

# Item 7.1

1 November 2023 (2023-2024)

## Thorpe St Andrew Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
610	Grounds Machinery Maintena	05/10/2023		Bank 1 Current Accou	BACS	Machinery Repairs	Ben Burgess	S	325.35	65.07	390.42
610	Grounds Machinery Maintena	05/10/2023		Bank 1 Current Accou	BACS	Machinery Repairs	Ben Burgess	S	151.21	30.24	181.45
611	Maintenance contract	05/10/2023		Bank 1 Current Accou	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
612	Dussindale water charges	05/10/2023		Bank 1 Current Accou	BACS	Water Charges - Dussindale Al	Wave	X	140.40		140.40
613	Photocopying	05/10/2023		Bank 1 Current Accou	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
614	Legal charges	05/10/2023		Bank 1 Current Accou	BACS	Legal fees - River Green	Norfolk County Council	S	1,369.81	258.10	1,627.91
615	Electricity	05/10/2023		Bank 1 Current Accou	BACS	Electricity - River Green	E.on	L	280.33	14.02	294.35
616	Field Maintenance Contract	05/10/2023		Bank 1 Current Accou	BACS	Grounds Maintenance	Norse	S	1,366.38	273.28	1,639.66
617	Town Hall	05/10/2023		Bank 1 Current Accou	BACS	Plumbing repairs	DHS Plumbing & Heating	X	430.87		430.87
618	Rent and deposit	05/10/2023		Bank 1 Current Accou	BACS	Allotment deposit refund	G & S Kett	X	25.00		25.00
619	Xmas Event	05/10/2023		Bank 1 Current Accou	BACS	Stall refund		S	20.83	4.17	25.00
620		11/10/2023		Bank 1 Current Accou	BACS	Salary		X	1,873.11		1,873.11
621		11/10/2023		Bank 1 Current Accou	BACS	Salary		X	1,537.98		1,537.98
622		11/10/2023		Bank 1 Current Accou	BACS	Salary		X	1,560.78		1,560.78
623		11/10/2023		Bank 1 Current Accou	BACS	Salary		X	2,106.30		2,106.30
624		11/10/2023		Bank 1 Current Accou	BACS	Salary		X	1,400.87		1,400.87
625		11/10/2023		Bank 1 Current Accou	BACS	Salary		X	1,300.15		1,300.15
626		11/10/2023		Bank 1 Current Accou	BACS	Salary		X	981.85		981.85
627		11/10/2023		Bank 1 Current Accou	BACS	Salary		X	524.61		524.61
628		11/10/2023		Bank 1 Current Accou	BACS	Salary		X	2,606.07		2,606.07
629		11/10/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	415.15		415.15
630		11/10/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	242.13		242.13
631		11/10/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	250.01		250.01
632		11/10/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	157.33		157.33
633		11/10/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	227.21		227.21
634		11/10/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	157.33		157.33
635		11/10/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	528.84		528.84
636		11/10/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	284.32		284.32
637		11/10/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	166.30		166.30
638		11/10/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	111.66		111.66
639		11/10/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	123.61		123.61
640		11/10/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	103.97		103.97

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
641		11/10/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	38.78		38.78
642		11/10/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	131.00		131.00
643		11/10/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	1,088.77		1,088.77
644		11/10/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	442.48		442.48
645	Student Loan	11/10/2023		Bank 1 Current Accou	BACS	Student Loan	HMRC	X	61.00		61.00
646		11/10/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	163.32		163.32
647		11/10/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	590.46		590.46
648		11/10/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
649		11/10/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	446.05		446.05
650		11/10/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
651		11/10/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	446.05		446.05
652		11/10/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	183.19		183.19
653		11/10/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	662.31		662.31
654		11/10/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	87.66		87.66
655		11/10/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	355.18		355.18
656		11/10/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	57.15		57.15
657		11/10/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	244.17		244.17
658		11/10/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	38.16		38.16
659		11/10/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	163.04		163.04
660		11/10/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	269.58		269.58
661		11/10/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	931.64		931.64
662	Grounds Machinery Maintena	11/10/2023		Bank 1 Current Accou	BACS	Machinery Maintenance	Ben Burgess	S	11.58	2.32	13.90
663	Electricity (Toilets)	11/10/2023		Bank 1 Current Accou	BACS	Electricity - River Green Toile	TotalEnergies Gas & Power L	L	55.01	2.75	57.76
664	Water rates	11/10/2023		Bank 1 Current Accou	BACS	Water charges - Town Hall	Wave	Z	74.58		74.58
665	Cleaning	11/10/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
665	Cleaning and cleaning materi	11/10/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	400.40	80.08	480.48
665	Cleaning (Toilets)	11/10/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
666	Cleaning	11/10/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	109.99	22.00	131.99
666	Cleaning	11/10/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	110.00	22.00	132.00
666	River Green maintenance	11/10/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	109.99	22.00	131.99
666	Cleaning and cleaning materi	11/10/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	110.00	22.00	132.00
667	Dussindale maintenance	11/10/2023		Bank 1 Current Accou	BACS	Allotment Keys	A C Leigh	S	31.25	6.25	37.50
667	Hillside maintenance	11/10/2023		Bank 1 Current Accou	BACS	Allotment Keys	A C Leigh	S	31.25	6.25	37.50
668	Energy charge	11/10/2023		Bank 1 Current Accou	BACS	Electricity - Streetlights	TotalEnergies Gas & Power L	S	3,420.06	684.01	4,104.07
669	Newsletter	11/10/2023		Bank 1 Current Accou	BACS	Newsletter delivery	Richard Clarke	X	525.00		525.00

## Thorpe St Andrew Town Council

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
670	Training and H & S	11/10/2023		Bank 1 Current Accou	BACS	First aid training	Go and Get Trained	S	420.00	84.00	504.00
671	Xmas Event	11/10/2023		Bank 1 Current Accou	BACS	Goods Xmas Event	Mrs R McCarthy	S	15.74	3.14	18.88
672	Newsletter	11/10/2023		Bank 1 Current Accou	BACS	Newsletter	Colourprint	X	898.00		898.00
673	Fireworks	11/10/2023		Bank 1 Current Accou	BACS	Fireworks	Skylit Pyrotechnics	X	5,000.00		5,000.00
674	Fuel	13/10/2023		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	272.85	54.57	327.42
674	Fuel & machinery mainten	13/10/2023		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	165.07	33.01	198.08
675	Vehicle lease	16/10/2023		Bank 1 Current Accou	DD	Lease payment	Bussey & Sabberton	S	339.46	67.89	407.35
676	Subscriptions	16/10/2023		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	X	19.97		19.97
676	Subscriptions	16/10/2023		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	X	496.94		496.94
676	Subscriptions	16/10/2023		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	X	26.49		26.49
677	Photocopying	16/10/2023		Bank 1 Current Accou	Credit Card	Paper	Amazon	S	22.95	4.59	27.54
678	Telephone	16/10/2023		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	22.60		22.60
678	Telephone	16/10/2023		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	96.25		96.25
678	Telephone	16/10/2023		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
679	Fireworks	16/10/2023		Bank 1 Current Accou	Credit Card	Road Closures	Norfolk County Council	Z	40.55		40.55
680	Stationery	16/10/2023		Bank 1 Current Accou	Credit Card	Stationery	B&M	X	9.99		9.99
681	Stationery	16/10/2023		Bank 1 Current Accou	Credit Card	Stationery	QD	S	4.97	0.99	5.96
682	Training and H & S	16/10/2023		Bank 1 Current Accou	Credit Card	Train Fare	Trainline	E	12.83		12.83
683	Cafe	16/10/2023		Bank 1 Current Accou	Credit Card	Dishwasher	Currys	S	276.28	55.26	331.54
684	Xmas Event	16/10/2023		Bank 1 Current Accou	Credit Card	Goods Xmas Event	The Works	Z	96.00		96.00
685	Miscellaneous	16/10/2023		Bank 1 Current Accou	Credit Card	Mistaken Purchase	Amazon	X	9.98		9.98
685	Miscellaneous	16/10/2023		Bank 1 Current Accou	Credit Card	Mistaken Purchase	Amazon	X	15.99		15.99
686	Telephone	16/10/2023		Bank 1 Current Accou	Credit Card	WiFi	Voxi	X	20.00		20.00
686	Telephone	16/10/2023		Bank 1 Current Accou	Credit Card	WiFi	Voxi	X	20.00		20.00
687	Miscellaneous	18/10/2023		Bank 1 Current Accou	BACS	Mistaken Purchase Refund	Mrs S Headland	X	-25.97		-25.97
688	Vehicle Maintenance	19/10/2023		Bank 1 Current Accou	BACS	Vehicle maintenance	Ben Burgess	S	360.46	72.09	432.55
689	Grounds Machinery Maintena	19/10/2023		Bank 1 Current Accou	BACS	Machinery Maintenance	Ben Burgess	S	131.40	26.28	157.68
690	Repairs	19/10/2023		Bank 1 Current Accou	BACS	Streetlight Repairs	Cozens UK Ltd	S	395.00	79.00	474.00
691	Rent and deposit	19/10/2023		Bank 1 Current Accou	BACS	Allotment deposit refund		E	25.00		25.00
692	Rent and deposit	19/10/2023		Bank 1 Current Accou	BACS	Allotment deposit refund		E	25.00		25.00
693	Vehicle Maintenance	19/10/2023		Bank 1 Current Accou	BACS	Vehicle maintenance	Electric Wheels	S	470.35	94.07	564.42
694	Morse Pavilion	19/10/2023		Bank 1 Current Accou	BACS	Fencing	G & G Fencing	S	219.70	43.94	263.64
695	Rent and deposit	19/10/2023		Bank 1 Current Accou	BACS	Allotment Refund		E	26.00		26.00
696	Training and H & S	19/10/2023		Bank 1 Current Accou	BACS	Training Course	Tess Group	S	1,705.00	341.00	2,046.00
697	Park maintenance	19/10/2023		Bank 1 Current Accou	BACS	Weed Membrane	Travis Perkins	S	350.00	70.00	420.00

**Thorpe St Andrew Town Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
698 Telephone	19/10/2023		Bank 1 Current Accou:	DD	Barrier line rental	Wireless Logic Ltd	S	4.32	0.86	5.18
699 Gas	23/10/2023		Bank 1 Current Accou:	DD	Gas - Morse Pavilion	SSE	S	10.00	2.00	12.00
700 Electricity	23/10/2023		Bank 1 Current Accou:	DD	Electricity - Morse Pavilion	SSE	S	358.35	71.67	430.02
701 Equipment Hire	26/10/2023		Bank 1 Current Accou:	BACS	Scag Mower Hire	Ben Burgess	S	440.00	88.00	528.00
702 Cleaning bus shelters	26/10/2023		Bank 1 Current Accou:	BACS	Cleaning bus shelters	Mr R Marmoy	X	150.00		150.00
703 Xmas Event	26/10/2023		Bank 1 Current Accou:	BACS	Goods Xmas Event	Mrs D Wheatley	X	24.99		24.99
704 Xmas Event	26/10/2023		Bank 1 Current Accou:	BACS	Helium	Cryogenic Industrial Gases LI	S	180.00	36.00	216.00
705 River Green	26/10/2023		Bank 1 Current Accou:	BACS	Quay heading repairs	G & H Services	S	2,957.00	591.40	3,548.40
706 Play equipment maintenance	26/10/2023		Bank 1 Current Accou:	BACS	Play Tower Repairs	Komplan	S	756.97	151.39	908.36
707 Play equipment maintenance	26/10/2023		Bank 1 Current Accou:	BACS	Play Equipment Repairs	Proludic	S	638.44	127.69	766.13
708 Rates	26/10/2023		Bank 1 Current Accou:	BACS	PRS Music Licence	PPL PRS	S	453.79	90.76	544.55
709 Fireworks	26/10/2023		Bank 1 Current Accou:	BACS	PRS Music Licence	PPL PRS	S	1,215.00	243.00	1,458.00
709 Xmas Event	26/10/2023		Bank 1 Current Accou:	BACS	PRS Music Licence	PPL PRS	S	466.84	93.37	560.21
709 Additional Events	26/10/2023		Bank 1 Current Accou:	BACS	PRS Music Licence	PPL PRS	S	393.00	78.60	471.60
710 Telephone	26/10/2023		Bank 1 Current Accou:	DD	Mobile Telephones	Three	S	11.79	2.35	14.14
710 Telephone	26/10/2023		Bank 1 Current Accou:	DD	Mobile Telephones	Three	S	23.33	4.67	28.00
711 Bank charges	27/10/2023		Bank 1 Current Accou:	BACS	Bank charges	Lloyds Bank	X	7.00		7.00
712 Wheeled/litter/dog bins	30/10/2023		Bank 1 Deposit Accou:	DD	Commercial Waste	Veolia	S	220.50	44.10	264.60
712 Wheeled/litter/dog bins	30/10/2023		Bank 1 Deposit Accou:	DD	Commercial Waste	Veolia	S	161.60	32.32	193.92
713 Electricity	31/10/2023		Bank 1 Current Accou:	DD	Electricity - Morse Pavilion	SSE	L	250.11	12.50	262.61
<b>Total</b>								<b>54,890.60</b>	<b>4,571.85</b>	<b>59,462.45</b>

**Thorpe St Andrew Town Council**

Prepared by: Rachel McCarthy RFO  
*Name and Role (Clerk/RFO etc)*

Date: 01/11/23

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

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

<b>Bank Reconciliation at 31/10/2023</b>			
	Cash in Hand 01/04/2023		373,157.63
	<b>ADD</b> Receipts 01/04/2023 - 31/10/2023		674,179.06
			1,047,336.69
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/10/2023		390,374.47
<b>A</b>	<b>Cash in Hand 31/10/2023</b> (per Cash Book)		<b>656,962.22</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	100.00	
	Bank 2 Capital Account 31/10/2023	55,698.95	
	Bank 1 Deposit Account 31/10/2023	585,187.06	
	Bank 1 Current Account 31/10/2023	15,976.21	
			<b>656,962.22</b>
	Less unrepresented payments		
			656,962.22
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>656,962.22</b>
<b>A = B Checks out OK</b>			



**Item 7.v - Town Council Meeting: 6 November 2023**

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**Report: Outsourced Verge Cutting**

**Background**

At the Planning and Environment meeting on July 10<sup>th</sup> 2023 it was resolved to obtain prices to outsource the verge cutting within the town. This was due to feedback from residents regarding the standard of workmanship, the frequency of cutting being prohibitive to the natural environment, and the increased expectation that the process should be 'herbicide free' which is price-prohibitive for a small council.

**Results**

The Norfolk County Council delegated urban grass cutting payment to the Town Council was £21,370.23 for the current financial year. The contractual agreement is for 5 cuts to be undertaken per annum, however the Parks & Estates Team typically undertake 12 cuts to keep the area maintained to the standard which has become the expectation of residents.

To date one quote has been received from Norse Eastern Ltd at £36,227.77 for 12 cuts. This equates to £3,018.99 per cut, meaning the NCC payment would buy 7 cuts per annum. These prices do not include any spraying, so Council would need to either cease spraying, or reduce the number of cuts to fund spraying in-house or via Norse, who should have better accessibility to lower herbicide products.

Undertaking the verge cutting in-house is projected to have a direct cost of approx. £7,500 this financial year. Labour is estimated at 52hrs per cut. Multiplied by the planned 12 cuts, an indirect cost of £10,500. A total cost of £18,000 and an opportunity cost of 624 working hours.

**Decision**

Council is asked to decide whether to:

- Proceed with the quote from Norse Eastern Ltd, to outsource the verge cutting at a cost of £37,227.77 for 12 cuts.
- Outsource to Norse Eastern Ltd the number of verge cuts afforded within the NCC delegated payment.
- Continue to complete the verge cutting in-house, and decide whether to continue with 12 cuts per year, or reduce the number of cuts in line with the contractual obligation.
- Await further comparable quotes.

Furthermore, Council is asked to consider:

- How to proceed with the management of weeds and other vegetation, currently sprayed with herbicide.

**Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

**Financial Implications**

There are significant financial implications arising from this report.