February 2022 the Recreation Ground (and Sparhawk Park) will close at 4.30pm. This reduces the time available for young people to use the rec after school, and consequently reduces the time available for SYEP to engage with them. SYEP are aware that after 1st November, some young people will likely move to Barkers Lane. Therefore, SYEP have asked permission to use the Church Lane car park on Wed and Sat day evenings (4pm to 7pm) as a base for their caravan, from which they can engage young people on Barker Lane field. At this time of year, the Church Lane car park closes at 4pm, so arrangement will need to be put in place to grant SYEP access.

Sprowston Town Council decision requested:

Option:

- ***To permit SYEP to use the Church Lane car park, from 4pm to 7pm on Wednesdays and Saturdays, until engagement activity resumes at the Recreation Ground.***

CEMETERY

3.1 No matters to report

STREET LIGHTING

4.1 No matters to report

PLANNING AND TRANSPORTATION

5.1 No matters to report



Guy Ranaweera
Town Clerk

Broadland DC App. No	Location	Description	Type
20211771	48 Blenheim Road, Sprowston, NR7 8AJ	Single storey rear extension with flat roof. Two storey side extension. Front porch with pitched roof	Householder
20211794	183 Wroxham Road, Sprowston, NR7 8AG	Adjustments from original submission 20210764, change upstairs walls and main roof in line with existing and adapt 6m doors and 900mm window to 7m sliding doors at rear	Non-Material Amendment
20211795	Southern side of Broadland Northway close to Anglian Water Authority Sewage Division, Wroxham Road, Sprowston	Removal of hedgerow to facilitate laying of new potable water main to support local network around Norwich (6m in length)	Hedgerow Removal Notice
20211835	5 Fairstead Road, Sprowston, NR7 8XG	Proposed single storey rear extension	Householder

Parish	Sprowston
Application Number	20210813
Development Address	54C School Lane, Sprowston, Norwich, NR7 8TQ
Development Description	Extensions and alterations to dwelling, proposed car port, conversion of store into annexe and associated works
Decision	Full Approval
Decision Date	08/10/2021
Application Number	20211465
Development Address	175 Wroxham Road, Sprowston, NR7 8AG
Development Description	Single storey lean-to extension to the rear
Decision	Full Approval
Decision Date	04/10/2021



Bank Reconciliation

Second Quarter

30/09/2021

Sprowston Town Council
Recreation Ground Road
Sprowston, Norwich, NR7 8EW

Financial year ending 31 March 2022

Prepared by *G. Ranaweera* Mr G Ranaweera Town and RFO

Dated *13-10-2021*

Approved by *J. M. Ward* Mr J M Ward Town Mayor

Dated *13-10-21*

Balance per bank statements at 30th September 2021	£	£
General Account	85,346.27	
Treasury Deposit A/c No 2	-	
Drawings Account	-	
Salaries Account	1,834.99	
Treasury Deposits A/c No 1	-	
Business Saver A/c	0.03	
Active Saver Account	531,107.98	
Barclaycard Account		560.74
Petty Cash Account	650.64	
		618,379.17
Less: un-presented cheques at 30th September		
CASH BOOK Bank Balances @ 30/09/2021		
Nominal A/c 1200 General Account	85,346.27	
Nominal A/c 1201 Treasury Deposit A/c No 2	-	
Nominal A/c 1202 Drawings Account	-	
Nominal A/c 1203 Salaries Account	1,834.99	
Nominal A/c 1205 Treasury Deposits A/c No 1	-	
Nominal A/c 1206 Business Saver A/c	0.03	
Nominal A/c 1207 Active Saver Account	531,107.98	
Nominal A/c 1209 Barclaycard Account		560.74
Nominal A/c 1210 Petty Cash Account	650.64	
Closing Balance Cash Book		618,379.17



Bank Reconciliation		Second Quarter	30/09/2021
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW			
Financial year ending 31 March 2022			
Prepared by..... <i>G. Ranaweera</i> Mr G Ranaweera Clerk and RFO			
Dated <u>13-10-2021</u>			
Approved by..... <i>J.M. Ward</i> Mr J.M. Ward Town Mayor			
Dated <u>13-10-21</u>			
Balance per bank statements as at September 2021	£	£	
General Account	85,346.27		
Treasury Deposit A/C NO2	-		
Drawings Account	-		
Salaries Account	1,834.99		
Petty Cash Imprest Account	-		
Treasury Deposits	-		
SPR PAR COU IAS	0.03		
Active Saver Account	531,107.98		
Barclaycard Account			560.74
Petty Cash Account	650.64		
			618,379.17
Less: un-presented cheques at 30th September 2021	-		
Cheque number xxxxxx			
Cheque number xxxxxx			
Plus: unbanked cash at 30th September 2021	-		
Casual Bowls			
Net bank balances as at 30th September 2021			
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>			
CASH BOOK			
Opening Balance			745,871.00
Plus: Receipts in the year			623,028.60
Less: Payments in the year			-750,520.43
Closing balance per cash book (receipts and payments book) as at 30th September 2021 (must equal net bank balances above)			618,379.17

Sprowston Town Council year ending 31st March 2022**Summary Income & Expenditure by Budget Heading year to date to****30th September 2021**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Administration</u>						
Expenditure	109,173	211,049	101,876	0	101,876	51.7%
Income/Precept	283,210	211,049	-72,161			
<u>Allotments</u>						
Expenditure	2,576	6,284	3,708	0	3,708	41.0%
Income/Precept	5,206	6,284	1,078			
<u>Cemetery</u>						
Expenditure	45,140	107,613	62,473	0	62,473	41.9%
Income/Precept	77,866	107,613	29,748			
<u>Grants</u>						
Expenditure	8,500	16,500	8,000	0	8,000	51.5%
Income/Precept	8,280	16,500	8,220			
<u>Diamond Centre</u>						
Expenditure	106,998	243,165	136,167	0	136,167	44.0%
Income/Precept	130,990	243,165	112,175			
<u>Parks</u>						
Expenditure	62,979	214,951	151,972	0	151,972	29.3%
Income/Precept	102,940	194,951	92,011			
<u>Street Scene</u>						
Expenditure	23,529	86,840	63,311	0	63,311	27.1%
Precept	43,420	86,840	43,420			
<u>Viking Community Hub</u>						
Expenditure	401,383	0	-401,383			
Precept	0					
<u>Held Funds</u>						
Expenditure	64					
Income	0					
<u>Totals</u>						
Expenditure	760,342	886,402	126,060	0	527,507	85.8%
Income	297,640	157,858	-139,782			188.5%
Precept	354,272	708,544	354,272			
Transfers from reserves		20,000				
<u>Surplus / (Shortfall)</u>	(108,430)	0				

Sprowston Town Council year ending 31st March 2022**Summary Income & Expenditure by Budget Heading year to date to****30th September 2021**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Administration</u>						
Expenditure	109,173	211,049	101,876	0	101,876	51.7%
Income/Precept	104,775	211,049	-72,161			
<u>Allotments</u>						
Expenditure	2,576	6,284	3,708	0	3,708	41.0%
Income/Precept	5,206	6,284	1,078			
<u>Cemetery</u>						
Expenditure	45,140	107,613	62,473	0	62,473	41.9%
Income/Precept	77,866	107,613	29,748			
<u>Grants</u>						
Expenditure	8,500	16,500	8,000	0	8,000	51.5%
Income/Precept	8,280	16,500	8,220			
<u>Diamond Centre</u>						
Expenditure	106,998	243,165	136,167	0	136,167	44.0%
Income/Precept	130,990	243,165	112,175			
<u>Parks</u>						
Expenditure	62,979	214,951	151,972	0	151,972	29.3%
Income/Precept	102,940	194,951	92,011			
<u>Street Scene</u>						
Expenditure	23,529	86,840	63,311	0	63,311	27.1%
Precept	43,420	86,840	43,420			
<u>Totals</u>						
Expenditure	358,895	886,402	527,507	0	527,507	40.5%
Income	119,204	157,858	38,654			75.5%
Precept	354,272	708,544	354,272		0	
Transfers from reserves		20,000				
<u>Surplus / (Shortfall)</u>	114,582	0				

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2021

Administration

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
<u>Expenditure</u>						
6001 Wages/Salaries	57,478	124,098	66,620		66,620	46.3%
6002 Employers NI	5,795	11,015	5,220		5,220	52.6%
6003 Employers Superannuation	13,507	28,576	15,069		15,069	47.3%
7005 Administration - Building Repairs	132	800	668		668	0.0%
7008 Administration - Insurance	6,820	7,850	1,030		1,030	86.9% Zurich Ins
7009 Administration - Legal Fees	1,891	3,100	1,209		1,209	61.0%
7010 Administration - Bank Charges & Interest Charges	307	1,000	693		693	30.7%
7012 Administration - Audit Fees	2,001	3,700	1,700		1,700	54.1%
7013 Administration - Town News Letter	1,717	4,500	2,783		2,783	38.2%
7014 Administration - Election Expenses	0	0	0		0	0.0%
7015 Administration - Travelling	64	950	886		886	6.8%
7016 Administration - Phone/Communications	10	600	590		590	0.0%
7017 Administration - IT	7,749	8,100	351		351	95.7% Intouch/S
7018 Administration - Website	0	1,500	1,500		1,500	0.0%
7020 Administration - Postage	79	100	21		21	79.1%
7021 Administration - Stationery	522	900	378		378	58.0%
7022 Administration - Printing & Photocopying	312	600	288		288	52.0%
7023 Administration - Recreation Ground Council Office	872	0	-872		-872	0.0%
7024 Administration - Advertising	0	100	100		100	0.0%
7025 Administration - Subscriptions	1,695	2,500	805		805	67.8%
7026 Administration - Publications	0	60	60		60	0.0%
7027 Administration - Training	451	1,500	1,049		1,049	30.1%
7028 Administration - Health & Safety	11	200	189		189	5.7%
7029 Administration - Equipment Lease	725	1,500	775		775	48.3%
7030 Administration - Chairmans Allowance	0	200	200		200	0.0%
7040 Administration - Covid 19 Expenses	145	0	-145		-145	0.0%
7041 Administration - Recruitment Costs	6,891	7,500	609		609	91.9%
5002 Administration - Sundries & Contingencies	0	100	100		100	0.0%
<u>Total Expenditure</u>	109,173	211,049	101,876	0	101,876	51.7%
<u>Income</u>						
4006 Administration - Bank & Investment Income	0	1,500	1,500			
4021 Administration - CIL	178,435	0	-178,435			
4090 Administration - Precept	104,775	209,549	104,775			
		0	0			
<u>Total Income</u>	283,210	211,049	-72,161			
<u>Total Income Less CIL</u>	104,775		106,275			
<u>Transfer from reserves</u>	0	0				
<u>Surplus / (Shortfall)</u>	174,037	0				

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2021

Allotments

		<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>	
		<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>	
	<u>Expenditure</u>							
6101	Allotments - Gross Pay	1,287	3,224	1,937		1,937	39.9%	
6102	Allotments - Ers Ni	106	282	176		176	37.7%	
6103	Allotments - Superannuation	285	758	473		473	37.6%	
5101	Allotments - Vermin Control	480	620	140		140	77.4%	Pest control annual invoice
7104	Allotments - Water	413	800	387		387	51.6%	
7106	Allotments - General Repairs	0	500	500		500	0.0%	
5102	Allotments - Sundries & Contingencies	5	100	95		95	4.8%	
	<u>Total Expenditure</u>	2,576	6,284	3,708	0	3,708	41.0%	
	<u>Income</u>							
4101	Allotments - Allotment Rental	3,521	3,605	85				
4102	Allotments - Water Charges Received	746	800	54				
4091	Allotments - Precept	940	1,879	940				
			0	0				
	<u>Total Income</u>	5,206	6,284	1,078				
	<u>Surplus / (Shortfall)</u>	2,630	0					

Sprowston Town Council year ending 31st March 2022**Detailed Income & Expenditure by Cost Centre year to date to****30th September 2021****Cemetery**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6201 Cemetery - Gross Pay	23,161	58,032	34,871		34,871	39.9%
6202 Cemetery - Ers Ni	1,915	5,080	3,165		3,165	37.7%
6203 Cemetery - Superannuation	5,132	13,638	8,506		8,506	37.6%
5201 Cemetery - Vermin Control	329	0	-329		-329	0.0%
5211 Cemetery - Trees, Shrubs & Plants	0	500	500		500	0.0%
5215 Cemetery - Waste Disposal & Skip Hire	792	2,000	1,208		1,208	39.6%
5220 Cemetery - Maintenance & Equipment	337	500	163		163	67.4%
5221 Cemetery - Memorial Wall Expenses	1,483	200	-1,283		-1,283	741.7%
5223 Cemetery - Memorial Safety Repairs	0	160	160		160	0.0%
7202 Cemetery - Rates	1,210	2,575	1,365		1,365	47.0%
7203 Cemetery - Heat & Light	84	618	534		534	13.6%
7204 Cemetery - Water	51	165	114		114	30.6%
7205 Cemetery - Opening/Closing Gates	0	1,545	1,545		1,545	0.0%
7207 Cemetery - Cleaning	0	500	500		500	0.0%
7208 Cemetery - Vehicle & Storage Shed	0	0	0		0	0.0%
7211 Cemetery - Loan Charges	10,634	22,000	11,366		11,366	48.3%
5202 Cemetery - Sundries & Contingencies	11	100	89		89	10.8%
<u>Total Expenditure</u>	45,140	107,613	62,473	0	62,473	41.9%
<u>Income</u>						
4203 Cemetery - Graves	48,880	48,410	-470			
4204 Cemetery - Interment	13,920	30,900	16,980			
4205 Cemetery - Memorials & Inscriptions	6,064	10,300	4,236			
4092 Cemetery - Precept	9,002	18,003	9,002			
	0	0	0			
<u>Total Income</u>	77,866	107,613	29,748			
<u>Transfer from reserves</u>	0	0				
<u>Surplus / (Shortfall)</u>	32,725	0				

Sprowston Town Council year ending 31st March 2022**Detailed Income & Expenditure by Cost Centre year to date to****30th September 2021****Grants**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
5307	Grants - Donations	3,500	6,500	3,000		3,000	53.8%
5308	Grants - Sprowston Coronavirus Help Group Exp.	0	0	0		0	0.0%
5311	SYEP-Outreach Worker	5,000	10,000	5,000		5,000	50.0%
	<u>Total Expenditure</u>	8,500	16,500	8,000	0	8,000	51.5%
	<u>Income</u>						
4305	Grants- Corona Virus	0	0				
4307	Grants Textile Recycling Credits 2019/20	30	0	-30			
4321	Grants						
4093	Precept - Grant Element	8,250	16,500	8,250			
		0	0	0			
	<u>Total Income</u>	8,280	16,500	8,220			
	<u>Surplus / (Shortfall)</u>	<u>(220)</u>	<u>0</u>				



Sprowston Town Council year ending 31st March 2022**Detailed Income & Expenditure by Cost Centre year to date to****30th September 2021****Diamond Centre**

		<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
5415	Diamond Centre - Waste Disposal & Skip Hire	247	650	403		403	38.1%
5421	Diamond Centre - Room Hire Expenses	232	3,600	3,368		3,368	6.4%
5422	Diamond Centre - Equipment/Purchases	228	1,000	772		772	22.8%
5424	Diamond Centre - Nursery Costs	0	500	500		500	0.0%
5425	Diamond Centre - Phase 4 Retention	0	0	0		0	0.0%
7402	Diamond Centre - Rates	7,734	18,540	10,806		10,806	41.7%
7403	Diamond Centre - Heat & Light	4,307	16,480	12,173		12,173	26.1%
7404	Diamond Centre - Water	273	1,545	1,272		1,272	17.7%
7405	Diamond Centre - Building Repairs	0	2,000	2,000		2,000	0.0%
7406	Diamond Centre - General Repairs	0	0	0		0	0.0%
7407	Diamond Centre - Cleaning & Supplies	36,102	77,250	41,148		41,148	46.7%
7408	Diamond Centre - Maintenance	348	6,000	5,652		5,652	5.8%
7411	Diamond Centre - Loan Charges	57,527	115,500	57,973		57,973	49.8%
7416	Diamond Centre - Phone/Communications	0	0	0		0	0.0%
5402	Diamond Centre - Sundries & Contingencies	0	100	100		100	0.0%
	<u>Total Expenditure</u>	106,998	243,165	136,167	0	136,167	44.0%
	<u>Income</u>						
4415	Diamond Centre - Hire of	29,608	40,000	10,392			
4416	Diamond Centre - Field Hire	200	0	-200			
4417	Diamond Centre - Cinema Receipts	0	800	800			
4418	Diamond Centre - Grants Received	0	0	0			
4094	Diamond Centre - Precept	101,183	202,365	101,183			
		0	0	0			
	<u>Total Income</u>	130,990	243,165	112,175			
	Transfer from reserves	0	0				
	<u>Surplus / (Shortfall)</u>	23,992	0				

Sprowston Town Council year ending 31st March 2022**Detailed Income & Expenditure by Cost Centre year to date to****30th September 2021****Parks**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6501 Parks - Gross Pay	27,021	67,703	40,682		40,682	39.9%
6502 Parks - Ers Ni	2,234	5,926	3,692		3,692	37.7%
6503 Parks - Superannuation	5,987	15,912	9,925		9,925	37.6%
5508 Parks - Machinery Tool Repair/Replace	4,682	25,000	20,318		20,318	18.7%
5509 Parks - Playground Equipment Repairs	2,646	26,000	23,354		23,354	10.2%
5510 Parks - Horticultural Consumables	0	2,060	2,060		2,060	0.0%
5511 Parks - Trees, Shrubs & Plants	90	9,000	8,910		8,910	1.0%
5512 Parks - Sports Pitches Consumables	849	1,030	182		182	82.4%
5513 Parks - Paths, Seats & Signs, Shelter	363	4,000	3,637		3,637	9.1%
5514 Parks - Fencing, Gates & Walls	40	3,000	2,960		2,960	1.3%
5515 Parks - Waste Disposal & Skip Hire	665	2,500	1,835		1,835	26.6%
5516 Parks - Fuel for Machinery	2,067	3,500	1,433		1,433	59.1%
5517 Parks - Health & Safety inc Protective Clothing	2,087	5,000	2,913		2,913	41.7%
5518 Parks - Pavilion	0	0	0		0	0.0%
5520 Parks - Dogs & Litter Bins	0	6,695	6,695		6,695	0.0%
7502 Parks - Rates	7,236	15,450	8,214		8,214	46.8%
7503 Parks - Heat & Light	1,723	7,210	5,487		5,487	23.9%
7504 Parks - Water	2,254	6,180	3,926		3,926	36.5%
7505 Parks - Building Repairs	2,187	4,000	1,813		1,813	54.7%
7507 Parks - Cleaning & Supplies	760	2,575	1,815		1,815	29.5%
7511 Parks - Loan Charges	0	0	0		0	0.0%
7516 Parks - Phone/Communications	20	110	90		90	18.5%
7519 Parks - Training	0	2,000	2,000		2,000	0.0%
5502 Parks - Sundries & Contingencies	66	100	34		34	65.8%
<u>Total Expenditure</u>	62,979	214,951	151,972	0	151,972	29.3%
<u>Income</u>						
4508 Parks - Bowling Green Fees	3,319	3,811	492			
4509 Parks - Cricket Square Fees	75	90	15			
4510 Parks - Football Pitch Fees	100	4,635	4,535			
4511 Parks - Tennis Court Fees	0	0	0			
4512 Parks - Pavillion Hire Fees	659	500	-159			
4513 Parks - Delegated Verge Cutting	0	11,433	11,433			
4514 Parks - Grants Received	0	0	0			
4519 Parks - Recreation Ground Hire	12,083	824	-11,259			
4520 Parks - Hire of Recreation Ground Office	0	250	250			
4095 Parks - Precept	86,704	173,408	86,704			
		0	0			
<u>Total Income</u>	102,940	194,951	92,011			
<u>Transfer from reserves</u>	0	20,000				
<u>Surplus / (Shortfall)</u>	39,961	0				

Sprowston Town Council year ending 31st March 2022**Detailed Income & Expenditure by Cost Centre year to date to****30th September 2021****Street Scene**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
5603	Street Scene - Light Maintenance	5,795	12,000	6,205		6,205	48.3%
5604	Street Scene - Notice Board & Signs	1,630	1,600	-30		-30	101.9%
5605	Street Scene - Grass Verges	0	1,000	1,000		1,000	0.0%
5606	Street Scene -Shelters	95	3,000	2,905		2,905	3.2%
7603	Street Scene - Heat & Light	16,009	39,140	23,131		23,131	40.9%
7611	Street Scene - Loan Charges	0	30,000	30,000		30,000	0.0%
5602	Street Scene - Sundries & Contingencies	0	100	100		100	0.0%
<u>Total Expenditure</u>		23,529	86,840	63,311	0	63,311	27.1%
	<u>Income</u>						
4096	Street Scene - Precept	43,420	86,840	43,420			
			0	0			
<u>Total Income</u>		43,420	86,840	43,420			
<u>Surplus / (Shortfall)</u>		19,891	0				

Sprowston Town Council year ending 31st March 2022

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2021

Viking Community Hub Development

Phase 5

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
<u>Expenditure</u>						
5701 Viking Hub - Purchase Costs	382,396	0	-382,396		-382,396	0.0%
5702 Viking Hub - Professional Fees	3,438	0	-3,438		-3,438	0.0%
5703 Viking Hub - Surveys,etc	8,438	0	-8,438		-8,438	0.0%
5704 Viking Hub - Water	0	0	0		0	0.0%
5705 Viking Hub - Caretaking/Cleaning	0	0	0		0	0.0%
5706 Viking Hub - Heat & Light	0	0	0		0	0.0%
5707 Viking Hub - Loan Charges	0	0	0		0	0.0%
5708 Viking Hub - Insurance	1,115	0	-1,115		-1,115	0.0%
5,709 Viking Hub Rates	5,996	0	-5,996		-5,996	0.0%

<u>Total Expenditure</u>	401,383	0	-401,383	0	-401,383	0.0%
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Income

Viking Hub - Rental income	0	0	0
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<u>Total Income</u>	0	0	0
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<u>Surplus / (Shortfall)</u>	(401,383)	0
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Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

30th September 2021

Dementia Café/Heritage

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
5309	Dementia Café						
5309	Heritage Society	64					

<u>Total Expenditure</u>	64	0	0	0
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	<u>Income</u>			
4321	Dementia Café	0		
4321	Heritage Society		0	0

<u>Total Income</u>	0	0
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<u>Surplus / (Shortfall)</u>	(64)
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Held funds @ 30/09/2021

Dementia Café Fund	2784.17
Heritage Fund	3054.74



Sprowston Town Council year ending 31st March 2022

Bank Accounts & Cash

30th September 2021

1200	STC - General Account	85,346
1201	STC - Business Premium Account	0
1202	STC - Drawings Account	0
1203	STC - Salaries Account	1,835
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	0
1206	STC - Business Saver Account	0
1207	STC - Active Saver Account	531,108
1209	STC - Barclaycard Account	-561
1210	STC - Petty Cash Account	651

Total Bank & Cash Balances **618,379**

Cash Book

Opening Balance 01/04/2021	745,871
Add: Total Cash Receipts in year	623,029
Deduct: Total Cash Payments in year	-750,520
Round Up	0
	<u>618,379</u>



Sprowston Town Council year ending 31st March 2022

Balance Sheet as at 30th September 2021

Current Assets

Sales Ledger	22,424
Other Debtors	0
Prepayments	
Vat Refund	6,459
Cash at Bank & in Hand	618,379

647,262

Current Liabilities

Purchase Ledger	9,822
Receipts in Advance	0
Sundry Creditors	0
Salaries	
Paye & Ni	0
Pensions	0

9,822

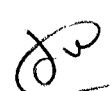
637,441

Reserves

Play Equipment Renewals Fund	30,000
Machinery Renewals Fund	20,000
Maintenance	25,000
Town Council Election Fund	6,000
Street Lighting Renewals Fund	45,000
CIL Reserve Fund	6,739
Contingency Reserve Fund	200,000
Capital Fund	0
Diamond Centre Phase 4 Fund	35,000
Viking Public House Development	0
Heritage Fund	3,055
Dementia Café Fund	2,784
General Fund	372,293
General Fund (P&L Acc) - current year	-108,430
Round up	

637,441

0



Sprowston Town Council

Fixed Loan Repayments (Annuity Basis - combining both interest & principal)

None

Loan Number	Start Date	End Date	Term	Scheme	Original Loan £	Interest Rate	Charges +			
							Bal o/s at 30.09.2021 £	Interest Due 10.11.21 £	Principal Due 10.11.21 £	Bal o/s at 31.03.2022 £
EIP - Equal instalments of principal										
497743	03.09.10	2035	25yrs	Cemetery Extension	100,000.00	3.46	56,000.00	968.80	2,000.00	54,000.00
499162	01.12.11	2031	20yrs	Acquisition School Lane	314,000.00	3.31	164,850.00	2,728.27	7,850.00	157,000.00
505463	19.10.16	2036	20Yrs	SDC:Sports Hall	1,500,000.00	2.26	1,185,652.45	13,397.87	33,421.35	1,152,231.10
							<u>1,406,502.45</u>	17094.94	43271.35	<u>1,363,231.10</u>
							<u>60,366.29</u>			

Sprowston Town Council

Fixed Loan Repayments (Annuity Basis - combining both interest & principal)
None

Loan Number	Start Date	End Date	Term	Scheme	Original Loan	Interest Rate	Charges +			Bal o/s at 30.09.21
							Bal o/s at 31.03.2021	Interest Due 13.09.21 (paid)	Principal Due 13.09.21 (paid)	
					£		£	£	£	£
EIP - Equal instalments of principal										
502857	13.03.14	2064	50yrs	Cemetery Groundworks (New Area)	260,000.00	4.50	223,600.00	5,031.00	2,600.00	221,000.00
							<u>223,600.00</u>	5031.00	2600.00	<u>221,000.00</u>
							<u>7,631.00</u>			

Sprowston Town Council – Investment Options (as at 19 October 2021)

Savings and Investments (Allocated Reserves) held as at 19 October 2021= **£375,000** (Barclays Bank Instant Access Saver Account: @ 0.01% Gross PA (£37.50 PA)

£26k planned expenditure from Allocated Reserves includes an estimated £6k for West Ward election expenses and £20k for play equipment replacement at Sparhawk park. In addition, a further £6k for the South East Ward election will be required from General Reserves, plus potential further funds to cover in-year increases in energy, fuel and other supply costs, unbudgeted overheads for the former-Viking pub and any reduction in income caused by future events.

I therefore suggest depositing £300,000 into a 12-month fixed term deposit to earn a slightly higher rate of interest (0.15%) whilst keeping the balance of £49k (£75k minus £26k) in Council's Barclays instant access saver account to act as a buffer against any unavoidable cost increases. If not needed, the £49k can be deposited at a later date, potentially at a higher interest rate.

Comparison of Alternative Investment Options, as at 19th October 2021:

Bank / Institution	Fitch Rating (AA highest)	Moodys (Aa highest)	Standard and Poor's (AA highest)	Product Name	Fixed Term	Interest Rate AER / Gross	Interest paid on maturity	Early Withdrawal	Banking Fee / Other Requirements
HSBC	AA-	A1	A+	Fixed Rate Saver	1 year	0.15%	£562.50	No	Requires business account with HSBC. Free for 12 months then £6.50pcm
Lloyds Bank PLC	A+	A1	A+	Fixed Term Deposit	1 year	0.05%	£187.50	No	Temporarily not accepting account switches
Bank of Scotland PLC	A+	A1	A+	Fixed Term Deposit	1 year	0.05%	£187.50	No	Requires business account with BoS PLC @ £15.00 pcm
Barclays Bank UK PLC	A+	A1	A+	Fixed Term Deposit	1 year	0.15%	£562.50	No	Requires business account with Barclays. Currently banking with Barclays (£6.50 pcm)

Credit ratings and Account information as at 19/10/2021, taken from each institution's website and should not be construed as financial advice.

HSBC: <https://www.hsbc.com/investors/fixed-income-investors/credit-ratings>, Lloyds Bank PLC: <https://www.lloydsbankinggroup.com/investors/fixed-income-investors/credit-ratings.html#>, Bank of Scotland PLC (Lloyds Group): <https://www.lloydsbankinggroup.com/investors/fixed-income-investors/credit-ratings.html#>, Barclays Bank UK PLC: <https://home.barclays/investor-relations/fixed-income-investors/credit-ratings/>

Town Clerk (19th October 2021)

Sprowston Town Council

Payments

Meeting Date: 27th October 2021

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
28/09/2021	27788	Chapel Doors Ltd Annual Auto Door Servicing - Diamond Centre	124.00	24.80	148.80	124
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
12/10/2021	8071359487	Copy IT Printer Copies - Office	58.41	11.68	70.09	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08/10/2021	INV-6103	Cozens Replace emergency lighting	945.50	189.10	1134.60	125
08/10/2021	INV-6102	LED Lantern upgrade	395.00	79.00	474.00	
11/10/2021	INV-6113	Monthly Maintenance charge	600.00	120.00	720.00	
			1,940.50	388.10	2328.60	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
14/10/2021	742967	CPS Fuels 1000 Litres Red Diesel	741.22	37.06	778.28	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
13/10/2021	J77555	Ernest Doe Reweld Bracket, labour and parts - Digger	245.78	49.16	294.94	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
27/09/2021	6210663	ESPO Flipchart, Market Eddings pack of 4	5.00	1.00	6.00	127
08/10/2021	6240404	Box Files	18.90	3.78	22.68	
06/10/2021	6233123	5 x boxes of white paper	65.80	13.16	78.96	
06/10/2021	6233124	Rechargeable batteries P14P Pack of 2 x3	30.00	6.00	36.00	
			119.70	23.94	143.64	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
29/09/2021	1	Evelyn Elliot Mileage expenses January to September: 200.8 Miles	75.30	15.06	90.36	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
27/09/2021	2	Guy Ranaweera Mileage Exspenses July to September: 46 miles	17.25	3.45	20.70	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/10/2021	926777	Heritage Gates and litter picking	122.25	24.45	146.70	128
01/10/2021	926776	Caretaker and cleaning services	5,929.85	1,185.97	7115.82	
30/09/2021	926807	Toilet Roll, bin liners and black sacks	138.24	27.65	165.89	
			6,190.34	1,238.07	7428.41	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
16/09/2021	IB765759	Huws Gray 2 x baq of ballast	85.00	17.00	102.00	129
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/09/2021	390884	Rigby Taylor Line marker 10 x10L Drums	336.12	47.45	383.57	130

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
07/10/2021	721163	Intouch				
08/10/2021	721302	Call and service charges	29.26	5.85	35.11	131
02/10/2021	721008	Server back up 18/10 - 18/11	49.00	9.80	58.80	
01/10/2021	719606	7 x hosted Exchange	55.00	11.00	66.00	
01/10/2021	719607	Office Wi-Fi October	50.00	10.00	60.00	
		Wi-Fi Diamond centre October	150.00	30.00	180.00	
			333.26	66.65	399.91	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
26/08/2021	5192	NALC				
		Internal controls course - T Jenkinson	30.00	6.00	36.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/10/2021	SIN043413	Online playground				
		Replacement play equipment, 4x toddler swing seats	490.15	98.03	588.18	132
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/10/2021	1	Royal British Legion				
		Donation for poppy wreath	100.00	-	100.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/10/2021	3132133	Safety Signs 4 Less				
		Fire safety signs	15.75	3.15	18.90	133
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
12/11/2021	416340	Wicksteed				
		Replacement play equipment parts, rope bridge	834.47	166.89	1001.36	134
TOTAL OF INVOICES			11,737.25	2,196.49	13,933.74	Trf 23
Transfer:	STC Drawings a/c to Petty Cash		-	-	-	
			11,737.25	2,196.49	13,933.74	
Transfer:	STC Active to STC Drawings a/c		-	-	-	Trf 24
Transfer:	STC Active a/c to Salaries a/c		-	-	0.00	Trf 25

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council			Meeting	Date: 27th October 2021		
Direct Debit Payments						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
30/09/2021	839284	The AF Group Vodafone bill September and dead bolt	11.20	2.23	13.43	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
30/09/2021	14844360921	Barclaycard PDQ machine monthly charges	49.80	5.96	55.76	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
28/09/2021	985515954	British Gas Diamond centre gas 20/08 - 21/09	114.15	5.70	119.85	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
18/10/2021	2419077	ICO Data protection annual fee	35.00	-	35.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
30/09/2021	199223	Norse Bin emptying September	24.00	4.80	28.80	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
13/10/2021	PW497743	Public Works Loan Board Cemetery Extension	2,968.80	-	2968.80	
13/10/2021	PW499162	Acquisition School Lane	10,578.27	-	10578.27	
13/10/2021	PW505463	Spowston Diamond Centre: Sports Hall	46,819.22	-	46819.22	
			60,366.29	-	60,366.29	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
18/10/2021	8458652	Siemens Quarterly fee for printer rental	265.00	53.00	318.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
09/10/2021	248899150	Total Gas & Power Street lights Electricity 01/09 - 30/09	2,297.65	459.52	2757.17	
09/10/2021	248892759	Flood Lights Electricity 01/09 - 30/09	12.50	0.62	13.12	
09/10/2021	248892760	Diamond Centre Electricity 01/09 - 30/09	301.63	60.33	361.96	
			2,611.78	520.47	3,132.25	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
30/09/2021	1219187	Veolia Bin emptying September	294.50	58.90	353.40	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
15/09/2021	9487280	Wave Water bill Cemetery 15/06 - 14/09	23.06	-	23.06	
Total Direct Debits			63,794.78	651.06	64,445.84	