



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 19th July 2023 at 7pm to consider the business detailed below.

Signed: Clare Crane - Town Clerk

Date: 14th July 2023

Members of the press and public are welcome to attend – there will be an opportunity for public participation agenda item 8.

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

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To acknowledge the resignation of the following Councillors
 - a) Cllr Lizzy Pegg on the 3rd July 2023
 - b) Cllr Yvette Tyler on the 5th July 2023
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 of the
 - a) Town Council meeting on Tuesday 27th June 2023 (copy herewith)
 - b) Extraordinary Town Council meeting on Wednesday 5th July 2023 (copy herewith)
6. To note progress on decisions made at the last meeting of Council (copy herewith)
7. To agree on the best course of action to complete the action from Item 19(a) from the progress report 12th of April 2023.
8. 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).²

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 receive and examine (on behalf of the Finance Committee due to the cancellation of its meeting to enable this meeting to proceed)
 - a)** To receive and examine the contents of month 3 Income and Expenditure report and formulate and agree any questions for the RFO (copy herewith)
 - b)** To receive and examine the contents of month 3 Bank Reconciliation and formulate and agree any questions for the RFO (copy herewith)
 - c)** To receive and note the contents of the Payments Lists listed below.
 - I.** 19th June 2023 (copy herewith)
 - II.** 6th July 2023 (copy herewith)
 - d)** To note the payment of £695 to Mr. T Brown for the undertaking of the Internal Audit 2022/23.
- 10.** To receive the following recommendations from the Leisure Centre Management Committee, meeting held on 12th July 2023.
 - a)** To receive and note the contents of the 'Toddler Play Area refurbishment' briefing paper and agree Action Play and Leisure be the supplier and awarded the contract of works (copy herewith)
 - b)** To agree that the project total of £21,509.43 Net be funded using S106 as approved by South Norfolk District Council.
- 11.** To receive the following recommendation from the Executive Committee, meeting held on 5th July 2023 and resolve to adopt.
 - a)** Executive Committee Terms of Reference (copy herewith)
 - b)** FR6.7 – Regular Utilities and Rate Payments - Direct Debits (copy herewith)
 - c)** FR6.8 - Regular Payments (Bacs and Direct Debits) (copy herewith)
 - d)** FR4.1 – Possible payments to be listed (copy herewith)
 - e)** Members Training Policy (copy herewith)
 - f)** Exit Interview Policy (copy herewith)
 - g)** Financial Regulations (amendment to FR11c, footnote 2) (copy herewith)
 - h)** Standing Orders (amendment to SO 18f) (copy herewith)
- 12.** To receive the following recommendations from the Planning Committee, meeting held on 26th June 2023 and resolve to adopt.
 - a)** To agree an Emergency Plan Working Party is included on the Town Council Action Plan.
 - b)** To agree a Nature Recovery Working Party is included on the Town Council Action Plan.
 - c)** To agree CIL and Section 106 working party is included on the Town Council Action Plan.
 - d)** To agree to appointing professional Planning Advisors for the Spirketts Lane North Planning application (Compass Point) at a cost of £800 (copy herewith)
- 13.** Resolution to agree representation on external bodies and confirm the appointments in writing.
 - a)** Exchange II (Due to Cllr Tyler's resignation)
- 14.** To receive Harleston War Memorial Wreath Stand Proposal from the RBL and consider approval. (copy herewith)

- 15.** To receive information from Harleston Shed as recommended by the Amenities Committee on the 7th June 2023 regarding the land adjacent to the Fire Station and BT building along Paddock Road and discuss. (All councillors to have completed a site visit as agreed) (copy herewith)
- 16.** To consider taking ownership of the land in order that Harleston Shed can access their site and agree to next steps.
- 17.** To receive a proposal from a resident regarding the extension of double yellow lines on Redenhall Road from Candler Lane, supported by Cllr Martin Wilby. Agree for the Town Council to support for the proposal. (copy herewith)
- 18.** To receive and approve the Terms of Reference for the Christmas Market and Lights Switch on working party (copy herewith).
- 19.** To receive Committee updates and report on any significant issues arising³:
 - a)** Leisure Centre Management Meeting – Last meeting held 12th July 2023
 - b)** Planning Meeting - Last meeting held 26th June 2023
 - c)** Executive Meeting – Last meeting held 5th July 2023
- 20.** 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)
 - c)** Clerk (copy herewith)
- 21.** To receive significant correspondence and agree on actions required.
 - a)** Hungry Cat Café – Too many coffee shops in Harleston (copy herewith)
 - b)** The Ocean Harold Dean Charitable Trust briefing - 3 June 2023 (copy herewith)
- 22.** To note the date of the next Town Council meeting on Wednesday 26th July 2023 7.00pm start in the Social Room at the Memorial Leisure Centre and that the agenda will include: -
 - a)** Consider candidates for co-option onto the Town Council
 - b)** Extended open forum to allow members of the public to provide their comments to the Town Council on the Spirketts Lane North development 2023/1418

³ All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Tuesday 27th June 2023 at 7pm.

Present: Councillors:- Paul MBA (Chairman), Clive Digby, Adrian Brownsea, Lucy Chenery, Keith Harrison, Clive Attwood, Shelagh West

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

District Councillors: District Councillor Graham, District Councillor Eddy,

Members of the Public: Michael Hardy, Eloise Wilkinson, Doug Stockdale, Steve Tricker

1. Welcome

Cllr MBA welcomed everyone to the meeting and made apologies for the change in date of the meeting.

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

Apologies were received from: -

Cllr Scade due to being out of the Parish.

Cllr Pegg due to a prior engagement

Cllr Tyler due to a prior engagement

Apologies were unanimously accepted.

3. To acknowledge the resignation of Cllr Russ Wilkins on the 5th of June 2023.

Resignation was acknowledged and thanks were given to Cllr Wilkins for his time on the council.

The Chairman stated that the Town Council now has a space available for co-option.

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.

None declared.

5. To receive and approve the minutes of the last Town Council meeting on Wednesday 17th May 2023

Cllr Brownsea proposed to accept the minutes and Cllr Chenery seconded the proposal.

By show of hands it was unanimously agreed to approve the minutes.

Minutes were signed and dated by Cllr MBA

6. To note progress on decisions made at the last meeting of Council.

Noted

7. 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).

Cllr Brownsea proposed to accept the Standing orders and by show of hands the motion was unanimously accepted.

Standing orders were suspended at 19.04.

District Councillors Graham and Eddy provided updates from the District Council. A report was provided in advance of the meeting from Cllr M Wilby (County Councillor) who had sent his apologies in advance of the meeting.

Appendix A, B and C - reports from District and County Councillors.

Points raised by the public.

- Waiting for clarification on the request for bins by the River Waveney Trust on Shotford Road
- Concerns about the traffic management in the town car park
- Request for the fingerpost at the bottom of Bullock Fair Close to be fixed or removed.

Standing orders were reinstated at 19.19.

8. To receive the following recommendation and resolve to adopt

a) Amenities Committee Terms of Reference (7th June 2023)

Unanimously agreed to adopt.

b) Leisure Centre Management Committee Terms of Reference (14th June 2023)

Unanimously agreed to adopt.

c) Finance Committee Terms of Reference (subject to agreement at the 21st June 2023 meeting)

Unanimously agreed to adopt.

d) Planning Committee Terms of Reference (subject to agreement at the 26th June 2023 meeting)

Unanimously agreed to adopt.

9. To receive and review the Internal Auditors Report (Mr T Brown) for year ending 2022/23 and formulate and agree any recommendations.

Cllr Brownsea congratulated the staff who were involved in the preparation of the documents and gave thanks to Mr Brown for conducting an efficient audit.

There were no other recommendations provided.

10. As recommended by the Internal Auditor (Mr T Brown)

a) To agree a schedule for independent financial scrutiny every quarter and for the findings to be reported back to the Finance Committee for review.

Unanimously agreed the following schedule for financial scrutiny.

Cllr Scade – Quarter 1

Cllr Digby – Quarter 2

Cllr Chenery – Quarter 3

Cllr West – Quarter 4

Finance Officer to contact the councillors directly to agree dates and times for the audit to take place.

Action - Finance Officer

11. Presentation of the 2022/2023 End of Year Finance report

a) To receive and note the Annual Governance and Accountability Return (AGAR) 2022/23 Form 3

Received and noted.

b) To receive the Annual Internal Audit Report (AGAR) completed by Mr T Brown for 2022/23

Received and noted.

- c) **To complete the Annual Governance Statement 2022/23 Section 1 and approve. Both the Chairman and the Clerk to sign the hard copy**
 By show of hands unanimously agreed.
 Document was then signed and dated by the Chairman Cllr MBA and the Town Clerk Clare Crane.
- d) **To receive the Accounting Statements 2022/23 Section 2 and approve. Both the Chairman and the RFO to sign the hard copy**
 By show of hands unanimously agreed.
 Document was then signed and dated by the Chairman Cllr MBA and the RFO Clare Crane.
 All documents to be submitted to PKF Littlejohn prior to the deadline of the 30th June 2023
Action – Town Clerk/RFO
12. **To receive recommendation from the Finance Committee (subject to agreement at the 21st June 2023 meeting) to agree and adopt the bank mandate (signatories) for all council bank accounts 2023/24**
 Unanimously agreed for Cllr MBA as Chair of the Council and Cllr Harrison as Chair of the Finance Committee to be added to the banking mandate.
Action – Town Clerk
13. **To note that Park Radio has agreed to repay the Town Council the £500 grant that was awarded to them in 2022/23 due to the Grant Awarding Policy conditions 3 & 4 not being met.**
 Noted
14. **To receive and examine the Insurance Policy Renewal Documents – Period of Insurance from 23rd June 2023 to 22nd June 2024, Renewal Premium £ 8,567.80, Schedule Number 113458485 – Long term agreement active until 23rd June 2025 and subject to F5.4 agree to make the payment of £8567.80.**
 By show of hands unanimously agreed.
Action – Town Clerk
15. **To receive and note annual report in line with the Grant Awarding Policy (absence at the Annual Town Meeting)**
 a. **Historical Society £260 (Awarded 5th December 2022 for payment April 2023)**
 Noted
16. **To approve the grant payments for 2023/24, agreed at the Finance Committee meeting 5th December 2022 (Financial Regulation 4.1)**
 a) **£6,500 to HIP (Harleston Information Plus)**
 By show of hands unanimously agreed
 b) **£260 to (Harleston Historical Society)**
 By show of hands unanimously agreed
Action – Town Clerk
17. **To receive and note the contents of Income and Expenditure reports examined by the Finance Committee on 21st June 2023 meeting.**
 a) **Month 1**
 Noted
 Also scrutinised and noted the salary, pension and HMRC amounts for month 1.
 b) **Month 2**
 Noted
 Also scrutinised and noted the salary, pension and HMRC amounts for month 2.
18. **To note the requirement for a new Town Council representative for Harleston's Future (due to the resignation of Cllr Wilkins) and agree a new representative.**

Cllr MBA nominated himself which was unanimously agreed.

19. To agree the continuation of the following Town Council working parties and agree staff and councillor representatives.

a. Christmas Lights Working Party (Staff – Operations Manager, Communications, Marketing and Events Officer, Maintenance Team)

By show of hands unanimously agreed

b. Kindness Help Hub (Finance Officer)

By show of hands unanimously agreed

20. To agree to dissolve the working party for the King's Coronation Event and remove the Terms of Reference from the website.

By show of hands unanimously agreed with thanks given to all those involved.

Action – Town Clerk

21. To agree to continue with the details set out in the Armed Forces Covenant Pledge dated 1st November 2021

By show of hands the council voted 5 for and 1 abstention.

By majority vote the council agreed to the details set out in the Armed Forces Covenant Pledge.

22. To agree to appoint a Town Council Royal British Legion Champion.

Amendment to Armed Forces Champion

Unanimously agreed for Rosie Riches to continue in the role.

23. To note an 'Act of Remembrance' at Harleston War Memorial on Thursday 27th July 2023 starting at 11.00am marking 70 years since the signing of the armistice (RBL and Rev Tufnell)

Noted

24. To receive Committee updates and report on any significant issues arising:

a) Amenities Meeting – Last meeting held 7th June 2023

Cllr Digby to provide quotes for the refresh of the war memorial gardens at the next Amenities meeting in September.

b) Leisure Centre Management Meeting – Last meeting held 14th June 2023

Working parties established for the play area to look at the repair or replacement of the toddler equipment and also the Leisure Centre Business Plan.

c) Finance Meeting – Last meeting held 21st June 2023

No issues to report currently.

d) Planning Meeting - Last meeting held 26th June 2023

Working party established to look at CIL and Section 106 funds.

Two none voting committee members joined the committee providing a wealth of knowledge on planning and the Neighbourhood plan.

Public meeting to be arranged for Spirketts Lane North site as soon as possible.

The committee objected to the application on Needham Road.

25. 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 (including an update on the Community Triangle event attended on 4th May 2023

Cllr MBA reported on the Community Triangle event, the problem areas highlighted were overgrown hedges and general maintenance of this area, but this is predominantly the responsibility of Saffron Housing and not Harleston Town Council. Awaiting a report back from Saffron Housing which will be shared when it is available.

Cllr MBA highlighted that this is a new council and that new councillors are finding their feet in respect of procedure and protocol expected in the council. He congratulated everyone who attended the training for councillors.

b) Councillors (for information only)

Cllr Attwood – questioned the spray painting of the marketplace and who was on the Project Board

Cllr Brownsea – Highlighted the infrastructure for Harleston is lacking, in particular the medical provision.

Cllr Digby – Gave thanks to the team of volunteers, otherwise known as the Harleston Planters, their dedication is very much appreciated.

c) Clerk

See meeting pack 24c

26. To receive and note information sent via email from the Town Clerk to members of the Town Council in relation to Norfolk County Council's feedback on the extension of yellow lines on Love Lane

Received and noted.

The Clerk provided further correspondence from John Cotton (NCC) dated 26th June at the meeting.

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

a) Norfolk County Council regarding the Road Safety Community Fund

It was agreed for this matter to be included at the next Amenities meeting in September.

Action: Town Clerk

b) Action for Harleston 5th June 2023 – Poll Results on CCTV in the Town

Noted

28. To note the date of the next Town Council meeting on Wednesday 26th July 2023 7.00pm start in the Social Room at the Memorial Leisure Centre

Noted

Meeting Closed at 20.05

Signed

Dated.....

APPENDIX A

HARLESTON TOWN COUNCIL

JUNE MEETING

COUNTY COUNCILLOR REPORT

An ambitious climate strategy, to support Norfolk's move to net zero has been agreed by Norfolk County Council. Retrofitting insulation in buildings, boosting sustainable transport, supporting green jobs and helping nature recover are among measures in the county council's climate strategy, to support Norfolk's move to become carbon neutral by 2030. The strategy follows the council's commitment, made in 2019, to achieve net zero on its own estate. It aims to reduce the county council's 2016/17 carbon emissions of 21,000 tonnes per year, which have already been halved, by 90% by 2030, with the remainder offset. Key proposals include, retrofitting council buildings to take out gas and oil heating and improve insulation – and encouraging businesses, residents and other organisations to do the same, support active and sustainable transport, including further bus improvements and developing the green economy, with support for green skills, sustainable tourism and businesses.

NCC has secured a £70 million funding boost for special needs education for children in Norfolk (SEND). Known as Local First inclusion, it will provide significantly more advice, support and funding for main stream schools and introduce 15 new school and community support teams to give early help and support to both parents and schools. It also means the council will develop dozens more special education classrooms, known as specialist resource bases (SRBs) and alternative provision at mainstream schools as well as building two more special schools.

New Gritting Technology. Thousands of pounds have already been saved by making sure salt is spread at the right rate for each location using detailed forecast and live data from roadside sensors. Next winter this new tech will be rolled out across the rest of the county following the success already seen in the north and west areas of the county. NCC has been proactive in adopting new technology, such as low-cost temperature sensors using the LoRaWAN wireless sensor network, and auto-salting. Auto-salting sees gritter drivers get live in-cab updates to spread rates and routes, and remote changes can be made allowing drivers to concentrate on the road ahead, without needing to make adjustments manually. This means salt spread rates are more efficient and are set to bring savings of up to £180,000 over the next three years.

Every year, more than 55,000 children in England are placed into the care of a foster family. This number accounts for 70% of children in the care system - a statistic that is not dissimilar in Norfolk. As a result, thousands more foster families are needed. NCC fostering service are calling on anyone and everyone who has ever contemplated becoming a foster carer to come forward. If you think you have the patience, understanding and skills to become a foster carer, contact the team on 01603 306649 or visit www.norfolk.gov.uk and search for fostering.

Nominations are now open for the first FLOURISH Awards, hosted by the Children and Young People Strategic Alliance (CYPSA). These awards will celebrate the most outstanding contributions made towards enabling children and young people to live their best lives in the county. Any project, team or organisation can be nominated by members of the public, or a professional with the winners being decided by a panel of CYP made up of members of Norfolk Youth Advisory Boards and other CYP groups. Visit www.norfolk.gov.uk/flourishawards2023 to make a nomination. Nominations are open until 31st July 2023.

Best Wishes

Martin

APPENDIX B

HARLESTON TOWN COUNCIL JUNE MEETING 2023 DISTRICT COUNCILLORS' REPORT

Firstly, let me commend the Councillors for stepping forward and recently standing for election and especially their willingness to serve the local community. I know from personal experience what this can involve. Demanding but rewarding. I hope that you are able to contribute and enjoy your time on the council.

This is the first parish meeting at which I am one of your District Councillors. It is a time when local people decided to create an alliance of political parties in our Ward and indeed across the District. People voted for James Eddy and me in the knowledge that we can, and will, work together in the interests of local people. Although we are members of different political parties, we are foremost members of the community.

I am humbled by the support of the local community, and I am aware that people of all political allegiances gave me their support in the knowledge that we are looking at local issues. I am also aware that this was the first time some people voted Conservative and that this was not an easy decision. I will repay and justify the support.

I made commitments during my election campaign to expand the Harleston nature recovery programme, attract further tourism initiatives to our Ward, and give local people a real voice on local developments and use of community land. I will look to deliver, and report on progress.

A New Office

Not only have we moved to a new office, but the entire South Norfolk District Council has moved to new offices at the Broadland Business Park jointly with Broadlands District Council. The move to the Horizon Building will provide large savings, and any future increases in energy prices will be offset, thanks to lower running costs and the hundreds of solar panels that are already installed at the Horizon building.

The new building is much more environmentally friendly. The move will help dramatically reduce the carbon footprint by around 84%. This huge reduction will help achieve the target of Net Zero by 2030. The building also has existing electric car charging points that could be used as a revenue generator by making them available to residents out of hours.

A New Life

These are very early days in the new District Council and there is a steep learning curve for all the new Councillors. I have been appointed to the Development Management, Finance, Scrutiny, and Cleaner and Safer Environment committees. Along with being the representative on the Norwich Area Museums Committee.

We have attended our first committee meetings and in common with all Councillors, we are undergoing an extensive training programme. Please bear with us as we get up to speed with the demands of the roles. James and I will hold regular open surgeries to listen to your views and we will respond. I will be available on the second Saturday of each month at Harleston Information Plus on Exchange Street between 10:00 and 12:00.

Grant Funding

We all like good news, especially in times when there seems so much bad news. Two local groups

have been awarded money from the 'Go For It Grant' from South Norfolk Council.

Borderhoppa were recently awarded £300 to go towards advertising costs to encourage more volunteers to come forward. Dream Weavers, a weavers group, were awarded £298 to purchase the initial stock of weaving equipment and resources. The group is open to all ages, abilities and aptitudes and requires no previous experience. It aims to tackle isolation and loneliness through bringing people together to be creative and learn to weave.

These grants are available to not-for-profit projects that bring communities together and encourage people to take part: <https://www.southnorfolkandbroadland.gov.uk/communities/go-grant>.

There are other funding opportunities. Each District Councillor has an annual budget of £1,000 to spend on small projects within their Ward. District Councillors are also responsible for receiving, considering and proposing applications for funding between £500 and £15,000 under the Community Action Fund to support community initiatives which require larger amounts of funding.

Museums and Schools

I attended the Norwich Area Museums Committee and was amazed at the extent of the educational offers available to Schools from their Learning Team. We should work together to ensure that our schools are aware of the programme and can take advantage of the opportunities.

Campaign Commitment

Great initial success was achieved under the 'Nature Recovery in Harleston' of Harleston Town Council. Our nature recovery programme is very much in line with current and emerging government policy. The South Norfolk Local Plan - Development Management Policies Document includes an environmental quality and local distinctiveness policy that 'all development should take all reasonable opportunities to enhance biodiversity to achieve a net gain for nature.' The Environment Act which will become law in November requires a minimum 10% biodiversity net gain.

Nature is not restricted by a boundary between parishes, why should our efforts? I campaigned with a commitment to help extend the successful Nature Recovery in Harleston initiative to encompass Needham and Wortwell, as Nature Recovery across the entire Ward. I raised the topic of Nature Recovery at the Wortwell Parish Council meeting yesterday. It was very well received, and I am to give a presentation at the September Council meeting.

I would like to establish a forum to drive forward Nature Recovery at a Ward level. We can all be at the forefront of this peoples' movement. Following our local success, we may be able to encourage other South Norfolk Wards to join us in our journey.

Community Infrastructure Levy

It has been widely reported that South Norfolk Council may provide Community Infrastructure Levy money upfront rather than in stage payments and may also fund match the payments. This is not a guaranteed commitment, rather an offer subject to successful applications. The funds available to provide the payments is not a bottomless pit and will run out at some point. I urge the Town Council to consider potential uses at the earliest opportunity to avoid missing out on this potentially large source of income.

Residents' Concerns

Local residents have approached me regarding speeding along Redenhall Road. I believe that there were previous plans for the Town Council to set up a Speed Watch group. This would be a great way to compile information on traffic flow and speed.

Many people have commented on the attractive planters. I commend the volunteer group set up by Councillor Digby to maintain the displays and I am delighted that many local businesses are keen to look after the ones nearest to their shops.

Getting to Know You

Campaigning was very rewarding in gaining a much better understanding of the views of a broad cross section of the community. Knocking on doors provided a much greater general understanding of people's views.

I aim to attend and present to local groups and organisations. I hope to be able to get to know many more people across the Ward, and further find out local wishes and concerns. I look forwards to the next four years working with the local council and community for the benefit of all.

Cllr Trevor Graham
South Norfolk Council
Member for Harleston

APPENDIX C

HARLESTON TOWN COUNCIL JUNE MEETING 2023 DISTRICT COUNCILLORS' REPORT

I would like to start by offering my congratulations to the new and returning town councillors. I am obviously well aware of the highs and lows of being a town councillor and I wish you all the best of luck for the coming years.

Naturally, I must also thank everyone who voted for me in the District Council elections of May 4th. I remain truly humbled to be able to represent the people of Redenhall, Harleston, Needham and Wortwell for the next four years and will do everything I can to repay the faith placed in me.

In terms of my council experiences so far, I can honestly say that it has been a fascinating, if rather intensive, crash course in the mechanics of the council. There have been multiple trips to the Horizon Centre at the Broadland Business Park for training sessions (with many more still to come), introductions to Council officers, and even a few meetings! What is most clear to me is that these are undoubtedly complicated times at South Norfolk Council, with many new councillors and a very different political make-up in comparison to the last 15 years. As a result, there remains plenty still to learn, and lots of work to be undertaken along with an increased need for cooperation between the groups that make up the council.

Ultimately though, I am on South Norfolk Council to represent the people of our ward and it is my intention to make helping individuals and groups within the three parishes my priority. With this in mind, and with the cooperation of my counterpart Councillor Graham, I plan to attend monthly Councillor Surgeries at Harleston Information Plus. My hope is to be able to work both with individuals, groups and each of the parish and town councils for the benefit of everybody in the ward.

Best wishes,

James Eddy



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of an Extraordinary meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 5th July 2023 at 5.30pm.

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Clive Digby, Adrian Brownsea, Lucy Chenery, Keith Harrison, Clive Attwood,

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

Members of the Public: Michael Hardy, Eloise Wilkinson, Russ Wilkins, Peter Metcalf

1. Welcome

Cllr MBA welcomed everyone to the meeting thanked everyone for attending.

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

Apologies were received from District Councillors Graham and Eddy.

No other apologies had been received in advance of the meeting.

3. 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.

None declared.

4. 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).

Unanimously agreed.

Standing orders were suspended at 17.32.

No comments were received from members of the public.

Standing orders were reinstated at 17.33.

5. To receive and note an update from the Clerk on the current position regarding the draft Lease Agreement between Redenhall with Harleston Town Council and Harleston Town Football Club.

The Town Clerk reported that a meeting had taken place with the Chair of Harleston Town Football Club on the 28th June 2023 and a letter from the Town Clerk was then sent to the Chair of Harleston Town Football Club on the 29th June 2023.

The Clerk had received communication with Jackamans Solicitors and informed Harleston Town Football Club that they are no longer able to offer their services to the Town Council or Harleston Town Football Club due to understaffing.

Harleston Town Football Club advised the Town Clerk that a signed 10-year Lease Agreement along with other documentation (that Harleston Town Football Club have in place) is required by the FA (Football Association) by the 7th July 2023 to be included as part of a grant funding application that Harleston Town Football Club wishes to submit.

In the event the Town Council decided to agree to the Lease Agreement as previously drafted, this will be subject to amendment once a solicitor has undertaken the work which was originally agreed by the Town Council and any other agreements will supersede this, and that it will be Town Clerk's responsibility to procure another solicitor to assist in the previously outlined duties.

Harleston Town Football Club were reminded on what had been previously agreed at the Town Council meeting 22nd February 2023 - Item 9 and the Town Council meeting 12th April 2023 - Item 10

6. To receive the draft Lease Agreement between Redenhall with Harleston Town Council and Harleston Town Football Club and agree to next step action.

- Q/ Cllr Attwood asked if the Football Club were in agreement with the draft document.
- A/ The Clerk confirmed they were in agreement.
- Q/ Cllr Brownsea asked if Jackamans were working for the Town Council or the Football Club or if it was a joint venture.
- A/The Clerk confirmed that the Town Council had instructed the solicitor to work with the Football Club.
- Q/ Cllr Brownsea asked questions regarding the CCTV, use of the alcohol licence and the PA system.
- A/ All questions were answered by the Clerk.
- Q/ Cllr Brownsea raised points on noise and lighting.
- A/ The Clerk confirmed that these are tested by South Norfolk District Council and that any additions could be added to the lease if necessary, as per the advice from the solicitors.
- Q/Cllr Brownsea highlighted that the Football Club are responsible for the netting around the football pitch and the hedge line, and this should also be reflected in the lease.
- A/ The Clerk confirmed that any additions could be added to the lease if necessary, as per the advice from the solicitors.
- Concerns raised that the Football Club may have development plans and that the lease may need to be altered if any developments take place.

- Cllr Digby – Expressed disappointment that Jackamans were not able to complete this piece of work on behalf of the Town Council.
- Cllr Digby confirmed that he would support the proposal, but it still must be ratified by a solicitor.
- Cllr Scade – As a long-standing councillor informed that the content had already been agreed by the Town Council and that it will be ratified by a solicitor.
- Cllr Scade - Expressed concern with regards to the covenant and questioned what would happen if the new solicitor did not believe the agreement complied.
- Cllr MBA – reported that he had also been in contact with the Chairman of Harleston Town Football Club who had confirmed that they had requested an extension from the FA but this had been refused. The cut-off date is the 7th July. Cllr MBA had received assurance from the Chair of Harleston Town Football Club that any grant received would help to improve the facilities on the Recreation Ground.
- Town Clerk – confirmed that a letter had been sent to the chair of Harleston Town Football Club confirming that the draft lease would still need to go to a solicitor to ratify the content and any new documents would then supersede this lease. The Clerk confirmed that this had been agreed in writing by both parties.
- Cllr Harrison – Agreed to go ahead under the proviso that had been explained by the Clerk.

Cllr Digby proposed to allow the Harleston Town Football Club to use the draft document, signed by both parties to secure the funding from the FA.

Cllr MBA seconded the proposal.

Vote - 5 agreed, 1 abstained and 1 against
By majority vote the proposal was agreed

To proceed the council agreed for the Clerk to appoint a new solicitor.

Action – Town Clerk

The Council unanimously agreed for this matter to be included at Town Council and not the Leisure Centre Management Committee moving forward.

Cllr MBA signed and dated the document.

Meeting closed at 18.14.

Town Council – Progress Report – July, 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>
Full Council	22 nd February Item 9(e) & 9(f)	Policies	The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website.	Town Clerk	June Town Council meeting.	Outstanding
Full Council	12 th April Item 10(b)	Harleston Town Football Club lease agreement.	Appoint 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		Extraordinary Meeting being held on 5 ^h July 2023 Matter Closed
Full Council	12 th April Item 10(c)	Harleston Town Football Club lease agreement (15 years)	Check with Jackaman's that this extension to the term does not create any ongoing issues.	Town Clerk		Extraordinary Meeting being held on 5 ^h July 2023 Matter Closed
Full Council	12 th April Item 19(a)	Correspondence relating to the Harleston Town Football Club lease agreement.	Draft a response on behalf of the Town Council.	Cllr Wilkins		Waiting for the outcome of the extraordinary meeting held on the 5th July. Cllr Wilkins no longer in situ. Outstanding
Full Council	17 th May Item 15(c)	Street Lighting – Briar Farm development	The Clerk was requested to seek further information from the developers before a decision could be made.	Town Clerk	Contacted Saffron Housing and waiting on a date for a presentation to be provided to the Council (NCC, Lovell & Saffron)	Planning Committee are now dealing with this matter Matter Closed

Town Council – Progress Report – July, 2023

Full Council	17 th May Item 16	Street lighting design on the Briar Farm Development	Further information to be provided by the developers, prior to the submission of a briefing paper	Town Clerk	Contacted Saffron Housing and waiting on a date for a presentation to be provided to the Council (NCC, Lovell & Saffron)	Planning Committee are now dealing with this matter Matter Closed
Full Council	27 th June 2023 Item 10a	Quarterly Financial Scrutiny	Finance Officer to contact Cllr Scade – Quarter 1 Cllr Digby – Quarter 2 Cllr Chenery – Quarter 3 Cllr West – Quarter 4 To conduct financial scrutiny checklist	Finance Officer	Quarterly	Finance Officer has been informed to contact the respective councillor at the relevant times. Matter Closed
Full Council	27 th June 2023 Item 11c&d	AGAR and Accounting Statements	All documents to be submitted to PKF Littlejohn prior to the deadline of the 30 th June 2023	Town Clerk/RFO	30 th June 2023	Action Completed Matter Closed
Full Council	27 th June 2023 Item 12	Banking Mandate	To add Cllr MBA and Cllr Harrison to the banking mandate	Town Clerk	ASAP	Action Completed Matter Closed
Full Council	27 th June 2023 Item 14	Insurance Premium	Pay the insurance Premium	Town Clerk	ASAP	Payments List 5 th July 2023 Matter Closed
Full Council	27 th June 2023 Item 16	Grant Payments	Pay HIP £6500.00 and The Historical Society £280.00	Town Clerk	ASAP	Payments List 5 th July 2023 Matter Closed
Full Council	27 th June 2023 Item 20	Kings Coronation	Remove Terms of Reference from the website	Town Clerk	ASAP	Action Completed Matter Closed
Full Council	27 th June 2023 Item 27a	Road Safety Community Fund	Add item to the next Amenities Agenda	Town Clerk	September 2023	Added to the September Amenities agenda. Matter Closed

Town Council – Progress Report – July, 2023

Full Council	5 th July 2023 Item 6	Football Club Lease	To proceed the council agreed for the Clerk to appoint a new solicitor.	Town Clerk	ASAP	
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12/07/2023

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	0	150	150			0.0%	
1050 Sale Of Dog Bags	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	15	60	50	(10)			120.0%	
1100 Grants	0	800	0	(800)			0.0%	
1101 Christmas lights/donation	0	80	0	(80)			0.0%	
1109 CiL Receipts	0	35,411	0	(35,411)			0.0%	
1176 Precept	0	200,847	401,694	200,847			50.0%	
1190 Bank Interest/Rewards Received	899	914	73	(841)			1252.5%	
Administration :- Income	914	238,139	401,967	163,828			59.2%	0
4000 Salaries	8,459	25,137	108,255	83,118		83,118	23.2%	
4001 Paye/Ni	2,647	5,239	34,320	29,081		29,081	15.3%	
4006 Pension Contributions	3,200	6,373	34,582	28,209		28,209	18.4%	
4007 Bank Charges	29	67	239	172		172	28.1%	
4010 Staff Training/ Conferences	0	0	1,000	1,000		1,000	0.0%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	35	200	165		165	17.5%	
4015 Staff Travel & Subsistence	0	0	54	54		54	0.0%	
4016 Members travel	0	0	108	108		108	0.0%	
4017 Chairman's Allowance	0	100	100	0		0	100.0%	
4018 Vehicle Fuel Costs	0	323	414	92		92	77.9%	
4020 Audit Fees - Internal	0	0	718	718		718	0.0%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4023 HR-Compliance	0	101	538	437		437	18.8%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	0	968	968		968	0.0%	
4031 Photocopying	211	222	2,430	2,208		2,208	9.1%	
4033 Subscriptions	0	1,047	1,272	225		225	82.3%	
4034 Licences	0	70	323	253		253	21.7%	
4036 IT Software	0	0	600	600		600	0.0%	
4037 IT Support and Consumables	55	568	688	120		120	82.6%	
4039 Sundries	117	202	262	60		60	77.1%	
4040 Telephones/Broadband	66	201	716	515		515	28.1%	
4044 Hospitality	0	(35)	250	285		285	(14.0%)	
4045 Insurance	0	712	3,750	3,038		3,038	19.0%	
4055 Electricity	124	282	2,000	1,718		1,718	14.1%	
4057 Advertising	0	225	500	275		275	45.0%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Tree Assessment survey	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	0	64	0	(64)		(64)	0.0%	
4168 Air Conditioning	0	0	317	317		317	0.0%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	14,908	42,094	202,524	160,430	0	160,430	20.8%	0
Net Income over Expenditure	(13,994)	196,045	199,443	3,398				
<u>102 Harleston Kindness Help Hub</u>								
4497 Harleston Kindness Help Hub	0	0	880	880		880	0.0%	
Harleston Kindness Help Hub :- Indirect Expenditure	0	0	880	880	0	880	0.0%	0
Net Expenditure	0	0	(880)	(880)				
<u>103 Team Harleston</u>								
1085 Coronation Event	180	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	180	230	8,000	7,770			2.9%	0
4014 Town Events	0	30	1,000	970		970	3.0%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	0	0	108	108		108	0.0%	
4085 Coronation Event	240	802	0	(802)		(802)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	240	832	4,108	3,276	0	3,276	20.3%	30
Net Income over Expenditure	(60)	(602)	3,892	4,494				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	(60)	(572)						
<u>105 Grants & Donations</u>								
1103 Donation	0	238	0	(238)			0.0%	
Grants & Donations :- Income	0	238	0	(238)				0
4090 Grants	0	0	10,000	10,000		10,000	0.0%	
Grants & Donations :- Indirect Expenditure	0	0	10,000	10,000	0	10,000		0
Net Income over Expenditure	0	238	(10,000)	(10,238)				

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Loan Repayments								
4095 Loan Repayments	0	0	8,803	8,803		8,803	0.0%	
Loan Repayments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,803</u>	<u>8,803</u>	<u>0</u>	<u>8,803</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(8,803)</u>	<u>(8,803)</u>				
121 Environmental								
4083 Planters	449	1,757	1,500	(257)		(257)	117.1%	1,308
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	0	0	54	54		54	0.0%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	0	2,544	2,650	106		106	96.0%	
4143 Salt bin purchase	0	0	119	119		119	0.0%	
Environmental :- Indirect Expenditure	<u>449</u>	<u>4,300</u>	<u>4,805</u>	<u>505</u>	<u>0</u>	<u>505</u>	<u>89.5%</u>	<u>1,308</u>
Net Expenditure	<u>(449)</u>	<u>(4,300)</u>	<u>(4,805)</u>	<u>(505)</u>				
6000 plus Transfer from EMR	0	1,308						
Movement to/(from) Gen Reserve	<u>(448)</u>	<u>(2,992)</u>						
122 Street Lighting								
4151 Street Lights Electricity	445	835	6,000	5,165		5,165	13.9%	
4152 Street Lights Maintenance	85	170	1,097	927		927	15.5%	
Street Lighting :- Indirect Expenditure	<u>530</u>	<u>1,005</u>	<u>7,097</u>	<u>6,092</u>	<u>0</u>	<u>6,092</u>	<u>14.2%</u>	<u>0</u>
Net Expenditure	<u>(530)</u>	<u>(1,005)</u>	<u>(7,097)</u>	<u>(6,092)</u>				
123 Car Parks								
1030 Car Park Donations - Business	0	0	1,000	1,000			0.0%	
1031 Car Park Donations - PC's	0	0	1,075	1,075			0.0%	
1032 Car Park Donations - Co op	2,500	10,000	30,000	20,000			33.3%	
1499 Project - parish partnership	0	0	2,500	2,500			0.0%	
Car Parks :- Income	<u>2,500</u>	<u>10,000</u>	<u>34,575</u>	<u>24,575</u>			<u>28.9%</u>	<u>0</u>
4051 Business Rates	1,197	3,591	13,674	10,083		10,083	26.3%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	0	9,250	38,000	28,750		28,750	24.3%	
Car Parks :- Indirect Expenditure	<u>1,197</u>	<u>14,316</u>	<u>54,481</u>	<u>40,165</u>	<u>0</u>	<u>40,165</u>	<u>26.3%</u>	<u>0</u>
Net Income over Expenditure	<u>1,303</u>	<u>(4,316)</u>	<u>(19,906)</u>	<u>(15,590)</u>				

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
124 Cemetery								
1020 Cemetery - Burials	150	650	2,580	1,930			25.2%	
1021 Cemetery - Interment Of Ashes	0	0	538	538			0.0%	
1022 Cemetery - EROB	150	750	1,290	540			58.1%	
1023 Cemetery - Memorials	0	260	774	514			33.6%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	300	1,660	5,531	3,871			30.0%	0
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	914	914		914	0.0%	
4132 Cemetery - Grave Digger	0	0	2,365	2,365		2,365	0.0%	
Cemetery :- Indirect Expenditure	0	0	4,317	4,317	0	4,317	0.0%	0
Net Income over Expenditure	300	1,660	1,214	(446)				
125 Markets								
1040 Market Rents	40	40	6,000	5,960			0.7%	
Markets :- Income	40	40	6,000	5,960			0.7%	0
4053 Market Rates	26	80	290	210		210	27.6%	
4055 Electricity	0	0	269	269		269	0.0%	
4145 Waste Removal	103	187	813	626		626	23.0%	
Markets :- Indirect Expenditure	129	267	1,372	1,105	0	1,105	19.5%	0
Net Income over Expenditure	(89)	(227)	4,628	4,855				
126 Allotments								
1000 Allotment Rent	150	150	1,818	1,668			8.3%	
Allotments :- Income	150	150	1,818	1,668			8.3%	0
4033 Subscriptions	315	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	368	368	1,024	656		656	36.0%	
4101 Hedge & Tree Maintenance	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	683	683	2,547	1,864	0	1,864	26.8%	0
Net Income over Expenditure	(533)	(533)	(729)	(196)				

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
129 War Memorial								
4111 War Memorial Maintenance	0	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
130 Clock Tower								
4112 Clock Tower Maintenance	0	0	296	296		296	0.0%	
Clock Tower :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>296</u>	<u>296</u>	<u>0</u>	<u>296</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(296)</u>	<u>(296)</u>				
131 Public Toilets								
4000 Salaries	283	868	2,914	2,046		2,046	29.8%	
4001 Paye/NI	64	142	855	713		713	16.6%	
4006 Pension Contributions	100	209	1,090	881		881	19.1%	
4039 Sundries	0	59	0	(59)		(59)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	62	124	1,419	1,295		1,295	8.7%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	0	39	39		39	0.0%	
Public Toilets :- Indirect Expenditure	<u>509</u>	<u>1,402</u>	<u>7,093</u>	<u>5,691</u>	<u>0</u>	<u>5,691</u>	<u>19.8%</u>	<u>0</u>
Net Expenditure	<u>(509)</u>	<u>(1,402)</u>	<u>(7,093)</u>	<u>(5,691)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	150	540	1,800	1,260			30.0%	
1003 Ground Rent - Bowls	45	135	540	405			25.0%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
Recreation Ground :- Income	<u>195</u>	<u>675</u>	<u>2,878</u>	<u>2,203</u>			<u>23.5%</u>	<u>0</u>
4000 Salaries	1,631	4,944	21,417	16,473		16,473	23.1%	
4001 Paye/NI	408	843	6,711	5,868		5,868	12.6%	
4006 Pension Contributions	585	1,188	8,218	7,030		7,030	14.5%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	77	297	1,352	1,055		1,055	22.0%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	6	12	0	(12)		(12)	0.0%	
4040 Telephones/Broadband	10	20	129	109		109	15.5%	
4041 Mobile Phones	7	14	65	51		51	21.9%	
4045 Insurance	0	575	3,211	2,636		2,636	17.9%	

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water Charges	54	54	403	349		349	13.4%	
4055 Electricity	37	85	600	515		515	14.1%	
4071 Health & Safety - Compliance	150	150	269	119		119	55.8%	
4084 Signage - Rec	0	0	500	500		500	0.0%	
4099 Miscellaneous Expenses	0	0	0	0		0	0.0%	433
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4102 Grass Cutting	945	945	4,066	3,121		3,121	23.2%	
4107 Leased Plant	320	640	3,440	2,800		2,800	18.6%	
4119 Maintenance - General	89	89	619	530		530	14.4%	
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	7	323	317		317	2.0%	
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	0	774	832	58		58	93.1%	
4145 Waste Removal	211	363	1,606	1,243		1,243	22.6%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	31	163	133		133	18.7%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Chrg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	4,531	11,314	58,703	47,389	0	47,389	19.3%	433
Net Income over Expenditure	(4,336)	(10,639)	(55,825)	(45,186)				
6000 plus Transfer from EMR	0	433						
Movement to/(from) Gen Reserve	(4,336)	(10,206)						

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	10,152	29,164	118,250	89,086			24.7%	
1060 Gym - Classes	409	1,148	3,000	1,852			38.3%	
1062 Gym - Food & Drink - Confectio	122	251	300	49			83.6%	
1063 Gym - Membership SO's	18	53	350	298			15.0%	
1064 Gym - Membership Cash	1,684	4,610	20,000	15,390			23.0%	
1065 Gym - Personal Training	386	841	2,500	1,659			33.6%	
1066 Gym - Room Hire	0	0	404	404			0.0%	
1067 Gym - Squash Courts	504	2,030	5,000	2,970			40.6%	
1068 Gym - Tennis	305	404	2,000	1,596			20.2%	
1070 Protein Food and drink	359	999	1,500	501			66.6%	
1073 Re-sales	13	44	310	266			14.3%	
1074 Gym -advertising	0	179	0	(179)			0.0%	

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1075 Table Tennis	0	76	159	83			47.7%	
Gym :- Income	13,951	39,799	154,223	114,424			25.8%	0
4000 Salaries	5,679	21,171	87,601	66,430		66,430	24.2%	
4001 Paye/Nl	1,793	3,460	17,650	14,190		14,190	19.6%	
4006 Pension Contributions	2,620	5,146	27,512	22,366		22,366	18.7%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	27	27	0	(27)		(27)	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4034 Licences	10	379	3,870	3,491		3,491	9.8%	
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	451	1,739	1,288		1,288	25.9%	
4039 Sundries	193	227	1,161	934		934	19.5%	
4040 Telephones/Broadband	50	152	538	386		386	28.3%	
4041 Mobile Phones	9	19	88	69		69	21.3%	
4045 Insurance	0	192	1,071	879		879	17.9%	
4054 Water Charges - building	415	415	1,477	1,062		1,062	28.1%	
4055 Electricity	211	480	3,400	2,920		2,920	14.1%	
4056 Gas	105	(98)	275	373		373	(35.5%)	
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	65	1,075	1,010		1,010	6.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	
4119 Maintenance - General	7	7	538	531		531	1.4%	
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	717	1,198	481		481	59.9%	
4129 Gym sundries	60	120	1,290	1,170		1,170	9.3%	
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	690	1,459	3,689	2,230		2,230	39.5%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	0	344	531	187		187	64.7%	
4166 Uniforms	0	0	355	355		355	0.0%	
4167 Gym DD Arrangement Fees	649	1,844	5,160	3,316		3,316	35.7%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	12,807	37,115	172,464	135,349	0	135,349	21.5%	0
Net Income over Expenditure	1,144	2,684	(18,241)	(20,925)				

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	1,018	1,708	3,000	1,292			56.9%	
Leisure Centre building :- Income	1,018	1,708	3,000	1,292			56.9%	0
4000 Salaries	525	1,593	21,807	20,214		20,214	7.3%	
4001 Paye/NI	100	209	4,177	3,968		3,968	5.0%	
4006 Pension Contributions	180	367	7,715	7,348		7,348	4.8%	
4039 Sundries	34	274	703	429		429	39.0%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	0	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	986	2,953	12,709	9,756		9,756	23.2%	
4055 Electricity	869	1,976	14,000	12,024		12,024	14.1%	
4056 Gas	0	352	6,128	5,776		5,776	5.8%	
4071 Health & Safety - Compliance	0	0	1,681	1,681		1,681	0.0%	
4072 Security	0	70	877	807		807	8.0%	
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	85	85	3,225	3,140		3,140	2.6%	
4121 Maintenance - Contractors	475	1,304	4,300	2,996		2,996	30.3%	
Leisure Centre building :- Indirect Expenditure	3,254	9,759	86,726	76,967	0	76,967	11.3%	0
Net Income over Expenditure	(2,236)	(8,051)	(83,726)	(75,675)				
Grand Totals:- Income	19,248	292,638	617,992	325,354			47.4%	
Expenditure	39,238	123,088	626,716	503,628	0	503,628	19.6%	
Net Income over Expenditure	(19,990)	169,550	(8,724)	(178,274)				
plus Transfer from EMR	0	1,771						
Movement to/(from) Gen Reserve	(19,990)	171,321						

Date: 11/07/2023

Redenhall With Harleston Town Council

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Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
31/03/2023	BACS031					☐	Gym Repair Services
13/05/2023	PDQ011		30.20	30.20		R ☒	Receipt(s) Banked
15/05/2023	PDQ013		305.80	305.80		R ☒	Receipt(s) Banked
01/06/2023	DD001	180.31		180.31		R ☒	EZ-runner Systems Ltd
01/06/2023	STO001	167.00		167.00		R ☒	Gym Repair Services
01/06/2023	STO001		15.00	15.00		R ☒	Receipt(s) Banked
01/06/2023	STO001		21.00	21.00		R ☒	Receipt(s) Banked
01/06/2023	PDQ030		123.50	123.50		R ☒	Receipt(s) Banked
02/06/2023	PDQ031		68.95	68.95		R ☒	Receipt(s) Banked
02/06/2023	DFC002		10.86	10.86		R ☒	Receipt(s) Banked
05/06/2023	DD005	44.03		44.03		R ☒	SSE Energy Supply Ltd
05/06/2023	DD005	8.54		8.54		R ☒	O2
05/06/2023	INT005		-135.72	-135.72		R ☒	Receipt(s) Banked
05/06/2023	INT005		135.72	135.72		R ☒	Receipt(s) Banked
05/06/2023	PDQ001		90.70	90.70		R ☒	Receipt(s) Banked
05/06/2023	PDQ002		101.50	101.50		R ☒	Receipt(s) Banked
05/06/2023	PDQ003		66.15	66.15		R ☒	Receipt(s) Banked
05/06/2023	DC005		150.00	150.00		R ☒	Receipt(s) Banked
06/06/2023	BANK006	29.44		29.44		R ☒	Barclays
06/06/2023	PDQ004		31.95	31.95		R ☒	Receipt(s) Banked
06/06/2023	BACS006		40.00	40.00		R ☒	Receipt(s) Banked
06/06/2023	101244		84.25	84.25		R ☒	Receipt(s) Banked
06/06/2023	BANK006		6.29	6.29		R ☒	Receipt(s) Banked
06/06/2023	BACS006		300.00	300.00		R ☒	Receipt(s) Banked
07/06/2023	DD007	1,489.00		1,489.00		R ☒	EDF Energy Customers Limited
07/06/2023	PDQ005		97.00	97.00		R ☒	Receipt(s) Banked
08/06/2023	PDQ006		112.75	112.75		R ☒	Receipt(s) Banked
08/06/2023	DFC008		510.77	510.77		R ☒	Receipt(s) Banked
08/06/2023	DFC008		10,881.79	10,881.79		R ☒	Receipt(s) Banked
08/06/2023	BACS008		45.00	45.00		R ☒	Receipt(s) Banked
09/06/2023	DD009	62.00		62.00		R ☒	Anglia Water
09/06/2023	BACS009		20.00	20.00		R ☒	Receipt(s) Banked
09/06/2023	PDQ007		184.95	184.95		R ☒	Receipt(s) Banked
09/06/2023	STO009		60.00	60.00		R ☒	Receipt(s) Banked
12/06/2023	DD012	11.23		11.23		R ☒	EE Mobile
12/06/2023	DD012	65.44		65.44		R ☒	Barclaycard Merchant
12/06/2023	PDQ008		98.94	98.94		R ☒	Receipt(s) Banked
12/06/2023	PDQ009		131.10	131.10		R ☒	Receipt(s) Banked
12/06/2023	PDQ010		69.65	69.65		R ☒	Receipt(s) Banked
13/06/2023	101245		159.65	159.65		R ☒	Receipt(s) Banked
13/06/2023	101246		160.00	160.00		R ☒	Receipt(s) Banked
14/06/2023	PDQ012		139.25	139.25		R ☒	Receipt(s) Banked
15/06/2023	DD015	26.00		26.00		R ☒	South Norfolk Council
15/06/2023	BACS015		350.00	350.00		R ☒	Receipt(s) Banked
16/06/2023	BACS016	6.00		6.00		R ☒	Robinsons Traditional Stationery
16/06/2023	BACS016	8.83		8.83		R ☒	Coopers
16/06/2023	BACS 16	31.30		31.30		R ☒	Automated Systems Group Ltd
16/06/2023	BACS016	41.36		41.36		R ☒	Forcefresh Ltd

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Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Community Bank Account

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16/06/2023	BACS016	41.70		41.70		R 	Rackhams Building Supplies
16/06/2023	BACS016	59.99		59.99		R 	ScrewFix
16/06/2023	BACS016	102.00		102.00		R 	Cozens (UK) Limited
16/06/2023	BACS016	106.80		106.80		R 	Dissigns Signmakers
16/06/2023	BACS016	150.00		150.00		R 	Workwear (East Anglia) Ltd
16/06/2023	BACS016	278.00		278.00		R 	Rejuvenate Yoga
16/06/2023	BACS016	315.00		315.00		R 	Harleston Allotment Committee
16/06/2023	BACS016	316.11		316.11		R 	ESPO
16/06/2023	BACS016	384.00		384.00		R 	Ben Burgess Garden Equip
16/06/2023	BACS016	412.00		412.00		R 	
16/06/2023	BACS016	570.00		570.00		R 	Courtmasters
16/06/2023	BACS016	869.34		869.34		R 	Barclaycard
16/06/2023	BACS016	1,134.00		1,134.00		R 	Tops Garden Service
16/06/2023	BACS016	5,011.50		5,011.50		R 	HMRC Tax and NI
16/06/2023	BACS016	6,684.73		6,684.73		R 	Norfolk Pension Fund
16/06/2023	TRF016	41.09		41.09		R 	Petty Cash
16/06/2023	TRF016	109.82		109.82		R 	Petty Cash
16/06/2023	BACS016		-3,000.00	-3,000.00		R 	Receipt(s) Banked
16/06/2023	PDQ014		-125.86	-125.86		R 	Receipt(s) Banked
16/06/2023	BACS016		3,000.00	3,000.00		R 	Receipt(s) Banked
16/06/2023	PDQ014		125.86	125.86		R 	Receipt(s) Banked
16/06/2023	PDQ014		125.86	125.86		R 	Receipt(s) Banked
16/06/2023	DC016		3,000.00	3,000.00		R 	Receipt(s) Banked
16/06/2023	DC016		366.00	366.00		R 	Receipt(s) Banked
19/06/2023	DD019	477.83		477.83		R 	SSE Energy Supply Ltd
19/06/2023	PDQ015		137.32	137.32		R 	Receipt(s) Banked
19/06/2023	PDQ016		125.30	125.30		R 	Receipt(s) Banked
19/06/2023	PDQ017		109.50	109.50		R 	Receipt(s) Banked
20/06/2023	DD020	140.02		140.02		R 	Ocean Telecom
20/06/2023	PDQ018		30.00	30.00		R 	Receipt(s) Banked
21/06/2023	PDQ019		161.82	161.82		R 	Receipt(s) Banked
21/06/2023	101247		184.75	184.75		R 	Receipt(s) Banked
21/06/2023	101248		128.50	128.50		R 	Receipt(s) Banked
22/06/2023	PDQ020		125.57	125.57		R 	Receipt(s) Banked
22/06/2023	BACS022		150.00	150.00		R 	Receipt(s) Banked
22/06/2023	DC022		20.00	20.00		R 	Receipt(s) Banked
23/06/2023	DD023	109.90		109.90		R 	SSE Energy Supply Ltd
23/06/2023	PDQ021		113.10	113.10		R 	Receipt(s) Banked
23/06/2023	BACS023		27.00	27.00		R 	Receipt(s) Banked
26/06/2023	DD026	986.00		986.00		R 	South Norfolk Council
26/06/2023	DD026	236.00		236.00		R 	South Norfolk Council
26/06/2023	DD026	961.00		961.00		R 	South Norfolk Council
26/06/2023	DD026	53.83		53.83		R 	Anglia Water
26/06/2023	DD026	368.46		368.46		R 	Anglian Water
26/06/2023	PDQ022		157.93	157.93		R 	Receipt(s) Banked
26/06/2023	PDQ023		183.67	183.67		R 	Receipt(s) Banked
26/06/2023	PDQ024		85.92	85.92		R 	Receipt(s) Banked
26/06/2023	PDQ025		23.70	23.70		R 	Receipt(s) Banked

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Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Community Bank Account

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28/06/2023	DD028	222.00		222.00		R ☐	BNP Paribas Leasing Solutions
28/06/2023	PDQ026		105.75	105.75		R ☐	Receipt(s) Banked
28/06/2023	101249		167.25	167.25		R ☐	Receipt(s) Banked
29/06/2023	SO029		45.00	45.00		R ☐	Receipt(s) Banked
29/06/2023	PDQ027		164.20	164.20		R ☐	Receipt(s) Banked
30/06/2023	DD030	377.42		377.42		R ☐	Biffa Waste Services Limited
30/06/2023	DD030	415.05		415.05		R ☐	Anglia Water
30/06/2023	BACS030	16,576.40		16,576.40		R ☐	Salaries
30/06/2023	PDQ028		158.70	158.70		R ☐	Receipt(s) Banked
30/06/2023	101250		300.45	300.45		R ☐	Receipt(s) Banked
		<u>39,680.47</u>	<u>20,664.29</u>				

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (5.6 Financial Regulations)										
Contractual	Cozens	Street Lighting - May 2023	Amenities			£ 102 00	£ 85.00	£ 17.00	£ 102 00	4152/122
Stat Duty	HMRC	Employees N /PAYE - May	TC	£ 2,646.74	£ 2,300.89	£ 64 07	£ 5,011.70	-£ 0.20	£ 5,011 50	4001/Various(0.20p alteration)
Lease	ASL	Photocopier - May	All	£ 31 30	£ -		£ 26.08	£ 5.22	£ 31 30	4031/101
Lease	Ben Burgess	Lease of John Deere - (01/05/23 - 31/05/23)	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384 00	4107/201
Stat Duty	Norfolk Pension	Employees Salary - May	TC	£ 3,199 59	£ 3,385.32	£ 99 82	£ 6,684.73	£ -	£ 6,684.73	4006/Various
Obligation	Rejuvenate Yoga	Yoga Classes - May classes	LCMC		£ 278.00		£ 278.00	£ -	£ 278 00	4160/202
Obligation	Neil Roberts	Classes	LCMC		£ 412.00		£ 412.00		£ 412 00	4160/202
Possible Payments requiring to be listed										
								£ -		
	Barclaycard - Foundry Plant Centre	Plants for planters	Amenities	£ -	£ -	£ 538 20	£ -	£ -	£ 538 20	Approved at Finance April 2023
	Barclaycard - Amazon	Amazon - cups, toner cartridge, coronation balloons	TC	£ 56 54	£ -	£ -	£ 47.11	£ 9.43	£ 56 54	4085 103
	Barclaycard - Homepage Universe	IT Support - Domain names	TC/LCMC	£ 55 05	£ -	£ -	£ 55.05	£ -	£ 55 05	4037 101
	Barclaycard - Spotify	Licence	LCMC	£ -	£ 9.99	£ -	£ 9.99	£ -	£ 9 99	4034/202
	Barclaycard - Amazon	Amazon - winner medals	TC	£ 9 38		£ -	£ 7.81	£ 1.57	£ 9 38	4085 103
	Barclaycard - Amazon	Amazon - rosettes, award ribbons	TC	£ 75 90			£ 66.24	£ 9.66	£ 75 90	4085 103
	Barclaycard - Amazon	Amazon - milkshake cups	TC	£ 114 28			£ 114.28	£ -	£ 114 28	4085 103
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC	£ -	£ 10.00	£ -	£ 10.00	£ -	£ 10 00	4040 201
	Total to Barclaycard								£ 869.34	Total to Barclaycard
	Courtmasters	Squash Courts Repairs - repairs to flooring of squash court 1	LCMC	£ -	£ 570.00	£ -	£ 475.00	£ 95.00	£ 570 00	4121 203 - LCMC Meeting June 2023
	Screwfix	Fixed Led D lights 4.5w 10pk	LCMC	£ -	£ 59.99	£ -	£ 49.99	£ 10.00	£ 59 99	4119 203
	Coopers	W/wide Tv 2way Y Splitter & male/male coax lead	LCMC	£ -	£ 8.83	£ -	£ 7.36	£ 1.47	£ 8 83	4119 202
	Force Fresh	Black sacks	LCMC	£ -	£ 41.36	£ -	£ 34.47	£ 6.89	£ 41 36	4039 203
	Robinson's Traditional Stationers	Colour posters & laminate	TC	£ 6 00	£ -	£ -	£ 5.00	£ 1.00	£ 6 00	4085 103
	Dissigns signmakers	Dissigns - 5 mph & Caution speed ramp	LCMC	£ -	£ 106.80	£ -	£ 89.00	£ 17.80	£ 106 80	4119 201
	Rackhams Building Supplies	Maintenance supplies	LCMC	£ -	£ 41.70	£ -	£ 34.75	£ 6.95	£ 41.70	4119 203
Contracted	Top Garden Services	Grass Cutting - April and May	LCMC		£ 1,134.00		£ 945.00	£ 189.00	£ 1,134 00	4102/201
	ESPO	Sundries - paper, staples, tape, coffee, stirers & instant foam	LCMC/TC	£ 92 00	£ 177.00		£ 269.00	£ 47.11	£ 316.11	4039/101/202
	Harleston Allotment Committee	Membership Fee reimbursement - Jan 2023 - Sept 2023	Amenities	£ -	£ -	£ 315 00	£ 315.00	£ -	£ 315 00	4033/126
	Work (East Anglia) Ltd	Safety boots - maintenance	LCMC		£ 150.00		£ 150.00		£ 150 00	4166 201
	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ 25.49	£ 15.60	£ -	£ 41.09	£ -	£ 41 09	4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere and maintenance sundries	LCMC/TC	£ -	£ 109.82	£ -	£ 109.82	£ -	£ 109 82	4018/201 4039/101

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£	
Stat Duty	HMRC	Employees Salary - June	TC	£ 2,378.20	£ 1,282.67	£ 64.10	£ 3,724.97		£ 3,724.97	4001/Various
Lease	ASL	Photocopier - 06/06/2022 - 29/06/2022 - Epson	All	£ 174.38			£ 145.32	£ 29.06	£ 174.38	4031/101
Lease	Ben Burgess	Lease of John Deere	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Stat Duty	Norfolk Pension	Employees Salary - June	TC	£ 3,147.30	£ 2,403.57	£ 99.81	£ 5,650.68	£ -	£ 5,650.68	4006/Various
Obligation	Rejuvenate Yoga	Yoga Classes - June	LCMC		£ 276.00		£ 276.00	£ -	£ 276.00	4160/202
Obligation		Classes - June	LCMC		£ 287.00		£ 287.00		£ 287.00	4160/202
Contractual	Sonata	Security - Annual maintenance	LCMC		£ 150.00		£ 125.00	£ 25.00	£ 150.00	4072 203
Contractual	Top Garden Services	Grass Cutting - June	LCMC		£ 504.00		£ 420.00	£ 84.00	£ 504.00	4039/202
Contractual		Internal Audit 2022/23	TC	£ 695.00			£ 695.00	£ -	£ 695.00	4020 101 Approved at TC Meeting 12th April 2023 - To be noted at the Finance Meeting 19th July 2023 meeting
Stat Duty	Zurich Insurance	23/06/2023 - 22/06/2024 - invoice 524320711	TC/LCMC	£ 2,570.34	£ 5,997.46	£ -	£ 8,567.80	£ -	£ 8,567.80	4045 101/201/202/203 Approved at Town Council Meeting 28th June 2023
Possible Payments requiring to be listed										
	Barclaycard - Parish online	Subscription	TC	£ 90.00			£ 75.00	£ 15.00	£ 90.00	4033 101
	Barclaycard - Facebook	Advertising	LCMC		£ 23.61		£ 23.61	£ -	£ 23.61	4057/202
	Barclaycard - My Protein	Protein products	LCMC		£ 55.08		£ 55.08	£ -	£ 55.08	4163 202
	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99	£ -	£ 9.99	4034/202
	Barclaycard - Indeed Jobs	Job advert	TC	£ 11.00			£ 11.00	£ -	£ 11.00	4057 101
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00	£ -	£ 10.00	4040/201
	Barclaycard - Your Coca-Cola	Protein products	LCMC		£ 55.96		£ 55.96	£ -	£ 55.96	4163 202
LCMC 14/6/23	Barclaycard - SP Bulldog Gear	Wooden Jump Box	LCMC		£ 106.00		£ 106.00	£ -	£ 106.00	4126 202
LCMC 14/6/23	Barclaycard - Mirafit	Gym cable machine attachment set - 5 handles	LCMC		£ 154.90		£ 154.90	£ -	£ 154.90	4129/202
LCMC 14/6/23	Barclaycard - King Heavy Fitness	Olympic barbell	LCMC		£ 379.89		£ 379.89	£ -	£ 379.89	4126 202
LCMC 14/6/23	Total for Gym Equipment								£ 640.79	Total for Gym Equipment £640.79 / Amount approved by LCMC 14/6/23 £594.85 over spent £45.94 due to delivery costs - RFO Approved the overspend.
	Amazon - Protein products	Protein products	LCMC		£ 183.91		£ 160.60	£ 23.31	£ 183.91	4163 202
	Total Barclaycard						£ -	£ -	£ 1,080.34	Total Barclaycard
	Workwear (East Anglia) Ltd	Safety boots - maintenance	LCMC		£ 75.00		£ 75.00	£ -	£ 75.00	4166 201

FR4.7 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.	Danarbor Ltd	Removal of large broken out limb on Elm tree at Leisure centre	LCMC	£ -	£ 312.00		£ 260.00	£ 52.00	£ 312.00	4101 201- Advised the Chair - To be noted at the LCMC 12th July 2023
	Denman's Electrical Wholesalers	Fan Floor 18in	LCMC		£ 47.94	£ -	£ 39.95	£ 7.99	£ 47.94	4119/201
FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;	Force Fresh	Gym supplies	LCMC		£ 426.56		£ 355.47	£ 71.09	£ 426.56	4071/203-- Approval via email Chair of the Council 6/7/23 - To be noted at the Finance July Meeting
		HR Support - May/June	TC	£ 67.50			£ 67.50	£ -	£ 67.50	4023/101
	Force Fresh	Jumbo Toilet Rolls - Toilets	Amenities			£ 121.10	£ 100.92	£ 20.18	£ 121.10	4039 131
FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;	Tas Valley Fire	Annual Fire Extinguisher, Alarm & Emergency Lighting + April Alarm fault call-out	LCMC		£ 378.00		£ 315.00	£ 63.00	£ 378.00	4071 203 - Approval via email Chair of the Council 6/7/23 - To be noted at the Finance July meeting
FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;		Gym Membership refund	LCMC		£ 261.00		£ 261.00	£ -	£ 261.00	4159 202 - Approval via email Chair of the Council 6/7/23 to be noted at the Finance July meeting
		Gym Membership refund	LCMC		£ 29.00		£ 29.00		£ 29.00	4159 202
	Harl & Dist Historical Society	Museum - building rent	Grant	£ 260.00			£ 260.00	£ -	£ 260.00	4090 101 Approved at the 28th June 2023 TC Meeting
	Harleston Information Plus	Core costs: rent, utilities and salaries	Grant	£ 6,500.00			£ 6,500.00		£ 6,500.00	4090 101 Approved at the 28th June 2023 TC Meeting
	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ -	£ 14.75		£ 14.75	£ -	£ 14.75	4039/101/202
									£ 14.75	Total to be paid to CC to reimburse Petty Cash

Harleston Town Council – Toddler Play Area Refurbishment – July 2023

Purpose of Paper:

1. To provide information on the play area equipment.
2. To provide Town Councillor's with quotes for the refurbishment of the play area.
3. To provide information on the expenditure of EMR and or CIL/Section 106

Recommendation: That Councillor's review the costs, aesthetics, and longevity of the different options, plus the expenditure of the EMR available, in order to decide which option to progress.

Condition of the play area July 2023

The main structure of the toddler area has been in situ for 20 plus years and has been vandalised on several occasions. The damage has been rectified by the maintenance team to good effect. The last bout of vandalism rendered the equipment unusable, this coupled with the age of the equipment the maintenance team had no choice but to decommission the equipment, closing off all areas of the main structure to use. Whilst the smaller springy rockers and small slide are still useable this area has attracted a great number of negative comments on social media.



The Proposal

The proposal is to replace the main structure with a structure much the same as the previous one. Quotes have also been received for additional equipment such as talking tubes and a shop front panel giving the opportunity for role play which is so important in this age range.

In addition to this the Childrens Play and Recreation Association would like to provide an inground trampoline in place of the blue and red springy rocker, which is at the end of its life. This would be of no cost to the council and provide a new dimension to the play area.

Harleston



CRAWLING



SHELTER



SLIDE



CLAMBERING



TRAVERSING



HANGING



ROLEPLAY



MEETING



EASYACCESS



Existing Swing

Stainless Steel Slide

Tigermulch

Rubber Post/Seat

Shopfront Play Panel

Clamber Ramp and Half Logs

Rubber Post/Seat

Talk Tube

Suspension Bridge

Waxham 5 Play Tower

Existing Springs Artistic Representation

Access Steps and Hand Rails

Talk Tube

Putting Action into Play



Designed By: SK08 | Drawn By: SK-1 | Date: 01/12/2022 | T: 01953 768991 | E: info@actionplayandleisure.co.uk | www.actionplayandleisure.co.uk

Supplier Quotes

Action Play and Leisure

Qty	Item	Description	Unit £	VAT	Total
1	Waxham 5 ToddlerTower	Product code WAX05	£7,574.00	20.00%	£7,574.00
1	Talk Tubes	Product code PLT	£1,200.00	20.00%	£1,200.00
1	Shop Front Panel	Product code PLP16	£165.62	20.00%	£165.62
2	Rubber Stepping Posts	Product code ADVLL18	£78.00	20.00%	£156.00
53	Surfacing ground works (Tiger Mulch)	Excavate area to 50mm, install geo textile plus 50mm depth base stone	£35.00	20.00%	£1,855.00
53	Tiger Mulch TM Safety Surfacing	53msg of Tiger Mulch TM resin bonded rubber	£96.77	20.00%	£5,128.81
1	1 x Installation	Installation for the above	£3,900.00	20.00%	£3,900.00
1	Site Clearance	Dismantle and remove existing tower unit and dispose off of site.	£880.00	20.00%	£880.00
1	Site Set Up	Fencing, Welfare, Skip/Waste Disposal	£650.00	20.00%	£650.00
Total Net					£21,509.43
VAT					£4,301.89
Gross					£25,811.32

Further information at appendix A

Redlynch

The following figures were supplied for the new playground works

Supply and install the following:

Lappset multiplay unit

Talk Tube Set

Play Panel

2 x Rubber Stepping Posts Product code ADVLL18£78.0020.00%£156.0053

Ground works for Tiger Mulch (53m2)

Tiger Mulch to 40mm depth (53m2)

For the sum of £24,934.00 + VAT

Further Information at appendix B

PlayDale

Qty	Item	Unit £	VAT	Total
1	Customised Little Hamlet Plus for Redenhall With Harleston Town Council (Blue/Yellow) - SGF* (Including: 0.55m Square Tower, 0.9m Angled Tower, 0.9m Triangle Lookout Tower, 0.55m Arched Ramp, 0.9m Scramble Net, 0.9m Plastic Slide, Inclined Bridge, Inclined Bridge Tunnel, Bubble Play Panel, 0.55m Transfer Platform)	8,562.00		8,562.00
1	Loudspeakers	1,299.00		1,299.00
31	Blue Bonded Rubber Mulch 1.6cfh	134.64		4,173.84
1	Removal of foundation spoil, pallets, packaging and general rubbish.	592.02		592.02
1	Delivery & Installation	7,298.18		7,298.18
Discount				GBP 1,972.20
Total				GBP 19,952.84

Further information in appendix C

It is noted that the quote from Play Dale does not include the role play area and seating blocks. It is thought that if these were added the quotes would equal the quote from Action Play and Leisure.

The maintenance team would favour the quote from Action Play and Leisure as they are a local company who completed the Tiger Mulch project last year to good effect.

Lead times for Action Play and Leisure would be a couple of weeks as they have time available in July. This would also make their quote more favourable.

Lead times for Play Dale are 6-8 weeks.

Lead times for Redlynch are 8 weeks.

Funding

The maximum available from the EMR for Play Equipment is £17,000 or the option of using Section 106 funds. Details to follow.

Playground Refurbishment July 2023 – Funding Options

The Deputy Clerk has been informed by South Norfolk District Council that the Town Council is authorised to use the following two ‘pots’ of funding to refurbish the toddler play area.

It has been suggested that the first amount of £13,592.55 be used first as the spending deadline is slightly closer. The remainder of the balance can be used from the second amount.

Site address	Developer	Date of S106	Application number	Purpose for spending- see sheet for wording	Amount held at 1/4/23	Deadline for spending
Mendham Lane Phase 3	Crafton Homes	28/01/2015	2014/0184	Play equipment	£13,931.74	20/02/2025
Mendham Lane Phase 3	Crafton Homes	28/01/2015	2014/0184	Recreational space	£18,699.03	14/04/2025



Redenhall with Harleston Town Council

Terms of Reference for the Executive Committee

1. The committee shall comprise of the Chairman and Vice Chairman of the Council, plus Chairman or Vice Chairman of all Committees.
2. A quorum will consist of a minimum of three councillors
3. The committee will be chaired by the Chairman of the Council. The Vice Chairman of the Executive Committee will be the Vice Chairman of the Council.
4. The Chairman of the Council should not normally be the Chairman of any other Committees
5. The committee chair will be responsible for providing a summary report to full council.
6. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak on all matters, they will have no voting rights.
7. The Chairman will involve the Vice Chairman in all discussions which the Chairman undertakes on behalf of the Council so that they are briefed on matters of which they may be required to take an active role.
8. The Executive Committee shall decide on all matters pertaining to employed staff and councillors including Health and Safety but does not preclude any other committees from doing so.
9. The Executive Committee shall decide on all matters pertaining to the following: -
 - Standing Orders
 - Financial Regulations
 - Review of all policies relating to the town council, staff, gym and assets of the town that are under the control of the council
 - Review of Risk Assessments both Financial and otherwise
 - Review of Councillor Declaration of Pecuniary Interests
 - Review of the Governance and Management Risk Register
 - Data Protection
 - Review of Code of Conduct

10. The minutes of each meeting will be proposed and agreed at the next meeting.
11. Voting will be by simple majority and the chairman of the committee shall have the casting vote when necessary.
12. 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 by the Executive Committee – 5th July 2023

Adopted by the Town Council –

<u>Payee Name</u>	<u>Transaction Details</u>	<u>Frequency</u>	<u>Committee</u>	<u>Payments (DDR - Direct Debit)</u>
<u>Regular Utilities & Rates Payments (Direct Debits) (6.7 Financial Regulations)</u>				
Ocean Talk	Office Telephone - 852088 (LCMC) 854519 & 854566 (TC)	Monthly	LCMC/TC	Varied DDR
EE Mobile	Gym - Mobile	Monthly	LCMC	Static DDR
Virgin Mobile O2	Maintenance - Mobile (LCMC)	Monthly	LCMC	Static DDR
South Norfolk Council	Rates - Building 00004234902	Monthly	LCMC	Static DDR
South Norfolk Council	Rates for the Market (0004045076)	Monthly	Amenities	Static DDR
South Norfolk Council	Rates- Car Park - Broad Street (0004274133)	Monthly	Amenities	Static DDR
South Norfolk Council	Rates - Car Park -Bullock Fair (0004275157)	Monthly	Amenities	Static DDR
South Norfolk Council	Green waste removal	Annual	LCMC	Static DDR
South Norfolk Council	Small Society lotteries	Annual	TC	Static DDR
South Norfolk Council	Premises Licence- Rec and Leisure Centre	Annual	TC	Static DDR
Scottish Power EDF	Electricity - Building	Monthly	90% L 10% T	Static DDR
EDF	Electricity - Toilets	Pay on invoice	As required	All
E-ON	Market Place New meter (015047016770)	Quarterly	Amenities	Varied DDR
SSE	SSE GAS (LCMC)	Quarterly	LCMC	Varied DDR
SSE	SSE ELECTRIC - Streetlighting (Amenities)	Quarterly	Amenities	Varied DDR
Wave (Anglia Water)	Wave (Anglian Water) - Recreation Ground 0316908001 (LCMC)	Monthly	LCMC	Varied DDR
Wave (Anglia Water)	Wave (Anglian Water) - Pavilion (127641587 0340254601) (95% LCMC 5% TC)	Monthly	95% L 5% T	
Wave (Anglia Water)	Wave (Anglia Water) - Public Toilets 0445519801 (Amenities)	Monthly	Amenities	
Wave (Anglia Water)	Wave (Anglian Water) - (127641587 0340254601) - 95% LCMC 5% TC)	Monthly	95% L 5% T	
Wave (Anglia Water)	Wave (Anglian Water) - Allotments 0231656201 (Amenities)	Monthly	Amenities	

<u>Regulatory reason</u>	<u>Payee Name</u>	<u>Transaction Details</u>	<u>BACS Payment</u>	<u>Frequency</u>	<u>Committee</u>	<u>Cost Centre Code</u>
Regular Payments (BACS and or DDR) (5.6 Financial Regulations)						
Contractual-	Pine	Contract Cleaners	Pay on invoice	Monthly	LCMC/TC	
Contractual	M G Wiles	Servicing town clock and ancillary components	Pay on invoice	Annually	Amenities	
Lease	Ben Burgess	Lease of John Deere	Pay on invoice	Monthly	LCMC	
Obligation	Rejuvenate Yoga	Yoga Classes	Pay on invoice	Monthly	LCMC	
Obligation	Neil Roberts	Gym Classes	Pay on invoice	Monthly	LCMC	
Contractual-	T Stammers	Grave digging	Pay on invoice	Immediately	Amenities	
Stat Duty	Employees	Salaries	Pay on invoice	Monthly	TC	
Contractual	Callum Ward	Accounting Services	Pay on invoice	Twice Yearly	TC	
Stat Duty	Norfolk Pension Fund	Employees Salary	Pay on invoice	Monthly	TC	
Stat Duty	HMRC	Employees Salary	Pay on invoice	Monthly	TC	
Lease	ASL	Photocopier	Pay on invoice	Monthly	All	
Contractual	KGB Commercial Heating	Plumbers (Annual Contracted Services Only)	Pay on invoice	As required	All	
Contractual	Fresh Air	Air Condition Servicing	Pay on invoice	As required	All	
Stat Duty	PPL PRS	Music Licence	Pay on invoice	Annually	LCMC	
Stat Duty	MPLC	Umbrella licence Streaming GYM	Pay on invoice	Annually	LCMC	
Contractual	Sonata	Security	Pay on invoice	Annually	LCMC	
Stat Duty	External Auditor	PKF Littlejohn LLP (2023)	Pay on invoice	Annually	TC	
Stat Duty	Internal Auditor	Trevor Brown (2023)	Pay on invoice	Annually	TC	
Contractual	EZ Runner	licence agreement.	Static DDR	Monthly	LCMC	
Contractual	Gym Repair Services	Equipment contract	Static DDR	Monthly	LCMC	
Stat Duty	ICO	Data protection fee	Static DDR	Annual	TC	
Contractual	BNP Paribas	rent	Varied DDR	Quarterly	TC	
Obligation	Barclays	Bank Charges	Varied DDR	Monthly	TC	
Contractual	Barclays	Barclays Merchant Services (credit card machine)	Varied DDR	Monthly	LCMC	
Contractual	PHS	Sanitary Disposal	Varied DDR	As required	LCMC/Amenities	
Contractual	TV Licence	(September/October) (LCMC)	Static DDR	Annual	LCMC	
Contractual	Viridor BIFFA	Collection of bin refuse (LCMC)	Varied DDR	Monthly	LCMC	
Contractual-	Viridor BIFFA	Biffa collection of market refuse (Amenities)	Varied DDR	Monthly	Amenities	
Contractual	Cozens	Street Lighting	Pay on invoice	Monthly	Amenities	
Contractual	Rialtas Business Solutions	Annual Support and Licence	Pay on invoice	Annual	TC	
Stat Duty	DVLA	Van Tax (Pay on company credit card)	Pay on invoice	Annual	TC	
Contractual	A Denny	Allotments	Pay on invoice	Annual	Amenities	
Contractual	TOPS	Grass cutting	Pay on invoice	Monthly	LCMC	

Listed as Inv Rec

Possible Payments Requiring to be Listed.

Force Fresh	Cleaning Suppliers	Pay on invoice	Monthly	LCMC/TC
Osgood Smith	Food & drink for resale	Pay on invoice	Monthly	LCMC
C K Broughton Builders	Electricians	Pay on invoice	As required	LCMC
Espo	Office supplies	Pay on invoice	As required	TC
Dan Arbor Ltd	Tree and hedge Work	Pay on invoice	As required	All
Robinson's Traditional Stationers	Towards Tomorrow event	Pay on invoice	As required	All
Denmans	Electrical Wholesalers	Pay on invoice	As required	All
Linstead	Machineray repairs	Pay on invoice	As required	All
Rackhams Building Supplies	Maintenance supplies	Pay on invoice	As required	All
Oliver Smith	IT assistance	Pay on invoice	As required	TC
Screw fix	Building supplies	Pay on invoice	As required	All
CTS	Building supplies	Pay on invoice	As required	All
Ravencroft Tree Services	Tree and hedge survey	Pay on invoice	As required	All
Amazon	Various	Pay on invoice	As required	All
Gary Crook	Tennis/Muga Cleaning/lining	Pay on invoice	As required	All
KDG Surfacing	Car Parks etc	Pay on invoice	As required	All
Trent Furniture	Tables and Chairs - Social Room	Pay on invoice	As required	All
JRB Enterprises	Dog Bags	Pay on invoice	As required	All
David Bracey	Rospa Inspection	Pay on invoice	As required	All
Dolphin Fitness	Protien for gym	Pay on invoice	As required	All
Earth Anchors	Planter, Notice Boards etc	Pay on invoice	As required	All
Home Page Universe	IT Support domain names	Pay on invoice	As required	All
Tas Valley Fire and Security	Fire Extinguishers	Pay on invoice	As required	All
Coopers	Maintenance Supplies	Pay on invoice	As required	All
Treemenders	Tree work	Pay on invoice	As required	All



Redenhall with Harleston Town Council

MEMBERS TRAINING POLICY

1ST JUNE 2023

Adoption Date June 2023
Date for review on or before June 2024

**MEMBERS TRAINING
POLICY**

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1. Introduction

The Council is committed to developing its elected members in order to assist the Council in achieving its objectives. Councillor development and training is a joint commitment between the Town Clerk and councillors and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

2. Equal Opportunities

It is essential that councillors are given equal opportunity to develop their knowledge and learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Town Council of the future. Member development should be recognised as an integral part of the Council's business.

3. The Council recognises:

- a) New councillors will need to know what the job entails and to build up their knowledge and skills and experienced councillors need to refresh their skills and knowledge to meet the ever-changing needs and demands of the modern world.
- b) that continued investment and commitment to training and development are essential to the Council if quality services are to be provided, maintained and continually improved;
- c) Any member wishing to attend any training courses or events should discuss the training with the Town Clerk.

4. The Council will provide

- a) All members will receive a Councillor induction pack within 1 month of taking their seat.
- b) All new members will be given the opportunity to attend a new councillor training course.
- c) All Members will be kept informed of relevant training courses especially those offered by the Association of Local Councils and Society of Local Council Clerks.
- d) All new Councillors will be invited to meet with the Operations Manager and visit the Council's properties to further understand the Council's assets and liabilities.

Redenhall with Harleston Town Council adopted the Members Training Policy

At the Town Council meeting held on *June 2023*

Signed (Chair).....*Cllr*

Next Review is on or before *June 2024*



Redenhall with Harleston Town Council

COUNCILLORS EXIT INTERVIEW POLICY

5th June 2023

Adoption Date ?????? 2023

Date for review on or before ??????2028

COUNCILLORS EXIT INTERVIEW POLICY

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1. Purpose of the councillor exit interview.

2. The purpose of the Redenhall with Harleston Town councillor's exit interview is to discover a departing members reason(s) for leaving the Town Council and to gather feedback from that member on ideas or concerns about organisational improvements –including councillor recruitment and retention.
3. The intention of an exit interview is to allow the departing councillor the opportunity to share their experiences in a confidential, supportive, and constructive environment.

4. Procedure

5. A proposed exit interview form is attached as an Annex.
6. The councillor resignation should be received by email or by letter to the Town Council Chair which will be then shared with the Town Clerk.
7. It is the responsibility of the Town Council Chair to arrange and carry out an exit interview once a written resignation has been received.
8. An exit interview is offered to each councillor leaving the council, however, take-up is voluntary as there may be occasions where a councillor does not wish to participate in the exit interview.
9. When the offer of an exit interview is accepted by the departing councillor, it will be conducted within 28 days of a councillor's resignation (unless there are extenuating circumstances).
10. The exit interview will be carried out by the Town Council Chair, with the provision of a second councillor in attendance if the departing councillor agrees to this. The second councillor's role will be one only of support to the Chair.
11. The Town Council Chair will share the outcomes of the interview and the completed interview form with the Clerk. The Town Council Chair may anonymise feedback and disseminate to all councillors.
12. An informal meeting of the council may be held for further discussion of the exit interview document – this will be at the discretion of the Town Council Chair and Clerk.

Redenhall with Harleston Town Council adopted the Councillors Exit Interview Policy

At the Town Council meeting held on ...

Signed (Chair).....

Next Review is on or before

Annex

Councillor exit interview form

(To be undertaken in line with Harleston Town Councillor Exit Interview Policy)

Councillor Name: Length of Service:

Resignation Date:

Questions

1. What are your primary reasons for standing down from Harleston Town Council? (retirement, pressure of work, travel issues, working hours, moving home, health issues, working relationships, working conditions, new position, care of dependents, not re-elected, other) Please specify.

2. What have been the positives of being a Harleston Town councillor?

3. What do you consider to be your greatest achievement as a councillor?

4. Did you take advantage of the induction / training offered to you as a councillor? If yes did the training the council offer contribute to making you feel effective as a councillor?

5. What changes could be made which could have improved your experience as a HarlestonTown councillor?

6. Would you consider standing as a councillor for Harleston Town Council in the future?

7. Would you recommend being a councillor with Harleston Town Council to others?

8. Is there anything else you would like to add?

9. I hereby declare that this is a true record of the discussion I have had during my exit

interview with the Chair of the Town Council.

Signed Councillor:Date:
.....

Signed Town Council Chair: Date:
.....



Redenhall with Harleston Town Council

FINANCIAL REGULATIONS

22nd February 2023

Adoption Date 26th July~~22nd February~~
2023
Date for review on or before August~~March~~
2024

Formatted: Superscript

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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~~ £213,477
- b) For public works contracts ~~£4,733,252~~ £5,336,937

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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 transitional 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) *Cllr Paul MBA*



Redenhall with Harleston Town Council

STANDING ORDERS

22nd February 2023

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Adoption Date 26th July 22nd
~~February~~ 2023

Formatted: Superscript

Date for reviewon or before ~~August~~March
2024

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1. Rules of Debate at Meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on

the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. Disorderly Conduct at Meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings Generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, at the discretion of the Chairman of the meeting.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes, except at the discretion of the chairman.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the

election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
- **and the meeting shall be closed. The business on the agenda for the**
- **meeting shall be adjourned to another meeting.**

x A meeting shall not exceed a period of 2 hours unless agreed by a majority during the meeting

4. Committees and Sub-Committees

- a **Unless the Council determines otherwise, a committee may appoint a**

Page 7 of 23

sub-committee whose terms of reference and members shall be determined by the committee.

- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer giving adequate notice before the meeting that they are unable to attend;
 - vi. shall permit a committee including a standing committee, to appoint its own chairman and vice chairman at the first meeting of the committee;
 - vii. the Chairman of the Council should not normally be a Chairman of a standing committee, except that the Chairman of the Council should normally be the Chairman of the Executive Committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a sub-committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

- e If the Chairman of the Council or a Committee leaves the position then passes to the Vice-Chairman of the Council or the Committee. If the Chairman of the Council or a Committee takes a sabbatical or leave of absence, the position then passes to the Vice-Chairman of the Council or the Committee who will be Acting Chairman until the Chairman returns.

If the Vice Chairman of the Council or a Committee leaves the position then becomes vacant and the Council or Committee (other than the Executive Committee) should elect a new Vice Chairman. If the Vice Chairman of the Council or a Committee (other than the Executive Committee) takes a sabbatical or leave of absence, the Council or Committee should elect a Vice Chairman who will be Acting Vice Chairman until the Vice Chairman returns.

The Vice Chairman of the Executive Committee should be the Vice Chairman of the Council. If the Vice Chairman leaves, the position will be taken by the new Vice Chairman of the Council. If the Vice Chairman takes a sabbatical or leave of absence the Council should elect a new Vice Chairman of the Council until the Vice Chairman returns, this person will also take the position of Acting Vice Chairman of the Executive Committee until the Vice Chairman returns.

5. Ordinary Council Meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual**

meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;

- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
6. **Extraordinary Meetings of the Council, Committees and Sub-Committees**
- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
 - b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
 - c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
 - d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 14 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.
7. **Previous Resolutions**
- a A resolution shall not be reversed within six months except by a special motion, which requires written notice by a majority of the serving councillors to be given to the Proper Officer in accordance with standing order 9.
 - b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months, unless there is new and relevant information.

8. Voting on Appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a Meeting that Require Written Notice to be Given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not Require Written Notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee, sub-committee or officer of the council;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint or dissolve a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to silence or exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **Management of Information**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **Draft Minutes**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i)
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate
- d if the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on date in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **Code of Conduct and Dispensations**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a

- matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
 - d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - e A decision as to whether to grant a dispensation shall be made by the Proper Office.
 - f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
 - g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the meeting of the Council or committee or sub committee for which the dispensation is required.
 - h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of Conduct and Complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by

the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **Proper Officer**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning and Development Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the Council via the publication scheme;

16. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Account sand Accounting Statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial Controls and Procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of ~~£189,330~~**£213,477** for a public service or supply contract or in excess of ~~£4,733,252~~**£5,336,937** for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

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- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **Handling of Staff Matters**

- a. A matter personal to a member of staff that is being considered by a meeting of the Executive committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Executive committee or, if he is not available, the vice-chairman (if there is one) of the Executive committee of absence occasioned by illness or other reason and that person shall report such absence to the Executive committee at its next meeting.
- c. The chairman of Executive committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Executive committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Executive committee or in his absence, the vice-chairman of the Executive committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Executive committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the Executive committee, this shall be communicated to another member of the Executive committee, which shall be reported back and progressed by resolution of the Executive committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

20. Responsibilities to Provide Information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities Under Data Protection Legislation

See also standing order 11.

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the Press and Media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media. All written or oral statements will be given by the Chairman of the Council or Town Clerk

23. Execution and Sealing of Legal Deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. Communications with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on Councillor Activities

- a Unless duly authorised by the Town Clerk no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.
 - iii. approach other outside organisations to seek advice and information.

26. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Whenever the pronouns "he" or "his" are used herein they shall also be deemed to mean "she" or "hers" whenever applicable.

These Standing Orders are based on the New NALC Model Standing Orders 2018.

Redenhall with Harleston Town Council adopted the Standing Orders

At the Town Council meeting held on22nd February 2023

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

Next Review.....March 2024



QUOTATION

QUOTATION/ 06/23/HARL/APP
13TH JUNE 2023

TO:
CLERK TO TOWN COUNCIL – CLARE CRANE
Redenhall with Harleston Town Council
Via email

FOR:
**ADVICE ON PLANNING APPLICATION LAND NORTH
OF SPIRKETTS LANE, HARLESTON**
Advice to Town Council on formal response

DESCRIPTION	HOURS	RATE	AMOUNT
Consultant assistance in respect of application at Spirketts Lane, Harleston Preparation of advice on formal response to the application by the Town Council : 1. Review of application documentation 2. Appraisal and review of feedback from local community/Town Councillors (from public meeting, if held) 3. Preparation of formal response for Town Council to consider.		£50 per hour	
	6		300
	2		100
	8		400
TOTAL			£800

HARLESTON WAR MEMORIAL WREATH STAND PROPOSAL

Broad Street, Harleston, Norfolk, IP20 9AZ

<https://www.warmemorialsonline.org.uk/memorial/169643>



1. The site for the wreath stand is to the right of the memorial in a currently empty raised. The proposal includes reconfiguring the sleeper bed (on the right) to create a 'U-shaped single layer sleeper foundation/retaining barrier the full length of the frontage (2.87mtr) and each side to a depth of 1.28 mtrs. The frontage length can exceed the 2.87mtrs slightly as the areas to the sides of the benches is not used for any other purpose.
2. The path is sloped to allow wheelchair access. The top of the foundation bed will be level most likely a few centimetres above the path at the top of the slope to a height necessary to create a level top on the right.
3. The marker post indicates the presence of a time capsule but it does not represent the actual spot where the capsule is buried. The marker post is rotten at the base and unstable so will benefit from being relocated and resecured.
4. The frame is to be constructed to display 30 x 'C' type poppy wreaths on the front face and have to option/ability to display additional wreaths on the sides support/retaining bars. C type Wreaths are 38 cm in diameter so a working figure of 40cm diameter per wreath has been used estimate the width of the stand using a four row 8,7,8,7 or 7,8,7,8 tessellated configuration.
5. The wreathes have two methods of being secured. A single fixing point at the 12 o'clock position and 2 fixing points horizontally at 9 and 3 o'clock. It is envisaged that the frame should have a fixing point attached to allow for the structure to be secured to the sleeper bed. The total height of the frame will be determined

by the 4 rows of 40cm wreaths and whether the face of the structure is vertical or racked back at an angle is to be determined by which option gives the best stability.

6. The frame should be topped with a prominent legend 'HARLESTON REMEMBERS' and the frame adorned with interwoven poppies and foliage placed in such a way not to create a hazard or impinge on the placing of wreaths. Options for how the banner is achieved is open for debate and which method gives the most striking visual effect.

7. The frame should be designed to have the ability to be dismantled for storage, but it is envisaged that it will be exposed to the autumn/winter elements so should be either powder coated in black (or delivered in a primed condition to allow it to be painted if cost is prohibitive).



Friday 14th July 2023

Takeover of land owned by Saffron Housing...Would Harleston Town Council allow Saffron Housing to 'gift' the Council land to enable access from the highway to the Harleston Shed?

The Harleston Shed is a charitable incorporated organisation, based on the wellbeing concept of Men's Sheds. Shed projects, with more than 600 around the UK, promote social inclusion for the public benefit, in providing facilities in which people, usually of retirement age, but not exclusively, can meet to learn or pass on skills and knowledge, undertaking projects of their own or for the community benefit and to get to know each other socially.

We have long recognised a real need in Harleston for this project. Following several years of struggling to find a suitable location, we have been in discussions with the Norfolk Fire Service, regarding the erection of sheds in their yard at Harleston.

See attachment - THS SN planning site block plan with Saffron Housing

The Harleston Shed has been granted full planning permission but is about to apply for a non-material amendment to move the location of the sheds two meters further along the yard to avoid drainage channels.

Access to the sheds is to be at the rear of the site onto Paddock Road. It had been assumed that the land the path would traverse belonged to the Town Council and therefore there would have been no problem in getting permission. An enquiry to the land registry revealed that a sliver of land directly behind the fire station yard is leased by BT, who have premises next door. We have an annually renewable access licence to traverse that. *See attachments -BT access licence and BT long term access*

The remaining land, to the pavement on Paddock Road, belongs to Saffron Housing, as marked.

See photos attached

Naturally, we approached Saffron Housing for permission to cross their land. Surprisingly and sadly, their answer was negative. On consultation with their solicitors, they decided that they did not want the liability, or the land, and have agreed to 'gift' the land to anyone who wants it. The Fire Service does not want to take it on and the Harleston Shed itself is not in a position to do so. Without access over this land, the Harleston Shed would have to start again from scratch looking for a new location.

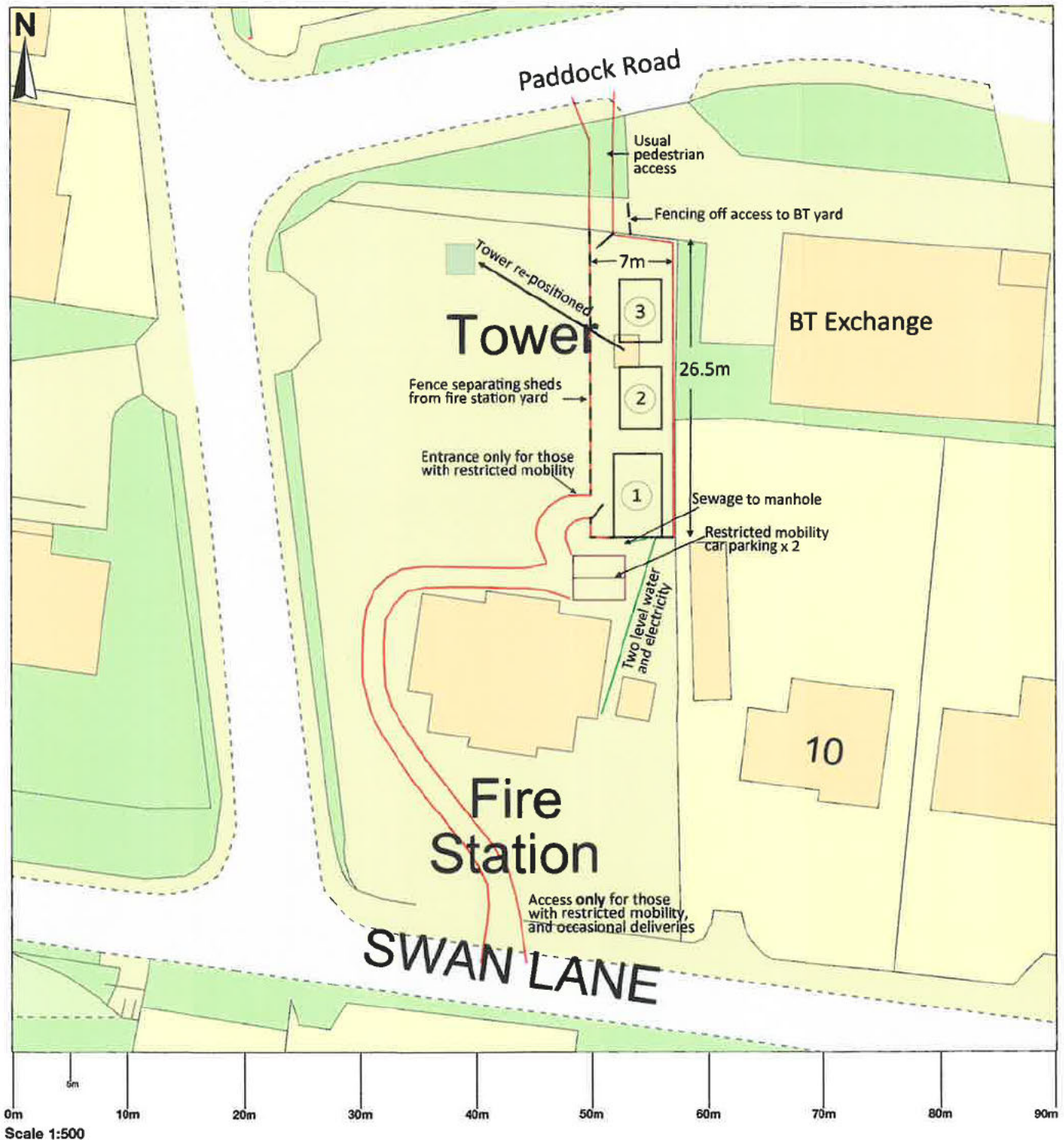
Therefore, we are asking if Harleston Town Council would consider taking on that piece of land and thereafter give the Harleston Shed permission to traverse that land. Saffron Housing is 'gifting' the land. The legal costs for this, including the transfer of ownership and associated admin will be paid by The Harleston Shed. (approx. £5000). There would be no cost to the Town Council. The Shed would take on grass cutting but we would request that the Town Council be responsible for the trees on the land.

Virginia Skoyles, Secretary, Harleston Shed.



The Harleston Shed Site Block Plan

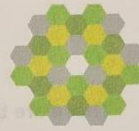
Harleston Fire Services, Swan Lane, Harleston, IP20 9AN



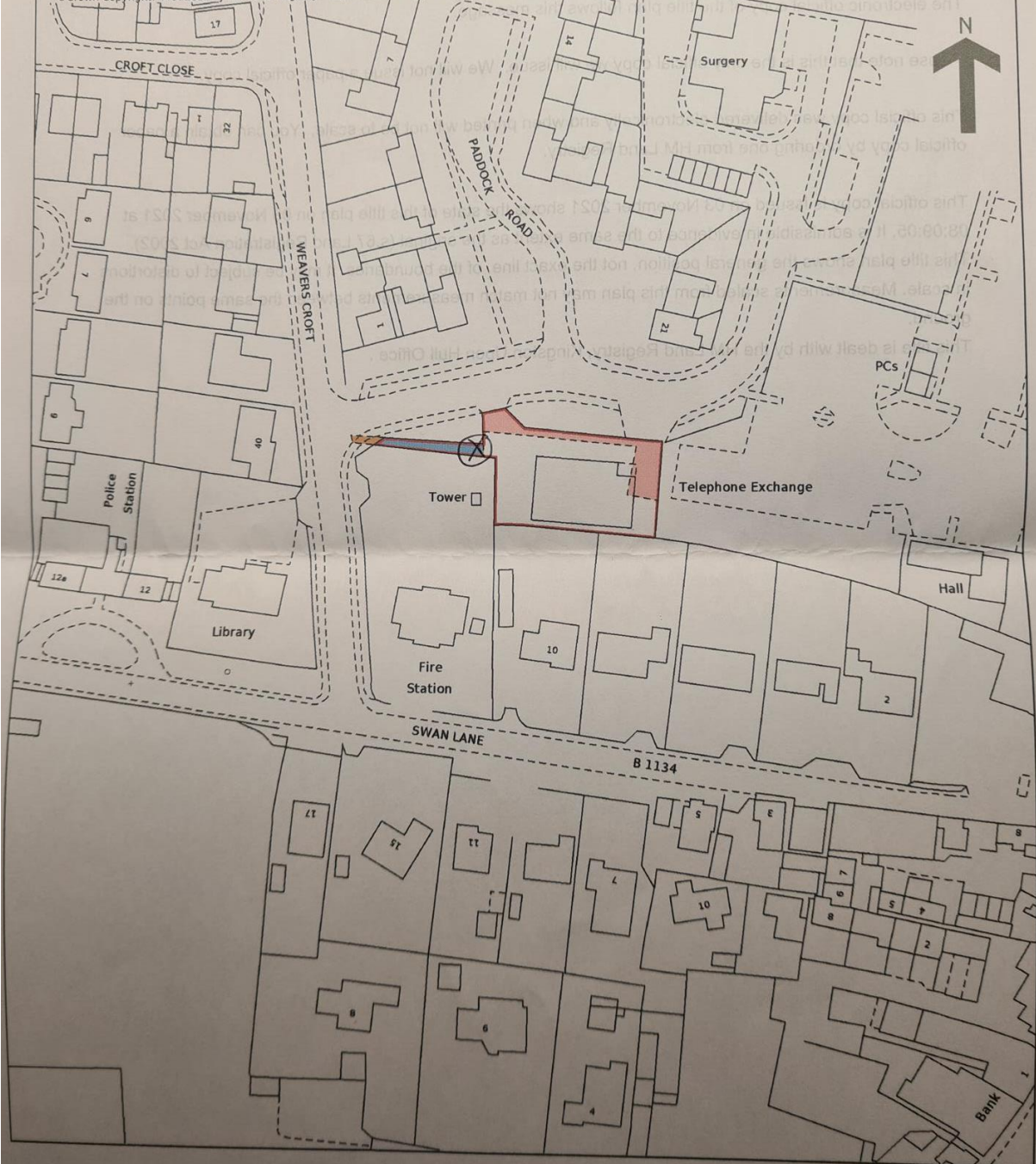
Map area bounded by: 624340,283404 624430,283494. Produced on 11 August 2021 from the OS National Geographic Database. Reproduction in whole or part is prohibited without the prior permission of Ordnance Survey. © Crown copyright 2021. Supplied by UKPlanningMaps.com a licensed OS partner (100054135). Unique plan reference: b90c/uk/674700/913773

HM Land Registry
Official copy of
title plan

Title number **NK276083**
Ordnance Survey map reference **TM2483SW**
Scale **1:1250**
Administrative area **Norfolk : South Norfolk**



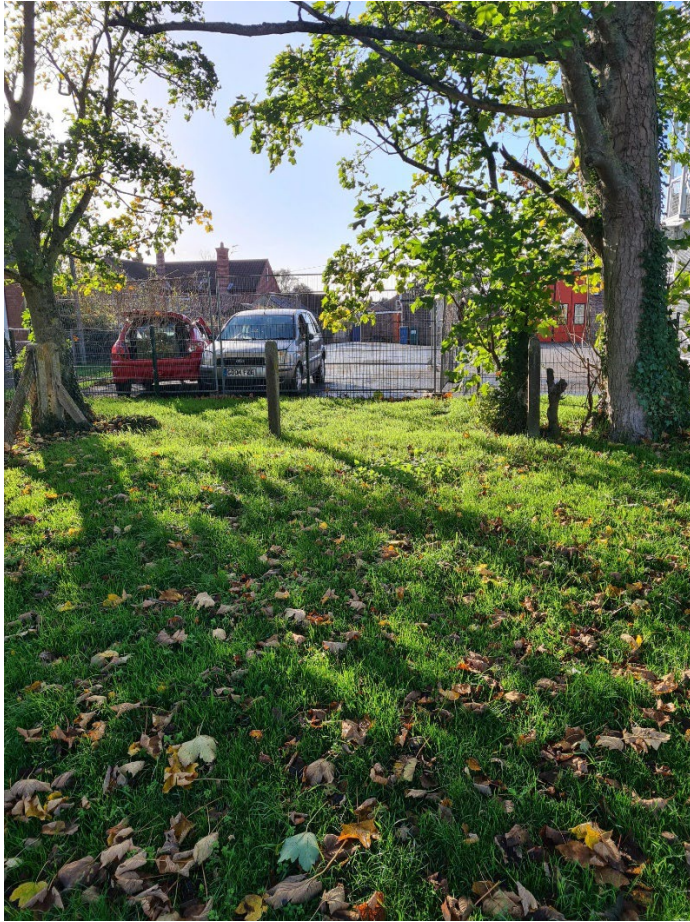
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Harleston Shed Pictures of Proposed Land



Harleston Shed Pictures of Proposed Land



If there are any parts of this licence you do not understand we recommend you seek independent legal advice.

Commercial Terms (Part 1)

These Commercial Terms are to be completed by BT personnel only and read with, and are subject to the Standard Terms & Conditions ("the Conditions") annexed to this page.

Licensor	British Telecommunications plc (company number 1800000) whose registered office is at 1 One Braham Street, London, E1 8AA
BT Contact	Dionne Herelle/dionne.herelle@bt.com /Tel: [REDACTED]
Licensee	The Harleston Shed
Licensee Co Reg. No.	Incorporated Charitable Organisation. Charity ~ 1189996
Licensee Contact	Virginia Skoyles (Secretary) [REDACTED] Clive Attwood (Chairman) [REDACTED]
Permitted Area (forming part of the Property)	Paddock Road, Harleston TE at rear of fire station yard
Property	Harleston BT Exchange, Paddock Road, Harleston, Norfolk, IP20 9AR
Authorised Use	Over stretch of BT land adjacent to BT yard for pedestrian access to Harleston Shed at rear of fire station yard.
Licence Period:	Start Date: 26 th September 2022
	End Date: 25 th September 2023
	Permitted Hours: 9am – 8 pm

The licensee acknowledges and agrees that it has read and agrees to the terms of these Commercial Terms and to the Standard Terms & Conditions which together form the Licence between the parties. **AS WITNESS** whereof this Licence has been duly signed by the parties:

SIGNED for and on behalf of the LICENSOR

DIONNE HERELLE

Name:

Herelle

Title:

PROPERTY PROFESSIONAL

Date:

28/09/22

SIGNED for and on behalf of the LICENSEE

VAShoyles

Name:

VIRGINIA SKOYLES

Title:

SECRETARY

Date:

25/09/2022



BT Group plc
1 Braham Street,
London E1 8EE,
United Kingdom

bt.com

13 July 2023

Dear Sir / Madam,

BT APPROVAL FOR EXTENDED ACCESS TO HARLESTON SHED

I write to confirm that BT has provided an annual licence to Harleston Shed until c.March 2029.

Please accept this letter as formal confirmation of approval for this Charity to access the site as indicated in the attached plan.

Yours faithfully

Dionne Herelle

Property Professional – East & West Midlands

Candlers Lane Extension of Double Yellow Lines Request

Request Emailed by Resident

As previously discussed in our meetings etc I would like to formally request the below to be added to the agenda for next Harleston town council meeting dated Wednesday 19th July 2023.

Yellow line extension - Redenhall Road Harleston.

I am requesting the yellow lines outside Candler's House, 30 Redenhall Road, Harleston be extended to the approximate measurements of 16.8m to the boundary of Hollyhurst, 34 Redenhall road. Currently the yellow lines fall far too short to give visibility to pull out of Candler's Lane, one must literally pull out near into the middle of the road to be able to see if traffic is coming into the town from the Redenhall island direction.

Several near misses have occurred over the past few months as cars travel along this road clearly exceeding the 30mph speed limit, with key times being school drop off as a majority of vehicles drop off at School Lane proceeding to Jays Green and down onto Candler's Lane. In addition, since the one way system into the Co-op carpark has been implemented we are faced with illegal parking throughout the day both midweek and weekend as people simply do not want to drive around the town for free parking, hence abandoning their cars wherever there is space, causing yet more non visibility within the Candler's Lane / Redenhall Road junction.

All properties within the locality of the requested line extension have private parking, mainly to the rear of my property Candler's House and in fact I would like to bring to your attention the junction has in the past year has vastly increased in usage due to the splitting of Candler's House into various properties and new builds in the rear woodland, this totalling 16 additional car parking spaces.

Additionally, we have vast amounts of commercial vehicles parking directly outside of Candler's House Grade 11* (English Heritage) causing issues with the building due to vibrations etc, not least to say damage that has now been caused on two occasions to the exterior garden wall on the corner of Candler's Lane by Heavy goods vehicles.

We currently have confirmation from Gary Overland at Highways Norfolk to support this extension along with County Councillor Martin Wilby. All parties to whom I have met agree the extension will make a safer junction both for residents and travelling coming in or through Harleston.

Images below..

I have a video to which I will send separately due to size.



Emma, please confirm the time on Wednesday to see if I am able to attend with local representatives.

Kind regards

Mark Whittle
Candler's House

Terms of Reference for Redenhall with Harleston Christmas Market Christmas and Lights Switch on Working Party

Purpose

The main purpose of the Christmas Market and Lights switch on working party is to coordinate the events planned and taking place to celebrate Christmas in the town on the 25th November 2023.

In undertaking this role, the Working Party will:

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

Membership

The Working Party will include staff representatives of the Town Council, Harleston's Future Events Team and any interested members of the community.

Community Groups

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

Meetings

The working party shall meet as required.

Notice of meetings shall be given to its members, in advance of the meeting time.

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

Finance

The Town Clerk/RFO shall ensure there is a clear record of income and expenditure, where appropriate supported by invoices.

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

Harleston's Town Council will take all bookings for market stall holders and pass this information onto Harleston's Future who will in turn invoice the stall holders for fees.

Once all funds have been reconciled Harleston's Future will provide a statement of accounts and donate 50% of the final profits back to Town Council to be added to the Christmas Lights EMR for future use.

Changes to the Terms of Reference

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

Approved on

Signed by Town Clerk/RFO

Town Council – Clerk Report – July 19th, 2023

Attendee	Action	Any other Information
Town Clerk	Sunday 9 th July 2023 Completed a tandem parachute jump for the Norfolk Zipper Club Charity	Currently raised just under £3000 – Article went in the Diss Express 14/07/23
Town Clerk & Deputy Clerk	From the 10th to the 14th July Harleston Town Council decided to celebrate local council Clerk week, which had been promoted by the SLCC in the aim raise the profile of the role of the Town Clerk and the Deputy Town Clerk and recognise the work that clerks do for their community. We got involved in many activities and events to celebrate both our Town and Deputy Clerk such as the selfie frames which put a name to the faces of both our clerks. Our clerks created a video “minute of me” which was shared on social media to show a day in the life of our clerks so that they are appreciated by the community for the underlying work that they do to help others. We prepared many quizzes and puzzles that we shared every day on our social media. On Market Day (Wednesday) we spent the morning on the Market Place taking questions from residents. We promoted the meeting taking place on the 26th July about getting the residents comments on the Spirketts Lane North planning application and provided a ‘Tiers of Responsibility’ leaflet for residents to take home. During the morning residents played our small, fun, tombola and took home the puzzles and quizzes that had been prepared. We also decided to give these puzzles and quizzes to Harleston Sancroft Academy for students to complete as a way of sharing the wonders of our town supported by the clerks. This week was a very positive and successful week. Appendix 1	
Town Clerk	10-14 th July 2023 Evie Crane (Harleston Sancroft Academy Secondary Phase) spent the week on work experience at the Town Council and with the Gym team in the Leisure Centre. She has written a report that we have sent to the SLCC (Society of Local Council Clerks) asking for it to be published. Appendix 2	
Town Clerk	Friday 14 th July 2023 - Clerks’ Networking specifically for the clerks to larger councils, 2-4pm at Poringland Community Centre.	

Appendix 1



Appendix 2

I am a student at the secondary phase of Harleston Sancroft Academy, and I was on a week's work experience at Harleston Town Council from the 10th to the 14th July. I was asked by the Town Clerk to write this article about what I got up to.

From the 10th to the 14th July Harleston Town Council decided to celebrate local council Clerk week, which had been promoted by the SLCC in the aim raise the profile of the role of the Town Clerk and the Deputy Town Clerk and recognise the work that clerks do for their community.

We got involved in many activities and events to celebrate both our Town and Deputy Clerk such as the selfie frame which put a name to the faces of both our clerks.

Our clerks created a video "minute of me" which was shared on social media to show a day in the life of our clerks so that they are appreciated by the community for the underlying work that they do to help others.

Town Council – Clerk Report – July 19th, 2023

Finally, we prepared many quizzes and puzzles that we shared every day on our social media and on Market Day (Wednesday's) for residents to take home and complete we also decided to give these quizzes to Harleston Sancroft Academy for students to complete as a way of sharing the wonders of our town supported by the clerks.

During my week on work experience I learnt lots of new things about the town and the way the council works to support residents, I created the puzzles online such as spot the difference, crosswords and word searches for clerk week which meant I was sending many emails, photocopying, printing, editing and laminating. One day I went out into town to buy and make raffle prizes for market day. And in-between all of these jobs I worked my way through a large pile of paper which needed shredding.

I also worked closely with the leisure centre/gym, helping with small jobs such as hoovering, checking stock cupboards and first aid kits, stacking weights, and tidying up folders so that they are in date. This was a fun experience working in two different environments and gave me a good understanding of the way in which different people work.

From: Erasmia Kyriakou

hungrycatcafe@yahoo.com

Subject: Too many Cafes in Harleston

Message Body: To Clare Crane

Dear Clare, I am writing to you as I'm concerned that the council doesn't get involved on the number of cafes that are allowed to open in town.

With everything that businesses have had to go through for the last 3 years, the last thing we need is more cafes. There is no point having so many as we all struggling to pay our bills, there is definitely not enough footfall for people to come along and keep opening cafes. This only leads to shops closing and a town with empty shops which is not what Harleston needs. The town is already struggling as it is and unfortunately shops coming and going is not ideal for any town.

I have worked very hard for the last 4 years building my café and spend loads of money on advertising over the years to attract people from out of town.

Sadly I have lost a few of my regular customers from other towns as they say there is nothing to do in Harleston and its saturated with coffee shops. I totally agree with them.

A shop that will be closing soon has told me that a person has tried to rent the property to open a Tea-Room, thankfully the landlord said no to this. My concern is that with a few more shops closing soon, that another coffee shop or tea room will pop up. It seems there is no control in Harleston about this issue and I would like to raise it now as something needs to be done about this issue.

We are already known as a town full of coffee shops. This is damaging to the town and existing business. Luckily 1 landlord said no to the new tea room but another landlord might allow it which is not fair to businesses already here and already struggling to get by with everything going on in the UK.

Could this issue be brought up and added to the agenda? Could the council have a say on the cap of too many of the same business?

Like I mentioned before not only is this damaging to existing businesses, its damaging to the town which is now known as the town with too many cafes, just like Bungay is known for too many charity shops, which has damaged Bungay's reputation and foot fall. I would hate to see this happen to us in Harleston, it would be a real shame to see the town die like that, we have so many lovely independent shops which makes Harleston an attractive place to visit and we could have more different shops to add to the charm of our town and no more cafes & tea rooms.

Thank you in advance and I look forward to hearing back from you.

Kind Regards
Erasmia Kyriakou
Hungry Cat Cafe

Response provided.

Dear Erasmia Kyriakou (Hungry Cat Café)

Thank you for your email.

South Norfolk District Council have informed me that for a shop to become a café, it has to have the right planning permission in place.

If it doesn't already have the consent, it has to be applied for. Upon application the planners at South Norfolk District Council will consider the number of existing businesses before agreeing to additional ones.

Harleston with Redenhall Town Council, as a statutory consultee of South Norfolk District Council (SNDL), is asked to comment on planning applications within the Town.

The Town Council is consulted for its local knowledge but **does not determine a Planning Application**, this is the role of the planning committee at South Norfolk District Council, they must take into account, but not necessarily follow, the views or recommendations of the Town Council.

Their decisions are based on Planning Policies set out in the Local Plan, Planning Policy Statements (PPS) and Government Guidance.

If the premises already has prior consent, then it is up to the landlord who they let their premises too, the Town Council's would not get involved with influencing private landlords.

I will submit your correspondence to the members of the Town Council for their information, should they wish to make an added response I will get back to you again.

Many thanks
Clare

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

‘More than a Drop in the Ocean’
Briefing

Background

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

The new opportunities ownership will bring

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

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

Proposed Project Summary

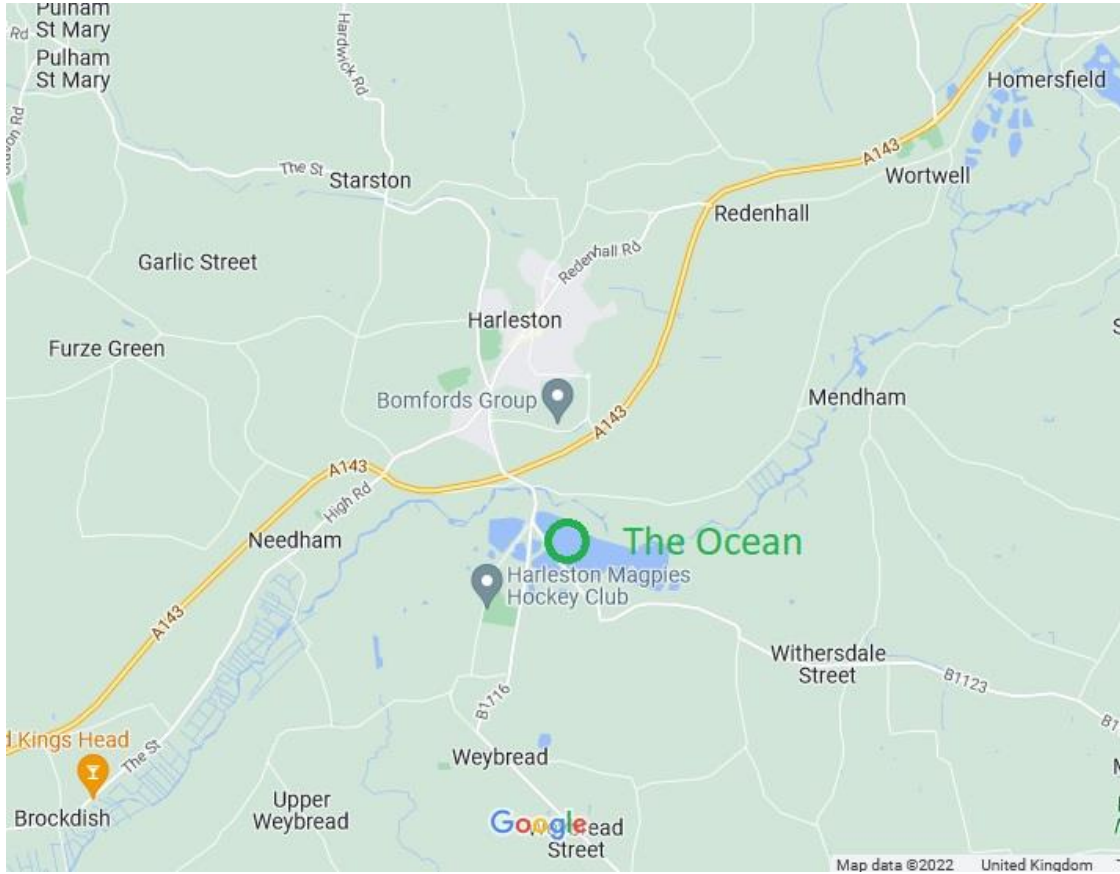
4. In summary, The HDT seeks to acquire 'The Ocean' to safeguard its character and future for public benefit, as:
 - a. a significant contribution to the landscape and ambience of the Upper Waveney Valley;
 - b. a core site for nature recovery/build back in Harleston and District and along the upper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

to be encouraged and developed within the local community reflecting the adjacent Harleston Town Council's declaring of the parish as a Nature Recovery Area. Opportunities will also be pursued to create an artificial Sand Martin cliff, enhance a fringe reed bed for sedge warblers, gravel area for little ringed plovers and tern rafts. A one-and-a-half hectare strict sanctuary area will be managed to seek to exclude deer, especially muntjac and to maintain scrub/dense vegetation as cover and particularly to seek to help nightingales. A bird ringing station will be established in the sanctuary area.

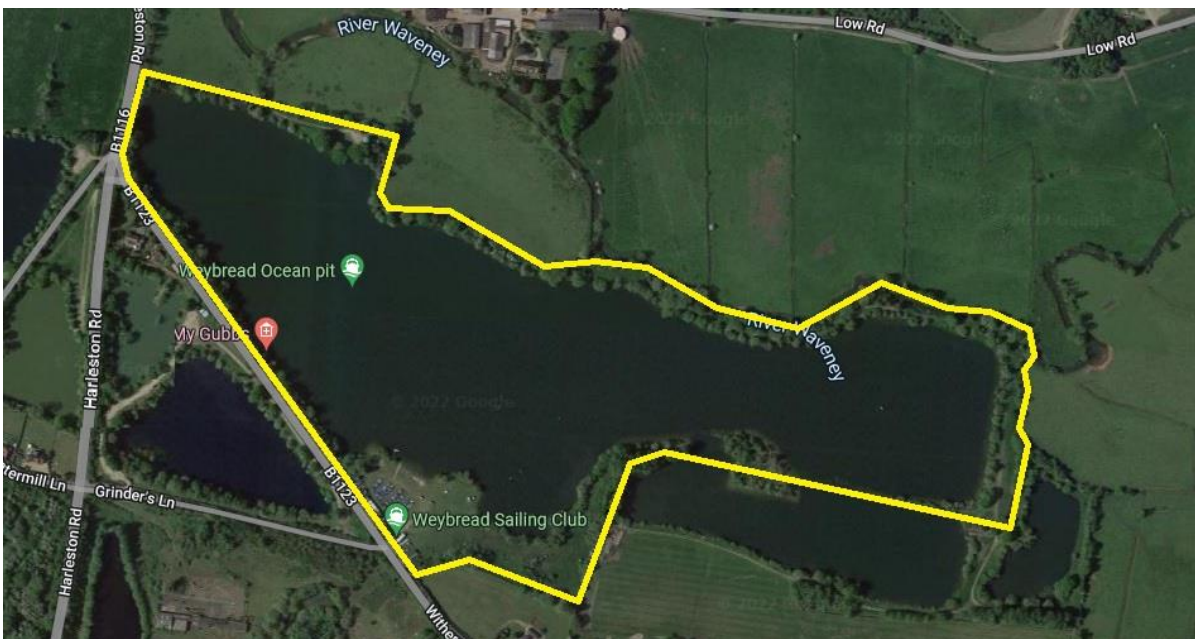
- e. It is hoped that the initiative will provide a substantial catalyst to engender interest, research and improvement in the wider landscape. In this respect liaison with the surrounding communities will be focussed on the records of Revd Calvin published in 1888 which provide a bench-mark for plant and bird species recorded and their locations in the past. Further interest in the restoration of the wildlife and habitats will be centred on the discovery of a 1930s Brownies' project in which the young people sought and pressed the wildflowers they found in the area. The pressed flowers are mounted, with contemporaneous notes in three large albums and provide a very direct connection to the Guides and Brownies today. These clear records of their time will provide a context for interpreting and researching changes since the 1885 Ordnance survey map of the area was surveyed and the taking of high quality aerial images in 1945 by the Ordnance Survey and Luftwaffe in 1940 in relation to the wider landscape of the Waveney Valley and the emerging local nature recovery initiatives.
- f. It follows that ownership for the above purposes would ensure the quality of the site is secured against activity and potential developments inconsistent with character of the site and area and its present valued low-impact uses.

Annexure A

Site location

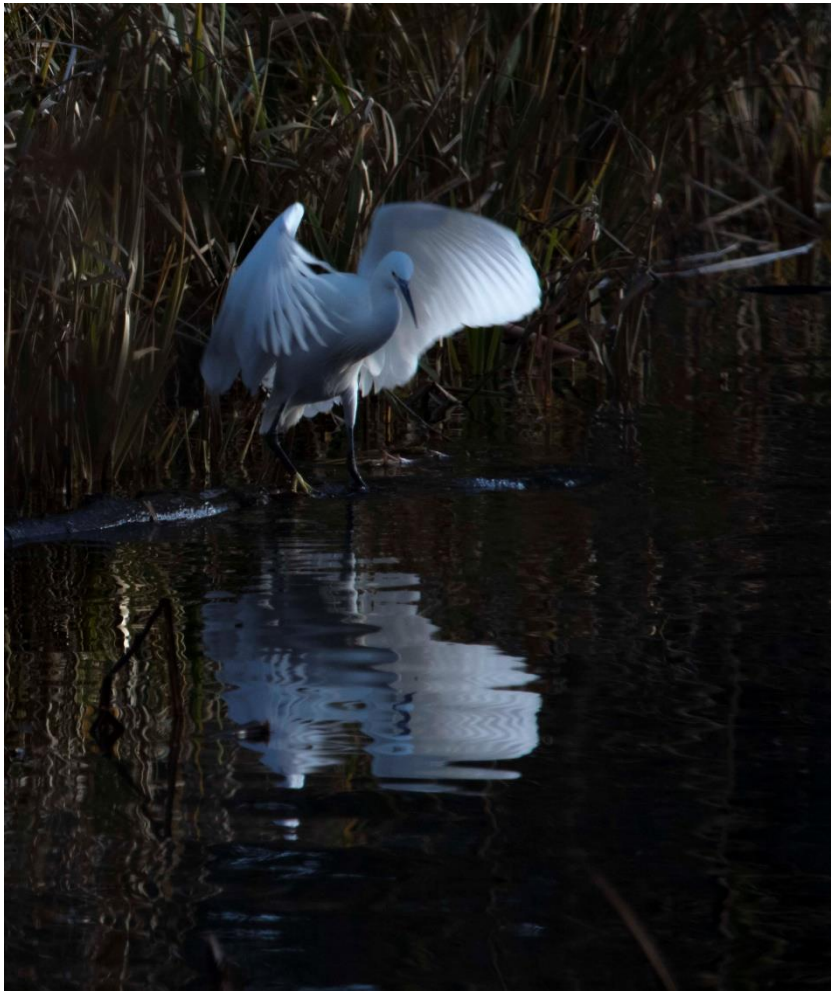


Site Plan







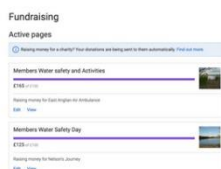






Updates and dates for the diary

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

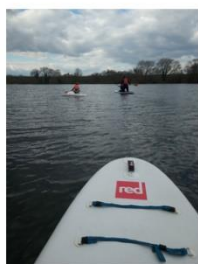


The water safety and activity day was a huge success. With donations on the day and since as well as the proceeds from the BBQ we have been able to donate a fantastic £290 in total.

The pages are still open for any further donations.



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



PADDLEBOARD LESSONS:
Tailored individual or groups sessions.
Choose from:

- Get started
- Got the gear but need a steer
- Paddle with purpose
- Paddle series - 3 sessions to give you all you need to know to get started look after your board, equipment, paddle confidently and self rescue

£20 members (group min of 2 max of 4)
£28 members private individual lesson
£30 guests group lesson (for guests accompanied by a member on site)

[Paddle sessions details here](#)

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



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

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

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

[Harleston Fire Station](#)



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



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

[RNLI Water safety resources](#)



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

Multi-faith Easter gathering

Every Easter Sunday a multi-faith service welcomes the sunrise over the Ocean at dawn. Whatever one's beliefs it is a uniquely calm and very moving experience and a wonderful freedom from the pressures of the world



