



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting to Members of the Public and Press

Members of the public are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Wednesday 17th May 2023 at 7.00pm to consider the business detailed below.

Signed: Clare Crane - Town Clerk

Date: 10th May 2023

Members of the press and public are welcome to attend – there will be an opportunity for public participation agenda item 11.

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

AGENDA

1. To elect
 - a) a Chairman
 - b) a Vice-Chairman
2. To receive the Chairman and Vice Chairman's Declaration of Acceptance of Office.
3. Clerk to confirm.
 - a) the receipt of all Councillors Declaration of Acceptance of Office.
 - b) the deadline and procedure for Councillors to complete their Register of Members' Pecuniary and Other Disclosable Interests Localism Act 2011 & Local Government Association (LGA) Model Code of Conduct. ¹
4. Welcome
5. To receive and consider accepting apologies from members unable to attend.
6. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.²
7. To receive and acknowledge the Town Councils key documents.³
 - a) Code of Conduct
 - b) Financial Regulations
 - c) Standing Orders
 - d) Civility and Respect Pledge

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

³ All details to be found at <https://harleston-tc.gov.uk/policies-and-procedures/>

8. To receive and approve the minutes of the last Town Council meeting on Wednesday 12th April 2023 (copy herewith)
9. To note progress on decisions made at the last meeting of Council (copy herewith)
10. To resolve that from 17 May 2023 this council has met the conditions of eligibility as defined in the Localism Act 2011 and SI965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, for Redenhall with Harleston Town Council to adopt the General Power of Competence⁴
11. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each). ⁵
12. To receive a draft calendar of Town Council meetings for 2023/24 and agree the meeting schedule (copy herewith)
13. Resolution to appoint members onto Committees.
(Terms of Reference to be agreed at the first committee meeting)
 - a) Footpath & Tree Warden – Operations Manager
 - b) Amenities
 - c) Leisure Centre Management
 - d) Planning & Development
 - e) Finance
14. Resolution to agree representation on external bodies.
 - a) HIP
 - b) Exchange II
 - c) Harleston's Future
 - d) Harleston & District Business Forum
15. To receive the following recommendation and: -
 - a) Approve the addendum to the Financial Regulations as recommended by the Executive Committee (copy herewith)
 - b) Approve the Internet Banking Policy as recommended by the Executive Committee (copy herewith)
 - c) Agree the Town Council control and manages the street lighting on the Briar Farm development as recommended by the planning committee ⁶

⁴ All details to be found at <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Guidance/good-councillors-guide-2018.pdf>

⁵ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

⁶ All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>

- 16.** To receive a briefing paper on the street lighting design on the Briar Farm Development and agree submission to Saffron Housing and Lovell Partnerships (copy herewith)
- 17.** To receive a request from Norfolk County Council for feedback on the extension to yellow lines on Love Lane and agree a response (copy herewith)
- 18.** To receive and note the contents of month 12 Income and Expenditure report examined by the Finance Committee (copy herewith)
- 19.** To receive the invoice and consider the payment of £115 net plus VAT for the annual subscription to the Rural Market Towns Group for financial year 23/24 and agree payment (copy herewith)
- 20.** To receive Committee Reports and report on any significant issues arising:
 - a) Finance Meeting – Last meeting held 19th April 2023 ⁷
 - b) Executive Meeting – Last meeting held 26th April 2023 (draft minutes not available)
- 21.** To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports from
 - a) Chairman
 - b) Councillors (for information only)
- 22.** To receive written or verbal reports from representatives relating to: -
 - a) Kindness Help Hub
 - b) King's Coronation Event – 7th May
- 23.** To receive significant correspondence and agree on actions required.
 - a) Welcome letter from Action for Harleston and Statement of Intent (copy herewith)
 - b) Harleston Information Plus Trustees (copy herewith)
- 24.** To note the Annual Town Meeting being held on Tuesday 23rd May 2023 6.30pm for 7pm start in the Social Room at the Memorial Leisure Centre
- 25.** To note the date of the next Town Council meeting on Wednesday 28th June 2023 7.00pm start in the Social Room at the Memorial Leisure Centre

⁷ All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>



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 Squash Court at the Memorial Leisure Centre on Wednesday 12th April 2023 at 7pm.

Present: Councillors:-Trevor Graham (Chair), Paul MBA, Russ Wilkins, James Eddy, Matt Scade, Clive Digby

Also, present: Clare Crane (Town Clerk) District Councillor Jeremy Savage

Members of the Public: 2

1. Welcome

Cllr Graham welcomed everyone to the meeting.

2. To receive and consider accepting apologies from members unable to attend.

No apologies were required. County Councillor Martin Wilby had sent apologies in advance of the meeting.

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 22nd February 2023

Approved, and the Chairman signed the minutes.

5. Matters arising from previous meeting – 22nd February 2023

- 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 improvement project, and he will formally respond before the end of the Council term.

Outstanding

Action: Cllr Graham

- The Town Clerk confirmed that information relating to the bylaw concerning dogs being on leads while on the Recreation Ground has been included in the Grapevine editorial.

Matter Closed

Page 1 of 14
12th April 2023

- The month 9 forecast explanation is published on the website.

Matter Closed

- All matters relating to the Harleston Town Football Club Tenancy agreement are closed due to being on this agenda.

Matter Closed

- All matters relating to the appointment of the internal auditor for the Financial Year Ending 2022/23 are closed due to being on this agenda.

Matter Closed

- The formation of the working party to plant and maintain the planters in the town was agreed at the March Amenities meeting.

Matter Closed

- The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website.

Action – Town Clerk

Outstanding

- Cllr Graham confirmed that the month 9 forecast has been published on the website.

Matter Closed

- The Town Clerk confirmed that all matters relating to the town centre improvement project have been raised with the project board and are still outstanding.

Action: Town Clerk

Outstanding

- The Town Clerk confirmed that the WW1 tablecloth has now been placed in the Memorial Leisure Centre Social Room

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 closed for public participation 7.05pm

Following points raised: -

- The Council was congratulated on their proactiveness throughout the last four-year term.
- Acknowledgement of the work carried out by District Councillor Jeremy Savage and the current Town Council.

- A letter was read out that had been received from MP Richard Bacon regarding the closure of the BUPA dentist in Harleston.

Meeting reopened at 7.10pm.

7. To receive reports from

a) Police, District and County Councillor's

Cllr Scade provided an update on police matters, this included: -

- priority settings had been completed.
- aware of the regular car meets that are taking place.
- written to Norfolk County Council highlighting their concerns of inadequate signage since the town improvement work.

District Councillor Jeremy Savage read his final report. Appendix A.

County Councillor Martin Wilby's report had been received by the Town Clerk in advance of the meeting and was read by the Chair. Appendix B.

b) Chairman

The Chairman read his report. Appendix C.

c) Councillors (for information only)

Cllr MBA asked for the Town Council be sympathetic to the staff at the BUPA dentist in Harleston whose jobs are under threat.

Cllr MBA had been approached by a town centre retailer who is facing difficulties with deliveries. It was agreed for this to be addressed under item 19 c on the agenda.

Cllr Scade and Cllr Digby thanked Cllr Graham & Cllr Eddy for their work on the Council.

d) Clerk (for information only)

Nothing to report.

8. Finance

a) To receive and note the contents of month 11 Income and Expenditure report

Noted

b) To receive a briefing paper and agree the appointment of an internal auditor to complete the annual internal audit 2022/2023

Noted and unanimously agreed to appoint Mr T Brown to complete the annual internal audit 2022/2023.

Town Clerk to make the appointment.

Action: Town Clerk

- 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.**

Unanimously agreed.

Town Clerk to pay the membership subscription and for this to be noted at the next Finance committee.

Action: Town Clerk

9. **To note the successful bid for Parish Partnership funding for an additional SAM2 machine and additional monitoring positions.**

Noted.

- a) **To agree to accept the conditions as set out by Norfolk County Council (Highways) for delivering the scheme.**

Unanimously agreed.

Town Clerk to complete the documentation.

Action: Town Clerk

- 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.**

Unanimously agreed.

Town Clerk to complete the documentation.

Action: Town Clerk

10. **Clerk to provide an update on the status of the football licence and members to agree the next steps.**

A meeting between the Town Clerk and the Chair of Harleston Football Club had taken place, following this meeting the Town Clerk sent a letter to the Chair of the Football Club which included the following:-

Following our meeting on the 3rd April 2023 can you please confirm the following.

1. That Harleston Town Football Club agrees to the appointment of Jackaman's Solicitors to act on behalf of Redenhall with Harleston Town Council on the grant of a new lease and associated documents to Harleston Town Football Club.
2. That Harleston Town Football Club agrees to pay the estimated professional fees expected in the region of £1,750-£2,000 plus VAT and disbursements (to be minimal, Land Registry official copies of approx. £6-15)
3. That a representative of Harleston Town Football Club will liaise with Jackaman's Solicitors to deal with any enquiries and agree the documents for completion.

Emailed response from the Chair of Harleston Town Football Club-

'As agreed, the club will cover any cost for legal fees could I please ask that this is now agreed as due to hold ups the club has had to finance works that grant funding would have covered meaning we are unable to support our chosen charities (below) in the way we would have liked

Waveney Food Bank

Pink Ladies Cancer

Royal British Legion

Harleston Girls Football'

- 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.**

Noted.

It was confirmed that Jackaman's would be acting on behalf of the Town Council.

- 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.**

Unanimously agreed.

Town Clerk to instruct the solicitors.

Action: Town Clerk

- 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 Jackaman's Solicitors.**

Unanimously agreed.

Town Clerk to check with Jackaman's that this extension to the term does not create any ongoing issues.

Action: Town Clerk

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.**

Unanimously agreed.

- b) To agree the Terms of Reference for the Kings Coronation event on the 7th May 2023**

Unanimously agreed.

- c) To note the Briefing Paper on the Kings Coronation**

Noted.

- d) To agree the budget to a maximum of £500 to be allocated from EMR350 (ringfenced from the Jubilee celebrations) for the Kings Coronation.**

Unanimously agreed.

- 12. To receive passenger consultation from Norfolk County Council travel and transport services and consider a response relating to the bus service 581.**

In response to the consultation, it was agreed to have the Town Clerk provide comment, highlighting the fact that children must wait an hour and 20 minutes for the first bus home because the school finishing time being extended by 5 minutes.

Town Clerk to publicise this consultation via social media.

Action: Town Clerk

- 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.**

Unanimously agreed.

Town Clerk to obtain more information from SNC.

Action: Town Clerk

- 14. To receive a report from the Nature Recovery Steering group**

Received.

- 15. To receive a briefing document from the Harold Dean Trust and consider the proposal for the Town Councils support.**

Agreed for the meeting to be closed at 8.04pm to allow a member of the public to provide information on this agenda item.

Reopened the meeting at 8.05pm.

Voted – 3 for, 2 against and 1 abstention. Carried by majority 3-2.

- 16. To receive Committee Reports and report on any significant issues arising:**

- a) Amenities Meeting – Last meeting held 1st March 2023**

Nothing to add.

- b) Finance Meeting – Last meeting held 15th March 2023**

Nothing to add.

- c) Planning Meeting – Last meeting held 20th March 2023**

Cllr Eddy provided an update on the last meeting explaining the following: -

- Saffron Housing were in attendance to discuss the Town Council's involvement in relation to lighting on the Briar Farm development.

- Williams Gallagher provided a presentation (via zoom) on the new development at Spirketts Lane. It was confirmed that the developers are looking to hold their public consultation in the next few weeks.

17. Terms of Reference

a) To agree to dissolve the working party for the Neighbourhood Plan 2020-10

Unanimously agreed.

Town Clerk to remove the documentation from the website.

Action: Town Clerk

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

Unanimously agreed.

Town Clerk to remove the documentation from the website.

Action: Town Clerk

18. To receive Reports from representatives relating to the

a) Nature Recovery

Cllr Graham provided a report confirming the successful launch of the Nature Recovery initiative at the 11th of March. The next step is to plant wildflower seeds in the cemetery.

b) Tourism website

Cllr Graham provided a report confirming the successful launch of the Tourism website at the 11th of March. This is still in progress and the future management and maintenance to yet to be agreed.

c) Town Centre Improvement Project

The Town Clerk provided an update explaining that a list of outstanding actions had been sent to the project board for a response. A site meeting is trying to be arranged.

The Town Clerk was asked for the following to be added to the list of outstanding actions for the project board to address: -

- Pavement damage outside The Swan
- Problems with retailer deliveries
- Signage (JD Youngs)

The Town Clerk was asked to inform all Councillors when the site meeting is scheduled.

Action: Town Clerk

d) Kindness Help Hub

Cllr Scade provided an update on the upcoming Easter Egg Hunt.

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

a) Correspondence regarding the Football Club Lease

Unanimously agreed for Cllr Wilkins to draft a response on behalf of the Town Council.

Cllr Wilkins to draft a response and send to the Town Clerk.

Action: Cllr Wilkins

b) Councillor Surgery 11th March 2023

Unanimously agreed to request that the project board to the Town Improvement scheme provide responses to the matters raised.

Town Clerk to send on the questions raised to the project board.

Action: Town Clerk

c) Clerk Surgery 14th March 2023

Nothing that is required to be responded too.

d) Correspondence regarding the Bupa Dental Practice

Unanimously agreed to respond to this correspondence directly and via social media to inform residents of the Town Councils position on this matter.

Town Clerk to respond directly and via social media.

Action: Town Clerk

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

Noted

Meeting Closed 8.34pm

Signed.....

Dated.....

Appendix A

HARLESTON AND REDENHALL TOWN COUNCIL

APRIL 2023

DISTRICT COUNCILLOR REPORT

I would first of all like to thank Harleston for giving me the privilege of representing them for nearly 16 years. I have very much enjoyed my time as District Councillor for Harleston and hope that I have had some small effect to the benefit of the community.

I would like to give a report on the last year when South Norfolk Council has made big strides with a whole variety of challenges, especially the recovery from Covid, the cost of energy and the general cost of living, we have had the impact of Ukrainian Refugees on top of previous immigration schemes. This year we have approved a capital budget of £113m whilst freezing council tax for the ninth time, there have been no cuts and we are doing much more for everyone in our District.

We are committing an extra £1.3m for those in need so that we can continue to help 500 households a month address the cost of living.

Our day-to-day work covers 86 different activities

Keeping people fit and health with new country parks in Costessey (Queens Hill) & Cringleford (Yare Valley) whilst renewing our commitment to our heritage landscape at Venta Icenorum in the Landscape Protection Zone

Generating 50% of our council tax income from trading activities – building homes including our share of the affordable homes means that every home lost to the right to buy has been replaced

Providing commercial space for business to prosper and expand

Teaching 3000 children to swim each year in our swimming pools which will now be heated by renewable energy

Our capital programme includes £30m in grants to make a bigger economy and a brighter future for our 140,000 in 60,000 homes

In Harleston nearly £1m has been invested in improvements to the layout and appearance of our town centre.

Last year the full council authorised us to borrow £20m over 20 years at fixed rates of just over 2% - that has allowed us to commit to this budget at the lowest possible cost - we are set to make really important and far sighted investments which will pay dividends for residents for years to come.

Norwich Science is a world leader in genetics and geonomics - 16 years from an initial £250K grant we now have £8m in the capital programme to develop the future at the Science Park.

South Norfolk has been growing at 1% per year for 50 years and is now rated by the Sunday Times as one of the best places to live in the country

We have a local plan to develop about 50,000 new homes across the Greater Norwich Area.

We are shortly moving to our new carbon building which has over 2,500 solar panels and will use 84% less energy than before and we are also installing air source heat pumps.

We have committed to EV charging points for everyone's village that wants one.

We hope to start the Long Stratton Bypass as it has completed all regulatory steps.

We have staff in the Norfolk and Norwich Hospital so we can prepare recovering patients for a timely discharge to an adapted home. We are working to welcome and sustain over 200 Ukrainian guests. We have built the financial strength and capacity to deal with the unexpected shocks of the future.

Although I am retiring I look forward to the future and hope to see many improvements to benefit Harleston

Jeremy P Savage

Appendix B

HARLESTON AND REDENHALL TOWN COUNCIL

APRIL 2023

COUNTY COUNCILLOR REPORT

Long Stratton A140 bypass approved. Final permission has been granted from South Norfolk District Council for a new-two-and-a-half mile stretch of the A140 around the town of Long Stratton. Norfolk County Council will build the bypass which will reduce congestion, support housing growth and help to bring economic growth benefits. As well as cutting journey times on one of the busiest routes in the county, the new road will also transform the town and surrounding area. It will remove traffic from the centre and also almost double the population, as the road forms part of a wider scheme to build 1,875 homes and a new school. The project had taken a significant step forward in 2021 when the Department for Transport pledged £26.2m towards the £46.2m cost of the bypass. Additional funding will come from developers building the homes.

Communities. NCC has announced how it will allocate its share of the fourth round of the Household Support Fund, which will start from April 2023. The council will receive £13.4m from central government and will add an additional £400,000 to make the total programme of support worth £13.8m. This funding covers a 12-month period to the end of March 2024. This is the fourth round of funding from the Household Support Fund. The council has received over £20m from the government, with the council supplementing this with almost £2.5m since October 2021. By March 2024 the council will have spent £36.35m on Household Support, working closely with the district, borough and city councils, VCSE and public sector partners to identify and implement a range of support measures to meet the needs of vulnerable households, as well as providing more robust and joined up information and advice to those who need it.

Homes For Ukraine Programme. Norfolk has marked the first anniversary of the UK Government's Homes for Ukraine programme which has seen 1,995 Ukrainian guests, including 640 children, arrive in the county to stay with 822 hosts. The county works closely with the district, borough and city councils on this scheme and are still looking for residents to help as there is a need for guests to be hosted. So for anyone who is able, please consider being a host. By becoming a host, you can help provide a home for a family in need and be part of a better future for our Ukrainian guests. For more information you can contact NCC at ncchomesforukraine@norfolk.gov.uk

NCC – Trees for Norfolk. As the 1 million Trees for Norfolk initiative approaches the end of its 3rd planting season, NCC is pleased to announce a significant milestone in a journey to a greener, healthier county. The aim of 200,000 trees by the end of this season has been exceeded, with the total now standing at nearly 210,000 trees and hedgerows planted. The efforts of the community and our partner organisations have been vital in us achieving this and in securing a sustainable future for Norfolk.

With funding secured for the next planting season in November, NCC will continue to work towards the goal of planting 1 million trees by 2025.

Norfolk Master Composters are Recruiting New Volunteers. Help nature and the environment by training as a Norfolk Master Composter volunteer to spread the word about home composting. Get involved in a wide range of activities from attending events and talks, supporting schools and community groups as well as encouraging friends, neighbours, and colleagues to compost kitchen and garden waste at home. The next free training course will be held on Saturday 20th May 2023 in Norfolk. For more details about this voluntary role email mastercomposters@norfolk.gov.uk or call 0334 800 8020

Best Wishes

Martin

DRAFT

Appendix C

HARLESTON AND REDENHALL TOWN COUNCIL

APRIL 2023

CHAIRMAN REPORT

Introduction

This may be the last meeting of this Council. Unfortunately, after an extensive social media campaign and much local response, there will again not be a contested election. It is now 45 years and counting since the last election. James Eddy and I did not put our names forward for the new Council, however four of the current Councillors will continue and provide some continuity and corporate memory. A pleasing note is that there will be a full complement of eleven Councillors which should better help spread the workload and provide a larger pool of knowledge and skills. The names of the next Councillors are published on the South Norfolk Council website.

Looking Back

I would like to look back on some of the achievements of this Council. A new website with greater visibility and transparency, a Neighbourhood Plan which was commended by South Norfolk Council, the launch of 'Nature Recovery in Harleston', release of a new tourism-based website: 'Visit Harleston', the creation of Team Harleston and the Shops Forum, more robust financial control, the recruitment of our current Clerk and Deputy Clerk, and the successful delivery of investment in the town centre in cooperation with South Norfolk and Norfolk County Councils.

I would like to offer my personal thanks and appreciation to all those Councillors who served at any time during the term who worked in a collaborative way and helped deliver these initiatives. I have counted 19 people who served as a Councillor during this term. Each and every one played a part.

Looking Forward

Some of our initiatives will run over into the next Council term and I hope that people with will enthusiastically pick up the baton to take things forwards.

In particular, we have our local nature recovery programme. I am using my Chairmans allowance for nature recovery initiatives in the Primary Phase of the School. There should soon be a butterfly friendly buddleia as part of the plantings.

There is also the district driven tourism website, implementation of the Neighbourhood Plan, further enhancing application of the transparency code and completion of the emergency plan.

There are other ideas which we have not been able to deliver such as Speed Watch, a Youth Council and citizen awards. In addition, there will be new challenges such as the impact of new housing and uses for the community land. It is an exciting time for the next council term.

Closing Words

I wish the new and returning Councillors best wishes for the next four years. I hope that they are able to contribute, feel valued and enjoy their time on the Council. It can be challenging but can also be very rewarding. I have enjoyed my time on the Council and leave proud of progress we have made. I have particularly enjoyed the opportunity to talk with and engage with many people within our community.

I would like to end my report with a thank you to Jeremey Savage who has served the community for almost 50 years. Jeremy began as a parish Councillor and went on to become our district Councillor in 2007. Jeremy is not standing for election to the district council and very much deserves a well-earned rest.

Trevor Graham,
Chairman,
Redenhall with Harleston Town Council

Full Town Council Progress Report May 2023

Town Council 12th April 2023

1. 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 improvement project, and he will formally respond before the end of the Council term. - Action: Cllr Graham
No further update available
2. The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website. – Action: Town Clerk
Reformatting in progress, to be completed by the June Town Council Meeting
3. The Town Clerk confirmed that all matters relating to the town centre improvement project have been raised with the project board and are still outstanding.
Meeting arranged with the Town Clerk. Report to follow at the June Town Council meeting
4. The Town Clerk confirmed she has made the appointment with Mr T Brown for the internal audit 2022/23. - Action: Town Clerk
Audit taking place on Thursday 11th May 2023
5. The Town Clerk confirmed that the membership subscription to Norfolk ALC and NALC has been paid and it was noted by the April Finance committee. - Action: Town Clerk
Completed
6. To agree to accept the conditions as set out by Norfolk County Council (Highways) for delivering the scheme. Town Clerk to complete the documentation. - Action: Town Clerk
Documents completed and sent to Linda McDermott 25/04/2023
7. 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. Town Clerk to complete the documentation. - Action: Town Clerk
Documents completed and sent to Linda McDermott 25/04/2023
8. 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.
Town Clerk to instruct the solicitors. - Action: Town Clerk
In progress Clerk to give a verbal update
9. 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 Jackaman's Solicitors.

Town Clerk to check with Jackaman's that this extension to the term does not create any ongoing issues. - Action: Town Clerk

In progress Clerk to give a verbal update

10. The Town Clerk confirmed that she provided comments to the bus 581 consultation highlighting the fact that children must wait an hour and 20 minutes for the first bus home because the school finishing time being extended by 5 minutes.

The Town Clerk confirmed that the consultation was publicised via social media. -

Action: Town Clerk

Completed

11. The Town Clerk confirmed that the Town Council would like to be involved in antisocial behaviour project and requested for her details to be passed on for further information. - Action: Town Clerk

Completed

12. The Town Clerk confirmed she had removed the Terms of Reference for the Neighbourhood Plan 2020-10 from the website. - Action: Town Clerk

Completed

13. The Town Clerk confirmed she had removed the Terms of Reference for the Celebration Event 2023-01 from the website. - Action: Town Clerk

Completed

14. The Town Clerk confirmed that an email was sent to the town improvement scheme project board requesting a response to additional issues raised:- pavement damage outside The Swan, problems with retailer deliveries and signage (JD Youngs). -

Action: Town Clerk

Completed

15. The Town Clerk was asked to inform all Councillors when the site meeting is scheduled. - Action: Town Clerk

Completed

16. Correspondence regarding the Football Club Lease

Cllr Wilkins to draft a response and send to the Town Clerk. - Action: Cllr Wilkins

In progress verbal update to be provided

17. The Town Clerk confirmed that an email was sent to the town improvement scheme project board requesting a response to the questions raised at the Councillor Surgery held on the 11th March 2023. - Action: Town Clerk

Completed

The Town Clerk confirmed she had responded directly to correspondence received regarding the Bupa Dental Practice and a put out a post via social media. - Action: Town Clerk

Completed

Year 2023/2024

Date	May	June	July	August	September	October	November	December	January	February	March	April
1												
2												
3												
4												
5												
6					Amenities 6.30pm			Amenities 6.30pm			Amenities 6.30pm	
7		Amenities 6.30pm										
8												
9												
10									LCMC 6.30pm			LCMC 6.30pm
11						LCMC 6.30pm						
12			LCMC 6.30pm									
13								Finance 6.30pm				
14		LCMC 6.30pm										
15							Finance 6.30pm					
16												
17	Annual Town Council 7pm								Finance 6.30pm			Finance 6.30pm
18						Finance 6.30pm						
19			Finance 6.30pm									
20					Finance 6.30pm			Town Council Meeting 7pm			Finance 6.30pm	
21		Finance 6.30pm								Finance 6.30pm		
22							Town Council Meeting 7pm					
23	Annual Town Meeting 7pm								Town Council Meeting 7pm			
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Redenhall with Harleston Town Council

FINANCIAL REGULATIONS

22nd February 2023

Adoption Date 22nd February 2023
Date for review on or before March 2024

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1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations must be observed in conjunction with the council's standing orders. A reference to "the council" should be taken as meaning "the full council".

Financial regulations must be reviewed at least annually for fitness of purpose.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly. The council will appoint appropriate staff members to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

1.9. The RFO:

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and

- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Chair of the Finance Committee - unless they are the Chairman of the Council in which case the Vice Chair of the Finance Committee, or if not available, a cheque signatory - shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.

2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by the council and shall carry out the work in relation to internal controls required by the council in accordance with proper practices. The work required should be set out in an engagement letter on first appointment by the council including responsibilities, assurances of independence and competence, access to information, period of engagement and remuneration.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to the council by means of a minimum of a annual written report at the end of each financial year;
- demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- have no involvement in the financial decision making, management or control of the council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Committees with devolved budgets shall formulate and submit proposals for receipts and payments and the required level of earmarked reserves for the following financial year to the Finance Committee not later than the end of October each year

3.2. The Finance Committee together with the RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.3. The council shall consider annual budget proposals including recommendations for the use of reserves and sources of funding in December and decide on any changes required.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than the date stipulated by the South Norfolk District Council. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and approval to spend

4.1. Expenditure on revenue items not on the Regular Payments List may be approved up to the amounts included in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500;
- the Finance Committee for Administration items over £500;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;

- the Clerk for items required for operational reasons for any items £250 or less.

When the Clerk is away, if an item of £500 or less needs to be authorised, the Deputy Clerk may authorise it, in conjunction with the Chairman of the Council or Chairman of the appropriate committee.

The amounts stated above are the net amount excluding recoverable Value Added Tax.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

In the case of goods to be purchased or a specific service to be provided which are over £500, “approval” also means authorisation for the RFO to arrange for payment to be made for the purchase or to commission the service.

In the case of proposals for works to be carried out, “approval” means approval for the proposal to go ahead in accordance with the details supplied to the committee and the quotation provided. “Authorisation of payment” means the subsequent permission by the committee or council, when the work is completed, to pay the supplier once the required checks as stated in 5.3 have been completed.

4.2. For items over £500 requiring approval the Clerk shall include details of the proposed item on the agenda for the meeting of the appropriate committee. The committee shall review the proposed item for compliance with budget and, having satisfied itself on this score as well as the merits of the proposal, shall approve the proposal for items below £5,000 by a resolution of the committee. The minutes shall document the cost code or earmarked reserves to be used. Where the amount approved by the committee is over £5,000, the minutes of the committee shall record this as a recommendation to the council.

4.3 For items over £5,000 the Clerk shall include details of the proposed item for approval on the agenda for the meeting of council. The council shall review the proposal for compliance with budget as well as the merits of the proposal and, having satisfied itself shall approve it by a resolution of the council. The minutes shall record the cost code or earmarked reserves to be used.

4.4. No expenditure which is not on the Regular Payments List may be approved by a committee that will give rise to the annual costs exceeding the amount provided in the revenue budget for that overall delegated cost centre (e.g. Administration, Environment, Recreation Ground) other than by ratification by the Finance Committee and subsequent resolution of the council. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).

4.5. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.6. The salary budgets are to be set annually for the following financial year as part of the budget-setting process and the salary budget shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of the salary component of their budget.

4.7. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk’s judgement it is necessary

to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.8. No expenditure shall be approved in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.9. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.10. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.

4.11. Changes in earmarked reserves proposed by committees shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The details of payments made for purchases or for services which were approved in accordance with 4.1, shall be reported to the next meeting of the appropriate committee or council.

5.3. All invoices received for works or services carried out shall be examined, by the RFO to confirm that the work or services to which each invoice relates has been carried out to a satisfactory standard and represents expenditure previously approved by the council or committee. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.

5.4. The RFO shall provide a schedule of invoices submitted, and which are in order, at the next available council or relevant committee meeting. The meeting shall authorise payment to be made by the RFO, having ensured that the amounts stated in the invoices were previously approved in accordance with 4.1 to 4.3 above.

Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.5. The Clerk and/or RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council/committee, where the **Clerk and/or RFO** certifies that there is no dispute or other reason to delay payment, provided that a list of such

payments shall be submitted to the next appropriate meeting of council or relevant committee.

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or relevant committee.

c) to fund transfers within the council's banking arrangements up to the sum of £20,000.

5.6. For each financial year the Clerk and/or RFO shall draw up a "Regular Payments List" consisting of all due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or relevant Committee.

5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

5.10 Invoices should be paid by the due date. If this is not possible, the Chair of the Finance Committee should be informed and should investigate the reasons in conjunction with the RFO with a view to expediting the payment once any issue is resolved.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under regulation 5 above, the Clerk and / or RFO shall arrange for the payments to be made.

6.3. All payments shall be effected by BACS or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by an authorised bank signatory and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or relevant Committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by the RFO and an authorised bank signatory and any payments are reported to the appropriate committee or to council at the next meeting. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every year.

6.8. By resolution of the council, payment for items which have been approved and authorised by the appropriate committee or council may be made by BACS in line with the banking mandate and any payments are reported to the appropriate committee or council at the next meeting. The approval of the use of BACS shall be renewed by resolution of the council at least every year.

6.9. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to the Chairman of Council in a sealed dated envelope and stored in the safe in the Town Council office. The envelope should be signed over the seal by the Chairman of the Council. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.10. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.12. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.13. Where internet banking arrangements are made with any bank, the Clerk and or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts.

6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered

or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. The changes in details should be confirmed by telephoning the supplier on their previously filed telephone number. A programme of regular checks of standing data with suppliers will be followed.

6.16. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at in line with the date of payment set out on the credit card statement.

6.17. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses, and a separate petty cash float of £150 for maintenance expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash floats shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without being recommended by the Executive Committee and subsequently approved by the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;

- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.6. Where there is a proposal to employ new staff, the Executive committee should consider a full business case and make a recommendation to the council for approval.

7.7. Overtime payments must be based on a detailed log explaining the reason for the claim, approved by the line manager of the claimant. The Chairman will act as the line manager of the Town Clerk for purposes of overtime payments.

8. Loans and investments

8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by the council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period.

8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.5. All investments of money under the control of the council shall be in the name of the council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with regulation 5 (Authorisation of payments) and regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. A schedule of all fees and charges will be maintained by the RFO and will be reviewed at least annually by the relevant committee, where appropriate, on the date specified in any service agreement.

9.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.4. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.5. The origin of each receipt shall be entered on the paying-in slip.

9.6. Personal cheques shall not be cashed out of money held on behalf of the council.

9.7. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.8. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.9. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates, subject to any de minimis provisions in regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposal before it is placed on the agenda of a committee or council for approval.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the requirements of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of the Chairman or Vice Chairman of the council.

g) Any invitation to tender issued under this regulation shall be subject to the provisions of the Standing Orders Section 18 and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 but higher than £3,000 in value for the supply of goods or materials or for the execution of works or specialist

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

a) For public supply and public service contracts £189,330

b) For public works contracts £4,733,252

services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

In the event that less than three contractors present their quotations for the work, the members of the relevant committee/council meeting can deal with the matter using only those quotations properly presented; or, in the extreme case of only one quotation being available, may request further quotations are sought; on a single occasion.

Should it not be possible to obtain a second quotation, the members of the relevant committee/council meeting shall then proceed to make the decision on that single quote.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract together with details of any increase in costs must be approved by the council and if agreed the Clerk should inform the contractor in writing.

13. Stores and equipment

13.1. The Operations Manager or Gym Manager shall be responsible for the care and custody of stores and equipment in the Maintenance and Gym respectively.

13.2. Delivery notes shall be obtained in respect of all goods received and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for ensuring periodic checks of stocks and stores are performed at least annually.

14. Assets, properties and estates

14.1. The Clerk/and or RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Clerk and/ or RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per regulation 17), the Clerk and/or RFO shall effect all insurances and negotiate all claims on the council's insurers

15.2. The Clerk and/or RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.3. The Clerk and/or RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. Risk Management

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the Clerk/RFO or a duly delegated member of staff shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. Suspension and revision of Financial Regulations

17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Redenhall with Harleston Town Council adopted the Financial Regulations.

At the Town Council meeting held on*22nd February 2023*

Signed (Chair).....*Cllr T Graham*

Next Review.....*March 2024*

18. Addendum

18.1. Operational circumstance dictate that there is a need to consider how to process BACS payments should the authorised Councillor signatories be unavailable or during a transitionary period between Councillors.

18.2. Paragraph 5.4 to now read:

The Clerk/ RFO shall provide a schedule of invoices submitted, and which are in order, at the next available council or relevant committee meeting. The meeting shall authorise payment to be made by the Clerk/RFO, having ensured that the amounts stated in the invoices were previously approved in accordance with 4.1 to 4.3 above.

Where time pressure demands payments before the next relevant committee meeting, the schedule of invoices submitted together with supporting invoices shall be reviewed by the Chair of the Finance Committee or in their absence the Vice Chair of the Finance Committee or in the absence of both the Chair of Council and approved as appropriate. Each invoice and the schedule should be signed as evidence of approval.

Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

18.3. Paragraph 6.8 to now read:

By resolution of the council, payment for items which have been approved and authorised by the appropriate committee or council may be made by BACS in line with the banking mandate and any payments are reported to the appropriate committee or council at the next meeting. The approval of the use of BACS shall be renewed by resolution of the Council at least every year.

BACS payments shall be entered by the RFO/Clerk or in their absence the Deputy Clerk, and released by the Chair of the Finance Committee or in their absence the Chair of the Council.

Should the Chair of the Finance Committee and Chair of the Council be unavailable or otherwise unable to release the payments, the payments may be released by the Deputy Clerk with the approval of the Chair of the Finance Committee or in their absence the Chair of the Council. The approved schedule of invoices submitted, referred to in 5.4, should be compared to the actual payments released by the Chair of the Finance Committee or in their absence the Chair of the Council at the earliest opportunity and presented to the next appropriate meeting. A print of the payments released should be signed as evidence of the review.

18.4. This addendum should be presented to Full Council for adoption at the earliest opportunity.

Redenhall with Harleston Town Council agreed an Addendum to the Financial Regulations.

At the Executive Council meeting held on 26th April 2023

Signed (Chair) *Cllr T Graham*

At the Town Council meeting held 17th May 2023

Signed (Chair)

Redenhall with Harleston Town Council

INTERNET BANKING POLICY

INTERNET BANKING AND ELECTRONIC PAYMENTS

Payment of invoices online saves time and money – no envelopes or stamps required and the authorisation can be done remotely at any time. The payment is received in the creditor's account within two working days; and the creditor does not have to take a cheque to their bank or cheques being lost in the post.

The controls and approvals, properly used, are as secure as the cheque system. The Responsible Financial Officer may 'view and submit' online but may not authorise a payment.

Signatories may 'view and authorise' what the Clerk/RFO or Deputy Clerk has entered but may not set up a beneficiary or a payment themselves. The Clerk/RFO or Deputy Clerk will provide detailed income and expenditure reports at the relevant Committee meeting.

Current position:

Redenhall with Harleston Town Council has four accounts with Barclays Bank PLC

- a Community Account with internet banking facilities for the day-to-day payment of invoices and receipt of any income
- a Premium Account ringfenced for Kindness Help Hub Account
- a Premium Rate Account ringfenced for General Reserve
- a Premium Account ringfenced in accordance with the requirements of the Bullock Fair Car Park lease agreement.

Two Councillors will be authorised signatories must be the Chair of the Finance Committee and the Chair of the Council.

POLICY

Where internet banking arrangements are made with any bank.

The Clerk/RFO / Deputy Clerk will have 'view and submit only' authorisation.

Transfer to and from accounts can only be authorised by the Clerk/RFO up to a sum as stipulated in the Financial Regulations and will be able to transfer funds between accounts held at the same bank.

The Bank Mandate approved by the Council shall identify two Councillors, as Signatories who will be authorised to 'view and approve only' transactions on those accounts. The two signatories will be the Chair of the Finance Committee and Chair of the Council.

Access to internet banking accounts will be directly to the bank's log-in page (which may be saved under "favourites") and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for Council banking work. Breach of this requirement will be treated as a very serious matter.

The Council, and those Signatories using computers for the Council's internet banking, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates,

together with a high level of security, is used. Signatories may request reimbursement for the installation and annual update of such software on their personal computers.

No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council

New beneficiary details and changes to beneficiary details used for internet banking must be supported by hard copy or email notification for checking and authorisation by two Signatories.

All transactions require two Signatories to authorise.

Payment for utility supplies (energy, telephone and water) and any Non- Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by the Clerk/ RFO.

The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council every year.

Payment for items may be made by internet banking transfer, provided that evidence is retained showing which members approved the payment.

No new Standing Orders will be set up and direct debit will be used instead.

PROCEDURE FOR ONLINE PAYMENTS

All invoices and requests for payment will be verified for accuracy by the Town Clerk.

Payments may only be made using online banking.

Two authorised Signatories will confirm the payments online.

Where payments are required in between meetings, the Clerk/RFO or Deputy Clerk will email copies of the invoices requiring payment to the Chair of the relevant committee for approval and the Chair of Finance for information. Before the Clerk or Deputy Clerk set up a beneficiary and/or placing a payment request online.

In the event that neither councillors are able to authorise a payment and non-payment could lead to further costs the Clerk will contact the Chair of Finance who will send email authorisation confirming that the Clerk or Deputy Clerk should make the payment.

Clerk/RFO and Deputy Clerk email all requests (payments list) to the Chair of Finance for actioning and copy the Chair of the Council for information or actioning in the absence of the Chair of Finance.

Redenhall with Harleston Town Council agreed the Internet Banking Policy

At the Executive Council meeting held on 26th April 2023

Signed (Chair) *Cllr T Graham*

At the Town Council meeting held 17th May 2023

Signed (Chair)

Lighting: Briar Farm, Lidl and Spirketts Lane**Introduction**

1. At a meeting with Developers Saffron Housing and Lovell Homes on 20th March 2023, the Town Council was invited to submit its requirements with regard to external lighting in relation to the forthcoming developments at Briar Farm. Accordingly a draft paper on the subject has been prepared for Councillors to approve and for forwarding to the respective developers as follows.

General

2. The Redenhall with Harleton adopted Neighbourhood Plan sets out the Council's agreed approach to minimising light pollution. Section 5.5.10 states:

Harleston, lying in a distinct local meteorological area, has particularly exceptional skies, by both day and night, an essential component of the many local vistas. Relatively low light pollution in its surroundings means that star-filled skies, rare over much of England, can be readily enjoyed. Ensuring light pollution is avoided and limited throughout the parish is an important consideration.

3. The background and wider details relevant to the above are set out in Policy **RWH20** and the descriptions of the landscape context. Ensuring best possible standards to minimise light pollution and energy wastage, integrated with other environmental qualities of the proposed developments such as meadows, tree planting and swift bricks will establish an exemplar which others can be encouraged to follow. It will benefit people, the landscape and wildlife as well as maintaining and enhancing the nightscape and character for the rural setting of the town – important factors in tourism and visitor and resident experiences.
4. It is recognised that technology moves on apace and that developers might have superior proposals for the equipment to meet the requirements of the Town Council.

Building phase

5. The proposed developments will extend over many years. It is therefore important to ensure that during the construction the impact of any lighting for site works is minimised.
6. Where external lighting for security and operational reasons is required, the lights should be fully shrouded and downward pointing to ensure no lateral spillage beyond

the area(s) to be illuminated. Use of PIR sensors to be encouraged rather than continuous security lighting.

Highways and footways

7. The reference example of existing town council lighting scheme is the benchmark. The specifications are available.
8. For the sake of clarity, the reference equipment is to be taken as the lighting unit in the rear of Bullock Fair Car Park. (See Annexure A):
 - a. column heights to be no greater than the reference unit;
 - b. Lumens output level of the luminaire to be no higher than the reference unit;
 - c. Lux levels at ground level below the unit to be no greater than those of the reference unit;
 - d. colour temperature of the LED to be no higher than 3000K and ideally 2700k;
 - e. the light source must be wholly downward pointing;
 - f. the installations must be capable of being switched off for part-night lighting.

Residences

9. Emphasis should be given to installing fully shrouded downward pointing front and rear lights for houses of 3000k or less to reduce the risk of inappropriate lights, especially horizontally-set, high colour temperature and intensely bright LEDS which have a seriously detrimental impact on the setting of the town, surrounding landscape and the wonders of the night sky and are very annoying to neighbours.

-oOo-

Annexure A





-oOo-

Reply Slip

PLA351 - Love Lane, Harleston – Double yellow lines

From:

I / We have considered the above proposals and:

am/are in favour /
do not object

☐

object

☐

(please tick as appropriate)

Comments:

.....

.....

.....

.....

.....

Signed: Dated:

Name (please print):

Please return by email on or before 2 June 2023 to:

TOSchemefeedback@norfolk.gov.uk

Alternatively, please send to:

Norfolk County Council
Department of Community and Environmental Services
County Hall (2nd Floor – Bay 32)
Martineau Lane
NORWICH
NR1 2DH

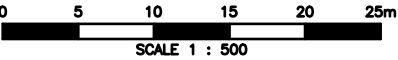
For the attention of Caroline McGlynn / Joe Montey

Our Ref: **PLA351/RSCF/LMF/HC/CMcG**



KEY:

- EXISTING DOUBLE YELLOW LINE TO REMAIN
- PROPOSED EXTENTION TO EXISTING DOUBLE YELLOW LINE



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Survey 100019340

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE
P01	HARLESTON- LOVE LANE PROPOSED WAITING RESTRICTION EXTENSION	SR	AC	13/02/2023

SURVEYED BY	INITIALS	DATE	DRAWING No.
DESIGNED BY	SR	13/02/2023	PLA351-001
DRAWN BY	SR	13/02/2023	PROJECT TITLE HARLESTON- LOVE LANE PROPOSED WAITING RESTRICTION EXTENSION
CHECKED BY	AC	13/02/2023	SCALE 1:500 @A3
			FILE No.

Month No: 12

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	1,886	50	(1,836)			3772.8%	
1100 Grants	0	600	300	(300)			200.0%	
1101 Christmas lights/donation	685	100	0	(100)			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	602	789	800	11			98.6%	
Administration :- Income	1,302	377,020	352,844	(24,176)			106.9%	21,883
4000 Salaries	8,293	89,522	88,693	(829)		(829)	100.9%	3,331
4001 Paye/Ni	5,122	29,924	27,519	(2,405)		(2,405)	108.7%	
4006 Pension Contributions	6,351	34,371	33,662	(709)		(709)	102.1%	
4007 Bank Charges	89	348	200	(148)		(148)	173.8%	
4010 Staff Training/ Conferences	95	699	1,000	301		301	69.9%	
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	203	506	500	(6)		(6)	101.3%	
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	0	205	0	(205)		(205)	0.0%	
4031 Photocopying	192	1,546	1,000	(546)		(546)	154.6%	
4033 Subscriptions	276	1,459	1,100	(359)		(359)	132.7%	
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	233	748	950	202		202	78.7%	
4039 Sundries	110	544	600	56		56	90.7%	
4040 Telephones/Broadband	67	748	800	52		52	93.5%	
4044 Hospitality	35	193	250	57		57	77.3%	
4045 Insurance	(712)	2,824	2,900	76		76	97.4%	
4055 Electricity	319	1,010	900	(110)		(110)	112.2%	
4057 Advertising	436	895	500	(395)		(395)	179.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

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	0	1,624	500	(1,124)		(1,124)	324.8%	1,415
4105 Tree Assessment survey	0	1,720	500	(1,220)		(1,220)	344.0%	1,720
4119 Maintenance - General	29	77	0	(77)		(77)	0.0%	
4139 Dog Bags - purchase	0	25	0	(25)		(25)	0.0%	
4156 Office furniture	561	561	0	(561)		(561)	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	21,697	181,611	172,357	(9,254)	0	(9,254)	105.4%	14,300
Net Income over Expenditure	(20,395)	195,409	180,487	(14,922)				
6000 plus Transfer from EMR	0	14,300						
6001 less Transfer to EMR	0	21,883						
Movement to/(from) Gen Reserve	(20,395)	187,826						
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	0	928	1,621	693		693	57.2%	
Harleston Kindness Help Hub :- Indirect Expenditure	0	928	1,621	693	0	693	57.2%	0
Net Income over Expenditure	0	(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	369	597	1,000	403		403	59.7%	
4036 IT Software	1,954	2,026	0	(2,026)		(2,026)	0.0%	
4081 Jubilee	2,263	5,839	3,500	(2,339)		(2,339)	166.8%	3,166
4082 Remembrance	0	91	500	409		409	18.1%	
Team Harleston :- Indirect Expenditure	4,585	8,553	5,000	(3,553)	0	(3,553)	171.1%	3,166
Net Income over Expenditure	(4,585)	(6,185)	(5,000)	1,185				
6000 plus Transfer from EMR	0	3,194						
6001 less Transfer to EMR	0	2,397						
Movement to/(from) Gen Reserve	(4,585)	(5,388)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

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	0	8,023	10,000	1,977		1,977	80.2%	
Grants & Donations :- Indirect Expenditure	0	8,023	10,000	1,977	0	1,977	80.2%	0
Net Income over Expenditure	0	(6,675)	(10,000)	(3,325)				
110 Loan Repayments								
4095 Loan Repayments	0	8,803	8,803	(0)		(0)	100.0%	
Loan Repayments :- Indirect Expenditure	0	8,803	8,803	(0)	0	(0)	100.0%	0
Net Expenditure	0	(8,803)	(8,803)	0				
121 Environmental								
4083 Planters	1,662	17,936	1,500	(16,436)		(16,436)	1195.7%	17,936
4099 Miscellaneous Expenses	0	6	100	94		94	6.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	10	37	50	13		13	73.2%	
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	0	237	200	(37)		(37)	118.5%	
Environmental :- Indirect Expenditure	1,672	20,631	4,900	(15,731)	0	(15,731)	421.0%	17,936
Net Expenditure	(1,672)	(20,631)	(4,900)	15,731				
6000 plus Transfer from EMR	2,039	17,936						
Movement to/(from) Gen Reserve	366	(2,695)						
122 Street Lighting								
4151 Street Lights Electricity	819	5,134	6,000	866		866	85.6%	
4152 Street Lights Maintenance	170	1,020	1,020	0		0	100.0%	
Street Lighting :- Indirect Expenditure	989	6,154	7,020	866	0	866	87.7%	0
Net Expenditure	(989)	(6,154)	(7,020)	(866)				
123 Car Parks								
1030 Car Park Donations - Business	0	0	2,000	2,000			0.0%	
1031 Car Park Donations - PC's	100	1,800	1,000	(800)			180.0%	
1032 Car Park Donations - Co op	0	30,000	30,000	0			100.0%	
Car Parks :- Income	100	31,800	33,000	1,200			96.4%	0

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

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	100	(40,325)	(18,850)	21,475				
6000 plus Transfer from EMR	0	23,196						
Movement to/(from) Gen Reserve	100	(17,129)						
<u>124 Cemetery</u>								
1020 Cemetery - Burials	250	2,500	3,000	500			83.3%	
1021 Cemetery - Interment Of Ashes	0	0	1,000	1,000			0.0%	
1022 Cemetery - EROB	450	2,140	1,000	(1,140)			214.0%	
1023 Cemetery - Memorials	0	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	700	6,403	9,250	2,847			69.2%	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	700	4,760	5,550	790				
<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	271	1,039	800	(239)		(239)	129.9%	
Markets :- Indirect Expenditure	271	1,684	1,320	(364)	0	(364)	127.6%	395
Net Income over Expenditure	(271)	(1,684)	2,680	4,364				
6000 plus Transfer from EMR	0	395						
Movement to/(from) Gen Reserve	(271)	(1,289)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>126 Allotments</u>								
1000 Allotment Rent	78	1,669	2,000	331			83.4%	
Allotments :- Income	78	1,669	2,000	331			83.4%	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	78	(154)	70	224				
<u>128 Bus Shelter</u>								
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				
<u>129 War Memorial</u>								
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)				
<u>130 Clock Tower</u>								
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				
<u>131 Public Toilets</u>								
4000 Salaries	283	3,375	2,696	(679)		(679)	125.2%	
4001 Paye/Ni	128	814	689	(125)		(125)	118.1%	
4006 Pension Contributions	203	1,222	985	(237)		(237)	124.1%	
4039 Sundries	29	91	0	(91)		(91)	0.0%	
4047 Cleaning Material/Consum- 4039	0	112	350	238		238	32.0%	
4052 Water Charges	124	924	1,100	176		176	84.0%	
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 31/03/2023

Month No: 12

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	13	38	300	262		262	12.5%	
Public Toilets :- Indirect Expenditure	780	6,603	7,420	817	0	817	89.0%	0
Net Expenditure	(780)	(6,603)	(7,420)	(817)				
201 Recreation Ground								
1001 Ground Rent - Football	900	1,800	1,800	0			100.0%	
1003 Ground Rent - Bowls	90	540	540	0			100.0%	
1009 Recreation Ground Hire	0	500	0	(500)			0.0%	
1034 Licences - income	487	487	0	(487)			0.0%	
1099 Miscellaneous Income	0	63	0	(63)			0.0%	
Recreation Ground :- Income	1,477	3,390	2,340	(1,050)			144.9%	0
4000 Salaries	1,631	19,584	19,954	370		370	98.1%	193
4001 Paye/Ni	807	5,214	5,598	384		384	93.1%	
4006 Pension Contributions	1,185	7,189	7,507	318		318	95.8%	
4010 Staff Training/ Conferences	0	2,010	2,500	490		490	80.4%	
4018 Vehicle Fuel Costs	33	714	600	(114)		(114)	119.1%	
4034 Licences	487	497	150	(347)		(347)	331.5%	
4039 Sundries	27	27	0	(27)		(27)	0.0%	
4040 Telephones/Broadband	10	120	120	0		0	100.0%	
4041 Mobile Phones	14	83	80	(3)		(3)	103.7%	
4045 Insurance	(575)	2,412	2,900	488		488	83.2%	
4052 Water Charges	37	171	375	205		205	45.5%	
4055 Electricity	96	303	200	(103)		(103)	151.5%	
4071 Health & Safety - Compliance	0	200	250	50		50	80.0%	
4101 Hedge & Tree Maintenance	0	580	500	(80)		(80)	116.0%	
4102 Grass Cutting	0	2,303	3,750	1,447		1,447	61.4%	
4107 Leased Plant	640	3,840	3,840	0		0	100.0%	
4119 Maintenance - General	7	2,353	900	(1,453)		(1,453)	261.4%	1,886
4121 Maintenance - Contractors	300	1,500	1,600	100		100	93.8%	
4122 Maintenance - Malicious Damage	0	0	250	250		250	0.0%	
4123 Equipment Servicing & Repairs	200	200	300	100		100	66.7%	
4124 Equipment Fuel & Oil	0	0	400	400		400	0.0%	
4125 Equipment purchase	300	300	300	0		0	100.0%	
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	553	2,136	1,500	(636)		(636)	142.4%	
4166 Uniforms	55	207	0	(207)		(207)	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

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4181 Garden Waste Bins Annual Chrg	0	212	220	8		8	96.4%	
Recreation Ground :- Indirect Expenditure	5,808	76,296	54,994	(21,302)	0	(21,302)	138.7%	24,122
Net Income over Expenditure	(4,330)	(72,906)	(52,654)	20,252				
6000 plus Transfer from EMR	0	24,122						
Movement to/(from) Gen Reserve	(4,330)	(48,784)						
<u>202 Gym</u>								
1059 memberships DD	9,034	96,207	110,000	13,793			87.5%	
1060 Gym - Classes	555	4,070	4,500	430			90.4%	
1061 Gym - Equipment resale	0	3,601	0	(3,601)			0.0%	
1062 Gym - Food & Drink - Confectio	104	980	1,300	320			75.4%	
1063 Gym - Membership SO's	18	268	300	32			89.4%	
1064 Gym - Membership Cash	1,962	19,024	17,000	(2,024)			111.9%	
1065 Gym - Personal Training	235	2,268	1,500	(768)			151.2%	
1066 Gym - Room Hire	0	36	0	(36)			0.0%	
1067 Gym - Squash Courts	1,511	7,617	3,000	(4,617)			253.9%	
1068 Gym - Tennis	614	1,941	2,000	59			97.0%	
1070 Protein Food and drink	266	2,131	3,500	1,369			60.9%	
1073 Re-sales	17	271	200	(71)			135.5%	
1074 Gym -advertising	0	8	0	(8)			0.0%	
1075 Table Tennis	45	267	300	33			88.9%	
Gym :- Income	14,360	138,688	143,600	4,912			96.6%	0
4000 Salaries	8,092	92,072	79,593	(12,479)		(12,479)	115.7%	175
4001 Paye/Ni	3,540	17,072	14,130	(2,942)		(2,942)	120.8%	
4006 Pension Contributions	4,748	26,260	27,554	1,294		1,294	95.3%	
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	3,764	4,349	3,600	(749)		(749)	120.8%	
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	1,610	1,400	(210)		(210)	115.0%	
4039 Sundries	118	1,604	1,000	(604)		(604)	160.4%	
4040 Telephones/Broadband	60	559	600	41		41	93.2%	
4041 Mobile Phones	18	99	100	1		1	99.5%	
4045 Insurance	(192)	804	970	166		166	82.9%	
4046 Contract Cleaning	0	2,338	3,336	998		998	70.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4054 Water Charges - building	560	1,835	1,000	(835)		(835)	183.5%	
4055 Electricity	542	1,717	1,260	(457)		(457)	136.3%	
4056 Gas	232	418	650	232		232	64.3%	
4057 Advertising	125	789	1,000	211		211	78.9%	
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	144	290	500	210		210	57.9%	
4121 Maintenance - Contractors	0	350	500	150		150	70.0%	
4123 Equipment Servicing & Repairs	821	1,232	1,000	(232)		(232)	123.2%	232
4125 Equipment purchase	0	50	0	(50)		(50)	0.0%	
4126 Gym Equipment Purchases	1,321	5,601	2,000	(3,601)		(3,601)	280.0%	
4128 Gym Contract Maintenance	415	1,700	1,700	0		0	100.0%	
4129 Gym sundries	135	941	1,200	259		259	78.5%	
4157 Gym equipment for re-sale	0	174	200	26		26	87.0%	
4159 Gym membership refunds	42	268	300	32		32	89.4%	
4160 Gym Class Fees	1,394	4,916	6,000	1,084		1,084	81.9%	
4162 Food & Drink For Resale	33	658	1,000	342		342	65.8%	
4163 Protein products	140	963	2,000	1,037		1,037	48.1%	
4166 Uniforms	0	165	200	35		35	82.5%	
4167 Gym DD Arrangement Fees	566	4,979	4,800	(179)		(179)	103.7%	
4168 Air Conditioning	0	416	300	(116)		(116)	138.8%	
Gym :- Indirect Expenditure	26,769	176,990	161,433	(15,557)	0	(15,557)	109.6%	408
Net Income over Expenditure	(12,409)	(38,302)	(17,833)	20,469				
6000 plus Transfer from EMR	232	408						
Movement to/(from) Gen Reserve	(12,176)	(37,894)						
203 Leisure Centre building								
1066 Gym - Room Hire	485	1,929	500	(1,429)			385.8%	
Leisure Centre building :- Income	485	1,929	500	(1,429)			385.8%	0
4000 Salaries	525	11,031	10,850	(181)		(181)	101.7%	
4001 Paye/NI	198	3,156	3,230	74		74	97.7%	
4006 Pension Contributions	366	3,609	4,144	535		535	87.1%	
4033 Subscriptions	6	6	0	(6)		(6)	0.0%	
4039 Sundries	270	1,160	500	(660)		(660)	232.1%	
4042 Fire and Security Alarms	0	120	200	80		80	60.0%	
4045 Insurance	(575)	2,412	2,900	488		488	83.2%	
4046 Contract Cleaning	0	7,103	10,050	2,947		2,947	70.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

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	9,855	10,350	495		495	95.2%	
4055 Electricity	2,233	7,071	2,600	(4,471)		(4,471)	272.0%	
4056 Gas	236	1,713	5,700	3,987		3,987	30.1%	
4071 Health & Safety - Compliance	0	915	1,600	685		685	57.2%	
4072 Security	0	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	66	755	3,000	2,245		2,245	25.2%	
4121 Maintenance - Contractors	1,215	2,288	4,000	1,712		1,712	57.2%	
Leisure Centre building :- Indirect Expenditure	4,539	60,246	63,374	3,128	0	3,128	95.1%	7,355

Net Income over Expenditure **(4,054)** **(58,317)** **(62,874)** **(4,557)**

6000 plus Transfer from EMR 0 7,355

Movement to/(from) Gen Reserve **(4,054)** **(50,962)**

501 Projects

4506 Neighbourhood Plan	0	2,406	0	(2,406)		(2,406)	0.0%	2,406
Projects :- Indirect Expenditure	0	2,406	0	(2,406)	0	(2,406)		2,406

Net Expenditure **0** **(2,406)** **0** **2,406**

6000 plus Transfer from EMR 0 2,406

Movement to/(from) Gen Reserve **0** **0**

Grand Totals:- Income **18,503** **564,896** **547,534** **(17,362)** **103.2%**

Expenditure **67,111** **634,814** **555,822** **(78,992)** **0** **(78,992)** **114.2%**

Net Income over Expenditure **(48,608)** **(69,918)** **(8,288)** **61,630**

plus Transfer from EMR **2,271** **93,312**

less Transfer to EMR **0** **24,280**

Movement to/(from) Gen Reserve **(46,337)** **(887)**

Rural Services Partnership Limited
 PO Box 101
 Craven Arms
 SY7 7AL
 invoices@sparse.gov.uk
 www.rsnonline.org.uk
 VAT Registration No.: 900361276

**INVOICE TO**

Redenhall with Harleston Town
 Council
 The Memorial Leisure Centre
 Wilderness Ln
 Harleston
 IP20 9DD

VAT Invoice RMTG/23/24/100**DATE** 19/04/2023 **TERMS** Net 30**DUE DATE** 19/05/2023

ACTIVITY	QTY	RATE	VAT	AMOUNT
Rural Market Town Group Membership 1 April 2023 - 31 March 2024	1	115.00	20.0% S	115.00

SUBTOTAL 115.00

VAT TOTAL 23.00

TOTAL 138.00

TOTAL DUE £138.00**VAT SUMMARY**

RATE	VAT	NET
VAT @ 20%	23.00	115.00

Cheques payable to Rural Services Partnership Ltd to be sent to:
 PO Box 101, Craven Arms, SY7 7AL
 BACS SORT CODE: 30 65 93 ACCOUNT NUMBER: 14877960

PLEASE QUOTE THE INVOICE NUMBER ON ALL CORRESPONDENCE
 REMITTANCE ADVICE TO:
 graham.biggs@sparse.gov.uk
 Graham Biggs MBE, FCG, Rural Services Partnership Ltd.

*AfH**Action for Harleston - Improving people's lives*

Mr B.G Woods

actionforharleston@outlook.com

Dear Councillors,

May I take this opportunity on behalf of all my members to welcome you to Redenhall with Harleston Town Council. We wish you a successful and happy time as a Town Councillor.

I have included in my message a Statement of Intent for our Group, Action for Harleston.

In this statement you will see that we keep our eyes on the activities of Organisations which are changing the face of Harleston.

In the last few years previous members of the Town Council have been undertaking meetings and discussions, both within the Town Council, and with outside Councils and Organisations, which have had a profound effect on the lives of the residents.

Not only have the Town Councillors not informed the residents that such discussions were taking place, but decisions implementing those discussions were made whilst still keeping the residents ignorant of the matters concerned.

Further, in the past, important decisions have been made based on the flimsiest of facts, whilst not taking into account common sense when the decisions were being considered.

Whilst it is appreciated that the Town Councillors are the individuals who make the decisions on behalf of the Town, it is patently unacceptable that the residents should be kept in ignorance of matters which will affect their daily lives, and on which the Councillors will make decisions.

We would exhort the Councillors to recognise that their work is for the benefit of Harleston and all its residents, and not for some sectional interest in Harleston, no matter how much that section should claim to hold the 'right' ideas.

We would not expect Councillors not to have their own ideas about what is best for Harleston, but to have the confidence to bring those ideas before the residents of Harleston and give those residents an opportunity to properly express their opinions.

We would also expect Councillors to use their common sense with regard to discussions and decisions, taking into account how those decisions will affect residents, both in the particular, and in the general.

Our Organisation wishes to co-operate with all other Organisations, for the *mutual* benefit of all the Organisations, and the residents of Harleston.

We welcome you and would hope that we should enter a new period of cooperation with our new Town Council, with transparent, considered communication between all parties concerned.

On behalf of all my members, I hope you find your tenure as a Councillor rewarding, and enjoyable.

Barry Woods – Chairman – Action for Harleston

This organisation was formed to give the Residents of Harleston a voice in the future of Harleston.

For too long it has been left to Councils, Planners, and Developers to make the decisions which effect the everyday lives of the residents. Whilst each, in their own way, has a vested interest in the development of Harleston; most of them do not experience the day to day life of those who actually live in Harleston, and how the decisions of outsiders impact on those residents.

Harleston used to be a small, Market town, with its associated independent shops. That can no longer be said to be true. In recent years extra housing has been added almost every year, until Harleston must surely be considered a medium sized town.

Unfortunately, the essential infrastructure of the town, such as Doctors, Dentists, and Schools; has not been increased to take account of the new families coming to live in Harleston.

Rather, the previously existing infrastructure has been allowed to decay, and reduce. Not only has this decay impacted on those who already lived in Harleston, but continues to impact on all those who come to live in Harleston as new residents.

None of those tasked with the future of Harleston has seen fit to fight to increase the essential infrastructure, preferring instead to accept new housing without the commitment to furnish new infrastructure, or improve the old.

We are now at a tipping point. Harleston no longer has sufficient infrastructure to provide residents with the necessary level of service. Residents are being refused what should be common services in a town this size, both previous and new residents. This is patently unfair, and must change.

All individuals and organisations that are involved in the continued house building have a moral, if not legal, duty to act in such a way as to increase the well-being of present and potential residents; not to act as if such a duty does not exist.

The residents of Harleston have had enough, which is why this organisation now exists.

We propose to work with every individual and organisation to try to help them to improve the situation in Harleston. To increase the provision of medical, social, and educational facilities in Harleston to a realistic level for a town of this size.

We do not look for confrontation, but we must be listened to, we live here.

In the past couple of years the Town Council has been making decisions which have an impact on the daily lives and wellbeing of the residents of Harleston, without making any attempt to properly consult the residents of Harleston.

Whilst the Group is prepared to work with any organisation for the mutual benefit of all parties, it must be recognised that effective cooperation can only be achieved through honest, open and transparent dialogue; with consideration being given to the early involvement of the residents before steps are taken to implement independent decisions taken in secret.

Thank you for coming along to the Harleston Information Plus presentation on 19th April.

There was a marvellous turnout, with representatives from a multitude of local groups and organisations at both the afternoon and evening sessions. We received lots of different suggestions for services or activities which would be of benefit to the local community if the funding were to be available.

These will be invaluable as we go through the process of preparing our initial proposal for funding. Once we have submitted this, it will take around 3 months before we hear whether the Fund wishes to progress this further. The Fund will then require more detailed information, and this process may take some time. If our bid were successful, we do not anticipate receiving any funding until 2024. We will let you know the outcome of the initial proposal.

We will in the meantime consider all suggestions carefully in order to see whether it would be possible for HIP to act on some of them in the short term, without extra funding.

If you ticked the column on the attendance sheet to request a copy of the presentation slides, these will be sent to you in a separate email.

We hope you enjoyed the sessions (and the wonderful cakes supplied by the Country Market). Thank you again for your contribution which made these events so successful.

Kind regards

The Trustees

Harleston Information Plus, 8 Exchange Street, Harleston, Norfolk, IP20 9AB
Tel: 01379 851917



 [Harleston Jobs Club](#) [Harleston Information Plus](#)

 [Harleston Information Plus](#)

www.harleston-norfolk.org.uk



- ▶ 2001 Harleston Development Partnership formed
- ▶ 2003 registered as a Not for Profit Ltd Company
- ▶ 2005 moved into 8 Exchange Street
- ▶ 2008 changed name to Harleston Information Plus
- ▶ 2008 grant aided acquisition of Metfield property
- ▶ 2009 opened the Jobs Club
- ▶ 2012 HIP Charitable Company formed
- ▶ 2021 started the Befriending Service

HIP Services

- ▶ Information Centre - around 6000 visitors a year
- ▶ Community and tourist information, help with enquiries
- ▶ Online help with form filling - blue badge, bus pass etc
- ▶ Jobs Club support for 100 - 150 jobseekers a year
- ▶ Befriending Service, volunteers spend time with socially isolated people
- ▶ Rooms for hire at 8 Exchange Street
- ▶ Citizens Advice Bureau weekly outreach
- ▶ Website - local services, groups, events, Trade Directory
- ▶ Training courses - First Aid, Teaching Assistant, IT

Staff and Volunteers

Staff

Lucy Marjoram - in charge of Information Centre, Jobs Club, Befriending Service and volunteers

Sally Davies - Centre Administrator

Pam Spicer - project work

Volunteers

- ▶ 18 Information Centre
- ▶ 12 Befriending Service
- ▶ 3 Jobs Club
- ▶ 4 Admin and window display
- ▶ 7 trustees

HIP annual running costs

The annual cost of continuing the provision
of the Information Centre, Jobs Club and
Befriending Service

£58,000

Present funding for HIP

- ▶ Donations from Bullock Fair Charity shop
- ▶ Grant from Town Council
- ▶ Other local donations
- ▶ Rental income
- ▶ Room hire
- ▶ Grants - grant funding is essential to enable us to continue providing the Jobs Club and Befriending Service

Grant funding

Characteristics of most local grants:

- ▶ Many have a limit - typically £5,000 to £10,000
- ▶ Each has its own criteria
- ▶ Applications open only for a limited time
- ▶ Would expect to fund the direct costs of a project
- ▶ Would make a limited contribution to core costs
- ▶ Take many weeks or months to come to a decision
- ▶ Applications have no guarantee of success
- ▶ A £5,000 grant would cover around 6 months of staff time for Jobs Club or Befriending
- ▶ Many grant applications are required every year

National Lottery Community Fund

“Reaching Communities”

Aims to fund projects which make positive changes in the community

- ▶ These can be new or existing activities
- ▶ They will support organisations to rebuild and grow after Covid
- ▶ Funding of £10,000+, no upper limit, for up to 5 years
- ▶ No deadlines for applying, Fund will not be terminated
- ▶ Fund is flexible and wants to respond to community needs

What the Fund looks for

A project which

- ▶ Builds strong relationships in and across communities
- ▶ Helps more people reach their potential
- ▶ Involves people and communities from the start
- ▶ Builds on people's strengths

“We'd like to support people and communities to build on the knowledge, skills and experience they already have, to make the changes they want”

This is very closely aligned with HIP's overall vision

“To improve the quality of life for residents in Harleston and its hinterland”

Project: Initial thoughts (1)

Jobs Club: Continue the weekly 4 hour Jobs Club

In addition:

- ▶ Outreach visits to surrounding villages
- ▶ Funding for jobseekers to attend Jobs Club using public and community transport
- ▶ Careers Fair once a year
- ▶ IT training for jobseekers who need it
- ▶ Specialist courses to improve jobs skills including certified courses

HIP volunteers - further training in support of their current role or any extension to HIP services provided

Project: Initial thoughts (2)

Organise new community activities:

- ▶ Social activities
- ▶ Leisure or educational or IT classes
- ▶ Information events
- ▶ Group trips for those using HLP services - jobseekers, older people, carers
- ▶ IT support e.g. access to online information, use of social media, smartphones, car park apps
- ▶ Events for newcomers to the area

Project: Initial thoughts (3)

An annual town wide event to showcase voluntary groups in Harleston to promote volunteering (as in “Hooray Harleston” held in 2013):

- ▶ Displays of their work
- ▶ Stalls
- ▶ Slideshow presentations
- ▶ Performances
- ▶ Practical demonstrations
- ▶ Shuttle service by Borderhoppa from villages

Previous social events

- ▶ Slides of old Harleston
- ▶ Games afternoon
- ▶ Can you guess what it is? Harleston museum items
- ▶ Money management
- ▶ A boat trip on the Norfolk Broads
- ▶ Garden party
- ▶ Talk on Norfolk dialect
- ▶ Taste of Italy/France evenings
- ▶ Healthy cooking/cooking for one

Input from the community

The National Lottery will want to know:

- ▶ What is needed by and important to people in the community?
- ▶ How will the project add to the positive things which are already working?
- ▶ How will the project make the most of any resources that are already helping my community?
- ▶ What are the skills, knowledge and experiences people in my community have to contribute to the project?

Grant funding application

- ▶ Extra staff hours at HIP to organise new activities e.g. appoint an Events Coordinator
- ▶ Direct expenses of activities e.g. transport costs, hire of halls
- ▶ Costs of specialist speakers
- ▶ Cost of training courses
- ▶ Publicity
- ▶ Contribution to office costs

Over to you

We would appreciate your suggestions for:

- ▶ New community social activities
- ▶ Classes/training (social or specialised)
- ▶ Information events
- ▶ How to support families and younger people
- ▶ How to support older/retired people
- ▶ How to support jobseekers
- ▶ How to help those who are socially isolated
- ▶ How to promote volunteering
- ▶ Any other activities which HIP could organise which would be beneficial to the community

What is possible

HIP can only apply for funds to organise activities and events which are within our remit

We can't undertake anything which is controlled by:

- ▶ Norfolk County Council (e.g. roads)
- ▶ South Norfolk District Council
- ▶ Town Council
- ▶ National Health Service, Department of Education, or any other statutory bodies

and of course we don't want to duplicate anything which currently happens elsewhere

Next steps

- ▶ We will use your input, and the suggestions received on individual survey forms, to help shape our initial application to the Lottery Fund
- ▶ Please encourage others in your group or organisation to complete the survey form, which is available at HIP, on our website and on the HIP Facebook page (also copies on your table)
- ▶ **THANK YOU**