Sprowston Town Council | **Direct Debit Payments** | **Meeting Date: 22 January 2025**

FileStream

Invoice Date	Invoice No.	Details	Net	VAT	Amount
13.01.25	INV-7608	Rented software & Server - Period 20.01.25-19.02.25	129.65	25.93	155.58

SAGE

Invoice Date	Invoice No.	Details	Net	VAT	Amount
01.01.25	GB-00144387	Payroll & Accounting package for service period 01.01.25-31.01.25	45.00	9.00	54.00

Siemens

Invoice Date	Invoice No.	Details	Net	VAT	Amount
25.12.2024	001/25/0120539	Printer/Photocopier Rental	185.00	37.00	222.00

Total Energies

Invoice Date	Invoice No.	Details	Net	VAT	Amount
12.01.25	365545405/25	DC Field Flood lights electricity for Dec24	27.83	1.55	29.38
12.01.25	365545460/25	Diamond Centre electricity for Dec24	707.66	141.54	849.20
			735.49	**143.09**	**878.58**

Utilita

Invoice Date	Invoice No.	Details	Net	VAT	Amount
04.01.25	4340428095	Credit Note Re invoice 2024-11-1	(697.75)	-139.55	(837.30)
05.01.25	2024-12/1	Electricity for The Viking Centre for the period 01.12.24-31.12.24	611.31	122.26	733.57
05.01.25	2024-11/2	Electricity for The Viking Centre for the period 01.12.24-31.12.24	605.09	121.02	726.11
			518.65	**103.73**	**622.38**

Wave - Anglian Water

Invoice Date	Invoice No.	Details	Net	VAT	Amount
03.01.25	14507999	Public toilet block water rates at Sparhawk Park for the period 03.12.24-02.01.25	18.82	0.00	18.82
09.01.25	14535237	Diamond Centre water rates for the period 09.12.24-08.01.25	150.72	0.00	150.72
09.01.25	14534218	Council offices water rates for period 09.12.24-08.01.25	71.41	0.00	71.41
			240.95	**0.00**	**240.95**

	Net	VAT	Amount
Total Direct Debits	**1,854.74**	**318.75**	**2,173.49**

Sprowston Town Council **Invoices Payments Made** **Meeting Date: 22 January 2025**

A T Coombes

Invoice Date	Invoice No.	Details	Net	VAT	Amount
05.06.24	4924	Reduce spread of over hanging oak trees, millennium loke	2775.00	555.00	3330.00

Sharp

Invoice Date	Invoice No.	Details	Net	VAT	Amount
09.07.24	8072823017	Photocopies - Black & White & Colour Readings for 31.05.24-28.06.24 (2818 copies)	49.54	9.91	59.45
09.08.24	8072860524	Photocopies - Black & White & Colour Readings for 28.06.24-31.07.24 (2718 copies)	52.37	10.47	62.84
05.09.24	8072892810	Photocopies - Black & White & Colour Readings for 31.07.24-30.08.24 (2037 copies)	40.19	8.04	48.23
09.01.24	8073095583	Photocopies - Black & White & Colour Readings for 29.11.24-31.12.24 (1960 copies)	40.30	8.06	48.36
			182.40	**36.48**	**218.88**

Total Invoices paid	**2,957.40**	**591.48**	**3,548.88**

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Councillor Councillor Town Clerk

Sprowston Town Council **Invoices To Pay** **Meeting Date: 22 January 2025**

Ben Burgess

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
07.01.25	472066	Credit Note Re Invoice 471380	(156.75)	(31.35)	(188.10)	
07.01.25	472067	Chainsaw trousers (Chainsaw PPE)	156.75	31.35	188.10	
17.12.24	471380	Chainsaw, boots, chaps & Gloves. (Chainsaw Equipment & PPE)	1109.54	221.91	1,331.45	
			1109.54	**221.91**	**1331.45**	

BWL Consulting Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
30.11.24	100347	Site Visit to identify and resolve technical issues with fire compartmentation, AV socket location, heating & electrical meter	600.00	120.00	720.00	
31.12.24	100366	Site Visit to discuss MEP Technical items including data connection.	487.50	97.50	585.00	
			1087.50	**217.50**	**1305.00**	

Chapel Doors Ltd/ CDL Entrance Solutions

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
09.01.25	36997	Main Entrance (Car Park) door not opening fully - Repair sensor	95.00	19.00	114.00	

Cozens

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
08.01.25	INV-9090	Replace x 3 LED Lights Outside 6 Glenburn Avenue, 1 Plantation Drive & 113 Wilks Farm Drive.	1,185.00	237.00	1,422.00	
23.12.24	INV-9083	Replace x 3 LED Lights Outside 50 Russell Avenue, 35 Plantation Drive & 87 Cromwell Rd.	1185.00	237.00	1,422.00	
			2,370.00	**474.00**	**2,844.00**	

Culligan UK Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
18.11.24	CD-243612925	5 x 18.9 Ltr Water bottles for Diamond Centre water cooler.	63.10	12.62	75.72	

Ernest Doe & Son Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
08.01.25	J30004	Chainsaw, Blue file, Flat file and wooden file handle. (groundsmen tools)	346.42	69.29	415.71	

ESPO

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
16.12.24	7575747	Hand towels and A4 copier paper	66.89	13.38	80.27	

Flameskill

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
12.12.24	503804	Test Emergency lighting at The Bowls Pavillion	55.00	11.00	66.00	
12.12.24	503801	Test fire alarm, emergency lighting and supply and fit batteries to alarm panel in The Pavillion Changing Rooms	205.00	41.00	246.00	
12.12.24	503802	Test fire alarm and emergency lighting at The Council Offices	140.00	28.00	168.00	
12.12.24	503803	Test fire alarm, emergency lighting and supply and fit batteries to alarm panel in The Groundsman store near the Pavillion	188.00	37.60	225.60	
			588.00	**117.60**	**705.60**	

Heritage

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
01.01.25	INV-930005	Caretaker & Cleaning services to the parks, office, Cemetery and Diamond Centre for January including extra gate duties over the Christmas period.	7938.47	1587.69	9526.16	

Intouch

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
01.01.25	793332	Wisp 01.01.25-31.01.25 - Business 8000 plus	53.70	10.74	64.44	
01.01.25	793333	Wisp 01.01.25-31.01.25 - Bespoke Package	161.20	32.24	193.44	
02.01.25	794309	11 x hosted exchange plus 6 x extra data - 01.02.25-01.03.25	89.79	17.96	107.75	
09.01.25	794462	Call Charges Dec24 01603408063, Service charges for Jan25 & 4x sip trunk	29.86	5.97	35.83	
08.01.25	794415	Server Backup 18.01.25-18.02.25	52.68	10.54	63.22	
13.12.24	792794	Call Charges Nov24 01603408063, Service charges for Dec24 & 4x sip trunk	33.50	6.70	63.22	
			420.73	**84.15**	**527.90**	

Moviola

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
07.01.25	241232	Cinema Film hire - Thelma for 06.01.25	76.03	13.87	89.90	

Norfolk Electrical and Testing

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
07.01.25	101041	Diamond centre - Replace failed emergency battery packs, emergency fittings and replace outside lights near nursery. Replace batteries in sports hall lights and replace EM lights in two lights in the school room as control panel had failed.	2959.82	591.96	3551.78	

Norwich Glass Company Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
12.11.24	15465	Replace dead latch lock to the door of the ladies toilet in the Pavillion public toilet block.	107.00	21.40	128.40	

	TOTAL OF INVOICES	**17,228.50**	**3,444.37**	**20,695.89**	
Transfer:	STC Active to STC Drawings a/c	-	-	**20,695.89**	**Trf 49**
Transfer:	STC Active a/c to Salaries a/c	-	-	**33,000.00**	**Trf 50**

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Councillor

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Councillor

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Town Clerk