



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Leisure Centre Management Committee** which will be held at the Town Council Offices, on **Wednesday 11th October at 6.30pm** to consider the business detailed below.

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

Members of the public are welcome to attend.

Signed: *Clare Crane* - Town Clerk

Date: 6th October 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 from the last Leisure Centre Management meeting on Wednesday 12th July 2023 (copy herewith)
5. To note progress on decisions made at the last meeting of the Leisure Centre Management 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 and note the contents of an update report from the Operations Manager
 - a) Consider and agree any requests for recommendations or approval.
8. To note the decision of the Town Council at the 27th September meeting to apply to South Norfolk District Council for 'Pride in Place' grant to carry out a feasibility study to provide a community centre including the options by way of renovation/extension and or a new build to replace the existing Memorial Leisure Centre on its current site.
9. To receive and note the contents of the Play Safety Annual Inspections Report dated 2nd October 2023 (copy herewith)
10. To receive a proposal from Harleston Shed (copy herewith)

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

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

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk. IP20 9DD

Telephone: 01379 854519, email: enquiries@harleston-tc.org.uk

<http://www.harleston-tc.gov.uk>

- a) Discuss the proposal and consider making recommendations to Town Council.
11. To receive the following
 - a) Quote from Ravencroft Agricultural Services £1,245.00 net for the Picos Sonic Tomograph on works to the two Oak trees on the Recreation Ground (copy herewith)
 - b) Quote from Proludic £1,436.80 to repair the Giro Spiral on the Recreation Ground (copy herewith)
 - c) Quote from GRS £500.00 for a new deck and belt to repair the Treadmill in the Gym
 - d) Quote from GRS to repair the spin bike in the Gym
 - e) Quote from DRS £1,128.60 to repair the front door to the Leisure Centre building (copy herewith)
 - f) To agree to recommend the requests for expenditure are considered by the Finance Committee as the proposed expenditures are either in excess of the budgeted amount or not included in the budget.
 12. To receive a contract renewal notification from GRS that their annual service contract from 1st October 2023 will be increasing from £1,668 to £2,200 per annum including VAT (copy herewith)
 - a) To agree the increase is reflected in the 2024/25 budget.
 13. To note the agreed 12 month fixed Crown Gas Contract at £5244.50 per annum for the Leisure Centre Building
 - a) To agree costs are reflected in the 2024/25 budget.
 14. To receive and note the marketing proposal from Lantern PR (copy herewith)
 - a) To agree marketing costs are reflected in the 2024/25 budget.
 15. To agree to dissolve the following working parties.
 - a) Leisure Centre recovery plan
 - b) Recreation Ground and Play Area
 16. To agree for the chair of the Leisure Centre Management committee together with the RFO review the following in October and March and provide any necessary update to the committee.
 - a) Stocks and stores
 - b) Register of Assets and Investments
 17. To agree to form a working party to draft the Leisure Centre Management budget for 2024/25
 18. To receive and note the contents of the Gym membership figures report (copy herewith)
 19. To receive a Leisure Centre Membership proposal (copy herewith)
 - a) Agree the details.
 20. To review the schedule of all fees and charges for the Leisure Centre and Recreation Ground (copy herewith)
 - a) Agree the details.
 21. To receive and approve the income and expenditure reports for months 3, 4 and 5
 - a) To receive, scrutinise and approve the Income and Expenditure report for month 6
 - b) To receive and approve the contents of the Payments List 4th August 2023

- c) To receive and approve the contents of the Payments List 16th August 2023 including £269.49 net Force Fresh FR4.1³
- d) To receive and approve the contents of the Payments List 11th September 2023 including £316 net Norvic Training FR4.1⁴
- 22. To receive correspondence relating to Harleston Town Football Club.(copy herewith)
 - a) Agree next step action.
- 23. To discuss a request from the Tennis and Squash Club to redecorate and improve the squash area (copy herewith)
 - a) Agree the details.
- 24. To note that planning permission is required from SNDC for Car Boot Sales to take place on the Recreation Ground (copy herewith).
 - a) To agree to recommend to Town Council that planning permission be sought for 2024.
- 25. To consider and discuss a request for a Skate Park on the Recreation Ground.
 - a) Agree next step action.
- 26. To agree the date and time of an additional meeting to consider the details of the proposed draft budget from the working party.
- 27. To note the date of the next Leisure Centre Management Committee meeting as Wednesday 10th January 2024 starting at 6.30pm in the Social Room at the Memorial Leisure Centre

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

⁴ FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Leisure Centre Management Committee held at the Social Room at Harleston Leisure Centre on Wednesday 12th 2023 at 6.30pm

Present: Councillors – Matt Scade (Vice Chair), Lucy Chenery, Keith Harrison, Shelagh West

Also Present: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk), Steve Cox (Operations Manager)

Members of the Public: Carol Wiles

1. **Welcome**
Cllr Scade welcomed everyone to the meeting. Cllr Scade as Vice Chair confirmed he would be chairing the meeting.
2. **To acknowledge the resignation of Cllr Lizzy Pegg on the 3rd July 2023.**
The committee acknowledged Cllr Pegg's resignation and thanked her for her time and help over the last few months.
3. **To receive and consider accepting apologies from members unable to attend.**
Cllr MBA sent apologies due to being out of the parish.
Unanimously accepted.
4. **To consider and agree the co-option of Cllr West onto the Leisure Centre Management Committee in line with the Terms of Reference.**
Unanimously agreed.
5. **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.
6. **To receive and approve the minutes from the last Leisure Centre Management meeting on Wednesday 14th June 2023.**
Unanimously agreed and the minutes were signed and dated by Cllr Scade
7. **To note progress on decisions made at the last meeting of the Leisure Centre Management Committee**
Noted
8. **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).**

The committee agreed to move this item to later in the meeting to enable a wider discussion at item 17.

9. To receive and note the contents of update reports and consider any requests for recommendations or approval.

a) Operations Manager

Noted

b) Communication, Marketing and Events Officer (including cancellation of the August event and information on a car boot sale)

Noted

10. To receive an update and consider any requests for recommendations or approval from:

a) Leisure Centre recovery plan working party.

Review comms and website – Cllr West to work with the Deputy Clerk and the Leisure Centre Duty Manager.

Action – Deputy Clerk, Leisure Centre Duty Manager and Cllr West

Discussion around discounted membership for those on benefits. Agreed to add to the next agenda.

Action – Deputy Clerk

Cllr West suggested that the 'Nextdoor' App be considered when advertising on social media .

Town Clerk to request a quote from Lantern to work with the Leisure Centre Duty Manager on a social media campaign.

Action – Town Clerk

Other items discussed were class advertising on the HIP website, Teddy Bear Picnic, Films in the squash courts, Sensory Play (Mrs Wiles to assist), rebranding the gym, 3G Pitch, Café, Climbing, etc, membership info for those moving to new houses in the local area.

b) Recreation Ground and Play Area working party.

Agreed for this to be discussed in further detail at item 17.

11. Finance

a) To receive and note the contents of month 2 Income and Expenditure report.

Noted

The Deputy Clerk informed the committee that month 3 was now complete and that the gym had recorded the highest ever monthly income in this month. The committee congratulated and gave thanks to the Leisure Centre Team for their hard work in achieving these figures.

The Clerk and Deputy Clerk confirmed that they had personally congratulated the team.

b) To receive and note the contents of the Payments List - expenditure which is outside the budget to be recorded.

i. 19th June 2023

Noted

ii. 6th July 2023

Noted

c) To receive and note the following payments FR4.1

I. Danarbor Ltd £260 plus VAT-FR4.7 (for the removal of the large broken limb on the elm tree on the Recreation Ground).

Noted

II. Force Fresh £355.47 plus VAT (gym supplies)

Noted

- III. **Tas Valley Fire (UK) £315.00 plus VAT (Fire Extinguisher service and call out charges)**
Noted
- IV. **Cancellation of gym membership £261**
Noted
- d) **To receive and approve any required expenditure in line with the Financial Regulations.**
None needed.
12. **To receive a quote as recommended by the Operations Manager and approve expenditure for materials from Earth Anchors (Q6824) of £422.50 plus VAT to replace the springy see saw using EMR326 Play Area Equipment and recommend this expenditure to the Finance Committee for approval.**
Unanimously approved.
Action – Operations Manager
13. **To note three quotes were received. Approve payment for the removal the remainder of the tree on the Recreation Ground at a cost of £475 plus VAT from Danarbor Ltd (Tree Surgeons) using 201/4121 Maintenance Contractors (FR4.7)**
Unanimously approved.
Action – Operations Manager
14. **To approve payment for gym equipment repairs as per the quote of £509.90 plus VAT from GRS in line with the outcome of the monthly service report (annual contract agreement) using 202/4123 Gym Equipment Repairs**
Unanimously approved.
Action – Leisure Centre Duty Manager
15. **To approve payment for a member of the Leisure Centre team to complete the level 2 fitness instructor qualification as per the quote of £375.00 plus VAT using 202/4010 Leisure Centre Staff training.**
Unanimously approved.
Action – Deputy Clerk
16. **To consider and agree the Play and Recreation Association request for Action Play and Leisure to install an inground trampoline at no cost to the Council.**
Unanimously approved.
Action – Operations Manager
17. **To receive and note the contents of the ‘Toddler Play Area refurbishment’ briefing paper July 2023**
19.27 standing orders suspended as at item 8.
Item 17 wider discussion took place.
19.33 Standing orders were reinstated.
- a) **To agree what supplier should be awarded the contract.**
Cllr Scade proposed that Action Play and Leisure should be awarded the contract.
Unanimously approved.
The Deputy Clerk was asked to inform (Nathan) Daniels and Vincent and the other contractors that had provided quotes, the reason for the decision to recommend Action Play and Leisure and thank them for their time.
Action – Deputy Clerk

b) To discuss and agree how the project could be funded.

The Deputy Clerk informed the committee that she had been in discussions with South Norfolk District Council about the use of Section 106 funds for this project. The project has subsequently been approved to use the funds which would cover the cost of this project.

Unanimously agreed to recommend to the Finance Committee the use of Section 106 funds.

Action – Deputy Clerk

c) To agree recommendations of expenditure to the Finance Committee.

Unanimously Agreed

Following the item there was further discussion about securing the area with CCTV. Operations Manager to get quote from Sonata for CCTV and get quotes for extra signage.

Action – Operations Manager

Cllr West suggested that the committee also look at www.makespacesforgirls.co.uk and consider using local carpenters to design the spaces with remaining funds.

Action – Cllr West

18. To receive and note the contents of the gym membership figures report.

Noted

The committee asked that quotes are requested for advertising with the bus companies as the service to the town is being improved and could generate new members.

Action – Deputy Clerk

19. To note the date of the next Leisure Centre Management Committee meeting as Wednesday 11th October 2023 starting at 6.30pm in the Social Room at the Memorial Leisure Centre

Noted.

19.55 meeting closed

Signed

Dated

Leisure Centre Management Committee – Progress Report – 11th October 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
LCMC	11 th Jan 2023 Previous Action	Hire Forms and Umbrella Policy	At the time of the last meeting the forms were still being finalised	Clerk	Next Meeting	Documents to be uploaded to the website. Ongoing
LCMC	12 th July Item 10a	Communications and Website	Review Comms and TC website	DC, LCDM Cllr West	Oct 2023	Deputy Clerk reviewed and changed. Awaiting Cllr West for feedback. 2/08/23. Further changes made and will be ongoing. Matter Closed
LCMC	12 th July Item 10a	Discounted Memberships	Add to the next agenda	DC	Oct 2023	Added to agenda under membership price review. Matter Closed
LCMC	12 th July Item 10a	Social Media	Obtain a quote from Lantern for social media for the Gym	TC	Oct 2023	Included on the October agenda. Matter Closed
LCMC	12 th July Item 12	Earth Anchors quote	Operations Manager to place the order and refurbish the seesaw	Operations Manager	Oct 2023	Parts ordered and work completed by 11/08/23 Matter Closed
LCMC	12 th July Item 13	Removal of remaining Elm tree	Operations Manager to instruct Dan Arbour to complete	Operations Manager	ASAP	Elm removed 31/07/23 Matter Closed
LCMC	12 th July Item 14	Gym Equipment Repairs	Duty Manager to instruct GRS to complete repairs as per the quote	LCDM	ASAP	Repairs Completed Matter Closed
LCMC	12 th July Item 15	LC Staff training	Book Level 2 training	DC	ASAP	Course booked Matter Closed
LCMC	12 th July Item 16	In Ground Trampoline	Harleston Childrens Play and Rec Association approval	Operations Manager	ASAP	Trampoline ordered 14/08/2023
LCMC	12 th July Item 17a	Toddler Area	Inform Action Play and Leisure they have been awarded the contract	DC	ASAP	Work in progress from 24 th July 2023 Matter Closed

Leisure Centre Management Committee – Progress Report – 11th October 2023

LCMC	12 th July Item 17b	Use of S106	Committee agreed for S106 to be used. Add to the next TC agenda	DC	ASAP	Item added to the next Town Council Agenda Matter Closed
LCMC	12 th July Item 17c	CCTV	Operations Manager asked to investigate the cost of another camera to closely cover the toddler area	Operations Manager	ASAP	Quote received included in October meeting Matter Closed
LCMC	12 th July	Further Play area work	Cllr West suggested that the committee also look at www.makespacesforgirls.co.uk and consider using local carpenters to design the spaces with remaining funds.	Cllr West	ASAP	No further work completed at this time.
LCMC	12 th July Item 18	Gym Memberships	DC asked to get quotes for advertising on the buses	Deputy Clerk	ASAP	Communications and Marketing Officer gathering further information. Quotes received Matter Closed

PLAY AREA SAFETY INSPECTION REPORT

For Redenhall with Harleston Town Council

On 2nd October 2023

Play Area, Wilderness Road, Harleston, Norfolk



An independent safety assessment of the playground and equipment by

David Bracey ILAM Dip.

David Bracey Play Safety Inspections

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David Bracey has been inspecting playgrounds since 2004. Several thousands of sites have been successfully inspected. David has thirty years previous experience in Local Government working in Parks, Playground, Leisure and Environmental Management. He was a Play Inspector for Rospa between 2004 -11, and now concentrates working for his own company.

The company provide convenient and timely inspections undertaken by a Fully Independent Inspector, which guarantees a sensible approach and impartial report with no personal interest other than the safety of the facility. No links to any manufacturer or installer means a Fully Independent Inspection is given.

David Bracey is qualified to Rpii Annual Inspector Standard, which is the highest level. Has passed a Criminal Disclosure Check and holds Full Professional Indemnity and Public Liability Insurance.

The following forms an integral part of the inspection report

Reading it may save you unnecessary expenditure

1. The equipment has been assessed, as relevant, in accordance with BS EN 1176: "Playground Equipment", BS EN 15312 (Sports Areas) and BS EN 14974 (Wheeled Sports) and BS EN 16630 (Outdoor Gym Equipment).

The BS EN1176 was published on 1 January 1999 when existing standards were withdrawn. There are a number of areas where existing equipment may fail the standard. **This does not mean that equipment has suddenly become dangerous or that remedial action is required. Generally equipment that fails BS EN 1176 but passed the previous standard BS 5696 at time of installation should be considered safe (excluding any maintenance issues).**

Where there is a compliance failure, this is briefly noted and a risk assessment made of the failure. **Where we believe action is required this is indicated in more detail and identified as a medium or high risk.** (See paragraph 13). Where no action is indicated, in our opinion there is no practical economic action that can be taken and the risks do not justify removal of the item.

Low risk items should be corrected if possible or monitored if it is recommended in the report and if accidents occur, remedial action will be required (There is no such thing as NO risk).

Standard compliance is not mandatory or retrospective.

2. The inspections cover:

Site safety

Suitability and conditions of ancillary items

Standard compliance, suitability and condition of equipment

Dimensional compliance, suitability and condition of surfacing

The report indicates the condition of the play area at the time of inspection. Subsequent events such as weather conditions, usage, or vandalism etc. may affect the condition of the play area. Routine inspections should be undertaken by the operator to monitor the effects of these.

3. Standard assessment is undertaken where appraisal may be made without dismantling or destruction.
4. The inspections are non-dismantling inspections. Where it is felt that removal of parts for assessment is required, this will be indicated. (See paragraph 13). It is not possible to check for internal corrosion/rot without dismantling the equipment.
5. Surfacing has been assessed solely in terms of the area covered and its condition or security.
6. Where there is open water within easy walking distance of the play area it is recommended that a water safety report be commissioned (David Bracey Play Safety Inspections can undertake this).
7. Where there are trees within falling distance of the play area it is recommended that a report on the integrity of the tree is obtained from a competent arboricultural expert (see www.trees.org.uk for list of qualified consultants). It is also recommended that arrangements should be in place to close the play area in times of high winds.
8. Where no protective surface is provided with items which have a fall height in excess of 600mm, the installation of a protective surface should be considered. Such surfacing is not mandatory but does represent good practice. It should be noted that BS EN 1176 and BS EN 1177 allow well-maintained grass for fall heights of up to 1500mm.
9. Surfacing up to a fall height of 600mm does not require testing for impact absorbency.

10. In addition to inspecting the equipment and surfacing, the inspection also looked at ancillary items and general design features where relevant to safety.
11. Wear to shackle pins and bushes on swings is difficult to detect on non-dismantling inspections. Checks are made to identify excessive movement in the 'D' shackle and where dry bearings are obvious. Whilst this action can often identify serious defects it does not preclude the possibility of shackle pin failure in rare circumstances. It is recommended that random inspection by removal of the 'D' shackle and pin is carried out as a regular maintenance feature in the site owner's work programme.
12. It should be noted that this is a safety report, not a standard compliance report, and compliance/non compliance with EN1176 is normally indicated. However failures may not be mentioned where they are very minor, or of a technical nature, and have no noticeable effect on safety.
13. A risk assessment of faults and Standard failures is given in terms of low, medium and high. **As a general principal items marked as "low" usually only require monitoring, although remedial work can be carried out as part of the sites general maintenance programme. Items marked as "medium" require appropriate action within resources and individual site assessment. Items marked as "high" require urgent action.** In rare cases where an item is likely to result in major injury or death, the operator or appropriate representative will be notified from the site by telephone. This will be indicated on the report.
14. There can be problems with assessing ground decay where synthetic surfaces have been installed. Similar problems may occur with sub-surface degradation. While care is taken to check ground decay and corrosion in supports, this cannot be done fully without removal and destruction of the surface.
15. In order to provide economic reports, standard wording is used for most common standard/maintenance failures. The inspector also works using previous year's reports (where available).

This may mean that where there have been few changes to the site, the current report may be similar to the previous year's report.

16. The Equality Act 2010 (which superseded the Disability Discrimination Act) applies to play areas. There is a duty, where practicable, to make reasonable provision for equal opportunities for disabled people. David Bracey Play Safety Inspections can advise on this, and can undertake a Equality Act Assessment of play areas.
17. The Management of Health and Safety Regulations require a risk assessment of the play area for risks to users. This is a highly specialised subject. A risk assessment is included in the report, although it is normally recommended that such formal risk assessments be undertaken every 4-5 years.



The Register of Play Inspectors International (RPiI) is the official UK body for accrediting and certifying play inspectors.

Inspection Scope for RPiI Annual Inspectors

PLEASE READ ALL OF THIS IMPORTANT INFORMATION

This document outlines the RPiI scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPiI Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant

standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 Free access multi-sports equipment
BS EN 14974 Skateparks
BS EN 16630 Permanently installed outdoor fitness equipment
BS EN 16899 Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism.

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Table 1

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection Recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓[1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓[2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓[3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓[1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓[4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓[5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓[1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific

detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Name of site: Play Area, Wilderness Road, Harleston.
Owner: Redenhall with Harleston Town Council
Date: 2nd October 2023
Inspector: David Bracey

Site Comments

The playground is generally in a good condition and appears to be well maintained with recent improvements. Maintenance is recommended as noted in report.

Timber Play Equipment

It has been noticed recently by Rpii inspectors, that timber play equipment in the UK, is increasingly suffering from fungal and rot attack possibly due to environmental changes such as mild and wet weather conditions.

Inspectors and clients have seen timber posts snap off, where no external rot has been detected visually or by resonance testing. This is a worrying situation.

It is therefore advised that all clients check all wooden play equipment regularly other than the Annual Inspection. Apart from probing with a thin blade, to see if water egress is found or softness in the timber, a forceful push on the timber may be needed to test the soundness of the item.

Site and Ancillary Items

The following items have been inspected and found to be in good order:

Access
Cycle Rack



Recycled Plastic Seats x 4





Recycled Plastic Picnic Benches x 9









Jubilee Seat



Cleanliness

Minimum Space – equipment

Traffic Clashes - users

Signs: Highway Road sign, Ownership, No Dogs, BMX, Age (3-7). 'Keep Dogs on Leads'.









Self Closer gate x 1



Metal Fencing



Roadside Barrier



Litter Bins x 6





Metal Railings



Barriers



Timber seat in Play Area



Timber Picnic Bench (pub/garden type) - Recommend secure into ground as it is being moved about or remove from play area – It is considered not robust enough for play area use – and can be moved under play items - Low to Medium risk.



Work is required on the following:

Sign - Replace/repaint faded 5mph sign.



Barriers – Recommend cover exposed metal and secure barrier - Low to Medium risk.





Mature trees in play area – Recommend to inspect annually by qualified arboriculturist and to remove any dead, diseased and damaged wood.



Access at Roadside Gate – Recommend replace damaged section to eliminate trip hazard - Low to Medium risk.



Timber seats near MUGA – Recommend replace rotten and damaged slats – Medium risk.





Galvanized Cycle Rack – Recommend remove – two metal rods are collision/falling hazard - Medium risk.





Name of site: BMX Track, Playing Field, Harleston, Norfolk
Owner: Redenhall with Harleston Town Council
Client: Redenhall with Harleston Town Council
Date: 2nd October 2023
Inspector: David Bracey



Site Comments

The BMX track was constructed by Parish volunteers using rolled hogging and stones as a surface with tyres outlining the edge of the circuit. The design is very good with a wide track and suits the beginner and is not over challenging.

The equipment has been assessed to the BMX (British Moto Cross)/Rospa guidelines laid out in the 'BMX Safety and Planning Guide; 2005'. No current BS/EN Standard exists covering BMX.

Site and Ancillary Items

The following items have been inspected and found to be in good order:

Access – via Car park.

Access for Emergency vehicles.

Cleanliness

No Traffic Clashes – users.

Site is visible from adjacent playing field, village hall and car park.

Safe provision for spectators – good area for off track circulation.

Fencing not required, although drive post and rail fencing is sufficient.

Seat and signs – see general Play area report.

Work is required on the following:

The cableway lies along one side of the track approx. 2000mm away –
Recommend monitor only.



Track and Surrounds

Approx length of track - 400 metres

Approx width of track - 4 metres

The following have been inspected and found in good order:

Edge of track - Well defined by inverted Tyres

Inner and Outer margins of track - Good

Additional Comments

It is not considered essential to fence the BMX area from the rest of the field, as sufficient circulation space is achieved.

Track Report

The track has several small nursery jumps and some larger jumps. The berms/corners are also in good condition and are well placed in relation to the course, and need no further work. It is advised to repair the track if any ruts and holes appear, the digging of holes to act as obstacles should be discouraged and the track should be inspected and monitored daily.

Track and Obstacle Report

Item 1 – Starting Straight with Right hand Berm – Good



Item 2 - Outer Circuit – Left Hand Berm



Item 3 – Outer Circuit – Double Ramp – Good



Item 4 - Outer circuit –1000mm Table Top - Good



Item 5 –Outer circuit – Table Top – Good



Item 6 – Inner Section – Speed Jumps - Good



Item 7 –Inner Section- Triple Jump - Good



Work required – N/A

RISK ASSESSMENT – BMX

BMX tracks yield potentially higher risks and unforeseen hazards than play areas. The use of non BMX bikes (road bikes) increases the risks and such usage cannot be controlled. The mixture of ages with very little possibility of separation also affects the level of risk. In an attempt to reconcile these problems the following risk levels have been calculated. The client should be aware that frequent inspections, good maintenance and adequate control measures must be maintained at all times. Closure of the site with good secure fencing and gates must be undertaken if defects arise which cannot be resolved immediately.

BMX track inspected – risk scores are in *ITALICS/UNDERLINED*

Site well overlooked and with good emergency access

Ramps and/or or surface in good condition	Risk Score 8	<u>= 8</u>
ditto fair condition	Risk Score 10	
ditto poor condition	Risk Score 12-21	
Different parts of track with less than 6m separation	Add 12	
Conflict with nearby activities	Add 4	

Hard objects within 3m of track	Add 4	<u>=12</u>
Holes in or within 2m of track	Add 4	
Overhanging branches less than 3m above riding surface	Add 2	
No emergency service access	Add 1-3	
No fencing/barriers (where considered advisable)	Add 1-3	
No, or inadequate signage	Add 1-3	
Site not overlooked by housing, footpaths etc	Add 4	
No nursery jumps for beginners	Add 4	
No litter bins	Add 1	
Cleanliness –glass, tins, debris etc on site	Add 1-3	

Due to high play value scores up to 20 (high Risk) can be acceptable but it is recommended reducing risk levels with improved control methods where possible

Risk for this site = 12

Low to Medium Risk

PLAY EQUIPMENT:

Item: Cableway – Adventure Playgrounds / Joy Playgrounds



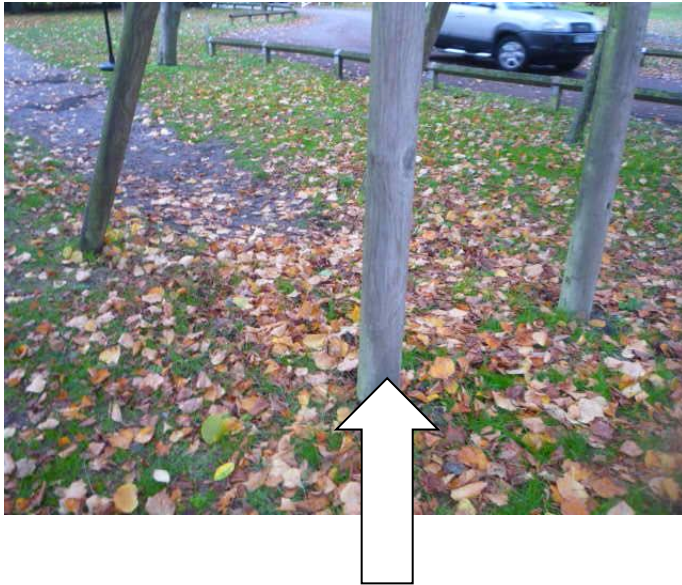
EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair / Maintenance recommended

Recommend to replace one support showing rot urgently - Medium risk.





Recommend monitor cracks to timbers, smooth down any splinters when found and replace timber when 8mm and more gaps are found (currently 4mm). Cracks let in water which may lead to early rotting of the timbers
– Low risk.







Considering the unknown age of the timbers, although only one post has visible rot above the surface level it is recommended that an underground inspection is carried out on all the other supports and if rot is found under the ground that this item is replaced.

Unable to inspect cable which is hidden inside beam - to inspect this part of the cable the cable assembly must be dismantled - Recommend refer to manufacturer's instructions.





Surfacing: Matting

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN1176.

Repair / Maintenance recommended

Recommend – Replace damaged matting – Low to Medium Risk.





This type of safety surface should have grass present to provide adequate protection in user falls, as the grass roots absorb the impact of any falls. The surface therefore does not give the same protection as with grass and the risk of damage to users in falls is increased. In the first instance it is recommended to spread seed and soil mix over the worn area – if this fails to eliminate wear from dragging feet serious consideration should be given to replacing this surface with a non-wearing type of safety surface such as Bonded Rubber Crumb or Wet Pour – Low to Medium risk.

Item: Embankment Slide with Steps - Record



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair / Maintenance recommended

Recommend monitor dents in chute –low risk.



Surfacing: Grass/Matting

EN 1176 Compliance

The surfacing fails to meet EN1176 in the following respects:

The safety surface fails EN1176 as the hard edging/foundation/logs are within the impact area – Low risk.



Repair / Maintenance recommended

Recommend remove tree roots exposed on surface of mound –Trip hazards –Low to Medium risk.



Recommend cover concrete at top of slide – Medium risk.



Item: Litcham – Adventure Playgrounds



EN 1176 Compliance

The item fails to meet the requirements of EN1176 in the following respects:

Finger entrapments between barrier slats – Recommend adjust barrier slats – Low risk.



Repair / Maintenance recommended

Recommend urgently replace rotten support - Medium risk.



Surfacing: Matting

EN 1176 Compliance

The surface meets the dimensional requirements of EN1176.

Repair / Maintenance recommended

Sunken Tiles/Depressions Recommend level up to eliminate trip hazards – Areas of heavy use may show signs of dipping and result in compaction of the soil. Decompact the ground by working a fork or a hand held aerator in the compacted areas. It may also be possible to lift the tiles about 50mm without breaking the seams whilst at the same time sieving a fresh top soil and seed mix through the tiles. This will help to

level any sunken areas – Low risk.



This type of safety surface should have grass present to provide adequate protection in user falls, as the grass roots absorb the impact of any falls. The surface therefore does not give the same protection as with grass and the risk of damage to users in falls is increased. In the first instance it is recommended to spread seed and soil mix over the worn area – if this fails to eliminate wear from dragging feet serious consideration should be given to replacing this surface with a non-wearing type of safety surface such as Bonded Rubber Crumb or Wet Pour – Low to Medium risk.



Recommend remove exposed stones – Low to Medium risk.



Item: Twin Fly - Proludic



En1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Bonded Rubber Mulch

EN 1176 Compliance

The surface meets the dimensional requirements of EN1176.

Repair/ Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Basketball Combo – Park Leisure



EN 15312 Compliance

The item fails to meet the requirements of EN15312 in the following respects:

A warning notice should be fitted to all sports related items with “Do not climb on the framework or nets,” “Do not hang on the ring” if provided, and “Do not wear rings or other jewellery as these can get caught and cause injury” – Low risk.

Repair/ Maintenance recommended

Recommend monitor bent panel – Low risk.



Surfacing: Bitmac

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

Recommend monitor cracked surface - Low risk.



Item: Single Basket Ball Post – Wicksteed Leisure



EN 15312 Compliance

The item fails to meet the requirements of EN15312 in the following respects:

A warning notice should be fitted to all sports related items with “Do not climb on the framework or nets,” “Do not hang on the ring” if provided, and “Do not wear rings or other jewellery as these can get caught and cause injury” – Low risk.

Repair / Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer’s instructions where provided.

Surfacing: Concrete

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

Recommend remove weed and infill cracks – Low risk.



Item: Pod Swing - Proludic



EN 1176 Compliance

The item fails to meet the requirements of EN1176 in the following respects:

EN1176 now states that this type of swing should have a secondary chain fitted to each suspension, to eliminate sudden drop onto users if chain breaks suddenly - Low to Medium risk.



Repair / maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surface: Bonded Rubber Mulch

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repairs / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Gyrospiral – Proludic



EN 1176 Compliance

N/A

Repair / maintenance recommended

Item is under repair.

Surface: Bonded Rubber Mulch

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repairs / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Ixo - Proludic



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

Recommend replace bent post - Low risk.



Surfacing: Matting

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: 2 Bay 1 Flat / 1 Inclusive Seat Swing (3000mm)
– Wicksteed Leisure

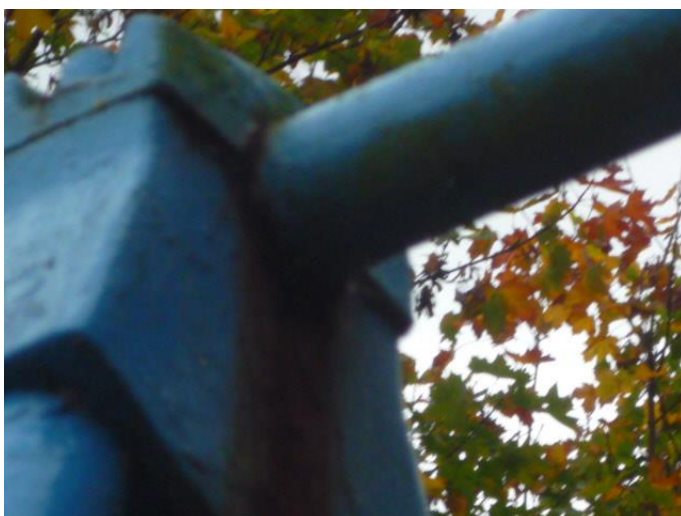


EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair / maintenance recommended

Paintwork (at top bear/joints) in poor condition with flaking a possible finger hazard. Recommend de-scale and coat with lead free paint, using appropriate precautions. Removal of rust may expose damage to the metal and infilling/replacement may be required – Low to Medium risk.



Recommend monitor damaged seat –Low risk.



Surface: Bonded Rubber Mulch

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176

Repairs / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: 2 Bay 2 Flat Seat Swing (2900mm) –Wicksteed Leisure



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair / maintenance recommended

Paintwork (at top bear/joints) in poor condition with flaking a possible finger hazard. Recommend de-scale and coat with lead free paint, using appropriate precautions. Removal of rust may expose damage to the metal and infilling/replacement may be required – Low to Medium risk.



Surface: Bonded Rubber Mulch

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repairs / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Metal Climber - Wicksteed Leisure



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Matting/Tiles

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

This type of safety surface should have grass present to provide adequate protection in user falls, as the grass roots absorb the impact of any falls. The surface therefore does not give the same protection as with grass and the risk of damage to users in falls is increased.

In the first instance it is recommended to (when conditions allow) spread seed and soil mix over the worn areas - if this fails to eliminate wear from dragging feet serious consideration should be given to replacing this

surface with a non-wearing type of safety surface such as Bonded Rubber Crumb or Wet Pour - Low to Medium risk.



Item: Jolly Gerald Seesaw – Wicksteed Leisure



EN 1176 Compliance

The item fails to meet the requirements of EN1176 in the following respects:

Clearance from seat assembly underside to ground is less than 230mm (currently 180/120mm) - Low risk.





Recommend infill finger entrapment between cover and casing – Low Risk.



Sharp metal exposed - Recommend urgently replace rotten casing - Medium risk.



Repair/ Maintenance recommended

See above.

Surfacing: Tiles

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Type 2a Rocker - Springy Duck - Proludic



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Tiles/Wet pour

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Nursery Rhymes ‘Simple Simon’– Wicksteed Leisure



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Tiles

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Waxham 5 – Action Play and Leisure



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

Recommend monitor cracks to timbers, smooth down any splinters when found, and ensure the cracks do not cross through fixing points of the structure and/or cause any instability. Replace any timber when 8mm and more gaps are found if in an area where a user grasps and climbs. (8mm and above fail the EN1176 finger entrapment probe when in an area that children grasp and climb.) Cracks let in water which may lead to rotting of timber (currently up to 3mm diameter cracks are found). Refer to manufacturers guarantee in regard to replacement criteria - Low risk.



Surfacing: Bonded Rubber Mulch

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided

Item: Type 2a Rocker - Springy Ghost - Kompan



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Grass

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Suitably well maintained grass and topsoil, with at least 150mm of soil beneath, is acceptable to EN1176 for items with a fall height of up to 1500mm subject to a risk assessment.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided

Item: Talk Tubes x 2 – Action Play and Leisure



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Grass

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Shop with Seats – Action Play and Leisure



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Grass

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Bouncer – Action Play and Leisure



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Grass

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: 2 Bay 2 Cradle Seat Swing – Wicksteed Leisure



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Surfacing: Bonded Rubber Mulch

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Type 3a Rocker - Seesaw – Joy Playgrounds



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Matting

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

Recommend infill worn areas to eliminate trip hazard – Low risk.



Item: Combined Climber – Joy Playgrounds



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

Recommend replace rotten boarding – Low to Medium risk.





Recommend clean off weed - Low risk.



Surfacing: Grass/Matting

EN 1176 Compliance

The surface fails in the following respects:

The fall height from gym rings is 1750mm, so a surface other than grass is required. The grass surface has been worn badly and stones are exposed. Grass can be used as a surface up to 1500mm. Recommend to cover stones as soon as possible – Low to Medium risk.



Repair / Maintenance recommended

Recommend remove roots to eliminate trip hazard – Low to Medium risk.

This type of safety surface should have grass present to provide adequate protection in user falls, as the grass roots absorb the impact of any falls. The surface therefore does not give the same protection as with grass and the risk of damage to users in falls is increased.

In the first instance it is recommended to (when conditions allow) spread seed and soil mix over the worn areas - if this fails to eliminate wear from dragging feet serious consideration should be given to replacing this surface with a non-wearing type of safety surface such as Bonded Rubber Crumb or Wet Pour - Low to Medium risk.

Item: Adventure Trail – Joy Playgrounds



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

Recommend monitor cracks to timbers, smooth down any splinters when found, and ensure the cracks do not cross through fixing points of the structure and/or cause any instability. Replace any timber when 8mm and more gaps are found if in an area where a user grasps and climbs. (8mm and above fail the EN1176 finger entrapment probe when in an area that children grasp and climb.) Cracks let in water which may lead to rotting of timber (currently up to 3mm diameter cracks are found) - Low risk.



Recommend monitor rot forming in support post - Low risk.



Surfacing: Grass

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Suitably well maintained grass and topsoil, with at least 150mm of soil beneath, is acceptable to EN1176 for items with a fall height of up to 1500mm subject to a risk assessment.

Repair / Maintenance recommended

Recommend cover concrete at two logs – Low risk



Item: Serpent - Joy Playgrounds



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

Recommend replace missing bolt caps x 2 – Low risk.





Surfacing: Matting

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Kick Wall



EN 1176 Compliance

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Grass

EN 1176 Compliance

The surfacing meets the dimensional requirements of EN 1176.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Fitness Area

Outdoor Fitness Equipment

BSEN 16630 – Permanently installed outdoor fitness equipment was introduced in April 2015.

This Standard strongly recommends that items are carefully located to ensure they cannot be confused with children's playground equipment.

Areas intended for adult fitness equipment need to be provided with information signage that the items are for adults and how each item should be used.

The equipment is designed for particular muscle groups and are for youth and adults taller than 1400mm (4 foot 6 inches) use only.

It is always recommended that all the above points are adhered to.

It is recommended that additions to the signs are made to point out that the equipment is designed for particular muscle groups and are for youth and adults taller than 1400mm (4 foot 6 inches) use only.

Item: Multi Gym - Proludic



EN 16630 Compliance

The item fails to meet the requirements of EN16630 in the following

respects:

Finger entrapment in between rollers – Recommend monitor –Low risk.



Recommend replace missing caps or infill at open ends x 6 – Low to Medium risk.





Repair/ Maintenance recommended

Recommend replace worn platform – Low risk.



Surfacing: Matting

EN 16630 Compliance

The surfacing meets the dimensional requirements of EN 16630.

Repair / Maintenance recommended

This type of safety surface should have grass present to provide adequate protection in user falls, as the grass roots absorb the impact of any falls. The surface therefore does not give the same protection as with grass and the risk of damage to users in falls is increased.

In the first instance it is recommended to (when conditions allow) spread seed and soil mix over the worn areas - if this fails to eliminate surface wear, serious consideration should be given to replacing this surface with a non-wearing type of safety surface such as Bonded Rubber Crumb or Wet Pour - Low risk.



Item: Cross Trainer –The Great Outdoor Gym Company



EN 16630 Compliance

The item fails to meet the requirements of EN16630 in the following respects:

Finger crush point possible at each point where moving parts meet –
Monitor – Low risk.



Repair/ Maintenance recommended

The item meets the requirements of EN1176 where this may be tested on site without dismantling or destruction.

Surfacing: Wet pour

EN 16630 Compliance

The surfacing meets the dimensional requirements of EN 16630.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: The Bench – The Great Outdoor Gym Company



EN 16630 Compliance

The item meets the requirements of EN16630 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Wet pour

EN 16630 Compliance

The surfacing meets the dimensional requirements of EN 16630.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Pull up/Assisted Pull up – The Great Outdoor Gym Company



EN 16630 Compliance

The item meets the requirements of EN16630 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Wet pour

EN 16630 Compliance

The surfacing meets the dimensional requirements of EN 16630.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Recumbent Bike/Hand Bike– The Great Outdoor Gym Company



EN 16630 Compliance

The item fails to meet the requirements of EN16630 in the following respects:

Finger crush point possible at each point between pedal and casing –
Monitor – Low risk.





Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Wet pour

EN 16630 Compliance

The surfacing meets the dimensional requirements of EN 16630.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Item: Shoulder Press – The Great Outdoor Gym Company



EN 16630 Compliance

The item meets the requirements of EN16630 where this may be tested on site without dismantling or destruction.

Repair/ Maintenance recommended

No remedial maintenance work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

Surfacing: Wet pour

EN 16630 Compliance

The surfacing meets the dimensional requirements of EN 16630.

Repair / Maintenance recommended

The surfacing is in a satisfactory condition and no work is required at this time. Continue to inspect and maintain as normal and according to manufacturer's instructions where provided.

GAMES AREA INSPECTION REPORT

CLIENT: Redenhall with Harleston Town Council

SITE: Muga

DATE: 2nd October 2023



COMMENTS

Installed in 2014 by Playinnovation. Inspected to EN15312.

ANCILLARY ITEMS

The following items have been inspected and found to be in good order:

Access
Cleanliness
Litter Bin
Crossbar King



Snooker





SITE

Fencing and structure – Mesh

Are all edges smooth and rounded with minimum of 3mm radius? -

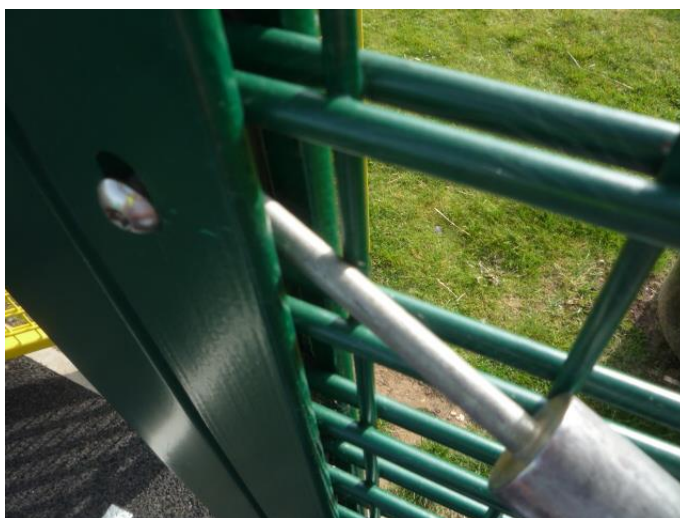
Yes

Does fencing discourage climbing? -

Yes

Are there any finger traps? -

Yes – between post and mesh – Recommend Monitor – Low risk.



Is fencing secure and strong enough to withstand body contact ? -

Yes.

Are gates free from entrapments and do they have minimum of 18mm clearance throughout the range of movement?

- No – Recommend adjust gate to conform to EN15312. It is noted that the hole for the gate stay would not line up when gate is adjusted.



Are gates suitably positioned with relation to goals?

-

Yes

Are basketball rings present and if so do they have rounded net fixings, which cannot catch finger rings etc?

- Yes

Does the ring have a net fitted?

-

- Yes

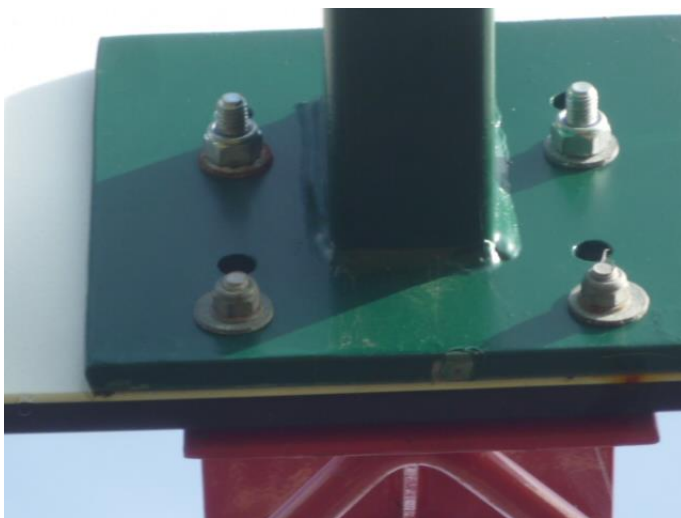
If so, is it in good condition?

-

Yes

Are there projecting bolt threads on frame or on basketball backboard? –

Yes –Recommend cut back top sets –Low risk.



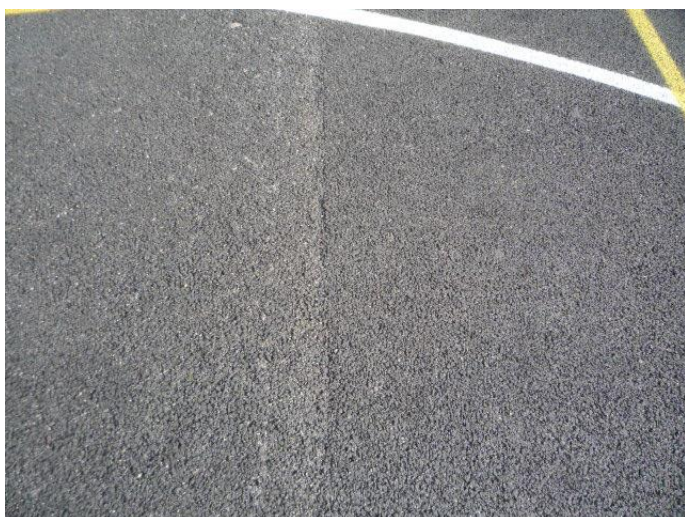
Surfacing – Black Bitmac

If access is from grass or potentially muddy area, are boot cleaning facilities (brushes etc) provided or other measures to prevent mud on surface ?

- No

Does the surface appear smooth with no uneven breaks?

- Yes, but with only slight join visible - Recommend monitor only.



Is there pitting or undue marking of the surface?

- No

Does surface appear to be level with a maximum slope of 1: 100?

- Yes

If a 1m straight edge is laid on the surface, is there no indentation more than 3mm? - Yes

Markings

Are all markings clear and lines unbroken?

- Yes

Where markings are for more than one sport, are different colours used and is it clear which line applies to which sport?

- Yes

Are markings appropriate for intended use?

- Yes

Signs

Are there signs indicating no hanging on basketball rings and no climbing on goals? - N/A

Is the equipment labelled with manufacturer's details and date of manufacturer ? - No

Are there signs indicating location of nearest public telephone?

- No

External

Are all external ground works/planting complete and in good condition?

-Yes

Is there overhanging planting which might interfere with use?

- No

Teenage Seating

Is there external teenage seating area(s)?

- No

Risk Assessment

Low to Medium Risk

Risk Assessment Evaluation

Client: Redenhall with Harleston Town Council

Site: Play Area

Date: 2nd October 2023

Type: Toddler, Junior, Sport, BMX/Fitness

Risk Assessment

The risk of a play area is not limited to the equipment. The ancillary items and immediate surroundings and approach routes may have more significant risks than the equipment itself.

The overall risk for the site will be the highest risk identified in the report.

The risk assessment process is an established one for playground inspectors and recommended by RoSPA.

There are two main criteria used in calculating a risk score. These are the likelihood of injury and the severity of injury. These are each scored between 1 and 5 with 1 being the lowest and 5 being the highest. Scores are not necessarily whole numbers. A score of, say 3.6, may be applied to a particular likelihood.

The likelihood of injury looks at the likelihood of an injury occurring and some allowance has to be made for the usage made of certain types of equipment.

A score of 1 represents little likelihood

A score of 1-2 represents fairly low likelihood

A score of 2-3 represents low to medium likelihood

A score of 3-4 represents medium to high likelihood

A score of 4-5 represents very high likelihood

The likely severity looks at the type and seriousness of the likely injury.

A score of 1 represents little or no injury

A score of 1-2 represents injury possible requiring minor medical attention

A score of 2-3 represents more significant injury (time off school or work)

A score of 3-4 represents serious injury with long term consequences

A score of 4-5 represents death or major disability

The risk score is calculated by multiplying the likelihood of an accident by the severity. The minimum score possible is 1 and the maximum 25.

In general the risks are scored as follows:

Risk Score	Risk Categories
1 -3	Very Low Risk -Monitor
4 -7	Low Risk – Monitor and take reasonable action if possible
8 - 12	Medium Risk – Take action to reduce if possible, or available
13 - 20	High Risk – Take Action immediately and access control measures
21 +	Unacceptable Risk – Remove or immobilise before taking immediate action and assessment of control measures

Ancillary Items and Environmental or Other Hazards

Ancillary Items	Risk Score	Comments	Action or Control
Seats	7	Timber x 2 near MUGA	See Report
Litter Bins	3		Monitor
Signs	6		See Report
Planting	7	Mature Trees	See Report
Picnic Benches	2		Monitor
Access	7		See Report
Fencing	3		Monitor
Carpark Barriers	6		See Report
Roadside Barriers	3		Monitor
Grass	3		Monitor
Cycle Rack	2		Monitor
Cycle Rack at MUGA	8		See Report

Environmental Hazards	Risk Score	Action, Comment or Control Recommended
------------------------------	-------------------	---

Free/Fall Space	3	Monitor
Traffic Clashes	3	Monitor
Design Defects	3	Monitor
Adjacent Roads	3	Monitor
Cleanliness	2	Monitor

Equipment and Surfacing

Equipment Items	Surface	Risk Score	Action
BMX	Hogging	6	See Report
Cableway	Matting	8	See Report
Embankment Slide	Grass/Matting	7	See Report
Litcham	Matting	7	See Report
Pod Swing	Bonded Rubber Mulch	5	See Report
Basketball Combo	Bitmac	5	See Report
Basketball Post	Concrete	6	See Report
Gyrospiral	Bonded Rubber Mulch	-	See Report
Twinfly	Bonded Rubber Mulch	4	Monitor
Ixo	Matting	6	See Report
2 Bay 1 Flat/1 Inclusive Swing	Bonded Rubber Mulch	5	See Report
2 Bay 2 Flat Seat Swing	Bonded Rubber Mulch	5	See Report
Metal Climber	Matting/Tiles	6	See Report
Jolly Gerald Seesaw	Tiles/Grass	8	See Report
Springy Duck	Wet pour	3	Monitor

Nursery Rhymes Simple Simon	Tiles	3	Monitor
Waxham 5	Bonded Rubber Mulch	5	See Report
Talk Tubes	Grass	3	Monitor
Shop with Seats	Grass	3	Monitor
Springy Ghost	Grass	6	See Report
2 Bay 2 Cradle Seat Swing	Bonded Rubber Mulch	4	Monitor
Spring Seesaw	Matting	3	Monitor
Combined Climber	Matting/Grass	8	See Report
Adventure Trail	Grass	6	See Report
Serpent	Matting	7	See Report
Kickwall	Grass	3	Monitor
Multi Gym	Matting	6	See Report
Cross Trainer	Wet Pour	5	See Report
The Bench	Wet Pour	3	Monitor
Pull up/Assisted Pull up	Wet Pour	3	See Report
Recumbent Bike/Hand Bike	Wet Pour	5	See Report
Shoulder Press	Wet Pour	3	Monitor
MUGA	Bitmac	4	Monitor

Risk assessment evaluation should be read in conjunction with Annual or Post Installation reports. Where action or control relates to maintenance, non-compliance or minor defects read Annual Inspection or Post Installation reports for detailed comments. Serious or high risk failures should, however, be noted. Failure to comply with the standards will be identified in the reports.

Design, location and physical site factors may determine the overall risk of the site. These may be difficult to change economically, However, where

maintenance or control methods are undertaken the site could be reduced to ***LOW TO MEDIUM*** Risk subject to a future inspection and reassessment.

ASSESSED LEVEL OF RISK FOR THE PLAYGROUND AT THE TIME OF INSPECTION WAS MEDIUM RISK

Harleston Shed Proposal.

The Deputy Clerk has contacted South Norfolk Planning Department to enquire as to whether planning permission would be needed for the Shed to be located at the Recreation Ground.

If this was a council initiative, they could be placed under 'permitted development' but because this is not a council initiative the Harleston Shed would need to seek their own planning permission to place their sheds on the land.

The Deputy Clerk has also contacted the council's insurance company who have confirmed that the Harleston Shed would need to insure their property as we are unable to insure property that is not owned by the council.

Proposed Harleston Shed site on Recreation Ground, Harleston

Outline of old tennis court



Proposed Harleston Shed site on Recreation Ground, Harleston



Boundary of old tennis court



Boundary fence of Harleston Shed



3 x shed footprints



Shed 1 is 7.2m x 4.2m

Shed 2 and 3 are each 5.4m x 3.6m

PROPOSED SHEDS at HARLESTON MEMORIAL RECREATION GROUND FOR THE HARLESTON SHED

SCOPE OF WORKS TO BE CARRIED OUT BY HARLESTON SHED

	Element		Comments
1.0	TEMPORARY WORKS		
1.1	Site facilities during construction		
	Block and mesh (Heras) fencing to site perimeter with lockable access. This will extended beyond the final site area for construction purposes.		Public protection and site safety must be observed during construction
	Container delivery - shed materials storage unit during construction		This is required to be in place before the shed materials are delivered. It will be situated within the temporary fencing but will be outside the Shed perimeter
	Scaffolding with corrugated sheet roof to form covered area for timber preparation		The timbers need to be primed and partially painted before assembly
	Removal of container, painting shed and Heras fencing		This will only happen once the third shed is erected
2.0	SITE PREPARATION		
2.1	Excavations and foundations		
	Removal of turf and topsoil to area of sheds and paths		
	Hardcore to areas of the three sheds		This is to ensure that these areas are not inviting to vermin
	Excavate bases for pad foundations to the three sheds Pour plain concrete bases, 600 x 600 x 600mm each		The number of pad foundations will be advised by the supplier. All three sheds foundations will be constructed at the same time for economical and logistic reasons

PROPOSED SHEDS at HARLESTON MEMORIAL RECREATION GROUND FOR THE HARLESTON SHED

SCOPE OF WORKS TO BE CARRIED OUT BY HARLESTON SHED

	Element		Comments
3.0	PATHS AND PAVINGS		
3.1	Permeable paving		
	1200 Wide footpath from the existing tarmac footpath to Shed 1, including excavation, preparation and permeable precast concrete paving slabs		The path needs to be accessible for mobility scooters and with a suitable incline. The length of path will be determined by the ground levels.
	Extra over for textured paving at junction with existing footpath; 600 x 1200		Required for the visually impaired members
	1200 Wide footpath from Shed 1 to Shed 3, including excavation, preparation and permeable precast concrete paving slabs		The path that connects the three sheds. This can be laid after Shed 1 is completed
	Permeable plastic grid reinforcement in the areas between sheds with grass and topsoil filling		This is to allow the maximum area of grass to be retained for surface water natural drainage but allow access for maintenance
	Permeable plastic grid reinforcement on stone drainage material with decorative gravel infill in the area in front of the sheds		This is to allow the maximum area of surface water natural drainage whilst providing a usable outdoor space
4.0	DRAINAGE AND DUCTS		
4.1	Surface water drainage		
	Excavate pits for soakaways at each shed Install precast concrete manhole chambers with perforated walls Fill chambers with free draining stone material and cap with concrete cover slab		The roofs of the sheds will act as hard surfaced areas and the rainwater will need to be collected and disposed of underground to avoid local soil erosion
	100 Dia plastic pipes in trenches with rainwater shoes at shed corners		Connections to soakaways
4.2	Combined services trench and duct		

PROPOSED SHEDS at HARLESTON MEMORIAL RECREATION GROUND FOR THE HARLESTON SHED

SCOPE OF WORKS TO BE CARRIED OUT BY HARLESTON SHED

	Element		Comments
	850 Deep combined services trench with 300 sand bed and surround and electrical warning tape including excavation, disposal of excavated material off site and backfilling in hardcore		Water and electricity will need to be connected from the football club or new toilets supplies. The following items are part of the scope of this work
	Break out existing paving and reinstate on completion; if necessary		
	22 Diameter MDPE pipe in trench		
	16 Diameter 3 core single phase SWA armoured cable		
	63 Diameter twin wall electrical duct with draw rope		
	44 Diameter electrical intake hockey stick		
	Electrical connection to existing supply including private electricity meter and weatherproof cabinet		A private meter is anticipated so that the Shed can reimburse the Council for their consumption
	Mains water connection to existing supply.		This connection will also be privately metered

PROPOSED SHEDS at HARLESTON MEMORIAL RECREATION GROUND FOR THE HARLESTON SHED

SCOPE OF WORKS TO BE CARRIED OUT BY HARLESTON SHED

	Element		Comments
5.0	CONSTRUCTION OF SHEDS		
5.1	Shed 1, 2 and 3		
	Shed 1 will be delivered in kit form and erected on the concrete pads. The shed is completely constructed of treated timbers but these will require priming before fabrication of the wall and roof panels.		Sheds 2 and 3 will be provided by the supplier after Shed 1 has been completed and open for business for a minimum of three months.
	Sheds 2 and 3 will be delivered as Shed 1 and will require the same pre-erection preparation.		Sheds 2 and 3 will have their electricity supplies installed from the distribution board in Shed 1.
6.0	FENCES AND GATES		
6.1	Perimeter fence and gates		
	Green mesh fencing in panels with end and corner posts set in concrete post holes, 1200 high		The fence is not a security type but is intended as a reasonable demarcation of the project
	Pedestrian gate 1200 high x 1200 wide		A mobility scooter width will be needed

Ravencroft Arboricultural Services
6 Reepham Road
Foulsham
Norfolk
NR20 5SL

Steve
Harleston Town Council
Harleston

03/08/2023

Dear Steve

Picus Sonic Tomograph tests on three Oak trees

Further to your enquiry I am pleased to provide our fee proposal to undertake decay detection scans by means of a Picus Sonic Tomograph on T4 Oak, T8 Oak and T6 Oak.

Scans will be taken on each tree at 0.5m, 1m and 1.5m from ground level.

We shall provide written report with explanation of the Picus, outcome and interpretation of the results

Provide management plans for the trees subject to these results.

Limitations

All tree survey data will be undertaken from ground level. Where access, visibility, hard surfacing or other obstructions restricts reasonable access to the tree these will be recorded within the report.

Tree inspection details and recommendations can only be assumed to be accurate for one year from the date of inspection. They are necessarily invalid if development, construction or tree works are undertaken which are not in compliance with BS:5837: 2012 "Trees in Relation to Construction" or BS:3998: 2010 "Tree Work Recommendations".

Assessment of the potential influence of trees upon buildings or other structures resulting from the effects of trees abstracting water from shrinkable load-bearing soils is not included as an option in our instruction.

Item	Fee
To carry out Picus Sonic Tomograph scans on three oak trees and provide written report and recommendations from the outcome of these results	£1,245.00 + vat £249.00 totalling £1,494.00

These details are subject to our standard terms and conditions as attached.

If you wish to accept the quotation and terms, please sign and return the relevant section. If you have any queries about the content or scope of any of the above, please contact us at the above address.

Yours sincerely,



Richard Ravencroft
BSc (Hons) Arb. M.Arbor.A MICFor



1. DEFINITIONS

- 1.1. In these conditions the following meanings shall apply:
- 1.2. "Agreement" means the contract for the provision of Consultancy Services specified in the Schedule and fee proposal incorporating these conditions and made between the Client and the Consultant to the exclusion of any other terms and conditions; In the event of conflict of terms the provisions of the Schedule and fee proposal shall prevail over the conditions.
- 1.3. "Client" means the individual or organisation to whom the Consultancy Services are offered and whose particulars are set out in the Schedule;
- 1.4. "Consultant" means the individual or firm providing the Consultancy Services whose particulars are set out in the Schedule;
- 1.5. "Consultancy Services" means the services to be provided to the Client by the Consultant particulars of which are set out in the Schedule and fee proposal
- 1.6. "Consultancy Charges" means the charges (together with VAT at the prevailing rate) specified in the Schedule together with any additions or deductions which may have been agreed in writing
- 1.7. "Variation" means any reasonable alteration, omission or addition required by the Client, the impact on time, cost and practicality of which to be advised by the Consultant to the Client in writing and only proceeded with upon the Client's written acceptance.

2. CONSULTANT'S OBLIGATIONS

- 2.1. The Consultant, in consideration of the consultancy charges shall exercise all reasonable skill, care and diligence in providing the Consultancy Services and any agreed variations.
- 2.2. If specified in the Schedule the Consultant shall effect and maintain professional indemnity insurance to the sum specified in the Schedule and shall if required by the Client provide evidence of said cover.
- 2.3. The Consultant shall not subcontract any part of the Consultancy Services save with the prior written consent of the Client (not to be unreasonably withheld).
- 2.4. The Consultant acknowledges that the Consultancy Services are provided by the Consultant as an independent contractor
- 2.5. The Consultant undertakes to maintain records of the Consultancy Services provided for a minimum period of two years from completion of the said services and provide copies on request to the Client upon receipt of reasonable copying charges.
- 2.6. The Consultant acknowledges that as a member of the Arboricultural Association s/he is bound by the Association's codes of conduct and ethics whilst performing the Consultancy Services.

3. CHARGES AND TERMS OF PAYMENT

- 3.1. The Consultancy Charges plus VAT shall (unless otherwise provided for in the Schedule) be paid within 14 days of an invoice being submitted, in accordance with the provisions of the Schedule.
- 3.2. If additional costs or delay are directly caused by discrepancies, errors or omissions in information supplied by the Client, the Client shall pay to the Consultant any such additional costs incurred and allow a reasonable extension of time for the performance of the Consultancy Services.
- 3.3. If the payment of any sum due is delayed, the Consultant shall be entitled to charge interest at the rate of 4% above the base rate of the Bank of England for the time the amount is overdue and/or suspend further performance of the Consultancy Services; provided that the Consultant shall not suspend performance unless the Client be given written notice requiring payment of the overdue sum within 7 days of which the Client has failed to comply.
- 3.4. If any part of an invoice is disputed or queried by the Client, they shall notify the Consultant of the details of the dispute or query not less than 10 days prior to the due date of payment and of their intention to withhold payment. The payment of any undisputed part of the invoice shall not be delayed.

4. LIMIT OF CONSULTANT'S LIABILITY

- 4.1. If any part of the Consultancy Services are performed negligently or in breach of the provisions of this Agreement then, at the request of the Client (if the request is made within six months of the date of completion of the Consultancy Services provided) the Consultant will re-enact the relevant part of said services, subject to clauses 4.2 and 4.3 below
- 4.2. Except in the case of death or personal injury caused by the Consultant's negligence, the Consultant's liability under or in connection with this Agreement, whether arising in breach of statutory duty or otherwise shall not exceed the greater of the Consultant's charges or the amount recoverable under the Consultant's professional indemnity policy (if applicable)
- 4.3. The Consultant shall not be liable for any loss or damage or expenses of any nature incurred or suffered by the Client of an indirect or consequential nature including without limitation any economic loss, loss of profits turnover, business or goodwill.

5. FACILITIES AND ACCESS

- 5.1. The Client shall arrange for or grant the Consultant access at all reasonable times to such premises as may be necessary for the provision of the Consultancy Services and shall provide the Consultant with such facilities (if any) as may be specified in the Schedule.

6. TERMINATION

- 6.1. If either party is in breach of its obligations and fails to remedy any such breach (if capable of remedy) within 14 days of receiving written notice to do so, then the Agreement may be terminated forthwith by the party not in default without prejudice to the accrued rights of that party.
- 6.2. If either party becomes insolvent or bankrupt or has a receiving or administration order made against them by their creditors, or commencement of winding up procedures (save for solvent amalgamation or reconstruction) the other party shall be at liberty by written notice to terminate the Agreement forthwith.

7. CONFIDENTIALITY

- 7.1. The Consultant and the Client shall keep confidential all information of the other party, whether marked as confidential or not, obtained under or in connection with the provision of the Consultancy Services and shall not divulge the same to any third party save with the prior written consent of the other party. The provisions of this clause shall survive termination of the Agreement and continue to apply for a period of two years post termination.
- 7.2. The provisions of clause 7.1 shall not apply to information in the public domain (other than that which is in breach of this clause); or information obtained from a third party, who is free to divulge the same, or said confidential information is required to be divulged by law.
- 7.3. Both parties shall only divulge confidential information to such employees who have a need to know and are bound by similar obligations of confidentiality as set out in this clause 7.

8. INTELLECTUAL PROPERTY

- 8.1. Unless otherwise agreed in writing all intellectual property rights arising from the provision of the Consultancy Services shall rest with the Consultant. Subject to the Consultant having been paid all sums due under the Agreement, the Consultant shall grant to the Client a worldwide non-exclusive non-transferable royalty free licence to use and have used the intellectual property for any purpose.

9. FORCE MAJEURE

- 9.1. Neither party shall have any liability for delay or failure in performance which results from circumstances beyond the reasonable control of that party. The party affected by such circumstance shall notify the other party if such circumstance occurs. If such circumstance continues for a period of more than three months either party may terminate this Agreement by written notice.

10. DISPUTE RESOLUTION

- 10.1. Any dispute or difference which cannot be amicably resolved by the parties shall:
1. where the Client complains of unethical or unprofessional conduct on the part of a Consultant who is a member of the Arboricultural Association, such a complaint shall be referred to and resolved under the provisions of the Arboricultural Association Code of Conduct; and
 2. all other disputes or differences shall be referred to the non exclusive jurisdiction of the courts of England and Wales.

11. THIRD PARTY RIGHTS

- 11.1. No term of this Agreement is intended for the benefit of any third party, and the parties do not intend that any term of this contract shall be enforceable by a third party either under the Contracts (Third Parties) Act 1999 or otherwise.

12. GOVERNING LAW

- 12.1. This contract shall be governed by and construed under English law.

SCHEDULE

Consultant:

Name: Ravencroft Arboricultural Services
 Address: Wheatfields, 6 Reepham Road, Foulsham, Norfolk, NR20 5SL

Client:

Name: Harleston Town Council
 Address: Harleston

Consultancy Services (clause 1.5):

- To undertake tree assessment as per quotation HARL/Q/01

Consultancy Charges (clause 1.6):

The following fee structure applies to the services identified above, and in clause 1.5:

- a) To undertake tree assessment as per quotation HARL/Q/01

Insurances by Consultant (clause 2.2):

Professional Indemnity – if applicable, amount insured: £2 million.

Facilities to be provided by Client:

- a) None

IN WITNESS whereof the parties have hereunto executed this Agreement:

SIGNED by (or for and on behalf of) the said
CONSULTANT



SIGNED by (or for and on behalf of) the said
CLIENT

.....

Date:

.....



Prepared for: Redenhall & Harleston Town Council
 Our Reference: 2309.40097
 Date: 12 September 2023

Quotation for Aftersales - J850 - Aug 23

Qty	Code	Product Name	Unit Price	Total Line Price
13. Spare Parts				
2	VTRCC10X60	Bolt 10x60	1.78	3.56
2	VTRCC10X80	Bolt 10x80	2.21	4.42
2	VTRCC10X40	Bolt 10x40	1.44	2.88
2	VTRCC10X100	Bolt 10*100mm	3.19	6.38
8	VEFM10	Locking Nut 10mm	1.01	8.08
4	VCBHCM10X50I	Bolt 10*50 Steel	4.27	17.08
4	VECM10	Nut 10mm	0.83	3.32
1	TLA25105	Bearing & Housing(LA25105+RR3205 combi.kit)	286.29	286.29
1	VR20X38	Spacer m20*38	1.01	1.01
1	VEFM20	Nut 20mm	6.73	6.73
1	VCBHCM10X20I	Bolt 10*20	2.21	2.21
1	CONFPOINC11	CONFPOINC11	0.10	0.10
1	LI846	Spring Brake in Blue	10.44	10.44
1	R509	Brake Pad	7.33	7.33
4	VTH10X120	Hexagonal Screw 10*120	3.49	13.96
4	VEFM10	Locking Nut 10mm	1.01	4.04

1	LI25134	Gyro Support	244.62	244.62
1	LI25121	Shaft Deck	683.73	683.73
Total:				£1,306.18

Delivery Charge: £130.62

Total Quote Amount: £1,436.80

01257000000kgXV

This quote is valid until 11/12/2023

Please note all prices quoted are excluding VAT

Quote No:11732
Date: 29 August 2023

Client

Redenhall with Harleston Town Council
Wilderness Lane
Harleston
IP20 9DD

Site Address

Redenhall with Harleston Town
Wilderness Lane
Harleston
IP20 9DD

DOOR LOCATION	JOB	QUOTE RATING 1 - 5	LEAD TIME
Main Entrance	CO-STD /76293	1 - URGENT	1 week

Dear Sir/Madam

Following on from our recent Call-Out, we advise our engineer found the following issue :

Engineers Report :

Attended site and found the motor gearbox is grinding and needs replacing, I have taken the arm of the door so it can be used in manual until new parts are ordered.

.....

Works Required :

To supply and install 1x new motor/gearbox, to test and check the doors and leave in full working order.

QTY	DESCRIPTION	ITEM	ITEM TOTAL
1	Motor/gearbox	£ 705.50	£ 705.50
			£ -
			£ -
			£ -
			£ -
			£ -
1	Carriage charge	£ 20.00	£ 20.00
1	Engineers labour	£ 215.00	£ 215.00
Sub Total			£ 940.50
Vat (20%)			£ 188.10
Total			£ 1,128.60

The Above Cost Is Based On Normal working Time.

Please Note:

This quotation covers works recommended at the time of the engineer's inspection visit. It is not always possible to foresee any near or future failure of equipment or anything due to unforeseen circumstances outside of our control including power issues or other faulty parts which may prevent a complete diagnosis at that time. Should further faults be found. during, or on completion of the works, DRS Doors Ltd cannot be held responsible and an additional quotation will follow.

To proceed with the quote, please forward a purchase order or written instruction via email, along with our quote ref to service@drsdoors.com

All parts and labour come with a 12 months warranty. T & C's apply

WE WOULD LIKE TO THANKYOU FOR YOUR BUSINESS

T. 0845 226 2823
E. hello@drsdoors.com

drsdoors.com

DRS is a trading name for DRS Doors Limited

DRS Doors Ltd
1, Riverside Ave West, Lawford, Manningtree, Essex CO11 1UN.

f t in g+

Company Reg. 09608644

----- Original Message -----

Subject: Re: Service Contract

Date: 2023-09-20 13:22

From: Gym Repair Services <service@gymrepairservices.co.uk>

To: "ross.lomax@harlestantowncouncil.co.uk" <ross.lomax@harlestantowncouncil.co.uk>

Hi Ross

Your annual service contract expires on 30th September. Unfortunately, we will need to increase the cost (this will be the first rise since 2018). The cost of the service contract for another twelve months would be £2200 including vat per annum. If you would still like to pay this monthly that will be fine, and we would not charge an extra for doing this.

Please let me know if you wish to proceed.

If you require any further information, please do not hesitate to contact us.

Kind Regards

Teresa

Teresa Dockerill

Office Manager

Service Department

Gym Repair Services Limited



www.gymrepairservices.co.uk



Campaign: Increase membership at Harleston Leisure Centre

16 August 2023

The Brief

Harleston Leisure Centre has a new management team in place who have helped to increase memberships to their highest since before the pandemic. The team and councillors would like to see this continue by running a social media campaign to raise awareness of the centre and encourage more people to join.

The Proposal

Lantern PR will create a social media toolkit to be used from mid-September to the end of November containing a minimum of two posts per week each for the Leisure Centre's Facebook and Instagram accounts.

This will include a content plan, calendar and a link to downloadable imagery and branded creative assets to use alongside the posts.

We plan to run the campaign between these dates to tie in with a planned autumn membership offer and to encourage sign ups at a traditionally quieter time.

The toolkit will be provided to the council's Leisure Centre manager during the first half of September. They will post the content and respond to comments (Lantern PR can create a Q&A of stock responses if required to help manage this workflow).

Local Facebook groups, e.g, Harleston Town Council and Harleston Community Noticeboard, will be asked to regularly share the content to help reach a wider audience.

The content plan will be centered around a 'COM-B' behavioural science approach - this is a widely recognised model in PR used to effect behaviour change. It centers on providing people with capability, opportunity and motivation to create a desired behavior - in this case, find out about what's on offer at the Leisure Centre and feel encouraged and motivated to join.

To achieve this, the toolkit will contain a mix of giving people the information about what is on offer at the Leisure Centre, special offer incentives and motivating / encouraging imagery and graphics to help break down the barriers to joining.



Evaluation

The aim is to increase membership from 560 to 600 by the end of the year.

We will use social media insights to track how many people have seen the campaign, engaged with it and clicked through to the sign up page.

We will consider promoting one or two of the most popular campaign posts to reach a wider audience if desired (amount to be spent agreed in advance with the clerk and either actioned through Lantern PR or paid directly to Facebook).

Budget

- Social media content plan - £137.50
- Toolkit (creation of branded assets) - £250
- Additional photography / video (if needed) - £100

Total: £487.50

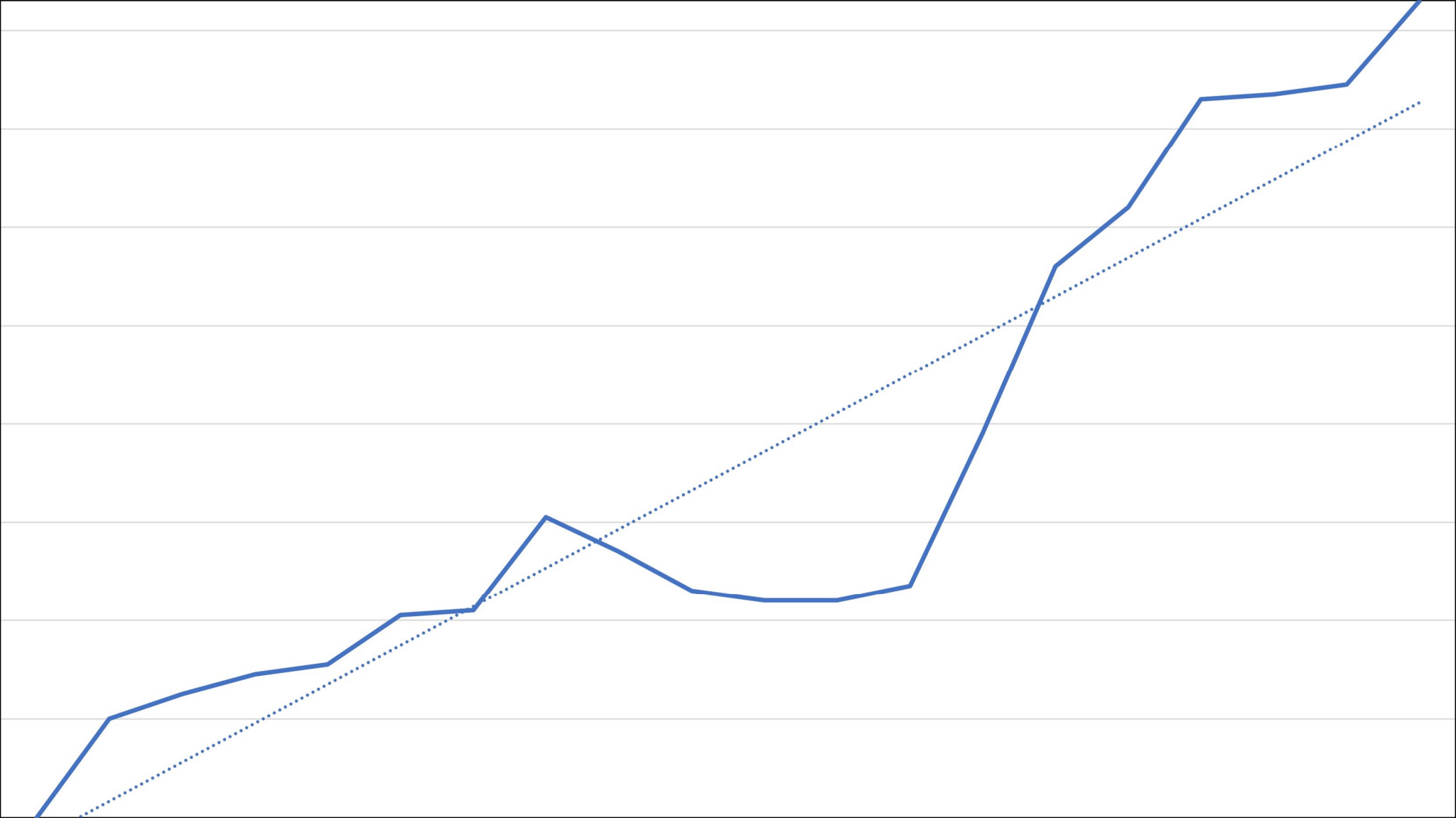
Membership (6)	Price PM	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Promo	£24	14	10	0	0	0	0	0	0	0	0	0	0
Adult DD	£29	18	11	15	5	8	9	12	7	11	7	5	3
Concession DD	£23	8	6	7	0	0	2	1	3	1	2	4	2
Junior DD	£15	8	5	5	3	3	6	4	2	1	2	2	1
Corporate							1	1	1	3	3	3	1
Monthly													
Adult							4	9	7	2	4	2	1
Concessionary							1	1	1	1	0	0	1
Junior							0	1	1	2	3	2	0
Pre Pay													
Adult	£35	9	6	6	4	5	10	5	2	5	1	3	0
Concession	£26	1	0	0	0	4	6	1	1	0	0	1	0
Junior	£20	2	3	0	3	3	9	0	4	1	0	0	2
Weekly	£15	4	1	9	7	3	2	1	2	3	2	0	2
Promo						2	2	0	0	0	0	0	0
Overall Figures													
DD		366	386	391	395	397	407	408	427	420	412	410	410
S/O		2	2	2	2	2	2	2	2	2	2	2	2
PrePay		35	39	37	39	35	36	30	29	37	23	23	22
PAYG		17	19	21	21	21	22	22	22	10	10	10	10
Total		420	446	451	457	457	467	462	480	469	447	445	444
Cancellations		6	12	5	2	13	18	9	13	10	6	6	6

2023

Membership (6)	Price PM	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Promo	£24	31	11	0	0	0	1	21	19	0			
Adult DD	£29	0	0	12	11	10	4	0	1	15			
Concession DD	£23	3	4	4	2	3	1	1	4	3			

Junior DD	£15	4	5	0	3	1	0	1	3	1			
Corporate	£20	6	9	10	9	9	2	7	7	7			
Monthly (zero contract)													
Adult	£32	7	6	3	6	10	1	1	3	2			
Concessionary	£26	1	1	2	1	1	1	1	0	2			
Junior	£17.50	2	0	3	1	3	0	2	0	2			
Pre Pay													
Adult	£35	8	0	1	1	2	22	9	15	15			
Concession	£29	0	0	1	0	0	10	6	6	4			
Junior	£20	0	1	1	2	0	4	3	6	4			
Weekly	£15	1	0	0	5	2	1	12	9	3			
Promo									2	0			
Overall Figures													
DD		413	444	478	490	512	513	515	532	531			
S/O		2	2	2	2	2	2	2	2	2			
PrePay		31	26	30	25	29	37	32	38	26			
PAYG		10	10	10	10	10	10	10	10	5			
Frozen													
Total		456	482	520	527	553	562	559	573	564			
Cancellations		1	14	5	6	12	14	2	7	11			

Membership Numbers



	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23
Total	366	386	391	395	397	407	408	427	420	412	410	410	413	444	478	490	512	513	515	532

Membership Proposal

I hope this proposal finds you well. We would like to present a comprehensive membership proposal for Harleston Community Leisure Facility, aiming to streamline services and provide more value to our members while also boosting our facility's revenue. This proposal encompasses changes in membership structure, pricing adjustments, extended hours, and increased offerings.

1. **Unified Membership Structure:** We propose merging all facility services under a single membership plan, eliminating court fees for members. This unified membership plan would offer unlimited access to the gym, fitness classes, squash, and tennis facilities.

2. **Special Offer for Current Squash and Tennis Club Members:** For existing members of the squash and tennis club, we propose a monthly fee of £26 via direct debit. This special rate represents a significant reduction in comparison to the current fees and would generate an estimated monthly revenue of £2,288 if all current members subscribe.

3. **New Member Pricing:** New members would be offered a monthly membership fee of £30, granting them unlimited access to the gym, classes, squash, and tennis facilities.

4. **Increased Value for Current Members:** Current squash and tennis club members would see substantial savings, needing to play squash or tennis only twice a week to break even. Current gym members would enjoy access to the courts at no additional cost.

5. **League Participation:** Squash and tennis leagues would continue to generate income for these sections, and we anticipate increased interest due to the inclusion of leagues in the new membership.

6. **Day Passes for Non-Members:** Non-members of the facility would need to purchase day passes for £6.50. Current pricing is as follows

- Gym: £6.50
- Classes: £5
- Yoga: £6
- Squash Court: £10 for 45 minutes
- Tennis Court: £5 for 30 minutes

7. **Extended Sunday Hours:** We propose extending Sunday operating hours from 8 am to 3 pm, aligning them with Saturday hours. This change would accommodate increased demand from new members and offer better flexibility for our staff's work schedules.

8. **Membership Price Increase:** To support these enhancements and maintain financial sustainability, we recommend a £1 increase across all membership tiers. As of August, we had 573 gym members, and we aim to reach 600 members by December. This nominal increase would result in an additional monthly revenue of £600, equivalent to £7,200 annually. It's worth noting that we haven't adjusted membership fees since before the pandemic, and we believe members will understand and accept this modest change.

These proposals collectively aim to enhance the value proposition for our members, attract new ones, and ensure the long-term financial stability of Harleston Community Leisure Facility. We look forward to discussing these proposals with you in more detail and are open to any suggestions or adjustments you may have.

Thank you for your time and consideration.



Redenhall with Harleston Town Council

Clerk: Mrs C. Crane

Redenhall with Harleston Town Council Private Hire Rules of Use

Adopted 09/03/2022

Activity/Area for Hire	Price
Squash Member	£3.50 per person – per 45 mins
Squash Non-Member	£5.00 per person – per 45 minutes
Tennis Member	£3.50 per person – per hour
Tennis Non-Member	£5.00 per person – per hour
Table Tennis	£6.00 per hour
Meeting Room Hire - Community	£5.00 per hour – max 12 people
Meeting Room Hire – Not for Profit	£10.00 per hour – max 12 people
Meeting Room Hire - Business	£15.00 per hour – max 12 people
Social Room Hire - Community	£5.00 per hour – max 90 people
Social Room Hire – Not for Profit	£10.00 per hour – max 90 people
Social Room Hire - Business	£18.00 per hour – max 90 people
Football Pitch Hire	
Recreation Ground Hire	£200 per day

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
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	195	675	2,878	2,203			23.5%	0
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%	
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 Charg	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)						

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>202 Gym</u>								
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%	
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%	

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
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)				
203 Leisure Centre building								
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/Nl	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)				

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
Grand Totals:- Income	15,164	42,182	160,101	117,919			26.3%	
Expenditure	20,592	58,189	317,893	259,704	0	259,704	18.3%	
Net Income over Expenditure	(5,428)	(16,007)	(157,792)	(141,785)				
plus Transfer from EMR	0	433						
Movement to/(from) Gen Reserve	(5,428)	(15,574)						

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Recreation Ground								
1001 Ground Rent - Football	150	690	1,800	1,110			38.3%	
1003 Ground Rent - Bowls	45	180	540	360			33.3%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
Recreation Ground :- Income	195	870	2,878	2,008			30.2%	0
4000 Salaries	1,631	6,575	21,417	14,842		14,842	30.7%	
4001 Paye/NI	404	1,247	6,711	5,464		5,464	18.6%	
4006 Pension Contributions	582	1,770	8,218	6,448		6,448	21.5%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	297	1,352	1,055		1,055	22.0%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	0	12	0	(12)		(12)	0.0%	
4040 Telephones/Broadband	10	30	129	99		99	23.3%	
4041 Mobile Phones	7	21	65	44		44	32.9%	
4045 Insurance	2,570	3,145	3,211	66		66	98.0%	
4052 Water Charges	0	54	403	349		349	13.4%	
4055 Electricity	75	160	600	440		440	26.6%	
4071 Health & Safety - Compliance	0	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	260	260	538	278		278	48.3%	
4102 Grass Cutting	420	1,365	4,066	2,701		2,701	33.6%	
4107 Leased Plant	320	960	3,440	2,480		2,480	27.9%	
4119 Maintenance - General	40	129	619	490		490	20.8%	
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	171	534	1,606	1,072		1,072	33.3%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	75	106	163	58		58	64.7%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Charg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	6,566	17,880	58,703	40,823	0	40,823	30.5%	433
Net Income over Expenditure	(6,371)	(17,010)	(55,825)	(38,815)				
6000 plus Transfer from EMR	0	433						
Movement to/(from) Gen Reserve	(6,371)	(16,577)						

11:02

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Gym</u>								
1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	9,957	39,121	118,250	79,129			33.1%	
1060 Gym - Classes	472	1,620	3,000	1,380			54.0%	
1062 Gym - Food & Drink - Confectio	228	479	300	(179)			159.6%	
1063 Gym - Membership SO's	18	70	350	280			20.0%	
1064 Gym - Membership Cash	1,506	6,116	20,000	13,884			30.6%	
1065 Gym - Personal Training	324	1,165	2,500	1,335			46.6%	
1066 Gym - Room Hire	0	0	404	404			0.0%	
1067 Gym - Squash Courts	612	2,643	5,000	2,357			52.9%	
1068 Gym - Tennis	249	652	2,000	1,348			32.6%	
1070 Protein Food and drink	263	1,262	1,500	238			84.1%	
1073 Re-sales	36	80	310	230			25.8%	
1074 Gym -advertising	0	179	0	(179)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
Gym :- Income	13,664	53,463	154,223	100,760			34.7%	0
4000 Salaries	7,303	28,474	87,601	59,127		59,127	32.5%	
4001 Paye/Nl	780	4,240	17,650	13,410		13,410	24.0%	
4006 Pension Contributions	1,641	6,787	27,512	20,725		20,725	24.7%	
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	0	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	389	3,870	3,481		3,481	10.1%	
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	601	1,739	1,138		1,138	34.6%	
4039 Sundries	129	356	1,161	805		805	30.6%	
4040 Telephones/Broadband	51	203	538	335		335	37.7%	
4041 Mobile Phones	9	28	88	60		60	31.9%	
4045 Insurance	857	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	415	1,477	1,062		1,062	28.1%	
4055 Electricity	426	906	3,400	2,494		2,494	26.6%	
4056 Gas	18	(79)	275	354		354	(28.9%)	
4057 Advertising	24	24	1,075	1,051		1,051	2.2%	
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%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4119 Maintenance - General	0	7	538	531		531	1.4%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	300	1,075	776		776	27.9%	
4126 Gym Equipment Purchases	486	486	4,600	4,114		4,114	10.6%	
4128 Gym Contract Maintenance	139	557	1,198	641		641	46.5%	
4129 Gym sundries	218	338	1,290	952		952	26.2%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	290	290	50	(240)		(240)	580.0%	
4160 Gym Class Fees	563	2,022	3,689	1,667		1,667	54.8%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	272	615	531	(84)		(84)	115.8%	
4166 Uniforms	0	0	355	355		355	0.0%	
4167 Gym DD Arrangement Fees	668	2,511	5,160	2,649		2,649	48.7%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	14,034	51,149	172,464	121,315	0	121,315	29.7%	0
Net Income over Expenditure	(370)	2,314	(18,241)	(20,555)				
203 Leisure Centre building								
1066 Gym - Room Hire	577	2,285	3,000	715			76.2%	
Leisure Centre building :- Income	577	2,285	3,000	715			76.2%	0
4000 Salaries	525	2,118	21,807	19,689		19,689	9.7%	
4001 Paye/Nl	99	308	4,177	3,869		3,869	7.4%	
4006 Pension Contributions	180	547	7,715	7,168		7,168	7.1%	
4039 Sundries	0	274	703	429		429	39.0%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	2,570	3,145	3,211	66		66	98.0%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	986	3,939	12,709	8,770		8,770	31.0%	
4055 Electricity	1,753	3,730	14,000	10,270		10,270	26.6%	
4056 Gas	73	425	6,128	5,703		5,703	6.9%	
4071 Health & Safety - Compliance	670	670	1,681	1,011		1,011	39.9%	
4072 Security	125	195	877	682		682	22.2%	
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	0	85	3,225	3,140		3,140	2.6%	
4121 Maintenance - Contractors	0	1,304	4,300	2,996		2,996	30.3%	
Leisure Centre building :- Indirect Expenditure	6,982	16,741	86,726	69,985	0	69,985	19.3%	0
Net Income over Expenditure	(6,405)	(14,456)	(83,726)	(69,270)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	14,436	56,618	160,101	103,483			35.4%	
Expenditure	27,582	85,771	317,893	232,122	0	232,122	27.0%	
Net Income over Expenditure	(13,146)	(29,153)	(157,792)	(128,639)				
plus Transfer from EMR	0	433						
Movement to/(from) Gen Reserve	(13,146)	(28,720)						

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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
201 Recreation Ground								
1001 Ground Rent - Football	150	840	1,800	960			46.7%	
1003 Ground Rent - Bowls	45	225	540	315			41.7%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
1015 Recreation Ground Advertising	720	720	0	(720)			0.0%	
Recreation Ground :- Income	915	1,785	2,878	1,093			62.0%	0
4000 Salaries	1,631	8,206	21,417	13,211		13,211	38.3%	
4001 Paye/Ni	404	1,651	6,711	5,061		5,061	24.6%	
4006 Pension Contributions	582	2,353	8,218	5,865		5,865	28.6%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	89	386	1,352	966		966	28.5%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	44	56	0	(56)		(56)	0.0%	
4040 Telephones/Broadband	10	40	129	89		89	31.0%	
4041 Mobile Phones	7	28	65	37		37	43.8%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	0	54	403	349		349	13.4%	
4055 Electricity	41	201	600	399		399	33.5%	
4071 Health & Safety - Compliance	0	150	269	119		119	55.8%	
4084 Signage - Rec	60	60	500	440		440	12.0%	
4099 Miscellaneous Expenses	0	0	0	0		0	0.0%	433
4101 Hedge & Tree Maintenance	475	735	538	(197)		(197)	136.6%	
4102 Grass Cutting	420	1,785	4,066	2,281		2,281	43.9%	
4107 Leased Plant	320	1,280	3,440	2,160		2,160	37.2%	
4119 Maintenance - General	48	177	619	442		442	28.6%	
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	0	534	1,606	1,072		1,072	33.3%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	106	163	58		58	64.7%	
4170 Play Area Equipment Purchase	423	423	0	(423)		(423)	0.0%	423
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	4,553	22,434	58,703	36,269	0	36,269	38.2%	855
Net Income over Expenditure	(3,638)	(20,649)	(55,825)	(35,176)				
6000 plus Transfer from EMR	423	855						
Movement to/(from) Gen Reserve	(3,216)	(19,793)						

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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
<u>202 Gym</u>								
1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	10,166	49,287	118,250	68,963			41.7%	
1060 Gym - Classes	397	2,017	3,000	983			67.2%	
1062 Gym - Food & Drink - Confectio	129	608	300	(308)			202.7%	
1063 Gym - Membership SO's	18	88	350	263			25.0%	
1064 Gym - Membership Cash	1,902	8,018	20,000	11,982			40.1%	
1065 Gym - Personal Training	323	1,487	2,500	1,013			59.5%	
1066 Gym - Room Hire	55	55	404	349			13.6%	
1067 Gym - Squash Courts	668	3,311	5,000	1,689			66.2%	
1068 Gym - Tennis	913	1,566	2,000	434			78.3%	
1070 Protein Food and drink	400	1,662	1,500	(162)			110.8%	
1073 Re-sales	17	97	310	213			31.2%	
1074 Gym -advertising	14	193	0	(193)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
Gym :- Income	15,003	68,466	154,223	85,757			44.4%	0
4000 Salaries	9,707	38,181	87,601	49,420		49,420	43.6%	
4001 Paye/Nl	1,715	5,955	17,650	11,695		11,695	33.7%	
4006 Pension Contributions	2,176	8,963	27,512	18,549		18,549	32.6%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	70	70	250	180		180	27.9%	
4018 Vehicle Fuel Costs	0	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	399	3,870	3,471		3,471	10.3%	
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	751	1,739	988		988	43.2%	
4039 Sundries	25	381	1,161	780		780	32.8%	
4040 Telephones/Broadband	54	256	538	282		282	47.7%	
4041 Mobile Phones	9	37	88	51		51	42.5%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	415	1,477	1,062		1,062	28.1%	
4055 Electricity	232	1,138	3,400	2,262		2,262	33.5%	
4056 Gas	18	(62)	275	337		337	(22.5%)	
4057 Advertising	1	25	1,075	1,050		1,050	2.3%	
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%	

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
4119 Maintenance - General	0	7	538	531		531	1.4%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	670	969	1,075	106		106	90.2%	
4126 Gym Equipment Purchases	0	486	4,600	4,114		4,114	10.6%	
4128 Gym Contract Maintenance	139	696	1,198	502		502	58.1%	
4129 Gym sundries	63	401	1,290	889		889	31.1%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	290	50	(240)		(240)	580.0%	
4160 Gym Class Fees	607	2,629	3,689	1,060		1,060	71.3%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	258	874	531	(343)		(343)	164.5%	
4166 Uniforms	108	108	355	248		248	30.3%	
4167 Gym DD Arrangement Fees	798	3,309	5,160	1,851		1,851	64.1%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	16,810	67,959	172,464	104,505	0	104,505	39.4%	0
Net Income over Expenditure	(1,807)	507	(18,241)	(18,748)				
203 Leisure Centre building								
1066 Gym - Room Hire	922	3,207	3,000	(207)			106.9%	
Leisure Centre building :- Income	922	3,207	3,000	(207)			106.9%	0
4000 Salaries	525	2,643	21,807	19,164		19,164	12.1%	
4001 Paye/NI	99	407	4,177	3,770		3,770	9.8%	
4006 Pension Contributions	180	727	7,715	6,988		6,988	9.4%	
4039 Sundries	0	274	703	429		429	39.0%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	986	4,925	12,709	7,784		7,784	38.8%	
4055 Electricity	956	4,686	14,000	9,314		9,314	33.5%	
4056 Gas	70	495	6,128	5,633		5,633	8.1%	
4071 Health & Safety - Compliance	749	1,419	1,681	262		262	84.4%	
4072 Security	285	480	877	397		397	54.7%	
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	8	92	3,225	3,133		3,133	2.9%	
4121 Maintenance - Contractors	0	1,304	4,300	2,996		2,996	30.3%	
Leisure Centre building :- Indirect Expenditure	3,858	20,600	86,726	66,126	0	66,126	23.8%	0
Net Income over Expenditure	(2,937)	(17,393)	(83,726)	(66,333)				

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
Grand Totals:- Income	16,839	73,457	160,101	86,644			45.9%	
Expenditure	25,222	110,992	317,893	206,901	0	206,901	34.9%	
Net Income over Expenditure	(8,382)	(37,535)	(157,792)	(120,257)				
plus Transfer from EMR	422	855						
Movement to/(from) Gen Reserve	(7,960)	(36,680)						

Month 6 not yet available. To be provided as soon as possible

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	

August 2023

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	

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	Cozens	Street Lighting - August	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Obligation	HMRC - VAT	Vat Return - Quarter 1	TC	2674.92			£ 2,674.92		£ 2,674.92	105
Lease	ASL	Photocopier - reading 23/08/2023	TC	£ 35.83			£ 29.86	£ 5.97	£ 35.83	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/08/2023 - 31/08/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Contractual	Eyelid Productions	Website - Annual webiste support	TC	£ 100.00			£ 100.00	£ -	£ 100.00	4126/202
Obligation	Rejuvenate Yoga	Yoga Classes - August	LCMC		£ 240.00		£ 240.00		£ 240.00	4160/202
Obligation	Neil Roberts - Classes	Classes - August	LCMC		£ 457.00		£ 457.00		£ 457.00	4160/202
	Barclaycard - Warehouse	Office shredder	TC	£ 180.00			£ 150.00	£ 30.00	£ 180.00	4039 101
	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99		£ 9.99	4034/202
	Barclaycard - Your coca-cola	Protein products	LCMC		£ 120.45		£ 120.45		£ 120.45	4163 202
	Barclaycard - My Protein	Protein products	LCMC		£ 77.97		£ 77.97		£ 77.97	4163 202
Approved at LCMC 12 July 2023	Barclaycard - Health & Fitness	Level 2 Certificate in Gym Instructing (online)	LCMC		£ 356.25		£ 356.25		£ 356.25	4010 202
	Barclaycard - Amazon	Gym equipment - goods not received refund requested	LCMC		£ 89.90		£ 89.90		£ 89.90	?
	Barclaycard - Amazon	Envelopes - Toddler Play Area Invitations	TC		£ 4.39		£ 4.39		£ 4.39	103/4014
	Barclaycard - Cloudnext	Premium Hosting Annual Billing	LCMC		£ 119.98		£ 119.98		£ 119.98	4036 101
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Total to Barclaycard								£ 968.93	
Approved at TC 12/04/23 - Payment to be noted at the next Amenities (50% refund from NCC)	Westcotec	SAM2 plus post and bracket	Amenities			£ 5,355.60	£ 4,463.00	£ 892.60	£ 5,355.60	123/1499
	Force fresh	Danger Very hot Water signs	LCMC		£ 4.79		£ 3.99	£ 0.80	£ 4.79	4071 203
	Force Fresh	Centrefeed rolls	LCMC		£ 124.56		£ 103.80	£ 20.76	£ 124.56	4039 202
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance /Approved at Executive	Norvic Training	First Aid at Work - [REDACTED]	LCMC		£ 379.20		£ 316.00	£ 63.20	£ 379.20	4071 202
	GRS	Cable	LCMC		£ 154.80		£ 129.00	£ 25.80	£ 154.80	4123 202
	ESPO	Stationery items	TC	£ 101.58	£ -		£ 84.65	£ 16.93	£ 101.58	4039 101
Approved at TC 19/07/23	Action Play & Leisure	Supply and install new play equipment	LCMC		£ 25,811.32	£ -	£ 21,509.43	£ 4,301.99	£ 25,811.42	S106
	DRS Doors Ltd	Faulty Gym entrance door	LCMC		£ 168.00		£ 140.00	£ 28.00	£ 168.00	4121 203
	CTS DIY & Buildig Supplies	Ballast, Cement, Mortar, manhole cover & frame & resettable code padlock	LCMC	£ -	£ 93.98		£ 78.31	£ 15.67	£ 93.98	4119 201
	[REDACTED]	HR Support July/August	TC	£ 157.50			£ 157.50	£ -	£ 157.50	4023 101
	Coopers	Maintenance supplies	LCMC		£ 87.63		£ 73.03	£ 14.60	£ 87.63	4119 121
	Workwear (East Anglia) Ltd	Gym staff uniforms	LCMC		£ 241.04		£ 200.86	£ 40.18	£ 241.04	4166 202
	[REDACTED]	Gym Membership refund	LCMC		£ 27.00		£ 27.00	£ -	£ 27.00	4159 202
	[REDACTED]	Gym membership Refund	LCMC		£ 20.00		£ 20.00	£ -	£ 20.00	4159 202
	Oxford Cartographers Ltd	Harleston map A3	TC	£ 250.00	£ -		£ 250.00	£ 50.00	£ 300.00	103/4014
	Oxford Cartographers Ltd	Recreation map	LCMC		£ 162.00		£ 135.00	£ 27.00	£ 162.00	103/4014
	Whartons	Error on amount paid - original order didn't include vat	Amenities			£ 2.00	£ 1.67	£ 0.33	£ 2.00	4111 129
	Soul Café	Two cakes for Opening of the Toddler area event	LCMC		£ 58.00		£ 58.00		£ 58.00	103/4014
	Harl & Dist Business Forum	Business Forum Breakfast 06/09/2023 C Crane	TC	£ 12.00			£ 12.00		£ 12.00	4044 101
	Petty Cash - Gym & TC	Office sundries - August	LCMC/TC	£ 3.00	£ 14.34		£ 17.34		£ 17.34	4039/101/202

Correspondence – Football Club

To all councillors

In October 2017 we moved into [REDACTED] We knew we were next to the football pitch. It was not a problem as then it was only 1 match a week in the season and the occasional training evening.

Since then the football club have progressed and more games are being played. Not uncommon to get 2 games at the weekend and 3 have been known. Also, night games too. Training as well takes place some nights.

Reasons/Complaint

1. As more games being played now better proper protection is needed.
Such as a 6+ metre high full width fence where the existing 1.8 metre fence is.
The present net is on scaffold poles and is not really very good considering a new stand and floodlights have been installed and no expense spared.
2. Floodlights. There is a verbal agreement that on training nights the flood lights Up this end are turned off. Not been happening.
I think someone should come around and see the light spillage and glare we get into our house. On match days etc. possibly the company who installed them

Basically, we are asking for a proper professionally installed fence to be fitted.

On recent occasions we cannot use our garden as we should be able too especially in August and September for fear of being hit by a ball. I know all balls cannot be stopped but the issue can be greatly reduced. Also, on occasion we have had people let there selves into our back garden and even scale the gates.

Thank you

Yours sincerely

Dear Mr Trudgill,

Thank you for your email to the Chair of the Town Council.

I will respond on behalf of Mo to confirm that I am in receipt of your email and this will be brought to the attention the Leisure Centre Management Committee at their next meeting which is scheduled for the 11th October.

In relation to the your comments that lights are being switched on up both ends of the pitch whilst training has been raised to the Chair of Harleston Town Football Club and he was unaware that this was still happening and has agreed to isolate the switch to the light at your end of the pitch so it cannot be physically be switched on.

You are more than welcome to attend the next Leisure Centre Management Meeting to put forward your points to the Committee.

Please follow this link to go to information on public participation at meetings.

<https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Sundry/useful-for-councillors/public-participation-at-meetings.pdf>

I look forward to hearing from you.

Many thanks

Clare

Request from the Tennis and Squash Club

Hi Emma

I am well thanks; hope you are too.

Thank you for the response, I will share it with the committee.

We have the new winner's boards for the squash club and want to get these up asap.

We would like to suggest that the club decorate the corridors to the squash courts and the balcony using the same grey theme as the leisure centre is using.

Do you have any paint we could use or provide paint if you agree to us doing this decorating?

If not, we will be willing to contribute towards the paint.

We have a member who has offered to rescue the benches from the old squash club changing rooms to put outside the courts, again if this is agreed too.

We would also like to purchase 4 bar stools and a member has offered to donate wood and make 2 small wall hung breakfast type bars for spectators to watch squash from the balcony.

Once this is completed, we would put up the new winners boards in a place agreed with the leisure centre.

We are trying to work with you to improve the surroundings, let me know what you think.

Regards

Linda

Response from SNDC regarding Car Boot Sales

Thank you for your email.

There are some permitted development rights under the General Permitted Development Order 2015 (as amended), Schedule 2, Part 4, Class B for holding a market/car boot sales for up to 14 days in a year. However, this does not apply in this case because the land is in the curtilage of a building.

This means that you would need planning permission.