



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Amenities Committee** which will be held at the Town Council Offices, on **Wednesday 13th September 2023 at 6.30pm** to consider the business detailed below.

There will be an opportunity for public participation agenda item 6.

Members of the press and public are welcome to attend.

Signed: *Clare Crane* - Town Clerk

Date: **8th September 2023**

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
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.¹
4. To receive and approve the minutes of the last Amenities Committee meeting on Wednesday 7th June 2023 (copy herewith)
5. To note progress on decisions made at the last meeting of the Amenities Committee (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To receive an update report on events taking place on the Market place and consider and agree any actions as necessary (copy herewith)
8. To receive an update report on the Allotments and consider and agree any actions as necessary.
9. To receive an update report from the Operations Manager and agree any actions as necessary.

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/>

- 10.** To receive a proposal on the possible reduction of street lighting between the hours of 12am and dawn to enable cost savings on electricity. Subject to further information recommend that this item is discussed at Town Council level.
- 11.** To receive a proposal regarding the refurbishment of the War Memorial Gardens and agree any actions as necessary (copy herewith)
- 12.** To consider and agree that the Clerk has delegated authority to facilitate the purchase of Christmas Lights from EMR 337.
 - a)** To agree the maximum amount of expenditure that could be recommended to the Finance Committee.
- 13.** Finance
 - a)** To receive and note the contents of month 5 Income and Expenditure report (copy herewith)
 - b)** To receive and note the contents of the Payments List (copy herewith)
 - c)** To receive and approve any required expenditure in line with the Financial Regulations
- 14.** To review and agree the schedule of all fees and charges relating to: -
 - a)** The Allotments (copy herewith)
 - b)** The Market place (copy herewith)
 - c)** The Cemetery (copy herewith)
- 15.** To agree for the Chair of the Amenities Committee together with the RFO review the following in September and March and provide any necessary update to the committee.
 - a)** Stocks and stores
 - b)** Register of Assets and Investments
- 16.** To note minute reference 9 from the Amenities meeting March 2023 and to consider the request from the River Waveney Trust to purchase of a dog bin and a litter bin on Shotford Road by the river.
 - a)** To agree for this expenditure to be included in 2024/25 budget.
- 17.** Members to agree to review <https://www.shelterstore.co.uk/jewel-bus-shelters> to allow greater discussion for the purchase of a new cemetery shelter using EMR334 £5,000 budget at the next meeting.
- 18.** To discuss the following and agree next step action.
 - a)** the need for relining areas of the town car park including behind the toilet block (copy herewith)
 - b)** the need for a defibrillator within the Jays Green area of the parish
 - c)** donating a token amount to the Church for use of their water supply for the watering the planters in the Town.
 - d)** a request from the Relationship Manager for Cancer Research UK in the Norfolk and Suffolk area for a bench or a plaque to be dedicated to the Pink Ladies in Harleston.

- 19.** To agree who from the committee is available to attend a virtual meeting with the Clerk to discuss Norfolk County Council's Bus Service Improvement Plan - Gold standard bus stop project held on Thursday 14th September.
- 20.** To note the following
- a)** Blossom Charity Bench Loan Briefing Paper that was sent via email to the Amenities committee in June 2023, which provided information on the loan of a bench from the Blossom Charity sponsored by Rosedale Funeral Home to be sited in Town. It was agreed by majority via email.
 - b)** Harleston's Future, Antiques Fair After Party which was to take place on the Market place was agreed by the Clerk and the Chair of the Amenities committee prior to the event by pinning the permission onto the previous application and permission granted.
- 21.** To receive significant correspondence and agree on actions required.
- a)** Market Square and Exchange Street (copy herewith)
 - b)** Wednesday Market - 5th July 2023 (Clerk provided a response) (copy herewith)
- 22.** To note the date of the next Amenities Committee meeting as the 6th December 2023 starting at 6.30pm in the Social Room at the Memorial Leisure Centre.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Amenities Committee held at the Town Council Offices on Wednesday 7th June 2023 at 6.30pm.

Present: Councillors – Matt Scade, Clive Digby, Clive Attwood, Adrian Brownsea, Lucy Chenery, Yvette Tyler, Keith Harrison

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

Members of the Public: Mr Michael Hardy, Mrs Eileen Ryan

- 1. To elect**
 - a) a Chairman**

Cllr Digby nominated Cllr Scade
Cllr Scade accepted the nomination.
By show of hands unanimously voted in favour of Cllr Scade who accepted the position of Chairman.
 - b) a Vice-Chairman**

Cllr Chenery nominated herself. The nomination was seconded by Cllr Brownsea
By show of hands unanimously voted in favour of Cllr Chenery who accepted the position of Vice Chairman
- 2. Welcome**

Cllr Scade welcomed councillors and members of the public to the meeting.
- 3. To receive and consider accepting apologies from members unable to attend.**

Apologies were accepted from Cllr MBA due to being out of the parish.
- 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.**

Cllr Attwood declared an interest on item 13 on the agenda.
It was confirmed that Cllr Attwood would be able to give information on the matter but would be unable to cast a vote.
- 5. To receive and approve the minutes of the last Amenities Committee meeting on Monday 27th March 2023**

Approved
- 6. To note progress on decisions made at the last meeting of the Amenities Committee**

Noted

- 7. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).**

Standing orders suspended at 18.44.

One member of the public representing Harleston's Future provided more details on item 16 on the agenda.

One member of the public noted that the paper available for Item 13 on the agenda was 7 months old and he would like to comment after the discussion later in the meeting.

Questions raised:-

Had trials been completed for painting the surface of the Market Place?

Would the bike racks that are to be installed in the Town Car Park be given to SNC once the lease has expired?

Standing orders reinstated at 18.56.

- 8. To review the current Terms of Reference and make suggested amendments as necessary.**

After discussion the committee suggested to change the Terms of Reference to include 6 members for the Amenities committee.

Unanimously agreed.

- 9. To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 28th of June 2023.**

The committee agreed to recommend the amended (to include 6 members for the Amenities Committee) Terms of Reference for adoption at the next Town Council meeting.

- 10. To review the responsibilities of the Amenities Committee current working parties and agree duties and membership.**

Cllr Digby to be the council representative for the volunteers responsible for the maintenance and upkeep of the town planters.

Unanimously agreed.

- 11. To receive a draft calendar of Amenities Committee meetings for 2023/24 and agree the meeting schedule.**

Unanimously agreed.

- 12. To receive and note the contents of the Tree Survey Report from Ravencroft Tree Services conducted on the 15th March 2023 and agree to review quotes to complete works in the specified timescales at the next meeting**

Noted and agreed to review the quotes at the next meeting.

- 13. To receive and note the contents of a briefing paper from Harleston Shed with regards to the land adjacent to the Fire Station and for the Amenities Committee**

to be provided with an update on the proposal and consider and agree any actions as necessary.

Cllr Attwood gave a brief update.

A discussion took place about the land, the risks involved and ongoing costs to the Town Council.

Standing orders were suspended at 19.35.

Member of the public asked questions as requested during the public section of the meeting.

Standing orders reinstated at 19.37.

The committee resolved to address this item at the next Town Council meeting.

Action – Town Clerk

Cllr Attwood was requested to provide evidence to the Town Clerk that BT has granted permission to Harleston Shed to access the fire station over the strip of land adjoining the proposed land belonging to BT and the fire station.

Action – Cllr Attwood

The Clerk will provide all councillors with the additional information as soon as possible and all councillors would be advised to visit the site in order that they are fully informed by the next Town Council meeting.

Action – Town Clerk

Action - All Councillors

Final decision be made at the next Town Council meeting.

Unanimously agreed

14. To receive and note the contents of an update report on the Market Place and consider and agree any actions as necessary.

Noted

Cllr Brownsea commented that the Market was looking very attractive today. He also commented that access on Market Place on mobility scooters is difficult as there are no dropped curbs on the opposite side of the road.

Standing ordered suspended at 19.51.

Discussion about disabled access and the decisions that were made during the Town improvements.

Standing orders reinstated at 19.52.

After further discussion the committee requested that the Clerk revisit this matter with the Town Improvement Project Board.

Action – Town Clerk

15. To receive and note the contents of an update report on the Allotments and consider and agree any actions as necessary.

Noted.

Cllr Brownsea supported the halving of the plots to satisfy the waiting list.

16. To receive a request from Harleston's Future Anonymouse project to locate a 'mouse shop' at the bottom of the clocktower and consider and agree any actions as necessary.

Following a brief discussion, the committee agreed to delegate authority to the Operations Manager for this decision.

Action – Operations Manager

17. To discuss a proposal regarding the refurbishment of the War Memorial Gardens and agree any actions as necessary.

Cllr Digby provided the committee with a proposal about the work that he and a group of volunteers would like to complete including the refurbishment of the front of the memorial gardens.

After discussion Cllr Digby was requested to meet with the proposed volunteers and provide a written proposal with costings to the next meeting.

Unanimously agreed.

Action – Cllr Digby

18. Finance

a) To receive and note the contents of month 1 Income and Expenditure report

Noted

b) To receive and note the contents of the Payments List

I. 31st March 2023

Noted

II. 3rd May 2023

Noted

III. 23rd May 2023

Noted

c) To receive and approve any required expenditure in line with the Financial Regulations

None

d) To note the purchase of a replacement trailer at a cost of £499.99 net plus £100.00 VAT Total £599.99 (£300 allocated from 201/4125 Equipment Purchases & £199.99 allocated from 201/4123 Equipment Servicing and Repairs £199. Required at short notice to enable essential work to take place at the cemetery as the old trailer broken and beyond repair.

Noted

19. To note the date of the next Amenities Committee meeting starting at 6.30pm in the Social Room at the Memorial Leisure Centre

Noted the 6th September 2023 at 6.30pm

Meeting closed at 20.31.

Signed

Date

Amenities – Progress Report – 13th September 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>
Amenities	27 th Feb 2023 Item 9	Purchase of Litter and Dog bins.	No budget available at this time. Item to be revisited at a later date	Deputy Clerk	September 2023	Added to the Amenities September Agenda Matter Closed
Amenities	27 th Feb 2023 Item 10(c)	Car Park	Bike rack/parking to be investigated where the toilets used to be sited in the Bullock Fair Car Park	Deputy Clerk	September 2023	Outstanding
Amenities	27 th Feb 2023 Item 10(c)	Car Park	Drone survey of the car park once all work is completed for the record	Deputy Clerk	September 2023	Outstanding
Amenities	27 th Feb 2023 Item 10(e)	Clocktower	Cllr MBA to speak with the owner of The Fold and ask how long the scaffolding will be up in order that the works can be programmed in for the end of March. Operations Manager to contact the contractor.	Cllr MBA/ Operations Manager		The Operations Manager is in contact with The Fold. At present their work continues. Outstanding
Amenities	7 th June 2023 Item 13	Harleston Shed	Cllr Attwood was requested to provide evidence that BT has granted permission to Harleston Shed to have access to the fire station over the strip of adjoining the proposed land and the fire station belonging to BT.	Cllr Attwood	19 th June 2023 For TC meeting agenda	Further information requested in the form of a report to be added to the 26 th of July TC agenda, Matter Closed
Amenities	7 th June 2023 Item 13	Harleston Shed	The Clerk will provide all councillors with the additional information as soon as possible and all councillors would be advised to visit the site in order that they are fully informed by the next Town Council meeting.	Town Clerk	21 st June 2023 For TC meeting agenda	Further information requested in the form of a report to be added to the 26 th of July TC agenda. Matter Closed

Amenities – Progress Report – 13th September 2023

Amenities	7 th June 2023 Item 14	Market Place	Cllr Brownsea commented that the Market was looking very attractive today. He also commented that access on Market Place on a mobility scooters is difficult as there are no dropped curbs on the opposite side of the road. After further discussion the committee requested that the Clerk revisit this matter with the Project Board.	Town Clerk	??	Meeting with Highways Engineer took place. No further discussions to take place at this time. Matter Closed
Amenities	7 th June 2023 Item 16	Anonymouse (Harleston's Future)	The committee agreed to delegate authority to the Operations Manager to decide if a mouse house could be located at the bottom of the clocktower	Operations Manager	30 th June 2023	Harleston Future working with the Operations Manager to site the mouse house Matter Closed
Amenities	7 th June 2023 Item 17	War Memorial	Cllr Digby was requested to meet with the proposed volunteers and provide a written proposal with costings to the next meeting.	Cllr Digby	31 st August 2023	Included on the agenda Matter Closed

EVENTS

2023

13th September - Yard sale on the Marketplace

**16th September - Harleston's Future
Food and Drink Festival**

18-24th September - Fun Fair in town!

28th September - Ladies Tangent Mediumship Night

29th September - Macmillan Coffee Morning (MP)

27th October - Halloween Disco at The Leisure Centre

11th November - Poppy colouring on the Marketplace

12th November - Remembrance Parade

**25th November - Christmas Market and lights switch on
with music.**

**9th December - Christmas decoration making on the
Marketplace**



23rd December - Miniature Donkeys on the Marketplace

**For more information visit
www.visitharleston.org.uk**



Telephone: 01379 854519

Events dates are subject to change or cancellation

Market Place Report

Please find attached the activities that will be taking place in the town between September and December 2023.

In addition JD Youngs have hired the market place on the 30th September for the evening for a music event and are currently in negotiations to put on events/activities in the week before Christmas.

AMENITIES MAINTENANCE/H&S REPORT SEPTEMBER 2023

Memorial: The memorial gardens are now going to be looked after by the gardening group. We have also been informed that the Round Table will be cleaning the area before Remembrance Day. The maintenance team will still be re-enameling the letters on the memorial as and when this is needed. The Operations Manager would also like to request approval from the amenities committee to remove the Yew tree in the middle of the memorial. This has grown from a sapling and is very poisonous to people and animals.

Car Parks: The maintenance team have recently completed the maintenance of the main car park. The Broad Street Car Park is yet to be assessed.

Cemetery: The maintenance team will be doing maintenance to the hedges etc during September. We plan to erect the shed and water system at some point in 2024.

Clock Tower: No progress has been made regarding the clock tower, as the scaffolding at the Fold is still there. This will now have to be put on hold till 2024 as the work will require frost-free weather.

Allotments: Since the removal of the barns on the Briar Farm development, we have had a report of rats now moving towards the allotments. They have started destroying the crops (especially the sweet corn). We have purchased six bait boxes and distributed them around the area.

Christmas Lights: We have had no response from the three companies regarding permanent sockets around the town and power coming straight from the street lighting. We aim to start work on the lights from October.

Changes will be made to the wiring system in the clock tower with outdoor sockets and a separate box with trips, timers and main cut out. This will then be independent as the wiring will all be left in place for future use, saving time in the future. We have delivered letters to the businesses that usually supply electricity for the Christmas lights. One business has asked if the council will be willing to pay to help power the lights.

FYI. For the duration of the Christmas lights, the cost is around £2 per tree in last year's energy cost.

A contractor is currently being sourced to do a pull-out test on the brackets in the town to ensure safety.

Toilets: Nothing to report. We have however been notified that we are due to have our electricity meter changed sometime in the future.

Planters: The two small planters at Old Post Office Court entrance have been secured to the ground as they were being moved onto the footpath by delivery drivers to Boots.

Suggested Plants for Memorial Garden

Plants have mainly been chosen for being low maintenance, insect friendly and tolerant of shade and dry conditions

Areas to left and centre:

Some existing plants remain (and may still be moved or removed)

3 x Flower carpet have already been planted to the left

2 Roses, Peace and Remembrance, have already been bought to be planted near the metal soldier.

1 x Rose Coronation is to be bought as a potted bare root plant in September

	Quantity	Price	Price
Choisya Ternata Aztec Pearl	1	£ 10.99	£ 10.99
Ceanothus Thyrsiflorus Repens	2	£ 10.99	£ 21.98
Erigeron Karvinskianus	6	£ 4.99	£ 29.94
Miscanthus sin Ferner Osten	2	£ 13.99	£ 27.98
Geranium Rozanne	3	£ 9.99	£ 29.97
Nepeta Purrsian Blue	3	£ 8.99	£ 26.97
Salvia Hot Lips	6	£ 7.99	£ 47.94
Perovskia atrip Blue Spire	3	£ 9.99	£ 29.97
Lavendula Hidcote	10	£ 7.99	£ 79.90
Salvia Caradonna	6	£ 8.99	£ 53.94
Spirea x Arguta	1	£ 9.99	£ 9.99
Caryopteris Kew Blue	2	£ 9.99	£ 19.98
			£ 389.55

Shady right area:

Already planting ivy from stock

Existing vinca and B will continue to grow

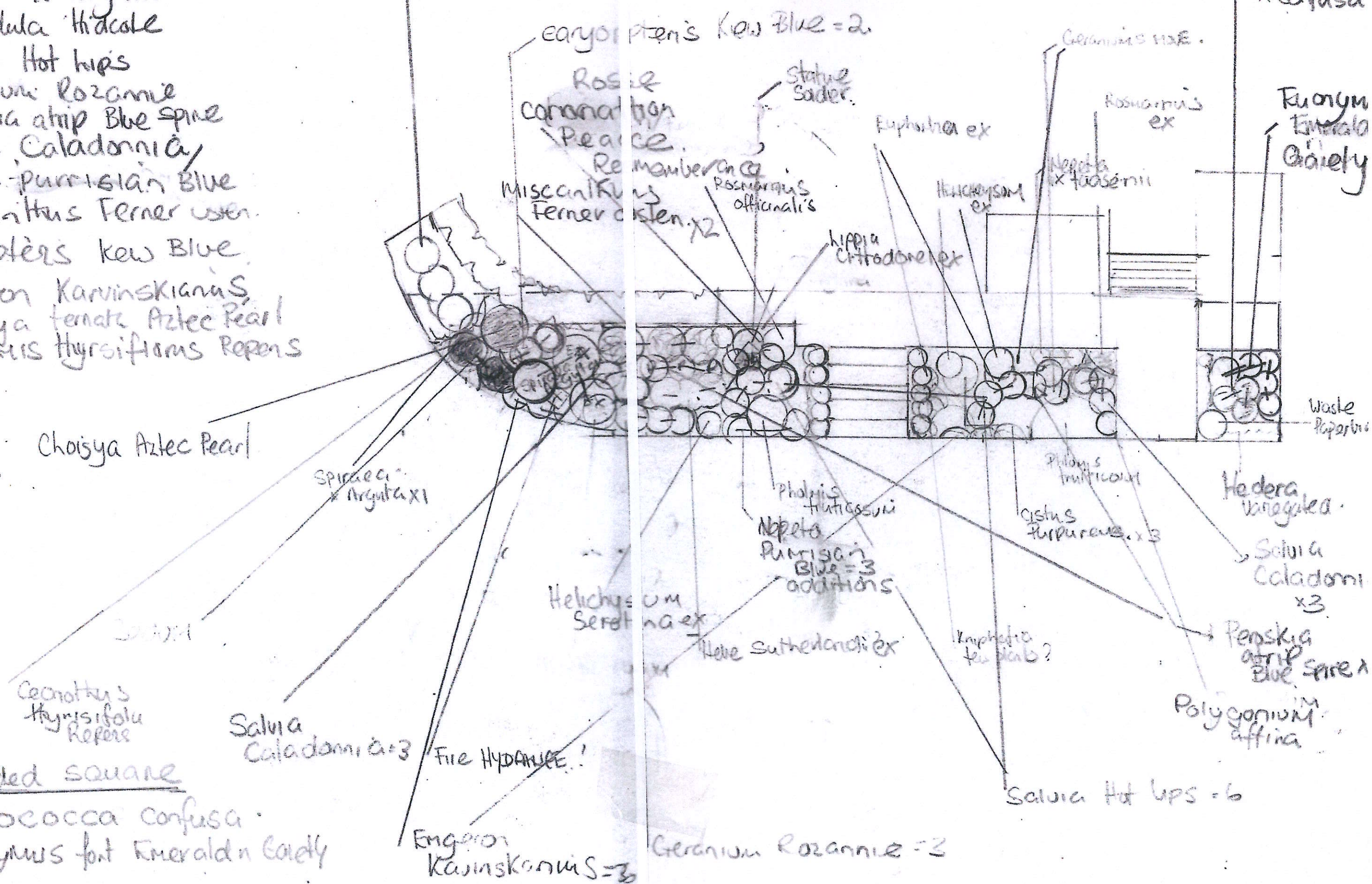
	Quantity	Price	Price
Sarcococca Confusa (scented)	3	£ 10.99	£ 32.97
Euonymus Emerald Gaiety	5	£ 8.99	£ 44.95
			£ 77.92
	Total		£ 467.47

All plants purchased in 2 or 3 litre pots except Erigeron which is in 9 cm pot

Compost		£ 400.00
Total		£ 867.47

- 1 Spiraea x Arguta
- 0 Lavandula Hidale
- 6 Salvia Hot Lips
- 3 Geranium Rozanne
- 0 Pereskia atrop Blue spine
- 3 Salvia Caladonica
- 1 Nepeta purriscan Blue
- 2 Miscanthus Ferner wren
- 2 Caryopteris Kew Blue
- 0 Engeron Karvinskianus
- 1 Choisya femata Aztec Pearl
- 1 Ceanothus thyrsiflorus Repens

Rose Pink Flower Caret. (planted)



08/09/2023

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
121 Environmental								
4039 Sundries	15	15	0	(15)		(15)	0.0%	
4083 Planters	169	1,925	1,500	(425)		(425)	128.4%	1,417
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	1	1	54	53		53	2.5%	
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	185	4,486	4,805	319	0	319	93.4%	1,417
Net Expenditure	(185)	(4,486)	(4,805)	(319)				
6000 plus Transfer from EMR	109	1,417						
Movement to/(from) Gen Reserve	(76)	(3,069)						
122 Street Lighting								
4151 Street Lights Electricity	390	1,654	6,000	4,346		4,346	27.6%	
4152 Street Lights Maintenance	170	340	1,097	757		757	31.0%	
Street Lighting :- Indirect Expenditure	560	1,994	7,097	5,103	0	5,103	28.1%	0
Net Expenditure	(560)	(1,994)	(7,097)	(5,103)				
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	0	12,500	30,000	17,500			41.7%	
1499 Project - parish partnership	0	0	2,500	2,500			0.0%	
Car Parks :- Income	0	12,500	34,575	22,075			36.2%	0
4051 Business Rates	1,197	5,985	13,674	7,689		7,689	43.8%	
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	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	1,197	25,960	54,481	28,521	0	28,521	47.6%	0
Net Income over Expenditure	(1,197)	(13,460)	(19,906)	(6,446)				

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

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	350	1,510	2,580	1,070			58.5%	
1021 Cemetery - Interment Of Ashes	0	200	538	338			37.2%	
1022 Cemetery - EROB	320	1,070	1,290	220			82.9%	
1023 Cemetery - Memorials	130	390	774	384			50.4%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	800	3,170	5,531	2,361			57.3%	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	800	3,170	1,214	(1,956)				
125 Markets								
1040 Market Rents	90	220	6,000	5,780			3.7%	
Markets :- Income	90	220	6,000	5,780			3.7%	0
4053 Market Rates	26	132	290	158		158	45.5%	
4055 Electricity	33	33	269	236		236	12.4%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	59	415	1,372	957	0	957	30.3%	0
Net Income over Expenditure	31	(195)	4,628	4,823				
126 Allotments								
1000 Allotment Rent	0	150	1,818	1,668			8.3%	
Allotments :- Income	0	150	1,818	1,668			8.3%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	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	0	683	2,547	1,864	0	1,864	26.8%	0
Net Income over Expenditure	0	(533)	(729)	(196)				

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

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	8	8	500	492		492	1.7%	
War Memorial :- Indirect Expenditure	<u>8</u>	<u>8</u>	<u>500</u>	<u>492</u>	<u>0</u>	<u>492</u>	<u>1.7%</u>	<u>0</u>
Net Expenditure	<u>(8)</u>	<u>(8)</u>	<u>(500)</u>	<u>(492)</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	1,434	2,914	1,480		1,480	49.2%	
4001 Paye/NI	64	270	855	585		585	31.6%	
4006 Pension Contributions	100	408	1,090	682		682	37.5%	
4039 Sundries	0	160	0	(160)		(160)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	62	248	1,419	1,171		1,171	17.5%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	17	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	<u>526</u>	<u>2,537</u>	<u>7,093</u>	<u>4,556</u>	<u>0</u>	<u>4,556</u>	<u>35.8%</u>	<u>0</u>
Net Expenditure	<u>(526)</u>	<u>(2,537)</u>	<u>(7,093)</u>	<u>(4,556)</u>				
Grand Totals:- Income	890	16,040	47,924	31,884			33.5%	
Expenditure	2,535	36,084	82,508	46,424	0	46,424	43.7%	
Net Income over Expenditure	<u>(1,645)</u>	<u>(20,044)</u>	<u>(34,584)</u>	<u>(14,540)</u>				
plus Transfer from EMR	109	1,417						
Movement to/(from) Gen Reserve	<u>(1,536)</u>	<u>(18,627)</u>						

19 June 2023

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 NI/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		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
		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

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)				£	£	£	£	£	£	
Contractual	PHS	Sanitary Disposal	LCMC		£ 898.59		£ 748.83	£ 149.76	£ 898.59	4071/203
Contractual	Cozens	Street Lighting - June 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Contractual	Cozens	Street Lighting - July 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees Salary - July	TC	£ 2505.12	£ 2,217.44	£ 64.06	£ 4,786.62		£ 4,786.62	4001/various
Lease	ASL	Photocopier - July	TC	£ 28.84			£ 24.03	£ 4.81	£ 28.84	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/07/2023 - 31/07/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Stat Duty	Norfolk Pension	Employees Salary - July	TC	£ 3,147.30	£ 2,937.90	£ 99.82	£ 6,185.02	£ -	£ 6,185.02	4006/various
Obligation		Classes - July	LCMC		£ 389.00		£ 389.00		£ 389.00	4160/202
Contractual	Top Garden Services	Grass Cutting - July	LCMC		£ 504.00		£ 420.00	£ 84.00	£ 504.00	4039/202
Possible Payments requiring to be listed										
FR4.1	Barclaycard - Facebook	Advertising	LCMC		£ 1.47		£ 1.47		£ 1.47	4057 202
FR4.1	Barclaycard - Indeed Jobs	Job Advert	TC	£ 11.00	£ -		£ 11.00		£ 11.00	4057 101
FR4.1	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99		£ 9.99	4034 202
FR4.1	Barclaycard - My Protein	Protein products	LCMC		£ 55.08		£ 55.08	£ -	£ 55.08	4163 202
FR4.1	Barclaycard - Amazon	Plastic signs - Keep Dogs on Leads	LCMC		£ 26.01		£ 21.69	£ 4.32	£ 26.01	4084 201
FR4.1	Barclaycard - Your coca-cola	Protein products	LCMC		£ 203.40		£ 203.40		£ 203.40	4163 202
FR4.1	Barclaycard - SNC	SNC - Planning enquiry - car boot sale	TC	£ 46.00	£ -		£ 38.33	£ 7.67	£ 46.00	4084 201
FR4.1	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC	£ -	£ 10.00	£ -	£ 10.00		£ 10.00	4040 201
	Total Barclaycard			£ -	£ -		£ -		£ 362.95	
Approved at LCMC 12 July 2023	GRS	Repair brake pad, bracket, main drive belt, pull down cable & pulldown row cable	LCMC		£ 611.88		£ 509.90	£ 101.98	£ 611.88	4123 202
FR4.1	GRS	Repair - Belting	LCMC		£ 192.00		£ 160.00	£ 32.00	£ 192.00	4123 202
FR4.1	NALC	Good Councillor Guides, The Good Councillor Guides to Employment	TC	£ 40.99			£ 40.99		£ 40.99	4010 101
FR4.1	Rackhams	Maintenance supplies	LCMC		£ 57.02	£ 19.99	£ 64.17	£ 12.84	£ 77.01	4119 131 201
FR4.1	Whartons	Bark & compost - planters	Amenities			£ 130.75	£ 108.96	£ 21.79	£ 130.75	4083 121 EMR 348
FR4.1		Microsoft Office 365 Family Annual Subscription	TC	£ 65.00			£ 65.00		£ 65.00	4037 101
FR4.1		Travel expenses for First Aid course	LCMC	£ -	£ 69.81		£ 69.81		£ 69.81	4015 202
Approved at LCMC 12 July 2023	Earth Anchors Ltd	Recycled plastic sheets - forest saver boards	LCMC		£ 507.00		£ 422.50	£ 84.50	£ 507.00	EMR 326
FR4.1	Workwear (East Anglia) Ltd	Staff Polo shirts - Gym	LCMC		£ 129.00		£ 107.50	£ 21.50	£ 129.00	4166 202
FR4.1	Coopers	Strong washups sponge - Gym	LCMC		£ 1.98		£ 1.65	£ 0.33	£ 1.98	4039 202
FR4.1	Coopers	Strainer & roller set and Weeding Hoe - Maintenance invoices	LCMC		£ 26.47		£ 22.05	£ 4.42	£ 26.47	
FR4.1	Robinson's Traditional Stationers	A3 laminated posters, raffle tickets and A5 flyers	TC	£ 33.70			£ 29.28	£ 4.42	£ 33.70	4057 101
FR4.1	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ 38.71	£ 23.33		£ 62.04		£ 62.04	4039/101/202
FR4.1	Petty Cash - Maintenance	Diesel for van and John Deere and petrol for plant	LCMC/TC		£ 125.91		£ 125.91		£ 125.91	4018/101/201/124 Pay to CC to reimburse Petty Cash
									£ 187.95	

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre	Note
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£		
Stat Duty	HMRC	Employees Salary - August		£ 2,579.54	£3,393.63	£64.06			£6,037.23	4001/Various	
Contractual	Fresh Air	Air Condition Servicing - 7 AC units & wall extract fans in fitness room	All	£ 362.40	£ 362.40		£ 604.00	£ 120.80	£ 724.80	4168/101/202	
Stat Duty	Norfolk Pension	Employees Salary - August	TC	£ 3,197.23	£ 3,556.85	£ 99.81	£ 6,853.89		£ 6,853.89	4006 Various	
Obligation	Rejuvenate Yoga	Yoga Classes - July	LCMC		£ 218.00		£ 218.00		£ 218.00	4160/202	
Contractual	Sonata	Annual monitoring fee commencing Oct 2023	TC	£ 342.00			£ 285.00	£ 57.00	£ 342.00	4072/203	
Possible Payments requiring to be listed											
	Rackhams Building Supplies	Maintenance Supplies - jubilee clip, co	LCMC		£ 11.26		£ 9.38	£ 1.88	£ 11.26	4119 201 121	
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved by Chair via Email 16/08/23	SLCC	Membership Fee: Clare Crane	TC	£ 296.00			£ 296.00	£ -	£ 296.00	4033 101	This payment will take the budget line overbudget by £145.63 due to NorfolkALC membership increase and Parish Online and Market Membership not budgeted for.
Approved at LCMC July 2023 Item 13 on agenda	Danarbor Ltd	Storm damaged Elm Tree - section felled and removed from site	LCMC		£ 570.00		£ 475.00	£ 95.00	£ 570.00	4101 201	
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance- Approved by Chair via email 16/08/23	Force Fresh	Cleaning supplies	LCMC		£ 318.59		£ 265.49	£ 53.10	£ 318.59	4039 203	
	Whartons	2 Roses for the War Memorial	Amenities			£ 9.98	£ 9.98		£ 9.98	4111 129	
	Lodge Farm Bungalow Plants	9 Dahlia Plants	Amenities			£ 60.00	£ 60.00		£ 60.00	4083/121	

Redenhall with Harleston Town Council Allotment Agreement incorporating Rules and Regulations

1. Rent payable

You must be at least 18 years old to be eligible for the tenancy of an allotment. For all new tenants, as from 1st December 2019 a £50 deposit will be required upon signing this agreement. This will be fully refundable on the condition that the plot is left tidy and free from debris upon relinquishing the plot. Rent is £57 per year or part thereof for a full plot, £29 per year for half a plot and £15 for a quarter plot, this includes water rates and the fees for automatic membership to the Allotment Association. Rent shall be paid yearly in advance by the 1st October each year. The Council may terminate the tenancy if rent is in arrears of the due date or if the tenant is not observing the rules and regulations or if the tenant dies. You must inform us as soon as possible of any change in your address. If you move out of the parish boundary, you must relinquish your plot within two months. Should a tenant leave midyear, no refund will be given for any part of the tenancy year.

2. Food production

The tenant shall use the plot as an Allotment only for the production of vegetables, fruit and flowers and shall keep it clean and in a good state of cultivation.

The tenant may not use the allotment for trade or business.

You may not flytip or dump rubbish or waste on your allotment or any other part of the allotment site

Livestock is not permitted.

3. Structures

Written permission is necessary before any building is erected. An application will need to be made to the Council indicating the size and the situation where it will be put. The tenant is responsible for the removal of any structure on or before the termination of the agreement. If allotment buildings are not kept in good repair, despite a written warning by the Council giving 2 months' notice, then the Council has the right to remove or dispose of dangerous structures and charge the tenant accordingly. No tenant is permitted to allow any building or structure on his land to be lived in.

4. Trees

Written permission is necessary before any fruit tree is planted.

Written permission is necessary before any tree is cut down, lopped or branch removed.

5. Hedges, boundaries and pathways

The tenant is responsible for any hedge adjoining his allotment, to keep it trimmed back and for keeping in good repair any fences or sheds on his/her allotment. Barbed wire should not be used. Pathways are as indicated on the plot plan and should remain 2 feet wide. They shall be jointly maintained by the tenant and his/her neighbouring allotment holder. Please ensure that these are kept in a straight line and follow the plan. No stones, rubble or debris of any sort should be left on the paths or plots. No soil or turf may be taken away.

6. Vehicles

Vehicles should only be brought onto the site for the purposes of off-loading or loading.

They should be driven slowly. The tenant shall not keep any caravans, mobiles or vehicles on site.

7. Dogs

Dogs, if brought onto the site by allotment holders, should be kept on a short leash at all times and no fouling is permitted or straying onto adjacent plots.

8. Water

There are water butts on the site. Water consumption is measured on a meter, the cost of water is included in the annual fees.

9. Disputes

Any disputes must be referred to the Council whose decision is final. The Council (member or officer) shall be entitled to enter and inspect the allotments following instruction from the Council.

10. Notice

The Tenant shall give one month's notice to terminate his tenancy. No refund shall be given if the termination is during the allotment year.

The Council shall give the tenant 3 months' notice.

Tenants should advise the Council if they change their address.

11. Bonfires

Small garden waste fires are permitted on the tenant's own plot and must be attended at all times. These may only be lit if there is no nuisance to neighbouring properties.

12. Site Inspections

The Council or its representatives may from time to time undertake inspections of plots. No notice of this will be given to tenants. If a plot is found to be in a poor state of cultivation a letter will be issued to the tenant requesting improvement within 28 days. If improvement does not take place then the tenancy may be terminated.

Signed:

Print Name:

Address:

Telephone Number:

Email address:

Date:

Allocated Plot No:

Signed on behalf of the town council:

Signed:

Print Name:

Date:

Market Place Fees and Charges Extract from Market Place Rules and Regulations for Wednesday Market

6. Payment of Fees

- 6.1. Traders fees to be paid direct by BACS in advance
- 6.2. Failure to pay within 10 days of the invoice date may result in termination of contract.
- 6.3. The fee for the collection of unpaid stall fees or charges on each occasion will be £10.
- 6.4. If adverse weather conditions or similar prevent trading for part or the whole of the day
the Town Clerk has the discretion to close the market.
- 6.5. An additional fee for use of electricity will be levied.
- 6.6. The standard daily pitch fee for the Wednesday Markets are £10 per 3x3m pitch
- 6.7. All permanent traders attending the market on at least 48 occasions during the trading
year (1 January – 31st December) will be granted 2 weeks rent free during December of that
year, non-transferable from one year to the next.

7. Size of Pitches

- 7.1. Standard pitch sizes are as follows 3x3m (£10), 3x6m (£20), 3x9m (£30)
- 7.2. Stall sizes are as per agreement and agreed in advance with the Council. All rents
are calculated per stall as per the schedule of fees set out by Redenhall with Harleston Town
Council.

REDENHALL MUNICIPAL CEMETERY

Bungay Road Redenhall Norfolk

(A facility jointly owned by the Parishes of Redenhall with Harleston and Wortwell)

Contact:

Redenhall with Harleston Town Council

Clerk: Mrs L Ling, Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk IP20 9DD

Tel/Fax: 01379 854519

E Mail: harlestontc@harlestantowncouncil.co.uk

FEES AND CHARGES (from December 2019)

FEES, PAYMENTS AND SUMS fixed and settled pursuant to the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1974 and 1977.

The fees, payments and sums set out below apply where the person to be interred or in respect of whom the right is granted is, or immediately before his/her death (six months) was, an inhabitant or elector of the Parishes of Redenhall with Harleston or Wortwell, or, in the case of a still-born child, where the parents (or one of them) are, or at the time of interment were, such inhabitants or parishioners.

Former inhabitants who, at time of death, were resident in a retirement home located outside the Parishes of Redenhall with Harleston or Wortwell will be treated as inhabitants if it can be shown that they were a resident of Harleston/Redenhall or Wortwell for over 5 years prior to entering into care.

INTERMENTS IN REDENHALL MUNICIPAL CEMETERY including EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVE

For any interment (in a grave not exceeding 8 feet x 2 feet 6 inches) In respect of which, the exclusive rights of burial have been granted:		NON RESIDENT RESIDENT	
i)	a person whose age at the time of death exceeded 18 years – traditional coffin For assured consistency the town council employs their own grave digger	£800.00	£900.00
ii)	All alternative coffins including caskets caskets - POA	American style £900.00	£1,000.00
iii)	A double depth grave for a person whose age at the time of death exceeded 18 years - traditional coffin For assured consistency the town council employs their own grave digger	£825.00	£925.00
iiii)	A double depth grave for a person whose age at the time of death exceeded 18 years – All alternative coffins including caskets American style caskets - POA	£925.00	£1025.00

For the interment of cremated remains in a grave:			
i)	in an existing grave where exclusive rights of burial have been purchased	£65.00	£65.00
ii)	in a new space or any space where no exclusive right of burial has been purchased	£150.00	£150.00

INTERMENTS OF CREMATED REMAINS IN REDENHALL MUNICIPAL GARDEN OF REMEMBRANCE INC EXCLUSIVE RIGHTS OF BURIAL

**RESIDENT NON
RESIDENT**

i)	First interment of ashes over the age of 18 years	£200.00	£400.00
ii)	Interment of the ashes of a spouse or relative under the same base in the Garden of Remembrance	£ 50.00	£ 50.00
iii)	Two interment of ashes at the same time	£130.00	£130.00
iv)	Reservation of plots in the Garden (half of the fee relevant at the time of first interment of ashes)	£ 50.00	£ 50.00

**Interment Plot Digging Charges – to be paid to Harleston Town Council
Prices for resident and non resident**

i)	Ashes – 1 urn	£40.00
ii)	Ashes – 2 urns	£60.00

FOOTNOTES - GARDEN OF REMEMBRANCE

- i) The size of each plot shall not exceed 24" x 18" and after interment the ground will be restored by replacing the soil and turf.
- ii) This plot is for one interment but a spouse or other close relative may be interred at a later date under the same base slab.
- iii) No other ashes may be interred in the same plot without the express wish or consent of the nearest relative.
- iv) There is no provision for exclusive rights of burial and plots are allocated in rotation.
- v) A memorial may be erected not exceeding 24" x 12" x 4" in size - no memorial shall be more than 24" high and made of natural stone not less than 2" thick. Provision may be made in the base stone for a flower container. No free-standing containers or glass vases are permitted.
- vi) The memorial may be lettered to allow, if desired, space for a second inscription and all memorials must be fixed to the bases by half inch diameter, non ferrous dowel pins.
- vii) An application must be made for all memorials, incorporating a drawing of the design and proposed inscription.
- viii) The initial fee is for a period of 20 years and in the case of a double interment the period of 20 years begins from the date of the second interment.
- ix) The plot may be secured for a further 20 years for half the original fee.

MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS IN THE CEMETERY (Prices for resident and non resident)

For the right to erect or place on a grave, for which the exclusive right of burial has been granted:		
i)	A headstone:	
	not exceeding 3 feet 6 inches in height (3 feet 9 inches including base)	£100.00
ii)	No more than two vases, not exceeding 12 inches in height, may be placed at the head of the grave space and incorporated into the headstone	£30.00
iii)	Addition of kerb stones	£100.00

FOOTNOTES - MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS IN THE CEMETERY

- i) An application must be made for all memorials, incorporating a drawing of the design and proposed inscription. Grave reference numbers must be inscribed on all headstones.
- ii) Flat stones, ledger slabs and border stones are not permitted.

Approved by Redenhall with Harleston Town Council on Wednesday 19th April 2017.
Updated December 2019

Litter and dog bin information for South Norfolk parish councils

Please find below a detailed guide for town and parish councils.

Installing a bin

To install a new litter or dog bin, you will need to [contact Damion Webb](#) specifying the type of bin along with an image and/or detailed description of the proposed site. The Streets Team from South Norfolk Council will subsequently assess the site's suitability based on criteria that impacts our ability to safely service the bin, including:

- potential usage
- proximity to residential buildings
- accessibility
- any manual handling issues

We will contact you regarding the status of the assessment, and if there are any concerns, we will work with you to find an alternative solution. If approved, it is the responsibility of the town/parish council to install the bin, and you must notify us for collection and invoicing purposes.

In cases of moving or removal of bins, South Norfolk Council must be notified to ensure that collections are up to date.

If a bin is installed without South Norfolk Council's approval, it will not be collected until approved via the above process.

Bin requirements

We recommend bins from [Glasdon](#). Bins must not exceed the maximum capacities listed below, as they will not be able to be serviced.

- Dog bins – 25 litre maximum
- Litter bins – 110 litre maximum

Bin placement must adhere to the following:

- placed on either parish owned or South Norfolk Council land
- mounted on a stand-alone pole concreted into the ground
- not fixed to any existing lampposts, signs, or bus stops to avoid removal by other agencies without warning
- the top of dog waste bins should be no more than 1 metre from the ground to avoid complications with manual handling

Annual collection charges

- Once a week - £74.40 (plus VAT)
- Twice a week - £110.60 (plus VAT)
- Bins that are installed part way through the financial year will be charged on a pro rata basis

Other queries relating to dog bins or litter bins can be sent to our [Operations Team](#).

Litter bin and dog bin step by step guide

1. Request Bin:

Contact Damion Webb specifying the type of bin along with an image and/ or detailed description of the proposed site. The site will be subsequently assessed.

2. Install Bin:

We will contact you regarding the status of the assessment. If approved, it is the responsibility of the town/parish council to install the bin, and you must notify us for collection and invoicing purposes.

3. Bin Requirements:

We recommend bins from Glasdon. Bins must not exceed 25L (dog bins) or 110L (litter bins). Full criteria is available on our website.

4. You are almost ready to go:

Once your bin is set up and we have been notified, collections will commence. In cases of moving or removal of bins, South Norfolk Council must be notified.

Litter Bin Options

Cost to Empty: There is no weekly or annual cost to have litter bins emptied – I have been informed by South Norfolk and Broadland that it is the councils statutory duty to do this.

The following costs refer only to the dog waste bins and are an annual charge

Once weekly - £74.40 (plus VAT) or Twice weekly £110.60 (plus VAT)

Litter Bin Options: Glasdon is the company recommended by SNDC

Requirements from South Norfolk District Council: Max 110 litres

They have suggested the following two options:

Topsy 2000™ Litter Bin

Bin volume: 110 litres Liner capacity: 90 litres

[Topsy 2000™ Litter Bin - Glasdon UK](#) available in a range of colours



Range of fixing systems:

Ground locking system £95.81 + additional cost for tool

Internal base weight 20kg concrete base £16.98

Stubbing plates or ash trays £10.98 - £150.65

Fire extinguishing features can be added - £34.68 or £78.91

To include the above cheaper options, **approx. £310 inc VAT**

There are lots of options available on the Glasdon website, some are over the permitted capacity 110 litres. I rang Glasdon and the above bin Topsy 2000 is one they have supplied to SNDC before. The bin below was also suggested by South Norfolk and Broadland Council staff member as an option alongside the Topsy 2000. So worth a closer look at the different fixtures and fittings for these two.



[Glasdon Jubilee™ 110 Litter Bin with Free Delivery - Glasdon UK](#)

Bin volume: 130 litres

Liner capacity: 110 litres

Overall cost depending on options for fixing etc **approx £750 inc VAT**

Fido 25™ Dog Waste Bin



Cost: £138.82 inc. VAT

Pole to mount it on would also be required, this would need to be concreted in the ground.

The cost of installation of both bins is not covered by district council and would need to be met by parish councils involved.



From: terry pegg
Sent: Wednesday, July 5, 2023 1:11 PM
To: Luci Waters <marketing@harleston-tc.gov.uk>
Cc: Clare Crane <clerk@harleston-tc.gov.uk>
Subject: Wednesday Market - 5th July 2023

Hi Luci

Request for information

I visited the market today and found the only stall was the fruit & veg stall which was positioned in Exchange Street and the rest of the Market Place was empty.

Is this now general policy to close Exchange Street regardless of the number of stalls?

As you can imagine for a blue badge driver, it is frustrating that the process of closing exchange street on a wednesday restricts the access to the disabled parking on Exchange Street. Is it possible to use a bit of discretion that when you know there is only going to be one stall that they are directed to set up on the actual market place and keep Exchange Street open. This not only restricts disabled parking but also on a wednesday that prevents any access from Exchange Street to the parking in Old Market Place.

I fully realise that when there a multiple stalls that there will be a requirement for Exchange Street to be closed.

Appreciate if you would discuss this with the amenities committee/council meeting to see if this could be realised.

Many thanks

Kind regards

Terry Pegg

Reply 6th July 2023

Hi Terry,

Thank you for your email.

As you may be aware, Norfolk County Council has issued a TRO (legal road traffic order) for the Market Place and Exchange Street. NCC enforces the parking restrictions, and the police enforces the driving restrictions.

Driving is prohibited on Wednesday Market Day between 5am and 5pm on Exchange Street.

No matter how full the market is or how few stalls are there, the TRO remains in place.

Not enforcing the TRO in accordance with the schedule would not only be illegal but would also cause confusion for pedestrians and drivers. Also, on a week-by-week basis, it would be very difficult to plan due to the fact that market traders don't always inform us in advance if they will be turning up.

I will bring your comments to the attention of the Amenities Committee at their next meeting

Many thanks

Clare

F.A.O. Chair of Amenities
 Harleston Town Council
 20th August 2023

The Flying Chef

Dear Clare

REF: Market Square and Exchange Street, Harleston.

I wonder if you could make my concerns and thoughts known at the next Town Council meeting on Wednesday 23rd August.

Emma made me aware at the beginning of the month that the idea/proposal to close Exchange Street on a Saturday to develop a bigger market was still being considered. I want to feed back my thoughts on this proposal to the full council.

Firstly - I am very concerned that closing Exchange Street every Saturday will be detrimental to my business and to others in the Market Square area. In fact I would welcome a re-instatement of the parking spaces on Exchange Street to allow people to stop for say 30 or 40 minutes to use the facilities at this end of town. On Saturday's I have a great deal of customers that pull up behind me and buy take away hot dogs and the Fruit and Veg stall also has pick-ups. (My customers include people from the surrounding villages that are just popping into town and working people that are passing by for a takeaway lunch as well as shoppers and residents in the town). If the street is closed to traffic every Saturday I fear those customers will fall away.

My trade on Saturdays has fallen since the works started on the new road scheme last year and is proving to be slow in coming back. Exchange Street being open to traffic is helping it come back. I know there are other factors at play with regards to trade such as the number of food options in the town and the cost of living crisis but I want to impress upon the council the importance of ease of getting to areas in the town which includes the Market Square. Please don't underestimate the importance of passing through trade – people drive through the town spot my stall and the market and pull up on Exchange Street to buy! If they could park for longer, they would.

Secondly – The Wednesday Market is really struggling and I find it hard to believe that a Saturday Market every week would do much better. It is hard to get stall holders for a regular market but specialist events/markets fare better. However, they cannot be run every week. Other towns that I work in hold them four or five times a year. If the same type of market is run too often then foot fall goes down as people get bored with them. For example, I trade the Antiques Markets in Beccles every year but the organisers have now reduced that to only one a year due to poor turnout for the second one – they looked at the figures over several years to conclude that would be the best option. The same in Bungay for their monthly artisan markets – they have held them once a month from April to September concluding that the weather is bad in the winter for stall holders and the public and that to hold them more often would reduce interest. I traded them last year and my sales were good at the beginning but by September the trade was down and it was time to stop.

I welcome your feedback and thank you for your time in considering my letter.

Best wishes
 Janet Peachey