Sprowston Town Council **Barclaycard Payments** **Meeting Date: 26th February 2025**

February 2025 Statement - January Expenses

Adobe

Invoice Date	Invoice No./Order no.	Detail	Net	VAT	Amount
04.01.2025	Receipts Received	Service Term Subscription 04.02.25-03.05.25	17.37	0.00	17.37

Pirtek

Invoice Date	Invoice No./Order no.	Detail	Net	VAT	Amount
06.01.2025	Receipts Received	Iseki Tractor - Call out to repair hydraulic hose - deposit	125.00	25.00	150.00
07.01.2025		Iseki Tractor - Call out to repair hydraulic hose - refund	-36.25	-7.25	-43.50
			88.75	**17.75**	**106.50**

Amazon

Invoice Date	Invoice No./Order no.	Detail	Net	VAT	Amount
07.01.2025	Receipts Received	Rechargeable AA Batteries	20.82	4.16	24.98

We Transfer

Invoice Date	Invoice No./Order no.	Detail	Net	VAT	Amount
16.01.2025	Receipts Received	Document transfer imaging 16.01.25-16.02.25	16.70	0.00	16.70

Progress Fuels

Invoice Date	Invoice No./Order no.	Detail	Net	VAT	Amount
21.01.2025	Receipts Received	Fuel for parks machinery	102.31	20.46	122.77

Catton Print

Invoice Date	Invoice No./Order no.	Detail	Net	VAT	Amount
27.01.2025	Receipts Received	25 sheets of cardboard & envelopes	3.75	0.75	4.50

Wilco Motor Spares

Invoice Date	Invoice No./Order no.	Detail	Net	VAT	Amount
28.01.2025	Receipts Received	Engine oil for the parks mule	20.00	4.00	24.00

	Net	VAT	Amount
Total of Payments	**269.70**	**47.12**	**316.82**

Sprowston Town Council **Direct Debit Payments** **Meeting Date: 26th February 2025**

Barclaycard

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
31.12.2025	14844361224	Barclay PDQ Terminal payment	44.80	4.96	49.76	
31.01.2025	14844360125	Barclay PDQ Terminal payment	44.80	4.96	49.76	
			89.60	**9.92**	**99.52**	

Barclays Bank

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
19.12.2024	19122024	Bank charges for paying in cash and cheques into branch.	36.65	0.00	36.65	
16.01.2025	16012025	Bank Account Fee	8.50	0.00	8.50	
16.01.2025	16012025	Bank Account Fee	8.50	0.00	8.50	
			53.65	**0.00**	**53.65**	

British Gas

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
21.01.2025	9964015	Diamond Centre gas supply for period 17.12.24-21.01.25	6,168.78	1,233.76	7,402.54	
			6,168.78	**1,233.76**	**7,402.54**	

FileStream

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
13.02.2025	INV7677	Rented software & Server - Period 20.02.25-19.03.25	129.65	25.93	155.58	
			129.65	**25.93**	**155.58**	

Norse

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
31.01.2025	NWS100256681	Rental Charge Recycling 1100L27.12.24, 03.01.25, 10.01.25, 17.01.25, 24.01.25 & Empty Recycling 09.01.25 & 23.01.25	32.80	6.56	39.36	
			32.80	**6.56**	**39.36**	

Novuna - Ernest Doe

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
03.02.2025	100/26/000048/Feb25	Repayment for agreement A000383677 Kawasaki Pro DX UTV October 2024	195.00	39.00	234.00	
13.01.2025	100/24/0008363/Jan25	Lease Rental for Husqvarna P535 Outfront Ride on	933.00	186.00	1,119.00	
			1,128.00	**225.00**	**1,353.00**	

Peninsula

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
20.01.2025	U004723689	Provision of Services in accordance with agreement 653508, Employment Services, Business Safe, Online Services and EAP	220.95	43.31	264.26	
24.01.2025	U004734108	Provision of Services in accordance with agreement 674681 Online Services	20.25	4.05	24.30	
20.02.2025	U004787148	Provision of Services in accordance with agreement 653508, Employment Services, Business Safe, Online Services and EAP	220.95	43.31	264.26	
			462.15	**90.67**	**552.82**	

PWLB - Lending Facility

Invoice Date	Loan Number	Details	Net	VAT	Amount	BACS
13.03.2025	PW502857	Loan Repayment Re: Cemetery	7,221.50	-	7,221.50	

SAGE

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
01.02.2025	GB-00246245	Payroll & Accounting package for service period 01.02.25 - 28.02.25	45.00	9.00	54.00	
01.12.2025	GB-00024756	Payroll & Accounting package for service period 01.12.24-31.12.24	45.00	9.00	54.00	
			90.00	**18.00**	**108.00**	

Veolia

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
31.01.2025	1000122765	Waste Collection	318.06	63.61	381.67	
			318.06	**63.61**	**381.67**	

Total Energies

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
15.02.2025	368879428/25	Diamond Centre electricity for Jan25	789.88	157.97	947.85	
15.02.2025	368878856/25	DC Field Flood lights electricity for Jan25	32.52	1.62	34.14	
			822.40	**159.59**	**981.99**	

Utilita

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
05.02.2025	2025-01/1	Electricity for The Viking Centre for the period 01.01.2025-31.01.2025	98.43	19.68	118.11	
			98.43	**19.68**	**118.11**	

Veolia

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
31.12.2024	1000114619	Industrial Waste Bin Collection from DC, Sparhawk, Council Car Park, The Rec and The Cemetery	318.06	63.61	381.67	
			318.06	**63.61**	**381.67**	

Wave - Anglian Water

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
09.02.2025	14656383	Public toilet block water rates at Sparhawk Park for the period 09.01.2025-	40.76	0.00	40.76	
03.02.2025	14632006	Council offices water rates for period 03.01.25-02.02.25	43.05	0.00	43.05	
			83.81	**-**	**83.81**	

	Net	VAT	Amount
Total Direct Debits	**17,016.89**	**1,916.33**	**18,933.22**

Sprowston Town Council **Invoice Payments Made** **Meeting Date: 26th February 2025**

Draper & Nichols

Invoice Date	Invoice No.	Details	Net	VAT	Amount
17.01.2025	CIN1361	Viking Pub, Certificate 10 issues 16.01.25 - Refurbishment and extension building works	82,820.44	16,564.09	99,384.53

The Foolhardy Folk

Invoice Date	Invoice No.	Details	Net	VAT	Amount
04.02.2025	499	Deposit for hire of Foolhardy circus tent and circus skills for July summer fete 25	500.00	0.00	500.00

Intouch

Invoice Date	Invoice No.	Details	Net	VAT	Amount
13.12.2024	792794	Call Charges Nov24 01603408063, Service charges for Dec24 & 4x sip trunk (CORRECTION from 22/01/2025)	33.50	6.70	40.20
			33.50	**6.70**	**40.20**

Local iQ - Newsquest

Invoice Date	Invoice No.	Details	Net	VAT	Amount
22.01.2025	NOR3207552	Facebook Engage Local Post - Recruitment - Jobs24 (Grounds Person Vacancy)	228.00	45.60	273.60

Sales Ledger Refunds

Invoice Date	Invoice No.	Details	Net	VAT	Amount
12.02.2025	SI5368	CG - Refund Overpayment	18.36	0.00	18.36
12.02.2025	SCN-5339	KT - Exclusive Rights buy back	750.00	0.00	750.00
			768.36	**0.00**	**768.36**

		Total Invoices paid	**84,350.30**	**16,616.39**	**100,966.69**

……………………………………………..
Councillor

……………………………………………..
Councillor

……………………………………………..
Town Clerk

Sprowston Town Council **Invoices To Pay** **Meeting Date: 26th February 2025**

Ben Burgess

Invoice Date	Invoice No.	Details	Net	VAT	Amount
19.02.25	474266	Husqvarna Mowing Machine Chain oil, filter, spark plug, air filter, combi can, survival whistle and Stihl super two stroke oil.	160.81	32.17	192.98

Bidwells LLP

Invoice Date	Invoice No.	Details	Net	VAT	Amount
31.12.2024	SI-81415	Viking Public House Refurbishment. Monthly project management, review and amend layout plans & drawings	5,180.91	1,036.18	6,217.09

BWL Consulting Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount
31.01.2025	100370	Viking Centre Refurbishment, Building Services - Draper & Nicholls & Bidwells Liaison with team re incoming power supply, meet with intouch & STC 27.01.24	937.50	187.50	1,125.00

Contractors Equipment Sales Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
03.01.2025	36057	Kangoo breaker plus generator, Clay Spade for digger	1,543.95	308.79	1,852.74	
15.01.2025	36149	Chisel and Point	21.70	4.34	26.04	
			1,565.65	**313.13**	**1,878.78**	

Cozens UK Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
18.12.2024	INV9016	Street Lighting - LED Replacements x 4 Rear of 69 Wilks Farm Drive, Opposite Funeral Home on Cannerby Lane, Side of 141 Windsor Park gardens, O/S 14 Church Lane	1,580.00	316.00	1,896.00	
06.02.2025	INV9128	Street lighting - LED Replacement x 7 - O/S 77 Edwards Rd, 10 Rosemary Rd, 65 Edwards Rd, 10	2,765.00	553.00	3,318.00	
13.02.2025	INV9182	Monthly Standard Street Light Maintenance charge for January 2025	600.00	120.00	720.00	
13.02.2025	INV9170	Street Lighting - LED Replacements x 2 O/S 31 Cannerby Lane & O/S 116 White Women Lane	790.00	158.00	948.00	
			5,735.00	**1,147.00**	**6,882.00**	

Culligan UK Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
16.01.2025	CD-243706551	5 x 18.9 Ltr Water bottles for Diamond Centre water cooler. Rental of free standing water dispensing unit plus Service & Maintenance	148.78	29.78	178.56	
15.02.2025	CD-243758264	5 x 18.9 Ltr Water bottles for Diamond Centre water cooler.	9.10	1.82	10.92	
			157.88	**31.60**	**189.48**	

Draper & Nichols

Invoice Date	Invoice No.	Details	Net	VAT	Amount
17.02.2025	CIN1376	Cert 11 - Viking Pub refurbishment building works	83,922.98	16,784.59	100,707.57

Geoxphere

Invoice Date	Invoice No.	Details	Net	VAT	Amount
05.02.2025	33UC054-0002	Parish online mapping software - Neighbourhood plan	500.00	100.00	600.00

Ernest Doe

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
30.01.2025	J30720	Kawasaki Mule - Annual contract maintenance.	330.00	66.00	396.00	

Emma Harrison (Neighbourhood Plan Consultant)

Invoice Date	Invoice No.	Details	Net	VAT	Amount
30.01.2025	2025.02	Neighbourhood Plan - Stage 2 data profile (24hours labour hours)	1,200.00	0.00	1,200.00

Evelyn Elliot

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
30.01.2025	Expenses	Travel Expenses using personal vehicle to and from Allotments, cemetery, Diamond Centre and various shop. For the period of 01.04.24 to 17.01.25	103.50	20.70	124.20	
31.01.2025	Expenses	Opticians - Staff eye test (VDU user)	54.17	10.83	65.00	
			157.67	**31.53**	**189.20**	

Gale Building & Maintenance Ltd

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
20.01.2025	2025/579	Sparhawk park ladies WC - Replace damaged door.	370.39	74.08	444.47	
23.01.2025	2025/580	Cemetery - Widen gate way, cut back railings, take down piers, cut back concrete, hardcore, make entrance wider, rebuild pier and reattach railings.	2,233.75	446.75	2,680.50	
26.02.2025	2025/589	Refurbish Groundsmen's restroom as per quotes dated 29.07.2024 and 02.01.2025	9,233.00	1,846.60	11,079.60	
			11,837.14	**2,367.43**	**14,204.57**	

HH Tankering

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
27.01.2025	22476	Emptying of septic tank at the cemetery	211.09	42.22	253.31	
11.11.2025	Bacs	Payment on account - Overpayment	0.00	0.00	-14.51	
			211.09	**42.22**	**238.80**	

Heritage Contract Services

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
01.02.2025	INV-930077	Cleaning and Care Taking for Parks, Cemetery, Diamond Centre & council office	7,738.47	1,547.69	9,286.16	
31.02.2025	INV-930097	Cleaning items supplied Jan 2025 Micro Mini Toilet Rolls Multipack Case	65.26	13.05	78.31	
			7,803.73	**1,560.74**	**9,364.47**	

Intouch Systems

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
30.01.2025	795016	26 x hosted exchange plus 6 x extra data 01.03.25-01.04.25	194.64	38.93	233.57	
01.02.2025	795117	ITSWISP 10080 - Bespoke package - Broadband for 01.02.25-28.02.25	161.20	32.24	193.44	
01.02.2025	795116	ITSWISP 10483 Business 8000 plus WISP 01.01.25-31.01.25	53.70	10.74	64.44	
08.02.2025	796162	Server Backup 18.02.25-18.03.25	52.68	10.54	63.22	
08.02.2025	796181	Call Charges Jan 25, Services Charges Feb 2025 4 x sip trunk	29.67	5.93	35.60	
			491.89	**98.38**	**590.27**	

Moviola

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
04.02.2025	241389	Film rental for February cinema - Freuds Last Session	91.69	17.01	108.70	

Nick Barlow

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
20.01.2025	Expenses	Mileage: Training Course in Brooke	7.13	1.42	8.55	

Norfolk County Council

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
13.08.2024	10088932	NPLaw Feetime Charges for July 2024 (Missed off last payment run) (Viking Centre Verge)	14.50	2.90	17.40	
10.01.2025	10103154	NPLaw Feetime Charges for August, September & December 2024 (Streetlighting Tender)	688.75	137.75	826.50	
12.02.2024	10105722	NPLaw Feetime Charges for August, September & December 2024 (Viking Centre SLAs)	348.00	69.60	417.60	
			1,051.25	**210.25**	**1,261.50**	

NVCS

Invoice Date	Invoice No.	Details	Net	VAT	Amount
04.02.2025	2042329	Filter Coffee Sachets	210.08	0.00	210.08

Royal Mail

Invoice Date	Invoice No.	Details	Net	VAT	Amount	
30.01.2025	9072380581	Response Licence Fee (Neighbourhood Plan Survey)	99.90	19.98	119.88	

PHS Group

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
25.01.2025	71114525	Diamond Centre - Sanitary Disposal, Soap Dispenser, Hand drier - 01.03.25-31.05.25	401.41	80.28	481.69	
25.01.2025	71114523	Public Toilet on The Rec - Eco Shield, Sanitary, Water management System- 01.03.25-3	62.51	12.50	75.01	
25.01.2025	71114524	Sparhawk - Eco Shield, Sanitary, Water management System- 01.03.25-31.05.25.	57.73	11.55	69.28	
			521.65	**104.33**	**625.98**	

PJ Plumbing

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
23.01.2025	PJI/24599	Pavillion - 13.12.24 Repair leaking Shower & Basin in the changing rooms, remade basin waste (cured leak)	57.75	11.55	69.30	
24.01.2025	PJI/24616	Diamond Centre - Repair 2 leaking toilets. 1 in the school room & 1 on main central block	226.43	45.29	271.72	
			284.18	**56.84**	**341.02**	

Sharp

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
07.02.2025	8073144988	Colour & Black & White Photocopies	82.31	16.46	98.77	

Westcotec

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
17.01.2025	16497	Replacement bus shelter panel, bus shelter on Edwards Road	250.00	50.00	300.00	

Wicksteed

Invoice Date	Invoice No.	Details	Net	VAT	Amount	BACS
20.02.2025	827759	Wils Farm Drive park replacement play equipment - 4 x Crusader swing chains and fixings	1,249.62	249.92	1,499.54	

			Net	VAT	Amount	
		TOTAL OF INVOICES	**124,040.06**	**24,524.68**	**148,550.23**	
	Transfer:	STC Active to STC Drawings a/c	0.00	0.00	**148,550.23**	**Trf 49**
	Transfer:	STC Active a/c to Salaries a/c	0.00	0.00	**36,000.00**	**Trf 50**

……………………………………….. ……………………………………….. …………………………………………..

Councillor Councillor Town Clerk