
## Partnership campaign launched to address violence against women and girls

Partners across Norfolk are supporting the Government's 'Enough' to violence against women and girls campaign.
Read more >>

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## Vital funding boost for scheme helping vulnerable women in Norfolk

A project which aims to keep vulnerable women out of the criminal justice system has secured a vital cash boost to help further develop its work in Norfolk.
More information >>

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## PCC responds to latest crime statistics for Norfolk

Norfolk's PCC has responded to the latest release of crime statistics data for all forces in England and Wales from the Office of National Statistics.
More information >>

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**The next PCC Accountability Meeting (PAM) will take place on Tuesday 3 May 2022.**

The meeting will be held virtually and a recording will be published on our website after the event, along with answers to questions posed by members of the public.

For more information on PAMs visit our website here>>

https://www.norfolk-pcc.gov.uk

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**Our mailing address is:**
Office of the Police and Crime and Commissioner for Norfolk
Building 1, Falconers Chase
Wymondham, Norfolk NR18 0WW
United Kingdom

8th May 2022

# Report from Councillor John Ward

## Broadland District Council

I have now spent my 2022/3 £500 BDC Community Grant on the 1st Sprowston Guides, buying them a sewing machine and a 'Cricut Explore' (a craft machine for making cards and decorations).

BDC & SNDC have just completed a successful rollout of a new joint finance system. There will be considerable time and cost savings by both Councils using the same system.

Following an appeal by the owner, BDC's Senior Governance Office has now made her decision on the Sprowston Sports & Social Club and concluded that it should remain an Asset of Community Value.

## Norfolk County Council

The School Streets road safety, in conjunction with Sustrans has completed its consultations and now moves to road closures which will start on 9th May at Dussindale Primary School.

Four Norfolk teenagers were inaugurated as the County's new Youth Parliament Members at a ceremony on 27th April. Broadland, North Norfolk & Gt. Yarmouth's rep is Euan Duffield of East Norfolk 6th Form.

On 5.5.22, as Mayor of Sprowston, I joined Cllr John Fisher, Cabinet Member for Children's Services, on the roof of the new extension to Sprowston Academy for the 'Topping Out' Ceremony where we were joined by representatives of the teaching staff, NPS and the builders Pentaco.

The Council has just announced the 'Norfolk Cost of Living Support Scheme' which is a £7.7m hardship support package with £6.7m funded by the Government. Of this sum, £3.6m will go, in the form of vouchers, to families eligible for free school meals. £1m to struggling families not eligible for free school meals, £2.2m in vouchers and cash for the Over 65s, and £0.9m to District Councils to support others in need.

Parish & Town Clerks
District of Broadland

Friday 6th May 2022

Dear Sir / Madam

**Anti-social Behaviour, Crime and Policing Act 2014**
**Proposed a Public Space Protection Order: Broadland**

I am writing to consult you on a proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act.

The PSPO will cover the administrative district of Broadland and will require the person in control of a dog to clean up after it fouls and this applies to everyone.

A copy of the proposed PSPO is attached for your information and I would welcome any comments you wish to make by the Friday 17th June 2022.

Yours sincerely

**Teri Munro**
**Community Safety & Interventions Lead**

# Broadland District Council

# The Anti-Social Behaviour, Crime and Policing Act 2014

# Fouling of Land by Dogs

# The District of Broadland Public Spaces Protection Order No. 2

1. **Broadland District Council ("the Council") hereby makes the following Order:**

    a. This Order is made by the Council in exercise of its powers under Section 59 and Chapter 2 of Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act") and this Order may be cited as the Broadland District Council Public Space Protection Order No.2.

    b. The Council is satisfied that:

        i. Activities carried on within the restricted area as defined in Article 2 below, being the fouling of land by dogs and/or the presence of dogs in enclosed play areas have had or are likely to have a detrimental effect on the quality of life of those in the area: and
        ii. that such activities may be of a persistent or continuing nature and the restrictions imposed by this notice are justified.

2. **The Restricted Areas**

    a. This Order relates to all land within the administrative area of the Council, shown in red on the plan in Schedule 1 of this Order, ("the Restricted Area"). This Order relates to all public/private land open to the air to which the public have access with or without payment including but not limited to all public highways (to include verges, footways, and footpaths), all public parks, pleasure grounds, sports grounds, playing fields and play areas.

3. **Requirements and prohibitions**

    a. Fouling – failure to remove dog faeces

    If a dog defecates at any time on land within the restricted area the person who is in control of the dog at that time shall remove the dog's faeces from the land forthwith. This restriction is subject to the exemptions as stated in Article 4.

4. **Exemptions**

    a. The restrictions and prohibitions defined in Article 3 of this Order shall not apply to a person who is:

i. registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
ii. has a disability that affects their mobility, manual dexterity, physical coordination, or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a registered charity and upon which they rely for assistance.

**5. For the purposes of this Order**

a. A person who habitually has a dog in their possession shall be considered in charge of the dog at any time unless at that time another person is in charge of the dog.

b. Placing dog faeces in a suitable waste disposal receptacle shall be considered sufficient removal to satisfy the requirement of Article 3.

c. The Council does not consider being unaware of dog defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces as an acceptable reason for failing to remove the faeces as require by Article 3.

**6. Offences**

a. Under section 67 of the Act, it is an offence for a person, without reasonable excuse, to do anything that the person is prohibited from doing by a public space protection order or to fail to comply with a requirement to which the person is subject under a public space protection order.

b. A person failing to comply with a requirement or prohibition set out in Articles 3(a) or 3(b) of this Order shall be guilty of an offence unless he or she has reasonable excuse for failing to do so.

c. A person guilty of an offence is liable on summary conviction to a fine not exceeding Level 3 on the standard scale.

d. Pursuant to section 68 of the Act, a Constable or authorised person of the Council, may issue a fixed penalty notice to anyone he or she has reason to believe has committed the offences specified above. This gives the person to whom it is issued the opportunity of discharging any liability to conviction for the offence by payment of a fixed penalty to the Council.

e. The level of the fixed penalty shall be £100 save that if the fixed penalty is paid within 10 days following the date of the notice the amount payable is reduced to £80.

f. A person who pays the fixed penalty within the period of 14 days following the date of the notice may not be convicted of the offence in respect of which the fixed penalty notice was issued.

**7. Commencement and duration of the Order**

a. This Order comes into force on XXXXXXX and shall remain in force until the XXXXX unless extended under section 60 of the Act.

**8. Right to Appeal**

a. Any interested person wishing to challenge the validity of this Order must do so within 6 weeks beginning with the date on which this Order is made or, if applicable, varied.

b. An application under Section 66 of the Anti-Social Behaviour, Crime and Policing Act 2014 is to the High Court.

c. An interested person means an individual who lives in the restricted area or who works in or visits that area

Dated

The Common Seal of Broadland District Council

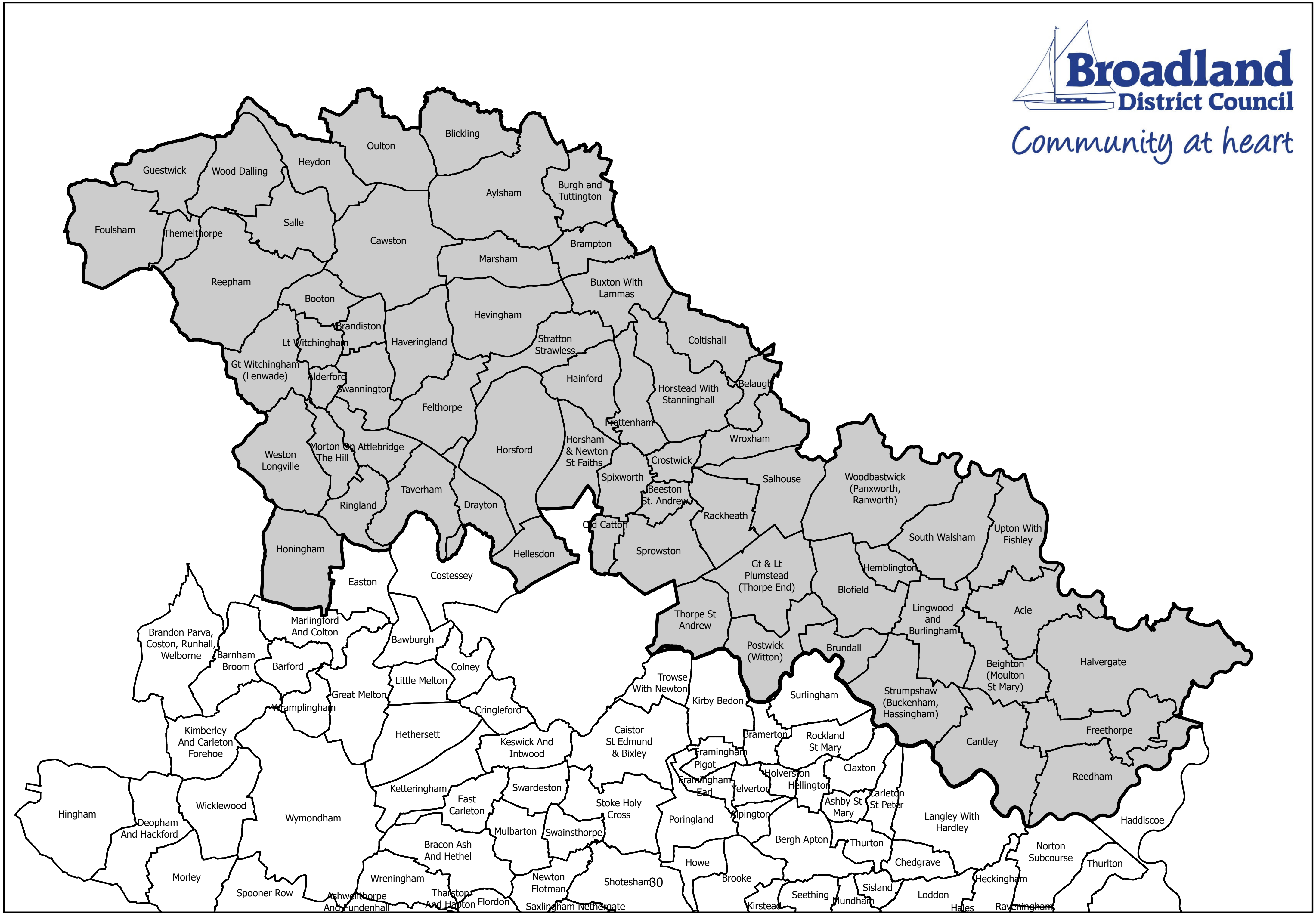
Was hereunto affixed in the presence of

Deputy Monitoring Officer

Officer of the Relevant Service

Broadland District Council

Community at heart



# Sprowston Town Council

***Internal Audit Report: 2021-22 (Final update)***

***Stuart J Pollard***

***Director***
***Auditing Solutions Ltd***

## Background and Scope

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2021-22 financial year both at our office in advance of and during the course of our interim and final update visits to the Council which took place on 10th January and 3rd May 2022. We thank the Town Clerk and his staff for their help in the process, providing documentation in both hard copy and electronic format to facilitate our review for the year.

## Internal Audit Approach

In undertaking our review, we have again paid due regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council’s financial systems and governance controls are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council’s own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the IA Certificate in the Council’s AGAR, which requires independent assurance over a selection of internal control objectives.

## Overall Conclusion

On the basis of the work undertaken this year, we are pleased to conclude that the Council continues to maintain generally adequate and effective systems of internal control. We have, however, identified a few areas where we consider that some action is required to further strengthen controls, protect the Council and improve audit trails: detail of these issues is identified in the body of the report with resultant recommendations further summarised in the appended Action Plan. Where issues were raised at our interim review, we have incorporated detail of the current position as advised by officers during the course of this final update review in this report.

We have duly signed off the IA Certificate in the year’s AGAR assigning positive assurances in each relevant section.

We take this opportunity to draw the Clerk’s attention to the guidance notes in the preface to the year’s AGAR in relation to the documentation that should be displayed on the Council’s website together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council’s documentation for the financial year.

# Detailed Report

## Accounting and banking arrangements

Our objective here is to ensure that the accounting records are being maintained accurately and kept curretly, that no anomalous entries appear in cashbooks or financial ledgers and that appropriate banking arrangements are in place.

The accounts are maintained by the Finance/Administrative Officer (FAO) using Sage accounting software, which we consider adequate for the Council's purposes.

The Council operates five bank accounts currently with Barclays Bank Plc including the General, Drawings and Salaries Accounts in use for day-to-day transactions, with "surplus" funds held in two instant access savings accounts (Active and Business Saver).

We have: -

- Ensured that the opening balance for 2021-22 in the Sage accounting software agrees with that in the 2020-21 Statement of Accounts and AGAR;
- Ensured that the financial ledger remains "in balance" at the financial year-end;
- Examined the nominal ledger coding structure which we consider remains appropriate;
- Examined six months' transactions (April to June and November 2021, plus January and March 2022) as recorded in Sage for the Current account, agreeing detail to the supporting bank statements;
- Reviewed transactions for the full financial year on all other accounts agreeing detail to the underlying bank statements;
- Reviewed and agreed bank reconciliations on all accounts as of 30th June & September 2021 and 31st March 2022;
- Noted that bank reconciliations continue to be reviewed by the Town Mayor quarterly, in accordance with our previous recommendation; and
- Ensured the accurate disclosure of the combined cash and bank balances in the year's AGAR at Section 2 Box 8.

***Conclusions***

***We are pleased to record that we have identified no issues warranting formal comment or recommendation in this review area this year.***

## Review of Corporate Governance

Our objective is to confirm that the Council has robust corporate governance arrangements in place and that, as far as we may reasonably be expected to ascertain as we do not attend Council meetings, all meetings are conducted in accordance with the adopted Standing Orders (SOs) and that no actions of a potentially unlawful nature have been or are being considered for implementation.

We have reviewed the Council's minutes for the financial year and to date in 2022-23 as posted on the Council's website, to ensure that no issues exist or appear likely to develop affecting the Council's present or future financial stability, through litigation or other causes.

We note that both SOs and Financial Regulations (FRs) were reviewed and re-adopted at the Council meeting in May 2021, with an amendment to the Clerk's delegated spending authority, increasing it to £5,000.

We have recorded previously the existence of a range of detailed financial procedures underpinning the FRs, which we consider an example of best practice.

We are also pleased to note that the external auditors signed-off the 2020-21 AGAR with no qualification or other adverse comments.

***Conclusions***

***No matters arise in this area: we shall continue to assess the Council's approach to governance issues at future reviews, also continuing our review of minutes.***

# Review of Expenditure & VAT

Our objective is to ensure that:

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available;
- An official order is raised, where relevant: we acknowledge that this will not be necessary for most items of expenditure, which are regularly the subject of contracts (e.g., electricity supply) or legal requirements (e.g., non-domestic rates);
- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed, and
- VAT has been identified correctly and coded to the control account for periodic recovery.

We have selected an extended sample of payments processed in the financial year for compliance with the above criteria. Our test sample includes all individual payments over £2,500, together with a more random selection of every 30th "cashbook" transaction irrespective of value comprising 70 payments totalling £667,130 and equating to 57% by value of all non-pay related payments processed during the year.

The Council also has a commercial Barclaycard with an overall credit limit of £6,000, which has largely superseded the use of petty cash. The card is held by the Town Clerk and is used primarily for internet purchases and the purchase of fuel for the Council's vehicle, with settlement in full each month by direct debit. Details of the transactions on this account continue to be presented to members for approval in the same manner as all other supplier payments. Our above test sample includes 6 such credit card purchases with no issues arising.

We again note that VAT reclaims are prepared and submitted to HMRC quarterly and have agreed their detail to the relevant nominal ledger control account balance.

***Conclusions and recommendations***

***Whilst no significant issues arise in this area with all payments in our test sample appropriately supported, we have experienced some difficulties in matching invoices to the selected sample of payments as no effective means of cross-referencing the invoices to the Sage data is in place: consequently, we suggest that consideration be given to an appropriate means of allocating unique and consecutive transaction reference numbers to invoices when paid with those numbers recorded on the invoices and included in the Sage accounts transaction detail.***

***Additionally, in examining the extended test sample at this final review, we note that the previously acquired and used certification / coding stamp is not being affixed to all invoices and urge that this control is reimplemented with members reviewing and signing-off the invoices when approving payments for release each month.***

***We noted in our interim report that the Council approved the engagement of DCK Accounting to provide VAT advice following the Council's acquisition of the former Viking Public House: we note that this work is continuing and will monitor the outcome of their work at future visits.***

*R1. Consideration should be given to the implementation of sequential numbering of payments through the Sage accounts recording that number on each invoice and also in Sage to afford an easier means of identifying the documentation supporting individual payments.*

*R2. All invoices should be stamped with the certification stamp and be completed including the Sage account code and ideally, the initials of the member(s) reviewing and approving the payments for release demonstrating the effective discharge of their fiduciary responsibilities in approving expenditure.*

## Assessment and Management of Risk

Our objective here is to confirm that the Council has appropriate arrangements in place to identify potential areas of risk of both a financial and health & safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity of their coming to fruition.

The Council's insurance cover is provided by Zurich under a long-term agreement to 1st April 2024. We have examined the policy schedule for the year to 31st March 2022 noting that Public and Employer's Liability cover stand at £15 million and £10 million respectively, together with Fidelity Guarantee (FG) cover now set at £2 million following our interim report recommendation: we also note the existence of Business Interruption– Loss of revenue cover at £113,000, which we consider generally appropriate for the Council's present requirements, although with funds currently held in excess of £600,000, we suggest that consideration be given to increasing the value of the existing FG cover – the former Audit Commission used to recommend that this cover should be set at the year-end closing balance plus 50% of the subsequent year's precept, which would indicate a required and increased insurance value of approximately £1.1 million.

We are pleased to note that the Financial Risk Assessment was reviewed and re-adopted at the Council meeting on 26th May 2021 and have reviewed the document and consider it appropriate for the Council's ongoing requirements.

Periodic inspections of play areas and equipment continue to be undertaken by Zurich, supplementing weekly reviews undertaken by the Compliance and Administration Officer who maintains a record of issues identified and ensures appropriate action is taken.

***Conclusions and recommendation***

***Whilst no significant concerns arise in this area, we suggested in our interim report that the Council consider increasing the level of Fidelity Guarantee cover to a more appropriate level based on the funds held currently. We shall continue to monitor the Council's approach to risk management at future visits.***

*R3. The Council should review the current level of Fidelity Guarantee cover in place ideally increasing it as a minimum to reflect the value of retained funds in the Council's bank accounts.* ***The value has been increased as suggested to £2 million.***

# Budgetary Control and Reserves

Our objective here is to ensure that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of Precept to be drawn down from the District Council, also that an effective budget reporting and monitoring process is in place. We also consider whether the Council is retaining sufficient funds in earmarked and general reserves to finance its ongoing spending plans and to cover any unplanned expenditure that might arise.

We are pleased to note that, following due deliberation, the Council has agreed its budgetary and Precept requirement for 2022-23 adopting the latter at £743,973 at the full Council meeting held in December 2021.

We are pleased to note that members continue to be provided with appropriate financial and budget monitoring reports each quarter, affording members the opportunity for questioning any apparent anomalies, over or under spends that may have occurred in the year to date. We have reviewed the content of the most recent report presented to members as of 30th September 2021 seeking and acquiring appropriate explanations for the one or two significant variances that existed at that date.

At the year end, the Council's reserves amounted to £992,456 (£745,871 on 31st March 2021). Of the total, £347,697 (£372,018 previously) has been earmarked for specific purposes. The remaining balance of £644,760 (£380,664 on 31st March 2021) is held as a General Reserve, which remains appropriate for the current level of spending.

***Conclusions***

***We are pleased to record that no issues arise in this area warranting formal comment or recommendation.***

# Review of Income

In this review area we aim to ensure that income due to the Council is identified, invoiced (where applicable), recovered at the appropriate rate and banked within a reasonable timescale in accordance with the adopted FRs.

The Council receives income from a variety of sources, including hire fees for use of the Diamond Centre, fees from the cemetery and related activities, allotment rentals, letting of sports facilities, bank interest and recoverable VAT. Obviously, the Covid pandemic had an adverse effect on income from both the hire of the Diamond Centre and sports pitches in 2020-21, with a similar impact in the early months of 2021-22.

We note that members continue to review the schedule of fees and charges annually, in accordance with the FRs with those for 2021-22 approved as part of the budget setting process, where it has also been agreed to increase the annual allotment rent by £1.00, decrease water charges by £0.20 and implement a one-off administration fee for new tenants.

We have examined the Burial Register selecting a sample of 15 interments in October and November 2021 ensuring that each is supported by an undertaker's application, together with the legally required burial / cremation certificates, also that the appropriate fees have been charged and recovered in a timely manner with no issues arising.

We have also examined a week's (that commencing 15th November 2021) bookings at the Diamond Centre ensuring that appropriate booking forms were held and that the appropriate fees were charged in accordance with the published scales and that they have been settled in a timely manner.

We have also reviewed the allotment register ensuring that appropriately priced invoices were raised for all allotment holders for the year commencing 1st October 2021 also ensuring that the fees have been settled appropriately and in a timely manner.

We have also examined the files of sales invoices raised since 1st October 2021 noting that they do not identify the dates of receipt of the fees charged in each case. Whilst we appreciate that the Sage Sales Ledger provides a record of the outstanding unpaid accounts at any point in time, we have suggested to the Town Clerk and FAO that, to further enhance the ease of identifying unpaid accounts and provide a clear audit trail as to the settlement of the accounts, the top righthand corner of settled invoices be cut off and that the settlement date also be recorded thereon.

We also examined the Aged Debtors report generated by the Sage accounts at our interim review noting that there were a number of unpaid debts raised three or more months prior to that date, together with a few "unmatched" receipts. We discussed the position with the FAO urging that appropriate action be taken to pursue all long-standing unpaid accounts whilst "clearing" the unmatched receipts.

***Conclusions and recommendations***

***We are pleased to record that no significant concerns have been identified in this area, although we consider that improved procedures should be implemented to strengthen the audit trail and afford officers a simple visual means of identifying any unpaid accounts: we also consider that positive action is required to pursue outstanding debts and clear any "unmatched" receipts.***

*R4. Consideration should be given to clipping the top right-hand corner off of sales invoices also recording the payment receipt date to provide a simple means of identifying those unpaid accounts, whilst also affording a clear audit trail to the dates of receipt.* ***Officers have decided to not do this at the moment but may look to do it in the future.***

*R5. Positive action should be taken to pursue all outstanding unpaid debts at regular intervals, especially those issued more than three months previously.* ***The FAO will chase customers more to make sure debts are paid on time.***

*R6. The few "unmatched" receipts in existence should also be pursued to either reimburse the payees or clear them from the Sage Sales Ledger.* ***These will be tidied up by the FAO and, if appropriate, refund the customers.***

## Petty Cash Account

We are required, as part of the IA Certification process, to confirm that effective controls are in place and operated over any petty cash accounts in use at the Council.

As noted earlier in this report, the Council's petty cash account has, to a large extent, been superseded by the use of the Barclaycard. We have, however, reviewed the few petty cash account transactions for the year to date ensuring that all payments processed were appropriately supported: we have also checked the physical cash holding at the time of this review visit noting a surplus holding of 20p.

***Conclusions***

***No issues have been identified in this review area this year warranting formal comment or recommendation, although the identified minimal cash surplus should be rectified with the next reimbursement.***

## Review of Staff Salaries

In examining the Council's payroll function, we aim to ensure that extant employment legislation is being adhered to, that the requirements of HMRC legislation are satisfied regarding the deduction and payment over of income tax and NI contributions and that the requirements of the local government pension scheme are also met.

The Clerk has provided us with detail of each member of staff NJC Spinal Point, together with their basic weekly contracted hours, and, where they are paid on a non-NJC scale point at a fixed hourly rate, that detail.

To confirm compliance with the above criteria, we have examined detail of staff salaries processed in December 2021, together with those for March 2022 when the 2021-22 nationally agreed pay award was implemented, together with arrears backdated to 1$^{st}$ April 2021 ensuring that: -

- The amounts paid to employees agree to the approved employee pay rates applicable from 2020-21 together with the national pay award for 2021-22;
- PAYE tax codes and National Insurance contribution tables are being accurately applied;
- The correct local authority pension scheme percentage deductions are being applied, noting one instance where a part time worker's deduction has been erroneously calculated at 6.5% based on the full-time equivalent salary rather than 5.5%, which should be applied based on her actual monthly / annual salary;
- Net payments to staff agreed to the payslip details and to the resultant electronic BACS payments made; and
- The correct payments have been made to HMRC and the Norfolk Pension Fund.

***Conclusions and recommendation***

***Whilst no significant concerns have been identified in this area, the incorrectly applied pension percentage contribution for the one staff member referred to above will require amendment going forward together with consideration of whether the preceding months' contributions should also be amended: this will potentially impact on the tax deducted to date in the year as tax is calculated on gross pay less the individual's pension contribution.***

*R6. The incorrectly applied pension contribution rate for one of the two part time staff should be amended appropriately with further consideration of the tax implications if the prior month contributions are amended.* ***The correct percentage is now being applied.***

## Asset Register/Inventory

Councils are required to maintain an asset register and to report the overall value of fixed assets held in the AGAR each year. Whilst the "Practitioners' Guide" does not specify a particular basis of accounting for fixed assets, it stresses that the approach taken from year to year should be consistent and that the value of individual assets held should not normally change from one year to another. Consequently, the only changes should be the inclusion of new assets purchased each year at net price (i.e., without VAT) less the previously recorded value of any assets disposed of. In most cases, assets are recorded at their purchase cost, or at a suitable proxy where that value is not known. However, assets gifted at zero cost or other assets held which have no intrinsic value (often referred to as community assets) should be included at a nominal £1.

The Council's asset register is maintained by the FAO and is updated on a regular basis for purchases and disposals. Due to an IT issue during this final audit review, the FAO was unable to access the asset Register and provide documentary evidence of the revised year-end value, following the purchase of the former Viking Public House. Consequently, we have agreed with her that she will provide the evidence once she is again able to access the Register and enter the value in the AGAR at Section 2, Box 9 accordingly.

***Conclusions***

***There are no matters arising that require a formal comment or recommendation at this stage, although we reserve the right to make further comment once we have received the Asset Register detail.***

## Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

At present, the Council does not hold any long-term investments (i.e. deposits with a maturity term longer than 12 months) with all funds currently held in accounts with Barclays Bank: whilst we appreciate the adverse effect that the Covid situation has had on interest rates and the availability of investment accounts generating a reasonable rate of interest, the retention of all funds in once account leaves the Council potentially exposed to significant financial risk should, albeit improbable, Barclays "fail". Whilst we cannot act as financial advisors, we have previously provided the Town Clerk with details of a few banking institutions being used by several of our other clients to generate a degree of interest.

We noted in last year's final report, that a revised Treasury Management Strategy was approved by the Council at its meeting in March 2021, with the Clerk providing various options for future investments.

The Council currently has a number of PWLB loans in place with detail of repayments made during the financial year verified as part of our above referenced expenditure review. We have also, at this final review verified the outstanding loan liability to be disclosed in the year's AGAR at Section 2, Box 10 by reference to the UK Debt Agency's formal advice of that value.

***Conclusions and recommendation***

***No matters of concern arise in this area currently, although we urge the Council to give further and urgent consideration to the diversification of the placement of surplus funds to reduce the risk of financial loss should Barclays ever "fail".***

*R7. The Council should give further urgent consideration to the placement of surplus funds in alternative banking institutions to reduce the potential risk of loss should Barclays ever "fail".* ***The Clerk will look at alternative banking and propose suggestions for members' consideration.***

## Statement of Accounts and AGAR

Section 2 of the AGAR now forms the Council's formal Statement of Accounts subject to external audit review and certification. We have verified the accuracy of the detail to be disclosed therein by reference to the Sage Trial Balance and FAO's working paper, other than in relation to the asset value to be disclosed as referred to in the previous section of this report: As above, we will ensure its accuracy once the FAO has been able to access the software and provide detail for our examination.

***Conclusions***

***There are no matters arising from this area of our review that require a formal comment or recommendation for further action. We ask that we be provided with a copy of the certified Sections 1 & 2 of the 2021-22 AGAR once adopted by the Council.***

***On the basis of the work undertaken during the course of our review for the year, we have duly completed and signed-off the Annual IA Certificate in the year's AGAR, assigning positive assurances in all areas.***

| Rec. No. | Recommendation | Response |
|---|---|---|
| **Review of Expenditure and VAT** | | |
| R1 | Consideration should be given to the implementation of sequential numbering of payments through the Sage accounts recording that number on each invoice and also in Sage to afford an easier means of identifying the documentation supporting individual payments. | |
| R2 | All invoices should be stamped with the certification stamp and be completed including the Sage account code and ideally, the initials of the member(s) reviewing and approving the payments for release demonstrating the effective discharge of their fiduciary responsibilities in approving expenditure. | |
| **Assessment and Management of Risk** | | |
| R3 | The Council should review the current level of Fidelity Guarantee cover in place ideally increasing it as a minimum to reflect the value of retained funds in the Council's bank accounts. | ***The value has been increased as suggested to £2 million.*** |
| **Review of Income** | | |
| R4 | Consideration should be given to clipping the top right-hand corner off of sales invoices also recording the payment receipt date to provide a simple means of identifying those unpaid accounts, whilst also affording a clear audit trail to the dates of receipt. | ***Officers have decided to not do this at the moment but may be something they look to do in the future.*** |
| R5 | Positive action should be taken to pursue all outstanding unpaid debts at regular intervals, especially those issued more than three months previously. | ***The FAO will chase customers more to make sure debts are paid on time.*** |
| R6 | The few "unmatched" receipts in existence should also be pursued to either reimburse the payees or clear them from the Sage Sales Ledger. | ***These will be tidied up by the FAO and, if appropriate, refund the customers.*** |
| **Review of Staff Salaries** | | |
| R7 | The incorrectly applied pension contribution rate for one of the two part time staff should be amended appropriately with further consideration of the tax implications if the prior month contributions are amended. | ***The correct percentage is now being applied.*** |
| **Investments & Loans** | | |
| R8 | The Council should give further urgent consideration to the placement of surplus funds in alternative banking institutions to reduce the potential risk of loss should Barclays ever "fail". | ***The Clerk will look at alternative banking and propose suggestions for members' consideration.*** |

**Sprowston Town Council year ending 31st March 2022**

**Summary Income & Expenditure by Budget Heading year to date to** 31st March 2022

| | Actual Year to Date | Annual Budget | Variance to Annual Total | Committed Expenditure | Funds Available | % Budget Spent |
|---|---|---|---|---|---|---|
| **Administration** | | | | | | |
| Expenditure | 200,650 | 211,049 | 10,399 | 0 | 10,399 | 95.1% |
| Income/Precept | 651,997 | 211,049 | -440,948 | | | |
| **Allotments** | | | | | | |
| Expenditure | 4,537 | 6,284 | 1,747 | 0 | 1,747 | 72.2% |
| Income/Precept | 6,146 | 6,284 | 139 | | | |
| **Cemetery** | | | | | | |
| Expenditure | 91,330 | 107,613 | 16,283 | 0 | 16,283 | 84.9% |
| Income/Precept | 153,470 | 107,613 | -45,857 | | | |
| **Grants** | | | | | | |
| Expenditure | 22,362 | 16,500 | -5,862 | 0 | -5,862 | 135.5% |
| Income/Precept | 16,530 | 16,500 | -30 | | | |
| **Diamond Centre** | | | | | | |
| Expenditure | 225,286 | 243,165 | 17,879 | 0 | 17,879 | 92.6% |
| Income/Precept | 289,037 | 243,165 | -45,872 | | | |
| **Parks** | | | | | | |
| Expenditure | 155,677 | 214,951 | 59,274 | 0 | 59,274 | 72.4% |
| Income/Precept | 195,013 | 194,951 | -62 | | | |
| **Street Scene** | | | | | | |
| Expenditure | 50,802 | 86,840 | 36,038 | 0 | 36,038 | 58.5% |
| Precept | 96,840 | 86,840 | -10,000 | | | |
| **Viking Community Hub** | | | | | | |
| Expenditure | 411,672 | 0 | -411,672 | | | |
| Precept | 0 | | | | | |
| **Held Funds** | | | | | | |
| Expenditure | 301 | | | | | |
| Income | 170 | | | | | |
| **Totals** | | | | | | |
| **Expenditure** | **1,162,617** | **886,402** | **-276,215** | **0** | **135,758** | **131.2%** |
| **Income** | **700,658** | **157,858** | **-542,800** | | | **443.9%** |
| **Precept** | **708,544** | **708,544** | **0** | | | |
| **Transfers from reserves** | | **20,000** | | | | |
| **Surplus / (Shortfall)** | **246,586** | **0** | | | | |

**Sprowston Town Council year ending 31st March 2022**

**Detailed Income & Expenditure by Cost Centre year to date to** 31st March 2022

**Administration**

| | | Actual Year to Date | Annual Budget | Variance to Annual Total | Committed Expenditure | Funds Available | % Budget Spent | |
|---|---|---|---|---|---|---|---|---|
| | Expenditure | | | | | | | |
| 6001 | Wages/Salaries | 115,953 | 124,098 | 8,145 | | 8,145 | 93.4% | |
| 6002 | Employers Ni | 11,411 | 11,015 | -396 | | -396 | 103.6% | |
| 6003 | Employers Superannuation | 27,230 | 28,576 | 1,346 | | 1,346 | 95.3% | |
| 7005 | Administration - Building Repairs | 35 | 800 | 765 | | 765 | 4.4% | |
| 7008 | Administration - Insurance | 6,820 | 7,850 | 1,030 | | 1,030 | 86.9% | Zurich Ins |
| 7009 | Administration - Legal Fees | 2,162 | 3,100 | 938 | | 938 | 69.7% | |
| 7010 | Administration - Bank Charges & Interest Charges | 509 | 1,000 | 491 | | 491 | 50.9% | |
| 7012 | Administration - Audit Fees | 2,829 | 3,700 | 872 | | 872 | 76.4% | |
| 7013 | Administration - Town News Letter | 2,629 | 4,500 | 1,871 | | 1,871 | 58.4% | |
| 7014 | Administration - Election Expenses | 6,573 | 0 | -6,573 | | -6,573 | N/A | |
| 7015 | Administration - Travelling | 223 | 950 | 727 | | 727 | 23.4% | |
| 7016 | Administration - Phone/Communications | 21 | 600 | 579 | | 579 | 3.5% | |
| 7017 | Administration - IT | 9,509 | 8,100 | -1,409 | | -1,409 | 117.4% | Intouch/S |
| 7018 | Administration - Website | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 7020 | Administration - Postage | 181 | 100 | -81 | | -81 | 181.0% | |
| 7021 | Administration - Stationery | 886 | 900 | 14 | | 14 | 98.4% | |
| 7022 | Administration - Printing & Photocopying | 574 | 600 | 26 | | 26 | 95.6% | |
| 7023 | Administration - Recreation Ground Council Office | 872 | 0 | -872 | | -872 | N/A | Office saf |
| 7024 | Administration - Advertising | 0 | 100 | 100 | | 100 | 0.0% | |
| 7025 | Administration - Subscriptions | 2,500 | 2,500 | 0 | | 0 | 100.0% | |
| 7026 | Administration - Publications | 0 | 60 | 60 | | 60 | 0.0% | |
| 7027 | Administration - Training | 880 | 1,500 | 620 | | 620 | 58.7% | |
| 7028 | Administration - Health & Safety | 277 | 200 | -77 | | -77 | 138.7% | |
| 7029 | Administration - Equipment Lease | 1,555 | 1,500 | -55 | | -55 | 103.6% | |
| 7030 | Administration - Chairmans Allowance | 28 | 200 | 172 | | 172 | 13.9% | |
| 7040 | Administration - Covid 19 Expenses | 25 | 0 | -25 | | -25 | N/A | |
| 7041 | Administration - Recruitment Costs | 6,891 | 7,500 | 609 | | 609 | 91.9% | |
| 7042 | Administration - Sundries & Contingencies | 80 | 100 | 20 | | 20 | 80.0% | |
| | **Total Expenditure** | **200,650** | **211,049** | **10,399** | **0** | **10,399** | **95.1%** | |
| | Income | | | | | | | |
| 4006 | Administration - Bank & Investment Income | 0 | 1,500 | 1,500 | | | | |
| 4020 | Administration - CIL | 442,448 | 0 | -442,448 | | | | |
| 4090 | Administration - Precept | 209,549 | 209,549 | 0 | | | | |
| | | | 0 | 0 | | | | |
| | **Total Income** | **651,997** | **211,049** | **-440,948** | | | | |
| | **Total Income Less CIL** | **209,549** | **211,049** | **1,500** | | | | |
| | Transfer from reserves | **6,000** | **0** | | | | | |
| | **Surplus / (Shortfall)** | **457,347** | **0** | | | | | |

**Sprowston Town Council year ending 31st March 2022**

**Detailed Income & Expenditure by Cost Centre year to date to** 31st March 2022

**Allotments**

| | | Actual Year to Date | Annual Budget | Variance to Annual Tota | Committed Expenditure | Funds Available | % Budget Spent | |
|---|---|---|---|---|---|---|---|---|
| | Expenditure | | | | | | | |
| 6101 | Allotments - Gross Pay | 2,563 | 3,224 | 661 | | 661 | 79.5% | |
| 6102 | Allotments - Ers Ni | 221 | 282 | 61 | | 61 | 78.5% | |
| 6103 | Allotments - Superannuation | 585 | 758 | 173 | | 173 | 77.1% | |
| 5101 | Allotments - Vermin Control | 480 | 620 | 140 | | 140 | 77.4% | Pest control annual invoice |
| 7104 | Allotments - Water | 683 | 800 | 117 | | 117 | 85.4% | |
| 7106 | Allotments - General Repairs | 0 | 500 | 500 | | 500 | 0.0% | |
| 5102 | Allotments - Sundries & Contingencies | 5 | 100 | 95 | | 95 | 4.8% | |
| | **Total Expenditure** | **4,537** | **6,284** | **1,747** | **0** | **1,747** | **72.2%** | |
| | Income | | | | | | | |
| 4101 | Allotments - Allotment Rental | 3,505 | 3,605 | 101 | | | | |
| 4102 | Allotments - Water Charges Received | 762 | 800 | 38 | | | | |
| 4091 | Allotments - Precept | 1,879 | 1,879 | 0 | | | | |
| | | | 0 | 0 | | | | |
| | **Total Income** | **6,146** | **6,284** | **139** | | | | |
| | **Surplus / (Shortfall)** | **1,609** | **0** | | | | | |

**Sprowston Town Council year ending 31st March 2022**

**Detailed Income & Expenditure by Cost Centre year to date to** 31st March 2022

**Cemetery**

| | | Actual Year to Date | Annual Budget | Variance to Annual Total | Committed Expenditure | Funds Available | % Budget Spent |
|---|---|---|---|---|---|---|---|
| | Expenditure | | | | | | |
| 6201 | Cemetery - Gross Pay | 46,134 | 58,032 | 11,898 | | 11,898 | 79.5% |
| 6202 | Cemetery - Ers Ni | 3,984 | 5,080 | 1,096 | | 1,096 | 78.4% |
| 6203 | Cemetery - Superannuation | 10,525 | 13,638 | 3,113 | | 3,113 | 77.2% |
| 5201 | Cemetery - Equipment | 329 | 0 | -329 | | -329 | N/A |
| 5211 | Cemetery - Trees, Shrubs & Plants | 145 | 500 | 355 | | 355 | 29.0% |
| 5215 | Cemetery - Waste Disposal & Skip Hire | 1,651 | 2,000 | 349 | | 349 | 82.6% |
| 5220 | Cemetery - Maintenance & Equipment | 1,189 | 500 | -689 | | -689 | 237.8% |
| 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 | 2,420 | 2,575 | 155 | | 155 | 94.0% |
| 7203 | Cemetery - Heat & Light | 669 | 618 | -51 | | -51 | 108.3% |
| 7204 | Cemetery - Water | 105 | 165 | 60 | | 60 | 63.8% |
| 7205 | Cemetery - Opening/Closing Gates | 1,467 | 1,545 | 78 | | 78 | 95.0% |
| 7207 | Cemetery - Cleaning | 0 | 500 | 500 | | 500 | 0.0% |
| 7208 | Cemetery - Vehicle & Storage Shed | 0 | 0 | 0 | | 0 | N/A |
| 7211 | Cemetery - Loan Charges | 21,176 | 22,000 | 824 | | 824 | 96.3% |
| 5202 | Cemetery - Sundries & Contingencies | 52 | 100 | 48 | | 48 | 51.8% |
| | **Total Expenditure** | **91,330** | **107,613** | **16,283** | **0** | **16,283** | **84.9%** |
| | Income | | | | | | |
| 4203 | Cemetery - Graves | 86,248 | 48,410 | -37,838 | | | |
| 4204 | Cemetery - Interment | 35,715 | 30,900 | -4,815 | | | |
| 4205 | Cemetery - Memorials & Inscriptions | 13,505 | 10,300 | -3,205 | | | |
| 4092 | Cemetery - Precept | 18,003 | 18,003 | 0 | | | |
| | | 0 | 0 | 0 | | | |
| | **Total Income** | **153,470** | **107,613** | **-45,857** | | | |
| | Transfer from reserves | **0** | **0** | | | | |
| | **Surplus / (Shortfall)** | **62,140** | **0** | | | | |

**Sprowston Town Council year ending 31st March 2022**

**Detailed Income & Expenditure by Cost Centre year to date to** 31st March 2022

**Grants**

| | | Actual Year to Date | Annual Budget | Variance to Annual Total | Committed Expenditure | Funds Available | % Budget Spent |
|---|---|---|---|---|---|---|---|
| | Expenditure | | | | | | |
| 5307 | Grants - Donations | 6,297 | 6,500 | 203 | | 203 | 96.9% |
| 5308 | Grants - Sprowston Coronavirus Help Group Exp. | 0 | 0 | 0 | | 0 | 0.0% |
| 5311 | SYEP-Outreach Worker | 16,065 | 10,000 | -6,065 | | -6,065 | 160.6% |
| | **Total Expenditure** | **22,362** | **16,500** | **-5,862** | **0** | **-5,862** | **135.5%** |
| | Income | | | | | | |
| 4305 | Grants- Corona Virus | 0 | 0 | | | | |
| 4307 | Grants Textile Recycling Credits 2019/20 | 30 | 0 | -30 | | | |
| 4321 | Grants | | | | | | |
| 4093 | Precept - Grant Element | 16,500 | 16,500 | 0 | | | |
| | | 0 | 0 | 0 | | | |
| | **Total Income** | **16,530** | **16,500** | **-30** | | | |
| | **Surplus / (Shortfall)** | **(5,831)** | **0** | | | | |

**Sprowston Town Council year ending 31st March 2022**

**Detailed Income & Expenditure by Cost Centre year to date to** 31st March 2022

**Diamond Centre**

| | | Actual Year to Date | Annual Budget | Variance to Annual Total | Committed Expenditure | Funds Available | % Budget Spent |
|---|---|---|---|---|---|---|---|
| | Expenditure | | | | | | |
| 5415 | Diamond Centre - Waste Disposal & Skip Hire | 613 | 650 | 37 | | 37 | 94.2% |
| 5421 | Diamond Centre - Room Hire Expenses | 934 | 3,600 | 2,666 | | 2,666 | 25.9% |
| 5422 | Diamond Centre - Equipment/Purchases | 711 | 1,000 | 289 | | 289 | 71.1% |
| 5424 | Diamond Centre - Nursery Costs | 0 | 500 | 500 | | 500 | 0.0% |
| 5425 | Diamond Centre - Phase 4 Retention | 0 | 0 | 0 | | 0 | N/A |
| 7402 | Diamond Centre - Rates | 15,469 | 18,540 | 3,071 | | 3,071 | 83.4% |
| 7403 | Diamond Centre - Heat & Light | 13,643 | 16,480 | 2,838 | | 2,838 | 82.8% |
| 7404 | Diamond Centre - Water | 718 | 1,545 | 827 | | 827 | 46.5% |
| 7405 | Diamond Centre - Building Repairs | 2,309 | 2,000 | -309 | | -309 | 115.4% |
| 7406 | Diamond Centre - General Repairs | 233 | 0 | -233 | | -233 | NA |
| 7407 | Diamond Centre - Cleaning & Supplies | 73,533 | 77,250 | 3,717 | | 3,717 | 95.2% |
| 7408 | Diamond Centre - Maintenance | 2,200 | 6,000 | 3,800 | | 3,800 | 36.7% |
| 7411 | Diamond Centre - Loan Charges | 114,925 | 115,500 | 575 | | 575 | 99.5% |
| 7416 | Diamond Centre - Phone/Communications | 0 | 0 | 0 | | 0 | NA |
| 5402 | Diamond Centre - Sundries & Contingencies | 0 | 100 | 100 | | 100 | 0.0% |
| | **Total Expenditure** | **225,286** | **243,165** | **17,879** | **0** | **17,879** | **92.6%** |
| | Income | | | | | | |
| 4415 | Diamond Centre - Hire of | 85,734 | 40,000 | -45,734 | | | |
| 4416 | Diamond Centre - Field Hire | 938 | 0 | -938 | | | |
| 4417 | Diamond Centre - Cinema Receipts | 0 | 800 | 800 | | | |
| 4418 | Diamond Centre - Grants Received | 0 | 0 | 0 | | | |
| 4094 | Diamond Centre - Precept | 202,365 | 202,365 | 0 | | | |
| | | 0 | 0 | 0 | | | |
| | **Total Income** | **289,037** | **243,165** | **-45,872** | | | |
| | Transfer from reserves | **0** | **0** | | | | |
| | **Surplus / (Shortfall)** | **63,751** | **0** | | | | |

**Sprowston Town Council year ending 31st March 2022**

**Detailed Income & Expenditure by Cost Centre year to date to** 31st March 2022

**Parks**

| | | Actual Year to Date | Annual Budget | Variance to Annual Total | Committed Expenditure | Funds Available | % Budget Spent |
|---|---|---|---|---|---|---|---|
| | Expenditure | | | | | | |
| 6501 | Parks - Gross Pay | 53,823 | 67,703 | 13,880 | | 13,880 | 79.5% |
| 6502 | Parks - Ers Ni | 4,648 | 5,926 | 1,278 | | 1,278 | 78.4% |
| 6503 | Parks - Superannuation | 12,279 | 15,912 | 3,633 | | 3,633 | 77.2% |
| 5508 | Parks - Machinery Tool Repair/Replace | 8,708 | 25,000 | 16,292 | | 16,292 | 34.8% |
| 5509 | Parks - Playground Equipment Repairs * | 20,857 | 26,000 | 5,143 | | 5,143 | 80.2% |
| 5510 | Parks - Horticultural Consumables | 382 | 2,060 | 1,678 | | 1,678 | 18.5% |
| 5511 | Parks - Trees, Shrubs & Plants | 5,137 | 9,000 | 3,863 | | 3,863 | 57.1% |
| 5512 | Parks - Sports Pitches Consumables | 1,284 | 1,030 | -254 | | -254 | 124.6% |
| 5513 | Parks - Paths, Seats & Signs, Shelter | 2,708 | 4,000 | 1,292 | | 1,292 | 67.7% |
| 5514 | Parks - Fencing, Gates & Walls | 1,981 | 3,000 | 1,019 | | 1,019 | 66.0% |
| 5515 | Parks - Waste Disposal & Skip Hire | 2,437 | 2,500 | 63 | | 63 | 97.5% |
| 5516 | Parks - Fuel for Machinery | 3,735 | 3,500 | -235 | | -235 | 106.7% |
| 5517 | Parks - Health & Safety inc Protective Clothing | 4,955 | 5,000 | 45 | | 45 | 99.1% |
| 5518 | Parks - Pavilion | 0 | 0 | 0 | | 0 | N/A |
| 5520 | Parks- Dogs & Litter Bins | 6,059 | 6,695 | 636 | | 636 | 90.5% |
| 7502 | Parks - Rates | 14,471 | 15,450 | 979 | | 979 | 93.7% |
| 7503 | Parks - Heat & Light | 3,403 | 7,210 | 3,807 | | 3,807 | 47.2% |
| 7504 | Parks - Water | 3,224 | 6,180 | 2,956 | | 2,956 | 52.2% |
| 7505 | Parks - Building Repairs | 3,952 | 4,000 | 48 | | 48 | 98.8% |
| 7507 | Parks - Cleaning & Supplies | 1,183 | 2,575 | 1,392 | | 1,392 | 45.9% |
| 7511 | Parks - Loan Charges | 0 | 0 | 0 | | 0 | N/A |
| 7516 | Parks - Phone/Communications | 37 | 110 | 73 | | 73 | 33.6% |
| 7519 | Parks - Training | 350 | 2,000 | 1,650 | | 1,650 | 17.5% |
| 5502 | Parks - Sundries & Contingencies | 66 | 100 | 34 | | 34 | 65.8% |
| | **Total Expenditure** | **155,677** | **214,951** | **59,274** | **0** | **59,274** | **72.4%** |
| | Income | | | | | | |
| 4508 | Parks - Bowling Green Fees | 3,319 | 3,811 | 492 | | | |
| 4509 | Parks - Cricket Square Fees | 75 | 90 | 15 | | | |
| 4510 | Parks - Football Pitch Fees | 5,708 | 4,635 | -1,073 | | | |
| 4511 | Parks - Tennis Court Fees | 0 | 0 | 0 | | | |
| 4512 | Parks - Pavilion Hire Fees | 381 | 500 | 119 | | | |
| 4513 | Parks - Delegated Verge Cutting | 11,298 | 11,433 | 135 | | | |
| 4514 | Parks - Grants Received | 0 | 0 | 0 | | | |
| 4519 | Parks - Recreation Ground Hire | 785 | 824 | 39 | | | |
| 4520 | Parks - Hire of Recreation Ground Office | 13 | 250 | 237 | | | |
| 4095 | Parks - Precept | 173,408 | 173,408 | 0 | | | |
| 4521 | Parks - Fete Fees | 25 | 0 | -25 | | | |
| | **Total Income** | **195,013** | **194,951** | **-62** | | | |
| | * Transfer from reserves | **0** | **20,000** | | | | |
| | **Surplus / (Shortfall)** | **39,336** | **0** | | | | |

**Sprowston Town Council year ending 31st March 2022**

**Detailed Income & Expenditure by Cost Centre year to date to** 31st March 2022

**Street Scene**

| | | Actual Year to Date | Annual Budget | Variance to Annual Total | Committed Expenditure | Funds Available | % Budget Spent |
|---|---|---|---|---|---|---|---|
| | Expenditure | | | | | | |
| 5603 | Street Scene - Light Maintenance | 13,141 | 12,000 | -1,141 | | -1,141 | 109.5% |
| 5604 | Street Scene - Notice Board & Signs | 0 | 1,600 | 1,600 | | 1,600 | 0.0% |
| 5605 | Street Scene - Grass Verges | 226 | 1,000 | 774 | | 774 | 0.0% |
| 5606 | Street Scene -Shelters | 685 | 3,000 | 2,315 | | 2,315 | 22.8% |
| 7603 | Street Scene - Heat & Light | 36,751 | 39,140 | 2,389 | | 2,389 | 93.9% |
| 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% |
| | **Total Expenditure** | **50,802** | **86,840** | **36,038** | **0** | **36,038** | **58.5%** |
| | Income | | | | | | |
| 4096 | Street Scene - Precept | 86,840 | 86,840 | 0 | | | |
| 4308 | Cllr Ward Local Member Fund Highways | 10,000 | 0 | -10,000 | | | |
| | **Total Income** | **96,840** | **86,840** | **-10,000** | | | |
| | **Surplus / (Shortfall)** | **46,038** | **0** | | | | |

**Sprowston Town Council year ending 31st March 2022**

**Detailed Income & Expenditure by Cost Centre year to date to** 31st March 2022

**Viking Community Hub Development**

Phase 5

| | | Actual Year to Date | Annual Budget | Variance to Annual Total | Committed Expenditure | Funds Available | % Budget Spent |
|---|---|---|---|---|---|---|---|
| | Expenditure | | | | | | |
| 5701 | Viking Hub - Purchase Costs | 382,396 | 0 | -382,396 | | -382,396 | N/A |
| 5702 | Viking Hub - Professional Fees | 12,340 | 0 | -12,340 | | -12,340 | N/A |
| 5703 | Viking Hub - Surveys, etc | 8,438 | 0 | -8,438 | | -8,438 | N/A |
| 5704 | Viking Hub - Water | 0 | 0 | 0 | | 0 | N/A |
| 5705 | Viking Hub - Caretaking/Cleaning | 51 | 0 | -51 | | -51 | N/A |
| 5706 | Viking Hub - Heat & Light | 695 | 0 | -695 | | -695 | N/A |
| 5707 | Viking Hub - Loan Charges | 0 | 0 | 0 | | 0 | N/A |
| 5708 | Viking Hub - Insurance | 1,115 | 0 | -1,115 | | -1,115 | N/A |
| 5709 | Viking Hub Rates | 6,167 | 0 | -6,167 | | -6,167 | N/A |
| 5710 | Viking Hub - Building Expenses | 470 | 0 | -470 | | -470 | N/A |
| | **Total Expenditure** | **411,672** | **0** | **-411,672** | **0** | **-411,672** | **0.0%** |
| | Income | | | | | | |
| | Viking Hub - Rental income | 0 | 0 | 0 | | | |
| | **Total Income** | **0** | **0** | **0** | | | |
| | **Surplus / (Shortfall)** | **(411,672)** | **0** | | | | |

**Sprowston Town Council year ending 31st March 2020**

**Detailed Income & Expenditure by Cost Centre year to date to** 31st March 2022

**Dementia Café/Heritage**

| | | Actual Year to Date | Annual Budget | Variance to Annual Total | Committed Expenditure | Funds Available | % Budget Spent |
|---|---|---|---|---|---|---|---|
| | Expenditure | | | | | | |
| 5309 | Dementia Café | | | | | | |
| 5309 | Heritage Society | 301 | | | | | |
| | **Total Expenditure** | **301** | | **0** | **0** | **0** | |
| | Income | | | | | | |
| 4321 | Dementia Café | 170 | | | | | |
| 4321 | Heritage Society | | | | | | |
| | | | 0 | 0 | | | |
| | **Total Income** | **170** | | **0** | | | |
| | **Surplus / (Shortfall)** | **(131)** | | | | | |

| | |
|---|---|
| Held funds @ 31/03/2022 | |
| Dementia Café Fund | 2717.50 |
| Heritage Fund | 3054.74 |

## Sprowston Town Council year ending 31st March 2022

| **Bank Accounts & Cash** | | **31st March 2022** |
|---|---|---|
| 1200 | STC - General Account | 88,660 |
| 1202 | STC - Drawings Account | 0 |
| 1203 | STC - Salaries Account | 8,277 |
| 1205 | STC - Treasury Deposits | 0 |
| 1206 | STC - SPR PAR COU IAS | 0 |
| 1207 | STC - Active Saver Account | 876,414 |
| 1209 | STC - Barclaycard Account | -1,467 |
| 1210 | STC - Petty Cash Account | 175 |
| | **Total Bank & Cash Balances** | **972,060** |

### Cash Book

| | |
|---|---|
| Opening Balance 01/04/2021 | 745,871 |
| Add: Total Cash Receipts in year | 1,370,338 |
| Deduct: Total Cash Payments in year | -1,144,148 |
| Round Up | |
| | **972,060** |

## Sprowston Town Council year ending 31st March 2022

**Balance Sheet as at** **31st March 2022**

| | | |
|---|---|---|
| Current Assets | | |
| Sales Ledger | 16,897 | |
| Other Debtors | 0 | |
| Prepayments | 21,968 | |
| Vat Refund | 0 | |
| Cash at Bank & in Hand | 972,060 | |
| | 1,010,924 | |
| Current Liabilities | | |
| Purchase Ledger | 22,870 | |
| Receipts in Advance | -10,341 | |
| Sundry Creditors | 0 | |
| Salaries | | |
| Paye & Ni | 5,940 | |
| Pensions | 0 | |
| | 18,468 | |
| | **992,456** | |
| Reserves | | |
| Play Equipment Renewals Fund | 10,000 | |
| Machinery Renewals Fund | 20,000 | |
| Maintenance | 25,000 | |
| Town Council Election Fund | 0 | |
| Street Lighting Renewals Fund | 45,000 | |
| CIL Reserve Fund | 0 | |
| Contingency Reserve Fund | 200,000 | |
| Capital Fund | 6,739 | |
| Diamond Centre Phase 4 Fund | 35,000 | |
| Viking Public House Development | 0 | |
| Heritage Held Funds | 3,055 | |
| Dementia Café Held Funds | 2,718 | |
| General Fund | 398,359 | |
| General Fund (P&L Acc) - current year | 246,586 | |
| Round up | | |
| | **992,456** | 0 |

Sprowston Town Council

| **Bank Reconciliation** | Final Quarter | **31/03/2022** |
|---|---|---|
| Sprowston Town Council<br>Recreation Ground Road<br>Sprowston, Norwich, NR7 8EW | | |
| | | |
| Financial year ending 31 March 2022 | | |
| | | |
| Prepared by...G Ranaweera... Mr G Ranaweera Town and RFO<br>Dated ...13-04-2022... | | |
| | | |
| Approved by...J.M. Ward... Mr J M Ward Town Mayor<br>Dated ...13TH APRIL 2022... | | |
| | | |

| **Balance per bank statements at 31st March 2022** | **£** | **£** |
|---|---|---|
| General Account | 88,659.56 | |
| Treasury Deposit A/c No 2 | - | |
| Drawings Account | - | |
| Salaries Account | 8,276.84 | |
| Treasury Deposits A/c No 1 | - | |
| Business Saver A/c | - | |
| Active Saver Account | 876,414.41 | |
| Barclaycard Account | | 1,466.61 |
| Petty Cash Account | 175.34 | |
| | | 972,059.54 |
| **Less: un-presented cheques at 31st March 2022** | | |
| **CASH BOOK Bank Balances @ 31/03/2022** | | |
| Nominal A/c 1200 General Account | 88,659.56 | |
| Nominal A/c 1201 Treasury Deposit A/c No 2 | - | |
| Nominal A/c 1202 Drawings Account | - | |
| Nominal A/c 1203 Salaries Account | 8,276.84 | |
| Nominal A/c 1205 Treasury Deposits A/c No 1 | - | |
| Nominal A/c 1206 Business Saver A/c | - | |
| Nominal A/c 1207 Active Saver Account | 876,414.41 | |
| Nominal A/c 1209 Barclaycard Account | | 1,466.61 |
| Nominal A/c 1210 Petty Cash Account | 175.34 | |
| | | |
| Closing Balance Cash Book | | 972,059.54 |

3/5/22

S J Pollard for Auditing Solutions Ltd

| | | |
|---|---|---|
| **Bank Reconciliation** | Final Quarter | 31/03/2022 |
| Sprowston Town Council<br>Recreation Ground Road<br>Sprowston, Norwich, NR7 8EW | | |
| | | |
| Financial year ending 31 March 2022 | | |
| | | |
| Prepared by............................................ Mr G Ranaweera Clerk and RFO<br><br>Dated 13-04-2022 | | |
| | | |
| Approved by............................................ Mr J.M.Ward Town Mayor<br><br>Dated 13TH APRIL 2022 | | |
| | | |
| **Balance per bank statements as at March 2022** | **£** | **£** |
| General Account | 88,659.56 | |
| Treasury Deposit A/C NO2 | - | |
| Drawings Account | - | |
| Salaries Account | 8,276.84 | |
| Petty Cash Imprest Account | - | |
| Treasury Deposits | - | |
| SPR PAR COU IAS | - | |
| Active Saver Account | 876,414.41 | |
| Barclaycard Account | | 1,466.61 |
| Petty Cash Account | 175.34 | |
| | | 972,059.54 |
| **Less: un-presented cheques at 31st March 2022** | - | |
| Cheque number xxxxxx | | |
| Cheque number xxxxxx | | |
| **Plus: unbanked cash at 31st March 2022** | - | |
| Casual Bowls | | |
| **Net bank balances as at 31st March 2022** | | |
| *The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows* | | |
| **CASH BOOK** | | |
| Opening Balance | | 745,871.00 |
| Plus: Receipts in the year | | 1,382,885.82 |
| Less: Payments in the year | | -1,156,697.28 |
| Closing balance per cash book (receipts and payments book) as at 31st MARCH 2022 (must equal net bank balances above | ✓ | 972,059.54 |

31/03/2022 **Mar-22**

# Petty cash

| | Date | Nom.code | | Cr | Dr |
|---|---|---|---|---|---|
| Bal Br/fwd | | | | **51.14** | |
| | 02/03/2022 | | A.L. | 124.20 | |
| Total | | | | **175.34** | |

| Payment | Date | Company | Narrative | | |
|---|---|---|---|---|---|
| | Total | | | | **0.00** |
| | Balance C/FWD | | | **175.34** | |

Money Held

| | |
|---|---|
| £20 | 40.00 |
| £10 | 110.00 |
| £5 | 10.00 |
| £2 | 4.00 |
| £1 | 5.00 |
| 50P | 2.00 |
| 20P | 1.80 |
| 10P | 0.60 |
| 5p | 1.10 |
| Bronze | 0.84 |
| | **175.34** |

0.00

Town Clerk.......G Romaneen.......................................................................

**Sprowston Town Council**

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

None

| Loan Number | Start Date | End Date | Term | Scheme | Original Loan<br>£ | Interest Rate | Bal o/s at 31/03/2021<br>£ |
|---|---|---|---|---|---|---|---|
| **EIP - Equal instalments of principal** | | | | | | | |
| ****43 | 03.09.10 | 2035 | 25yrs | Cemetery Extension | 100,000.00 | 3.46 | 54,000.00 |
| ****62 | 01.12.11 | 2031 | 20yrs | Acquisition School Lane | 314,000.00 | 3.31 | 157,000.00 |
| ****63 | 19.10.16 | 2036 | 20Yrs | SDC:Sports Hall | 1,500,000.00 | 2.26 | 1,152,231.10 |
| | | | | | | | 1,363,231.10 |
| ****57 | 13.03.14 | 2064 | 50yrs | Cemetery Groundworks (New Area) | 260,000.00 | 4.50 | 218,400.00 |
| | | | | | | | **1,581,631.10** |

## ASSET INVENTORY LIST COMPARISON 2020/21 & 2021/22 for 2021/22 RECORDS

| Asset Name | Asset No. | Initial Cost 2020/21 | Initial Cost 2021/22 | Difference | Diff. Description |
|---|---|---|---|---|---|
| Sisis Quadraplay Main Frame | A001 | 1 | 1 | 0 | |
| McConnel Magnum Flail | A002 | - | - | 0 | |
| Indespension Trailer | A003 | 2,800 | 2,800 | 0 | |
| Indespension Tipper Trailer | A004 | 2,460 | 2,460 | 0 | |
| Indespension Plant Trailer | A006 | 2000 | 2000 | 0 | |
| Wessex Flail | A007 | 2,338 | 2,338 | 0 | |
| | | | | | |
| Recreation Ground Council Office | B001 | 298,200 | 298,200 | 0 | |
| Thatched Pavilion at Recreation Ground | B002 | 465,300 | 465,300 | 0 | |
| Recreation Ground maintenance store | B003 | 76,000 | 76,000 | 0 | |
| Bowls Pavilion at Recreation Ground | B004 | 63,306 | 63,306 | 0 | |
| Sparhawk Buildings including maintenance store | B005 | 174,200 | 174,200 | 0 | |
| Cemetery Visitors Building and Toilets | B006 | 105,500 | 105,500 | 0 | |
| Sprowston Diamond Centre School Lane | B007 | 1,725,350 | 1,725,350 | 0 | |
| Viking Centre | B008 | - | 370,000 | 370,000 | Purchase of former Viking PH |
| | | | | | |
| Barkers Lane OS Playing Field | L001 | 1 | 1 | 0 | |
| Barkers Lane OS Playing Field | L002 | 24,000 | 24,000 | 0 | |
| Cannerby Lane Green Space AA | L003 | 1 | 1 | 0 | |
| Allotment Land-Site and Car Park | L004 | 1 | 1 | 0 | |
| Allotment Land-Plots 1-18 | L005 | 1 | 1 | 0 | |
| Cemetery Land | L006 | 1 | 1 | 0 | |
| Cemetery Land | L007 | 1 | 1 | 0 | |
| Dixon Road PROW | L008 | 1 | 1 | 0 | |
| Post Mill Close POS | L009 | 1 | 1 | 0 | |
| Recreation Ground Playing Field | L010 | 1 | 1 | 0 | |
| Recreation Ground Playing Field | L011 | 1 | 1 | 0 | |
| Sparhawk Park Recreation Land | L012 | 10,000 | 10,000 | 0 | |
| Wilks Farm Drive POS | L015 | 55,696 | 55,696 | 0 | |
| Church Lane Cemetery Extension | L016 | 92,000 | 92,000 | 0 | |
| Access Loke POS | L017 | 3,400 | 3,400 | 0 | |
| Fenced Open Space School Lane | L018 | 96,103 | 96,103 | 0 | |
| BBL Play Areas POS | L019 | 1 | 1 | 0 | |
| Windsor park Gardens POS | L020 | 48,698 | 48,698 | 0 | |
| Millenium Wood POS | L021 | 1 | 1 | 0 | |
| Gurne Drive | L022 | 1 | 1 | 0 | |
| Blue Boar Lane Open Space | L023 | 1 | 1 | 0 | |
| Conroy Close Footpath | L024 | 1 | 1 | 0 | |
| Hallwood Road(off Blue Boar Lane adj.L019 | L025 | 1 | 1 | 0 | |
| | | | | | |
| Greens Power Mower 010H | ME001 | - | - | 0 | |
| **Removed 2014/15 and prior** | ME002-ME007 | - | - | 0 | |
| Tanaka Hedge Trimmer | ME008 | 1,405 | 1,405 | 0 | |
| Honda Izy x 4 | ME009 | 2,027 | 2,027 | 0 | |
| **Removed 2014/15 and prior** | ME010 | - | - | 0 | |
| Dennis FT610 Fine Turf Mower plus cassette | ME011 | - | - | 0 | |
| Dennis FT610 Fine Turf Mower | ME012 | 6,830 | 6,830 | 0 | |
| Hayter 48 Harrier Pro. 19" | ME013 | 664 | 664 | 0 | |
| Dennis FT610 Power Unit Mower | ME014 | 4,350 | 4,350 | 0 | |
| Echo HCA-265ES LW Long Reach Hedge Trimmer | ME015 | 399 | 399 | 0 | |
| Tanaka 3300 Loop Brushcutters x 2 | ME016 | 660 | 660 | 0 | |
| Stihl Hand Held Blower | ME017 | 225 | 225 | 0 | |
| ECHO Hedgetrimmer | ME018 | 320 | 320 | 0 | |
| Echo Blower | ME019 | 149 | 149 | 0 | |
| Husqvarna Chainsaw 72-555 18 Bar | ME020 | 450 | 450 | 0 | |
| Dennis FT610 Fine Turf Mower | ME 021 | 4,800 | - | (4,800) | Disposal of old mower |
| McConnel Hedgecutter Flail | ME022 | 9,000 | 9,000 | 0 | |
| Sissis Autorake Scarifier | ME023 | 4,370 | 4,370 | 0 | |
| STIHL BG86C Leaf Blower | ME024 | 199 | 199 | 0 | |
| STIHL BR600 Leaf Blower | ME025 | 395 | 395 | 0 | |
| Honda Izy x2 Lawn Mowers | ME026 | 610 | 610 | 0 | |
| Husqarna 60 cm Hedge Trimmers | ME027 | 394 | 394 | 0 | |
| Husqarna 75 cm Hedge Trimmers | ME028 | 427 | 427 | 0 | |
| Husqvarna Strimmers x2 | ME029 | 499 | 499 | 0 | |
| Impact Glider (Line Marker) | ME030 | 480 | 480 | 0 | |
| Dennis FT610 Turf Mower | ME031 | - | 6,440 | 6,440 | Purchase new mower |
| | | | | | |
| JD 4720 Compact Tractor AU14 BJF | MWE001 | - | - | 0 | |
| **Removed 2014/15 and prior** | MWE002 | - | - | 0 | |
| **Removed 2014/15 and prior** | MWE003 | - | - | 0 | |
| **Removed 2014/15 and prior** | MWE004 | - | - | 0 | |
| JD X595 unregistered | MWE005 | - | - | 0 | |
| Volvo Mini Digger EC15B | MWE006 | 13,061 | 13,061 | 0 | |
| **Removed 2014/15 and prior** | MWE007 | - | - | 0 | |
| REMOVED 2016/17 | MWE008 | - | - | 0 | |
| JD X740 Lawn Tractor AU61 CYG | MWE009 | - | - | 0 | |
| JD 4 x 4 Gator AO63 KWA | MWE010 | - | - | 0 | |

| | | | | | |
|---|---|---|---|---|---|
| JD Compact Tractor 2032R AU15 AZT | MWE011 | 19,200 | 19,200 | 0 | |
| Husqvarna Lawn Tractor AU66 CKC | MWE012 | 18,000 | 18,000 | 0 | |
| John Dere Gator AU18 YEC | MWE013 | 13,900 | 13,900 | 0 | |
| John Dere X940 Diesel Lawn Tractor AU18 YEG | MWE014 | 11,250 | 11,250 | 0 | |
| Iseki Tractor | MWE015 | 7,995 | 7,995 | 0 | |
| John Deere 4066R Compact Tractor | MWE016 | 33,000 | 33,000 | 0 | |
| | | | | | |
| Removed 2015/16 Replaced by NME011 | NME001 | - | - | | |
| Balance Cart | NME002 | 248 | 248 | 0 | |
| Major 8400 Roller Mower | NME003 | 5,650 | 5,650 | 0 | |
| Stihl Pole Pruner | NME004 | 600 | 600 | 0 | |
| DeWalt Drills x 2 | NME005 | 1 | 1 | 0 | |
| DeWalt Grinders x 2 | NME006 | 1 | 1 | 0 | |
| Sprayers x 6 | NME007 | 1 | 1 | 0 | |
| Top Dressing Spreader | NME008 | 1 | 1 | 0 | |
| Fertilizer Spreader x 2 | NME009 | 1 | 1 | 0 | |
| Trailed Sprayer | NME010 | 1 | 1 | 0 | |
| Impact Glider UK Machine 50Psi | NME011 | 455 | 455 | 0 | |

| | | | | | |
|---|---|---|---|---|---|
| Bus Shelters | STREET FURNITURE | 9 | 9 | 0 | |
| Streetlights | STREET FURNITURE | 819,000 | 809,000 | (10,000) | |
| Led Streetlights | STREET FURNITURE | 102,000 | 117,000 | 15,000 | 10 replacement LEDs |

| | | | | | |
|---|---|---|---|---|---|
| | | 4,330,395 | 4,707,035 | 376,640 | |

**Report File Name: Excel>Accounts>Asset Inventory Comparison 2020/21 to ………………..**

# Annual Internal Audit Report 2021/22

SPROWSTON TOWN COUNCIL

http ://www. sprowston-tc.gov.uk

**During** the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|---|---|---|---|
| **A.** Appropriate accounting records have been properly kept throughout the financial year. | ✔ | | |
| **B.** This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✔ | | |
| **C.** This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✔ | | |
| **D.** The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✔ | | |
| **E.** Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✔ | | |
| **F.** Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | |
| **G.** Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✔ | | |
| **H.** Asset and investments registers were complete and accurate and properly maintained. | ✔ | | |
| **I.** Periodic bank account reconciliations were properly carried out during the year. | ✔ | | |
| **J.** Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✔ | | |
| **K.** **If** the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")* | | | ✔ |
| **L.** The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements | ✔ | | |
| **M.** The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).* | ✔ | | |
| **N.** The authority has complied with the publication requirements for 2020/21 AGAR *(see AGAR Page 1 Guidance Notes).* | ✔ | | |

| | Yes | No | Not applicable |
|---|---|---|---|
| **O. (For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✔ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 10/01/2022 03/05/2021

Name of person who carried out the internal audit: S J Pollard for Auditung Solutions Ltd

Signature of person who carried out the internal audit: [signature]

Date: 03/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

**SPROWSTON TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

| | Agreed Yes | Agreed No* | *'Yes' means that this authority:* |
|---|---|---|---|
| **1.** We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* |
| **2.** We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.* |
| **3.** We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.* |
| **4.** We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* |
| **5.** We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | *considered and documented the financial and other risks it faces and dealt with them properly.* |
| **6.** We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | *arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.* |
| **7.** We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | *responded to matters brought to its attention by internal and external audit.* |
| **8.** We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.* |

| | Yes | No | N/A | |
|---|---|---|---|---|
| **9.** (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | | | ✓ | *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

18/05/2022

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.sprowston-tc.gov.uk/

## Section 2 – Accounting Statements 2021/22 for

SPROWSTON TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2021 £ | 31 March 2022 £ | *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.* |
| **1.** Balances brought forward | 549,406 | 745,871 | *Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.* |
| **2.** (+) Precept or Rates and Levies | 688,011 | 708,544 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| **3.** (+) Total other receipts | 212,291 | 700,658 | *Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.* |
| **4.** (-) Staff costs | 271,554 | 289,356 | *Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.* |
| **5.** (-) Loan interest/capital repayments | 149,824 | 136,101 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| **6.** (-) All other payments | 282,459 | 737,160 | *Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| **7.** (=) Balances carried forward | 745,871 | 992,456 | *Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).* |

| | | | |
|---|---|---|---|
| **8.** Total value of cash and short term investments | 726,849 | 972,060 | *The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.*** |
| **9.** Total fixed assets plus long term investments and assets | 4,330,395 | 4,707,305 | *The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.* |
| **10.** Total borrowings | 1,673,000 | 1,581,631 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

| | Yes | No | N/A | |
|---|---|---|---|---|
| **11.** (For Local Councils Only) Disclosure note re Trust funds (including charitable) | | | ✓ | *The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.* *N.B. The figures in the accounting statements above do not include any Trust transactions.* |

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 11/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

18/05/2022

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Sprowston Town Council Year ending 31st March 2022** **Explanation of any significant year on year variances in the accounting statements**

| Annual Return Box | | 31/03/2021 | 31/03/2022 | Variance(£) | (%) | Detailed explanation |
|---|---|---|---|---|---|---|
| 1 | Balances brought forward | 549,406 | 745,871 | 196,465 | 35.8% | Increases in balance brought forward caused by reduction in expenditure during year ending 31/03/21 due to COVID pandemic/lockdowns causing reduction in caretaking costs, fuel consumption etc. Expenditure also reduced as hedge against reduction in income. Large increase in CIL received in 2021/22. |
| 2 | Annual precept | 688,011 | 708,544 | 20,533 | 3.0% | |
| 3 | Total other receipts | 212,291 | 700,658 | 488,367 | 230.0% | One-off CIL income £442,448. Increase in sales due to full use of facilities £45,734. Receipts in year 2020/21 we greatly reduced due to COVID lockdowns |
| 4 | Staff costs | 271,554 | 289,356 | 17,802 | 6.6% | Increased staff members 1 office staff and 1 summer groundsman |
| 5 | Loan interest/Capital repayments | 149,824 | 136,101 | (13,723) | -9.2% | 1 Loan repayment paid off PWLB 498275 Rec Grd BMX & Play |
| 6 | All other payments | 282,459 | 737,160 | 454,701 | 161.0% | Purchase cost of former-Viking Public House + associated expenditure £411k. 7k for new mower - increased purchases as facilities at full use. Increase in energy prices and products across board. |
| 7 | Balances carried forward | 745,871 | 992,456 | 246,585 | 33.1% | Due to CIL and increase in sales we have more cash in the banks |
| 8 | Total cash & investments | 726,849 | 972,060 | 245,211 | 33.7% | Due to CIL and increase in sales we have more cash in the banks |
| 9 | Fixed assets & long term assets | 4,330,395 | 4,707,305 | 376,910 | 8.7% | Attached Asset Inventory List comparison report - Added former-Viking Public House £370k, 10 LED streetlights and a new fine-turf mower |
| 10 | Total borrowings | 1,673,000 | 1,581,631 | (91,369) | -5.5% | Please find attached Breakdown of Loans - 1 less loan to pay as its paid off |

**Reconciliation Between Box 7 and Box 8**

| | | |
|---|---|---|
| Carry forward value of Box 7 | | 992,456 |
| Deduct | | |
| Debtors control | -16,897 | |
| Vat refund due | 0 | |
| Prepayments | -21,968 | -38,865 |
| Add | | |
| Creditors Control | 22,870 | |
| Receipts in advance | -10,341 | |
| PAYE & NI | 5,940 | 18,469 |
| Rounding | | |
| | | 972,060 |

| **Table 1: Areas where there may be scope to use insurance to help manage risk.** | **Evidence of control** |
|---|---|
| **Risk identification** | |
| Insurance cover for risk is the most common approach to certain types of inherent risks. | Zurich Policy No. YLL-122003-6303 |
| The protection of physical assets owned by the Council – buildings, furniture, equipment, etc. (**loss or damage**). | Part A Material Damage & Part C All Risks |
| The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (**public liability**). | Part E Public Liability £15,000,000 |
| The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (**consequential loss**). | Part D £250,000 |
| Loss of cash through theft or dishonesty (**fidelity guarantee**). | Part N £2,000,000 |
| Legal liability as a consequence of asset ownership (**public liability**). | Part E £15,000,000 |
| **Internal controls include:** | |
| An up to date register of assets and investments. | Completed |
| Regular maintenance arrangements for physical assets. | Play equipment checked weekly by Comp & Admin Officer.<br>Machinery/equipment service contracts in place.<br>Repairs & Renewals Fund Established |
| Annual review of risk and the adequacy of cover. | As part of Internal Audit Review Checklist (current policy is part of long term agreement active until 01st April 2024) |
| Ensuring the robustness of insurance providers. | Zurich Municipal – a major insurer, used by Local Authorities |

| **Table 2: Areas where there may be scope to work with others to help manage risk.** | **Evidence of control** |
|---|---|
| **Risk identification** | |
| In addition to the risks above:<br>Service interruption due to the long term absence of the Town Clerk / RFO | No interruption to key services. Alternate banking arrangements would be initiated with Finance Officer and Town Mayor |
| Purchase and refurbishment of property | Engagement of solicitors, tax specialists, project managers, NALC, etc to provide specialist professional advice |
| Employment Law and Health and Safety compliance | Elcons (employment Law) consultants retained. Health and Safety consultants identified |
| **Internal controls include** | |
| Standing Orders and financial regulations dealing with the award of contracts for services or purchase of capital equipment. | In place and reviewed regularly |
| Monitoring of performance by suppliers/providers/contractors. | Continuous and at end of contracts |
| Annual review of contracts. | December |
| Adoption of and adherence to Codes of Practice for procurement and investment. | Standing Orders, Financial Regs, NALC Legal Topic Notes |
| Arrangements to detect and deter fraud and/or corruption. | Internal Audit / Full Council / Town Clerk authorises invoices. |
| Regular bank reconciliation. | Quarterly |
| Administrative Officers trained to undertake wide range of administrative tasks | No disruption to service |
| The Chairman, assisted by Finance and Administration Officer undertakes financial tasks and is authorised to sign cheques together with another authorised Councillor in the absence of the Clerk for more than 21 days | Action undertaken would be reported to Council. |

| **Table 3: Areas where there may be a need to self-manage risk.** | **Evidence of control** |
|---|---|
| **Risk identification**<br><br>*There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable.*<br><br>**Internal controls include** | |
| Keeping proper financial records in accordance with Statutory requirements. | Sage accounting software used.<br>Quarterly and annual reporting in place.<br>'Joint Panel on Accountability and Governance Practitioners' Guide' followed. |
| Ensuring all businesses activities are within legal powers applicable to local councils. | Relevant Statutes included on Budget / Accounts papers. |
| Complying with restrictions on borrowing. | To be reviewed if/when new PWLB loan considered. |
| Ensuring that all requirements are met under Employment Law and Inland Revenue Regulations. | Job Descriptions in place and timely returns to Inland Revenue. Appointment by the Council of Elcons Personnel Consultants. |
| Ensuring that all requirements are met under Customs & Excise Regulations (especially VAT). | Quarterly VAT return – VAT 100. |
| Ensuring the adequacy of the annual precept within sound budgeting arrangements. | Full Council Report. |
| Monitoring of performance against agreed standards under partnership agreements. | N/A at this time - will be considered as part of the evaluation test when relevant. |
| Ensuring the proper use of funds granted to local community bodies under specific powers or the General Power of Competence. | Relevant Statutes referenced in budget papers and Council Minutes. |
| Proper, timely and accurate reporting of council business in the minutes. | 3 weekly cycle of Council Meetings. |

| | |
|---|---|
| Responding to electors wishing to exercise their rights of inspection. | Statutory notices and advertising. |
| Meeting the laid down timetables when responding to consultation invitation. | Deadlines to ensure completion. |
| Meeting the requirements for Foundation Level parish status or other accreditation. | Working toward renewing Quality Gold Status. |
| Proper document control. | Every version of every document is dated or given unique reference number. |
| Register of members' interests and gifts and hospitality, complete, accurate and up to date. | Register maintained. |
| Regular scrutiny of financial records and proper arrangements for the approval of expenditure. | Quarterly bank reconciliation by Chairman/Mayor.<br>Quarterly Income/Expenditure report to Council<br>Invoices and bank statement scrutinised by both Finance Officer and Town Clerk/RFO. |
| Banking and Investment arrangements | All banking arrangements and changes to such arrangements approved by Council and minuted. |
| Finance schedules produced from Sage accounts and presented at Council | Council authorises payment by Bank Internet payment where possible or Town Clerk to sign specific cheques for specific amounts |
| BACS payments made by Town Clerk | Finance Officer verifies payments and invoice matches at time Town Clerk makes payment. |
| Recording in the minutes the approved expenditure. | Minute book publicly available for checking. |
| Regular returns to the Inland Revenue; contracts of employment for all staff, regularly reviewed by the Council; systems of updating records for any changes in relevant legislation. | IR returns made online. Contracts and records of employment reviewed in accordance with changes in legislation. |
| Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary. | VAT returns completed in timely manner. Sage, HMRC, NALC & SLCC notices read. |
| Regular budget monitoring statements. | Quarterly to Full Council. |

| | |
|---|---|
| Developing systems of performance measurement. | Staff appraisals in place.<br>Performance against Neighbourhood Plan and Business Plan measured and reported |
| Procedures for dealing with and monitoring grants or loans made or received. | Reports presented to Council |
| Minutes properly numbered and paginated with a master copy kept in safekeeping | Consecutively numbered |
| Documented procedures to deal with responses to consultation requests. | Consultations presented to Council. |
| Documented procedures for document receipt, circulation, response, handling and filing. | Documents dated on opening and filed in appropriate location. Accounts software updated. |
| Procedures in place for recording and monitoring members' interests, gifts and hospitality. | Declaration of interests register at every meeting, forms completed annually. |
| Adoption of codes of conduct for members and employees. | Councillor code adopted May 2002. Councillor and staff codes updated as required. |
| **Internal Audit Assurance** | |
| Review of internal controls in place and their documentation.<br>Review of minutes to ensure legal powers in place, recorded and correctly applied.<br>Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements, etc. including petty cash transactions.<br>Review and testing of arrangements to prevent and detect fraud and corruption.<br>Testing of specific internal controls and reporting findings to management. | Internal Audit – Auditing Solutions Ltd<br>Appointment made by Council 2020, confirmed each subsequent year.<br>Annual External Audit before September. |
| If current auditor becomes unavailable, Full Council to approve appointment of new auditor | Decision to be minuted |

## Sprowston Town Council – 2022 Internal Audit Review Checklist - Part 1 - Meeting standards

*[Source: Governance and Accountability for Local Councils* │***AGS Assertion 5 Risk Management*** *- The annual return and corporate governance.]*

| Expected Standard | Evidence of Achievement | Yes or No | Areas for development |
|---|---|---|---|
| 1. Scope of internal audit | Terms of reference for internal audit were approved by full council. *(See Financial Risk Assessments – Internal Audit Assurance)*<br>Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.<br>Internal audit work covers the council's anti-fraud and corruption arrangements. | Yes<br><br>Yes<br><br>Yes | |
| 2. Independence | Internal audit has direct access to those charged with governance (see Financial Regulations).<br>Reports are made in own name to management.<br>Internal audit does not have any other role within the council. | Yes<br><br>Yes | |
| 3. Competence | There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. | Yes | |
| 4. Relationships | All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files and in the Internal Auditor's Report).<br>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).<br>The responsibilities of council members are understood; training of members is carried out as necessary. | Yes<br><br>Yes<br><br>Yes | |
| 5 Audit Planning and reporting | The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council.<br>*(See Auditor's Terms of Engagement, and Financial Risk Assessments – Internal Audit Assurance)*<br>Internal audit made its final report in accordance with the plan dated May 2021 | Yes<br>Yes | |

**Review conducted by Council, and adopted at a full meeting of the Council on 18 May 2022 :-**

Chairman of the Meeting ____________________________

Guy Ranaweera Clerk & Responsible Financial Officer ____________________________

## Sprowston Town Council – 2022 Internal Audit Review Checklist - Part 2 - Characteristics of Effectiveness

*[Source: Governance and Accountability for Local Councils* ***- AGS Assertion 5 Risk Management*** *- The Annual Return and Corporate Governance.]*

| Characteristics of 'effectiveness' | Evidence of Achievement | Yes or No | Areas for development |
|---|---|---|---|
| 1. Internal audit work is planned | Planned internal audit work is based on risk assessment and designed to meet the council's needs.<br>*(See Auditor's Terms of Engagement)* | **Yes** | |
| 2. Understanding the whole organisation its needs and objectives | The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.<br>*(See Auditor's Terms of Engagement)* | **Yes** | |
| 3. Be seen as a catalyst for change | Internal audit supports the council's work in delivering improved services to the community. | **Yes** | |
| 4. Add value and assist the Council in achieving its objectives | The council makes positive responses to internal audit's recommendations and follows up with action where this is called for. | **Yes** | |
| 5. Be forward looking | In formulating the annual audit plan, national agenda changes are considered.<br>Internal audit maintains awareness of new developments in the services, risk management and corporate governance.<br>*(See Auditor's Terms of Engagement)* | **Yes**<br>**Yes** | |
| 6. Be challenging | Internal audit focuses on the risks facing the council.<br>Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. | **Yes**<br>**Yes** | |
| 7. Ensure the right resources are available | Adequate resource is made available for internal audit to complete its work.<br>Internal audit understands the council and the legal and corporate framework in which it operates. | **Yes**<br>**Yes** | |

**Review conducted by Council, and adopted at a full meeting of the Council on 18 May 2022 :-**

| | | |
|---|---|---|
| | Chairman of Meeting | ______________________ |
| Guy Ranaweera | Clerk & Responsible Financial Officer | ______________________ |

Sprowston Town Council

List of Direct Debit Companies 2022-23

| | |
|---|---|
| The AF Group | Mobile phones |
| Barclay card | Card terminal |
| Broadland District Council | Rates and council tax |
| British gas | Gas supply |
| Norse | Bin rental |
| PWLB | Loans |
| Sage | Accounting package |
| Total Energies | Electric supply |
| Veolia | Bin emptying |
| Wave | Water supply |
| Utilita | Electric supply for Viking |
| PHS | Hand dryers, soap dispensers, sanitary bins |
| SSE | Electric supply |
| Sharp | Photocopier lease |

Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

| | |
|---|---|
| **Policy No.** | YLL-272003-6303 |
| **1. Name of policyholder** | Sprowston Town Council |
| **2. Date of commencement of insurance policy** | 01/04/2022 |
| **3. Date of expiry of insurance policy** | 31/03/2023 |

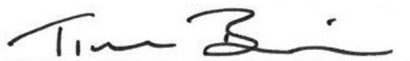
We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature



Tim Bailey

Chief Executive Officer of Zurich Insurance plc, UK Branch

**Notes**

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

# To Whom It May Concern

**Name of Insured:** Sprowston Town Council

This is to confirm that Sprowston Town Council have in force with this Company until the policy expiry on 31st March 2023 insurance incorporating the following essential features:

| | | |
|---|---|---|
| **Policy Number:** | YLL-272003-6303 | |
| **Renewal Date:** | 1st April 2023 | |
| **Limits of Indemnity:** | Public Liability: | £10,000,000 minimum* any one event |
| | Products Liability: | £10,000,000 minimum* for all claims in the aggregate during and one period of insurance |
| | Pollution Liability: | As per Products Liability |
| | Official's Indemnity: | As below |

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

**Excess:**

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

ZURICH
Municipal

# Certificate of Motor Insurance

| | |
|---|---|
| Certificate number: | YLL-272003-6303 |
| 1. Description of vehicle: | Any motor vehicle the property of or in the custody or control of the Policyholder |
| 2. Name of policyholder: | Sprowston Town Council |
| 3. Effective date of the commencement of insurance for the purpose of the relevant law: | 01/04/2022 |
| 4. Date of expiry of insurance: | 31/03/2023 |

5. Persons or classes of persons entitled to drive:

Any person who is driving on the order or with the permission of the Policyholder.

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

6. Limitations as to use:

Use for social domestic and pleasure purposes.
Use in connection with the Policyholder's business.

The Policy does not cover:-

1. Use while the vehicle is let on hire.
2. Use for hire or reward or the carriage of passengers for reward.
3. Use for racing pacemaking reliability trials competitions rallies or trials.
4. Use whilst drawing a greater number of trailers in all than is permitted by Law.
5. Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure.

**For Zurich Insurance plc. Authorised Insurers**

Tim Bailey
Chief Executive Officer of Zurich Insurance plc, UK Branch

**Sprowston Town Council**

Annual Town Council Meeting - 18 May 2022

## Appointment of Councillors to Serve on Committees and Working Groups, for Municipal Year 2022-2023

### (i) STAFFING COMMITTEE, current Members 2021-22 (6 Members):

- Mr J M Ward (Chair)
- Mr M G Callam
- Mr W F Couzens
- Mr J F Fisher
- Mrs J Leggett
- Mr N Shaw

### (ii) RECREATIONAL FACILITIES WORKING GROUP, current Members 2021-22 (4 Members):

- Mrs J Leggett (Chair)
- Mr M G Callam
- Ms D Coleman
- Mr J H Mallen

**Sprowston Town Council**

Annual Town Council Meeting - 18 May 2022

## Appointment of Councillors to Serve on External Organisations, for Municipal Year 2022-2023

### (i) Senior Citizens Welfare Committee, current appointees 2021-22 (2 Members):

- Mr A J Barton
- Mr W F Couzens

### (ii) Sprowston Heritage, current appointees 2021-22 (3 Members)

- Mr A J Barton
- Mr W F Couzens
- Mrs J Leggett

### (iii) Grow Your Community Group current appointees 2021-22 (3 Members)

- Mr W F Couzens
- Mrs B J Lashley
- Mrs J Leggett

### (iv) Representative to Norfolk Association of Local Councils (ALC), current representative 2021-22 (1 Member):

- Mrs B J Lashley

**Sprowston Town Council**

Annual Town Council Meeting - 18 May 2022

## Review of Council and Staff Subscriptions, for Municipal Year 2022-2023

Current subscriptions 2021-22:

**(i) Norfolk Association of Local Councils (ALC)**

**(ii) Society for Local Council Clerks (SLCC) (for Clerk)**

**(iii) Institute of Cemetery and Crematorium Management (ICCM)**

**(iv) Broadland Tree Network**

**(v) Anglia Farmer Yearly Subscription**

**(vi) Creative Arts East**

**Sprowston Town Council**

Annual Town Council Meeting - 18 May 2022

## Appointment of Councillors to Serve as Bank Signatories, for Municipal Year 2022-2023

**Councillors Currently Appointed as Bank Signatories:**

- Mr J M Ward
- Mrs B J Lashley
- Mr R Knowles

❖ ***Recommendation: Appoint at least two further bank signatories***

| **Broadland DC App. No** | **Location** | **Description** | **Type** |
| --- | --- | --- | --- |
| 20220525 | 78 Barkers Lane, Sprowston,NR7 8QZ | Proposed new access. Single storey rear extension. New dormer to rear and extension to garage.<br><br>• Re-consultation due to revised plans which amend the proposed access<br>• Council previously objected to planning application 20220525 (revised plans) on grounds that the proposed new access is too close to the junction with Church View Close and incorporates part of the highway verge into the driveway and access. | Householder<br>(Re-consultation) |
| 20220620 | 1 Roundtree Way,Sprowston,NR7 8SH | New single illuminated 48-sheet digital advertisement display | Advertisement Consent |
| 20220679 | 3 Hornbeam Close,Sprowston,NR7 8LN | Single storey front extension. | Householder |
| 20220680 | 5&6 Sparhawk Close,Sprowston,NR7 8BT | Joint single storey front extensions | Householder |
| 20220682 | 21 Post Mill Close,Sprowston,NR7 8UA | Front porch and single storey extensions. Formation of a parking space with dropped kerb. | Householder |
| 20220707 | 73 Cannerby Lane,Sprowston,NR7 8NF | Proposed single storey rear extension. | Householder |
| 20220724 | 185 Wroxham Road,Sprowston,NR7 8AG | Two storey side extension | Full Planning |
| 20220737 | 95 Proctor Road,Sprowston,NR6 7PQ | 2 storey rear extension. Single storey side extension. Front porch | Householder |

| Parish | Sprowston |
|---|---|
| **Application Number** | 20212328 |
| **Development Address** | 1 Merlin Avenue,Sprowston,NR7 8BY |
| **Development Description** | Rear & Side Extensions to Existing Detached Bungalow |
| **Decision** | Full Approval |
| **Decision Date** | 20/04/2022 |

**Parish** **Sprowston**

| | |
|---|---|
| **Application Number** | 20212284 |
| **Development Address** | Land east Church Lane,Sprowston |
| **Development Description** | The conversion of an existing agricultural site into a private non-residential (D1) venture, to include a covered area with hard standing base, access driveway, parking, exhibition caravan, compost toilet, security container, growing area (poly tunnel), natural pond, solar panel system, security fencing with native species border and amen gate. |
| **Decision** | Full Approval |
| **Decision Date** | 28/04/2022 |

| | |
|---|---|
| **Application Number** | 20220307 |
| **Development Address** | 94 Cromwell Road,Sprowston,NR7 8XJ |
| **Development Description** | Proposed two storey side extension and internal alterations |
| **Decision** | Full Approval |
| **Decision Date** | 28/04/2022 |

Community and Environmental
Services Department
Planning Services Floor 6
County Hall
Martineau Lane
Norwich
NR1 2SG

Guy Ranaweera
Clerk to Sprowston Town Council
Recreation Ground Road
Sprowston
NORWICH
NR7 8EW

NCC general enquiries: 0344 800 8020
Text relay no: 18001 0344 800 8020

Your Ref:
Date: 11 May 2022

My Ref: FUL/2021/0037
Tel No.: 01603 222757
Email: MaWP@norfolk.gov.uk

Dear Sir/Madam

**Sprowston: Sprowston Library, Recreation Ground Road, Norwich, NR7 8EW: Proposed single storey side extension to main library area, with new bin store and minor internal alterations following the demolition of the existing side extension. : Norse Commerical Services**

**Town and Country Planning Act 1990**

The above application has been Permitted/Approved by the County Planning Authority in accordance with the Town and Country Planning Act 1990. You can find a copy of the decision notice on our web page:

**Link to Planning Application.**

If you have any queries, please do not hesitate to contact the case officer, Michael Zieja , on Norwich 01603 222757.

Yours faithfully

Nick Johnson
Head of Planning

## RECREATIONAL FACILITIES WORKING GROUP MEETING – 12 APRIL 2022

At the remote meeting of the Recreational Facilities Working Group held by video conference on Tuesday 12 April 2022, the following Councillors were present: -

Mrs J Leggett - Chairperson

Ms D Coleman - Mr M G Callam

Mr J H Mallen

In attendance

Mr G Ranaweera - Town Clerk and Responsible Financial Officer

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### 22/042. APOLOGIES FOR ABSENCE

No apologies for absence were received.

### 22/043. MINUTES OF THE MEETING HELD 1 MARCH 2022

Minutes of the meeting held on 1 March 2022 were agreed with no amendments.

### 22/044. MATTERS ARISING

(a) Rewilding Verges

Ms D Coleman advised she had recently delivered four plaques to residents who had signed up for the rewilding scheme, making a total of nine participants from both Colindeep Lane and Cozens Hardy Road.

The Town Clerk advised two requests were currently being processed.

Ms D Coleman did not feel any further advertising was necessary as leaflets had been delivered on two occasions to all properties within the trial area. Any interested residents would make enquiries when they saw “No Mow” signage and rewilded verges.

Mrs J Leggett noted that given rewilding was constrained to verges adjacent properties it would limit the number of roads the scheme could be applied to.

There was discussion on possible obstacles to expanding the scheme to verges adjacent the highway including safety concerns and parking.

(b) Sprowston Youth Engagement Project (SYEP) Urban Garden

**22/044. MATTERS ARISING (CONTINUED)**

The Town Clerk reported SYEP had been requested to provide 3 on-site parking spaces by the Planning Authority which would impact on the available amenity space.

He suggested the planning officer be advised that SYEP had use of the adjacent car park when required, thus negating the requirement for on-site parking.

(c) Sprowston Neighbourhood Plan

Councillors noted the Sprowston Neighbourhood Plan draft updates had been agreed at full Council meeting held 16 March 2022 subject to amendments.

(d) Land North of Salhouse Road

The Town Clerk reported he had been informed by the managing agent of the land North of Salhouse Road that it was not required for expansion of the neighbouring factory and was looking towards employment development instead. Whilst there is currently no opportunity to lease the land, the Town Clerk had expressed an interest with no obligation should it ever be offered for sale.

Mrs J Leggett commented that residents had made complaints at the recent Police Priority Setting meeting about noise nuisance from motorbikes being ridden on this land.

(e) Letter to Planning at Broadland

Regarding provision of public amenity space in future largescale developments the Town Clerk referred to Council meeting held 6 April 2022 where it was agreed Mrs J Leggett, the Town Clerk and any other available Councillors attend a meeting with planning officers at Broadland District Council on 28 April 2022.

Representatives from Broadland District Council attending this meeting had been confirmed as Helen Mellors, Assistant Director of Planning, Tracey Lincoln, Development Manager and Paul Harris, Place Shaping Manager.

**22/045. VIKING CENTRE**

The Town Clerk said he was waiting for Jason Menezes to draft the planning application for development of the Viking Centre. Mr Menezes had been invited to attend full Council meeting on 27 April 2022 to present plans should they be available.

In advance of the planning application being submitted Leylandii trees on the property boundary, which were causing a nuisance to neighbours, had been removed. Two remained on land retained by the previous owner of the site.

**22/045. VIKING CENTRE**

In response to Councillors questions the Town Clerk explained:

(a) approximately £170,000 in CIL receipts had been received in April 2021 and £278,000 in October 2021. All funds received in April 2021 had been spent on the purchase of the former Viking PH / Bengal Restaurant. There was currently £270,000 remaining in the budget. He would confirm payments due to be received in April 2022.

(b) Adopting highway land to construct a pathway, and securing of the car park were all part of the planning application however, he had verbally discussed this with the newly appointed Highways Engineer.

**22/046. SKATE PARK**

The Town Clerk advised he was awaiting revised plans from the developers and had no further update.

Referring to pictures of Loddon skate park sent to Councillors and the Town Clerk, Mrs J Leggett said whilst the sketch presented to Councillors had looked lovely, in reality the park appeared abandoned.

The Town Clerk responded that an additional grounds person was being recruited partially to avoid this situation in Sprowston.

Councillors again expressed their extreme frustration with ongoing delays caused by developers and did not understand why the Planning Authority could not apply pressure to progress implementation.

The Town Clerk said he was meeting representatives from Persimmon Homes on 20 April 2022 when he hoped revised plans would be available. He would inform developers of Councillors desire to meet with them

**22/047. ADULT GYM AND RUNNING TRACK**

Mr J H Mallen noted the running track had been mown at Barkers Lane open space however, there was an infestation of moles in the area.

The Town Clerk remarked on the running club not having expressed an interest in provision of outside gym equipment at Barkers Lane. He was also unsure if there was an appetite for provision elsewhere in the parish. It was noted the scheme at White House Farm development did include this type of equipment.

Mrs J Leggett suggested an article in Sprowston Matters explaining where Council was considering placing equipment and ask for resident’s views.

**22/048. EVENTS**

(a) Platinum Jubilee

The Town Clerk confirmed a majority of the work to host this event was now complete.

Mr J H Mallen questioned if the number of attendees could be increased.

The Town Clerk replied given safety constraints of the site attendees could be increased to 70, including Councillors and staff, if vegetation was cut back to create additional space.

It was noted that whilst a discussion had taken place Council did not agree any other suggestions on how to celebrate the Platinum Jubilee and had instead agreed to hold a joint event with the church.

(b) Summer Fete

The Town Clerk reported that:

(i) a beer tent had been secured and The Fat Cat Brewery Tap would be serving draft beer, gin and soft drinks.

(ii) Local Flavours had organised approximately 6 food vendors.

(iii) the Blue Boar PH did not have the facility to support outside events unless on their own premises.

(iv) basic fairground rides had been sourced.

(v) community groups had been approached and some completed applications submitted.

(vi) Norfolk Constabulary would be in attendance.

(vii) a display for the arena arranged.

(viii) the office would continue to look for more activities and other providers.

(ix) he would approach St. Johns Ambulance for First Aid provision.

(x) as no response had been received from the Brickmakers PH he would approach local bands suggested by Ms D Coleman.

Mr J H Mallen said he had enlisted a team of people to help on the day of the event with an inventory of agreed tasks.

**22/049. CAFÉ' AT SPROWSTON RECREATION GROUND**

With regard to a pop-up café at Sprowston Recreation Ground the Town Clerk had been advised to contact the planning authority to determine if planning permission and/or a licence was required.

He thanked Mr Mallen for supplying a list of potential candidates explaining he would contact all interested parties with a generic letter or email so that everyone received the same information at the same time.

**22/050. TREE GRANT**

Mrs J Leggett thanked Cllr. Coleman for her involvement in the successful community planting event at Sprowston Diamond Field.

Ms D Colman mentioned funding might be available to extend the hedge planting to the boundary adjacent Neville Road in the Autumn.

The Town Clerk reassured Councillors that grounds staff were watering the recently planted hedge at the Diamond Field and Tiny Forest on Sprowston Recreation Ground during the weather.

In response to an enquiry from Mr J H Mallen the Town Clerk confirmed he would be inviting Broadland Tree Wardens to a future meeting of full council.

**22/051. ASSETS OF COMMUNITY VALUE**

The Town Clerk advised there was no further update with regard to the review of the decision to list Sprowston Sports and Social Club as an Asset of Community Value.

Council had already agreed to re-nominate the Blue Boar PH, Aslake Close Community Hub and Sprowston Cricket Club to the Asset of Community Value Register.

**22/052. HARRISONS WOOD**

Mrs J Leggett referred to a suggestion from the Fringe Project that Harrisons Woodland would benefit from a friends or volunteer group.

Ms D Coleman commented on activities carried out by other friend's groups in the Broadland area such as litter picking and monitoring for damage with more skilled activities such as coppicing and hedge laying led by experts.

A friend's group could be established to carry out these types of activities in Harrison Woodland with members highlighting any concerns to the Town Clerk. Norfolk Wildlife Trust and / or Natural England could be invited to organise and lead projects involving the volunteer group such as planting, coppicing or cutting brambles.

It was agreed Mrs J Leggett to discuss with the Fringe Project and the Town Clerk to gather more information.

**22/053. ITEMS FOR NEXT MEETING**

No further items were requested.

**22/054. AOB**

No other business.

**22/055. DATE OF NEXT MEETING**

Tuesday 10 May 2022 at 7.00pm

The Alarm Company

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 19/04/2022 | 61918 | Annual maintenance on intruder alarm systems at the Recreation Ground | 256.00 | 51.20 | 307.20 | 18 |

A.T.Coombes Associates Ltd

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 31/03/2022 | 4050 | Clear gale damaged tree near co-op & all tree work quoted after annual surve | 3,522.50 | 704.50 | 4227.00 | 19 |

Emily Ling

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 31/04/2022 | 42022 | Mileage expenses | 11.03 | 2.20 | 13.23 | 20 |

Ernest Doe & Sons Ltd

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 29/04/2022 | J84702 | Annual Services on Husqvarna | 1,990.09 | 398.01 | 2388.10 | 21 |
| 29/04/2022 | J18180 | Annual Services on Iseki | 549.38 | 109.87 | 659.25 | |
| 29/04/2022 | J84704 | Annual Services on 4066R John Deere | 1,037.30 | 207.47 | 1244.77 | |
| 29/04/2022 | J84705 | Annual Services on X940 John Deere | 847.54 | 169.49 | 1017.03 | |
| 25/04/2022 | J84484 | Annual Services on John Deere Gator | 567.02 | 113.41 | 680.43 | |
| | | | **4,991.33** | **998.25** | **5989.58** | |

Forethought Marketing

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 28/04/2022 | 13904 | Delivery of Sprowston matters | 298.62 | 59.72 | 358.34 | 22 |

Heritage

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 01/05/2022 | 927419 | Gates and litter picking May 2022 | 122.25 | 24.45 | 146.70 | 23 |
| 01/05/2022 | 927418 | Caretaker and cleaning services June 2022 | 7,415.93 | 1,483.19 | 8899.12 | |
| | | | **7,538.18** | **1,507.64** | **9045.82** | |

HVW Ltd

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 29/04/2022 | 145432 | Uniform for grounds staff | 153.30 | 30.66 | 183.96 | 24 |

Intouch

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 02/05/2022 | 734834 | 7 x Hosted exchange | 59.13 | 11.83 | 70.96 | 25 |
| 01/05/2022 | 733442 | Wifi Diamond centre 01/05/2022-31/05/2022 | 161.20 | 32.24 | 193.44 | |
| 01/05/2022 | 733441 | Wifi Office 01/05/2022 - 31/05/2022 | 53.70 | 10.74 | 64.44 | |
| | | | **274.03** | **54.81** | **328.84** | |

Norfolk Association of Local Councils

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 26/04/2022 | 444 | Year end audit course for Toni Jenkinson | 45.00 | 9.00 | 54.00 | 26 |

Norfolk Drain Services

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 21/04/2022 | 731 | To investigate blocked drainage pipe at Diamond Centre plant room | 185.00 | 37.00 | 222.00 | 27 |

Online Playgrounds

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 06/05/2022 | 1000014281 | Repair kit, nuts, bolts, Connector - parts for playground | 208.40 | 24.17 | 46.51 | 28 |

PJ Plumbing heating & maintenance Ltd

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 26/04/2022 | 20632 | Investigate leak in plant room | 36.00 | 7.20 | 43.20 | 29 |
| 26/04/2022 | 20651 | Valve replacement at diamond centre | 538.08 | 107.62 | 645.70 | |
| | | | **574.08** | **114.82** | **688.90** | |

SLCC

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 01805/2022 | 2392-10 | Membership fee for local councils | 351.00 | - | 351.00 | 30 |

Switched on AV

| Invoice Date | Invoice No. | Details | Net | VAT | Amount | BACS |
|---|---|---|---|---|---|---|
| 05/04/2022 | 202106 | Supply and install new LED projector | 2,947.00 | - | 2947.00 | 31 |

| | | Net | VAT | Amount | |
|---|---|---|---|---|---|
| | **TOTAL OF INVOICES** | 21,355.47 | 3,593.97 | 24,763.38 | Trf 3 |
| **Transfer:** | STC Drawings a/c to Petty Cash | - | - | - | |
| | | 21,355.47 | 3,593.97 | 24,763.38 | |
| **Transfer:** | STC Active to STC Drawings a/c | **21,355.47** | **3,593.97** | **24,763.38** | |
| **Transfer:** | STC Active a/c to Salaries a/c | 23,000.00 | - | 23,000.00 | Trf 4 |

…………………………………………..
Councillor

…………………………………………..
Councillor

…………………………………………….
Town Clerk

**Sprowston Town Council** **Direct Debit Payments** **Meeting** **Date: 18th May 2022**

Barclaycard

| **Invoice Date** | **Invoice No.** | **Details** | **Net** | **VAT** | **Amount** | **DIRECT** |
|---|---|---|---|---|---|---|
| 30/04/2022 | 14844360422 | Barclaycard Terminal monthly charges | 49.80 | 5.96 | 55.76 | |

British gas

| **Invoice Date** | **Invoice No.** | **Details** | **Net** | **VAT** | **Amount** | **DIRECT** |
|---|---|---|---|---|---|---|
| 27/04/2022 | 979624271 | Gas bill for Diamond Centre 25/03 - 21/04 | 641.85 | 128.37 | 770.22 | |

Norse

| **Invoice Date** | **Invoice No.** | **Details** | **Net** | **VAT** | **Amount** | **DIRECT** |
|---|---|---|---|---|---|---|
| 30/04/2022 | 208628 | Bin rental and emptying for April | 16.70 | 3.34 | 20.04 | |

PHS

| **Invoice Date** | **Invoice No.** | **Details** | **Net** | **VAT** | **Amount** | **DIRECT** |
|---|---|---|---|---|---|---|
| 27/04/2022 | 69030510 | Sanitary disposal, water management system and eco shield at Rec ground | 56.03 | 11.21 | 67.24 | |
| 27/04/2022 | 69030511 | Sanitary disposal, water management system and eco shield at Sparhawk | 51.48 | 10.30 | 61.78 | |
| 27/04/2022 | 69030512 | Soap dispensers, air fresheners, hand dryers, sanitary disposal Diamond Cer | 339.79 | 67.96 | 407.75 | |
| | | | **447.30** | **89.47** | **536.77** | |

Sage

| **Invoice Date** | **Invoice No.** | **Details** | **Net** | **VAT** | **Amount** | **DIRECT** |
|---|---|---|---|---|---|---|
| 01/04/2022 | 64685437 | Accounting and payroll software April | 48.06 | 9.61 | 57.67 | |

Veolia

| **Invoice Date** | **Invoice No.** | **Details** | **Net** | **VAT** | **Amount** | **DIRECT** |
|---|---|---|---|---|---|---|
| 30/04/2022 | 1237085 | Bin collection for April | 235.60 | 47.12 | 282.72 | |

Wave

| **Invoice Date** | **Invoice No.** | **Details** | **Net** | **VAT** | **Amount** | **DIRECT** |
|---|---|---|---|---|---|---|
| 03/05/2022 | 10455217 | Water bill Sparhawk 03/02/22-02/05/2022 | 130.20 | - | 130.20 | |
| 09/05/2022 | 10486162 | Water bill Diamond centre 09/02/22 - 08/05/22 | 490.15 | - | 490.15 | |
| 09/05/2022 | 10487512 | Water bill Recreation ground 09/02/22 - 08/05/2022 | 641.58 | - | 641.58 | |
| | | | **1,261.93** | **-** | **1261.93** | |
| | | Total Direct Debits | **2,701.24** | **283.87** | **2,985.11** | |

**Sprowston Town Council** **Barclaycard Payments** **Meeting** **Date: 18th May 2022**

| Invoice Date | Invoice No. | Invoice Detail | Net | VAT | Amount |
|---|---|---|---|---|---|
| | | Progress fuels | | | |
| 11/04/2022 | 194445 | Fuel for grounds staff | 98.88 | 19.78 | 118.66 |
| | | Zoom | | | |
| 16/04/2022 | 143498581 | Annual Zoom Subscription | 143.88 | 0.00 | 143.88 |
| | | We transfer | | | |
| 30/04/2022 | 45678 | Transfer subscription for documents in email | 10.25 | 0 | 10.25 |
| | | Amazon | | | |
| 17/04/2022 | 456789 | Safety sign for fire extinguisher | 6.07 | 1.22 | 7.29 |
| 04/05/2022 | 63344 | Platinum jubilee street party bundle accessories from RBL | 43.59 | 0.00 | 43.59 |
| | | Adobe | | | |
| 20/04/2022 | 3913986 | PDF converter | 12.64 | 0 | 12.64 |
| | | Superdrug Store | | | |
| 22/04/2022 | 30862 | 10 nos. COVID test kits | 95.9 | 0 | 95.9 |
| | | **Total of Payments Due by Direct Debit** | **411.21** | **21.00** | **432.21** |