

83

PAID TO	DESCRIPTION	SERVICE	NET	VAT	TOTAL	CHQ NO
MICROSHADE	IT SUPPORT	ADMIN	£ 367.43	£ 73.49	£ 440.92	110179
MICROSHADE	IT SUPPORT	ADMIN	£ 360.44	£ 72.09	£ 432.53	110179
ANGLA IN BLOOM	ENTRY FEE	ADMIN	cheque	cancelled		
BARKERS PRINT	NEWSLETTER	ADMIN	£ 490.00	£ -	£ 490.00	110180
BRECKLAND COUNCIL	PARISH ELECTIONS	ADMIN	£ 4,537.66	£ -	£ 4,537.66	110181
COLLIER TURF	SUPPLIES	ADMIN	£ 451.68	£ 90.34	£ 542.02	110183
COMMUNITY CAR	NGF GRANT MARCH	ADMIN	£ 375.00	£ -	£ 375.00	110183
COOLER AID	SUPPLIES	OPENSPPACES	£ 24.66	£ 4.93	£ 29.59	110185
A COOMBS	TREWORK	OPENSPPACES	£ 4,083.80	£ 816.76	£ 4,900.56	110186
CONNAUGHT HALL	STAFF WAGES	ADMIN	£ 56.88	£ -	£ 56.88	110187
ERNEST DOE	SUPPLIES	OPENSPPACES	£ 5.50	£ 1.10	£ 6.60	110188
EVANS	SKIP HIRE	OPENSPPACES	£ 216.66	£ 43.33	£ 259.99	110189
FARMBITS	SUPPLIES	OPENSPPACES	£ 37.40	£ 7.48	£ 44.88	110190
HANCOX	SOLICITOR	ADMIN	£ 3,183.00	£ 635.40	£ 3,818.40	110191
HERAS FENCING	HIRE	OPENSPPACES	£ 109.65	£ 21.93	£ 131.58	110192
ANNAHIGH	CONSULTANT CHAPEL	CEMETERY	£ 750.00	£ 150.00	£ 900.00	110193
MERRIFIELDS	SURVEYORS REPORT	ADMIN	£ 1,500.00	£ 300.00	£ 1,800.00	110194
NETCENTRAL	CABLE & INSTALLATION	TH	£ 1,334.21	£ 266.84	£ 1,601.05	110195
NETCENTRAL	CCTV	TH	£ 1,328.00	£ 265.60	£ 1,593.60	110195
NALC	TRAINING	ADMIN	£ 30.00	£ 6.00	£ 36.00	110196
OLD BUCKENHAM CRICKET	DONATION	ADMIN	£ 250.00	£ -	£ 250.00	110197
PEAR TECHNOLOGY	CEMETERY MAP	ADMIN	£ 3,625.00	£ 725.00	£ 4,350.00	110198
PETTY CASH	CASH	ADMIN	£ 211.28	£ -	£ 211.28	110199
ROYAL MAIL	DISTRIBUTION	ADMIN	£ 500.00	£ 100.00	£ 600.00	110200
LA SHAW	CHAPEL BELL TOWER	CEMETERY	£ 172.60	£ 34.52	£ 207.12	110201
SICC	CONFERENCE	ADMIN	£ 299.00	£ 40.00	£ 339.00	110202
THURLOW NUINN	SUPPLIES	OPENSPPACES	£ 57.40	£ 11.48	£ 68.88	110203
TOILETS+LTD	HIRE	OPENSPPACES	£ 182.60	£ 36.52	£ 219.12	110204
TRAVIS PERKINS	SUPPLIES	ADMIN	£ 416.55	£ 83.31	£ 499.86	110206
VIKING	CLEANING	TH	£ 403.30	£ 33.26	£ 436.56	110206
ARROWCLEAN	DONATION	ADMIN	£ 45.00	£ -	£ 45.00	110207
ATT DAY CARE	JOURNEYS FEB	ADMIN	£ 250.00	£ -	£ 250.00	110208
COMMUNITY CAR	SECURITY	ADMIN	£ 477.50	£ -	£ 477.50	110209
NORWICH SECURITY	SOLICITOR	ADMIN	£ 551.00	£ 110.20	£ 661.20	110210
N HANCOX	MEMBERSHIP	ADMIN	£ 3,195.00	£ 639.00	£ 3,834.00	110211
CAN	SUPPLIES	TH	£ 20.00	£ -	£ 20.00	110212
COOLERAID	LICENCE	ADMIN	£ 16.44	£ 3.29	£ 19.73	110213
CREATIVE ARTS	TORO SERVICE	OPENSPPACES	£ 96.00	£ -	£ 96.00	110214
ERNEST DOE	PAYROLL	ADMIN	£ 526.19	£ 105.23	£ 631.42	110215
KERRY BUTCHER	REPAIR	TH	£ 495.00	£ 99.00	£ 594.00	110216
N HANCOX	SOLICITOR	ADMIN	£ 19.88	£ 3.98	£ 23.86	110217
N HANCOX	SOLICITOR	ADMIN	£ 3,417.00	£ 683.40	£ 4,100.40	110211
MAYDAY	MAINTENANCE	ADMIN	£ 1,685.00	£ 337.00	£ 2,022.00	110211
MAYDAY	BLACK COPIES	ADMIN	£ 105.00	£ 21.00	£ 126.00	110218
MAYDAY	COLOUR COPIES	ADMIN	£ 19.49	£ 3.90	£ 23.39	110218
MICROSHADE	IT SUPPORT	ADMIN	£ 155.82	£ 31.16	£ 186.98	110218
NETCENTRAL	ICT SUPPORT	ADMIN	£ 360.44	£ 72.09	£ 432.53	110219
NORFOLK GEEKS	WEBSITE HOST	ADMIN	£ 120.00	£ 24.00	£ 144.00	110220
NUTS N BOLTS	SUPPLIES	TH	£ 60.00	£ -	£ 60.00	110221
STAINES	SUPPLIES	OPENSPPACES	£ 40.57	£ 8.14	£ 48.71	110222
TOILETS+LTD	HIRE	OPENSPPACES	£ 71.95	£ 14.39	£ 86.34	110223
TRAVIS PERKINS	SUPPLIES	OPENSPPACES	£ 102.00	£ 20.40	£ 122.40	110224
			£ 24.12	£ 4.82	£ 28.94	110225
			£ 37,305.10	£ 6,018.78	£ 43,323.88	

PAID 4/2/20  
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PAID 4/2/20  
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## DD MEETING 9 MARCH 2020

Name	Description	Service	Bill Freq	Net	Vat	Total
Vodafone	mobiles	Admin	Monthly	£ 93.05	£ 18.61	£111.66
Bank Charges	Barclays	TH	Monthly	£ 44.32	£ -	£44.32
Bank Charges	Lloyds	TH	Monthly	£ 12.24	£ -	£12.24
Viridor	Waste collection	Rec	Monthly	£ 94.48	£ 18.90	£113.38
Viridor	Waste collection	TH	Monthly	£ 142.72	£ 28.54	£171.26
Anglian Water	Water	TH	Quarterly	£ 60.44	£ -	£60.44
Anglian Water	Water	Cemetery	Quarterly			
Anglian Water	Water	Gaymers Bowls	Quarterly	£ 21.98	£ 4.40	£26.38
Anglian Water	Water	Pavilion	Quarterly	£ 55.96	£ 11.19	£67.15
Anglian Water	Water	Public Toilets	Quarterly			
BT	Telephones	TH	Quarterly			
Total Gas & Power	Electricity	Public Toilets	Quarterly			
British Gas	Elect Skate Park	OS	Quarterly			
Total Gas & Power	Gas	TH	Quarterly	£ 825.28	£ 41.27	£866.55
Total Gas & Power	Electricity	TH	Quarterly	£ 1,352.85	£ 67.65	£1,420.50
Siemens	Photocopier	TH	Quarterly	£ 295.00	£ 59.00	£354.00
Siemens	Facility Fee	TH	Annually	£ 169.00	£ 33.80	£202.80
Phs	Sanitary disposal	Cemetery	Annually			
Phs	Sanitary disposal	TH	Annually			
Fuel Genie	Fuel	OS	Monthly			
HMRC Tax/Nic	BACS		Monthly	£ 4,757.46	£ -	£3,450.68
Norfolk Pension	BACS		Monthly	£ 4,875.33	£ -	£4,757.46
Staff Salary	BACS		Monthly	£ 15,323.50	£ -	£ 4,875.33
						£ 15,323.50
<b>TOTAL</b>						<b>£ 24,956.29</b>
						<b>£28,406.97</b>



INCOME FEBRUARY 2020	
Banked Monies	
Burials	£ 225.00
Gaymers Bowls Rent	£ 110.00
Bookings	£ 1,370.80
AIB	£ 150.00
NCF Grant Jan	£ 375.00
Allotment	£ 481.00
Market	£ 70.00
Connaught Bowls Rent	£ 385.00
<b>Total</b>	<b>£ 3,166.80</b>



Month No: 9

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>101 Administration</b>						
1050 Income						
1376 Precept	117	400	283			
1378 Grant payment Community Cars	518,928	518,928	0			
1390 Interest Received (Bond)	2,625	0	(2,625)			
1391 interest received on saving ac	213	50	(163)			
	794	246	(548)			
Administration :- Income	<u>522,677</u>	<u>519,624</u>	<u>(3,053)</u>			
4000 Staff Costs	236,883	319,136	82,253		82,253	0
4001 Other Employment Costs	599	20,000	19,401		19,401	
4002 website	480	1,938	1,458		1,458	
4004 Health & Safety	1,682	2,050	368		368	
4005 Training	4,683	3,500	(1,183)		(1,183)	
4010 Travelling Expenses	694	1,077	383		383	
4020 Miscellaneous Expenses	1,850	2,000	150		150	
4023 Subscriptions	2,979	2,100	(879)		(879)	
4025 Insurances	8,060	7,500	(560)		(560)	
4027 Bookkeeping	225	1,303	1,078		1,078	
4028 Office Internet	0	377	377		377	
4029 Photocopier Usage Fee	2,338	1,344	(994)		(994)	
4031 Computer	3,096	1,584	(1,512)		(1,512)	
4040 Community Car Scheme	5,839	9,500	3,661		3,661	
4041 Grants S137	850	1,000	150		150	
4042 Local Grants	1,000	3,000	2,000		2,000	
4044 Highway Improvements	0	1,000	1,000		1,000	
4051 Bank Charges	331	729	399		399	
4056 Consultancy	283	3,000	2,717		2,717	
4057 Audit Fees	894	2,112	1,218		1,218	
4058 Legal Fees	13,913	5,000	(8,913)		(8,913)	
4059 Civic Reception	1,116	1,200	84		84	
4060 Civic Allowances	1,146	1,098	(48)		(48)	
4099 Contingency	0	561	561		561	
4121 Telephone	2,140	2,369	229		229	
4122 Postages	575	896	321		321	
4123 Stationery	1,721	2,400	679		679	
4147 Photocopier Lease payments	1,147	2,112	965		965	
4190 Equipment Purchase	225	2,693	2,468		2,468	
4230 Supplies	1,001	215	(786)		(786)	
4231 Advertising	1,372	1,120	(252)		(252)	
4300 Premises Licence	279	0	(279)		(279)	
Administration :- Indirect Expenditure	<u>297,400</u>	<u>403,914</u>	<u>106,514</u>	<u>0</u>	<u>106,514</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>225,277</u>	<u>115,710</u>	<u>(109,567)</u>			



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>112 Street Lights</b>						
4400 Expenditure	31,374	24,000	(7,374)		(7,374)	
4402 Public Lighting	(15,000)	0	15,000		15,000	
Street Lights :- Indirect Expenditure	<u>16,374</u>	<u>24,000</u>	<u>7,626</u>	<u>0</u>	<u>7,626</u>	<u>0</u>
Net Expenditure	<u>(16,374)</u>	<u>(24,000)</u>	<u>(7,626)</u>			
<b>113 Toilets</b>						
1050 Income	6	0	(6)			
Toilets :- Income	<u>6</u>	<u>0</u>	<u>(6)</u>			<u>0</u>
4110 Rates	1,701	2,447	746			
4112 Water	737	1,000	263		746	
4113 Electricity	805	1,000	195		263	
4145 Maintenance/Repairs	0	950	950		195	
4190 Equipment Purchase	0	108	108		950	
4220 Cleaning	305	0	(305)		108	
4230 Supplies	379	845	466		(305)	
4255 Safety Checks	154	65	(89)		466	
Toilets :- Indirect Expenditure	<u>4,081</u>	<u>6,415</u>	<u>2,334</u>	<u>0</u>	<u>2,334</u>	<u>0</u>
Net Income over Expenditure	<u>(4,075)</u>	<u>(6,415)</u>	<u>(2,340)</u>			
<b>114 Christmas Lights</b>						
1050 Income	0	3,000	3,000			
Christmas Lights :- Income	<u>0</u>	<u>3,000</u>	<u>3,000</u>			<u>0</u>
4230 Supplies	0	2,154	2,154		2,154	
4255 Safety Checks	0	1,938	1,938		1,938	
4400 Expenditure	8,003	16,153	8,150		8,150	
Christmas Lights :- Indirect Expenditure	<u>8,003</u>	<u>20,245</u>	<u>12,242</u>	<u>0</u>	<u>12,242</u>	<u>0</u>
Net Income over Expenditure	<u>(8,003)</u>	<u>(17,245)</u>	<u>(9,242)</u>			
<b>115 Archive</b>						
4010 Travelling Expenses	0	110	110		110	
4023 Subscriptions	49	33	(16)		(16)	
4121 Telephone	0	329	329		329	
4122 Postages	0	55	55		55	
4123 Stationery	0	256	256		256	
4230 Supplies	10	308	298		298	
Archive :- Indirect Expenditure	<u>59</u>	<u>1,091</u>	<u>1,032</u>	<u>0</u>	<u>1,032</u>	<u>0</u>
Net Expenditure	<u>(59)</u>	<u>(1,091)</u>	<u>(1,032)</u>			



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>116 Attleborough Neighbourhood Pla</b>						
4400 Expenditure	3,894	10,250	6,356		6,356	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>3,894</u>	<u>10,250</u>	<u>6,356</u>	<u>0</u>	<u>6,356</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(3,894)</u>	<u>(10,250)</u>	<u>(6,356)</u>			
<b>201 Open Spaces</b>						
1000 Booking Fees						
1050 Income	250	625	375			
1100 Allotment Income	368	3,000	2,632			
1105 Burial Fees	263	1,281	1,018			
1106 Sports Letting	16,600	11,000	(5,600)			
1107 Wayleaves	1,020	1,362	342			
1150 Re-imburement of Utilities	219	0	(219)			
Open Spaces :- Income	125	0	(125)			
4020 Miscellaneous Expenses	<u>18,845</u>	<u>17,268</u>	<u>(1,577)</u>			<u>0</u>
4110 Rates	10	422	412		412	
4112 Water	581	739	158		158	
4113 Electricity	726	400	(326)		(326)	
4123 Stationery	0	600	600		600	
4140 Fuel	0	54	54		54	
4143 Equipment Hire	3,111	1,500	(1,611)		(1,611)	
4144 Tree Work	626	538	(88)		(88)	
4145 Maintenance/Repairs	1,663	1,100	(563)		(563)	
4146 Play Equipment	13,346	40,000	26,654		26,654	
4190 Equipment Purchase	(403)	6,150	6,553		6,553	
4225 Refuse Collections	1,898	3,075	1,177		1,177	
4230 Supplies	1,628	1,845	217		217	
4255 Safety Checks	5,669	8,446	2,777		2,777	
4296 Van	607	2,000	1,394		1,394	
4300 Premises Licence	1,473	1,200	(273)		(273)	
4400 Expenditure	180	317	137		137	
Open Spaces :- Indirect Expenditure	0	820	820		820	
<b>Net Income over Expenditure</b>	<u>31,114</u>	<u>69,206</u>	<u>38,092</u>	<u>0</u>	<u>38,092</u>	<u>0</u>
<b>210 Attleborough in Bloom</b>	<u>(12,269)</u>	<u>(51,938)</u>	<u>(39,669)</u>			
1050 Income	850	870	20			
Attleborough in Bloom :- Income	<u>850</u>	<u>870</u>	<u>20</u>			<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4230 Supplies	455	431	(24)			
4400 Expenditure	385	513	128		(24)	
Attleborough in Bloom :- Indirect Expenditure					128	
<b>Net Income over Expenditure</b>	<b>840</b>	<b>944</b>	<b>104</b>	<b>0</b>	<b>104</b>	<b>0</b>
<u>211 Markets</u>	<u>10</u>	<u>(74)</u>	<u>(84)</u>			
1050 Income	1,570	0	(1,570)			
Markets :- Income	<u>1,570</u>	<u>0</u>	<u>(1,570)</u>			<u>0</u>
4001 Other Employment Costs	0	615	615		615	
4123 Stationery	0	54	54		54	
4230 Supplies	48	54	6		6	
4400 Expenditure	0	1,077	1,077		1,077	
Markets :- Indirect Expenditure						
<b>Net Income over Expenditure</b>	<b>48</b>	<b>1,800</b>	<b>1,752</b>	<b>0</b>	<b>1,752</b>	<b>0</b>
<u>290 Open Spaces Capital Exps.</u>	<u>1,522</u>	<u>(1,800)</u>	<u>(3,322)</u>			
4190 Equipment Purchase	550	48,537	47,987		47,987	
4194 Litter bins	1,200	2,563	1,363		1,363	
Open Spaces Capital Exps. :- Indirect Expenditure						
<b>Net Expenditure</b>	<b>1,750</b>	<b>51,100</b>	<b>49,350</b>	<b>0</b>	<b>49,350</b>	<b>0</b>
<u>301 Town Hall</u>	<u>(1,750)</u>	<u>(51,100)</u>	<u>(49,350)</u>			
1000 Booking Fees	10,399	7,538	(2,861)			
1005 Office Rents	0	4,100	4,100			
1007 Bar Rent	640	800	160			
Town Hall :- Income	<u>11,039</u>	<u>12,438</u>	<u>1,399</u>			<u>0</u>
4110 Rates	10,937	15,000	4,063		4,063	
4111 Gas	387	2,050	1,663		1,663	
4112 Water	646	1,025	379		379	
4113 Electricity	2,422	3,000	578		578	
4145 Maintenance/Repairs	1,159	3,588	2,429		2,429	
4190 Equipment Purchase	1,012	2,255	1,244		1,244	
4220 Cleaning	1,310	666	(644)		(644)	
4225 Refuse Collections	1,778	1,885	107		107	
4230 Supplies	1,330	1,584	254		254	
4231 Advertising	0	103	103		103	
4255 Safety Checks	480	308	(172)		(172)	



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4257 Major Repairs						
4300 Premises Licence	0	1,025	1,025		1,025	
Town Hall :- Indirect Expenditure	180	485	305		305	
<b>Net Income over Expenditure</b>	<u>21,641</u>	<u>32,974</u>	<u>11,333</u>	<u>0</u>	<u>11,333</u>	<u>0</u>
<b>311 TIC</b>	<u>(10,602)</u>	<u>(20,536)</u>	<u>(9,934)</u>			
1050 Income						
TIC :- Income	1	0	(1)			
4122 Postages	1	0	(1)			
4123 Stationery	2	10	9			0
4127 Gifts	0	82	82		9	
4230 Supplies	0	21	21		82	
TIC :- Indirect Expenditure	67	100	33		21	
<b>Net Income over Expenditure</b>	<u>68</u>	<u>213</u>	<u>145</u>	<u>0</u>	<u>145</u>	<u>0</u>
<b>501 Contingency</b>	<u>(67)</u>	<u>(213)</u>	<u>(146)</u>			
4400 Expenditure						
Contingency :- Indirect Expenditure	10,800	26,605	15,805		15,805	
<b>Net Expenditure</b>	<u>10,800</u>	<u>26,605</u>	<u>15,805</u>	<u>0</u>	<u>15,805</u>	<u>0</u>
<b>Grand Totals:- Income</b>	<u>(10,800)</u>	<u>(26,605)</u>	<u>(15,805)</u>			
<b>Expenditure</b>	554,988	553,200	(1,788)			
<b>Net Income over Expenditure</b>	396,071	648,757	252,686	0	252,686	
<b>Movement to/(from) Gen Reserve</b>	<u>158,917</u>	<u>(95,557)</u>	<u>(254,474)</u>			
	<u>158,917</u>					

# Attleborough Town Council

**Grants for the benefit of Attleborough**  
Please read the Grant Awards Policy before completing this form



On completion please send this form to: The Town Clerk, Attleborough Town Council, Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

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For further information please contact the Town Clerk on 01953 456194

## Section 1: Organisation

Name of Organisation: Attleborough Day Centre
Primary contact name: _____
Position (within organisation): Day Centre Manager
Contact Address: Memorial Hall, Church Street, Attleborough, Norfolk Postcode: NR17 2AH
Telephone Numbers: Day 01953 454613 Evening: _____
E-mail address: office@attleboroughdaycentre.co.uk
Date of Submission of application: 17 <sup>th</sup> February 2020

## Section 2: Details of Organisation

Brief description of your organisation's aims: Provide Day Care to Older people living in and around Attleborough. Promote wellbeing and independence by reducing isolation in addition to providing respite for Carers. Services include; Day Care, Luncheon Club, Befriending Service, Bathing service, Shopping service & Dementia Café.
Year Formed: 1994 Run by committee (Y/N)? Yes
Is membership open to all (Y/N)? No
If No, what are the restrictions? Open to Older people living in and around Attleborough
How often do you meet and where are meetings held? Monday to Wednesday 9-4.30pm
How many members are there? Approximately 65 across the services we provide
Approximately how many (%) members live/work in Attleborough? Approximately 62%



### Section 3: Purpose of Organisation

Please give a summary of the activities of your organisation during the last year. If you are a new organisation please give an idea of activities you plan to undertake: 2019 was the 25<sup>th</sup> Anniversary for the Day Centre - we have been providing quality Day Care for Older people with a range of support needs including mental health problems, learning disabilities, physical disabilities, Parkinson's and dementia. We have also provided much needed respite for carers, assisted Older people to get to the shops to do their shopping, provided an assisted bathing service, luncheon club and befriending service to target older people who experience loneliness and isolation. At the end of 2018 we took over the running of the Dementia Café and have been offering this service to people living with dementia and their carers in the local area. The first year of this was funded with a grant. We work closely with other organisations including the Alzheimer's Society and the Admiral Nurse in addition to having information sessions and speakers.

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation: The Dementia Café offers a place to meet, participate in positive activities and develop support networks, seek advice and information and get support through a range of services. Dementia support is available at the café through the Day Centre, Alzheimer's Society dementia support workers and the Admiral Nurse. Some of the information sessions have included; assistive technology, funeral services and future planning, food delivery services & holiday services for people living with dementia.

### Section 4: Grant Request

Amount requested from the Town Council: £250

Please give details of what you wish to use the proposed grant award for: The grant would contribute to the ongoing costs of running and staffing the Dementia Café.

Have you received or applied for funding from any other source for this project/purpose? If so, give details: The previous grant through Norfolk Community Foundation has been spent and helped with funding in 2019 up to the January 2020 café. We now need more funds to enable us to continue the service.

### Section 5: Financial Details

Do you receive funding from other sources and if so where? The Day Centre is funded from the Day Care places booked either privately or through Social services. Add on services such as the befriending service or the Dementia café are funded from donations and grants and these services are in addition to the core Day Centre service.

If you have previously received a grant from Attleborough Town Council in the past three years please give details:  
N/A

### Section 6: Supporting Information

Please tick the following:
I have read and agreed your policy and terms of grant awards. Yes
I have enclosed the following supporting documentation:  A constitution or set of rules by which my organisation runs The latest set of current annual accounts Any other supporting information
If you are a new organisation please include evidence of a planned budget

### Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application and in any supporting information is true and correct. I understand that you may ask for additional information at any stage of the application process.	
Signature: _____	Name of Signatory _____
Position in organisation: Manager	
Date: <del>17/2/20</del> 17-2-20	
Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole.	



**ATTLEBOROUGH DAY CENTRE  
CONSTITUTION**

**REGISTERED CHARITY NO. 1054909**

1. NAME

The name of the organisation shall be Attleborough Day Centre (hereinafter referred to as 'the Centre').

2. OBJECT

The object of the Centre shall be to promote the relief of elderly people in any manner which now is or hereinafter may be deemed by law to be charitable within Attleborough and District (hereinafter called 'the area of benefit') and in particular to provide a day care centre in order to benefit people who are elderly or disabled and to provide their carers with respite.

3. MEMBERSHIP OF THE CENTRE

Membership of the Centre shall consist of:

- (i) individuals of 18 years and over who are interested in furthering the work of the Centre;
- (ii) one person appointed to be a member of the Centre by each voluntary organisation or statutory authority included in the Schedule attached.

4. REFUSAL OR TERMINATION OF MEMBERSHIP

Any meeting of the Centre shall be entitled:

- (a) without giving any reason therefore, to refuse any application for membership;
- (b) for good and sufficient reason, to terminate any membership, provided that the member concerned shall have the right to be heard by a General Meeting of the Centre before a final decision is made;
- (c) for good and sufficient reason, to require the replacement of any member by the appointing organisation concerned.

5. MEETINGS OF THE CENTRE

(a) Annual General Meeting

- (i) The Annual Meeting of the Centre shall be held each year at such time (not being more than 15 months after the holding of the preceding Annual Meeting) and place as the Centre shall determine.
- (ii) At the Annual Meeting business shall include the consideration of the audited accounts of the Centre, a written Annual report of the work done by the Centre and by any organisation under the control of the centre or its officers and the election of Honorary Officers.
- (iii) The Centre shall determine at the Annual Meeting the rate of any membership subscription for the following year.

(b) Special Meetings

A Special Meeting of the Centre shall be called by the chairperson or in his/her absence the vice-chairperson upon his/her decision or upon the written demand of six members. Such a meeting shall take place within 28 days of receipt by the chairperson or in his/her absence vice-chairperson of written notice of such demand or decision. The Special Meeting shall consider only items which are specified in the demand or decision.

(c) Other Meetings of the Centre may be held at any such times and places as the Centre may determine.

(d) A quorum at a meeting of the Centre shall be six of the members.

6. HONORARY OFFICERS

(i) The Honorary Officers of the Centre shall consist of a chairperson, a vice-chairperson, a treasurer, a secretary and such other Honorary Officers as the Centre may from time to time determine.

(ii) Any member may nominate a person for election as an Honorary Officer. Persons who are not members of the Centre are eligible to be nominees, and if elected shall become ex officio members of the Centre.

(iii) All Honorary Officers shall be eligible for re-election.

(iv) The Centre may appoint persons to fill casual vacancies which occur during the year, such appointments to terminate at the conclusion of the Annual Meeting next following.

7. MANAGEMENT COMMITTEE

The Centre shall be managed by the Management Committee consisting of the Honorary Officers and not less than three others elected at the Annual General Meeting of which one should be a user of the Centre. The Committee may co-opt persons with special knowledge or experience as appropriate to be full members of the Committee.

8. FINANCE

(a) The Centre's financial year shall run from April 6<sup>th</sup> to April 5<sup>th</sup>.

(b) The Centre shall have power to obtain, collect and receive funds by means of contributions, donations, subscriptions, investment, deeds of covenant, legacies, the sale of donated goods or of those goods produced by elderly people in direct furtherance of the object of the Centre, grants, loans or any kind of lawful method and to receive gifts of property of any description and to trade in direct furtherance of its objects, including the sale of goods produced by elderly people and to sell donated goods and otherwise carry on trade which is temporary or ancillary to the objects of the Centre, but otherwise the Centre shall not undertake any permanent activities in raising funds for the object of the Centre.

(c) The income and property of the Centre whencesoever derived shall be applied solely towards the promotion of the object of the Centre as set forth in Clause 2 and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus, or otherwise howsoever by way of profit to any members of the Centre provided that nothing herein shall prevent the payment in good faith



of reasonable and proper remuneration to any officer or servant of the Centre or the repayment of reasonable and proper out of pocket expenses to any member, officer or servant of the Centre.

- (d) The centre shall appoint either a custodian trustee or a trust corporation of not less than three persons to hold any property held by or in trust for the Centre.
- (e) Bank Accounts shall be opened in the name of the Centre on such terms as the Centre shall decide. Every cheque must be signed by two Honorary Officers of the Centre.
- (f) The Treasurer of the Centre or in his/her absence, the chairperson of the Centre, shall present in writing to each meeting of the Centre a written statement of accounts which gives members a full and fair description of the Centre's financial position.
- (g) The Centre shall appoint one or more qualified auditors to audit annually the accounts of the Centre and shall determine their remuneration.

9. ALTERATIONS TO THE CONSTITUTION AND DISSOLUTION OF THE ASSOCIATION

- (a) A resolution to alter this constitution or to dissolve the Centre may be passed at any general meeting provided that:
  - (i) the terms of the proposed resolution are received by the Secretary at least 21 days (or 28 days in the case of a resolution to dissolve the Centre) before the meeting at which the resolution is brought forward; and that
  - (ii) at least 14 days notice (or 21 days notice in the case of a resolution dissolving the Centre) of the proposed resolution shall be given in writing by the Secretary to all members of the Centre; and that
  - (iii) the quorum for the carriage of such a resolution shall be one-third of those entitled to vote; and that
  - (iv) such a resolution shall receive the assent of two-thirds of those present and voting.
- (b) A resolution dissolving the Centre may give instructions for the disposal of any assets held by or for the Centre provided that if any remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Centre but shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Centre as the Management Committee may after consultation, and with the approval of, the Charity Commissioners or other authority having jurisdiction under the Charities Act 1960 or other relevant legislation, determine.
- (c) No alteration of Clause 2 above or this Clause shall be made without the prior approval of the Charity Commissioners or the High Court.

Revised  
September 2006

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Clerk to Attleborough Town Council  
Town Hall  
Attleborough  
Norfolk  
NR17 2AF

ATTLEBOROUGH TOWN

20 FEB 2020

16 February 2020

I am writing on behalf of the Norfolk Accident Rescue Service, a charity which, as you may know, provides emergency medical care to people who have suffered traumatic or life-threatening injuries or serious medical conditions, such as cardiac arrest. NARS provides this service throughout Norfolk, and all of our Critical Care Paramedics and Doctors provide their services voluntarily in their spare time.

We are delighted to announce that we have just launched our brand new response vehicle to replace our ageing Audi estate car (Medic 22) - which is now nearly 10 years old and has over 90,000 miles on the clock. This represents a great step forward for NARS. It will increase our capability and ensure that we will have a reliable, fast and capable Critical Care Unit available for the next 7 years at least. The Audi will be relegated to secondary duties, but will remain fully equipped and in service. The capital purchase of the new vehicle has been made possible by way of a generous legacy, but it is vital that we keep 'running funds' coming in. We will continue to base our vehicles in Dereham, located at the geographical centre of Norfolk and very well placed to access the A47, A11 and other main routes. In addition to this our individual responders have standardised, up to date, equipment and their own cars are equipped with blue lights and sirens to enable them to respond directly from home.

During the last year, we have successfully fund-raised for, and have purchased, an additional six Lucas automatic CPR machines, together with two advanced monitor/defibrillators. This life-saving equipment helps to make a great difference at the scene of cardiac arrests - our biggest single category of call.

Last year NARS medics responded to over 440 calls, over 400 of these calls were for patients who required critical care also our First Responders attended 450 jobs. These calls were to places all over Norfolk - on major roads, places of work and in tiny villages. These figures alone demonstrate the value of maintaining the NARS service. Indeed, there are many people alive in Norfolk today, who quite literally, owe their lives to NARS personnel.

For some time, NARS has recognised that it can only continue to deliver effective Critical Care services in Norfolk, if we have an adequate number of highly trained responders. We are running an ambitious training programme, which will eventually result in an additional 15 Critical Care paramedics to help the people of Norfolk. It is vital that we raise additional funds to support this programme.





## NORFOLK ACCIDENT RESCUE SERVICE

### LOCAL HEROES.

Norfolk has only one dedicated mobile Critical Care Unit staffed by voluntary Doctors & Paramedics.

**LIFE COSTS.**

**OUR FITTED OPTIONS ARE NOT JUST LITTLE LUXURIES.**



Like us. Tweet us. Join us.  
Or visit us at [NARS.org.uk](http://NARS.org.uk)  
Before you need us.

NARS is Norfolk's emergency medical charity.

Our members give their time voluntarily to help critically ill and injured people.

We are dispatched by the Ambulance Service to the most serious and life-threatening incidents.

NARS members are called out to around 300 serious incidents every year.

We receive no NHS or government funding.

We rely entirely upon charitable donations to maintain our life-saving service.

**WE NEED YOUR SUPPORT.**

**BEFORE YOU NEED US.**



**PERSONAL PROTECTION EQUIPMENT**  
£ 1,100

**EMERGENCY RESPONSE BAGS**  
£ 2,200

**AUTO CARDIO PUMP**  
£ 9,600

**VENTILATOR**  
£ 5,000

**MONITORING UNIT**  
£ 13,000