

# DRAYTON PARISH COUNCIL

## ANNUAL MEETING OF THE PARISH COUNCIL MINUTES

9<sup>th</sup> May 2024

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Minutes of the **Annual Meeting of the Parish Council**, held on **Thursday 9<sup>th</sup> May 2024 at 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW**, for the purpose of transacting the business outlined in the agenda.

In attendance: Cllrs Everett, Crotch, Anderson, Brown, Quinsey, Lee, Morgan, Edwards-Smith, White, Taylor, Kisby.

Parish Clerk: Sarah Hawken

No members of the public were present.

### 1. Election of Chair

Cllr Anderson proposed Cllr Everett

Cllr Morgan proposed Cllr Lee but he declined the nomination. Cllr Everett was voted in as Chair with 7 in favour, 3 abstentions.

Elected Chair signed the declaration of the acceptance of office.

### 2. Election of Vice-Chair

Cllr Everett proposed Cllr Crotch. All in favour.

3. To receive apologies and consider acceptance for absence. None received.

4. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation. No declarations.

5. To elect to elect the Chair of standing committees and appoint members.

a) Finance and General Purposes Committee

The Council elected Cllr G Everett as the Chair of the Committee. The Committee has the following additional members: Cllrs Crotch, Taylor, Anderson, White.

b) Staffing Committee

The Council elected Cllr N Quinsey as the Chair of the Committee. The Committee has the following additional members: Cllrs Kisby, Anderson, Taylor.

c) Open Spaces and Property Committee

The Council elected Cllr A Crotch as the Chair of the Committee. The Committee has the following additional members: Cllrs Anderson, Everett, Brown, Quinsey, Morgan, Lee.

d) Environment and Highways Committee

The Council elected Cllr H Kisby as the Chair of the Committee. The Committee has the following additional members: Cllrs White, Everett, Anderson, Edwards-Smith, Quinsey.

6. To review working group(s) and appoint members.

a) Neighbourhood Plan Working Group. Cllrs Quinsey, Lee, Kisby, Taylor, Edwards-Smith, Crotch, Anderson, Everett were all appointed.

7. To appoint members to outside bodies and groups.

The Council confirmed the following appointments.

a) Drayton Village Hall Committee. Cllr Kisby.

b) Thorpe Marriott Village Hall Committee. Cllr Anderson.

c) Bob Carter Centre Management Committee. Cllr Anderson.

d) Norwich Airport Limited Consultative Committee. Cllr Anderson

e) Norwich Western Link Committee. Cllr Everett.

8. To receive and approve the minutes of the meeting of the Parish Council held on 11<sup>th</sup> April 2024. The Council received and approved the minutes.

9. To receive any questions or comments from members of the public on matters on the agenda.

No members of the public were present.

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**Council Members:** Cllrs. J. Anderson, C. Brown, A. Crotch (Vice-Chair), J. Edwards-Smith, G. Everett (Chair), H. Kisby, T. Lee, K. Morgan, N. Quinsey, A. Taylor, and S. White.

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10. To receive any reports:

- a) County Councillor: Cllr. T. Adams  
The issue on Century way reported by the Parish Clerk has been passed to the District Councillor for Drayton North.  
With respect to the Norwich Western Link (NWL), it was proposed that members of Natural England are invited to review the mitigations being put in place to support wildlife in the surrounding area; in particular bats. It is hoped that inviting experts such as this will help to maintain momentum on the NWL project, if approved.  
There is a proposal to investigate the feasibility of opening a new dental school within Norfolk. The County Council will continue to push the secretary of state to obtain funding for such an endeavour.
- b) District Councillor Drayton North: Cllr. A. Crotch. The planning application at The Square currently has 29 public comments objecting to the development. Cllr Stuart Clancy has also lodged an objection. The application will now be considered by the planning officers.  
Report of some trading from a residential property within Drayton which will be investigated.  
Reports of Anti-Social behaviour at Longdale with a break in at the 3G Pitch at Longdale. Police have requested a review of the CCTV footage.
- c) District Councillor Drayton South: Cllr. P. Auber. Not present.
- d) Police. Not present.
- e) Norwich Airport Consultative Committee Representative: Cllr J Anderson. Norwich Airport have reported 351,000 passengers over the past year, which is a 2% rise on last years numbers. Majority of the discussion at the meeting surrounded Ryanair, with passenger numbers being consistently good. Flights to Alicante will continue into the winter months. Problems with respect to customer service relating to the lack of amenities has been raised. A second terminal would be beneficial. There is now opportunity to fly in a Spitfire from Norwich Airport on an experience flight.

11. To receive the Clerks Report and updates on matters arising from previous meetings

- a) Update from the Town and Parish Council Forum. The Clerk provided a short report on the Forum. Next forum is on the 3<sup>rd</sup> June 2024 at 1pm.
- b) Update on the planting at Florence Carter Memorial Park. Planting at the park is complete. The event with the School Council members helping was very well received. Children have provided a number of designs for the flower bed sign which will be sent to Councillors to judge. An article will feature in the Just Drayton and Taverham Magazine in June 2024.
- c) Confirmation of date to meet with Broadland District Council Officers, regarding the Neighbourhood Plan, 16<sup>th</sup> May 2024 at 7pm in King George V Pavilion.

12. To consider response to planning applications as follows:

- a) **2024/0860** Full Application. The Otter 12 The Square Drayton Norfolk NR8 6XE.  
Officers have requested a noise report for the fridge/freezer. A second noise concerns has been raised regarding music/events being held. Suggestion for a time limit to be placed on music/events to respect those who live locally. The Council agreed to support the application subject to conditions regarding hours of operation being addressed. 2 abstentions.
- b) **2024/0830** Householder. 21 Cator Road Drayton Norfolk NR8 6ET. The Council agreed to support the application and make no comments.

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- c) **2024/1123** Advertisement. The Otter 12 The Square Drayton Norfolk NR8 6XE. The Council agreed to support the application and make no comments.
13. To note planning decisions by South Norfolk and Broadland District Council
- a) **2024/0685** Householder. 3 Sheridan Close Drayton Norfolk NR8 6RW. Decision: Prior Approval not Required (Delegated) Date of decision: 8 April 2024.
- b) **2024/0661** Householder. Baden Costessey Lane Drayton Norfolk NR8 6HA. Decision: Approval with Conditions (Delegated) Date of decision: 22 April 2024.
- c) **2024/0663** Cert. Lawfulness. 21 Century Way Drayton Norfolk NR8 6GZ. Decision: Approval with no Conditions (Delegated) Date of decision: 22 April 2024.
- The Council noted the planning decisions.
14. To receive bank reconciliation for approval. The Council approved the bank reconciliation.
15. To receive list of receipts and approved payments for April 2024. The Council approved the list of receipts and approved payments.
16. To receive list of payments for authorisation for approval. The Council received and approved the list of payments.
17. To consider reports and recommendations from Finance & General Purposes Committee.
- a) To receive and approve the list of preferred suppliers. The Council received and approved the list of preferred suppliers, and the amendment to Financial Regulations 11h).
- b) To receive the insurance renewal for year 2 of the 3 year contract with Clear Councils. The Council noted the increase in cover required for the play areas. The Council requested that the reinstatement values of the buildings are double checked for purpose of insurance.
- c) To approve the regular payments list, including the use of Direct Debits and Standing Orders. The Council approved the regular payments list.
18. To consider reports and recommendations from Environment & Highways Committee.
- a) To receive the minutes of the meeting on 22<sup>nd</sup> February 2024. Received.
19. To receive reports and recommendations from Open Spaces & Property Committee.
- a) To receive the minutes of the meeting on 18<sup>th</sup> April 2024. Received.
- b) To note receipt of requests from 3 Councillors to reconsider the resolution made regarding the terms of the Bowls Club Lease agreement (Item 12b from the Parish Council Meeting on 8<sup>th</sup> February 2024) and give approval to the Committee to reconsider the item. The Council approved for the item to be reconsidered at the next Open Spaces and Property Committee Meeting.
- c) To update on the D-Day celebrations on the 6<sup>th</sup> June 2024. The Clerk is working with the Chairman of the Bob Carter Centre regarding the plan for the D-Day celebration. A small display will be in the bar area, along with refreshments and food available to purchase from the bar. A local care home will be in attendance, as well as representatives from Drayton Junior School, and a local bag piper. The event will run from 2pm - 7pm with the bag pipe commemoration at 3.30pm.
- d) To receive and approve the Hire Charge Schedule for 2024/25. The Council approved the hire charge schedule.

To resolve that due to the confidential nature of business to be discussed, the public and press be excluded for discussion of item 20a).

20. To receive reports and recommendations from Staffing Committee.
- a) To receive feedback from the consultation process and interview with the Maintenance Operative. The Council received the feedback provided by the Maintenance Operative

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as part of the consultation process with respect to the Ranger job description and business case.

- b) To consider all points that have been raised during the consultation period and resolve on the outcome. The Council made the following proposals:
- i. Appoint the current Maintenance Operative in the role of Ranger at 30 hours per week, with the working hours adjusted to being completed between the hours of 8am – 4pm (GMT) within the winter months, 7am – 4pm (BST) within the summer months.
  - ii. Provide the Maintenance Operative the opportunity to undertake the role of Ranger for a trial period of 1 month starting 1<sup>st</sup> June in line with section 138 of the Employment Rights Act. A second proposal was made to extend the trial period to 3 months with 5 in favour, 6 against.
  - iii. Pay remains at the benchmark level. Unanimous.

All proposals were approved by the Council.

21. To consider other matters for discussion and decision.

Annual Church Fete will be held on 18<sup>th</sup> May 2024.

Placement of the King's Portrait at the Village Hall.

22. To note exchange of information.

23. To note the dates for the next meetings.

23<sup>rd</sup> May 2024 – Staffing Committee Meeting

30<sup>th</sup> May 2024 – Open Spaces and Property Committee Meeting

6<sup>th</sup> June 2024 – D-Day Celebration at Bob Carter Centre 2pm – 7pm

13<sup>th</sup> June 2024 – Parish Council Meeting

Meeting Closed at 8.46pm

Signed:

Chairman of the Council

Cllr Graham Everett

**Drayton Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-04-2024 and 30-04-2024)**

2 May 2024 (2024-2025)

**Cost Centre 1. Income**

**Code Number 10 Precept**

| Vchr.                      | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description | Supplier                   | Vat Type | Net        | Vat | Total      |
|----------------------------|------------|------------|--------|------------------|-----------|-------------|----------------------------|----------|------------|-----|------------|
| 2                          | 26/04/2024 |            |        | Unity Trust Bank |           | Precept     | Broadland District Council | E        | 98,247.76  |     | 98,247.76  |
| Subtotal for Code: Precept |            |            |        |                  |           |             |                            |          | £98,247.76 |     | £98,247.76 |

**Code Number 21 Insurance Bowls Club Reimburse**

| Vchr.   | Date       | Invoice No   | Minute | Bank             | Cheq. No. | Description                        | Supplier              | Vat Type | Net     | Vat | Total   |
|---|------------|--------------|--------|------------------|-----------|------------------------------------|-----------------------|----------|---------|-----|---------|
| 5   | 02/04/2024 | 2023-2024/84 |        | Unity Trust Bank |           | Insurance reimbursement Bowls Club | R G Carter Bowls Club | E        | 175.00  |     | 175.00  |
| Subtotal for Code: Insurance Bowls Club Reimburse |            |              |        |                  |           |                                    |                       |          | £175.00 |     | £175.00 |

**Code Number 22 VAT Refund**

| Vchr.                         | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description | Supplier | Vat Type | Net | Vat       | Total     |
|-------------------------------|------------|------------|--------|------------------|-----------|-------------|----------|----------|-----|-----------|-----------|
| 6                             | 09/04/2024 | 2023-24 Q4 |        | Unity Trust Bank |           | VAT Reclaim | HMRC     | R        |     | 4,770.25  | 4,770.25  |
| Subtotal for Code: VAT Refund |            |            |        |                  |           |             |          |          |     | £4,770.25 | £4,770.25 |

**Code Number 55 3G Income**

| Vchr.                        | Date       | Invoice No   | Minute | Bank             | Cheq. No. | Description | Supplier                   | Vat Type | Net       | Vat     | Total     |
|------------------------------|------------|--------------|--------|------------------|-----------|-------------|----------------------------|----------|-----------|---------|-----------|
| 4                            | 02/04/2024 | 2023-2024/82 |        | Unity Trust Bank |           | Lease       | Absolute Sport and Leisure | S        | 1,449.25  | 289.85  | 1,739.10  |
| Subtotal for Code: 3G Income |            |              |        |                  |           |             |                            |          | £1,449.25 | £289.85 | £1,739.10 |

**Code Number 603 CIL Income**

| Vchr.                         | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description | Supplier                   | Vat Type | Net       | Vat | Total     |
|-------------------------------|------------|------------|--------|------------------|-----------|-------------|----------------------------|----------|-----------|-----|-----------|
| 3                             | 19/04/2024 | None       |        | Unity Trust Bank |           | CIL Receipt | Broadland District Council | E        | 5,283.99  |     | 5,283.99  |
| Subtotal for Code: CIL Income |            |            |        |                  |           |             |                            |          | £5,283.99 |     | £5,283.99 |

Subtotal for Cost Centre: 1. Income      105,156.00      5,060.10      110,216.10

**Cost Centre 3. Environment & Highways**

**Code Number 304 Parish Partnerships**

| Vchr.                                  | Date       | Invoice No   | Minute | Bank                 | Cheq. No. | Description               | Supplier               | Vat Type | Net       | Vat | Total     |
|--|------------|--------------|--------|----------------------|-----------|---------------------------|------------------------|----------|-----------|-----|-----------|
| 1                                      | 08/04/2024 | 2023-2024/85 |        | Unity Trust Bank - I |           | Parish Partnership Scheme | Norfolk County Council | E        | 2,692.75  |     | 2,692.75  |
| Subtotal for Code: Parish Partnerships |            |              |        |                      |           |                           |                        |          | £2,692.75 |     | £2,692.75 |

Subtotal for Cost Centre: 3. Environment & Highways      2,692.75           2,692.75

**TOTALS . . . . .      £107,848.75      £5,060.10      £112,908.85**

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-04-2024 and 30-04-2024)

**Cost Centre 2. Finance & General Purposes**

**Code Number 26 Office Equipment**

| Vchr.                               | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description | Supplier | Vat Type | Net     | Vat     | Total   |
|-------------------------------------|------------|------------|--------|------------------|-----------|-------------|----------|----------|---------|---------|---------|
| 23                                  | 16/04/2024 | 6646781381 |        | Unity Trust Bank |           | Laptop      | Argos    | S        | 399.17  | 79.83   | 479.00  |
| 32                                  | 16/04/2024 | 6602583165 |        | Unity Trust Bank |           | Laptop      | Argos    | S        | 399.17  | 79.83   | 479.00  |
| Subtotal for Code: Office Equipment |            |            |        |                  |           |             |          |          | £798.34 | £159.66 | £958.00 |

**Code Number 27 Utilites & Services**

| Vchr.                                  | Date       | Invoice No  | Minute | Bank             | Cheq. No. | Description                     | Supplier                   | Vat Type | Net       | Vat     | Total     |
|--|------------|-------------|--------|------------------|-----------|---------------------------------|----------------------------|----------|-----------|---------|-----------|
| 4                                      | 11/04/2024 |             |        | Unity Trust Bank |           | Rates for KGV                   | Broadland District Council | X        | 1,282.37  |         | 1,282.37  |
| 9                                      | 11/04/2024 | 1695        |        | Unity Trust Bank |           | Payroll Services                | NALC                       | S        | 300.00    | 60.00   | 360.00    |
| 10                                     | 11/04/2024 | 1493        |        | Unity Trust Bank |           | Storage of Archived Documents   | Closed Secure Storage Ltd  | S        | 15.60     | 3.12    | 18.72     |
| 13                                     | 22/04/2024 | 13396247    |        | Unity Trust Bank |           | Water Charges KGV               | Wave Utilities             | E        | 152.05    |         | 152.05    |
| 14                                     | 02/04/2024 | 23457       |        | Unity Trust Bank |           | Waste Clearance                 | Norwich Waste Disposal Ltd | S        | 179.00    | 35.80   | 214.80    |
| 15                                     | 02/04/2024 | 7155013     |        | Unity Trust Bank |           | Electricity Charges KGV         | British Gas                | S        | 394.54    | 78.91   | 473.45    |
| 16                                     | 16/04/2024 | 44962658    |        | Unity Trust Bank |           | Broadband and Telephone Charges | Zen Internet Ltd           | S        | 36.83     | 7.37    | 44.20     |
| 17                                     | 16/04/2024 | 3508325     |        | Unity Trust Bank |           | Electricity Charges LD          | Smartest Energy            | L        | 259.05    | 12.95   | 272.00    |
| 18                                     | 25/04/2024 | 29817460    |        | Unity Trust Bank |           | Mobile Phone                    | O2                         | S        | 34.80     | 6.96    | 41.76     |
| 21                                     | 23/04/2024 | 13408851    |        | Unity Trust Bank |           | Water Charges KGV               | Wave Utilities             | E        | 34.46     |         | 34.46     |
| 22                                     | 30/04/2024 | 23854       |        | Unity Trust Bank |           | Waste Clearance                 | Norwich Waste Disposal Ltd | S        | 179.00    | 35.80   | 214.80    |
| 28                                     | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | Mobile Phone                    | Lebara Mobile              | Z        | 1.98      |         | 1.98      |
| 29                                     | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | Tablet Data                     | Lebara Mobile              | Z        | 4.95      |         | 4.95      |
| Subtotal for Code: Utilites & Services |            |             |        |                  |           |                                 |                            |          | £2,874.63 | £240.91 | £3,115.54 |

**Code Number 201 Stationery & Software**

| Vchr.                                    | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description                  | Supplier              | Vat Type | Net     | Vat     | Total     |
|--|------------|------------|--------|------------------|-----------|------------------------------|-----------------------|----------|---------|---------|-----------|
| 1  | 11/04/2024 | 244251     |        | Unity Trust Bank |           | Printing/Copies              | Norfolk Copiers       | S        | 55.33   | 11.07   | 66.40     |
| 8  | 11/04/2024 | 5674       |        | Unity Trust Bank |           | Annual Subscription          | Starboard Systems Ltd | S        | 777.60  | 155.52  | 933.12    |
| 19                                       | 11/04/2024 | 41015      |        | Unity Trust Bank |           | Microsoft Office 365 Licence | Anglian Internet      | S        | 136.00  | 27.20   | 163.20    |
| Subtotal for Code: Stationery & Software |            |            |        |                  |           |                              |                       |          | £968.93 | £193.79 | £1,162.72 |

**Code Number 204 Subscriptions**

| Vchr.                            | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description         | Supplier                        | Vat Type | Net     | Vat | Total   |
|----------------------------------|------------|------------|--------|------------------|-----------|---------------------|---------------------------------|----------|---------|-----|---------|
| 5                                | 11/04/2024 | 20695      |        | Unity Trust Bank |           | Annual Subscription | Norfolk Parish Training Support | E        | 545.00  |     | 545.00  |
| Subtotal for Code: Subscriptions |            |            |        |                  |           |                     |                                 |          | £545.00 |     | £545.00 |

**Code Number 215 Bank Charges**

| Vchr.                           | Date       | Invoice No  | Minute | Bank             | Cheq. No. | Description  | Supplier    | Vat Type | Net   | Vat | Total |
|---------------------------------|------------|-------------|--------|------------------|-----------|--------------|-------------|----------|-------|-----|-------|
| 24                              | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | Bank Charges | Lloyds Bank | E        | 3.00  |     | 3.00  |
| 27                              | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | Bank Charges | Lloyds Bank | E        | 3.00  |     | 3.00  |
| 31                              | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | Bank Charges | Lloyds Bank | E        | 3.00  |     | 3.00  |
| Subtotal for Code: Bank Charges |            |             |        |                  |           |              |             |          | £9.00 |     | £9.00 |

|   |  |  |  |  |  |  |  |  |          |        |          |
|---|--|--|--|--|--|--|--|--|----------|--------|----------|
| Subtotal for Cost Centre: 2. Finance & General Purposes |  |  |  |  |  |  |  |  | 5,195.90 | 594.36 | 5,790.26 |
|---|--|--|--|--|--|--|--|--|----------|--------|----------|

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-04-2024 and 30-04-2024)

**Cost Centre 3. Environment & Highways**

**Code Number 35 Tree Maintenance**

| Vchr.                               | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description       | Supplier                           | Vat Type | Net     | Vat | Total   |
|-------------------------------------|------------|------------|--------|------------------|-----------|-------------------|------------------------------------|----------|---------|-----|---------|
| 3                                   | 11/04/2024 | 0521       |        | Unity Trust Bank |           | Tree planting KGV | Martin Plane Countryside Managemer | E        | 160.00  |     | 160.00  |
| Subtotal for Code: Tree Maintenance |            |            |        |                  |           |                   |                                    |          | £160.00 |     | £160.00 |

**Code Number 36 Street Scene Maintenance**

| Vchr.                                       | Date       | Invoice No  | Minute | Bank             | Cheq. No. | Description         | Supplier | Vat Type | Net    | Vat   | Total  |
|---|------------|-------------|--------|------------------|-----------|---------------------|----------|----------|--------|-------|--------|
| 26  | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | Bus Shelter Repairs | B&Q      | S        | 28.33  | 5.67  | 34.00  |
| 33  | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | Graffiti            | B&Q      | S        | 15.79  | 3.16  | 18.95  |
| Subtotal for Code: Street Scene Maintenance |            |             |        |                  |           |                     |          |          | £44.12 | £8.83 | £52.95 |

**Code Number 38 Green Lanes**

| Vchr.   | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description         | Supplier  | Vat Type | Net     | Vat     | Total    |
|---|------------|------------|--------|------------------|-----------|---------------------|-----------|----------|---------|---------|----------|
| 2   | 11/04/2024 | 1793       |        | Unity Trust Bank |           | Work at Green Lanes | A K Deeba | S        | 720.00  | 144.00  | 864.00   |
| Subtotal for Code: Green Lanes                      |            |            |        |                  |           |                     |           |          | £720.00 | £144.00 | £864.00  |
| Subtotal for Cost Centre: 3. Environment & Highways |            |            |        |                  |           |                     |           |          | 924.12  | 152.83  | 1,076.95 |

**Cost Centre 5. Open Spaces & Property**

**Code Number 501 Pavilion Maintenance**

| Vchr.                                   | Date       | Invoice No  | Minute | Bank             | Cheq. No. | Description      | Supplier | Vat Type | Net   | Vat   | Total |
|---|------------|-------------|--------|------------------|-----------|------------------|----------|----------|-------|-------|-------|
| 25                                      | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | Longdale Repairs | Wickes   | S        | 8.28  | 1.67  | 9.95  |
| Subtotal for Code: Pavilion Maintenance |            |             |        |                  |           |                  |          |          | £8.28 | £1.67 | £9.95 |

**Code Number 503 Grounds Maintenance**

| Vchr.                                  | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description   | Supplier                | Vat Type | Net       | Vat     | Total     |
|--|------------|------------|--------|------------------|-----------|---------------|-------------------------|----------|-----------|---------|-----------|
| 6                                      | 11/04/2024 | 258        |        | Unity Trust Bank |           | Grass Cutting | The Garden Guardian Ltd | S        | 1,409.03  | 281.81  | 1,690.84  |
| Subtotal for Code: Grounds Maintenance |            |            |        |                  |           |               |                         |          | £1,409.03 | £281.81 | £1,690.84 |

**Code Number 504 Security**

| Vchr.                       | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description           | Supplier                      | Vat Type | Net     | Vat     | Total     |
|-----------------------------|------------|------------|--------|------------------|-----------|-----------------------|-------------------------------|----------|---------|---------|-----------|
| 11                          | 11/04/2024 | 003904     |        | Unity Trust Bank |           | Barrier at KGV and LD | Norse Commerical Services Ltd | S        | 992.00  | 198.40  | 1,190.40  |
| Subtotal for Code: Security |            |            |        |                  |           |                       |                               |          | £992.00 | £198.40 | £1,190.40 |

**Code Number 511 3G Surface Maintenance**

| Vchr.   | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description              | Supplier                | Vat Type | Net      | Vat    | Total    |
|---|------------|------------|--------|------------------|-----------|--------------------------|-------------------------|----------|----------|--------|----------|
| 7   | 11/04/2024 | 259        |        | Unity Trust Bank |           | Longdale 3G suface clean | The Garden Guardian Ltd | S        | 316.83   | 63.37  | 380.20   |
| Subtotal for Code: 3G Surface Maintenance           |            |            |        |                  |           |                          |                         |          | £316.83  | £63.37 | £380.20  |
| Subtotal for Cost Centre: 5. Open Spaces & Property |            |            |        |                  |           |                          |                         |          | 2,726.14 | 545.25 | 3,271.39 |

**Cost Centre 6. Staffing**

**Code Number 61 Salaries**

| Vchr. | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description | Supplier   | Vat Type | Net    | Vat | Total  |
|-------|------------|------------|--------|------------------|-----------|-------------|------------|----------|--------|-----|--------|
| 34    | 30/04/2024 |            |        | Unity Trust Bank |           | Salary      | Employee 4 | X        | 862.32 |     | 862.32 |

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-04-2024 and 30-04-2024)

|                             |            |  |  |                  |  |                   |                      |   |                  |  |                  |
|-----------------------------|------------|--|--|------------------|--|-------------------|----------------------|---|------------------|--|------------------|
| 35                          | 30/04/2024 |  |  | Unity Trust Bank |  | Salary            | Employee 10          | X | 1,506.03         |  | 1,506.03         |
| 36                          | 30/04/2024 |  |  | Unity Trust Bank |  | Salary            | Employee 8           | X | 1,712.66         |  | 1,712.66         |
| 37                          | 30/04/2024 |  |  | Unity Trust Bank |  | Tax & NI          | HMRC                 | X | 1,084.49         |  | 1,084.49         |
| 38                          | 30/04/2024 |  |  | Unity Trust Bank |  | Pension EEs & ERs | Norfolk Pension Fund | X | 1,476.37         |  | 1,476.37         |
| Subtotal for Code: Salaries |            |  |  |                  |  |                   |                      |   | <u>£6,641.87</u> |  | <u>£6,641.87</u> |

**Code Number 68 Training**

| Vchr.                       | Date       | Invoice No  | Minute | Bank             | Cheq. No. | Description     | Supplier                        | Vat Type | Net            | Vat          | Total          |
|-----------------------------|------------|-------------|--------|------------------|-----------|-----------------|---------------------------------|----------|----------------|--------------|----------------|
| 12                          | 11/04/2024 | 20879       |        | Unity Trust Bank |           | Clerk Training  | Norfolk Parish Training Support | E        | 48.00          |              | 48.00          |
| 30                          | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | CiLCA Resources | SLCC Enterprises Ltd            | S        | 7.00           | 1.40         | 8.40           |
| 30                          | 16/04/2024 | Credit Card |        | Unity Trust Bank |           | CiLCA Resources | SLCC Enterprises Ltd            | E        | 230.50         |              | 230.50         |
| Subtotal for Code: Training |            |             |        |                  |           |                 |                                 |          | <u>£285.50</u> | <u>£1.40</u> | <u>£286.90</u> |

**Code Number 601 Expenses/Mileage**

| Vchr.                               | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description | Supplier   | Vat Type | Net            | Vat | Total          |
|-------------------------------------|------------|------------|--------|------------------|-----------|-------------|------------|----------|----------------|-----|----------------|
| 39                                  | 30/04/2024 |            |        | Unity Trust Bank |           | Mileage     | Employee 4 | X        | 118.14         |     | 118.14         |
| Subtotal for Code: Expenses/Mileage |            |            |        |                  |           |             |            |          | <u>£118.14</u> |     | <u>£118.14</u> |

**Code Number 602 Consultancy Services**

| Vchr.                                   | Date       | Invoice No | Minute | Bank             | Cheq. No. | Description    | Supplier                         | Vat Type | Net             | Vat           | Total           |
|---|------------|------------|--------|------------------|-----------|----------------|----------------------------------|----------|-----------------|---------------|-----------------|
| 20                                      | 08/04/2024 | None       |        | Unity Trust Bank |           | HR Consultancy | Personnel & Advice Solutions Ltd | S        | 100.00          | 20.00         | 120.00          |
| Subtotal for Code: Consultancy Services |            |            |        |                  |           |                |                                  |          | <u>£100.00</u>  | <u>£20.00</u> | <u>£120.00</u>  |
| Subtotal for Cost Centre: 6. Staffing   |            |            |        |                  |           |                |                                  |          | <u>7,145.51</u> | <u>21.40</u>  | <u>7,166.91</u> |

**TOTALS . . . . . £15,991.67 £1,313.84 £17,305.51**



PAYMENTS (AWAITING AUTHORISATION) LIST

| Vouche       | Code                     | Date       | Minute | Bank             | Cheque No | Description               | Supplier                   | VAT Type | Net             | VAT           | Total           |
|--------------|--------------------------|------------|--------|------------------|-----------|---------------------------|----------------------------|----------|-----------------|---------------|-----------------|
| 45           | Grounds Maintenance      | 01/05/2024 |        | Unity Trust Bank |           | Planting at FCMP          | Gary Twinn Garden Design   | E        | 696.00          |               | 696.00          |
| 40           | Grounds Maintenance      | 09/05/2024 |        | Unity Trust Bank |           | Grass Cutting             | The Garden Guardian Ltd    | S        | 1,409.03        | 281.81        | 1,690.84        |
| 41           | 3G Surface Maintenance   | 09/05/2024 |        | Unity Trust Bank |           | Longdale 3G surface clean | The Garden Guardian Ltd    | S        | 316.83          | 63.37         | 380.20          |
| 42           | NCC Highways Verges      | 09/05/2024 |        | Unity Trust Bank |           | Grass Verge Cutting       | The Garden Guardian Ltd    | S        | 881.37          | 176.27        | 1,057.64        |
| 43           | Street Scene Maintenance | 09/05/2024 |        | Unity Trust Bank |           | Bus Shelters Clean        | Heritage Contract Services | S        | 105.88          | 21.18         | 127.06          |
| 44           | Locum Clerk Services     | 09/05/2024 |        | Unity Trust Bank |           | Staff Cover               | Heritage Contract Services | S        | 120.75          | 24.15         | 144.90          |
| <b>Total</b> |                          |            |        |                  |           |                           |                            |          | <b>3,529.86</b> | <b>566.78</b> | <b>4,096.64</b> |

Prepared by: \_\_\_\_\_  
*Name and Role*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role*

Date: \_\_\_\_\_