



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Leisure Centre Management Committee** which will be held at the Town Council Offices, on **Wednesday 14th June 2023 at 6.30pm** to consider the business detailed below.

There will be an opportunity for public participation agenda item 7.

Members of the public are welcome to attend.

Signed: *Clare Crane* - Town Clerk

Date: 7th June 2023

AGENDA

1. To elect
 - a) A Chairman
 - b) A Vice-Chairman
2. Welcome
3. To receive and consider accepting apologies from members unable to attend.
4. 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.¹
5. To receive and approve the minutes from the last Leisure Centre Management meeting on Wednesday 11th January 2023 (copy herewith)
6. To note progress on decisions made at the last meeting of the Leisure Centre Management Committee (copy herewith)
7. To consider a resolution under Standing Orders 3e to suspend the meeting 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).²
8. To review the current Terms of Reference and make amendments as necessary (copy herewith)

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/>

9. To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 28th of June 2023.
10. To receive a draft calendar of Leisure Centre Management Committee meetings for 2023/24 and agree the meeting schedule (copy herewith)
11. Finance
 - a) To receive and note the contents of month 1 Income and Expenditure report (copy herewith)
 - b) To receive and note the contents of the Payments List
 - I. 31st March 2023 (copy herewith)
 - II. 3rd May 2023 (copy herewith)
 - III. 23rd May 2023 (copy herewith)
 - c) To receive and approve any required expenditure in line with the Financial Regulations.
 - d) To note the overspend of £345 (2022/23) to fix the Stair Master (a piece of equipment in the gym) due to the rise in the cost of parts approved by the previous chair of the Council and previous chair of the Leisure Centre Management Committee in line with FR4.1³ via email 31/01/23.
 - e) To note the overspend of £200 2022/23 (203/4121 maintenance contractors) for the additional clean of the tennis courts in line with FR4.1⁴
 - f) To note the urgent repair of squash court one's floor at a cost of £475 net and to acknowledge the donation of £237.50 from the squash club.⁵
 - g) To receive a report and consider the purchase of replacement and new gym equipment at a cost of £594.85 including VAT using budget code 202/4126 (gym equipment purchases) (copy herewith)⁶ and agree.
12. To receive and note the contents of an update report from the Operations Manager (copy herewith)
13. To receive and note the contents of a Play Area Inspection report from the Operations Manager (copy herewith)
14. To receive and note the contents of the gym membership figures (copy herewith)
15. To note that the Communication, Marketing and Events Officer is arranging for an Ice cream van and Tea/Coffee van to be available in the Leisure Centre Car Park during school holidays and weekends throughout the summer months.

³ FR4.1 - 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 Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;

⁴FR4.1 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 Clerk for items required for operational reasons for any items £250 or less.

⁵ As above

⁶ 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: • a duly delegated committee of the council for items over £500;

- 16.** To agree the duties and membership of working parties
- a)** Leisure Centre
 - b)** Recreation Ground and Play Area
 - c)** Exchange 2
- 17.** To note the date of the next Leisure Centre Management Committee meeting starting at 6.30pm in the Social Room at the Memorial Leisure Centre (as decided at Item 10)
- 18.** Public Bodies (Admissions to Meetings) to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.
- 19.** Leisure Centre matters



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane
Chairman: Mr T Graham

Minutes of a meeting of Redenhall with Harleston Town Council's Leisure Centre Management Committee held at the Meeting Room at Harleston Leisure Centre on Wednesday 11th January 2023 at 6.30pm

Present: Councillors – Trevor Graham, Matt Scade, Paul MBA,

Also Present: Emma Chandler (Deputy Clerk)

Members of the Public: Joel Keeble, Jim Collins (Harleston District Round Table)
Kevin Garnham (Exchange 2)
Michael Hardy

1. Welcome

In the absence of the Chairman Cllr MBA was elected Chair for this meeting only.

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

Apologies received from Cllr Wilkins due to a prior engagement

Apologies received from Cllr Digby due to ill health

Apologies received from Cllr Eddy due to work commitments

Accepted

3. To receive any declarations of pecuniary or any other interests

None received

4. To approve the Minutes from the last meeting – 12th October 2022

Minutes approved and signed by Cllr MBA

5. To review the matters arising from the last meeting

- The contract for DRS is now in place

Matter Closed

- The Operations Manager has been asked to seek quotes for an automatic door

Ongoing

- The furniture for the social room has been purchased and received from Trent Furniture.

Matter Closed

- Slimming World are now using the social room on a weekly basis.

Matter Closed

- The new year promotion for the gym (six-month contract with 1 month free) is currently in place with 14 sold to date

Matter Closed

- The gym staff incentive program to commenced on the 16th December

Matter Closed

- Christmas opening hours were completed

Matter Closed

- KDG completed the resurfacing of the main car park week commencing 19th December 2023 and the invoice has been paid.

Matter Closed

- Cllr Wilkins has drafted a temporary CCTV policy to be recommended for approval at the next Executive meeting.

Matter Closed

- No action has been taken to date regarding the relining of the MUGA due to the contractor stating that this should be done when the weather is warmer.

Outstanding

- The request from Harleston's Future for a donation of £500 was added to the Finance agenda but subsequently removed at the request the Chairman Harleston's Future

Matter Closed

- The football licence matter is now with the Full Council due to the financial nature of the proposal.

Matter Closed

- Deputy Clerk requested a detailed proposal from the Football Club regarding the refurbishment of the away changing rooms but to date this has yet to be received

Ongoing

- Football Club have now set up payments on a monthly basis

Matter Closed

- Price increase has been implemented for Squash and Tennis courts

Matter Closed

These remain outstanding from the previous actions

- The Deputy Clerk confirmed the Clerk is working on the final version of the Hire Forms and Umbrella Policy.

Outstanding

6. The meeting will be adjourned for public participation (maximum 10 minutes) for items to be discussed on the agenda only

Meeting was adjourned at 18.42

Matters raised were the following

- The fencing around the outside of the main car park on the Recreation Ground
- Who is paying for the repairs to the play area due to recent vandalism
- Harleston Round Table request to display a banner on the Recreation Ground
- Harleston Round Table request to use the Recreation Ground for the beer festival in 2024 – further discussed at item 10f
- The Kings Coronation

Meeting reconvened at 18.52

7. Finance

- a. **To receive and review the following documents**
 - i. **Income & Expenditure Report (Month 9) and agree any necessary action.**
The report was not available at this time.
 - ii. **Budget update**
Cllr Graham provided an update of the budget
 - iii. **Earmarked reserve update**
Cllr Graham provided an update on the reserves
All lines on the Earmarked reserves were scrutinised by the committee
Unanimously agreed on the earmarked reserves proposal
 - iv. **Draft 2023/24 budget**
Cllr Graham provided the 23/24 budget for the committee to review
Unanimously agreed on the proposed budget
- b. **To approve any required expenditure**
No expenditure to approve
- c. **To make any recommendations to the Finance Committee in relation to the 2023/24 budget**
Unanimously agreed to recommend the reviewed documents to the finance committee and recommended for consideration by the Finance Committee that the rationale for each reserve is published together with the reserve statement
Action – Deputy Clerk

8. Operations Manager to provide an update on the following and agree any actions

- a. Health and Safety
- b. Maintenance
- c. Vandalism time and money

The committee discussed the recent vandalism of the play area. The Deputy Clerk informed the committee that the recent appeal from the police on social media was not accurate. The stated 17k would be to replace the equipment and not for the damage that occurred at this time. The council recognises that these pieces of equipment are coming to the end of life and research into replacement equipment which will be paid for from earmarked reserves and possible external funding and fund raising. The Deputy Clerk was asked to release a website post concerning the play area vandalism and the resulting financial cost to the local residents

Action – Deputy Clerk

9. Gym

- a. **To receive a briefing paper relating to the maintenance of the Stairmaster, consider the proposals and agree on which action to take.**
The committee approved to use the budget lines available to complete the repair work as soon as possible.

Action – Duty Manager

- b. **To note the New Year promotion and introduction of the new class timetable.**
Noted

10. Recreation Ground

- a. **To note the use of the Recreation Ground on the 11th March and the 6th May 2023 for Council lead events**
Noted
- b. **To note that Dan Arbour will be completing the hedge cutting on Swan Lane in January.**
Noted
- c. **To note the play area inspection conducted in December 2022 and the subsequent service improvement strategy completed for 2023**
Noted

- d. **To note the donation of £1325 from the Children's Play and Recreation Association to go towards the cost for the Proludic Pod Swing and turn fly to comply with new standards in accordance with the Play Inspection (ROSPA) report**

Noted

The committee took the opportunity to give thanks to the Children's Play and Recreation Association for their kind donation.

- e. **To receive a briefing paper relating to the grass cutting solutions on the Recreation Ground and agree the contractor for the 2023 season.**

The committee agreed to award the contract to Tops Garden Services

It was agreed to use Option 1 to include grass cutting of all larger areas every 7 days from mid-March to mid-November throughout the growing season and monthly from November, December, January and February and blowing any grass clippings off of the path and play equipment at a cost of £3390+VAT using code 4102

Operations Manager to arrange a signed agreement for both parties.

Action: Operations Manager

- f. **To receive a request from Harleston Round Table to use the Recreation Ground for a Beer Festival /Music Event in 2024 and agree on what action to take.**

Harleston Round Table were requested to send in a formal request with detailed information but agreed in principle subject to paperwork.

- g. **To receive the revised quote for CCTV on the Recreation Ground and approve the cost of £5353.06 using EMR 342 Building Works**

Approved EMR 331 Building Maintenance, a correction to the agenda item, to install as soon as possible following approval at the next Town Council meeting.

Action - Deputy Clerk

11. Squash and Tennis

- a. **To note the Squash Club special offer for January of half price courts.**

Noted

12. Exchange 2

- a. **To receive correspondence from Exchange 2 including two proposals and agree on what action to take**

- i. **The possibility of interest in pursuing an application to The Youth Investment Fund from the Department of Culture, Media & Sport as a joint project.**

There was agreement between the committee and Exchange 2 that this option was not viable due to the minimum level of funding being too high for the needs of the group.

- ii. **To consider wavering Exchange 2's responsibility to remove and re-instate The Cabin, thus allowing the trustees of Exchange 2 to utilise their £7,000 reserve to repair the Cabin.**

The committee agreed that as there is no formal agreement in place the trustees are free to use the £7000 as they wish.

13. To receive any significant correspondence and consider any action required.

- a. **Play area equipment**

Noted

14. To agree the date and time of the next meeting – 12th April 2023

Unanimously Agreed

Meeting ended at 20.25

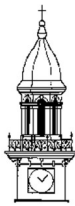
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Leisure Centre Management Committee – Progress Report – 5th June 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
LCMC	11 th Jan 2023 Matter Arising	Quotes for inner automatic door for the Leisure Centre	The Operations Manager was requested to obtain quotes for an inner automatic door for the Leisure Centre	Operations Manager	Next Meeting	The operations Manager received a quote of £5200.12 from DRS doors who service the existing doors Matter Closed
LCMC	11 th Jan 2023 Matter arising	Relining of the MUGA	No action had been taken at the time of the last meeting due to the cold weather conditions	Deputy Clerk	As and when weather improved	Relining is now complete Matter Closed
LCMC	11 th Jan 2023	Refurbishment of the football away changing rooms	The Deputy Clerk had requested a detailed proposal from the Football Club on their intended refurbishment	Deputy Clerk	Next meeting	No proposal has been received from the football club Ongoing
LCMC	11 th Jan 2023 Previous Action	Hire Forms and Umbrella Policy	At the time of the last meeting the forms were still being finalised	Clerk	Next Meeting	Documents to be uploaded to the website Ongoing
LCMC	11 th Jan 2023 Item 7c	Budget Recommendations	The draft budget and earmarked reserves were reviewed and recommended to the Finance committee	Deputy Clerk	Next Finance meeting	The recommendations were added to the finance agenda. Matter Closed
LCMC	11 th Jan 2023 Item 8c	Vandalism Time and Money	Following the vandalism of the toddler equipment the Deputy Clerk was requested to issue a statement on the website with regards to the cost of new play equipment/equipment repairs	Deputy Clerk	ASAP	The Deputy Clerk completed the website post. Matter Closed
LCMC	11 th Jan 2023 Item 9a	Stairmaster quote	The committee approved the budget lines to complete the repairs the Stairmaster	Deputy Clerk	ASAP	The repairs have been completed Matter Closed

Leisure Centre Management Committee – Progress Report – 5th June 2023

LCMC	11 th Jan 2023 Item 10e	Grass cutting quotes	The Operations Manager was asked to arrange a signed agreement between TOPS and the TC	Operations Manager	ASAP	The agreement has been completed and signed by both parties Matter Closed
LMC	11 th Jan 2023 Item 10g	CCTV quotes	The revised quote was agreed for recommendation to the Town Council	Depuy Clerk	Town Council – January 2023	The item was added to the Town Council agenda. Matter Closed



Redenhall with Harleston Town Council

Terms of Reference for the Leisure Centre Management Committee

1. The committee shall comprise of up to five councillors plus the Chairman of the Town Council as an ex-officio member
2. A quorum will consist of a minimum of three councillors
3. The committee will be responsible for electing its own Chairman and Vice-Chairman
4. The committee chair will be responsible for providing a summary report to full council.
5. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak, they will have no voting rights unless they are elected or co-opted to the meeting of the committee.
6. If it is evident that a meeting will not be quorate in the preceding days, a standby councillor may be called upon to attend if available and be co-opted for that meeting only. If there is more than one standby, the Town Clerk will use their discretion as to which standby councillor to call upon.
7. If the meeting is still not quorate, then a councillor in attendance may be co-opted for that meeting.
8. The Leisure Centre Management committee shall decide on all matters pertaining to the following: -
 - Maintenance and security of the Memorial Leisure Centre building and recreation grounds
 - Alternative and additional usage of the Memorial Leisure Centre building and recreation grounds
 - Use and control of the alcohol and entertainment license for the Memorial Leisure Centre building and recreation grounds
 - Improvements to the Memorial Leisure Centre building and recreation grounds
 - Harleston Community Leisure Facility, the Gym
 - Relationships between the Town Council and the various clubs and organisations utilising the facilities governed by the Council

- And any other assets within the Leisure Centre building and recreation grounds as may be added or identified
9. Monthly expenditure which is outside the budget for the Committee will be minuted and brought to the attention of the Finance Committee
 10. Monthly expenditure will be approved at each meeting and will be signed by the Chair of that meeting. In the event of a meeting being cancelled, the expenditure will be agreed at the following town council meeting.
 11. The Committee will have devolved budgets, and shall present its budget requests normally by the end of October in readiness for full council discussions by the December town council meeting
 12. The minutes of each meeting will be proposed and agreed at the next meeting.
 13. Voting will be in accordance with Standing Orders.
 14. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 6.30pm (unless otherwise stated)

Reviewed September 2020

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			
24												Town Council Meeting 7pm
25						Town Council Meeting 7pm						
26			Town Council Meeting 7pm									
27					Town Council Meeting 7pm						Town Council Meeting 7pm	
28		Town Council Meeting 7pm								Town Council Meeting 7pm		
29												
30												
31												

31/05/2023

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Recreation Ground								
1001 Ground Rent - Football	150	150	1,800	1,650			8.3%	
1003 Ground Rent - Bowls	0	0	540	540			0.0%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
Recreation Ground :- Income	150	150	2,878	2,728			5.2%	0
4000 Salaries	1,675	1,675	21,417	19,742		19,742	7.8%	
4001 Paye/Nl	0	0	6,711	6,711		6,711	0.0%	
4006 Pension Contributions	0	0	8,218	8,218		8,218	0.0%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	0	1,352	1,352		1,352	0.0%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	(16)	(16)	0	16		16	0.0%	
4040 Telephones/Broadband	0	0	129	129		129	0.0%	
4041 Mobile Phones	0	0	65	65		65	0.0%	
4045 Insurance	575	575	3,211	2,636		2,636	17.9%	
4052 Water Charges	0	0	403	403		403	0.0%	
4055 Electricity	0	0	600	600		600	0.0%	
4071 Health & Safety - Compliance	0	0	269	269		269	0.0%	
4084 Signage - Rec	0	0	500	500		500	0.0%	
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4102 Grass Cutting	0	0	4,066	4,066		4,066	0.0%	
4107 Leased Plant	0	0	3,440	3,440		3,440	0.0%	
4119 Maintenance - General	(7)	(7)	619	626		626	(1.1%)	
4121 Maintenance - Contractors	0	0	1,720	1,720		1,720	0.0%	
4122 Maintenance - Malicious Damage	0	0	269	269		269	0.0%	
4123 Equipment Servicing & Repairs	0	0	323	323		323	0.0%	
4124 Equipment Fuel & Oil	0	0	430	430		430	0.0%	
4125 Equipment purchase	0	0	323	323		323	0.0%	
4141 Dog Bin Servicing	774	774	832	58		58	93.1%	
4145 Waste Removal	(211)	(211)	1,606	1,817		1,817	(13.1%)	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	0	163	163		163	0.0%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Charg	285	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	3,076	3,076	58,703	55,627	0	55,627	5.2%	0
Net Income over Expenditure	(2,926)	(2,926)	(55,825)	(52,899)				

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Gym</u>								
1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	9,541	9,541	118,250	108,709			8.1%	
1060 Gym - Classes	300	300	3,000	2,700			10.0%	
1062 Gym - Food & Drink - Confectio	40	40	300	260			13.2%	
1063 Gym - Membership SO's	18	18	350	333			5.0%	
1064 Gym - Membership Cash	1,491	1,491	20,000	18,509			7.5%	
1065 Gym - Personal Training	165	165	2,500	2,335			6.6%	
1066 Gym - Room Hire	0	0	404	404			0.0%	
1067 Gym - Squash Courts	868	868	5,000	4,132			17.4%	
1068 Gym - Tennis	42	42	2,000	1,958			2.1%	
1070 Protein Food and drink	310	310	1,500	1,190			20.7%	
1073 Re-sales	14	14	310	296			4.4%	
1074 Gym -advertising	63	63	0	(63)			0.0%	
1075 Table Tennis	48	48	159	112			29.9%	
Gym :- Income	12,898	12,898	154,223	141,325			8.4%	0
4000 Salaries	7,705	7,705	87,601	79,896		79,896	8.8%	
4001 Paye/NI	0	0	17,650	17,650		17,650	0.0%	
4006 Pension Contributions	0	0	27,512	27,512		27,512	0.0%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	0	1,183	1,183		1,183	0.0%	
4034 Licences	0	0	3,870	3,870		3,870	0.0%	
4035 IT Equipment	0	0	108	108		108	0.0%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	150	150	1,739	1,589		1,589	8.6%	
4039 Sundries	0	0	1,161	1,161		1,161	0.0%	
4040 Telephones/Broadband	50	50	538	488		488	9.4%	
4041 Mobile Phones	0	0	88	88		88	0.0%	
4045 Insurance	192	192	1,071	879		879	17.9%	
4054 Water Charges - building	0	0	1,477	1,477		1,477	0.0%	
4055 Electricity	0	0	3,400	3,400		3,400	0.0%	
4056 Gas	(232)	(232)	275	507		507	(84.5%)	
4057 Advertising	0	0	1,075	1,075		1,075	0.0%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	0	0	1,075	1,075		1,075	0.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	
4119 Maintenance - General	(2)	(2)	538	540		540	(0.3%)	

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	0	1,075	1,075		1,075	0.0%	
4126 Gym Equipment Purchases	0	0	4,600	4,600		4,600	0.0%	
4128 Gym Contract Maintenance	139	139	1,198	1,059		1,059	11.6%	
4129 Gym sundries	0	0	1,290	1,290		1,290	0.0%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	0	50	50		50	0.0%	
4160 Gym Class Fees	0	0	3,689	3,689		3,689	0.0%	
4162 Food & Drink For Resale	0	0	705	705		705	0.0%	
4163 Protein products	0	0	531	531		531	0.0%	
4166 Uniforms	0	0	355	355		355	0.0%	
4167 Gym DD Arrangement Fees	599	599	5,160	4,561		4,561	11.6%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	8,601	8,601	172,464	163,863	0	163,863	5.0%	0
Net Income over Expenditure	4,297	4,297	(18,241)	(22,538)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	(277)	(277)	3,000	3,277			(9.2%)	
Leisure Centre building :- Income	(277)	(277)	3,000	3,277			(9.2%)	0
4000 Salaries	541	541	21,807	21,266		21,266	2.5%	
4001 Paye/Nl	0	0	4,177	4,177		4,177	0.0%	
4006 Pension Contributions	0	0	7,715	7,715		7,715	0.0%	
4039 Sundries	23	23	703	680		680	3.3%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	575	575	3,211	2,636		2,636	17.9%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	981	981	12,709	11,728		11,728	7.7%	
4055 Electricity	0	0	14,000	14,000		14,000	0.0%	
4056 Gas	232	232	6,128	5,896		5,896	3.8%	
4071 Health & Safety - Compliance	0	0	1,681	1,681		1,681	0.0%	
4072 Security	0	0	877	877		877	0.0%	
4099 Miscellaneous Expenses	0	0	376	376		376	0.0%	
4117 Building improvements	0	0	2,688	2,688		2,688	0.0%	
4119 Maintenance - General	(58)	(58)	3,225	3,283		3,283	(1.8%)	
4121 Maintenance - Contractors	(915)	(915)	4,300	5,215		5,215	(21.3%)	
Leisure Centre building :- Indirect Expenditure	1,379	1,379	86,726	85,347	0	85,347	1.6%	0
Net Income over Expenditure	(1,656)	(1,656)	(83,726)	(82,070)				

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	12,771	12,771	160,101	147,330			8.0%	
Expenditure	13,056	13,056	317,893	304,837	0	304,837	4.1%	
Net Income over Expenditure	<u>(285)</u>	<u>(285)</u>	<u>(157,792)</u>	<u>(157,507)</u>				
Movement to/(from) Gen Reserve	<u>(285)</u>	<u>(285)</u>						

Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
HMRC	Employees N.I./PAYE	TC	£ 2,580.96	£ 2,466.90	£ 64.10	£ 5,111.96		£ 5,111.96	
ASL	Photocopier	All	£ 22.27			£ 18.56	£ 3.71	£ 22.27	4031/101
Ben Burgess	Lease of John Deere - 01/03/2023 - 31/03/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Norfolk Pension	Employees Salary	TC	£ 3,189.54	£ 3,466.27	£ 101.52	£ 6,757.33			
Rejuvenate Yoga	Yoga Classes - March	LCMC		£ 254.00		£ 254.00		£ 254.00	4160/202
	Classes for March	LCMC		£ 492.00		£ 492.00		£ 492.00	4160/202
Crook Powerwashing	Re-paint basketball and footpath lines on MUGA	LCMC		£ 300.00		£ 300.00		£ 300.00	4121/203
Kim Bryant	HR Support - March	TC	£ 146.25			£ 146.25	£ -	£ 146.25	4023/101
Force Fresh	Microbist 3000 dispenser and aircare refill 75ml	LCMC		£ 34.92		£ 29.10	£ 5.82	£ 34.92	4039/
Lantern	Market regeneration surveys	TC	£ 165.00			£ 165.00		£ 165.00	4057/101
	Facepainting - 11th March Town Event	TC	£ 200.00			£ 200.00		£ 200.00	4014/103
ESPO	Office and Gym stationery	TC/LCMC	£ 86.52	£ 62.18		£ 123.91	£ 24.79	£ 148.70	4039/101/202
Workwear (East Anglia) Ltd	Hi Vis Bomber jacket x 2	LCMC		£ 66.00		£ 55.00	£ 11.00	£ 66.00	4166/201
Robinson's Traditional Stationers	Celebration of Harleston & Elections	TC	£ 250.49			£ 211.03	£ 39.46	£ 250.49	4039/101(210.50) 4057(39.99)
NALC	NALC subscriptions	TC	£ 931.63			£ 931.63		£ 931.63	4033/101
	Tattoos and copies of the Diss express	TC	£ 18.98			£ 18.98		£ 18.98	4014/103
Harleston Information Plus	Room Booking - 11/03/23 3 hrs & 14/03/23 4 hrs	TC	£ 35.00			£ 35.00		£ 35.00	
Petty Cash - Maintenance	Diesel for van and John Deere	LCMC/TC		£ 117.26		£ 117.26		£ 117.26	4018/101/201/124
								£ 117.26	Pay to CC and reimburse Petty Cash
	Chairs Allowance	TC	£ 100.00			£ 100.00	£ -	£ 100.00	Paid to TG on the 3rd April for 2022/23 year end to purchase

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Cozens	Street Lighting - March	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees NI/PAYE - April	TC	£ 2,592.04	£ 2,211.67	£ 77.82	£ 4,881.53		£ 4,881.53	4001/various
Lease	ASL	Photocopier - April	All	£ 12.78			£ 10.65	£ 2.13	£ 12.78	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/04/2023 - 30/04/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Contractual	Callum Ward	Accounting Services	TC	£ 1,104.00			£ 920.00	£ 184.00	£ 1,104.00	4022/101
Contractual	KGB Commercial Heating	Plumbers (Annual Contracted Services only)	All	£ 1,098.00		£ -	£ 915.00	£ 183.00	£ 1,098.00	4121/203
Stat Duty	Norfolk Pension	Employees Salary - April	TC	£ 3,173.51	£ 3,315.83	£ 108.84	£ 6,598.18		£ 6,598.18	4006/various
Contractual	Sonata	Annual maintennce contract - CCTV System NCP104 Issue 3	LCMC		£ 84.00		£ 70.00	£ 14.00	£ 84.00	4072/203
Listed Payments	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99		£ 9.99	4034/202
	Barclaycard - myprotein	Protein products	LCMC		£ 74.77		£ 74.77		£ 74.77	4163/202
	Barclaycard - Yourcoca-cola	Protein products	LCMC		£ 52.98		£ 52.98		£ 52.98	4163/202
Requires to be added to FR 5.1 - Stat Duty - FR 4.1 - the Clerk, in conjunction with Chairman of Council approved (up to £500)	Barclaycard - DVLA	DVLA - vehicle tax - maintenance van	TC	£ 322.50			£ 322.50		£ 322.50	4018/101
FR 4.1 - the Clerk, in conjunction with Chairman of Council approved (up to £500)	Barclaycard - Watercoolers	Watercoolersdirect.com - water fountain	LCMC		£ 519.54		£ 432.95	£ 86.59	£ 519.54	4057/202 EMR347 - Approved TC minutes 24/06/22 to allocate money from CIL
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Barclaycard - Yourcoca-cola	Protein products	LCMC		£ 97.93		£ 97.93		£ 97.93	4163/202
	Barclaycard - Dolphin Fitness	Protein products	LCMC		£ 160.97		£ 134.14	£ 26.83	£ 160.97	4163/202
	Total to Barclaycard								£ 1,248.68	Total to Barclaycard
	NALC	NALC subscriptions	TC	£ 931.63			£ 931.63		£ 931.63	4033/101 - Not paid when on the previous payments list - TC approved 12/04/23
	Force Fresh	Toilet & washroom cleaner descaler & mop	LCMC/Amenities		£ 69.12		£ 57.60	£ 11.52	£ 69.12	4039/201/131 - 50%
	Force Fresh	Force Fresh - Disinfectant - Toilets	Amenities		£ -	£ 23.18	£ 19.32	£ 3.86	£ 23.18	4039/131
	Total tto Forcefresh								£ 92.30	Total to Force Fresh
	GRS	Clutch sprocket & Bearing and shaft	LCMC		£ 191.40		£ 159.50	£ 31.90	£ 191.40	4128/202
	GRS	Drive Belt	LCMC		£ 36.00		£ 30.00	£ 6.00	£ 36.00	4128/202
	GRS	Cable	LCMC		£ 132.00		£ 110.00	£ 22.00	£ 132.00	4128/202
	Total to GRS								£ 359.40	Total to GRS
	Rialtas Business Solutions Ltd	Annual Subscription - Making Tax Digital for VAT	TC	£ 141.61			£ 118.01	£ 23.60	£ 141.61	4037/101 - outstanding from February payments list - overdue

Requires to be added to FR 5.1 - Contractual - FR 4.1 - the Clerk, in conjunction with Chairman of Council approved (up to £500)				May 2015							
	Rialtas Business Solutions Ltd	Annual Support & Maintenance Licence for 5 users	TC		£ 496.00			£ 413.33	£ 82.67	£ 496.00	4037/101
	Total to Rialtas									£ 637.61	Total to Rialtas
		Harleston & District Forum - After work meeting x 2	TC		£ 7.00			£ 7.00		£ 7.00	4012/101
	Workwear (East Anglia) Ltd	Hi-Vis bomber jacket x1	LCMC			£ 36.60		£ 30.50	£ 6.10	£ 36.60	4166/201
	Fig & Roses	Handtied bouquet -	TC		£ 37.00			£ 30.83	£ 6.17	£ 37.00	4044/101
	Rackhams Building Supplies	Cement, paint, batteries, Quick Dry undercoat, Glue and indicating bolt	LCMC			£ 80.63	£ 15.92	£ 80.46	£ 16.09	£ 96.55	4119/201/202/203/131
	Genesis Lifts	Call out, lift out of order at top floor after power cut	LCMC			£ 180.00		£ 150.00	£ 30.00	£ 180.00	4121/203
	Westcotec Limited	SAM2 - 2 x Additional battery 34Ah	Amenities				£ 210.60	£ 175.50	£ 35.10	£ 210.60	4099 101
	Oliver Smith	Resolve storage issues outlook tasks	TC		£ 50.00			£ 50.00		£ 50.00	4037 101
	Osgood Smith	Confectionery	LCMC			£ 95.86		£ 79.88	£ 15.98	£ 95.86	4162 202
FR 4.1 - the Clerk, in conjunction with Chairman of Council approved (up to £500)											
	Ravencroft Tree Services Ltd	Carry out tree risk assessment	Amenities				£ 498.00	£ 415.00	£ 83.00	£ 498.00	4105 101
	Petty Cash - Gym & TC	Office sundries - March	LCMC/TC		£ 35.54	£ 11.95		£ 47.49		£ 47.49	4039/101/202
	Petty Cash - Gym & TC	Office sundries - April	LCMC/TC		£ 42.04			£ 42.04		£ 42.04	4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere - April	LCMC/TC			£ 132.96		£ 132.96		£ 132.96	4018/101/201/124
	- Reimburse									£ 222.49	Total to CC - Pay and then reimburse the Petty Cash
	Ravencroft Tree Services Ltd	Carry out tree risk assessment for the shed	Amenities				£ 102.00	£ 85.00	£ 17.00	£ 102.00	4105 101 - Paid direct by the shed

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre	Notes
Regular payments (BACS and or DDR) (5.6 Financial Regulations)											
Contractual	Cozens	Street Lighting - April	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122	
Contractual	KGB Commercial Heating	Carry out quoted works	LCMC	£ 814.80		£ -	£ 679.00	£ 135.80	£ 814.80	4121/203	
Stat Duty	MPLC	Umbrella licence Streaming Licence GYM	LCMC		£ 430.88		£ 359.07	£ 71.81	£ 430.88	4034/202	
Obligation	Rejuvenate Yoga	Yoga Classes - April classes	LCMC		£ 284.00		£ 284.00		£ 284.00	4160/202	
Possible Payments requiring to be listed											
									£ -		
									£ -		
	Kingfisher visitor guides	Half page full colour advert - Welcome To Norfolk - Days out	TC	£ 270.00			£ 225.00	£ 45.00	£ 270.00	101/4057	
	Probadge	Name badges (Ordered batch of 10 minimum amount)	TC	£ 86.40			£ 72.00	£ 14.40	£ 86.40	101/4099	
	Force Fresh	Jumbo rolls, hand towel, cloths and bl;ack sacks	Amenities			£ 135.29	£ 112.74	£ 22.55	£ 135.29	4039 203	
	Force Fresh	White rolls	LCMC		£ 124.56		£ 103.80	£ 20.76	£ 124.56	4039 203	
Obligation (need to add to FR5.6)		Classes - April	LCMC		£ 485.00		£ 485.00	£ -	£ 485.00	4160 202	Approved via email RFO and Council Chair FR4.1
		2 Stilt walkers (King & Queen) - King's Coronation Event	TC	£ 340.00			£ 340.00	£ -	£ 340.00	4085 103	Approved full council 12/04/23 EMR 350
	Robinson's Traditional Stationers	A4 Black 'n' Red notebook	LCMC	£ 12.00			£ 10.00	£ 2.00	£ 12.00	4039 202	
		Reimbursement For Party Tings - 11th March Town Council run event.	TC	£ 30.00			£ 30.00	£ -	£ 30.00	4014 103	Approved full council 12/04/23 EMR 350
	HIP	Emergency 1st Aid at Work - Nicholas Rapley	LCMC		£ 65.00		£ 65.00	£ -	£ 65.00	4071 202	
		PA system & announcing duties - 7th May King's Coronation event	TC	£ 100.00			£ 100.00	£ -	£ 100.00	4085 103	Approved full council 12/04/23 EMR 350
		Bubble display/Outdoor toys - 7th May King's Coronation event	TC	£ 80.00			£ 80.00	£ -	£ 80.00	4085 103	Approved full council 12/04/23 EMR 350
	Kim Bryant	HR Support - April/May	TC	£ 101.25			£ 101.25	£ -	£ 101.25	4023/101	
	Oliver Smith	Setup Laptop for Marketing & repair Laptop and resolve keyboard issue	TC	£ 50.00			£ 50.00	£ -	£ 50.00	4037/101	
	Earth Anchors Ltd	Blockade and Forest Saver Planters and Engraving text	LCMC		£ 1,569.60		£ 1,308.00	£ 261.60	£ 1,569.60	4083 121	Approved to use EMR 348 / Noted at Finance 19/4/23
	KDG Surfacing Ltd	Bullock Fair Close Car Park - repairs to damaged area (zebra crossing near Drs)	Amenities			£ 1,770.00	£ 1,475.00	£ 295.00	£ 1,770.00	4121 123	Approved at Amenities 27/2/23
	Rural Market Town Group	Rural Market Town Group Membership 01 April 2023 - 31 March 2024	LCMC		£ 138.00		£ 115.00	£ 23.00	£ 138.00	4033 101	Approved full council 17/05/2023
		Reimbursement for Party Tings - 4 x Union Jack Bunting and Balloon Garland 7th May King's Coronation Event	TC	£ 41.96			£ 41.96	£ -	£ 41.96	4085 103	Approved full council 12/04/23 EMR 350
	Linstead Farm & Machinery	Chain oil, spark plugs, Prefilter and chainloop & starter cord	LCMC		£ 7.80		£ 6.50	£ 1.30	£ 7.80	4123 201	
	JRB Enterprise	Purchase of vest type poop scoop bags	LCMC	£ 76.61			£ 63.84	£ 12.77	£ 76.61	4139 101	

New Equipment Briefing Paper

Purpose of Briefing Paper

To request permission to spend £594.85 on new equipment and to replace old equipment.

The equipment

2x Olympic bars - £174.95 Each

1x Set of 5 cable attachments. - £149.95

1x Plyometric box - £95

The Olympic bars

The Olympic bars in any gym are one of the most used pieces of equipment. In the past year we have had 1 bar get dropped and it bent so much that we couldn't use it and another bar dropped and bent a little out of shape but is still useable. This request of these bars is to replace the broken ones. These ones we have found are well priced and can hold up to 750kg the previous ones could only hold 350kg as well as being blue which is the colour I want to push with our branding.



The Cable Attachments

The cable attachments are very versatile and can go on any of the Lat pull down machines and can go on either side of the 2 cable machines. This style of attachment has become very popular in the industry and purchasing these would show that the gym is moving with the times.



Plyometric box

This might just look like a wooden box. A plyometric box is most used for box jumps and normally seen in Crossfit gyms. It can be used for lots of different exercises, like jump squats and step ups. It can also be used for different abilities as you can turn it on its side to lower the height. Purchasing these have the potential of bringing in a different type of member that like doing functional exercises.



Maintenance Report June 2023

Trees and Hedges

- Swan Lane hedge cut completed.
- Tree survey completed.
- Sonic Tomograph test required on two oak trees on the Recreation Ground to assess deterioration in the main trunk.

Recreation Ground

- FISA/MUGA lines have been repainted.
- Tennis courts have been cleaned.
- TOPS have started as the new grass cutting contractor.

Vandalism

- Vandalism of the toddler play area was reported to the police.
- Toddler area equipment is no longer operational due to vandalism and reaching end of life.

Car Park

- Car park fence still under construction.
- London Road entrance speed limit sign has been replaced.
- Lines on the speed bumps of the London Road entrance to be repainted by the end of June 2023

Compound

- Car port has been built using reclaimed timber from the football stand.
- Plant racks have been constructed to store plants for the town planters.

Play Area

- The Childrens Play and Recreation Association requests permission to install an in-ground trampoline in the play area.

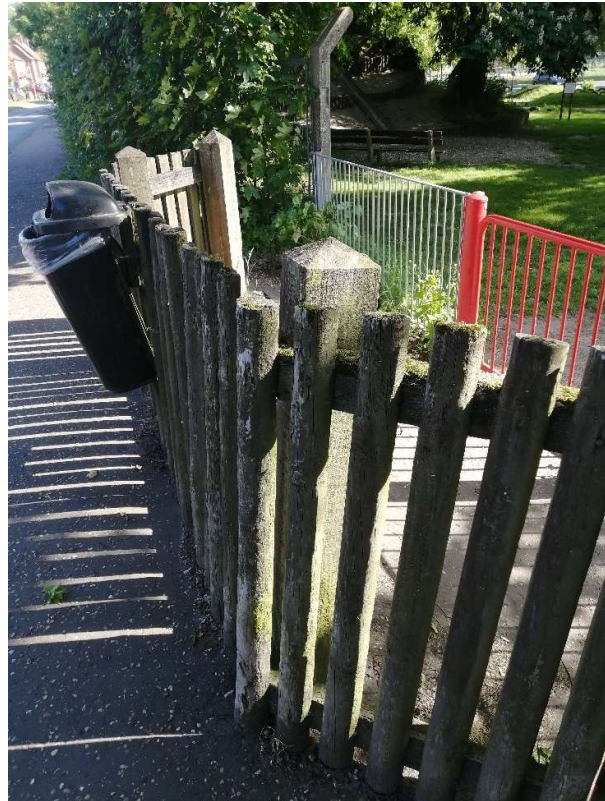
Leisure centre

- The Operations Manager is seeking quotes for work to repair leaks in both sides of the building (possibly connected). Report to be available for the meeting in July 2023

Maintenance report for play area

A recent inspection of the play area has found the following items that require urgent attention. It is suggested that work should be completed before the summer holidays.

MAIN PARK ENTRANCE (HIGH-PRIORITY)



The barrier to the main entrance has now reached the end of life and is in need of replacement as soon as possible. The proposal would be to replace by installing a metal barrier matching the car park fencing.

ASSULT COURSE (LOW-PRIORITY)





This boarding will need to be replaced at some stage as the rot has set into the wood. This can be replaced with recycled plastic sheeting from Earth Anchors, this can be done in-house and last for many years.

SPRUNG SEE-SAW (HIGH-PRIORITY)



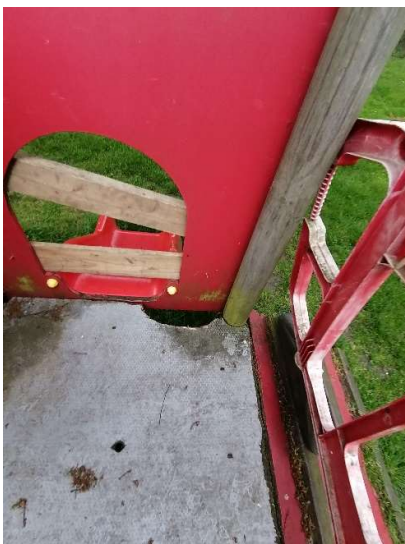
The item has had a temporary fix but will not last. This can be replaced in-house with recycled plastic from Earth Anchors.

SPRINGY SWAN (LOW-PRIORITY)



The spring has come away from its concrete fixings and is now very loose. The seat is also showing signs of rot down one side. It is proposed that this piece of equipment is removed and replaced by a ground trampoline. This will be funded by the Harleston children's play and recreation association by a donation to the town council, as they have received a grant from SNDC to cover the installation costs and have enough funds for the purchase.

MULTI-PLAY (VERY HIGH PRIORITY)





This item has been closed off for quite a while and there are increasing complaints from residents about the lack of facilities for younger children. The maintenance team have tried to separate the sections so it can be used again (last picture), by removing the upper platform with slide and re-fitting the roof onto the playhouse. They also looked at separating the second yellow slide for use, but the floor is too unstable. Quotes have been submitted to the Deputy Clerk for replacement.

2022

Membership (6)	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Promo	14	10	0	0	0	0	0	0	0	0	0	0
Adult DD	18	11	15	5	8	9	12	7	11	7	5	3
Concession DD	8	6	7	0	0	2	1	3	1	2	4	2
Junior DD	8	5	5	3	3	6	4	2	1	2	2	1
Corporate						1	1	1	3	3	3	1
Monthly												
Adult						4	9	7	2	4	2	1
Concessionary						1	1	1	1	0	0	1
Junior						0	1	1	2	3	2	0
Pre Pay												
Adult	9	6	6	4	5	10	5	2	5	1	3	0
Concession	1	0	0	0	4	6	1	1	0	0	1	0
Junior	2	3	0	3	3	9	0	4	1	0	0	2
Weekly	4	1	9	7	3	2	1	2	3	2	0	2
Promo					2	2	0	0	0	0	0	0
Overall Figures												
DD	366	386	391	395	397	407	408	427	420	412	410	410
S/O	2	2	2	2	2	2	2	2	2	2	2	2
PrePay	35	39	37	39	35	36	30	29	37	23	23	22
PAYG	17	19	21	21	21	22	22	22	10	10	10	10
Total	420	446	451	457	457	467	462	480	469	447	445	444
Cancellations	6	12	5	2	13	18	9	13	10	6	6	6

2023

Membership (6)	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Promo	31	11	0	0	0							
Adult DD	0	0	12	11	10							
Concession DD	3	4	4	2	3							
Junior DD	4	5	0	3	1							
Corporate	6	9	10	9	9							
Monthly												
Adult	7	6	3	6	10							
Concessionary	1	1	2	1	1							
Junior	2	0	3	1	3							
Pre Pay												
Adult	8	0	1	1	2							
Concession	0	0	1	0	0							
Junior	0	1	1	2	0							
Weekly	1	0	0	5	2							
Promo												
Overall Figures												
DD	413	444	478	490	512							
S/O	2	2	2	2	2							
PrePay	31	26	30	25	29							
PAYG	10	10	10	10	10							
Total	456	482	520	527	553							
Cancellations	1	14	5	6	12							