Guy Ranaweera

From: Public.Affairs <Public.Affairs@anglianwater.co.uk>
Sent: 24 January 2023 15:08
To: Guy Ranaweera
Cc: Public.Affairs
Subject: Anglian Water - Investment in your area

Dear Guy,

At Anglian Water we are committed to providing a reliable and resilient water supply to four million customers whilst protecting the environment. But, as the population of our region continues to grow, we must make investments to continue to meet our environmental commitments and future-proof water supplies.

We have a duty to connect new homes to our water and sewage systems. So, against a backdrop of low rainfall, and tightening abstraction permits, we must find different ways to service new homes. **Consequently, we are constructing a new 4km water pipe adjacent to the Northern Distribution Road** (see the map below). The pipeline will be laid within fields and verges, and where it meets roads, we will use directional digging, reducing disruption, and our carbon footprint too.

The project will begin on the 6th of February, and we expect it to be completed by August 2023.

In order to keep our workforce and the public safe during the works, we will need to implement a temporary road and footpath closure. Salhouse Road will be closed for two weeks from the 3rd April to complete a connection into the existing network, we will have a full diversion route in place, which you can view here.

The footpath closure will be between Salhouse Road and Newman Road Bridge from the 6th February, for a total of 21 weeks. A diversion route (see here) will be in place and signposted. It is essential that we close this portion of the footpath to allow the safe transportation of materials from our main compound on Salhouse Road to the working area.

The footpath between Newman Road bridge and Wroxham Road will remain open. However, during working hours, to ensure the safety of the public we will ask cyclists to dismount, and pedestrians will be escorted. During non-working hours, we will have fencing and signage in place.

As ever we strive to reduce disruption, but these closures are necessary to ensure the safety of our teams and the public. We have notified residents, but we would appreciate your cooperation and assistance in ensuring that everyone is aware of the closures whilst we undertake this vital work.

For updates and information about this scheme, please visit our In Your Area webpage. If you have any questions about this project, or anything else, please get in touch via public.affairs@anglianwater.co.uk.

Warm Regards,
Emily Linsdell

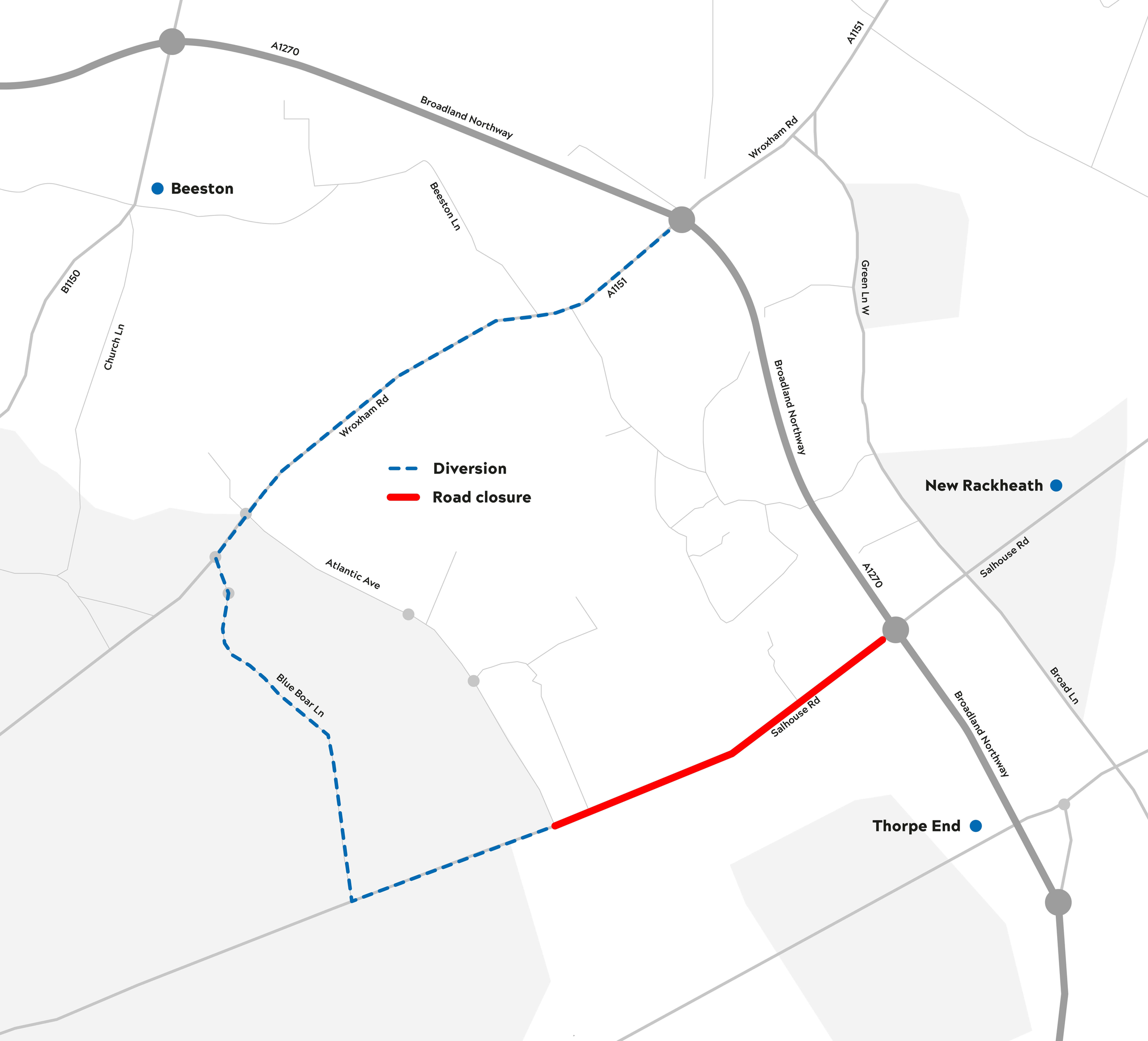
Emily Linsdell
Regional Engagement and Media Intern
Mobile: 07816 265618

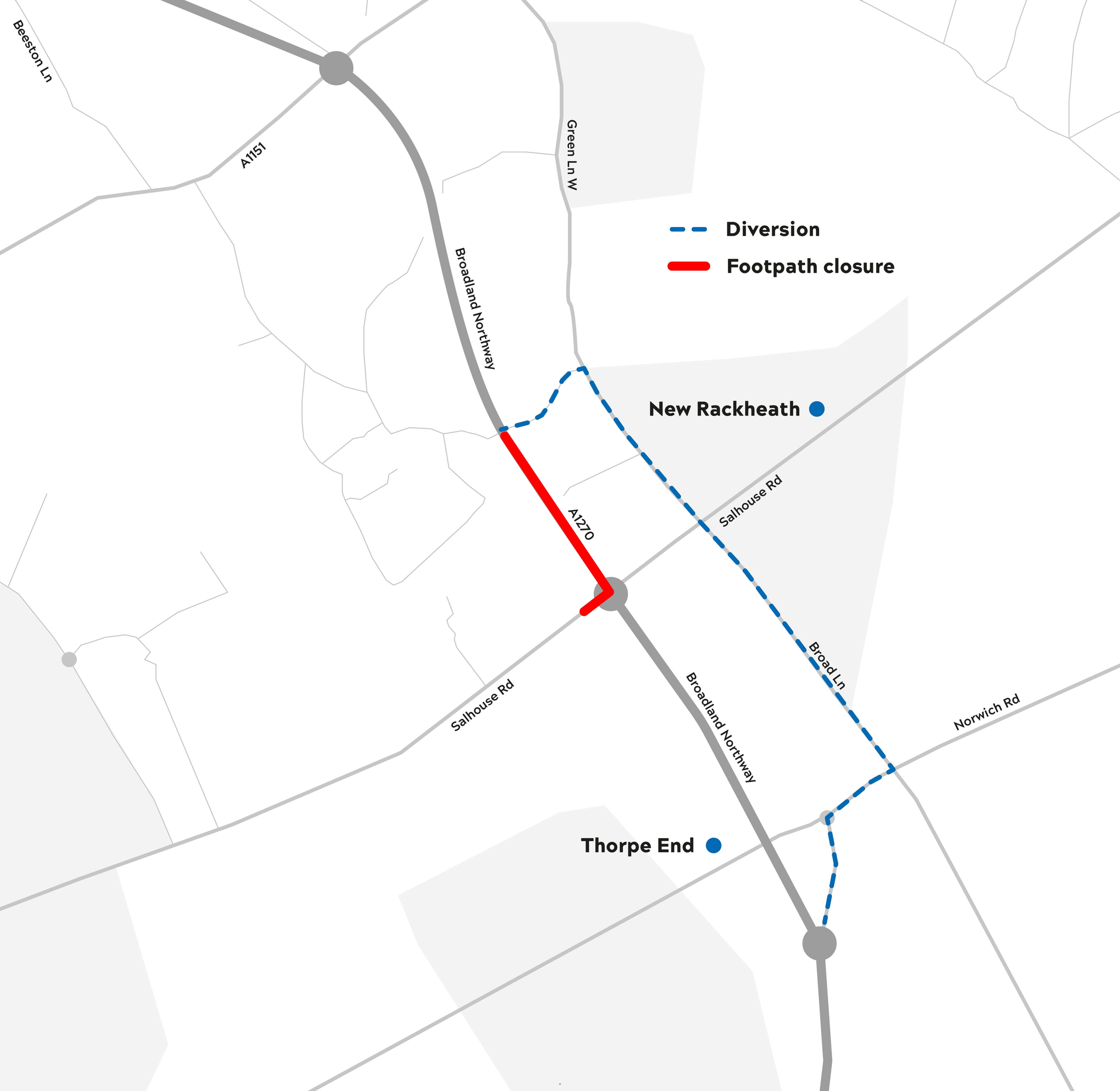
Anglian Water Services Limited
Lancaster House, Lancaster Way, Ermine Business Park, Huntingdon,
Cambridgeshire, PE29 6XU

My working day may not be the same as yours; please do not feel obliged to respond to this email outside of your working hours. Please consider the environment before printing this email.

Our Purpose
To bring environmental and social prosperity to the region we serve through our commitment to **love every drop.**

--*----*----*----*----*----*----*----*----*----*----*----*----*----*----*---*----*-----*----*----*----*----*----*----*----*----*----*----*----*----*----*


A1270
Broadland Northway
A1151
Wroxham Rd
Beeston
Beeston Ln
B1150
Church Ln
A1151
Green Ln W
Wroxham Rd
Broadland Northway
Diversion
Road closure
New Rackheath
Atlantic Ave
A1270
Salhouse Rd
Blue Boar Ln
Salhouse Rd
Broad Ln
Broadland Northway
Thorpe End


Beeston Ln
A1151
Green Ln W
Broadland Northway
Diversion
Footpath closure
New Rackheath
Salhouse Rd
A1270
Broad Ln
Broadland Northway
Salhouse Rd
Norwich Rd
Thorpe End

Guy Ranaweera

From: Michaela Beaumont <Michaela.Beaumont@southnorfolkandbroadland.gov.uk>
Sent: 24 January 2023 15:52
To: Guy Ranaweera
Subject: Mindful Towns and Villages
Attachments: Overview Mindful Towns and Villages .docx

Dear Guy,

Thank you for the chat over the phone regarding Mindful Towns and Villages. Please find attached an over view of the project.

This project is being launched in Aylsham next month, then Wymondham in March and we would love for it to then come to Sprowston in April, potentially during the Easter holidays. This will be during purdah, however we are able to continue with the project during this time and just will not be able to promote it as district or town council run. The project is externally funded and we are able to continue providing the mental health training in the community during April.

The main support we would like from the Town Council is to help advertise the training to the community groups and if possible to provide a venue for the face to face courses. There will be two face to face courses, one will be an all day course needing a venue for up to 16 people in a U shape from 8.30-5pm. Ideally this room would have a projector, flip chart, pen, biscuits and hot drinks. The other face to face course would be from 7-9pm for up to 20 people. In addition to the face to face courses they will be two online courses, one which will be specific to Sprowston and will be the equivalent of the full day course. The other course is the Wellbeing Training run by the Norfolk and Suffolk Foundation Trust and this is booked monthly via their website and not specific to the area.

The idea of the training is to provide members of small businesses and community groups with the skills, including the confidence to start up conversations and know how to sign post people on as needed for mental health support. This training is not for participants to become mental health experts and have any 1-2-1 counselling sessions or similar. This is to gain low level knowledge and to have access to local services and signposting only.

I hope that helps to explain the project further. If you would like any further information or would like to meet up to discuss this further please let me know.

Kind regards

Michaela

Michaela Beaumont
Community Capacity Officer
t 01508 533665 e michaela.beaumont@southnorfolkandbroadland.gov.uk

One Team Beyond the Horizon

Broadland District Council Community at heart

South Norfolk Council

South Norfolk and Broadland Mindful Towns and Villages

South Norfolk and Broadland District Council is working with the NSFT Wellbeing Service, Thriving Workplaces and Evolve to create a more 'Mindful District'. The offer will enable a community-led approach to mental health and promotes resilience at a local level. We will facilitate the aspirations of our parish communities in achieving 'Mindful Town' or 'Mindful Village' status through the offer of a free mental health education and awareness training programme, alongside access to ongoing support through the Help Hub. This will help facilitate opportunities to develop mindfully focused community activity within local areas.

How do we become a Mindful Town or Village?

To be recognised as a 'Mindful' town or village, several representatives from a cross-section of the local community would need to commit to becoming Wellbeing Champions. These could include sports clubs, the local pub, small businesses, community organisations, the Town/Parish Council and more. These representatives will be offered a package of free training that supports communities to recognise mental health issues and to provide non-stigmatised low-level support to individuals. Communities will also be able to access the council's Help Hub and a specialist mental health support worker should a resident need further assistance.

Criteria

Communities wishing to become a Mindful Town or Village will need to commit several people to undertake training and become a champion. We would like a lead group in the community to help with the promotion of the training courses and to link up with link groups. The Council will provide the marketing material.

Where interest arises in our smaller parishes, individuals will be encouraged to collaborate to create a collective 'mindful village' that spans their boundaries where interest exists, but capacity is stretched.

In becoming a 'Mindful' Town or Village, the organisations represented would commit to upskilling a minimum of one member to undertake one of the mental health training courses being provided. To achieve the mindful status for the area a certain number of individuals would need to be trained, which depends on the number of residents.

Following successful completion of the training, the member of the community group or small business, would become the Wellbeing Champion of that organisation and be:

•Someone who is better placed to identify and engage in conversation with anyone presenting as needing support with their Mental Health.

•Someone better informed to signpost those people on to appropriate support.

Training courses

Two training courses will be delivered through this programme. Both courses will be available as either in person or online. Spaces will be limited, and we will hold a reservation list, with participants consent, if they show interest in attending a later date, which may be in another area.

•Wellbeing Training

- Delivered by the Norfolk and Suffolk Foundation Trust
- An understanding of mental health, why people may struggle and common signs someone's mental health is worsening.
- Empowering conversations about mental health
- Knowledge of support available

- Up to two hours
- Online and in person

•Mental Health First Aid Champion Training

- Delivered by Thriving workplaces
- A more in-depth understanding of mental health and the factors that affect wellbeing
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to step in, reassure and support a person in distress
- Enhanced interpersonal skills such as non-judgemental listening
- Knowledge to help someone recover their health by guiding them to further support -whether that's self-help resources, The Help Hub, the NHS, or a mix
- One-day training in person or two half days online.

Mindful Status

On successful completion of the training, the Town/Village would achieve the 'Mindful' status, with the organisations represented receiving the 'Mindful' Town/Village logo/branding kit (such as a town plaque or window stickers).

What would I have to do as a 'Wellbeing Champion'?

We understand that people lead busy lives, so a variety of different training options are provided to cater for varying levels of commitment and interest. Becoming a Champion will involve what you feel is enough. It might mean just wanting to be the person who understands a bit more about mental health within your organisation, so that you are more empowered to signpost someone from your group on for support, or it could mean wanting to play a role in generating more mindful community activity in your local area.

Beyond the training

Mindful Town and Village Community Champions will have access to a district wide Champion Support Network, which they can opt into. This network will provide:

• Network support meetings/ newsletter.

• Funding support to develop mindful activities

•Support from the Help Hub including access to a specialise Mental Health Support Worker

In addition to this network, we would also encourage local Champion networks to be created, providing support peer support within the parish.

For further information

Contact the team on 01603 430611 or communities@southnorfolkandbroadland.gov.uk for more information and to discuss how your community can become involved.

OUR PRIORITIES

your safer neighbourhood team

Sprowston & Old Catton

- **Speeding**
- **Anti-social behaviour**

<u>The next Priority Setting Meeting will be at 7pm on Wednesday 29th March 2023 at:</u>

Old Catton Parish Council Office,
Recreation Ground,
Church Street

PC Graham Gill
Beat Manager

SNTSprowston@norfolk.Police.uk

101

Sgt Olly Ketteridge
SNT Sergeant

SNTSprowston@norfolk.police.uk

101

PC Vicky Bailey
Engagement Officer

Victoria.Bailey@norfolk.police.uk

101

22ND January 2022

Report from Councillor John Ward

Broadland District Council

The new BDC/SNDC HQ at the Horizon building should be handed over to us on 24th April following the £1m conversion to make it suitable to both Councils's needs. The conversion will include the replacement of the gas boilers with heat source pumps with the £800k cost of this coming from a Government grant.

BDC is pleased to support our Armed Forces Community, has signed the Armed Forces Covenant, and complies with the Covenant Duty requirements in the Armed Forces Bill 2021. This means that decisions about the development and delivery of services in healthcare, education and housing are made with conscious consideration of the armed forces community. BDC's Armed Forces Champion is Cllr Ken Kelly.

Norfolk County Council

Ofsted Inspectors have praised Norfolk's Children's Services judging the Authority as 'Good' and highlighting some exemplary and exceptional areas of practice.

Cabinet has agreed to process the Norfolk County Deal which will be worth at least £612.9m. A six week consultation on the Deal will start 6th February. Full Council will decide in Nov/Dec whether to support the change to an elected leader. If it goes ahead, an election will be held in May 2024.

Norfolk Master Composters are recruiting new volunteers. There will be a free training course on Sunday 5th February. Full details at mastercomposters@norfolk.gov.uk or ring 0344 800 8020

The Government has announced that 100 projects have been awarded a share of £2.1bn from the Levelling Up Fund. NCC has been awarded £24m for regeneration in Kings Lynn and Great Yarmouth.

Enjoy the Sprowston Coronation Trail

Once again, we have a National Celebration, the King's Coronation on 6th May. There will be some residents who will remember the last coronation on 2nd June 1953 but to the majority of residents this is something new. Most communities will be planning events so there will be a range of activities to enjoy.

As 2023 will be a busy year for the Council with the fete and the Viking project, as well as business as usual, we are suggesting an event which will not require a lot of additional work by the Council staff.

We will be inviting residents to take part in a **Coronation trail.** This would be open to all and take place over the Coronation weekend.

Residents may create a display to celebrate the coronation either in their front garden or in their window. The display should be able to be seen from the public highway. Residents will also be able to vote for their favourite one.

Displays may be registered with the Town Council to be included in a trail leaflet listing the locations of the displays. So residents can plan a walk to see the displays around their immediate area or across Sprowston. The leaflet will be available from the website or from the Sprowston Town Council office. The leaflet will include a voting slip but voting will be available on line for those who prefer. There will be no cost to enter.

Our aim is to have an event which would be attractive to all Sprowston residents, by either making a display or following a trail to view the displays. The Town Council hope you will support this initiative and vote for your favourite garden or window display.

There will be prizes for the winners - One for a garden display and one for the window display and one for special interest.

We will be publicising the event via:

Sprowston matters (delivered to every household in Sprowston, Just Sprowston, social media Original Life in Sprowston, Manor Park Facebook Group, Next door, and by word of mouth over the next months

Cllr Judy Leggett

Chair of the Recreational Facilities Working Group

Vice-Chair Sprowston Town Council

COUNCIL MEETING – 01 February 2023

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Installation of New Cold-Water Main to the Recreation Ground

Decommissioning of the old cold water storage tanks in the loft void of the pavilion, and installation of a new water main has now been completed. Options for a public drinking fountain are being explored.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 Street Light Maintenance Budget – Projected Overspend

Current estimates project a minimum overspend of £2,535 against the 2022/23 Street Light Maintenance Budget of £12,350. This is due to two factors: 1. an increase in the number of street lights becoming irreparable thus requiring replacement with new LED lamps; 2. an unusually high number of columns requiring repair or re-straightening.

This will contribute to a projected overspend in the overall Street Scene Cost Centre. For more information, please see the item: 'Projected Overspend on Street Scene Cost Centre 2022-23', presented elsewhere in this agenda.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Interim Audit

Our new auditors, Price Bailey, completed their first (interim) 2022/23 audit of Council's finances and controls on Wednesday 18th January 2023. Initial feedback from the audit team was very positive with some constructive points to consider. The report will be brought to Council as soon as it becomes available.

I would like to thank all office staff involved in supporting the audit and in particular our new Finance Officer, Ewelina Ciak, who did a sterling job during the audit after only 3 months in post.

4.2 Recruitment of Grounds Staff

I am currently advertising for two new grounds staff. One post has been vacant since a member of staff retired in 2020. The second post has very recently become vacant due to a member of the team submitting their resignation in order to pursue an opportunity elsewhere. Adverts have been placed in the EDP, Evening News and Jobs24 website.

PLANNING AND TRANSPORTATION

5.1 No matters to report

Guy Ranaweera
Town Clerk

SCHEDULE OF TOWN COUNCIL MEETINGS

STARTING AT 7:30 PM (except the Annual Town Meeting)

MUNICIPAL YEAR 2023/2024

31 May 2023	**20 December 2023** **(Precept/Planning)**
28 June 2023	**10 January 2024**
19 July 2023	**31 January 2024**
16 August 2023	**21 February 2024**
13 September 2023	**13 March 2024** **(Annual Town Meeting 7.00pm)**
04 October 2023	**13 March 2024** **(Council Meeting to be held on the rising of the Annual Town Meeting)**
25 October 2023	**03 April 2024**
15 November 2023	**24 April 2024**
06 December 2023	**16 May 2024 Annual Council Meeting**

All meetings will be held in the **Council Chamber, Council Office, Recreation Ground Road, Sprowston NR7 8EW.**

All meetings of the Council are open to the public, who are welcome to attend, and there is an opportunity for residents to ask questions on any item on the agenda.

Copies of the agenda and minutes for each meeting are available on the Council's website www.sprowston-tc.gov.uk (the Friday before the meeting date) together with details of how to join the meeting. Paper copies are also available free of charge on request from the Council Office when they are published. Other background papers and reports can also be viewed or copies supplied on payment of a small charge.

Guy Ranaweera
Town Clerk
2023

January 2024

Report to Town Council 1st February 2023

The Christmas Sprowston Dementia Friendly Cafe was a really well attended and an enjoyable morning despite the bad weather. As is usual for our Christmas Cafe we were open for an extra hour to allow time for lunch. The food was supplied by Morrisons, the Coop and supplemented from our own funds. Entertainment came from Steve Allen and Margaret who played familiar songs from the 50s right through to the 90s and by the end of the set they had everyone up and dancing. We also had lots of raffle prizes to give out and a fun Christmas quiz which everyone enjoyed. A representative from Home Instead came to see what we do and brought Christmas presents for all our visitors. She also had some for me to give to the residents Sprowston Supporting Our Community Together support and I had the lovely task of delivery most of them. Everyone left the Cafe with a smile on their faces, including all the volunteers. Sometimes I wonder who gets most out of it.

The Sprowston Senior Citizens Club held their annual Christmas Lunch at the Racecourse on Salhouse Road for possibly the tenth year in succession (barring Covid year). There was a hiccup with the booking but all in all they were made to feel very welcome and propose to book the same venue next Christmas. At the last meeting of the Welfare Committee for the club it was agreed to increase the club and room hire fees by a small amount to ensure the club remains viable.

At the January Sprowston Dementia Friendly Cafe we were able to borrow a few games from Broadland District Council's Broadly Active Scheme together with our own games. There were games for visitors of all abilities from simple board games and jig saw puzzles to table tennis and tumbling towers.

On the 17th January myself and Vice Chair Judy Leggett attended the first regular conference call of the new year related to the Beeston Park development, formerly Beyond Green, with officers from Broadland District Council. Norfolk Councils are working with Natural England to redefine the nutrient neutrality criteria for the area. Agreement is expected to be reached in the next few weeks which will allow planning applications to be passed. The management of the open space of Beeston Park and any revision of the borders between Sprowston and Beeston S Andrew is still under discussion and will be ongoing with the regular stakeholders' meetings which are due to start soon. I asked about the way that roads are currently being adopted by the County Council and was told it's up to the developer to pass them over. It then takes a full year before the County Council will accept them for adoption. So, it seems there is no early solution for the dog bins or gritting of Atlantic Avenue which will need to be addressed another way.

On the 18th I attended the Town and Parish Council Forum Zoom meeting. Lead by Trevor Holden, MD of Broadland and South Norfolk District Councils. The discussion included discussion about the South Norfolk Village Cluster Plan and the provision of Gypsy and traveller sites in Broadland and South Norfolk. None of the 11 proposed sites are near Sprowston. There was more discussion about the new Nutrient Neutrality joint venture with 5 local authorities and Anglian Water. Developers will be able to buy credits which will be used for other companies or individuals to use to provide solutions. Some are short term and others long term such as reed or willow beds or working with farmers to provide solutions at field margins.

Broadland and South Norfolk Help Hub is there to provide assistance with hospital discharges utilising local volunteers. In Sprowston we have the Sprowston Supporting Our Community Together which provides support to a very small number of residents in need to shopping, prescriptions or friendship but will struggle to provide the ongoing support that is required for those freshly discharged from hospital. There are 16 places registered in Broadland what offer warm spaces for at least a couple go hours a week. The Help Hub can also signpost residents to other agencies and sources of grants and loans to help with the cost-of-living crisis.

With Voter ID becoming mandatory for anyone voting in person at polling stations for elections this May it is imperative that those without the recognised voter ID get their voting ID sorted quickly. It is estimated that this will affect about 3% of the voting population. Even if you personally know the Presiding Officer at your polling station personally you will still not be allowed to vote unless you have the relevant ID. It reminds me of the Dad's Army sketch "who goes there"

Lastly, we had a presentation concerning community energy plans, loss of utilities and how this may affect vulnerable residents in our communities.

Bill Couzens

Chair of Sprowston Town Council

Sprowston Town Council

PLANNING APPLICATIONS – 01 February 2023

Broadland DC App. No	Location	Description	Type
20230038	1 A Greenborough Close, Sprowston, NR7 9HL	Single storey rear extension. Conversion of garage into a habitable area. Internal and external alterations.	Householder
20230082	Redmayne Field, North Walsham Road, Sprowston, NR6 7JJ	2 x single sided display signs for the 'Redmayne Playing Fields' (Norwich School) located approximately 50m either side of the vehicle access road and fixed 600mm into the ground.	Advertisement Consent
20230102	58 Greenborough Road, Sprowston, NR7 9HH	Infill single storey extension to the rear with wrap around canopy. Render of the entire property.	Householder
20230110	150 Wroxham Road, Sprowston, NR7 8EZ	Two-storey rear extension.	Householder
20230117	58 Barkers Lane, Sprowston, NR7 8QY	Single storey rear extension with lanterns to replace existing and raise existing garage roof.	Householder
20230152	23 Blithemeadow Drive, Sprowston, NR7 8PY	New garden building to serve as four additional cattery pens.	Full Planning

Parish **Sprowston**

Application Number	20221930
Development Address	21 Blithewood Gardens,Sprowston,NR7 8RS
Development Description	Single storey rear extension.
Decision	Full Approval
Decision Date	16/01/2023

Application Number	20230049
Development Address	69 Neville Road,Sprowston,NR7 8DZ
Development Description	Non material amendment of planning permission 20221779 - changes to size of extesion.
Decision	Agrees
Decision Date	17/01/2023

Sprowston Town Council Year Ending 31st March 2023

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

	Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
Administration					
Expenditure	153,796	215,021	61,225	61,225	71.5%
Income/Precept	1,177,213	215,021	-962,192	-	
Allotments					
Expenditure	3,640	6,386	2,746	2,746	57.0%
Income/Precept	6,367	6,386	6,277	-	
Cemetery					
Expenditure	74,334	114,366	40,032	40,032	65.0%
Income/Precept	104,448	114,366	9,917	-	
Grants					
Expenditure	26,820	28,000	1,180	1,180	95.8%
Income/Precept	27,998	28,000	2	-	
Diamond Centre					
Expenditure	185,631	207,285	21,654	21,654	89.6%
Income/Precept	220,184	207,285	-12,899	-	
Parks					
Expenditure	155,680	257,591	101,911	101,911	60.4%
Income/Precept	257,794	257,591	-204	-	
Street Scene					
Expenditure	61,522	86,789	25,267	25,267	70.9%
Precept	75,377	86,789	11,412	-	
Viking Community Hub					
Expenditure	24,836	13,875	-10,961	-10,961	179.0%
Precept	13,875	13,875	0	-	
Held Funds					
Expenditure	240	-	-	-	-
Income	711	-	-	-	-
Totals					
Expenditure	**686,259**	**929,313**	**243,054**	**254,016**	**73.8%**
Income	**1,139,284**	**185,340**	**-953,944**	**n/a**	**614.7%**
Precept	**743,973**	**743,973**	**0**	**n/a**	**100.0%**
Transfers from reserves					
Surplus / Shortfall	**1,196,998**	**0**			

Sprowston Town Council Year Ending 31st March 2023

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

Administration

		Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
	Expenditure					
6001	Administration - Wages/Salaries	93,272	125,116	31,844	31,844	74.5%
6002	Administration - Employers NI	8,387	11,990	3,603	3,603	69.9%
6003	Administration - Superannuation	19,523	29,402	9,879	9,879	66.4%
7005	Administration - Building Repairs	295	300	5	5	98.2%
7008	Administration - Insurance	8,407	9,000	593	593	93.4%
7009	Administration - Legal Fees	500	3,000	2,500	2,500	16.7%
7010	Administration - Bank Charges & Interest Charges	390	750	360	360	52.0%
7012	Administration - Audit Fees	2,414	3,700	1,286	1,286	65.2%
7013	Administration - Parish News Letter	2,983	3,900	917	917	76.5%
7014	Administration - Election Expenses	-	4,250	4,250	4,250	0.0%
7015	Administration - Travelling	209	800	591	591	26.1%
7016	Administration - Phone/Communications	-	50	50	50	0.0%
7017	Administration - IT	6,840	10,000	3,160	3,160	68.4%
7018	Administration - Website	-	1,500	1,500	1,500	0.0%
7019	Administration - Cleaning	2,125	2,503	379	379	84.9%
7020	Administration - Postage	-	150	150	150	0.0%
7021	Administration - Stationery	639	1,200	561	561	53.2%
7022	Administration - Printing & Photocopying	457	500	43	43	91.5%
7024	Administration - Advertising	-	100	100	100	0.0%
7025	Administration - Subscriptions	1,424	2,200	776	776	64.7%
7026	Administration - Publications	-	60	60	60	0.0%
7027	Administration - Training	288	2,000	1,712	1,712	14.4%
7028	Administration - Health and Safety	152	1,000	848	848	15.2%
7029	Administration - Equipment Lease	1,106	1,150	44	44	96.2%
7030	Administration - Chairmans Allowance	128	200	72	72	64.0%
7040	Administration - Covid 19 Expenses	80	100	20	20	79.9%
7041	Administration - Recruitment Costs	4,148	-	- 4,148	- 4,148	0.0%
7042	Administration - Sundries and Contingencies	30	100	70	70	30.2%
8100	Bad Debts	-	-	-	-	n/a
9995	Discrepancies	- 0	-	-	-	n/a
	Total Expenditure	**153,796**	**215,021**	**61,225**	**61,225**	**71.5%**
	Income					
4006	Administration - Bank & Investment Income	627	500	- 127		
4020	Administration - S.106 / CIL	962065	0	-962,065		
4090	Administration - Precept	214521	214,521	0		
	Total Income	**1,177,213**	**215,021**	**-962,192**		
	Total Income Less CIL	**215,148**	**215,021**	**- 127**		
	Transfer from reserves	**0**	**0**	**0**		
	Surplus / Shortfall	**1,023,418**	**0**			

Sprowston Town Council Year Ending 31st March 2023

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

Allotments

		Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
	Expenditure					
6101	Allotments - Wages/Salaries	2,087	3,315	1,227	1,227	63.0%
6102	Allotments - Employers NI	196	293	97	97	66.9%
6103	Allotments - Superannuation	482	779	297	297	61.9%
5101	Allotments - Vermin Control	0	640	640	640	0.0%
7104	Allotments - Water	823	760	-63	-63	108.3%
7106	Allotments - General Repairs	51	500	449	449	10.3%
5102	Allotments - Sundries and Contingencies	0	100	100	100	0.0%
	Total Expenditure	**3,640**	**6,386**	**2,746**	**2,746**	**57.0%**
	Income					
4101	Allotments - Allotment Rental	3,554	3,605	3,554		
4102	Allotments - Water Charges Received	702	760	702		
4103	Allotments - Admin Charge	90				
4091	Allotments - Precept	2,021	2,021	2,021		
	Total Income	**6,367**	**6,386**	**6,277**		
	Transfer from reserves	**0**	**0**	**0**		
	Surplus / Shortfall	**2,726**	**0**			

Sprowston Town Council Year Ending 31st March 2023

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

Cemetery

		Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
	Expenditure					
6201	Cemetery - Wages/Salaries	37,574	53,038	15,464	15,464	70.8%
6202	Cemetery - Employers NI	3,526	4,682	1,156	1,156	75.3%
6203	Cemetery - Superannuation	8,682	12,464	3,782	3,782	69.7%
5201	Cemetery - Vermin Control	0	360	360	360	0.0%
5211	Cemetery - Trees, Shrubs and Plants	367	500	133	133	73.3%
5215	Cemetery - Waste Disposal and Skip Hire	1,856	2,060	204	204	90.1%
5220	Cemetery - Maintenance/Equipment	1,061	1,000	-61	-61	106.1%
5221	Cemetery - Memorial Wall Expenses	262	400	138	138	65.4%
5222	Cemetery - Benches Expenditure	0	1,400	1,400	1,400	0.0%
5223	Cemetery - Memorial Safety Repairs	0	165	165	165	0.0%
7202	Cemetery - Rates	2,420	2,575	155	155	94.0%
7203	Cemetery - Heat and Light	-29	700	729	729	-4.2%
7204	Cemetery - Water	119	115	-4	-4	103.8%
7205	Cemetery - Opening/Closing Gates	122	1,135	1,013	1,013	10.8%
7207	Cemetery - Cleaning	2,885	4,172	1,287	1,287	69.1%
7211	Cemetery - Loan Charges	13,348	21,500	8,152	8,152	62.1%
5202	Cemetery - Sundries and Contingencies	2,141	100	-2,041	-2,041	2141.2%
5224	Cemetery - Equipment Container	0	8,000	8,000	8,000	0.0%
	Total Expenditure	**74,334**	**114,366**	**40,032**	**40,032**	**65.0%**
	Income					
4203	Cemetery - Exclusive Rights Purchase	56,891	55,000	-1,891		
4204	Cemetery - Interment	21,975	31,000	9,025		
4205	Cemetery - Memorials and Inscriptions	8,316	7,500	-816		
4206	Cemetery - Benches Income	0	3,600	3,600		
4092	Cemetery - Precept	17,266	17,266	0		
	Total Income	**104,448**	**114,366**	**9,917**		
	Transfer from reserves	**0**	**0**	**0**		
	Surplus / Shortfall	**30,115**	**0**			

Sprowston Town Council Year Ending 31st March 2023

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

Grants

		Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
	Expenditure					
5307	Grants - Donations	5,320	6,500	1,180	1,180	81.8%
5308	Grants - Sprowston Supporting Our Community Together	0	0	0	0	0.0%
5311	SYEP - Outreach Worker and School Holiday Outreach	21,500	21,500	0	0	100.0%
	Total Expenditure	**26,820**	**28,000**	**1,180**	**1,180**	**95.8%**
	Income					
4305	Grants - Coronavirus Grants	0	0	0		
4307	Grants - Recycling Credits	28	30	2		
4093	Grants - Precept	27,970	27,970	0		
	Total Income	**27,998**	**28,000**	**2**		
	Transfer from reserves	**0**	**0**	**0**		
	Surplus / Shortfall	**1,178**	**0**			

Sprowston Town Council Year Ending 31st March 2023

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

Diamond Centre

		Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
	Expenditure					
5415	Diamond Centre - Waste Disposal and Skip Hire	420	670	249	249	62.7%
5421	Diamond Centre - Room Hire Expenses	2,212	3,000	788	788	73.7%
5422	Diamond Centre - Equipment /Purchases	2,947	1,030	-1,917	-1,917	286.1%
5424	Diamond Centre - Nursery Costs	120	100	-20	-20	120.0%
7402	Diamond Centre - Rates	15,469	16,000	531	531	96.7%
7403	Diamond Centre - Heat and Light	8,866	17,500	8,634	8,634	50.7%
7404	Diamond Centre - Water	1,767	1,100	-667	-667	160.6%
7405	Diamond Centre - Building Repairs	4,756	2,575	-2,181	-2,181	184.7%
7407	Diamond Centre - Cleaning and Supplies	28,529	37,500	8,971	8,971	76.1%
7408	Diamond Centre - Maintenance	6,140	7,210	1,070	1,070	85.2%
7411	Diamond Centre - Loan Charges	114,405	115,500	1,095	1,095	99.1%
7416	Diamond Centre - Phone / Communications	0	0	0	0	0.0%
5402	Diamond Centre - Sundries and Contingencies	0	101	101	101	0.0%
7409	Diamond Centre - Sinking fund for planned maintenance	0	5,000	5,000	5,000	0.0%
	Total Expenditure	**185,631**	**207,285**	**21,654**	**21,654**	**89.6%**
	Income					
4415	Diamond Centre - Hire of	72,699	60,000	-12,699		
4416	Diamond Centre - Field Hire	0	0	0		
4417	Diamond Centre - Cinema Receipts	1,000	800	-200		
4418	Diamond Centre - Grants Received	0	0	0		
4094	Diamond Centre - Precept	146,485	146,485	0		
	Total Income	**220,184**	**207,285**	**-12,899**		
	Transfer from reserves	**0**	**0**	**0**		
	Surplus / Shortfall	**34,552**	**0**			

Sprowston Town Council Year Ending 31st March 2023

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

Parks

		Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
	Expenditure					
6501	Parks - Wages/Salaries	31,312	56,352	25,040	25,040	55.6%
6502	Parks - Employers NI	2,938	4,975	2,037	2,037	59.1%
6503	Parks - Superannuation	7,235	13,243	6,008	6,008	54.6%
5508	Parks - Machinery Tool Repair / Replace	17,011	25,000	7,989	7,989	68.0%
5509	Parks - Playground Equipment Repairs	11,492	14,000	2,508	2,508	82.1%
5510	Parks - Horticultural Consumables	0	1,500	1,500	1,500	0.0%
5511	Parks - Trees, Shrubs and Plants	403	6,000	5,597	5,597	6.7%
5512	Parks - Sports Pitches Consumables	2,221	1,500	-721	-721	148.1%
5513	Parks - Paths, Seats and Signs, Shelters	2,095	4,000	1,905	1,905	52.4%
5514	Parks - Fencing, Gates and Walls	1,367	3,000	1,633	1,633	45.6%
5515	Parks - Waste Disposal and Skip Hire	1,812	2,000	188	188	90.6%
5516	Parks - Fuel for Machinery	3,724	4,100	376	376	90.8%
5517	Parks - Health and Safety Inc. Protective Clothing	2,812	4,000	1,188	1,188	70.3%
5518	Parks - Pavilion	0	0	0	0	0.0%
5520	Parks - Dogs & Litter Bins	6,752	7,100	348	348	95.1%
7502	Parks - Rates	14,471	15,914	1,443	1,443	90.9%
7503	Parks - Heat and Light	4,080	7,000	2,920	2,920	58.3%
7504	Parks - Water	4,785	5,000	215	215	95.7%
7505	Parks - Building Repairs	3,562	4,000	438	438	89.1%
7507	Parks - Caretaking, Cleaning and Supplies	27,941	39,707	11,766	11,766	70.4%
7516	Parks - Phone / Communications	9	100	91	91	9.4%
7519	Parks - Training	630	4,000	3,370	3,370	15.8%
5502	Parks - Sundries and Contingencies	131	100	-31	-31	130.7%
7517	Parks - Events Summer Fete 2022. Queen's Jubilee	8,896	15,000	6,104	6,104	59.3%
7518	Parks - Sinking fund for play equipment replacement	0	20,000	20,000	20,000	0.0%
	Total Expenditure	**155,680**	**257,591**	**101,911**	**101,911**	**60.4%**
	Income					
4508	Parks - Bowling Green Fees	3,367	3,925	558		
4509	Parks - Cricket Square Fees	0	90	90		
4510	Parks - Football Pitch Fees	6,356	5,648	-708		
4512	Parks - Pavilion Hire Fees	1,052	500	-552		
4519	Parks - Recreation Ground Hire	93	849	756		
4520	Parks - Hire of Recreation Ground Office	39	100	61		
4521	Parks - Fete Fees	408	0	-408		
4095	Parks - Precept	246,479	246,479	0		
	Total Income	**257,794**	**257,591**	**-204**		
	Transfer from reserves	**0**	**0**	**0**		
	Surplus / Shortfall	**102,114**	**0**			

Sprowston Town Council Year Ending 31st March 2023

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

Street Scene

		Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
	Expenditure					
6701	Street Scene - Wages/Salaries	12,525	19,889	7,364	7,364	63.0%
6702	Street Scene - Employers NI	1,175	1,756	581	581	66.9%
6703	Street Scene - Superannuation	2,894	4,674	1,780	1,780	0.0%
5603	Street Scene - Streetlight Maintenance	9,220	12,350	3,130	3,130	74.7%
5604	Street Scene - Notice Board and Signs	0	1,750	1,750	1,750	0.0%
5605	Street Scene - Grass Verges	0	1,000	1,000	1,000	0.0%
5606	Street Scene - Shelters	1,410	3,000	1,590	1,590	47.0%
7603	Street Scene - Heat and Light	33,104	40,600	7,496	7,496	81.5%
7611	Street Scene - Loan Charges	0	0	0	0	0.0%
5602	Street Scene - Sundries and Contingencies	27	100	73	73	27.0%
7607	Street Scene - Cleaning	1,166	1,670	504	504	69.8%
	Total Expenditure	**61,522**	**86,789**	**25,267**	**25,267**	**70.9%**
	Income					
4513	Parks - Delegated Verge Cutting	0	11,433	11,433		
4098	Street Scene - Verge Rewilding	21	0	-21		
4096	Street Scene - Precept	75,356	75,356	0		
	Total Income	**75,377**	**86,789**	**11,412**		
	Transfer from reserves	**0**	**0**	**0**		
	Surplus / Shortfall	**13,855**	**0**			

Sprowston Town Council Year Ending 31st March 2023

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

Viking Community Hub Development

		Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
	Expenditure					
5701	Viking Hub - Purchase	0	0	0	0	0.0%
5702	Viking Hub - Professional Fees	18,220	0	-18,220	-18,220	0.0%
5703	Viking Hub - Surveys, etc	0	0	0	0	0.0%
5704	Viking Hub - Water	0	515	515	515	0.0%
5705	Viking Hub - Caretaking/Cleaning	0	0	0	0	0.0%
5706	Viking Hub - Heat & Light	125	4,120	3,995	3,995	3.0%
5707	Viking Hub - Loan Charges	0	0	0	0	0.0%
5709	Viking Hub - Rates	5,091	8,240	3,149	3,149	61.8%
5710	Viking Hub - Building expenses	1,400	1,000	-400	-400	140.0%
	Total Expenditure	**24,836**	**13,875**	**-10,961**	**-10,961**	**179.0%**
	Income					
4100	Viking Hub - Rental income	0	0	0		
4097	Viking Hub - Precept	13,875	13,875	0		
	Total Income	**13,875**	**13,875**	**0**		
	Transfer from reserves	**0**	**0**	**0**		
	Surplus / Shortfall	**-10,961**	**0**			

Sprowston Town Council Year Ending 31st March 2023

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

Dementia Café/Heritage

		Actual Year to Date	Annual Budget	Variance to Annual Total	Funds Available	% Budget Spent
	Expenditure					
5309	Dementia Café	190.00	n/a	n/a	n/a	n/a
5309	Heritage Society	50.00	n/a	n/a	n/a	n/a
	Total Expenditure	**240.00**	**n/a**	**n/a**	**n/a**	**n/a**
	Income					
4321	Dementia Café	711.00	n/a	n/a		
4321	Heritage Society	0.00	n/a	n/a		
	Total Income	**711.00**	**n/a**	**n/a**		
	Surplus / Shortfall	**471.00**	**n/a**			

Sprowston Town Council Year Ending 31st March 2023

Bank Accounts & Cash		31st December 2022
1200	STC - General Account	108,436
1202	STC - Drawings Account	£0
1203	STC - Salaries Account	£866
1205	STC - Treasury Deposits	£0
1206	STC - SPR PAR COU IAS	£909,261
1207	STC - Active Saver Account	£1,158,000
1209	STC - Barclaycard Account	-£1,491
1210	STC - Petty Cash Account	£96
	Total Bank & Cash Balances	**£2,175,167**

Cash Book

Opening Balance 01/04/2022	£992,456
Add: Total Cash Receipts in year	£1,839,760
Deduct: Total Cash Payments in year	-£657,050
Round Up	£1
	£2,175,167

Sprowston Town Council Year Ending 31st March 2023

Balance Sheet as at	31st December 2022
Current Assets	
Sales Ledger	30,435
Other Debtors	-1,921
Prepayments	2,883
Cash at Bank and in Hand	2,175,167
VAT Refund	12,571
	£2,219,135
Purchase Ledger	29,209
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
PAYE & NI	0
Pensions	0
	£29,209
	£2,189,926
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
Contingency Reserve Fund	200,000
Capital Fund	6,739
Diamond Centre Phase 4 Fund	35,000
Viking Public House Development	0
Heritage Fund	3,055
Dementia Café Fund	3,429
General Fund	398,360
General Fund (P&L Acc) - current year	1,196,758
General Fund (P&L Acc) - prior year	246,586
Round up	
	£2,189,926

Community Infrastructure Levy (CIL) Summary as at 31st December

Note: all CIL sums are already included in the above balance sheet figures

CIL brought forward from previous financial years	264,012
CIL received financial year ending 31st March 2023	962,065
CIL spent financial year ending 31st March 2023	0
Total CIL as at 31/12/2022	**£1,226,078**

Sprowston Town Council

Bank Reconciliation

Third Quarter **31/12/2022**

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

Financial year ending 31 March 2023

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

Dated 23/01/203

Approved by..... Mr W F Couzens, Chair of Sprowston Town Council

Dated 23rd January 2023

Balance per bank statements at 31st December 2022	**£**	**£**
General Account	108,435.63	
Treasury Deposit A/c No 2	-	
Drawings Account	-	
Salaries Account	865.85	
Treasury Deposits A/c No 1	-	
Business Saver A/c	909,260.54	
Active Saver Account	1,158,000.37	
Barclaycard Account		1,491.43
Petty Cash Account	95.92	
Round down		
		2,175,167
Less: un-presented cheques at 31st December 2022		
CASH BOOK Bank Balances @ 31st December 2022		
Nominal A/c 1200 General Account	108,435.63	
Nominal A/c 1201 Treasury Deposit A/c No 2	-	
Nominal A/c 1202 Drawings Account	-	
Nominal A/c 1203 Salaries Account	865.85	
Nominal A/c 1205 Treasury Deposits A/c No 1	-	
Nominal A/c 1206 Business Saver A/c	909,260.54	
Nominal A/c 1207 Active Saver Account	1,158,000.37	
Nominal A/c 1209 Barclaycard Account		1,491.43
Nominal A/c 1210 Petty Cash Account	95.92	
Round down		
Closing Balance Cash Book		2,175,167

Sprowston Town Council

Bank Reconciliation

Third Quarter **31/12/2022**

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

Financial year ending 31 March 2023

Prepared by..... Mr G Ranaweera Clerk and RFO

Dated 23/01/2023

Approved by..... Mr W F Couzens, Chair of Sprowston Town Council

Dated 23rd January 2023

Balance per bank statements as at 30 Sept. 2022	**£**	**£**
General Account	108,435.63	
Treasury Deposit A/C NO2	-	
Drawings Account	-	
Salaries Account	865.85	
Treasury Deposits	-	
SPR PAR COU IAS	909,260.54	
Active Saver Account	1,158,000.37	
Barclaycard Account		1,491.43
Petty Cash Account	95.92	
Round down		
		2,175,167
Less: un-presented cheques at 31st Dec. 2022		
Cheque number xxxxxx		
Cheque number xxxxxx		
Plus: unbanked cash at 31st Dec. 2022		
Casual Bowls		
Net bank balances as at 31st Dec. 2022		
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows		
CASH BOOK		
Opening Balance		992,456
Plus: Receipts in the year		1,839,760
Less: Payments in the year		- 657,050
Round up		1
Closing balance per cash book (receipts and payments book) as at 31st December 2022 (must equal net bank balances above		2,175,167

WK

Sprowston Town Council - 01 February 2023

Projected Overspend on Street Scene Cost Centre (Financial Year 2022/23)

Table 1

	Street Light Maintenance (nominal code 5603)	
a	**Annual Street Light Maintenance Budget 2022/23:**	**£ 12,350.00**
b	**Actual Expenditure as at 26/01/2023**	**£ 11,415.00**
	Committed expenditure to 31/03/2023 (Financial Year End)	
	Monthly service fee Jan, Feb, Mar	£ 1,800.00
	LED replacement o/s 50 Blue Boar Lane	£ 395.00
c	**Total Committed Expenditure:**	**£ 2,195.00**
d	**Balance remaining against Budget (a -b -c)**	**-£ 1,260.00**
	Repairs Outstanding as at 26/01/2023	
	LED replacement o/s 13 Church Lane	£ 425.00
	LED replacement o/s 166 Wilks Farm Drive	£ 425.00
	LED replacement o/s Recreation Ground Gate	£ 425.00
e	**Total of Repairs Outstanding as at 26/01/2023**	**£ 1,275.00**
f	**Projected minimum outturn on Street Light Maintenance (nominal code 5603) as at 26/01/2023 (b +c +e)**	**£ 14,885.00**
g	**Projected minimum overspend on Street Light Maintenance (nominal code 5603) as at 26/01/2023 (f -a)**	**£ 2,535.00**

Table 2

	Heat and Light (nominal code 7603)	
u	**Annual Heat and Light Budget 2022/23**	**£ 40,600.00**
v	**Actual Expenditure as at 26/01/2023**	**£ 33,103.97**
	Committed expenditure to 31/03/2023 (Financial Year End)	
	Streetlight Electricity: December 2022	£8,612.39
	Streetlight Electricity: Jan (£8.5k), Feb (£8k), Mar (£8k) (All estimated)	£24,500.00
w	**Total Committed Expenditure (Estimated):**	**£33,112.39**
x	**Balance remaining against Budget (u -v -w)**	**-£ 25,616.36**
y	**Projected minimum outturn on Heat and Light (nominal code 7603) as at 26/01/2023 (v +w)**	**£ 66,216.36**
z	**Projected minimum overspend on Heat and Light (nominal code 7603) as at 26/01/2023 (y -u)**	**£ 25,616.36**

Table 3

Street Scene Expenditure Nominal Codes	***Actual (26/01/2023)***	***Minimum Projected Outturn***	***2022/23 Budget***
Wages/Salaries	£ 12,524.79	£ 16,699.72	£ 19,889.00
Employer NI	£ 1,175.24	£ 1,566.99	£ 1,756.00
Superannuation	£ 2,894.04	£ 3,858.72	£ 4,674.00
Street Light Maintenance	£ 11,415.00	£ 14,885.00	£ 12,350.00
Noticeboards and Signs	£ -	£ -	£ 1,750.00
Grass Verges	£ -	£ -	£ 1,000.00
Bus Shelters	£ 1,410.00	£ 1,880.00	£ 3,000.00
Heat and Light	£ 33,103.97	£ 66,216.36	£ 40,600.00
Sundries and Contingencies	£ 26.99	£ 35.99	£ 100.00
Cleaning	£ 1,166.48	£ 1,555.31	£ 1,670.00
Street Scene Totals	**£ 63,716.51**	**£ 106,698.08**	**£ 86,789.00**
Street Scene minimum projected overspend 2022-23	**n/a**	**£ 19,909.08**	**n/a**

Note: Overspend will increase if further streetlight replacements become necessary

Sprowston Town Council Decision Required:

1. To authorise the Town Clerk to incur reasonable expenditure in excess of the allocated Street Light Maintenance budget, as necessary to replace non-functioning street lights

2. To fund from General Reserves, any reasonable overspend in the 2022/23 Street Scene Cost Centre

Sprowston Town Council **Direct Debit Payments** **Meeting Date: 1st February 2023**

Barclaycard

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
31.12.2022	014844361222	Monthly charge for PDQ payments	£70.00	£5.00	£75.00	

British Gas

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
10.01.2023	974734656	Diamond Centre Gas Bill	£1,142.54	£228.50	£1,371.04	

Broadland District Council

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
23.12.2022	116004286	Viking Centre.Non-domestic rate charge Transitional Relief & Supporting Small Businesses Extension for Restaurant and Premises - DD on 15.02.2023	£2,057.00	£0.00	£2,057.00	

Norse Waste Solutions

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
31.12.2022	029722	Rental Charge Recycling 1100L and empty recycling 1100L December 2022	£28.65	£5.73	£34.38	

PHS Group

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
25/01/2023	69586746	Eco Shield, Sanitary Disposal & Water Management System - Public toilet 01/03/23 to 31/05/23	£59.92	£11.98	£71.90	
25/01/2023	69586748	Air Freshener, Hand Drier, Sanitary Disposal & Soap Dispenser - Diamond Centre 01/03/23 to 31/05/23	£369.91	£73.98	£443.89	
25/01/2023	69586747	Eco Shield, Sanitary Disposal & Water Management System - Sparhawk Avenue 01/03/23 to 31/05/23	£55.14	£11.03	£66.17	
			£484.97	**£96.99**	**£581.96**	

Siemens Financial Services Limited

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
03.01.2023	A9769113	Lease Rental - Sharp MX2651	£185.00	£37.00	£222.00	

Total Energies

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
14.01.2023	289052483/23	Electricity Bill for the Diamond Centre	£1,057.58	£211.52	£1,269.10	
14.01.2023	289052527/23	Electricity Bill for Streetlights	£8,612.39	£1,722.48	£10,334.87	
14.01.2023	289052472/23	Electricity Bill for Sports field Floodlights	£12.54	£2.51	£15.05	
			£9,682.51	**£1,936.51**	**£11,619.02**	

Veolia

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
31.12.2022	SIO1260399	December Waste Recycling & Removal including surcharge fuel	£274.16	£54.83	£328.99	
		Total Direct Debits	**£13,924.83**	**£2,364.56**	**£16,289.39**	

Sprowston Town Council **Invoices To Pay** **Meeting Date: 1st February 2023**

A.T. Coombes Associates Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
17.01.2023	4338	Carry out annual tree health and safety survey	£650.00	£130.00	£780.00	

City Locks Norwich Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
23/01/2023	9076204	Supply & Fit lock on toilet door	115.00	23.00	138.00	

Cozens

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
10.01.2023	INV-7144	Streetlighting - new LED lantern at Blue Boar Lane	£395.00	£79.00	£474.00	

Emily Ling Mileage

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
21.12.2022	N/A	Monthly mileage 26.80 miles x 0.45p	£10.05	£2.01	£12.06	

Ewelina Ciak expenses

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
16.01.2023	N/A	Post stamps	£69.14	£0.00	£69.14	
19.01.2023	N/A	Mileage Expenses 14.2 miles x 0.45p	£5.32	£1.07	£6.39	
			£74.46	**£1.07**	**£75.53**	

Heritage

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
31.12.2022	928129	To supply of 4 packs c/pull roll, 1 pack blue rolls, 6 tubs sanitising wipe	£156.61	£31.32	£187.93	
01.01.2023	928097	To provide caretaker and cleaning services for February 2023	£6,425.21	£1,285.04	£7,710.25	
01.01.2023	928098	To labour re cemetery gates and litter picking for January 2023	£122.25	£24.45	£146.70	
31.12.2022	928110	To provide additional lock up shifts for Christmas period	£200.00	£40.00	£240.00	
			£6,904.07	**£1,380.81**	**£8,284.88**	

HH Tankering

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
23/01/2023	20751	Sprowston Cemetery - Septic Tank	£134.69	£26.94	£161.63	

Intouch systems

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
08.01.2023	750567	Server backup 18/01/2023-18/02/2023	£52.68	£10.54	£63.22	
18.01.2023	750767	Call charges dec 2022 & service charges January 2023	£32.81	£6.56	£39.37	
			£85.49	**£17.10**	**£102.59**	

Moviola Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
10.01.2023	212124	To supply of Film: The Lost King - 09/01/23	£119.75	£5.00	£124.75	

PJ Plumbing, Heating and Maintenance Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
13.01.2023	PJI/21757	For works completed on 6.1.2023 as per quotation dated 18.5.2022. Water main installation	£20,540.00	£4,108.00	£24,648.00	

Sharp Business Systems UK

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
09.01.2023	8071985303	10 L80MIN - Minimum copies for December 2022	£25.00	£5.00	£30.00	

Your Training Health & Safety

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
24/01/2023	1303	Manual Handling Principles (Theory) for Office Staff	£220.00	£0.00	£220.00	
		TOTAL OF INVOICES	**£29,273.51**	**£5,777.93**	**£35,051.44**	
	Transfer:	STC Active to STC Drawings a/c	-	-	**35,051.44**	**Trf 23**
	Transfer:	STC Active a/c to Salaries a/c	-	-	**27,000.00**	**Trf 24**

…….. Councillor

…….. Councillor

…….. Town Clerk

Sprowston Town Council **Invoices Payments Made** **Meeting Date: 1st February 2023**

Grants & Charities

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
02.12.2022	N/A	1st Sprowston Guides - Craft Funds STC	200.00	-	200.00	
14.12.2022	N/A	SYEP - Outreach Worker grant 4 of 4	5,375.00	-	5375.00	
			5,575.00	**-**	**5575.00**	

Elcons Employment Law Consultants Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
29.07.2022	3457	Personnel Health and Safety Consultancy Contract - Annual Fee	1,751.40	350.28	2101.68	
		Total Invoices paid	**7,326.40**	**350.28**	**7,676.68**	

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Councillor Councillor Town Clerk

HELD FUNDS

Dementia Café Held Funds

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT
09.01.2023	N/A	Refunded expenses for SDFC café Christmas party (MJ)	93.95	-	93.95	

Sprowston Town Council **Barclaycard Payments** **Meeting Date: 1st February 2023**

Wickes

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
05.12.2022	HY-703140234	Tarmac Instant Lay - Bag	17.33	3.47	20.80

Toilets+

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
06.01.2023	N/A	Deposit for portable toilets - July 2023 Fete	130.20	0.00	130.20

Amazon

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
05.12.2022	GB727255821	Women's waterproof over trousers	12.46	2.49	14.95
05.12.2022	GB27Z6K58AEUI	Heavy Duty Duct Tape	9.92	1.98	11.9
06.12.2022	GB27ZYX5XAEUI	Industrial grade superglue	3.73	0.75	4.48
13.12.2022	DS-ASE-INV-GB-2022-476664211	CCTV Fake Camera	17.48	3.49	20.97
13.12.2022	INV-GB-128484361-2022-177792	Journal and planner for business	4.57	0.92	5.49
16.12.2022	GB28DMG2ZAEUI	Safety Boots x2	84.14	8.67	92.81
15.12.2022	INV-GB-124930781-2022-48401	Mercury Black safety boots	44.5	0	44.5
16.12.2022	INV-GB-131862781-2022-46257	Work & gardening gloves 6 pairs	48.35	9.68	58.03
16.12.2022	DOC-1839761085-2022-3653	Polar fleece scarfs x2	7.98	0	7.98
19.12.2022	INV-GB-1345362345-2022-25488	Windproof face scarf	4.16	0.83	4.99
			237.29	**28.81**	**266.1**

Cartridge People

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
06.12.2022	GB221206-LA5143586-1	Compatible Canon 725 Black Tonner Cartridge Recycled x	62.25	12.45	74.70

PortalPlanQuest Limited

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
12.12.2022	PP11289209v1XNR	Payment for planning application services	719.83	5.37	725.20

Dulux Decorator Centre

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
15.12.2022	SI20995827	Dulux Silk Tinted 5L jabot	109.63	21.93	131.56

Door Solution

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
15.12.2022	21303	Door part - gaze silver	37.45	7.49	44.94

Screwfix

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
15.12.2022	A10681212170	White paint 1kg & sugar soap powder	5.84	1.17	7.01
15.12.2022	A10680974107	White emulsion, roller and tray set, paintbrush set, heavy duty dust sheet & caulk white	52.9	10.59	63.49
			58.74	**11.76**	**70.5**

WeTransfer

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
16.12.2022	62F0D6C4-0014	Subscription for period December 16 2022 to January 16 2023	10.79	0	10.79

Adobe

Invoice Date	Invoice No.	Detail	Net	VAT	Amount
20.12.2022	IEE2022012963332	Acrobat Pro	16.64	0	16.64
		Total of Payments	**1400.15**	**91.28**	**1491.43**