

Sprowston Town Council

Direct Debit Payments

Meeting Date: 26th November 2025

		Barclaycard			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.10.25	14844361025	Barclaycard machine charges	65.91	4.96	70.87
		British Gas			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.09.2025	12438847	Gas lite Bill for Diamond Centre - Bill Period 27.08.25-20.09.25	1031.85	206.37	1238.22
22.10.2025	12762828	Gas lite Bill for Diamond Centre - Bill Period 27.09.25-22.10.25	2061.67	659.98	2721.65
			3093.52	866.35	3959.87
		Broadland DC			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
10.11.25	116004286	Viking Centre Business Rates - 01.11.25-30.11.25	661.00	0.00	661.00
17.11.25	115991913	2nd payment for this financial year for Council Office Business Rates	3742.00	0.00	3742.00
17.11.25	115952849	2nd payment for this financial year for Diamond Centre Business Rates	8233.00	0.00	8233.00
17.11.25	100893746	2nd payment for this financial year for Pavillion Business Rates	3804.00	0.00	3804.00
17.11.25	100888826	2nd payment for this financial year for Cemetery Business Rates	1347.00	0.00	1347.00
			17787.00	0.00	17787.00
		Filestream			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13.11.25	INV-8201	Filestream Rented Software, Sire Multi Tenant Server - 50GB Rental Period - 20.11.25 to 19.12	133.54	26.71	160.25
		Novuna - Ernest Doe			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
03.10.2025	100/26/000048/Oct25	Repayment for agreement A000383677 Kawasaki Pro DX UTV October 2024	195.00	39.00	234.00
03.10.2025	100/26/0002985/Oct25	Repayment for agreement A000429060 Kawasaki Mule Pro DX UTV Purchased August	321.00	64.20	385.20
03.11.25	100/26/000048/Nov25	Repayment for agreement A000383677 Kawasaki Pro DX UTV October 2024	195.00	39.00	234.00
			711.00	142.20	853.20
		Norse			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.10.25	NWS100267930	Parks Waste Disposal at the Recreation ground - Empty Recycle 1100L from 26.09.25-24.10.25	34.00	6.80	40.80
		Peninsula			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.10.2025	U005250145	Provision of Services in accordance with agreement 653508 - Employment Services, EAP	222.28	41.98	264.26
24.10.25	U005260659	Insurance, Business Safe, online services and EAP	20.25	4.05	24.30
		Provision of Services in accordance with agreement 674681 - Online Services - Insurance	242.53	46.03	288.56
		Sage			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.11.25	GB-01259167	Accounting standard and payroll software package 01.11.2025 - 30.11.2025	56.00	11.20	67.20
		SSE			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
11.11.2025	IV03710282	Electricity supply to the Pavilion for period 01.03.25-14.10.25	1,455.33	291.07	1,746.40
11.11.2025	IV03711399	Electricity supply to the Cemetery for period 19.05.25-14.10.25	455.52	22.77	478.29
11.11.2025	IV03704535	Electricity supply to the Sparhawk Park for period 06.05.25-14.10.25	436.82	21.84	458.66
			2,347.67	335.68	2,683.35

		Total Energies				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
395254744/25	12.11.25	Electricity supply to Diamond Centre building for period from 01.10.25-31.10.25	713.16	142.63	855.79	
395254370/25	12.11.25	Electricity supply to Diamond Centre Sports Field Flood Lights for period from 01.10.25-31.10.2	40.37	2.02	42.39	
			753.53	144.65	898.18	
		Veolia				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.10.25	1000207261	Bin and Green waste collection from Parks, Cemetery and Viking Centre for period 01.10.25-31.10.25	717.94	143.59	861.53	
		Wave - Anglian Water				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
09.10.25	15671814	Water charges to the Council Office for 09.09.25-08.10.25	305.28	0.00	305.28	
09.10.25	15673307	Water charges to the Diamond Centre for 09.09.25-08.10.25	219.78	0.00	219.78	
29.10.25	15757421	Water charges to the Pavillion for 29.09.25 - 28.10.25	730.72	0.00	730.72	
10.11.25	15806496	Water charges to the Viking Centre for 12.04.25-14.10.25	881.18	0.00	881.18	
04.11.25	15777048	Credit for Sparhawk Park - Wc Block and Premises for period 03.10.25-02.11.25	(76.92)	0.00	(76.92)	
09.11.25	15799311	Water charges to the Council Office for 09.10.25-08.11.25	201.30	0.00	201.30	
09.11.25	15799995	Water charges to the Diamond Centre for 09.10.25-08.11.25	275.61	0.00	275.61	
			2,536.95	-	2,536.95	
		Total Direct Debits	28,479.59	1,728.17	30,207.76	30,207.76

Sprowston Town Council

Invoices To Pay

Meeting Date: 26th November 2025

BSA					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.11.25	112178	CCTV Annual Maintenance November 2025 to November 2026	160.00	32.00	192.00
Collier					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.10.25	233857	P17 Tournament (tennis court) net, Black 2.7mm	368.00	73.60	441.60
CPS					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.10.25	876389	CPS Fuels 1000Lts ULSD - White Road Diesel for parks vehicles	1,098.80	219.76	1,318.56
Culligan					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.10.25	CD-244153640	Replenish water for the water cooler at the Diamond Centre18.9Ltr Water bottles x 5, Oasis Core CA	170.53	34.11	204.64
12.11.25	CD-244198732	Freestanding Watercooler Unit Rental & Oasis Core CA Freestanding Watercooler Unit Service & Maintenance	60.85	12.17	73.02
		Replenish water for the water cooler at the Diamond Centre18.9Ltr Water bottles x 5 Deposit 18.9ltr Bottles	231.38	46.28	277.66
Electrical Testing Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04.11.25	67791	Contract for LED conversion, management and maintenance of STC Street Lights. Part 3 Annual Management and maintenance of the authority's street lights (annual charge of £7412.62 per year (to a maximum of 5 years) Period of Year Jun 2025 - Mav 2026 1/12th	617.72	123.54	741.26
04.11.25	67794	Contract for LED conversion, management and maintenance of STC Street Lights. Part 1 Conversion of street lights to LED	2,444.25	488.85	2,933.10
04.11.25	67793	Contract for LED conversion, management and maintenance of STC Street Lights. Part 1 Conversion of the authority's street lights to LED Period of Year Jun 2025 - May 2026	35,775.78	7,155.16	42,930.94
			38,837.75	7,767.55	46,605.30
ESPO					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.10.25	7609584	A4 copier paper box x 5 reems & 2 x Sellotapes	29.75	5.95	35.70
24.10.25	7879962	Disinfectant, blue roll (paper) A4 Copier paper x1 box of 5 rms	42.65	8.53	51.18
06.11.25	7888112	2 x Brass Handbells - Alerting Public of Parks closure time.	98.00	19.60	117.60
14.11.25	7897352	Rubber door wedges x 2, 9v Battery & A4 Copier paper box 5 rm	37.65	7.53	45.18
			208.05	41.61	249.66
Expenses					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17.10.25	EE171025	EE General Expenses - Coffee for Meetings etc	14.80	0.00	14.80
17.10.25	EE171025M	EE Mileage Expenses - Various trips from office to Diamond Centre re Cinema, to Viking Centre, Sparhawk Park & Allotment checks. Also other visits from office to AC Leigh, Toolstation & Makro.	83.88	0.00	83.88
			98.68	0.00	98.68

Heritage			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
01.11.25	INV-930773	Caretaking and cleaning services 7 days per week at The Viking Centre for November 2025	1,140.00	228.00	1,368.00
01.11.25	INV-930738	Parks, Cemetery, DC & Council Offices cleaning & caretaker duties for November 2025	8,330.83	1,666.17	9,997.00
30.09.25	INV-930784	Sanitary items supplied to STC for use in all sites for Sept 25 - Blue rolls, handtowels, bin liners, hand soap refills, toilet paper and deodoriser	178.16	35.63	213.79
30.06.09	INV930469	Rest of part paid invoice, invoice was for £569.33, £176.05 paid on 21.08.25 leaving £393.28 left to pay	393.28	0.00	393.28
31.10.25	INV-930804	Cleaning items supplied Oct 2025 - Jumbo centre pull toilet rolls, multipack case	29.36	5.87	35.23
31.10.25	INV-930821	Cleaning items supplied for October 2025 - Mini Toilet Roll, Green handtowels, wheelie bin liners.	119.91	23.99	143.90
			10,191.54	1,959.66	12,151.20
Huws Grey			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
16.10.25	IL784650	Concrete Slabs Grey x20 600x600x50mm, 7x25kg bag Cement and bag of sharp sand for cemetery	266.50	53.30	319.80
Intouch			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
22.10.25	812029	Sprowston-tc.gov.uk for 01.10.2025-31.10.25 05.12.2025-05.12.2026 Domain, word press addon	156.30	31.26	187.56
25.10.25	812082	avg cloud care renewal x 9 licenses 25.10.25-25.11.25	13.05	2.61	15.66
01.11.25	812252	ITSWISP 10080 - Bespoke package - Broadband for 01.11.2025-30.11.25	161.20	32.24	193.44
01.11.25	812251	itswisp10483 - business8000pluswisp 01/11/25 - 31/11/25,	53.70	10.74	64.44
01.11.25	812192	26 x hosted exchange plus 6 x extra data 01/12/25-01/01/26	194.64	38.93	233.57
08.11.25	812892	Server Back up 18.11.25-18.12.25	52.68	10.54	63.22
10.11.25	812928	WISP 10.11.25-09.12.25 - wisp206202 - itsfibre ttb ftp 900/115	78.00	15.60	93.60
18.11.25	813420	Nov 2025 sip trunk - 84431357, Oct 2025 call charges	34.35	6.87	41.22
			743.92	148.79	892.71
K Lockwood t/a Colour print			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
13.11.25	INV-35655	Sprowston Matters Newsletter 8750 Issue 70 Autumn 2025	727.00	0.00	727.00
Maltaward			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
31.10.25	153845	Hire costs for 4M Concrete barrier gate, padlock, key safe and 13 x 3m Concrete Road Barrier	586.78	117.36	704.14
30.09.25	152990	3000x800x8450mm 2500kg at the Recreation Ground Edwards Road vehicle entrance			
		Invoice previously part paid on 23.10.25 invoice for £681.44 less payment of £473.22 leaving £208.22 to pay	208.22	0.00	208.22
			795.00	117.36	912.36
Moviola			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
03.11.25	250764	For supply of film 'The Salt Path' November 2025	127.16	23.79	150.95
Norfolk County Council			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
14.11.25	7897352	NP Law Fee time for September 2025	99.45	19.89	119.34
Norfolk Drain Services			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
23.09.25	3476	Blocked Gents WC at Sparhawk Park Public Toilets - Pressure rod. Flow tested and left free flowing.	125.00	25.00	150.00

		PHS			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27.10.25	71722201	PHS - The Sparhawk Park WC Sanitary Disposal, for the period of 01.12.25-28.06.26	62.32	12.46	74.78
27.10.25	71722202	PHS - The Diamond Centre & Council Office Sanitary Disposal, for the period of 01.12.25-28.02.25. Plus 6 x Air Fresheners, 7 x Hand Drier and 5 x Soap Dispensers	448.16	89.63	537.79
27.10.25	71722200	Public Toilets at the Rec Sanitary Disposal from 01.12.2025 - 28.02.2026	67.33	13.47	80.80
27.10.25	71722203	PHS - Viking Centre Sanitary Disposal x 5, for the period of 01.12.25-28.02.25	25.02	5.00	30.02
			602.83	120.56	723.39

PJ Plumbing, Heating & Maintenance Ltd

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
31.10.25	PJI/25872	Sparhawk Park - 23.09.25 - Toilet constantly running, Valve found held open, repaired and tested	48.13	9.63	57.76

Richard Powell

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07.11.25	70	Design of No 70 edition Sprowston Matters parish newsletter and social media graphic,	100.00	0.00	100.00

Sharp

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07.11.25	8073565863	Mono Copies Meter 1 Reading 31.10.25 - 94815, Meter 1 Reading 28/08/25 - 90644 4171 copies used @ 0.484 ppc Colour Copies Meter 2 Reading 31.10.25 - 49097, Meter 2 Reading 25.08.25 - 47009 2088 copies used @ 4.356 ppc Minimum copies - Less prepaid minimum charge	86.14	17.23	103.37

Sutcliffe Play

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.10.25	OP/I127627	Spare parts and accessories eg Washers, nut cover, hex screws, nuts and bolts for parks playground equip	226.60	45.32	271.92

TOTAL OF INVOICES

55,141.93	10,721.33	65,863.26	0.00
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Transfer: STC Active a/c to Salaries a/c

38,000.00 Trf 59

.....
Councillor

.....
Councillor

.....
Town Clerk

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

		Emma Harrison			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.10.25	2025.15	Data profile for Sprowston and Beeston St Andrew Joint neighbourhood plan - 10 hours @ £50 PH	500.00	0.00	500.00
		Luna Stretch Tents			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.11.25	INV-021366	15mx10m Stretch Tent (White), Damage Waiver and Delivery for Summer Fete on Saturday 11th July 2026 - Deposit paid	884.07	176.81	1,060.88
		Toilets +			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.11.25	1SPRO1-357040	3x Event toilets, 3x Disabled access toilets and 1x6 bay urinal to Sprowston rec for 10.07.25 Fete - Deposit Paid	88.80	22.20	111.00
		Zurich Insurance			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
11.11.25	550276818	YLL-272003-6303 01/04/2025-31/03/2026 Additional Premium following revaluation	362.82	0.00	362.82
Total Invoices paid			1,835.69	199.01	2,034.70

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Councillor.....
Councillor.....
Town Clerk

Sprowston Town Council

November Statement for October Purchases

Barclaycard Payments

Meeting Date: 26th November 2025

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1 02.10.2025	GB58JGYSABEI	Amazon Market Place - 5 Person Wall Callender/Planner	8.84	1.76	10.60
2 02.10.2025	4-862921	Post Office - 100 2nd Class stamps	87.00	0.00	87.00
3 04.10.2025	IEE2025014801050	Adobe - Service Term 04.10.25 - 03.11.25	17.37	0.00	17.37
4 07.10.2025	CPD-ORD-000171869	Car Plates Direct - Number Plate for EN25OBU (Groundsmen's Mule)	25.72	3.75	29.47
5 08.10.2025	12002292706	The Poppy Shop at The Royal British Legion - 5 x Paper, 1 x pack of 15 self adhesive and poppy wreath	49.58	9.91	59.49
6 09.10.2025	UK18049088	Nisbets - New Kettle for Diamond Centre	49.99	9.99	59.98
7 14.10.2025	GB5022VLAJ145I	Amazon Market Place - Round wooden fence posts for small tree supports	27.08	5.42	32.50
8 14.10.2025	13671	TMA Bark Supplies - Wood Bark - for parks and council office garden	316.00	63.20	379.20
9 14.10.2025	103143158	Taverham Nursery -12 Ornamental trees for planting at Wilks Farm Drive, White House Farm open space, Sparhawk Park & Windsor Park Gardens	334.05	66.81	400.86
10 15.10.2025	GB2025-56888278	Amazon Market Place - 3 x 4 pack heavy duty tree ties for newly planted trees	21.61	4.35	25.96
11 15.10.2025	GB2005-568863717	Amazon Market Place - 1 pack of 10 100ltr pvc watering bags for new trees	102.49	20.50	122.99
12 15.10.2025	4359719004	WF Home Furnishing - Computer table for Ragnar Hall at The Viking Centre	73.32	14.67	87.99
13 15.10.2025	BG590GKYABEI	Amazon Market Place - Hook and Loop self adhesive tape	9.56	1.91	11.47
14 15.10.2025	1-1-3545-1711	Progress Fuels Ltd - Unleaded fuel for Parks Vehicles	126.37	25.27	151.64
15 16.10.2025	GB591SMSABEI	Amazon Market Place - 2025-2026 Diary for office	8.32	1.66	9.98
16 16.10.2025	GB2025-56888278	Amazon Market Place - 1 x 4 pack heavy duty tree ties for newly planted trees	6.99	0.00	6.99
17 21.10.2025	026-8984942-8912340	Amazon Market Place - Return 1 of Wall Callender/Planner	-7.87	0.00	-7.87

18	<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	30.10.2025	SG339602	Safety Gloves - Waterproof safety Gloves for Groundmen	25.59	5.12	30.71
Total of Payments				1282.01	234.32	1516.33