



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice is hereby given that you are summoned by the Clerk to attend the Town Council meeting of Redenhall with Harleston Town Council to be held in the Squash Court at the Leisure Centre, Harleston at 7pm on Wednesday 12th April 2023

Members: Cllr. T. Graham (Chair)
Cllr. C. Digby
Cllr. P. MBA

Cllr. M. Scade (Vice Chair)
Cllr. J. Eddy
Cllr. R. Wilkins

Signed: *Clare Crane* - Town Clerk

Date: 4th April 2023

Members of the press and public are welcome to attend – there will be an opportunity for public participation agenda item 6

SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive declarations of pecuniary or any other interests
4. To approve the minutes of the last Town Council meeting on Wednesday 22nd February 2023
5. Matters arising from previous meeting – 22nd February 2023
6. The meeting will be adjourned for public participation for no longer than 10 minutes and for discussion on agenda items only
7. To receive reports from
 - a) Police, District and County Councillor's
 - b) Chairman
 - c) Councillors (for information only)
 - d) Clerk (for information only)
8. Finance
 - a) To receive and note the contents of month 11 Income and Expenditure report
 - b) To receive a briefing paper and agree the appointment of an internal auditor to complete the annual internal audit 2022/2023
 - c) To agree the Clerks recommendation to pay the Norfolk ALC and NALC membership subscription (2023/24) was £776.36, this year's subscription is 20% rise = £931.63

9. To note the successful bid for Parish Partnership funding for an additional SAM2 machine and additional monitoring positions.
 - a) To agree to accept the conditions as set out by Norfolk County Council (Highways) for delivering the scheme.
 - b) To agree to the Memorandum of Understanding between Norfolk County Council (Highways) and the Parish of Redenhall with Harleston concerning the use of temporary Speed Awareness Messaging
10. Clerk to provide an update on the status of the football licence and members to agree the next steps.
 - a) To note that Harleston Town Football Club agrees to work with Jackaman's Solicitors and will pay for any costs relating to this appointment.
 - b) To consider Harleston Town Councils appointing Jackaman's Solicitors to undertake the writing of the lease agreement and associated documents on behalf of Harleston Town Council working with Harleston Town Football Club.
 - c) To agree in principle that the lease will run for 15 years in order for two sets of FA funding be obtained by Harleston Town Football Club over the next three years subject to the agreement of Jackman's Solicitors.
11. To receive all matters relating to the Kings Coronation
 - a) To agree that Cllr MBA, Luci Waters and Lynda Ling as members of the working party for the Kings Coronation on the 7th May 2023.
 - b) To agree the Terms of Reference for the Kings Coronation event on the 7th May 2023
 - c) To note the Briefing Paper on the Kings Coronation
 - d) To agree the budget to a maximum of £500 to be allocated from EMR350 (ringfenced from the Jubilee celebrations) for the Kings Coronation.
12. To receive passenger consultation from Norfolk County Council travel and transport services and consider a response relating to the bus service 581
13. To receive a request from South Norfolk CPS and for the Town Council to agree in principle to being involved in the antisocial behaviour project.
14. To receive a report from the Nature Recovery Steering group
15. To receive a briefing document from the Harold Dean Trust and consider the proposal for the Town Councils support.
16. **To receive Committee Reports and report on any significant issues arising:**
 - a) Amenities Meeting – Last meeting held 1st March 2023
 - b) Finance Meeting – Last meeting held 15th March 2023
 - c) Planning Meeting – Last meeting held 20th March 2023
17. **Terms of Reference**
 - a) To agree to dissolve the working party for the Neighbourhood Plan 2020-10

b) To agree to dissolve the working party for the Celebration Event 2023-01

18. To receive Reports from representatives relating to the

- a) Nature Recovery
- b) Tourism website
- c) Town Centre Improvement Project
- d) Kindness Help Hub

19. To receive significant correspondence and agree on actions required.

- a) Correspondence regarding the Football Club Lease
- b) Councillor Surgery 11th March 2023
- c) Clerk Surgery 14th March 2023
- d) Correspondence regarding the Bupa Dental Practice

20. Date of the next meeting – Wednesday 17th May 2023



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Mr T Graham

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 22nd February 2023 at 7pm.

Present: Councillors – Trevor Graham (Chair), Matt Scade (Vice Chair) Clive Digby, Paul MBA, Russ Wilkins

Also, present: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk)

Members of the Public Six members of the public were present at the meeting

1) Welcome

Cllr Graham welcomed everyone to the meeting.

2) To receive apologies for absence from members unable to attend

Cllr Eddy due to work commitments

Unanimously agreed.

3) To receive declarations of pecuniary or any other interests

No declarations received.

4) To approve the minutes of the last Town Council meeting on Wednesday 25th January 2023 and Monday 30th January 2023

Both sets of minutes were approved and the Chairman signed the minutes.

5) Matters arising from previous meeting – 25th January and 30th January 2023

- Communication Policy is on this agenda.

Matter Closed

- Football Club Tenancy is on this agenda.

Matter Closed

- It was confirmed that the quarterly reforecast had been included on the February Finance agenda.

Matter Closed

- It was confirmed that the Terms of Reference for the Harleston Celebration Event had been added to the website.

Matter Closed

- The Deputy Clerk confirmed that the additional CCTV cameras had been installed and activated at the end of January 2023

Matter Closed

- It was confirmed that an emergency meeting was held to discuss the new electricity contract to ensure best price was achieved.

Matter Closed

- New street furniture has been purchased and placed in town.

Matter Closed

- The Clerk had contacted the person concerned about the use of public funds to inform them that this item was on the agenda for this meeting.

Matter Closed

- Metfield Parish Council concerns had been forwarded onto SNC.

Matter Closed

- Cllr Graham confirmed that he has been in contact with the resident who raised concerns about seating in the town and the amount of disabled parking spaces following the Town Project, but it had not been formally responded too.

Outstanding

- A new electricity contract had now been put in place providing a saving £3000.

Matter Closed

6) The meeting will be adjourned for public participation for no longer than 10 minutes and for discussion on agenda items only.

Meeting adjourned at 19.10

A member of the public expressed disappointment regarding the councillors' decision which was contrary to the advice given by the RFO at the last meeting about items 9a and b.

Member of the public then left the meeting at 19.15.

A member of the public raised concerns about items 9a and b regarding the football club's tenancy. He read from a letter that had been sent to the Clerk but had not been received in time to be included as correspondence. The Clerk confirmed that a reply addressing the concerns would be sent as soon as possible.

The Vice Chair of the Royal British Legion gave a brief speech confirming the request that appears as significant correspondence.

One member of the public asked if there were any plans for the Coronation.

Meeting reconvened at 19.24.

7) To receive reports from

a) Police, District and County Councillor's

No reports received.

b) Chairman

See appendix A

c) Councillors (for information only)

- Cllr Scade requested that the bylaw concerning dogs being on leads while on the Recreation Ground be highlighted in the next Grapevine editorial.

Action – Town Clerk

- Cllr Scade also gave thanks to the group of volunteers who have arranged the free school uniform events in Harleston and everyone who has donated to the cause.
- Cllr Digby requested for planters to be put where the toilets have been removed on the Co-Op Car Park

d) The Clerk (for information only)

The Clerk gave a brief update on the election campaign and the drop-in sessions at Harleston Information Plus on the 11th and 14th March.

8) Finance

a) To receive an update on monthly income and expenditure (Month 10)

Noted and no further questions.

b) To receive an update on the month 9 forecast

Brief explanation of the forecast which will be made available on the website.

Action – Town Clerk

c) To approve items of expenditure invoiced since the last meeting.

No items to approve.

9) Recommendations for Town Council approval

a) To receive and approve the new Football Tenancy Agreement

Unanimously agreed to amend the motion to replace 'Tenancy' with 'Lease'.

Suspend standing orders 19.39.

Discussion took place considering the comments received during the public participation.

Reconvened 19.45.

Cllr Graham summarised and suggested a vote be taken on the approval of the Football Lease Agreement.

Unanimously agreed.

b) To agree to have solicitors review and witness the signing of the Football Tenancy agreement as soon as is practicable.

Cllr Graham proposed an amendment to this motion to recognise the importance for independent professional advice on a legally binding document.

Amendment - For solicitors to review and approve the content of the document and witness the signing of the licence.

Cllr Graham requested a recorded vote

- Cllr Graham and Cllr Digby voted favour of the amendment to the motion
- Cllr Wilkins, Cllr Scade and Cllr MBA voted against for the amended motion

The amendment was rejected by majority.

A vote was then held on the original motion.

- Cllr Wilkins, Cllr Scade and Cllr MBA in favour of the original motion
- Cllr Graham and Cllr Digby against the motion

Motion carried by majority.

Action – Town Clerk

c) For the Clerk to produce a letter of engagement setting out the terms of the appointment to an internal auditor for the Financial Year Ending 2022/23.

Unanimously Agreed

Action – Town Clerk

d) The formation of a Working Party to plant and maintain the planters in the town.

Unanimously agreed.

Action – Amenities Committee

e) The following documents recommended at the Executive Meeting on the 20th February 2023

- Annual Review of the Effectiveness of Internal Control
- Risk Register
- Standing Orders
- Financial Regulations
- Reserves Policy

Cllr Graham proposed to change in order for approval to the following.

1. Risk Register
2. Standing Orders
3. Financial Regulations
4. Reserves Policy
5. Annual Review of the Effectiveness of Internal Controls

Unanimously Agreed the change of order.

All documents were unanimously approved.

Action – Town Clerk

Member of public left at 20.01

f) The following new or revised policies recommended at the Executive Meeting on the 20th February 2023

- **Communications Policy**

A vote was taken with a four to one majority.
Approved by majority vote.

- **CCTV Policy**

Unanimously Approved

- **Internet Banking Policy**

Not yet available

- **Grant Aid Policy**

Unanimously Approved

Action – Town Clerk

10) To receive Committee Reports and report on any significant issues arising:

a) Finance Meeting – Last meetings held 15th February 2023

Month 9 forecast to be added to the website.

Action – Town Clerk

11) To receive Reports from representatives relating to the

a) Celebration of Harleston

Cllr MBA provided a summary about what would be happening on the day including the involvement of the local schools and organisations and the different entertainment. Leaflets have been delivered to every house in town and a social media awareness campaign is underway.

b) Nature Recovery

See Appendix B for the full report and the range of support the Town Council has received in response to the Nature Recovery Initiative.

c) Tourism website

The launch is planned for the 11th March 2023 at St John's Church with many fantastic activities taking place on the day. The website will be kept updated with information.

Covered in Chairman's report and is on course for the launch on the 11th March.

d) Town Centre Improvement Project

Covered in Chairman report, Appendix A.

Noted that the maintenance team had put up temporary barrier at the emergency exit of the Bullock Fair Car Park.

The Clerk was asked to investigate the possibility of a sign being installed advising 'No left Turn into the Car Park'.

Action: Town Clerk

e) Kindness Help Hub

Still 35 active members helping people in the community.

f) Exchange 2

No update

g) Christmas Lights

No update

h) Warm Rooms

Cllr Scade provided feedback on warm rooms at St Johns Church. He reported that the warm rooms initiative will come to a close over the coming weeks as the weather improves.

12) To receive significant correspondence and agree on actions required.

a) Request from the RBL for the permanent display of the WW1 tablecloth in the Memorial Leisure Centre Social Room.

The Clerk highlighted that it is not normal practice to vote on requests received in correspondence and in normal circumstances this request would go to LCMC for consideration before going to Town Council for approval.

On this occasion as it is an unusual and historic request the council agreed to consider offering the Social Room for the display of the WW1 Tablecloth.

Meeting adjourned at 20.22.

Discussion about the location and the logistics of the placement.

Meeting reconvened at 20.24.

Unanimously Agreed to the proposal.

Action – Operations Manager

13) Date of the next meeting – Wednesday 22nd March 2023

Noted

Meeting Closed at 20.35

Signed

Date

DRAFT

Appendix A

HARLESTON AND REDENHALL TOWN COUNCIL FEBRUARY 2023 CHAIRMAN'S REPORT

1. Introduction

This may be the last meeting of this Town Council before we enter a period previously known as Purdah, and now known as the 'Pre Election' period. During this time, there are restrictions on what we can and cannot do as a Council and as Councillors. We will however continue the day-to-day operations of the Council and continue to uphold and promote the interests of our residents and businesses.

Councillors and Staff

There is currently an advertising campaign to attract more people to put their name forward to become a Councillor in the forthcoming local elections. This is running on social media and our website with printed leaflets posted throughout the town. The campaign has drawn interest from residents, and hopefully 2023 will be the year to end the long wait for elections in the parish. Many residents will not even remember the last local parish elections. A contested election was one of my main hopes when I joined the Council five years ago and I am very pleased that the residents will once again, have the opportunity to express their views at the ballot box.

Town Centre

There remains understandable confusion over access to the car park from Bullock Fair Close with repeated violations of the traffic order. It is disappointing that work to install barriers and improve the signage has not yet started. Similarly, the Traffic Regulation Order to allow greater use of the Market Place for events and create an additional disabled parking bay from one of the bays on Broad Street has not been initiated. This is extremely frustrating, and we continue to request action from the Project Manager to complete the works.

The metal toilet block has finally been removed from the Bullock Fair Car Park. Irrespective of views about the initial installation and subsequent closure. These were never popular, and we should all be glad that they have finally been removed.

We have reimbursed local businesses for the cost of their Pavement Licenses as a small gesture of goodwill for the inconvenience they suffered last year. Hopefully the redesigned town centre will attract more people and encourage them to spend longer in town.

Planters and Plantings

We are receiving many compliments on the new design, with offers of support from residents and local businesses for planting and maintaining the flower displays. This is a wonderful example of the community working together for the benefit of all. I look forward to placement of the remaining

street furniture in the coming days. There is an emerging and growing group of volunteers who are eager to make sure our displays remain attractive.

We are listening to feedback from business owners and residents, and we will be discussing the locations of street furniture and any potential additions in the coming weeks.

Town Celebrations

We are working with South Norfolk and Norfolk County Councils to hold an event on 11 March to celebrate the cooperation between the three Councils in the successful delivery of significant investment in our town. This was long overdue as Harleston appeared to be in the shadows as we witnessed projects come to life in other towns. We have now proven that we can cope and thrive with investment in our town. Success breeds success, let us hope for more money coming to Harleston.

At the celebratory event, we will also be launching a new Tourism based website driven by South Norfolk Council, and our own Nature Recovery Area initiative. Three Councils, Three Initiatives, One Event. A true example of 'Team Harleston'.

2. Nature Recovery Area

Earlier in the month I was honoured to be invited to present the Sancroft Academy Primary Phase with Certificates from the Earth Society Foundation in New York. The award recognised the work of the pupils to help the town launch Harleston's 'Nature Recovery ... WeCan' programme. It was wonderful to see the enthusiastic, happy smiling faces of the children. The future generation, the future of our town, and the planet.

A logo has been adopted which you will soon be seeing on related material, and a dedicated website. Pupils of the Primary Phase have created cut out butterflies with messages of how they can help nature recover, these will fly high in St Johns Church on 11 March as a colourful statement of support. There is to be a pre-station in the evening on nature recovery with invited guests from across the region.

You may notice that the bus shelter on Broad Street has been repainted and includes a collection of butterflies. This was carried out, at the request of the Town Council, by local shop owners in recognition of the WeCan campaign. It is wonderful to see the growing support for the campaign.

3. Tourism Economy

We continue to work with South Norfolk Council on the launch of a new website to promote Harleston as a tourist destination. This forms part of a plan to create a wider tourist proposition involving five other towns across the South Norfolk and Broadlands districts. We are offering free listings for shops which have registered on the Town Council Shops Forum and are currently agreeing the entries with those businesses. Hopefully we will soon have a platform to advertise places to eat, stay, shop and visit, along with a central consolidated calendar of events. This is one step in raising the visibility of Harleston to a wider audience.

4. Some Good News

Those familiar with my reports will realise that I like to end with good news. On review of this message, it seems to be mostly good news this month. Therefore, I will end with a simple message that there are many great things going on in Harleston at the moment. Great progress has been made in many areas over the couple of years. Now is a wonderful time, for more people to become better involved, in helping further shape our future for generations to come.

Trevor Graham,
Chairman,
Redenhall with Harleston Town Council

DRAFT

Nature Recovery

Progress Report

to

Redenhall with Harleston Town Council

From

Nature Recovery Steering Group

February 2023

Introduction

1. In Autumn 2022, Redenhall with Harleston Town Council established the Nature Recovery Steering Group to create a 'Delivery Framework' for taking forward the Initiative and to elicit support. The Terms of Reference for the Group envisaged that its work would be completed within the lifetime of the present Council.
2. This Report records in outline the progress to date and next steps
3. While considerable progress has been made, of necessity the major part of the work could only start in early January to avoid loss of direction over the Christmas and New Year period.
4. Certain elements concerning the way in which the initiative can/will be managed can only be completed at and after the launch on 11 March when it is hoped new volunteers will be attracted.
5. However, due to the advent of the pre-election period with the organisational complications this brings, recommendations are provided below as to how momentum can be maintained from 16 March until the elections in May. Even after that there may be organisational delay in local councils as the new members get to grips with their roles and organise themselves. This initiative cannot cope with these delays and thus the need to explore a transitional mechanism is proposed.
6. A short illustrated presentation to councillors at the Town Council meeting on 22 February to support and amplify this report is suggested.
7. It is worth noting that the Government has recently published its Policy Paper on delivery of environmental benefits across the Country. An important element of the strategy is that everyone should be within fifteen minutes of open space or water and have access to nature.
8. From the background work of the Council through the Neighbourhood Plan's aspiration to define the Parish as a Nature Recovery Area, the Council is in an

excellent position at the forefront of meeting the environmental challenges facing all society. In this respect, Natural England, the Government's Advisor informally has shown a keen interest in how the Council's work progresses.

General

9. If the Government's aspirations to 'Build Back Nature' and tackle environmental challenges are to succeed, the principles have to permeate and be part of everyday 'real' life.
10. The natural world offers great opportunity for enjoyment. Also it is increasingly well understood that contact with the natural world can be of immense benefit to health and well-being. Hence the Government's emphasis on access to nature and greenspace close to home. This initiative is thus not solely about wild plants and animals, but the whole experience of the landscape, the sky, the weather, the seasons and the stars by day and by night. The Steering Group acknowledges the relevance of all of these aspects in delivering the maximum public benefit.

Report on Progress

11. Considerable progress has been made in establishing the foundations from which the initiative will be formally launched on 11 March. In particular, the following have been achieved:
 - a. logo and strap line presentation completed;
 - b. dedicated website has been created;
 - c. preliminary publicity in Grapevine local and social media have covered the build-up work attained;
 - d. working with the Harleston Sancroft Academy, nature recovery is now embedded in the curriculum, ideally around the time of the March Equinox each year;
 - e. Harleston Academy Primary Phase has played a major part in the preparations for the launch in March;
 - f. the launch arrangements in St John's Church including placing of Primary Phase butterfly mobile, integration with landscape, natural history and historical equipment in collaboration with Norfolk Museums have been confirmed;
 - g. indications of support and endorsements form various quarters, including individuals, organisations and Natural England (the

Government's Adviser on nature) have been and continue to be received;

- h. spontaneous contribution and support from public and organisations underway;
- i. informal visit by Nature England staff to familiarise themselves with the positive activity successfully undertaken;
- j. seed for meadow reseedling has been donated and work to establish these species rich areas at the Primary School and Redenhall graveyard are imminent;
- k. assistance of numerous volunteers has been attracted.

12. Forthcoming Timetable

The following is the present proposed timetable:

ASAP

- Transitional arrangements to be formulated and presented to Full Council;
- meadows to be seeded;
- further commitment from Grapevine to regular articles to be explored.

8 March preparatory work for launch in St John's Church.

11 March – Celebrations

- 8.30 Final set up by Steering Group with historic agricultural items and handling of historic teapots
- 9.00 am photocall with Primary Phase butterfly mobile installation
- 9.30 am Open to the public
- 7.00 pm Launch event

20 March – Equinox Peace Day

- 9.25pm UTC Ringing of Peace Bell and Harleston world-wide butterfly salute and link-up with New York.

Wednesday 10 - Friday 12 May (tbc)

- Academy, Senior and Primary to launch messages home with inputs from students and pupils to encourage action to 'Bring Back our Butterflies'.

Wednesday 17 May; 7.00 pm St John's Church.

- Call to action event to coincide with distribution to all households of the prospectus based setting out what we can do to Bring Back our Butterflies. Church booked.

Observations

It is pleasing to note that Officers have embraced the concept and are promoting it as a main feature of activity for the Parish (Annexure H).

Recommendations

It is recommended that the town council:

- 1 facilitates a short illustrated presentation at the Council meeting in February;**
- 2 receives and endorses this report;**
- 3 approves that given the impending uncertainty during the pre-election period, momentum is maintained by the present steering group to:**
 - a. implement the most effective future management framework;**
 - b. elicit additional support where opportunities arise; and**
 - c. to maintain continuity with the planned events.**

Annexures

The attached Annexures show a selection of the varied activities underway in the build up to the launch.

Ends

Nature Recovery Endorsements

1. Parish Council Statement for 22nd February 2023

My apologies for not joining you tonight. Today is Ash Wednesday and I have a service in St. John's to mark the start of Lent. However, I have provided a statement in my place.

I have been involved in ecology and nature recovery for over 20 years, both professionally and as an enthusiastic amateur. This area is central to the work of the Church of England in general and to your parish churches, St. John's and St. Mary's. The lead bishop for the Church of England on this matter is our own Bishop of Norwich, Graham Usher. It is therefore without any hesitation that I personally, and the church that I represent, can fully support the Nature Recovery WeCan initiative pioneered by this council. You are to be commended for your dynamism and forward thinking.

Nature Recovery is important for the welfare of the wildlife that we treasure as our natural heritage. We in Harleston have done so much already. Swift Action being a wonderful example. However, without a wider approach we will ultimately fail. For example, the dramatic fall in insect populations and diversity is deeply worrying. Without habitats for insects to thrive in there will not be enough food for our swifts. The broad and wide reaching approach of this Nature Recovery initiative, is what is needed, to ensure the future for our swifts and so many other iconic butterflies, birds and mammals.

Nature is also good for the physical and mental wellbeing of the people who experience it. By promoting Nature Recovery in Harleston and the areas around our town, this council is taking a further great step towards enabling the people here to thrive.

I look forward to seeing the fruits of Nature Recovery in Harleston.

Thank you, and God bless,
Nigel.

Revd. Canon Nigel Tuffnell

Rector of the Benefice of Redenhall with Scole (7churches) and Rural Dean of Redenhall

2. St. John's is a vibrant Church at the heart of Harleston. It is a place of worship, and community events. A place for quiet reflection, baptisms, weddings and funerals. St. John's, along with our sister church St. Mary's Redenhall, is committed to caring for the integrity of this amazing world that we live on, which we believe to be a gift from God. We therefore wholeheartedly support Nature Recovery in and around Harleston - We Can!

3. Dear Clerk,

Ian Carstairs has told me about the work and plans of the Harleston Nature Recovery Group.

In my role as chair of the North Yorkshire Moors Association - essentially a charity supporting the work and aspirations of North York Moors National Park and its users - I am interested in initiatives like yours which celebrate the individual at a local level, especially when aimed at rapid nature recovery.

I would be pleased to hear more as the scheme progresses, and perhaps think about how other localities might pick up on the idea, especially here in the North York Moors.

In due course our Council might also be able to add our support.

With best wishes
Adrian Leaman

Chair, North Yorkshire Moors Association

4. Dear Trevor

We have heard about the Town Council's initiative to take a lead locally for Nature Recovery. On behalf of the Harleston, Wortwell and District Angling Club, I would like to add our support. The Club as anglers we are very aware of the natural world, the need for a healthy environment and its importance for its own sake and for the pleasure it gives people. We do appreciate how important this is.

Regards
Nigel Poll
(Secretary & Treasurer)

5. Hello Trevor

I have seen the piece in the grapevine about the nature recovery, I am really supportive of the project. I would love to have the attractive walks around town on the cafe walls to show customers the places they can enjoy and all the beautiful views.

Hope this would help with your tourism initiative.

Many thanks

Harleston Tearooms

10/03/2023

Redenhall With Harleston Town Council

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15:01

Detailed Income & Expenditure by Budget Heading 01/02/2023

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1013 Gazebo Hire	0	140	0	(140)			0.0%	
1050 Sale Of Dog Bags	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	15	1,871	50	(1,821)			3742.8%	
1100 Grants	0	600	300	(300)			200.0%	
1101 Christmas lights/donation	0	(585)	0	585			0.0%	100
1109 CiL Receipts	0	21,783	0	(21,783)			0.0%	21,783
1176 Precept	0	351,694	351,694	0			100.0%	
1190 Bank Interest/Rewards Received	4	187	800	613			23.4%	
Administration :- Income	19	375,718	352,844	(22,874)			106.5%	21,883
4000 Salaries	7,011	81,229	88,693	7,464		7,464	91.6%	3,331
4001 Paye/Ni	2,541	24,802	27,519	2,717		2,717	90.1%	
4006 Pension Contributions	2,743	28,020	33,662	5,642		5,642	83.2%	
4007 Bank Charges	22	259	200	(59)		(59)	129.4%	
4010 Staff Training/ Conferences	90	604	1,000	396		396	60.4%	
4011 Members' Training	0	58	500	442		442	11.6%	
4012 Conference Costs	0	30	350	320		320	8.6%	
4015 Staff Travel & Subsistence	0	0	50	50		50	0.0%	
4016 Members travel	0	0	100	100		100	0.0%	
4017 Chairman's Allowance	0	0	100	100		100	0.0%	
4018 Vehicle Fuel Costs	0	385	330	(55)		(55)	116.8%	
4020 Audit Fees - Internal	0	668	735	67		67	90.9%	
4021 Audit Fees - External	0	1,300	1,418	118		118	91.7%	
4022 Accounting Services	0	960	1,100	140		140	87.3%	
4023 HR-Compliance	0	304	500	196		196	60.8%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	3,004	900	(2,104)		(2,104)	333.8%	3,004
4029 Recruitment Costs	165	205	0	(205)		(205)	0.0%	
4031 Photocopying	10	1,354	1,000	(354)		(354)	135.4%	
4033 Subscriptions	0	1,183	1,100	(83)		(83)	107.6%	
4034 Licences	0	305	300	(5)		(5)	101.7%	
4035 IT Equipment	0	0	600	600		600	0.0%	
4036 IT Software	0	378	350	(28)		(28)	107.9%	
4037 IT Support and Consumables	0	515	950	435		435	54.2%	
4039 Sundries	114	434	600	166		166	72.4%	
4040 Telephones/Broadband	71	682	800	118		118	85.2%	
4044 Hospitality	19	158	250	92		92	63.3%	
4045 Insurance	0	3,536	2,900	(636)		(636)	121.9%	
4055 Electricity	63	691	900	209		209	76.8%	
4057 Advertising	450	459	500	41		41	91.8%	

Continued over page

Detailed Income & Expenditure by Budget Heading 01/02/2023

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Health & Safety - Compliance	0	1,539	150	(1,389)		(1,389)	1026.0%	1,539
4099 Miscellaneous Expenses	300	1,694	500	(1,194)		(1,194)	338.8%	1,415
4101 Hedge & Tree Maintenance	0	(70)	0	70		70	0.0%	
4105 Tree Assessment survey	0	1,720	500	(1,220)		(1,220)	344.0%	1,720
4119 Maintenance - General	0	49	0	(49)		(49)	0.0%	
4139 Dog Bags - purchase	0	25	0	(25)		(25)	0.0%	
4168 Air Conditioning	0	139	300	161		161	46.3%	
4503 Christmas lights	0	3,296	2,000	(1,296)		(1,296)	164.8%	3,292
Administration :- Indirect Expenditure	13,599	159,914	172,357	12,443	0	12,443	92.8%	14,300
Net Income over Expenditure	(13,579)	215,804	180,487	(35,317)				
6000 plus Transfer from EMR	2,751	14,300						
6001 less Transfer to EMR	0	21,883						
Movement to/(from) Gen Reserve	(10,829)	208,221						
102 Harleston Kindness Help Hub								
1497 Harleston Kindness Help Hub	0	281	0	(281)			0.0%	
Harleston Kindness Help Hub :- Income	0	281	0	(281)				0
4497 Harleston Kindness Help Hub	35	928	1,621	693		693	57.2%	
Harleston Kindness Help Hub :- Indirect Expenditure	35	928	1,621	693	0	693	57.2%	0
Net Income over Expenditure	(35)	(646)	(1,621)	(975)				
103 Team Harleston								
1081 Jubilee	0	2,369	0	(2,369)			0.0%	2,425
Team Harleston :- Income	0	2,369	0	(2,369)				2,425
4014 Town Events	200	228	1,000	772		772	22.8%	
4036 IT Software	0	73	0	(73)		(73)	0.0%	
4081 Jubilee	350	3,577	3,500	(77)		(77)	102.2%	3,166
4082 Remembrance	0	91	500	409		409	18.1%	
Team Harleston :- Indirect Expenditure	550	3,968	5,000	1,032	0	1,032	79.4%	3,166
Net Income over Expenditure	(550)	(1,600)	(5,000)	(3,400)				
6000 plus Transfer from EMR	0	3,194						
6001 less Transfer to EMR	0	2,397						
Movement to/(from) Gen Reserve	(550)	(803)						

Detailed Income & Expenditure by Budget Heading 01/02/2023

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 Grants & Donations								
1103 Donation	0	1,348	0	(1,348)			0.0%	
Grants & Donations :- Income	0	1,348	0	(1,348)				0
4090 Grants	1,000	8,023	10,000	1,977		1,977	80.2%	
Grants & Donations :- Indirect Expenditure	1,000	8,023	10,000	1,977	0	1,977	80.2%	0
Net Income over Expenditure	(1,000)	(6,675)	(10,000)	(3,325)				
110 Loan Repayments								
4095 Loan Repayments	4,402	8,803	8,803	(0)		(0)	100.0%	
Loan Repayments :- Indirect Expenditure	4,402	8,803	8,803	(0)	0	(0)	100.0%	0
Net Expenditure	(4,402)	(8,803)	(8,803)	0				
121 Environmental								
4083 Planters	9,782	16,274	1,500	(14,774)		(14,774)	1084.9%	15,897
4099 Miscellaneous Expenses	0	6	100	94		94	6.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	0	26	50	24		24	53.0%	
4140 Dog Bin Purchases	0	115	200	85		85	57.3%	
4141 Dog Bin Servicing	0	2,300	2,600	300		300	88.5%	
4143 Salt bin purchase	126	237	200	(37)		(37)	118.5%	
Environmental :- Indirect Expenditure	9,908	18,958	4,900	(14,058)	0	(14,058)	386.9%	15,897
Net Expenditure	(9,908)	(18,958)	(4,900)	14,058				
6000 plus Transfer from EMR	9,782	15,897						
Movement to/(from) Gen Reserve	(126)	(3,061)						
122 Street Lighting								
4151 Street Lights Electricity	451	4,315	6,000	1,685		1,685	71.9%	
4152 Street Lights Maintenance	85	850	1,020	170		170	83.3%	
Street Lighting :- Indirect Expenditure	536	5,165	7,020	1,855	0	1,855	73.6%	0
Net Expenditure	(536)	(5,165)	(7,020)	(1,855)				
123 Car Parks								
1030 Car Park Donations - Business	0	0	2,000	2,000			0.0%	
1031 Car Park Donations - PC's	50	1,700	1,000	(700)			170.0%	
1032 Car Park Donations - Co op	5,000	30,000	30,000	0			100.0%	
Car Parks :- Income	5,050	31,700	33,000	1,300			96.1%	0

Detailed Income & Expenditure by Budget Heading 01/02/2023

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Business Rates	0	10,604	11,100	496		496	95.5%	
4101 Hedge & Tree Maintenance	0	0	250	250		250	0.0%	
4113 Car Park Maintenance	0	24,521	2,000	(22,521)		(22,521)	1226.1%	23,196
4121 Maintenance - Contractors	0	0	500	500		500	0.0%	
4136 Car Park Lease	0	37,000	38,000	1,000		1,000	97.4%	
Car Parks :- Indirect Expenditure	0	72,125	51,850	(20,275)	0	(20,275)	139.1%	23,196
Net Income over Expenditure	5,050	(40,425)	(18,850)	21,575				
6000 plus Transfer from EMR	0	23,196						
Movement to/(from) Gen Reserve	5,050	(17,229)						
<u>124 Cemetery</u>								
1020 Cemetery - Burials	450	2,250	3,000	750			75.0%	
1021 Cemetery - Interment Of Ashes	0	0	1,000	1,000			0.0%	
1022 Cemetery - EROB	320	1,690	1,000	(690)			169.0%	
1023 Cemetery - Memorials	130	490	1,600	1,110			30.6%	
1024 Cemetery - Maintenance share	0	173	350	177			49.4%	
1026 Reservations Interment Ashes	0	0	300	300			0.0%	
1028 Cemetery - Grave Digger	0	1,100	2,000	900			55.0%	
Cemetery :- Income	900	5,703	9,250	3,547			61.7%	0
4101 Hedge & Tree Maintenance	0	413	500	87		87	82.6%	
4119 Maintenance - General	0	230	500	270		270	46.0%	
4130 Cemetery Income Share	0	0	850	850		850	0.0%	
4132 Cemetery - Grave Digger	0	1,000	1,800	800		800	55.6%	
4142 Litter Bin Purchases	0	0	50	50		50	0.0%	
Cemetery :- Indirect Expenditure	0	1,643	3,700	2,057	0	2,057	44.4%	0
Net Income over Expenditure	900	4,060	5,550	1,490				
<u>125 Markets</u>								
1040 Market Rents	0	0	4,000	4,000			0.0%	
Markets :- Income	0	0	4,000	4,000			0.0%	0
4053 Market Rates	0	250	270	21		21	92.4%	
4055 Electricity	0	0	250	250		250	0.0%	
4099 Miscellaneous Expenses	0	395	0	(395)		(395)	0.0%	395
4145 Waste Removal	0	769	800	31		31	96.1%	
Markets :- Indirect Expenditure	0	1,413	1,320	(93)	0	(93)	107.0%	395
Net Income over Expenditure	0	(1,413)	2,680	4,093				
6000 plus Transfer from EMR	0	395						
Movement to/(from) Gen Reserve	0	(1,018)						

Detailed Income & Expenditure by Budget Heading 01/02/2023

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
126 Allotments								
1000 Allotment Rent	44	1,591	2,000	409			79.5%	
Allotments :- Income	44	1,591	2,000	409			79.5%	0
4033 Subscriptions	0	287	300	13		13	95.7%	
4050 Rents	0	680	680	0		0	100.0%	
4052 Water Charges	0	749	500	(249)		(249)	149.9%	
4071 Health & Safety - Compliance	0	26	0	(26)		(26)	0.0%	
4101 Hedge & Tree Maintenance	0	80	200	120		120	40.0%	
4119 Maintenance - General	0	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	0	1,823	1,930	107	0	107	94.5%	0
Net Income over Expenditure	44	(232)	70	302				
128 Bus Shelter								
4119 Maintenance - General	0	24	0	(24)		(24)	0.0%	
Bus Shelter :- Indirect Expenditure	0	24	0	(24)	0	(24)		0
Net Expenditure	0	(24)	0	24				
129 War Memorial								
4111 War Memorial Maintenance	0	0	100	100		100	0.0%	
War Memorial :- Indirect Expenditure	0	0	100	100	0	100		0
Net Expenditure	0	0	(100)	(100)				
130 Clock Tower								
4112 Clock Tower Maintenance	0	273	0	(273)		(273)	0.0%	
Clock Tower :- Indirect Expenditure	0	273	0	(273)	0	(273)		0
Net Expenditure	0	(273)	0	273				
131 Public Toilets								
4000 Salaries	283	3,092	2,696	(396)		(396)	114.7%	
4001 Paye/NI	64	686	689	3		3	99.5%	
4006 Pension Contributions	102	1,019	985	(34)		(34)	103.5%	
4039 Sundries	62	62	0	(62)		(62)	0.0%	
4047 Cleaning Material/Consum- 4039	0	112	350	238		238	32.0%	
4052 Water Charges	(318)	800	1,100	300		300	72.7%	
4055 Electricity	0	27	300	273		273	9.0%	
4108 Malicious damage	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/02/2023

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4119 Maintenance - General	0	24	300	276		276	8.1%	
Public Toilets :- Indirect Expenditure	192	5,822	7,420	1,598	0	1,598	78.5%	0
Net Expenditure	(192)	(5,822)	(7,420)	(1,598)				
201 Recreation Ground								
1001 Ground Rent - Football	150	900	1,800	900			50.0%	
1003 Ground Rent - Bowls	0	450	540	90			83.3%	
1009 Recreation Ground Hire	0	500	0	(500)			0.0%	
1099 Miscellaneous Income	0	63	0	(63)			0.0%	
Recreation Ground :- Income	150	1,913	2,340	428			81.7%	0
4000 Salaries	1,631	17,954	19,954	2,001		2,001	90.0%	193
4001 Paye/Ni	404	4,407	5,598	1,191		1,191	78.7%	
4006 Pension Contributions	592	6,004	7,507	1,503		1,503	80.0%	
4010 Staff Training/ Conferences	310	2,010	2,500	490		490	80.4%	
4018 Vehicle Fuel Costs	0	681	600	(81)		(81)	113.6%	
4034 Licences	0	10	150	140		140	6.7%	
4040 Telephones/Broadband	10	110	120	10		10	91.7%	
4041 Mobile Phones	9	69	80	11		11	86.0%	
4045 Insurance	0	2,987	2,900	(87)		(87)	103.0%	
4052 Water Charges	0	133	375	242		242	35.6%	
4055 Electricity	19	207	200	(7)		(7)	103.7%	
4071 Health & Safety - Compliance	0	200	250	50		50	80.0%	
4101 Hedge & Tree Maintenance	580	580	500	(80)		(80)	116.0%	
4102 Grass Cutting	0	2,303	3,750	1,447		1,447	61.4%	
4107 Leased Plant	320	3,200	3,840	640		640	83.3%	
4119 Maintenance - General	96	2,346	900	(1,446)		(1,446)	260.6%	1,886
4121 Maintenance - Contractors	600	1,200	1,600	400		400	75.0%	
4122 Maintenance - Malicious Damage	0	0	250	250		250	0.0%	
4123 Equipment Servicing & Repairs	0	0	300	300		300	0.0%	
4124 Equipment Fuel & Oil	0	0	400	400		400	0.0%	
4125 Equipment purchase	0	0	300	300		300	0.0%	
4141 Dog Bin Servicing	0	774	850	76		76	91.1%	
4142 Litter Bin Purchases	0	0	150	150		150	0.0%	
4145 Waste Removal	0	1,583	1,500	(83)		(83)	105.5%	
4166 Uniforms	0	152	0	(152)		(152)	0.0%	
4171 Play Area Inspections	0	0	200	200		200	0.0%	
4172 Play Area Maintenance	0	23,366	0	(23,366)		(23,366)	0.0%	22,043
4181 Garden Waste Bins Annual Chrg	0	212	220	8		8	96.4%	
Recreation Ground :- Indirect Expenditure	4,570	70,488	54,994	(15,494)	0	(15,494)	128.2%	24,122
Net Income over Expenditure	(4,420)	(68,575)	(52,654)	15,921				
6000 plus Transfer from EMR	0	24,122						
Movement to/(from) Gen Reserve	(4,420)	(44,453)						

Detailed Income & Expenditure by Budget Heading 01/02/2023

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Gym</u>								
1059 memberships DD	8,512	87,173	110,000	22,827			79.2%	
1060 Gym - Classes	550	3,515	4,500	985			78.1%	
1061 Gym - Equipment resale	0	3,601	0	(3,601)			0.0%	
1062 Gym - Food & Drink - Confectio	133	875	1,300	425			67.3%	
1063 Gym - Membership SO's	18	251	300	49			83.6%	
1064 Gym - Membership Cash	1,988	17,063	17,000	(63)			100.4%	
1065 Gym - Personal Training	128	2,033	1,500	(533)			135.5%	
1066 Gym - Room Hire	36	36	0	(36)			0.0%	
1067 Gym - Squash Courts	581	6,107	3,000	(3,107)			203.6%	
1068 Gym - Tennis	23	1,327	2,000	673			66.4%	
1070 Protein Food and drink	277	1,865	3,500	1,635			53.3%	
1073 Re-sales	27	254	200	(54)			126.8%	
1074 Gym -advertising	0	8	0	(8)			0.0%	
1075 Table Tennis	43	222	300	78			73.9%	
Gym :- Income	12,315	124,327	143,600	19,273			86.6%	0
4000 Salaries	8,733	83,979	79,593	(4,386)		(4,386)	105.5%	175
4001 Paye/Nl	1,497	13,532	14,130	598		598	95.8%	
4006 Pension Contributions	2,540	21,512	27,554	6,042		6,042	78.1%	
4010 Staff Training/ Conferences	0	199	600	401		401	33.2%	
4015 Staff Travel & Subsistence	0	408	250	(158)		(158)	163.2%	
4020 Audit Fees - Internal	0	0	360	360		360	0.0%	
4022 Accounting Services	0	960	1,100	140		140	87.3%	
4034 Licences	10	585	3,600	3,015		3,015	16.3%	
4035 IT Equipment	0	0	100	100		100	0.0%	
4036 IT Software	0	340	330	(10)		(10)	103.0%	
4037 IT Support and Consumables	150	1,460	1,400	(60)		(60)	104.3%	
4039 Sundries	176	1,486	1,000	(486)		(486)	148.6%	
4040 Telephones/Broadband	50	499	600	101		101	83.2%	
4041 Mobile Phones	8	82	100	18		18	81.9%	
4045 Insurance	0	996	970	(26)		(26)	102.6%	
4046 Contract Cleaning	0	2,338	3,336	998		998	70.1%	
4054 Water Charges - building	0	1,274	1,000	(274)		(274)	127.4%	
4055 Electricity	107	1,175	1,260	85		85	93.3%	
4056 Gas	0	186	650	465		465	28.5%	
4057 Advertising	27	665	1,000	335		335	66.5%	
4071 Health & Safety - Compliance	0	692	500	(192)		(192)	138.5%	
4099 Miscellaneous Expenses	0	98	100	2		2	98.0%	
4116 DBS Checks	0	63	200	137		137	31.5%	
4119 Maintenance - General	15	146	500	354		354	29.2%	

Detailed Income & Expenditure by Budget Heading 01/02/2023

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4121 Maintenance - Contractors	0	350	500	150		150	70.0%	
4123 Equipment Servicing & Repairs	0	411	1,000	589		589	41.1%	
4125 Equipment purchase	0	50	0	(50)		(50)	0.0%	
4126 Gym Equipment Purchases	0	4,279	2,000	(2,279)		(2,279)	214.0%	
4128 Gym Contract Maintenance	139	1,285	1,700	415		415	75.6%	
4129 Gym sundries	65	807	1,200	393		393	67.2%	
4157 Gym equipment for re-sale	0	174	200	26		26	87.0%	
4159 Gym membership refunds	0	227	300	74		74	75.5%	
4160 Gym Class Fees	597	3,479	6,000	2,522		2,522	58.0%	
4162 Food & Drink For Resale	94	625	1,000	375		375	62.5%	
4163 Protein products	223	823	2,000	1,177		1,177	41.2%	
4166 Uniforms	0	165	200	35		35	82.5%	
4167 Gym DD Arrangement Fees	585	4,412	4,800	388		388	91.9%	
4168 Air Conditioning	0	416	300	(116)		(116)	138.8%	
Gym :- Indirect Expenditure	15,015	150,177	161,433	11,256	0	11,256	93.0%	175
Net Income over Expenditure	(2,700)	(25,850)	(17,833)	8,017				
6000 plus Transfer from EMR	0	175						
Movement to/(from) Gen Reserve	(2,700)	(25,675)						
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	705	1,444	500	(944)			288.8%	
Leisure Centre building :- Income	705	1,444	500	(944)			288.8%	0
4000 Salaries	525	10,506	10,850	344		344	96.8%	
4001 Paye/NI	99	2,958	3,230	272		272	91.6%	
4006 Pension Contributions	183	3,243	4,144	901		901	78.3%	
4039 Sundries	248	890	500	(390)		(390)	178.1%	
4042 Fire and Security Alarms	0	120	200	80		80	60.0%	
4045 Insurance	0	2,987	2,900	(87)		(87)	103.0%	
4046 Contract Cleaning	0	7,103	10,050	2,947		2,947	70.7%	
4051 Business Rates	0	9,855	10,350	495		495	95.2%	
4055 Electricity	440	4,838	2,600	(2,238)		(2,238)	186.1%	
4056 Gas	309	1,477	5,700	4,223		4,223	25.9%	
4071 Health & Safety - Compliance	120	915	1,600	685		685	57.2%	
4072 Security	5,756	6,627	400	(6,227)		(6,227)	1656.7%	5,756
4099 Miscellaneous Expenses	0	1,599	350	(1,249)		(1,249)	456.9%	1,599
4103 Social Room Works	0	0	1,000	1,000		1,000	0.0%	
4117 Building improvements	0	825	2,500	1,675		1,675	33.0%	
4119 Maintenance - General	14	689	3,000	2,311		2,311	23.0%	

Detailed Income & Expenditure by Budget Heading 01/02/2023

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4121 Maintenance - Contractors	128	1,073	4,000	2,927		2,927	26.8%	
Leisure Centre building :- Indirect Expenditure	<u>7,822</u>	<u>55,706</u>	<u>63,374</u>	<u>7,668</u>	<u>0</u>	<u>7,668</u>	<u>87.9%</u>	<u>7,355</u>
Net Income over Expenditure	<u>(7,117)</u>	<u>(54,263)</u>	<u>(62,874)</u>	<u>(8,611)</u>				
6000 plus Transfer from EMR	5,756	7,355						
Movement to/(from) Gen Reserve	<u>(1,361)</u>	<u>(46,907)</u>						
<u>501 Projects</u>								
4506 Neighbourhood Plan	0	2,406	0	(2,406)		(2,406)	0.0%	2,406
Projects :- Indirect Expenditure	<u>0</u>	<u>2,406</u>	<u>0</u>	<u>(2,406)</u>	<u>0</u>	<u>(2,406)</u>		<u>2,406</u>
Net Expenditure	<u>0</u>	<u>(2,406)</u>	<u>0</u>	<u>2,406</u>				
6000 plus Transfer from EMR	0	2,406						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	19,182	546,393	547,534	1,141			99.8%	
Expenditure	57,628	567,660	555,822	(11,838)	0	(11,838)	102.1%	
Net Income over Expenditure	<u>(38,446)</u>	<u>(21,267)</u>	<u>(8,288)</u>	<u>12,979</u>				
plus Transfer from EMR	18,289	91,041						
less Transfer to EMR	0	24,280						
Movement to/(from) Gen Reserve	<u>(20,156)</u>	<u>45,494</u>						

Briefing Paper for the Internal Audit 2022/23

Purpose – To inform councillors of the steps that have been taken to obtain an Internal Auditor.

- To obtain quotes from auditors
- To provide information on budget

Outcome – For Councillors to decide who the council wishes to complete the audit.

The following letter sent to the following Auditors.

T. Brown, R. Canwell, S. Blythe

17th March 2022

Dear,

This letter outlines the requirements for to provide a quotation to conduct an Internal Audit for 2022/23 and for it to be carried out in accordance with Redenhall with Harleston Town Council's needs.

Subject to this quotation being satisfactory, the Council will provide a letter of engagement to you, of which will need to be agreed and accepted.

Based on the findings in the areas examined the internal audit conclusions are to be summarised in a report and the table of the Annual Internal Audit Report 2022/23 to be completed (as set out in the AGAR).

Set out below are the objectives of internal controls, the internal audit is to provide conclusions on whether in all significant respects the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority.

- A. Appropriate accounting records have been kept properly throughout the year.**
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.**
- C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**
- D. The precept or rates requirement resulted from an adequate budget process; progress against the budget was regularly monitored and reserves were appropriate.**
- E. Expected income was fully received based on correct prices, properly recorded, and promptly banked; and VAT appropriately accounted for.**

- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.**
- G. Salaries to employees and allowances to members were paid in accordance with this smaller authorities' approvals, and PAYE and NI requirements were properly applied.**
- H. Asset and investments registers were complete and accurate and properly maintained.**
- I. Periodic and year end bank account reconciliations were properly carried out during the year.**
- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.**
- K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')*.**
- L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/web page, up to date at the time of the internal audit, in accordance with the Transparency Code for smaller authorities.**
- M. The authority, during the previous year (2021/22) correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)*.**
- N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).**
- O. (For local councils only) Trust funds (including charitable)-The council met its responsibilities as a trustee.**

In addition, within their report the Internal Auditor should bring any other matters to the Council's attention.

If you require any further details, please do not hesitate to contact me on clerk@harleston-tc.gov.uk

Yours sincerely

Clare Crane

Town Clerk

The following quotes have been received to date.

Mr T Brown - £695

Mr R Canwell - £200

Ms S Blythe – No response.

Budget

The following are the budget figures for the last 6 years (18/19 and 10/20 actuals)

Year	18/19*	19/20*	20/21	21/22	22/23	23/24
	1055.00	1183.00	1400.00	1081.00	1095	1095.00

*Actual

Mr R Canwell has provided a very low quote but it is felt that this would not be sufficient for the council's requirements.

Mr T Brown was appointed for last year's audit which was conducted in a timely and efficient manner with minimal disruption to the office team. The Clerk would recommend employing his services for this year's audit.



Dear Clare,

I hope you found the support we offered to you this year helpful.

This is the time of year when we renew our subscriptions and here is your membership rate for your Council.

Redenhall With Harleston Town Council - £931.63

Your invoice for renewal will follow after 1st April. Norfolk Parishes websites and services will be invoiced separately.

At a local level this will provide you with:

- Up to date advice and guidance on the smooth running of Councils
- CILCA training with the only accredited training in Norfolk *
- Customised training for Councils
- Associates who offer specialist advice in HR, Legal, VAT, Burial, Accounts, Data-Protection, Community Engagement, and Compliance
- Internal Audit service *
- Locum Service *
- Wages processing *
- Website hosting and troubleshooting (Norfolk Parishes) *
- Topical webinars
- Model templates and policies
- Advertising job vacancies
- Recruitment Service *
- Signposting to help in a crisis
- Community well-being and climate change resources

**** = Optional extra services at additional cost, discounted for members.***

Only through Norfolk ALC will your membership include the following invaluable support from National ALC:

- Engaging with and lobbying the UK government and parliament on matters of community interest
- Ensuring councils are aware of upcoming legislation
- Identifying and sharing good practice
- Improving the capacity and capabilities of local councils
- Providing high quality advice and guidance at a national level
- In house legal advice
- Communication expertise to help you get your message out
- Advice to reduce bullying within and increase civility and respect towards all councils
- Publications which inform best practice

We are proud of what Norfolk ALC offers and look forward to supporting you in the future.

Norfolk ALC Board of Directors



Norfolk County Council

Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG

Redenhall with Harleston Town Council

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011
DX 135927 Norwich 13

cc Cllr Martin Wilby – FAO

Your Ref:

Date: 30 March 2023

Email: ppschemes@norfolk.gov.uk

Delivering local highway improvements in partnership with Town and Parish Councils 2023/24

I am pleased to advise that your bid for SAM2 signs has been successful and will be funded up to 50% in accordance with the terms and conditions below.

This funding must be spent in the 2023/24 financial year unless agreement is reached with Linda McDermott on 01603 228905: ppschemes@norfolk.gov.uk

I hope this offer will be acceptable, and helpful in delivering local priorities.

I would like to thank you for the thought and effort you have put into your submission and for supporting this initiative and being prepared to contribute funding towards it. I hope that through working in partnership we can deliver a scheme that will benefit your local community for many years to come.

Should you need any further information in meantime, then please contact Area Programme Engineer, Linda McDermott on 01603 228905 or email her at: ppschemes@norfolk.gov.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Plant'.

Graham Plant
Cabinet Member for Highways, Infrastructure and Transport
Enc.

Norfolk County Council: Conditions for delivering a small highway improvement scheme in partnership with Redenhall with Harleston Town Council.

Scheme title: SAM2

1. Timescale

We aim to deliver schemes in the financial year 2023/24, although some (for example, where land is required) may take longer.

2. Funding

The County Council will support up to 50% of the cost of scheme. If the scheme is delivered below the estimated cost you were provided with, your share of the saving will be refunded.

Unless it has been agreed in writing between yourselves and Norfolk County Council all funds need to be spent in 2023/24. Once bids are approved, the terms should not be altered (i.e., change of supplier etc.) without our express agreement.

Based on your submission the proposed cost share is as follows:

Total scheme costs	£4,513.00
Parish Contribution	£2,256.50
Members Fund Contribution (if any)	£0
Norfolk County Council Contribution	£2,256.50

SAM2

The County Council requires that you (and any other participating Parishes) sign a memorandum of understanding, as enclosed, to cover the use of the sign. Suitable locations should be agreed with your Local Highway Engineer. **Only when we have received a copy of the Memorandum of Understanding signed by the Parish and the Local Highway Engineer can the Parish order the SAM2 unit.**

It is important to understand that the Parish Council will own and be responsible for the signs.

On highway scheme – works organised by Parish

Our financial regulations require us to avoid making prepayments where possible. We would therefore ask that you submit the invoice from your contractor to us. We will then send to you our agreed contribution by BACs transfer. For the purpose of the BAC's payment please can you ensure that you include the Parish's bank account number and sort code.

We would also require, on completion, an acceptable account of expenditure for approval prior to release of funding.

It is important to understand that the Parish Council will own the SAM2 and will be responsible for any associated costs regarding replacement/repair and maintenance

3. Acceptance form to be returned marked for the attention of Linda McDermott.

As authorised representative of Redenhall with Harleston Town Council I hereby accept the above conditions for delivering the scheme.

Signed by:

Name: _____

Official capacity: _____

Signature: _____

Date: _____

Witnessed by:

Name: _____

Official capacity: _____

Signature: _____

Date: _____

Continued.../

Memorandum of Understanding between Norfolk County Council (Highways) and the Parish of Redenhall with Harleston concerning the use of temporary Speed Awareness Messaging

Due to the combination of the government's Localism Agenda and the increased availability of relevant technology, some Parish Councils have moved towards the purchase of their own temporary Speed Awareness Messaging units (SAM2).

At a time when we are asking individuals and communities to share responsibility for casualty reduction this is a positive development, but there are some issues that need to be clarified.

The unit will be deployed by temporarily fixing it on a bracket on either an existing or new column. This means the following issues must be addressed by both parties:

- Safety of operators on the highway
- Suitability of location
- Time deployed at location
- Saturation effect of over-use
- Risk of 'over-signing' the environment

To address these issues both parties must sign this Memorandum of Understanding, which will be valid from the date of signing. Norfolk County Council reserves the right to withdraw from the agreement and at all times retains the authority to act upon all matters relating to the Highway.

In relation to the deployment of Speed Awareness Messaging units in the in the Parish, **Norfolk County Council** will:

- Undertake a risk assessment of all selected sites
- Discuss and agree the risk assessment results with a representative of the parish council
- Keep a copy of the risk assessment on file and review it as appropriate
- Monitor the deployment of the signs

In relation to the deployment of Speed Awareness Messaging units in the Parish, **the Parish** will:

- Select suitable sites for deployment
- Engage in the risk assessment process
- Ensure all parish representatives are trained / briefed in the use of the equipment
- Not deploy post mounted equipment for more than 4 weeks at one site (not to return within 8 weeks)
- Ensure that full consideration is given to highway safety at all times

Authorised sites:

Site 1.

Site 2.

Site 3.

Site 4.

Site 5.

The Parish Council will be responsible for all liabilities relating to the mounting and operation of this equipment.

Signed:

.....

On behalf of the Parish Council of

Signed:

.....

On behalf of Norfolk County Council

Date:

Monday 20th March 2023

Dear Councillors

Prior to the Town Council meeting on Wednesday 23rd March, please see below a report that I will be reading at the meeting for agenda item 9A.

9a) Clerk to provide an update on the status of the football licence and members to agree the next steps.

The LEASE AGREEMENT, FOOTBALL PITCH AND ALIGNED FACILITIES for REDENHALL WITH HARLESTON TOWN COUNCIL and HARLESTON TOWN FOOTBALL CLUB that had been reviewed by the Executive Committee and agreed by the Town Council was sent to a solicitor asking them to conduct a review exercise prior to witnessing both parties signing the document.

After a telephone conversation and an emailed response, it has been explained to me that they had conducted an initial review but from this review of the document that I had provided they felt that they could not act for the Town Council.

They would not provide their comments as there was too many areas of concern, this would mean that they would not be prepared to discuss the matter further or endorse the document to provide any form of witnessing to the signing to the document.

They confirmed that up to this point that although they conducted a review of the document they would 'write this off' and not charge for these couple of hours work.

Their recommendation is that the Town Council instruct a solicitor to draft the correct Lease document applicable to this transaction, and they would be happy to act for the Town Council in this regard.

Having received this information, I then requested a fee quote for this firm to act for the Town Council on the grant of a new Lease and associated documents to Harleston Town Football Club.

They provided me with an estimate for their professional legal fees to be in the region of £1,750-£2,000 plus VAT and disbursements (to be minimal, Land Registry official copies of approx. £6-15). They would obtain the property title, draft the new Lease and associated documents, liaise with the Football Club's solicitor dealing with any enquiries they raise, agree the documents and complete.

Having spoken to Adam (Chair of Harleston Town Football Club) he has confirmed that the Football Club will instruct a Solicitor to draft the new Lease based on the document that was reviewed by the Executive Committee and agreed by the Town Council and associated documents and they would incur all costs relating to this action.

Please instruct me on the next step that you would like me to take.

Clare Crane

Clerk and RFO

Redenhall with Harleston Town Council



Redenhall with Harleston Town Council

Terms of Reference for

Redenhall with Harleston

King Coronation Picnic 7th May Steering Group

Purpose

The main purpose of the Kings Coronation Steering Group is to coordinate the events planned and taking place to celebrate the town on the 7th May 2023.

In undertaking this role, the Steering Group will:

1. Liaise with stakeholders and encourage participation.
2. Seek appropriate funding to meet the costs of events funded by the Council and ensure that total net expenditure remains within the approved amount.
3. Advertise and promote the celebrations.
4. Carry out risk assessments on own activities and ensure others are completed by activities arranged by other organisers as appropriate.
5. Liaise with South Norfolk District Council, Norfolk County Council and other relevant authorities and organisations in order to deliver the celebrations as successful as possible.

Membership

The Steering Group will include up to five members, including representatives of the Town Council and any interested members of the community, as approved by the Town Council.

All members of the Steering Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group

Community Groups

The steering group may encourage Community Groups to work in harmony with the steering group, to bring different skills, ideas and knowledge, to work together to enhance the planned event but ultimate decisions to be given by the steering group.

Meetings

The Steering Group shall meet as may be required. Notice of meetings shall be given to its members, by email, in advance of the meeting time.

Decisions on operational and financial matters shall be determined by a majority of votes of the members present and voting. In the case of an equal number of votes, the Town Clerk/RFO shall have a casting vote.

The quorum for a meeting of the Steering Group is three members.

The Town Clerk/RFO will provide a summary of activities to Full Council each month and at the dissolution of the Working Party.

Finance

Proposals for expenditure must fall within the delegated authority limits of the Management Group. The Clerk has asked for this event to aim to be cost neutral.

Requests for additional funding or expenditure, in excess of the delegated authority must be approved at a meeting of the full Council.

The Town Clerk/RFO shall ensure there is a clear record of expenditure, where appropriate supported by invoices. Members of the Steering Group may claim back expenditure that was necessarily incurred during the process of carrying out the duties of the Steering Group. This could include postage, stationery, telephone calls, and travel costs. The procedure for claiming and rates for these expenses shall be drawn up by the Town Clerk/RFO and agreed by the Steering Group. These will be reported to the full Council.

All expenses to be incurred by volunteers from outside the Steering Group should be approved by the Clerk/RFO before being incurred. Such expenses should not exceed £50 without the approval of the Steering Group.

All expense claims should be approved by the Town Clerk/RFO.

The Town Clerk/RFO will arrange payment of invoices to be made, as required in the normal way in line with the Financial Regulations.

Changes to the Terms of Reference

These Terms of Reference may be altered, and additional clauses added by agreement, shown by majority votes, of the Steering Group. Any proposed changes to the objectives or financial procedures must be submitted to the full Council.

Approved on

Signed by Town Clerk/RFO



Redenhall with Harleston Town Council

Kings Coronation Briefing Paper Sunday May 7th 2023

Purpose of Briefing Paper

1. To provide the background information to councillors
2. To provide budget for Councillors
3. To provide information about the running of the event
4. To provide information about promotion

1. Kings Coronation Event on May 7th

The Kings Coronation is taking place over the weekend of May 6th / 7th / 8th, the proposal is that the Town Council hold an event on the Sunday – “The Big Lunch” in honour of the Kings Coronation. The ideas being that the Big Lunch brings communities together to share friendship food and fun. Families will be encouraged to bring a picnic, but it will be advertised that there will be food and drink available. We will advertise that the event to be eco-friendly with biodegradable plastics in line with King Charles’ ethos.

The Big Lunch will be held at the Recreational ground between 11.30am – 4.00pm, during that time there will be music, children’s entertainment, facepainting, temporary tattoos, bubbles and an entertainer.

In attendance there will be a licensed bar, hotdog stall, ice cream van, another food stall and a sweet stall and a coffee stand, Harleston’s Future will provide tea and cake, and if time allows for planning it is proposed to get community and other stalls involved.

The working party would like to run a fun dog show and they are currently looking at the legalities of doing so, they are speaking with people who have run dog shows before. Categories for the dog show are: Waggiest tail, best trick, scruffiest dog, prettiest dog, cutest puppy. Rosettes to be awarded to the winners.

2. Budget / financial information

The Clerk has requested that the event be cost neutral, a £300 grant from the South Norfolk communities pot has been applied for and has been approved. Charges will be made to the bar and food vendors who attend with an approximate income of £180. The local and community stalls will be charged a nominal amount of £5.00 per stall with the hope that at least ten stalls will be achieved with an additional 3 free charity stalls.

Total income £ 530.00

Proposed expenditure:

Bubblemania £80

Kids entertainer £200

Prizes for the dog show £30

Overtime for keeping the gym toilets open an additional 3 hours approx. £50

Sweets for stall £20

Tattoos £15

Advertising £55,

Music £80

Total outgoings £ 530.00

3. Running order of the day

Friday 6th May

Maintenance Team to move picnic tables to the designated area for the picnic.

Dog show area to be cordoned off.

All volunteers to be briefed with maps etc.

Sunday 7th May

All food vendors and stalls etc to be in place by 10.00am and vehicles moved where necessary. Families to arrive from 11.30am

Children's activities running throughout the day

Dog show to run between 1 – 3pm with categories every half an hour.

Site cleared and cleaned by 5pm by volunteers and the maintenance team

4. Promotion

The Communications and Marketing officer will put together social media posts and posters for the notice boards and Grapevine and ask the shops to promote the day. They will also ask the stall holders attending to share on their own social media and ask The Breakfast Show and Park Radio to promote the day in the month leading up to the event.

It is requested that approval be given for the event as soon as possible in order for it to be promoted within the community as a matter of urgency to achieve a successful event.

Simonds 581 passenger consultation

The service is being reviewed before it is re-procured for September 2023

Proposed changes:

Retimed 0700 from Harleston-Diss to 0745, and withdrawn the 1830 from Diss due to low usage

Now 0810-1725 option into Diss for passengers doing typical work hours in Diss

Majority of journeys remain unchanged, small retiming of some journeys to secure connections at Beccles

Harleston area to Bungay School no longer possible as Bungay School have changed their PM finish time

1520 from Beccles withdrawn, influenced by Bungay School decision

	Sch	M-S	M-F	M-S	M-S	M-S	M-S	M-S	Sch	M-S	M-S	
Train from London arrives at...									15:29		17:03	
Diss High School and Sixth Form									15:25			
Diss, Bus Station	--	--		08:35	09:25	10:25	13:00	14:00	15:35	--	17:25	
Diss, Victoria Road, Shell Garage	--	--		08:40	09:30	10:30	13:05	14:05	15:40	--	17:30	
Scole, Garage	--	--		08:43	09:33	10:33	13:08	14:08	15:43	--	17:33	
Billingford, Horseshoes	--	--		08:46	09:36	10:36	13:11	14:11	15:46	--	17:36	
Thorpe Abbots, pump	08:03											
Brockdish, opp Village Hall	08:10	--	--	08:50	09:40	10:40	13:15	14:15	15:50	--	17:40	
Needham, Phone Box	08:15	--	--	08:55	09:45	10:45	13:20	14:20	15:55	--	17:45	
Harleston, Archbishop Sancroft High School	08:25											
Harleston, Redenhall Rd/Station Rd	08:30	07:45	--	09:00	09:50	10:50	13:25	14:25	16:00	17:05	17:50	
Redenhall, Church		07:48	--	09:03	09:53	10:53	13:28			17:08	--	
Wortwell, Bell PH		07:50	--	09:05	09:55	10:55	13:30			17:10	--	
Wortwell, Station Farm		07:52	--	09:07	09:57	10:57	13:32			17:12	--	
Earsham, Queens Head		07:56	--	09:11	10:01	11:01	13:36			17:16	--	
Bungay, Trinity Street		08:00	--	09:15	10:05	11:05	13:40			17:20	--	
Bungay Hillside Road East		08:04	--	09:19	10:09	11:09	13:44			17:24	--	
Bungay, St Marys		GY	--	09:23	10:13	11:13	13:48			B	--	
Ditchingham, Village Hall		--	09:23	--	10:18	11:18	13:53			--	--	
Broome, Artichoke		--	09:27	--	10:22	11:22	13:57			--	--	
Kirby Cane, Bus Shelter		--	09:32	--	10:27	11:27	14:02			--	--	
Geldeston, Wherry		--	09:37	--	10:31	11:31	14:06			--	--	
Gillingham, Emma's		--	09:41	--	10:36	11:36	14:11			--	--	
Beccles, Old Market		--	09:45	--	10:40	11:40	14:15			--	--	
Service 580 to Gt Yarmouth departs at...			09:47	09:30	10:47	11:47						
Arrival time in Gt Yarmouth			10:35	10:35	11:35	12:35						
	M-S	M-S	M-S	M-S	M-S	M-S	M-S	M-S	NSch/Sa	Sch	M-S	M-S
Departure time from Gt Yarmouth									13:30	13:30		
Service 580 arrives from Gt Yarmouth at...									14:15	14:15		
Beccles, Old Market	--	--	--	--	09:55	10:45	12:20		14:20	14:20	--	--
Gillingham, Emma's	--	--	--	--	09:59	10:49	12:24		14:24	14:24	--	--
Geldeston, Wherry	--	--	--	--	10:04	10:54	12:29		14:29	14:29	--	--
Kirby Cane, Bus Shelter	--	--	--	--	10:08	10:58	12:33		14:33	14:33	--	--
Broome, Artichoke	--	--	--	--	10:13	11:03	12:38		14:38	14:38	--	--
Ditchingham, Village Hall	--	--	--	--	10:17	11:07	12:42		14:42	14:42	--	--
Bungay, Trinity Street	--	--	--	--	10:22	11:12	12:47		14:47	14:47	--	--
Bungay Hillside Road East	--	--	--	--	10:26	11:16	12:51		14:51	14:51	--	--
Bungay, St Marys	--	07:25	--	09:30	10:30	11:20	12:55		14:55	14:55	16:40	--
Earsham, Queens Head	--	07:29	--	09:34	--	11:24	12:59		14:59	14:59	16:44	--
Wortwell, opp Station Farm	--	07:33	--	09:38	--	11:28	13:03		15:03	15:03	16:48	--
Wortwell, Bell PH	--	07:35	--	09:40	--	11:30	13:05		15:05	15:05	16:50	--
Redenhall, Church	--	07:37	--	09:42	--	11:32	13:07		15:07	15:07	16:52	--
Harleston, Broad Street	07:45	07:40	09:00	09:45	--	11:35	13:10	14:30	15:10	15:10	16:55	17:50
Harleston, Archbishop Sancroft High School										15:30		
Needham, Phone Box	07:50	--	09:05	09:50	--	11:40	13:15	14:35	15:15	15:40	--	R
Brockdish, Village Hall	07:55	--	09:10	09:55	--	11:45	13:20	14:40	15:20	15:45	--	R
Thorpe Abbots, pump										15:51		
Billingford, Horseshoes	07:59	--	09:14	09:59	--	11:49	13:24	14:44	15:24	R	--	R
Scole, Garage	08:02	--	09:17	10:02	--	11:52	13:27	14:47	15:27	R	--	R
Diss, Victoria Road, opp Shell Garage	08:05	--	09:20	10:05	--	11:55	13:30	14:50	15:30	R	--	R
Diss, Bus Station	08:10	--	09:25	10:10	--	12:00	13:35	14:55	15:35	R	--	R
Diss High School & Sixth Form	08:18											
Train to London departs at...			08:20	09:49	10:17	12:17	13:48	15:17	15:48			

R = Drop off by request only

M-S = Operates Monday to Saturday only

Sch = Operates School days only

M-F = Operates Monday to Friday only

NSch/Sa = Operates school holidays and Saturdays

GY = Continues to Yarmouth as 580

B = Continues to Beccles as 580

580/581 Connection

Operated by BorderBus

Contact by 17th April with any feedback

Email: transporteast@norfolk.gov.uk

Phone: 01603 223956

Post: Travel & Transport, County Hall, Norwich, NR1 2SG

Anti-social behaviour project

Partnership working – Norwich City Council, Norfolk Police & Community Payback

Background

We have been working with Norwich City Council to improve areas identified as area with anti-social behaviour problems or generally require some TLC. That project has been a huge success and is going to continue to develop and grow.

We are aware that you would also like to work with us to help areas you identify, and I've been keen to bring us together and build on what we already have in place.

Having explained what we are doing to my line manager he put us forward when Minister Hinds indicated he was looking for a pilot project for a team to show they are working on anti-social behaviour hot spots and show improvement. We put ourselves forward with the idea of running it based on the work we are doing in Norwich as we feel it fits the principal. The request has come directly from minister Hinds so has a high profile and will require some evidence of reduction in reported issues and residents' feedback of feeling safer.

We also wish to expand the project to cover the whole of Norfolk and to add an element of rapid response to the project, we are being supplied with a welfare van that allows us to work in a more flexible way, attending hotspots proactively in response to identified need from either the Police or the Council

What is the aim of the project?

The main aim of the project is to renovate and maintain green space environments surrounding various community living habitats throughout the extent of the Norwich City Council borders, this will also assist with unsocialable behaviours. We want to expand this to encompass the whole of Norfolk.

This project will actively encourage People On Probation and local communities to proactively work together to enhance local gardens, green spaces, woodlands and will include the removal of graffiti and litter plus anti climbing paint application, therefore creating better living environments for both human and wildlife to co-habit with a supportable attitude.

What have we done so far?

Phase 1: **Brooke Place, Norwich, NR1 3EX.**

- Litter picked the whole site, cleared and removed all waste throughout, green waste and metal was separated into different skips for recycling
- All green waste including leaves collected and used as compost
- Restructure of the compost area, all overhanging vegetation removed, ground weeded and fences made good.
- The shed and green house were cleared and washed, the shed has been refurbished and painted
- All broken fencing throughout the site has been replaced.
- All pathways have been cleared of overhanging vegetation to allow better access and egress throughout.
- Shrubs and trees have been cut back and canopies lifted so the site can breathe.
- All cobbles, brickwork and paving throughout the site have been weeded.
- All seating areas have been uncovered and refurbished (either be rubbed down and painted or replaced with a more environmental option).

- Both communal seating areas have been cleaned and made more presentable for the local residents to use and effectively become quiet reflective areas
- Generally a massive tidy up and replanting intervention completed.

Phase 2: **Regina Road, Norwich, NR1 3QZ**

- Litter picked from the whole site.
- All waste throughout the site removed and placed in skips, green and metal waste separated for recycling.
- Shrubs and trees have been cut back and canopies lifted
- All cobbles, brickwork and paving have been weeded
- All communal seating/ playing / washing areas have been cleaned / weeded and made more presentable for the local residents to use and effectively become quiet reflective areas
- Generally a massive tidy up and replanting intervention completed
- Railings throughout the site have been cleaned and painted,
- Shed / garage doors have had graffiti removed.
- All broken fencing / planters throughout the site replaced.

Phase 3: **Northfield Estate, Easton, Norwich, NR4 7ES**

- All fences and gates have been painted in a uniform colour to present a greater visual appearance from the main road.
- All the communal woodwork to the rear courtyard including the bin enclosure, shed doors and fencing have been treated with stain or paint.
- To stop young people climbing on to the sheds and garages we applied anti climb paint and most of the walls have had an application of anti-graffiti paint plentifully applied throughout.

Phase 4: **Magdalen Close, Norwich, NR3 1NE**

- Clearance of some overgrown gardens
- Open spaces have been cleared to make them less threatening and more usable to residents.
- Having made a start on properties identified by the Council the Community Payback supervisor knocked on the doors of other residents and all but two having seen the progress wished to be included.
- Waste that had been dumped including mattresses were removed
- Communal areas cleared of trees and shrubs which were overgrown and used as congregating places for drinking and drug taking.
- Weed suppressant was laid and bark chippings put down.
- Rewilding of the gardens undertaken

Feedback

I have included an article the Council included in their resident's magazine with comments from residents and the people on probation. Anecdotally the residents at Magdalen Close have expressed very positive comments about the improvements. Probably the best evidence is that prior to the work, children did not play outside in the close; now they feel safer to do so and are regularly using the space to engage with their environment.

Giving back to the community

Housing estates in Norwich have been benefitting from improvements completed by people giving back to the community, thanks to partnership work between the city council and the probation service.

Community Payback is a scheme which allows low-risk offenders to make amends for their crimes by carrying out unpaid work on local projects such as re-decorating community centres, tidying public spaces and removing litter in their communities.

The scheme is a part of a Community Order sentence which is passed by Crown and Magistrates Court in England and Wales. It can also form part of a Suspended Sentence Order. Offenders can be sentenced to between 40 and 300 hours of unpaid work in the community and must carry this out in their spare time.

Here's what one of the members of the scheme had to say about it:

"I am happy to be resolving problems rather than making problems for the community. Everyone makes mistakes and it is important to learn from them.

"I'm a single father and hope this experience will help my job search. I want to set an example to my son.

"This is good experience to go into a trade that I wouldn't have had previously.

"My supervisor treats us with respect and supports us as workers getting the job done."

Areas that have already benefitted from the work done through Community Payback include: Northfields Brooke Place and Regina Road.

Feedback from residents has also been positive:

"Please pass on a huge thank you to the probation team for the works that they are undertaking on the gardens. The team of workers are gentle, friendly and efficient. They've really improved the neighbourhood and they are doing a wonderful job."

If your area is identified for work from a Community Payback team, we will write to you to let you know first.

"...They've really improved the neighbourhood and they are doing a wonderful job."

Northfields resident, Terry, with housing team leader, Jamie and Community Payback supervisor, Pau discuss plans for the estate.



amaxwe 15:01

Paul,

Add a reply...



Redenhall with Harleston
Town Council

Nature Recovery
Steering Group

R E P O R T

April 2023

1. Introduction

2. In September 2022, Redenhall with Harleston Town Council established a Steering Group to take forward the aspiration in its Neighbourhood Plan that the Parish be defined as a Nature Recovery Area in support of the Government's 25 Year Environment Plan.
3. The Steering Group comprises Cllr Trevor Graham (Chair) Redenhall with Harleston Town Council, District Councillor, Jeremy Savage, Mrs Clare Crane, the Town Clerk, Rev. Canon Nigel Tuffnell, Rector 7 Churches and Ian Carstairs.
4. The principle aim of the Steering Group is to establish a framework for taking the initiative forward into the future and gaining support for the concept with a deadline to complete this phase of work by the end of the current Town Council year in early May 2023.
5. The Steering Group has no budget. All of the activities which have taken place since its foundation, where there were financial considerations, have been funded privately by individuals and Harleston's Future in support of the Town Council's initiative and undertaken through the work of volunteers. Further activities in support of the principles have begun to gather pace.
6. The present Council comes to an end when the newly elected Councillors accept their positions at the first Council meeting following the elections on 4 May. This short report therefore sets out the recommendations which the Town Council is invited to endorse to ensure that momentum is maintained across the transition to the new Council and into the future.

Framework for the Future

7. Establishing a framework for future action and gathering support depended firstly on having a message, a visibility, and tangible 'goods in the shop window'. The decision was taken to delay any overt activity until after Christmas and New Year holiday period. While this reduced the time to establish the Nature Recovery concept, it ensured that any momentum and the promotion of the message was not lost in the distractions during the holidays.

8. Significant progress has been made since inception. The launch of Nature Recovery was firmly established in the build up by Harleston Sancroft Academy Primary Phase pupils. A formal launch event in St John's Church, involving key speakers, was very well attended. An identity has been established and a web-site created. All have been community driven. Alongside these activities a range of individuals and organisations have given their support and in some cases, taken further action. Future activity is proposed within the community. Information about activities undertaken and provisionally proposed will be provided to Councillors before the end of the current Council.

An important lesson

9. It is clear from the work so far that the Council's simple and light approach of defining the parish a Nature Recovery Area as a 'badge' under which individuals and organisations can commit their support is a non-controversial and effective way of bringing people together with a sense of common purpose. It is recommended that this uncomplicated approach is maintained.

Recommendations

10. In response to the mandate to establish a framework for taking the concept of nature recovery into the future it is recommended that the Town Council endorses the following proposals for transition to the next Council term. The Town Council should consider:
 - a. establishing a **Nature Recovery Sub-Committee** to encourage participation, monitor progress and receive messages of support. Being a sub-committee of the Council would permit the involvement of non-councillors. Indeed, the Standing Orders allows sub committees to be composed completely of non-Councillors. This sub-committee could align under an enhanced Planning and Environment Committee.
 - b. encouraging the formation of a **Local Advisory Group** comprising committed members of community who will provide

advice and ideas to the Town Council and also encourage support for the principles. The advisory Group would have no delegated authority to act on behalf of the Town Council;

- c. with the assistance of the Local Advisory Group establish an annual **Community 'Here for Nature' Forum** event to share ideas and report on progress thereby maintaining momentum within the community.
- d. requests that the Nature Recovery Steering Group produces a final up to date report of achievements and proposed activity, before the end of this Council period to record the progress so far. The report to be forwarded to the Town Clerk by the Chair of the Steering Group for circulation to present councillors and onward presentation to the next Council as a briefing for councillors at their first meeting.

Note: members of the Steering Group will be happy to attend the Town Council meeting and give a short presentation in support of this Report.

The Harold Dean Charitable Trust (established 1973)
Registered Charity. No: 266850

Briefing

Background

1. For the last 50 years the Harold Dean Charitable Trust (HDT) has occupied the majority of 'The Ocean' through an informal agreement with the owners. During this time the site has been managed for quiet recreation, notably fishing and sailing with approaching 1000 members of each of the clubs enjoying the site, along with sea cadets and assistance dogs training groups among others including the Fire Service. It is also an excellent site for wildlife. The Trustees wish to see this continue, coupled with increased enjoyment of the site by the local community, especially in relation to nature conservation and the environment.
2. The owners now wish to sell the property and the Charity wishes to acquire it.

The new opportunities ownership will bring

3. Ownership of the site would enable the HDT to improve access for appreciation of wildlife and the landscape as well as to maintain and expand existing appropriate activities. Lying just 6-minutes-walk from the edge of Harleston in South Norfolk and potential major new developments of several hundred houses and 18-minutes-walk from Harleston Town Centre, it conforms perfectly with Government's (delivered by Natural England) desire that everyone should be able to engage with nature within approximately 15-minutes-walk from home. It would also support the thrust of the Government's 25 year Environment Plan. The site is close to the Angles

Way long distance path. All of the proposed activities offer a focus for Social Prescribing, widely considered to be of significant benefit to society, especially in relation to mental health.

Proposed Project Summary

4. In summary, The HDT seeks to acquire 'The Ocean' to safeguard its character and future for public benefit, as:
 - a. a significant contribution to the landscape and ambience of the Upper Waveney Valley;
 - b. a core site for nature recovery/build back in Harleston and District and along the upper Waveney Valley in line with the Government's 25 Environment Plan based on the Lawton Report;
 - c. a location for quiet enjoyment, embracing:
 - i. an attractive walk to and cycle to destination with in-site trail and viewing places;
 - ii. a location close to home for Harleston residents and visitors to appreciate and engage with nature for which the site is renowned, including the sky, the sunrise, moonrises and the stars;
 - iii. recreational fishing;
 - iv. appropriate low impact natural and hand-powered sailing and other water-borne activities – the internal combustion engine will not be allowed except for management and safety use.
 - d. Coupled with the proposed activities, trustees will seek to develop the site's educational potential through encouraging the foundation of young naturalist training, a young angler and water safety programmes, the latter two to be undertaken by licensees of those particular interests. The former

to be encouraged and developed within the local community reflecting the adjacent Harleston Town Council's declaring of the parish as a Nature Recovery Area.

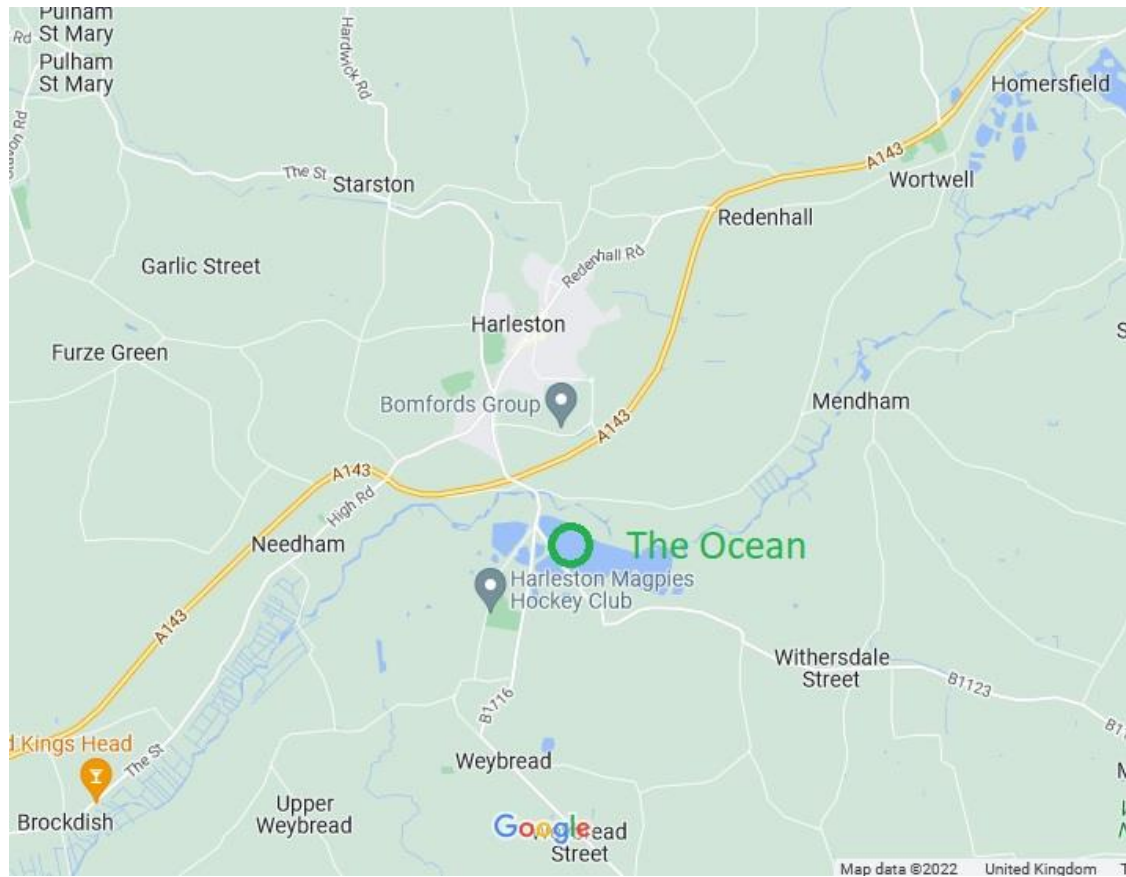
- e. It follows that ownership for the above purposes would ensure the quality of the site is secured against activity and potential developments inconsistent with character of the site and area and its present valued low-impact uses.

Ends March 2023

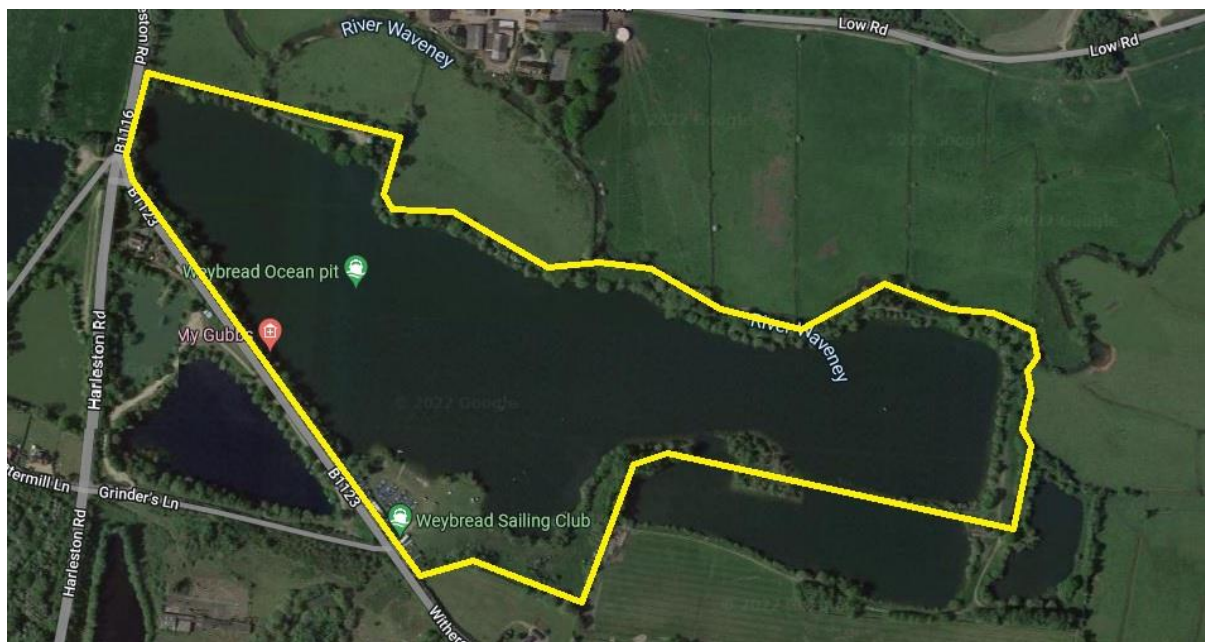
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Annexure A

Site location

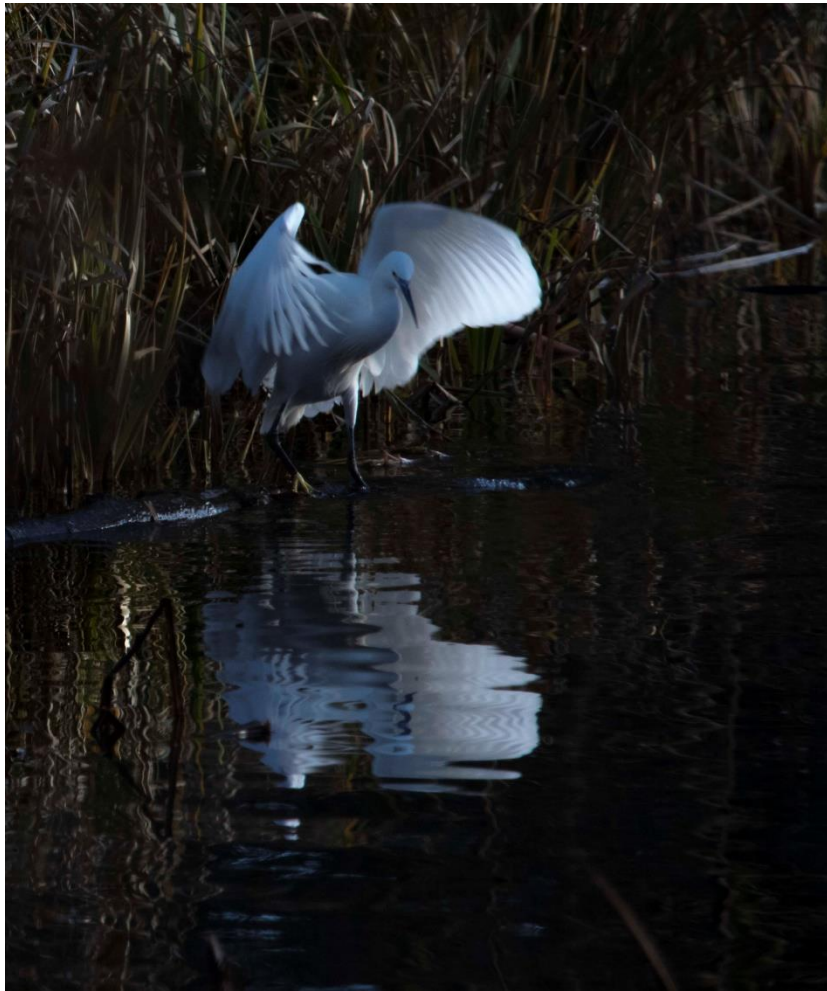


Site Plan













Updates and dates for the diary

We know it's a bit quick for another newsletter but there are some things we wanted to share with you past, present and future.



Fundraising

Active pages

Helping money for a charity? Your donations are being sent to their administrator. Find out more

Members Water safety and Activities	
£150 - £100	
Helping money for East Anglian Air Ambulance	
£100 - £50	
Members Water Safety Day	
£100 - £50	
Helping money for National Air Ambulance	
£50 - £25	

The water safety and activity day was a huge success. With donations on the day and since as well as the proceeds from the BBQ we have been able to donate a fantastic £290 in total.

The pages are still open for any further donations.



We're not the only ones with water safety in mind. We have had the pleasure of the local Harleston fire crew pop down to practice their throwbag and waterside response to!

We hope to have them back for an evening talk and appliance tour if anyone keen.

You can also book a fire safety school visit with them to.

Harleston Fire Station



SOCIAL SAILING: starts this Thursday 23rd June. Aim is to get more sails out on the water, have fun sailing with other members round a buoyed course and maybe a chance to crew if you've not got your own boat. Every 1st Sunday of each month, next is 3rd July. Also Thursdays

WINDSURF with Paul Moss. 1st Sunday of the month. Next date 3rd July 10-2pm.

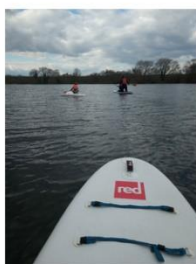


They have also generously gifted some A3 laminated water safety 'spot the dangers' posters. Informative fun, particularly for the younger members. Find them (and the answers!) in the caravan.

RNLI Water safety resources



KAYAK POLO: started this week. Fortnightly on Wednesdays play starts at 7pm. Dates are:
June - 29th
July - 13th, 27th
August - 10th, 24th,
September - 7th, 21st



PADDLEBOARD LESSONS:

Tailored individual or groups sessions.

Choose from:

- Get started
 - Got the gear but need a steer
 - Paddle with purpose
 - Paddle series - 3 sessions to give you all you need to know to get started look after your board, equipment, paddle confidently and self rescue
- £20 members (group min of 2 max of 4)
£28 members private individual lesson
£30 guests group lesson (for guests accompanied by a member on site)

Paddle sessions details here

The cafe will be open at times throughout the summer. We'll let you know dates on the Facebook group.



Town Council Correspondence for meeting held on 12th April 2023

From: [REDACTED] **Subject:** Lease of Harleston Town Recreation Area to the HTFC

Message Body: The Town Clerk

Dear Clare

Several years ago, when the Harleston Town FC were negotiating a lease for half of the town recreation grounds, I was led to believe that this was to be of a temporary measure until a permanent site for the club was established.

I see no move of this coming anywhere near fruition, despite the large land development that has, and is being undertaken in the town. Now I understand that the Council is to 'review and agree to share the HTFC tenancy agreement', and then 'approve' the new tenancy agreement with solicitors witnessing this, at the two forthcoming council meetings on the 20th and 22nd February.

The current situation, where the open expanse of the recreation grounds that is taken up by the football club and where the entrances are permanently padlocked, is, and was objected to by me and many others in that it does not fit with the Covenant of the 8th July 1939 between Arthur Lombe Taylor and the Parish Council of Harleston, that 'the property', ie the recreation grounds, 'shall be used for the purposes of PUBLIC recreation and physical training only'. I do not see that a secure locked fenced section of the recreation grounds, that cannot be used by the public, is in the spirit of the original covenant of 1939. It is clear to me that the progressive development of that large area of the recreation grounds that the football club occupies solely, does not indicate a willingness to seek a permanent home elsewhere for the club, and leave the area occupied permanently by them to its original purpose agreed by Mr Lombe Taylor in 1939.

Regards [REDACTED]

Email following the last Town Council meeting from [REDACTED]

The Clerk to Harleston Town Council

Dear Clare

Further to last night's meeting, I would like to put on record my supplementary questions put to the Town Council meeting during item 6 of the Agenda.

They were as follows :

- 1. At the meeting I attended some years ago, we were assured that the Council/HTFC would seek to find an alternative location for the football ground and that the current lease granted was of a temporary nature. What proactive measures have the Council undertaken to find this alternative location in the meantime?
- 2. HTFC, presumably in conjunction with the Town Council, have progressively developed the recreation area over the past few years with security fencing, floodlights and now a new stand in place. This doesn't smack of a temporary lease for that area of the recreation grounds.
- 3. Security fencing and locked gates does not indicate to me that the area is for the use of the public.

- 4. Harleston is about to embark on a massive new housing development, part of which may have provided for a new ground. Was this idea pursued?
- 5. My view, as reflected in my letter to the Council of the 18th Feb 2023, is that the covenant of 1939 is not being followed, neither practically, nor in the spirit of the arrangement.
- 6. I ask whether the involvement of lawyers in the witnessing and signing of the lease agreement indicates that this is a "done deal".

Yours sincerely

A solid black rectangular box used to redact the signature.

Councillor Surgery 11th March 2023

Question – Why cant the exit at the back of the car park be used?

Answer – Technical reason is that the back exit would need repurposing.

Action – Contact NCC Highways – Note at the next Town Council meeting

Question – Why is traffic flow 1 way on Bullock Fair?

Why is it that way round?

Answer – 1. To reduce road traffic through the town centre

2. Not sure

Action – Find out why travel through the car park is that way – NCC Highways

Question- Concern about the approach to the Marketplace via Church Street. Need for signage, road markers ect.

Answer – There are still a number of outstanding items ongoing regarding the town centre changes. However a more significant form of traffic calming may be appropriate given the blind corner.

Action – See if further traffic calming measures can be used – Contact NCC Highways.

Question – Why was the council precept so high?

Answer – The reserves policy dictates that we would need to increase the precept.

Action – Directed to look at our website for the budget details.

Question – Harleston Heritage Group is being established with a self-appointing meeting being held the following Thursday.

For information – Mentioned character appraisal Article 4? The group will be taking photos of each building to give to the Historical Society. Would like 3 interpretation boards on Bullock Fair and Harold Stone Station building. Nick Durrant has agreed to sponsor and pay for the items. The post office has agreed to have signs in Stone Court.

Action – No action required.

Clerk Surgery on 14th March 2023

Question – Concern was raised about the cemetery grass cutting programme.

Answer – The Clerk emailed [REDACTED] at SNDC and with permission included the resident on the email so that she can be updated.

A further two enquiries about becoming a councillor were made over the two session.

Correspondence regarding Bupa Dental Practice

Subject: Bupa dental closure

Message Body:

I am dismayed that yet another service to Harleston is to go.

The Bupa dental practice is to close at the end of June and there are no other local dentists taking on patients either NHS or private.

Can the Town council exert pressure on Bupa to keep their important facility open.

With even more houses due to be built what are these people expected to do?

This town is not being served well and I think it is time the Town council does something to help.