



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 29th November 2023 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: **24th November 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 11th October 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 discuss the future membership of this committee.
8. To note month 7 finances are not available for this meeting but will be circulated as soon as the information is available.
9. To receive and approve the contents of the Payments Lists (copy herewith)
 - a) 11th October 2023
 - b) 18th October 2023
 - c) 15th November 2023
10. To receive and consider a Gym Membership proposal for 24-25.

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)** Agree the details.
- 11.** To review, consider and agree the drafted 2024-25 budget compiled by the Leisure Centre Management working party for recommendation to the Finance Committee.
- 12.** To note that Harleston Town Football Club are applying for an independent premises license for the Recreation Ground from South Norfolk District Council for the Recreation Ground.
- 13.** To note information received from the Town Clerk pertaining to the covenant on the Recreation Ground.
- 14.** To note the placement of new signage on the Exchange 2 building. (copy herewith)
- 15.** 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



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 11th October 2023 at 6.30pm

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

Also Present: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk), Ross Lomax (Leisure Centre Duty Manager)

Members of the Public: 6 members of the public

1. **Welcome**
Cllr Scade welcomed everyone to the meeting.
2. **To receive and consider accepting apologies from members unable to attend.**
None received.
3. **To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.**
None received.
4. **To receive and approve the minutes from the last Leisure Centre Management meeting on Wednesday 12th July 2023**
Cllr Harrison proposed the approval of the minutes.
Cllr Chenery seconded the motion.
Unanimously agreed.
5. **To note progress on decisions made at the last meeting of the Leisure Centre Management Committee**
Noted
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).**
Standing orders were suspended at 18.35.
 - One member of the public expressed an interest in helping with the feasibility study.
 - Harleston Shed provided background on the group and their actions over the previous four years.
Following the last Town Council meeting when the Chairman suggested the use of the Recreation Ground, Harleston Shed have visited the site and decided on the location, suggested by councillors, next to the MUGA. They understand there is a need to get planning permission and ensure that the activity falls within the covenant. They feel that it is an ideal location as there will be toilets and power that could be used, and parking is good. They ask that the council considers their request.

- One member of the public requested more protection from footballs coming into his garden in the form of a six-metre-high metal fence.
Standing ordered were reinstated at 18.43.

7. To receive and note the contents of an update report from the Operations Manager

The Deputy Clerk read the report for the committee.

a) Consider and agree any requests for recommendations or approval.

The committee asked for the Operations Manager to provide quotes for repair of the roof of the bowls club and the removal of the leylandii hedge around the bowls green in order that these could be considered in the budget.

Action – Operations Manager

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.

Noted

9. To receive and note the contents of the Play Safety Annual Inspections Report dated 2nd October 2023

Noted

10. To receive a proposal from Harleston Shed

Received

a) Discuss the proposal and consider making recommendations to Town Council.

Recommend to town council that this area of land is allocated to the Harleston Shed

Action – Town Clerk

11. To receive the following

Received

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

Recommend to the Finance Committee

b) Quote from Proludic £1,436.80 to repair the Giro Spiral on the Recreation Ground

Recommend to the Finance Committee

c) Quote from GRS £500.00 for a new deck and belt to repair the Treadmill in the Gym

Recommend to the Finance Committee

d) Quote from GRS to repair the spin bike in the Gym

Recommend the quote for £100.00 to the Finance Committee

e) Quote from DRS £1,128.60 to repair the front door to the Leisure Centre building

Recommend to the Finance Committee

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.

Agreed to recommend to the Finance Committee

Action – Town Clerk

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)

Received

a) To agree the increase is reflected in the 2024/25 budget.

Unanimously agreed.

Action – Town Clerk

13. To note the agreed 12 month fixed Crown Gas Contract at £5244.50 per annum for the Leisure Centre Building

Noted

a) To agree costs are reflected in the 2024/25 budget.

Unanimously agreed.

Action – Town Clerk

14. To receive and note the marketing proposal from Lantern PR

Received and noted.

a) To agree marketing costs are reflected in the 2024/25 budget.

Unanimously Agreed

Action – Town Clerk

The committee also commended the team for outstanding work in the facility over the last six months.

15. To agree to dissolve the following working parties.

a) Leisure Centre recovery plan

b) Recreation Ground and Play Area

Cllr Scade proposed dissolving both working parties.

Cllr MBA seconded the motion.

Unanimously agreed.

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

Unanimously agreed.

Action – Cllr Scade and the RFO

17. To agree to form a working party to draft the Leisure Centre Management budget for 2024/25

Unanimously agreed to meet on Monday 23rd October at 10am

Action – LCMC Committee

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

Noted

The committee also commended the team for their outstanding work in the facility over the last six months.

19. To receive a Leisure Centre Membership proposal

Received

a) Agree the details.

Agreed for the Deputy Clerk and Duty Manager to do a cost analysis whilst the budget is being compiled.

Recommend the outcome to the Finance Committee.

Action – Deputy Clerk and Duty Manager

20. To review the schedule of all fees and charges for the Leisure Centre and Recreation Ground

Reviewed

a) Agree the details.

Hall and meeting room hire to remain the same but out-of-hours hall hire to increase to £30 per hour to include extra staffing costs. Introduction of a £50 deposit for party bookings.

Recreation Ground Hire POA

Action – Town Clerk

21. To receive and approve the income and expenditure reports for months 3, 4 and 5

Approved

a) To receive, scrutinise and approve the Income and Expenditure report for month 6

The committee emphasized the expenses associated with dog bins for the current year. The Deputy Clerk clarified that two payments were made during this year to account for the timing of the invoices received from South Norfolk District Council.

- b) **To receive and approve the contents of the Payments List 4th August 2023**
Unanimously approved.
- c) **To receive and approve the contents of the Payments List 16th August 2023 including £269.49 net Force Fresh FR4.1**
Unanimously approved.
- d) **To receive and approve the contents of the Payments List 11th September 2023 including £316 net Norvic Training FR4.1**
Unanimously approved.

- 22. **To receive correspondence relating to Harleston Town Football Club.**
Received
 - a) **Agree next step action.**
The committee resolved that this is not a Town Council matter and further complaints need to be directed to the Football Club Chairman and South Norfolk District Council for compliance. Town Clerk to reply to the correspondence reflecting the committee's decision.
Action – Town Clerk

- 23. **To discuss a request from the Tennis and Squash Club to redecorate and improve the squash area**
Discussed
 - a) **Agree the details.**
The squash and tennis club should be informed about the grant application we're pursuing for the feasibility study. We'll be considering different options for the community centre, such as renovating or extending the existing Memorial Leisure Centre or building a new facility. Therefore, it's important they are aware that any work started now may be affected by the study's outcomes. Delegated to the Operations Manager, no further budget available.
Action – Operations Manager

- 24. **To note that planning permission is required from SNDC for Car Boot Sales to take place on the Recreation Ground.**
Noted
 - a) **To agree to recommend to the Town Council that planning permission be sought for 2024.**
Agreed to recommend to Town Council to obtain planning permission for three car boot sales for 2024.
Action – Town Clerk

- 25. **To consider and discuss a request for a Skate Park on the Recreation Ground.**
Discussed.
 - a) **Agree next step action.**
The committee resolved to refer this matter to the Children's Play and Recreation Association.
Action – Town Clerk

- 26. **To agree the date and time of an additional meeting to consider the details of the proposed draft budget from the working party.**
Provisionally the 29th of November 2023 6.30pm
Action – Town Clerk

- 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**
Noted

The meeting closed at 20.18.

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	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	11 th Oct 2023 Item 7a	Operations Manager Report	The committee asked for the Operations Manager to provide quotes for repair of the roof of the bowls club and the removal of the leylandii hedge around the bowls green in order that these could be considered in the budget.	Operations Manager	ASAP	Chased OM on 16/11/23
LCMC	11 th Oct 2023 Item 10a	Harleston Shed	Recommend to town council that this area of land is allocated to the Harleston Shed	Town Clerk	October TC meeting	Added to Town Council agenda. Matter Closed
LCMC	11 th Oct 2023 Item 11	Finance Requests	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 Quote from Proludic £1,436.80 to repair the Giro Spiral on the Recreation Ground Quote from GRS £500.00 for a new deck and belt to repair the Treadmill in the Gym Quote from GRS £100 to repair the spin bike in the Gym Quote from DRS £1,128.60 to repair the front door to the Leisure Centre building 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.	Town clerk	October Finance Meeting	Added to the Finance agenda Matter Closed

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

LCMC	11 th Oct 2023 Item 12	GRS Contract Renewal	To receive a contract renewal notification from GRS that their annual service contract from 1 st October 2023 will be increasing from £1,668 to £2,200 per annum including VAT (copy herewith) To agree the increase is reflected in the 2024/25 budget.	Town Clerk	ASAP	Added to budget Matter Closed
LCMC	11 th Oct 2023 Item 13	Gas Contract	To note the agreed 12 month fixed Crown Gas Contract at £5244.50 per annum for the Leisure Centre Building To agree costs are reflected in the 2024/25 budget.	Town Clerk	ASAP	Added to budget Matter Closed
LCMC	11 th Oct 2023 Item 14	Lantern PR	To receive and note the marketing proposal from Lantern PR To agree marketing costs are reflected in the 2024/25 budget.	Town Clerk	ASAP	Added to budget Matter Closed
LCMC	11 th Oct 2023 Item 16	Finance	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. Stocks and stores Register of Assets and Investments	Town Clerk Cllr Scade	September and April	
LCMC	11 th Oct 2023 Item 17	Budget Working Party	To agree to form a working party to draft the Leisure Centre Management budget for 2024/25	LCMC committee	October 2023	Meeting on Monday 23 rd October at 10am Matter Closed
LCMC	11 th Oct 2023 Item 19	Membership Proposal	Agreed for the Deputy Clerk and Duty Manager to do a cost analysis whilst the budget is being compiled. Recommend the outcome to the Finance Committee	Deputy Clerk and Duty Manager	ASAP	Membership proposal complete and available for the next meeting. Matter Closed
LCMC	11 th Oct 2023 Item 20	Schedule of fees and charges	Hall and meeting room hire to remain the same but out-of-hours hall hire to increase to £30 per hour to include extra staffing costs. Introduction of a £50 deposit for party bookings. Recreation Ground Hire POA	Town Clerk	January 2024	

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

LCMC	11 th Oct 2023 Item 22	Harleston Town Football Club	The committee resolved that this is not a Town Council matter and further complaints need to be directed to the Football Club Chairman and South Norfolk District Council for compliance. Town Clerk to reply to the correspondence reflecting the committee's decision.	Town Clerk	ASAP	Letter sent. Matter Closed
LCMC	11 th Oct 2023 Item 23	Squash Club Proposal	The squash and tennis club should be informed about the grant application we're pursuing for the feasibility study. We'll be considering different options for the community centre, such as renovating or extending the existing Memorial Leisure Centre or building a new facility. Therefore, it's important they are aware that any work started now may be affected by the study's outcomes. Delegated to the Operations Manager, no further budget available.	Operations Manager	ASAP	Operations Manager to inform. Matter Closed
LCMC	11 th Oct 2023 Item 24	Planning Permission for Car Boot Sale	Agreed to recommend to Town Council to obtain planning permission for three car boot sales for 2024.	Town Clerk	December 2023	Application submitted. Matter Closed
LCMC	11 th Oct 2023 Item 25	Skate Park	The committee resolved to refer this matter to the Children's Play and Recreation Association.	Town Clerk	ASAP	Operations Manager informed. Matter Closed
LCMC	11 th Oct 2023 Item 26	Extra meeting for budget	Provisionally the 29 th of November 2023 6.30pm	LCMC Committee		Matter Closed

October 2023

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (5.6 Financial Regulations)							£ -			
Contractual	Cozens	Street Lighting - September	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees Salary - September	TC	£ 2,505.40	£ 2,353.02	£ 64.10	£ 4,922.52	£ -	£ 4,922.52	4001 Various
Lease	ASL	Photocopier - excess/arrears volume & charge	TC	£ 26.93			£ 22.44	£ 4.49	£ 26.93	4031 101
Stat Duty	Auditor - External	PKF Littlejohn LLP	TC	£ 1,638.00			£ 1,365.00	£ 273.00	£ 1,638.00	4021 101
Lease	Ben Burgess	Lease of John Deere - 01/09/2023 - 30/09/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Contractual	Callum Ward	Preparing wages, submitting HMRC & Pension & I-Connect April 2023 - Sept 2023	TC	£ 504.00	£ 504.00		£ 840.00	£ 168.00	£ 1,008.00	4022/101/202
Stat Duty	Norfolk Pension	Employees Salary - September	TC	£ 3,147.30	£ 3,025.85	£ 99.81	£ 6,272.96		£ 6,272.96	4006 Various
Obligation	Rejuvenate Yoga	Yoga Classes - September	LCMC		£ 229.00		£ 229.00		£ 229.00	4160/202
Contractual		Classes - September	LCMC		£ 396.00		£ 396.00		£ 396.00	4132/124
Contractual	Top Garden Services	Grass Cutting - August & September	LCMC		£ 1,260.00		£ 1,050.00	£ 210.00	£ 1,260.00	4039/202
Contractual		Annual Allotment Rent - (pay by cheque)	Amenities			£ 680.00	£ 680.00		£ 680.00	4050/126
Possible Payments requiring to be listed										
	Rackhams Building Supplies	Maintenance supplies - Rec, Gym, Building & Toilets	LCMC/Amenities		£ 219.29	£ 9.77	£ 190.88	£ 38.18	£ 229.06	4119/201/202/203/121
	Workwear (East Anglia) Ltd	Gym hoodies	LCMC		£ 539.16		£ 449.31	£ 89.85	£ 539.16	1086 / 4086 202
	Workwear (East Anglia) Ltd	Gym hoodies	LCMC		£ 194.20		£ 161.84	£ 32.36	£ 194.20	1086 / 4086 202
	Workwear (East Anglia) Ltd	Gym hoodies	LCMC		£ 48.55		£ 40.46	£ 8.09	£ 48.55	1086 / 4086 202
Resales - paid for in advance not requiring approval.	Total to Workwear						£ 651.61	£ 130.30	£ 781.91	1086 / 4086 202
	RBL Poppy Appeal	Remembrance wreath	TC	£ 100.00			£ 100.00	£ -	£ 100.00	4082 103
	GM Autotech	Van MOT and repairs	TC	£ 196.25			£ 172.68	£ 23.57	£ 196.25	4018 101
	CTS DIY & Buildig Supplies	Evergreen multi purpose compost - War Memorial	Amenities			£ 36.00	£ 30.00	£ 6.00	£ 36.00	4111 129
	Lodge Farm Bungalow Plants	300 Narcissus Jeffire - for planters	Amenities			£ 80.00	£ 80.00		£ 80.00	4083 121 (EMR 348)
	Denmans	Sockets, plugs, time switches and cable	TC		£ 237.63		£ 198.03	£ 39.60	£ 237.63	4503 101 (EMR 337)?
	Denmans	Maintenance supplies	Amenities		£ -	£ 27.59	£ 22.99	£ 4.60	£ 27.59	4503 ?
	Denmans	Maintenance supplies - socket straight quickwire & plug straight quickwire	Amenities			£ 29.91	£ 24.93	£ 4.98	£ 29.91	4503?
	Total to Denmans						£ 245.95	£ 49.18	£ 295.13	
	Screwfix	Maintenance supplies - panel socket and flexible cable	Amenities			£ 128.82	£ 107.35	£ 21.47	£ 128.82	4503 ?
	Force Fresh	Cleaning materials and consumables	LCMC		£ 226.60		£ 188.83	£ 37.77	£ 226.60	4039 203 131
	Force Fresh	Cleaning materials and consumables - Limescale remover - Toilets?	Amenities			£ 8.30	£ 6.92	£ 1.38	£ 8.30	4039 131
	Force Fresh	Danger hot water sign	LCMC		£ 14.15		£ 11.79	£ 2.36	£ 14.15	4039 203?
	Total to Force Fresh						£ 207.54	£ 41.51	£ 249.05	
	Howard Nurseries Ltd	Plants for War Memorial	Amenities			£ 91.08	£ 75.90	£ 15.18	£ 91.08	4111 129
	Harl & Dist Business Forum	Business Forum Breakfast October 2023 Cllr M MBA	TC	£ 12.00			£ 12.00		£ 12.00	4044 101
		(Cheque) Reimbursement cemetery fee charged non-resident instead of resident	TC	£ 100.00			£ 100.00		£ 100.00	1020 124 ?
	Norfolk Assoc of Local Councils	Planning for Parish Councillors course - All delegates - September 2023	TC	£ 246.24			£ 205.20	£ 41.04	£ 246.24	4011 101
	Norfolk Assoc of Local Councils	Norfolk ALC Autumn Conference 2023 - Clare & Emma - 4 October 2023	TC	£ 50.00			£ 50.00		£ 50.00	4012 101
	Norfolk Assoc of Local Councils	Being an effective Councillor course Sept 23 - Lucy Chenery	TC	£ 36.00			£ 30.00	£ 6.00	£ 36.00	4011 101
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance- Approved by Chair via email 11/10/23	Total to Norfolk ALC						£ 285.20	£ 47.04	£ 332.24	

	Barclaycard - Spotify	Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034/202
	Barclaycard - Amazon	Amazon - Toner cartridge for gym	LCMC		£ 25.98		£ 21.64	£ 4.34	£ 25.98	4037 202
	Barclaycard - Amazon	Gym equipment - goods not received - credit given	LCMC		-£ 89.90		-£ 89.90		-£ 89.90	?
	Barclaycard - Watercoolersdirect	Watercoolersdirect	LCMC		£ 119.76		£ 119.76		£ 119.76	4039 202
	Barclaycard - My Protein	Protein Products	LCMC		£ 55.08		£ 55.08		£ 55.08	4163 202
	Barclaycard - Coca-cola	Protein Products	LCMC		£ 161.91		£ 161.91	£ -	£ 161.91	4163 202
	Barclaycard - Smarty	Vodafone Hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Total Barclaycard			£ -			£ 289.48	£ 4.34	£ 293.82	
	Coopers	S & J Budget Bypass Secateurs	LCMC			£ 5.99	£ 4.99	£ 1.00	£ 5.99	4119 121
	Coopers	Marbella Telephone steel	LCMC		£ 14.99		£ 12.49	£ 2.50	£ 14.99	4119 202
	Total Coopers						£ 17.48	£ 3.50	£ 20.98	
	Robinsons Stationers	Thermal Till rolls - Gym	LCMC	£ -	£ 8.00		£ 6.67	£ 1.33	£ 8.00	4099 202
		HR Support September	TC	£ 56.25			£ 56.25	£ -	£ 56.25	4023 101
	Diss Garden Centre	Metal railings for Leisure Centre car park	Amenities			£ 321.62	£ 281.39	£ 40.23	£ 321.62	4083 121 EMR 348?
	Homestead Nurseries	Primrose Polyanthus packs	Amenities		£ -	£ 81.25	£ 67.71	£ 13.54	£ 81.25	4083 121 EMR 348?
	Fig & Roses	Bouquet - Lady Dannant opening of toddler play area	TC	£ 25.00			£ 20.83	£ 4.17	£ 25.00	
	ESPO	Office Supplies - Gym	LCMC		£ 118.62		£ 109.65	£ 8.97	£ 118.62	4039 202
	David Bracey Play Safety Inspections	Annual Play Inspections	LCMC		£ 240.00		£ 200.00	£ 40.00	£ 240.00	4071 201
		Mileage expenses (Clare Crane)	TC	£ 38.74			£ 38.74		£ 38.74	4015 101
	Petty Cash - Gym & TC	Office sundries - September	LCMC/TC	£ 25.95	£ 48.48		£ 74.43		£ 74.43	4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere	LCMC/TC		£ 113.72		£ 113.72		£ 113.72	4018/101/201/124
	Total to Clare Crane to reimburse Petty Cash								£ 226.89	Total to Clare Crane to reimburse Petty Cash

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (5.6 Financial Regulations)										
	Miniature Donkeys for Wellbeing	Supply of donkeys, handlers and equipment + invoices	TC	£ 100.00			£ 100.00		£ 100.00	4503 103
Contractual	PHS	Sanitary Disposal (urgent call out)	Amenities		£ 48.00		£ 40.00	£ 8.00	£ 48.00	4047/131
	Red Dune Ltd	Directorist OneListing Pro plug in for WordPress repeating yearly on 07/03	TC	£ 72.00			£ 60.00	£ 12.00	£ 72.00	4081 103
13/09/23 Amenities Meeting approved £200 item 18c	To be paid to St Johns and for it to be split bewtween St Johns and & Redenhall Church	Donation towards water for the Town Planters and Burial Ground	Amenities	£ -		£ 200.00	£ 200.00		£ 200.00	4090 101
19/07/23 - TC Meeting approved £800 using EMR Neighbourhood Plan and then remove this EMR and the remainder of the cost using 101/4026 budget line – Professional fees.	Compass Point	Planning Consultants - Spirketts Lane	TC	£ 800.00			£ 800.00		£ 800.00	EMR - Neighbourhood Plan the remainder from 4026 101
		Return of Allotment deposit	Amenities			£ 50.00	£ 50.00		£ 50.00	1000 126
	Workwear (East Anglia) Ltd	Gym Hoodie - Member	LCMC		£ 26.71		£ 22.26	£ 4.45	£ 26.71	4086 202
	Workwear (East Anglia) Ltd	Gym Hoodie - Member	LCMC		£ 25.90		£ 21.58	£ 4.32	£ 25.90	4086 202
	Total Payments to Workwear East Anglia Ltd						£ 43.84	£ 8.77	£ 52.61	

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Cozens	Street Lighting - October 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees Salary - October	TC				£ 4,777.31		£ 4,777.31	4001/various
Lease	ASL	Photocopier - 22/09/23 - 24/10/23	All	£ 30.29			£ 25.24	£ 5.05	£ 30.29	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/10/23 to 31/10/23	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Stat Duty	Norfolk Pension	Employees Salary - October	TC				£ 5,892.77		£ 5,892.77	4006/various
Obligation	Rejuvenate Yoga	Yoga Classes - October	LCMC		£ 223.00		£ 223.00		£ 223.00	4160 202
Obligation		Classes - October	LCMC		£ 422.00		£ 422.00		£ 422.00	4160/202
Possible Payments requiring to be listed										
	Barclaycard - Amazon	Amazon - Protein products	LCMC		£ 206.33		£ 171.93	£ 34.40	£ 206.33	4163 202
	Barclaycard - Cloud Next	Premium Additional Hosted Site - visitharleston.info	TC	£ 4.80			£ 4.00	£ 0.80	£ 4.80	? 101
	Barclaycard - Indeed Jobs	Job Adverts September 2023	TC	£ 117.63			£ 117.63		£ 117.63	4057 101
	Barclaycard - Spotify	Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034 202
	Barclaycard - Coca-cola	Protein Products	LCMC		£ 175.93		£ 175.93	£ -	£ 175.93	4163 202
	Barclaycard - Cloud Next	Premium Additional Hosted Site - visitharleston.org.uk	TC	£ 7.20			£ 6.00	£ 1.20	£ 7.20	? 101
	Barclaycard - Smarty	Vodafone Hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Barclaycard - Zoom	Zoom call	TC	£ 119.90			£ 119.90		£ 119.90	4036 101
	Total Barclaycard								£ 652.78	
		Recovering gym equipment	LCMC	£ -	£ 124.94	£ -	£ 124.94	£ -	£ 124.94	4123 202
	Rackhams Building Supplies	Maintenance & Gym Supplies	LCMC		£ 229.06	£ -	£ 190.88	£ 38.18	£ 229.06	4119 various
Approved at LCMC 11/10/23 and Finance 18/10/23 item11d	Gym Repair Services Ltd (GRS)	Life Fitness 95ci - Belt/Clutch Assy fitted 22/09	LCMC		£ 83.64	£ -	£ 69.70	£ 13.94	£ 83.64	4123 202
Approved at LCMC 11/10/23 and Finance 18/10/23 item11c	Gym Repair Services Ltd (GRS)	Treadmill - walk Belt and Deck	LCMC	£ -	£ 594.00	£ -	£ 495.00	£ 99.00	£ 594.00	4123 202
	Total GRS								£ 677.64	
	Denmans Electrical Wholesalers	Flourescent lamps and digital timer -xmas lights	LCMC/Xmas lights		£ 56.64	£ -	£ 47.20	£ 9.44	£ 56.64	4119 203 4503 101
Approved at LCMC 11/10/23 and Finance 18/10/23 item11a	AT Coombes Associates Ltd	Sonic Tomography test on trees	LCMC	£ -	£ 1,062.00	£ -	£ 885.00	£ 177.00	£ 1,062.00	4121 201
	Workwear (East Anglia) Ltd	Maintenance - trousers	LCMC		£ 59.90	£ -	£ 49.92	£ 9.98	£ 59.90	4166 201
	Workwear (East Anglia) Ltd	Maintenance - Chainsaw helmet	LCMC		£ 38.16	£ -	£ 31.80	£ 6.36	£ 38.16	4166 201
	Workwear (East Anglia) Ltd	Gym - T shirts	LCMC	£ -	£ 13.01		£ 10.84	£ 2.17	£ 13.01	4166 202
	Workwear (East Anglia) Ltd	Gym - Hoodies	LCMC		£ 25.90		£ 21.58	£ 4.32	£ 25.90	4086 202
	Total Workwear								£ 136.97	
Approved at LCMC 11/10/23 and Finance 18/10/23 item11e	DRS Doors Ltd	Supply and fitted motor gearbox, set up door and tested	LCMC		£ 1,128.60		£ 940.50	£ 188.10	£ 1,128.60	4121 203
	Force Fresh Limited	Cleaning materials and consumables	LCMC	£ -	£ 52.99		£ 44.16	£ 8.83	£ 52.99	4039 202 203
	Force Fresh Limited	Cleaning materials and consumables	LCMC	£ -	£ 257.50		£ 214.58	£ 42.92	£ 257.50	4039 203

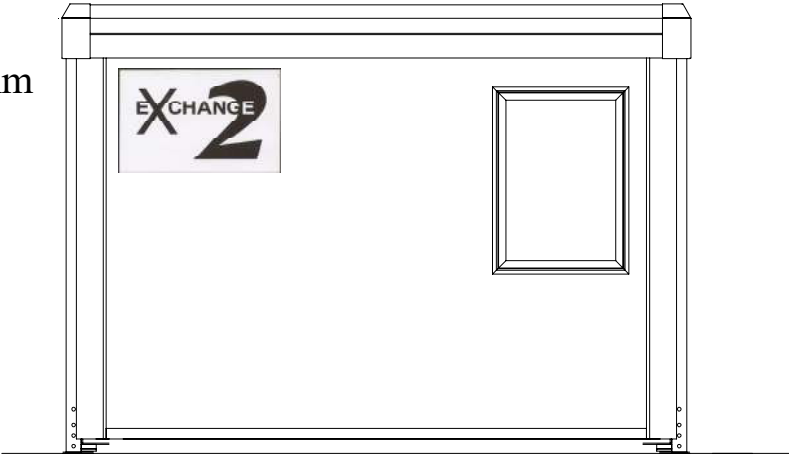
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved via email by the Chair 15Nov23											
	Total Force Fresh									£ 310.49	
	Coopers	Gym reception - Rustins blackboard Paint Black	LCMC	£ -	£ 10.49			£ 8.74	£ 1.75	£ 10.49	4117 203
	Whartons	War Memorial Gardens	Amenities	£ -	£ -	£ 72.00		£ 60.00	£ 12.00	£ 72.00	4111 129
	NALC	Whole Council Training - Planning Training	TC	£ 216.00				£ 180.00	£ 36.00	£ 216.00	4011 101
	NALC	Cemetery Management & Memorial Safety - Clare Crane -	TC	£ 36.00				£ 30.00	£ 6.00	£ 36.00	4010 101
	Total Nalc									£ 252.00	
	UgoBuild Supplies	Cables Ties (Xmas) and screw driver set (maintenance)	LCMC/Xmas/TC	£ 6.79	£ 23.80			£ 25.49	£ 5.10	£ 30.59	4503 101 EMR337 4119 101
	UgoBuild Supplies	Maintenance supplies - key cut, spirit of salts, junction box	LCMC	£ -	£ 13.07			£ 10.89	£ 2.18	£ 13.07	4119 203
	Total UgoBuild Supplies									£ 43.66	
	ESPO	First Aid supplies, office trimmer, mounted planner and cof	LCMC	£ -	£ 134.46			£ 123.20	£ 11.26	£ 134.46	4039 202 4071 202?
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved via email by the Chair 15Nov23											
	Magnus PR	Work Proposal - events planning social media, branding id	TC	£ 388.05				£ 388.05	£ -	£ 388.05	4014 103
	Linstead Farm & Garden Machinery	Autocut 25-2 and multiclip blade 48/50 cm	LCMC	£ -	£ 68.06			£ 56.72	£ 11.34	£ 68.06	4123 201
FR4.1 a duly delegated committee of the council for items over £500 - Approved via email by the Chair 15Nov23											
	Action Play and Leisure	To supply and install a trampoline	LCMC/TC		£ 3,229.20			£ 2,691.00	£ 538.20	£ 3,229.20	Net donation to be received from Play and Rec Association
	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ -	£ 13.70			£ 13.70		£ 13.70	4039 202 to be paid to CC for reimbursement back into the Petty Cash

PROPOSED SIGNAGE EXCHANGE 2, HARLESTON

Item 14

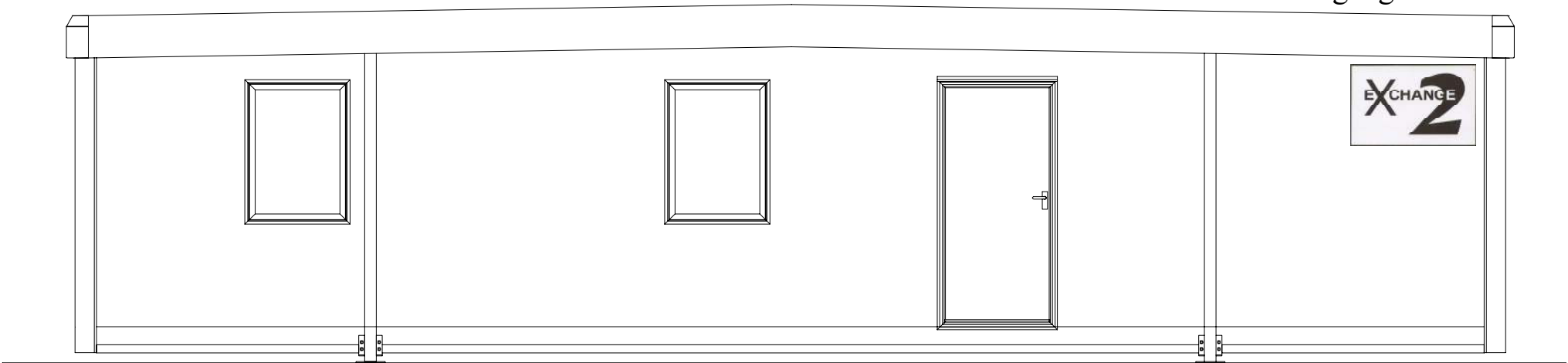
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END ELEVATION

Signage 1075 x 700mm



SIDE ELEVATION