



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Amenities Committee** which will be held at the Town Council Offices, on **Wednesday 6th December 2023 at 6.30pm** to consider the business detailed below.

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

Members of the press and public are welcome to attend.

Signed: **Clare Crane** - Town Clerk

Date: **29th 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 of the last Amenities Committee meeting on Wednesday 13th September (copy herewith)
5. To note progress on decisions made at the last meeting of the Amenities Committee (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To consider and approve the following events proposed from the Harleston's Future Events team subject to completed documentation.
 - a) Spring Fair – 30th March 2024
 - b) Antiques Fair – 9th June 2024
 - c) Food and Drink Festival 14th September 2024
 - d) Christmas Market and Switch On – 30th November 2024
8. To receive an update report on events taking place on the Market Place and consider and agree any actions as necessary
9. Discussion and consideration of the quoted fee for the renewal of the existing allotment lease with updated terms and rent from Sprake and Kingsley. The estimated fees are approximately £650 + VAT, along with any applicable disbursements.

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

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

10. To receive a briefing paper on the potential installation of a refuse bin at the end of Briar Road and approval of adding the associated cost to the budget for 2024-2025 (copy herewith)
11. To discuss the Redenhall Municipal Cemetery Fees and Charges and agree charges for 24/25.
12. Finance
 - a) To receive and note the contents of month 6 (copy herewith) 7 and 8 Income and Expenditure report.
 - b) To receive and note the contents of the Payments List (copy herewith)
 - a. 11th October 2023
 - b. 18th October 2023
 - c. 15th November 2023
 - c) To receive and approve any required expenditure in line with the Financial Regulations
13. To review, consider and agree the drafted 2024-25 budget compiled by the Amenities working party for recommendation to the Finance Committee.
14. To receive and review a briefing paper proposing the establishment of an additional Bus Stop at the Upper End of Station Hill/Road, including authorisation to forward the request to the Public Transport Development Officer at Norfolk County Council (copy attached).
 - a) Consideration of the proposed location and acknowledgment of the need for a bus cage by the Amenities Committee, if they decide to proceed.
 - b) Recommendation to the Town Council.
15. Discussion and agree on a strategy for A-Boards in the Town.
16. Discussion on the placement or relocation of new street furniture in Town, including the purchase of a lower planter for Installation on the right-hand side of the dropped curb in the middle of the Thoroughfare to improve visibility.
17. To receive information on the 'clean up and bloom' campaign and agree to apply for £300 Pride in Place Community Grant. (copy herewith)
18. Following a review of <https://www.shelterstore.co.uk/jewel-bus-shelters>. Agree the design and purchase of a new cemetery shelter using EMR334 £5,000.
19. To receive significant correspondence and agree on actions required.
20. To note the date of the next Amenities Committee meeting as the 6th March 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 Amenities Committee held at the Town Council Offices on Wednesday 13th September 2023 at 6.30pm.

Present: Councillors – Matt Scade, Clive Attwood, Adrian Brownsea, Lucy Chenery, Paul MBA

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

Members of the Public: Carol Wiles and two members of the planter group.

1. Welcome

Cllr Scade welcomed everyone to the meeting.

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

Apologies were received from Cllr Digby due to being out of the parish.
Apologies were unanimously accepted.

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.

Cllr Scade declared a personal interest in item 8 this was noted by the rest of the committee.

4. To receive and approve the minutes of the last Amenities Committee meeting on Wednesday 7th June 2023

Minutes were approved, accepted and signed by Cllr Scade

5. To note progress on decisions made at the last meeting of the Amenities Committee

The Clerk was requested to write to The Fold to get further information about the scaffolding.

Action – Town Clerk

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 ordered were suspended at 18.35-18.50

Representatives from the planter working party asked that the committee look favourably at the planting plan for the War Memorial. They informed the committee that three roses have already been planted Peace Rose, Coronation Rose.

Remember Me Rose

Standing Orders were reinstated at 18.50

Cllr Scade proposed to move item 11 forward following the public participation. Unanimously agreed.

Cllr Chenery inquired how much the cleaning of the War Memorial would be the Clerk confirmed she would circulate the estimate.

Action - Town Clerk

Cllr Brownsea stated that in his opinion the budget should not be exceeded.

18.50 standing orders were suspended.

A brief discussion took place about the costings that had been provided and that these costs included VAT.

18.54 standing orders were reinstated.

Considering the additional information, the committee unanimously agreed to spend the £500 budget for the War Memorial on plants and for the work to start as soon as possible.

The Clerk was asked to contact CTS to purchase compost for the planting.

Action – Town Clerk

7. To receive an update report on events taking place on the Market place and consider and agree any actions as necessary.

Report was noted.

The Chairman asked to be informed of events which are taking place on the Market Place when they are booked.

Action – Communications and Marketing Officer

Further discussion took place around the use of pavement space by local shops for displaying goods and the bins on Bullock Fair Close. The Clerk was asked to contact the Licensing & Enforcement Officer at South Norfolk District Council on these matters and to request that the Conservation Officer visit the town to ensure that all policies and procedures were being followed by all shops relating to the conservation area.

Action – Town Clerk

8. To receive an update report on the Allotments and consider and agree any actions as necessary.

The Deputy Clerk informed the committee that all invoices for the new allotment year have now been sent out for payment by the 1st October to a total of £1195.00. There is a total of 45 plots with 45 plot holders 17 full plots, 22 half plots and 5 starter plots.

- 9. To receive an update report from the Operations Manager and agree any actions as necessary.**

Noted

The Committee unanimously agreed to removal of the Yew Tree in the War Memorial

Action – Operations Manager

Well done to the maintenance team for their hard work.

- 10. To receive a proposal on the possible reduction of street lighting between the hours of 12am and dawn to enable cost savings on electricity. Subject to further information recommend that this item is discussed at Town Council level.**

Committee agreed to move this item to the next Town Council meeting.

Action – Town Clerk

- 11. To receive a proposal regarding the refurbishment of the War Memorial Gardens and agree any actions as necessary.**

Item discussed following the public forum.

- 12. To consider and agree that the Clerk has delegated authority to facilitate the purchase of Christmas Lights from EMR 337.**

- a) To agree the maximum amount of expenditure that could be recommended to the Finance Committee.**

Unanimously agreed to the full use of the EMR337.

Action – Town Clerk

13. Finance

- a) To receive and note the contents of month 5 Income and Expenditure report.**

Noted

Committee highlighted the Market, Planters and Car Park budgets.

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

Noted

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

None required.

- 14. To review and agree the schedule of all fees and charges relating to: -**

- a) The Allotments**

Unanimously agreed £62 for a full plot £32 half plot £18 starter for the 24-25 year.

Action – Deputy Clerk

- b) The Market Place**

Unanimously agreed to keep the same at discretion of the Town Clerk

- c) The Cemetery**

The Town Clerk requested that this matter be deferred to the next meeting in order that a full investigation can take place and the committee can then make an informed decision on the matter.

Unanimously agreed.

Action – Town Clerk

15. To agree for the Chair of the Amenities Committee together with the RFO review the following in September and March and provide any necessary update to the committee.

a) Stocks and stores

Unanimously agreed.

b) Register of Assets and Investments

Unanimously agreed.

Action – Town Clerk

16. To note minute reference 9 from the Amenities meeting March 2023 and to consider the request from the River Waveney Trust to purchase of a dog bin and a litter bin on Shotford Road by the river.

a) To agree for this expenditure to be included in 2024/25 budget.

Unanimously agreed.

Action – Town Clerk

17. Members to agree to review <https://www.shelterstore.co.uk/jewel-bus-shelters> to allow greater discussion for the purchase of a new cemetery shelter using EMR334 £5,000 budget at the next meeting.

Unanimously agreed

Cllr Brownsea highlighted that there must consultation with Wortwell Parish Council on this matter.

Action – Town Clerk

18. To discuss the following and agree next step action.

a) the need for relining areas of the town car park including behind the toilet block.

The Clerk was asked to obtain three quotes.

Action – Town Clerk

b) the need for a defibrillator within the Jays Green area of the parish

The Deputy Clerk gave a brief background on the reason for this item and the residents that had highlighted the matter had been fundraising for an additional defibrillator. The committee agreed to the possible placement of a unit in this area and that once the funds had been raised that it should be purchased and then gifted to the Town Council who would then maintain the unit.

Action – Deputy Clerk

c) donating a token amount to the Church for use of their water supply for the watering the planters in the Town.

After discussion it was unanimously agreed to donate £200 to be divided by both churches for the use of their water.

Action – Town Clerk

d) a request from the Relationship Manager for Cancer Research UK in the Norfolk and Suffolk area for a bench or a plaque to be dedicated to the Pink Ladies in Harleston.

Town Clerk to look at a bench with planters from Earth Anchors to be placed on the on the pavement along the Thoroughfare before Bullock Fair Close with a pink trim and provide a brief for the next meeting.

Action - Town Clerk

19. To agree who from the committee is available to attend a virtual meeting with the Clerk to discuss Norfolk County Council's Bus Service Improvement Plan - Gold standard bus stop project held on Thursday 14th September.

Cllr Scade and Cllr Attwood agreed to attend the meeting.

20. To note the following

a) Blossom Charity Bench Loan Briefing Paper that was sent via email to the Amenities committee in June 2023, which provided information on the loan of a bench from the Blossom Charity sponsored by Rosedale Funeral Home to be sited in Town. It was agreed by majority via email.

Noted

b) Harleston's Future, Antiques Fair After Party which was to take place on the Market place was agreed by the Clerk and the Chair of the Amenities committee prior to the event by pinning the permission onto the previous application and permission granted.

Noted

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

a) Market Square and Exchange Street

Noted

b) Wednesday Market - 5th July 2023 (Clerk provided a response)

Noted

22. To note the date of the next Amenities Committee meeting as the 6th December 2023 starting at 6.30pm in the Social Room at the Memorial Leisure Centre.

Noted.

20.47 meeting ended.

Amenities – Progress Report – 6th December 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Amenities	27 th Feb 2023 Item 10(c)	Car Park	Bike rack/parking to be investigated where the toilets used to be sited in the Bullock Fair Car Park	Deputy Clerk	September 2023	Outstanding
Amenities	27 th Feb 2023 Item 10(c)	Car Park	Drone survey of the car park once all work is completed for the record	Deputy Clerk	September 2023	Outstanding
Amenities	27 th Feb 2023 Item 10(e)	Clocktower	Cllr MBA to speak with the owner of The Fold and ask how long the scaffolding will be up in order that the works can be programmed in for the end of March. Operations Manager to contact the contractor.	Cllr MBA/ Operations Manager		The Operations Manager is in contact with The Fold. At present their work continues. Matter Closed
Amenities	13 th September 2023 Item 5	Scaffolding	Clerk was asked to write to the Fold regarding the scaffolding.	Town Clerk	December 2023	Letter sent 28/09/23 as directed. Advised that there is work currently going on regarding repairs etc that require the scaffolding. It is estimated this should be complete by the end of next week they will then instruct the scaffolding company to dismantle it. No date can be confirmed for the dismantling of the scaffolding but it is estimated that it should

Amenities – Progress Report – 6th December 2023

						be before the end of October. Matter Closed
Amenities	13 th September 2023 Item 11	War Memorial	Clerk to contact CTS to purchase compost for the planting of the War Memorial	Town Clerk	ASAP	CTS contacted on 15/09/2023. Delivery on 20/09/2023 Matter Closed
Amenities	13 th September 2023 Item 7	Events on the Market Place	The Chairman asked to be informed of any events that are booked on the Market Place.	Communications and Marketing Officer	ASAP	Clerk noted and will add to next agenda Matter Closed
Amenities	13 th September 2023 Item 7	Use of pavements, bins on Bullock Fair Close	Clerk asked to contact SNDC conservation officer to discuss compliance.	Town Clerk	ASAP	Clerk met with the Heritage officer on 25/10/2023 Matters Closed
Amenities	13 th September 2023 Item 9	Operations Manager Report	Committee agreed to the removal of the Yew tree at the War Memorial. Obtain quotes	Operations Manager	ASAP	Operation Manager In progress Outstanding
Amenities	13 th September 2023 Item 10	Possible Reduction of Street Lighting	Committee agreed to move this item to the next Town Council Meeting	Town Clerk	September TC Meeting	Added to the agenda. Matter Closed
Amenities	13 th September 2023 Item 12	Christmas Lights	Clerk given delegated authority to but Christmas lights from EMR 337	Town Clerk	December 2023	Added to Finance agenda October 2023 Matter Closed
Amenities	13 th September 2023 Item 14	Schedule of Fees Allotments	Deputy Clerk to send letters to all plot holders before the end of September	Deputy Clerk		Completed Matter Closed

Amenities – Progress Report – 6th December 2023

Amenities	13 th September 2023 Item 14	Schedule of Fees Cemetery	Clerk to investigate cemetery fees and report back to the next meeting	Town Clerk	December 2023	
Amenities	13 th September 2023 Item 15	Review of a) Stocks and Stores b) Resister of assets and investments	RFO to review with the Chair of Amenities Committee	RFO	September 23 and March 24	Outstanding
Amenities	13 th September 2023 Item 16	Litter and Dog bin on Shotford Road, River Waveney	Add cost to the budget for 24-25	Town Clerk	October 2023	Added to the budget Matter Closed
Amenities	13 th September 2023 Item 17	Cemetery Shelter	Town Clerk to consult with Wortwell Parish Council regarding the shelter	Town Clerk	December 2023	Letter sent 24/10/23. Matter Closed
Amenities	13 th September 2023 Item 18a	Town Car park relining	Obtain 3 quotes for relining of the spaces behind the toilet block	Operations Manager	December 2023	Operations Manager. In progress Outstanding
Amenities	13 th September 2023 Item 18b	Defibrillator for Jays Green area	Deputy Clerk to contact resident	Deputy Clerk	Ongoing	Matter Closed
Amenities	13 th September 2023 Item 18c	Donation to church for water	Set up donation payment of £200	Town Clerk	ASAP	Included on the next payments list. Matter Closed
Amenities	13 th September 2023	Bench/Plaque for Pink Ladies	Clerk to contact Earth Anchors for quotes and ascertain if a pink trim is available	Town Clerk	ASAP	Received quotes. On agenda for review. Matter Closed

Quote for Allotment Lease – Sprake and Kingsley

Morning Emma,

Thanks for emailing me. Based on simply renewing the existing lease with the updated term and rent I would estimate my fees would be in the region of £650 + VAT and any applicable disbursements.

Please let me know if this meets with the councils approval and if so I will arrange for a file to be opened and terms of business to be sent out.

Kind regards

John Williams

Purpose of Document:

This document seeks to inform council members of a resident's request for the installation of an additional bin in the green area at the end of Briar Road. The proposal is prompted by the substantial presence of litter in this area, which serves as a primary route for the school run.

The Operations Manager has conducted consultations with SNDC and has affirmed their willingness to incorporate a new bin into their schedule for regular emptying.

The Proposal:

To consider the cost of a new bin for this location and add to the budget for 24-25.

Suggested options are –

Earth Anchors - Post Mounted Plastic 35Ltr Litter Bin - £104.00



Bin Shop - Titus Waste Bin - 25 Litre - £104.05





To address the following questions:

1. Does the town council wish to proceed with the addition of a new bin at the end of Briar Road.
2. If so, does the town council endorse the proposed location and agree the cost to be added to budget for 24-25

20/11/2023

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1013 Gazebo Hire	0	0	150	150			0.0%	
1050 Sale Of Dog Bags	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	20	310	50	(260)			620.0%	
1100 Grants	0	800	0	(800)			0.0%	
1101 Christmas lights/donation	0	80	0	(80)			0.0%	
1109 CiL Receipts	0	35,411	0	(35,411)			0.0%	
1176 Precept	222,356	423,203	401,694	(21,509)			105.4%	
1190 Bank Interest/Rewards Received	1,110	2,033	73	(1,960)			2785.2%	
Administration :- Income	223,486	461,864	401,967	(59,897)			114.9%	0
4000 Salaries	8,331	50,236	108,255	58,019		58,019	46.4%	
4001 Paye/Ni	2,580	12,702	34,320	21,618		21,618	37.0%	
4006 Pension Contributions	3,197	15,865	34,582	18,717		18,717	45.9%	
4007 Bank Charges	28	143	239	96		96	59.8%	
4010 Staff Training/ Conferences	0	41	1,000	959		959	4.1%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	35	200	165		165	17.5%	
4015 Staff Travel & Subsistence	0	0	54	54		54	0.0%	
4016 Members travel	0	0	108	108		108	0.0%	
4017 Chairman's Allowance	0	100	100	0		0	100.0%	
4018 Vehicle Fuel Costs	0	323	414	92		92	77.9%	
4020 Audit Fees - Internal	0	695	718	23		23	96.8%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4023 HR-Compliance	158	326	538	212		212	60.6%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	0	968	968		968	0.0%	
4031 Photocopying	175	566	2,430	1,864		1,864	23.3%	
4033 Subscriptions	0	1,418	1,272	(146)		(146)	111.4%	
4034 Licences	0	105	323	218		218	32.5%	
4036 IT Software	120	120	600	480		480	20.0%	
4037 IT Support and Consumables	0	633	688	55		55	92.1%	
4039 Sundries	238	478	262	(216)		(216)	182.6%	
4040 Telephones/Broadband	73	412	716	304		304	57.6%	
4044 Hospitality	12	(23)	250	273		273	(9.2%)	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	135	804	2,000	1,196		1,196	40.2%	
4057 Advertising	0	276	500	224		224	55.3%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Tree Assessment survey	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	0	64	0	(64)		(64)	0.0%	
4141 Dog Bin Servicing	20	20	0	(20)		(20)	0.0%	
4168 Air Conditioning	151	151	317	166		166	47.6%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	15,217	89,934	202,524	112,590	0	112,590	44.4%	0
Net Income over Expenditure	208,269	371,931	199,443	(172,488)				
<u>102 Harleston Kindness Help Hub</u>								
4497 Harleston Kindness Help Hub	0	0	880	880		880	0.0%	
Harleston Kindness Help Hub :- Indirect Expenditure	0	0	880	880	0	880	0.0%	0
Net Expenditure	0	0	(880)	(880)				
<u>103 Team Harleston</u>								
1085 Coronation Event	0	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	0	230	8,000	7,770			2.9%	0
4014 Town Events	447	477	1,000	523		523	47.7%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	0	0	108	108		108	0.0%	
4085 Coronation Event	0	688	0	(688)		(688)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	447	1,166	4,108	2,942	0	2,942	28.4%	30
Net Income over Expenditure	(447)	(936)	3,892	4,828				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	(447)	(906)						
<u>105 Grants & Donations</u>								
1103 Donation	0	238	0	(238)			0.0%	
Grants & Donations :- Income	0	238	0	(238)				0
4090 Grants	0	6,760	10,000	3,240		3,240	67.6%	
Grants & Donations :- Indirect Expenditure	0	6,760	10,000	3,240	0	3,240	67.6%	0
Net Income over Expenditure	0	(6,523)	(10,000)	(3,478)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Loan Repayments								
4095 Loan Repayments	0	4,402	8,803	4,401		4,401	50.0%	
Loan Repayments :- Indirect Expenditure	<u>0</u>	<u>4,402</u>	<u>8,803</u>	<u>4,401</u>	<u>0</u>	<u>4,401</u>	<u>50.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(4,402)</u>	<u>(8,803)</u>	<u>(4,401)</u>				
121 Environmental								
4039 Sundries	0	15	0	(15)		(15)	0.0%	
4083 Planters	0	1,925	1,500	(425)		(425)	128.4%	1,417
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	73	74	54	(20)		(20)	137.7%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	2,849	5,393	2,650	(2,743)		(2,743)	203.5%	
4143 Salt bin purchase	0	0	119	119		119	0.0%	
Environmental :- Indirect Expenditure	<u>2,922</u>	<u>7,408</u>	<u>4,805</u>	<u>(2,603)</u>	<u>0</u>	<u>(2,603)</u>	<u>154.2%</u>	<u>1,417</u>
Net Expenditure	<u>(2,922)</u>	<u>(7,408)</u>	<u>(4,805)</u>	<u>2,603</u>				
6000 plus Transfer from EMR	0	1,417						
Movement to/(from) Gen Reserve	<u>(2,922)</u>	<u>(5,991)</u>						
122 Street Lighting								
4151 Street Lights Electricity	416	2,070	6,000	3,930		3,930	34.5%	
4152 Street Lights Maintenance	85	425	1,097	672		672	38.7%	
Street Lighting :- Indirect Expenditure	<u>501</u>	<u>2,495</u>	<u>7,097</u>	<u>4,602</u>	<u>0</u>	<u>4,602</u>	<u>35.2%</u>	<u>0</u>
Net Expenditure	<u>(501)</u>	<u>(2,495)</u>	<u>(7,097)</u>	<u>(4,602)</u>				
123 Car Parks								
1030 Car Park Donations - Business	0	0	1,000	1,000			0.0%	
1031 Car Park Donations - PC's	0	0	1,075	1,075			0.0%	
1032 Car Park Donations - Co op	2,500	15,000	30,000	15,000			50.0%	
1499 Project - parish partnership	(2,232)	(2,232)	2,500	4,732			(89.3%)	
Car Parks :- Income	<u>269</u>	<u>12,769</u>	<u>34,575</u>	<u>21,807</u>			<u>36.9%</u>	<u>0</u>
4051 Business Rates	1,197	7,182	13,674	6,492		6,492	52.5%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	0	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	<u>1,197</u>	<u>27,157</u>	<u>54,481</u>	<u>27,324</u>	<u>0</u>	<u>27,324</u>	<u>49.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(929)</u>	<u>(14,388)</u>	<u>(19,906)</u>	<u>(5,518)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
124 Cemetery								
1020 Cemetery - Burials	0	1,510	2,580	1,070			58.5%	
1021 Cemetery - Interment Of Ashes	0	200	538	338			37.2%	
1022 Cemetery - EROB	0	1,070	1,290	220			82.9%	
1023 Cemetery - Memorials	0	390	774	384			50.4%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	0	3,170	5,531	2,361			57.3%	0
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	914	914		914	0.0%	
4132 Cemetery - Grave Digger	0	0	2,365	2,365		2,365	0.0%	
Cemetery :- Indirect Expenditure	0	0	4,317	4,317	0	4,317	0.0%	0
Net Income over Expenditure	0	3,170	1,214	(1,956)				
125 Markets								
1040 Market Rents	0	220	6,000	5,780			3.7%	
Markets :- Income	0	220	6,000	5,780			3.7%	0
4053 Market Rates	26	158	290	132		132	54.5%	
4055 Electricity	0	33	269	236		236	12.4%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	26	441	1,372	931	0	931	32.2%	0
Net Income over Expenditure	(26)	(221)	4,628	4,849				
126 Allotments								
1000 Allotment Rent	1,100	1,250	1,818	568			68.8%	
Allotments :- Income	1,100	1,250	1,818	568			68.8%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	36	405	1,024	619		619	39.5%	
4101 Hedge & Tree Maintenance	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	36	720	2,547	1,827	0	1,827	28.3%	0
Net Income over Expenditure	1,064	530	(729)	(1,259)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
129 War Memorial								
4111 War Memorial Maintenance	2	10	500	490		490	2.0%	
War Memorial :- Indirect Expenditure	<u>2</u>	<u>10</u>	<u>500</u>	<u>490</u>	<u>0</u>	<u>490</u>	<u>2.0%</u>	<u>0</u>
Net Expenditure	<u>(2)</u>	<u>(10)</u>	<u>(500)</u>	<u>(490)</u>				
130 Clock Tower								
4112 Clock Tower Maintenance	0	0	296	296		296	0.0%	
Clock Tower :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>296</u>	<u>296</u>	<u>0</u>	<u>296</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(296)</u>	<u>(296)</u>				
131 Public Toilets								
4000 Salaries	283	1,717	2,914	1,197		1,197	58.9%	
4001 Paye/Ni	64	334	855	521		521	39.1%	
4006 Pension Contributions	100	508	1,090	582		582	46.6%	
4039 Sundries	112	272	0	(272)		(272)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	115	363	1,419	1,056		1,056	25.6%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	<u>674</u>	<u>3,211</u>	<u>7,093</u>	<u>3,882</u>	<u>0</u>	<u>3,882</u>	<u>45.3%</u>	<u>0</u>
Net Expenditure	<u>(674)</u>	<u>(3,211)</u>	<u>(7,093)</u>	<u>(3,882)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	150	990	1,800	810			55.0%	
1003 Ground Rent - Bowls	45	270	540	270			50.0%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
1015 Recreation Ground Advertising	0	720	0	(720)			0.0%	
Recreation Ground :- Income	<u>195</u>	<u>1,980</u>	<u>2,878</u>	<u>898</u>			<u>68.8%</u>	<u>0</u>
4000 Salaries	1,631	9,836	21,417	11,581		11,581	45.9%	
4001 Paye/Ni	404	2,054	6,711	4,657		4,657	30.6%	
4006 Pension Contributions	582	2,935	8,218	5,283		5,283	35.7%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	386	1,352	966		966	28.5%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	0	56	0	(56)		(56)	0.0%	
4040 Telephones/Broadband	10	50	129	79		79	38.8%	
4041 Mobile Phones	7	36	65	29		29	54.8%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	141	195	403	208		208	48.4%	
4055 Electricity	41	241	600	359		359	40.2%	
4071 Health & Safety - Compliance	0	150	269	119		119	55.8%	
4084 Signage - Rec	0	60	500	440		440	12.0%	
4099 Miscellaneous Expenses	0	433	0	(433)		(433)	0.0%	866
4101 Hedge & Tree Maintenance	0	735	538	(197)		(197)	136.6%	
4102 Grass Cutting	0	1,785	4,066	2,281		2,281	43.9%	
4107 Leased Plant	320	1,600	3,440	1,840		1,840	46.5%	
4119 Maintenance - General	78	255	619	364		364	41.2%	
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	867	1,641	832	(809)		(809)	197.3%	
4145 Waste Removal	172	706	1,606	900		900	44.0%	
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	0	423	0	(423)		(423)	0.0%	423
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	4,253	27,120	58,703	31,583	0	31,583	46.2%	1,288

Net Income over Expenditure **(4,058)** **(25,140)** **(55,825)** **(30,685)**

6000 plus Transfer from EMR 0 1,288

Movement to/(from) Gen Reserve **(4,058)** **(23,851)**

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%
1059 memberships DD	10,378	59,665	118,250	58,585			50.5%
1060 Gym - Classes	367	2,384	3,000	616			79.5%
1062 Gym - Food & Drink - Confectio	108	716	300	(416)			238.7%
1063 Gym - Membership SO's	18	105	350	245			30.0%
1064 Gym - Membership Cash	1,846	9,864	20,000	10,136			49.3%
1065 Gym - Personal Training	353	1,840	2,500	660			73.6%
1066 Gym - Room Hire	(55)	0	404	404			0.0%
1067 Gym - Squash Courts	599	3,910	5,000	1,090			78.2%
1068 Gym - Tennis	181	1,747	2,000	253			87.3%
1070 Protein Food and drink	313	1,976	1,500	(476)			131.7%

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1073 Re-sales	314	411	310	(101)			132.6%	
1074 Gym -advertising	94	287	0	(287)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
1086 Gym - Merchandise	354	354	0	(354)			0.0%	
Gym :- Income	14,869	83,334	154,223	70,889			54.0%	0
4000 Salaries	860	39,041	87,601	48,560		48,560	44.6%	
4001 Paye/Nl	1,567	7,522	17,650	10,128		10,128	42.6%	
4006 Pension Contributions	1,031	9,994	27,512	17,518		17,518	36.3%	
4010 Staff Training/ Conferences	356	356	650	294		294	54.8%	
4015 Staff Travel & Subsistence	0	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	409	3,870	3,461		3,461	10.6%	
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	902	1,739	837		837	51.8%	
4039 Sundries	118	499	1,161	662		662	43.0%	
4040 Telephones/Broadband	54	310	538	228		228	57.6%	
4041 Mobile Phones	9	47	88	41		41	53.2%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	503	918	1,477	559		559	62.2%	
4055 Electricity	230	1,368	3,400	2,032		2,032	40.2%	
4056 Gas	18	(44)	275	319		319	(15.9%)	
4057 Advertising	0	25	1,075	1,050		1,050	2.3%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	316	381	1,075	694		694	35.4%	
4086 Gym - Merchandise	20	20	0	(20)		(20)	0.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	7	538	531		531	1.4%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	969	1,075	106		106	90.2%	
4126 Gym Equipment Purchases	190	676	4,600	3,924		3,924	14.7%	
4128 Gym Contract Maintenance	268	964	1,198	234		234	80.5%	
4129 Gym sundries	70	472	1,290	818		818	36.6%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	47	337	50	(287)		(287)	674.0%	
4160 Gym Class Fees	697	3,326	3,689	363		363	90.2%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 Protein products	198	1,072	531	(541)		(541)	201.9%	
4166 Uniforms	181	288	355	67		67	81.2%	
4167 Gym DD Arrangement Fees	857	4,166	5,160	994		994	80.7%	
4168 Air Conditioning	453	453	447	(6)		(6)	101.3%	
Gym :- Indirect Expenditure	8,204	76,163	172,464	96,301	0	96,301	44.2%	0
Net Income over Expenditure	6,665	7,171	(18,241)	(25,412)				
203 Leisure Centre building								
1066 Gym - Room Hire	964	4,170	3,000	(1,170)			139.0%	
Leisure Centre building :- Income	964	4,170	3,000	(1,170)			139.0%	0
4000 Salaries	7,415	10,058	21,807	11,749		11,749	46.1%	
4001 Paye/NI	1,423	1,830	4,177	2,347		2,347	43.8%	
4006 Pension Contributions	1,944	2,671	7,715	5,044		5,044	34.6%	
4039 Sundries	153	428	703	275		275	60.8%	
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	5,911	12,709	6,798		6,798	46.5%	
4055 Electricity	945	5,631	14,000	8,369		8,369	40.2%	
4056 Gas	73	568	6,128	5,560		5,560	9.3%	
4071 Health & Safety - Compliance	4	1,423	1,681	258		258	84.7%	
4072 Security	0	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	0	92	3,225	3,133		3,133	2.9%	
4121 Maintenance - Contractors	140	1,444	4,300	2,856		2,856	33.6%	
Leisure Centre building :- Indirect Expenditure	13,083	33,682	86,726	53,044	0	53,044	38.8%	0
Net Income over Expenditure	(12,119)	(29,512)	(83,726)	(54,214)				
498 Section 106								
4498 Section 106	21,509	21,509	0	(21,509)		(21,509)	0.0%	
Section 106 :- Indirect Expenditure	21,509	21,509	0	(21,509)	0	(21,509)		0
Net Expenditure	(21,509)	(21,509)	0	21,509				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

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	240,882	569,225	617,992	48,767			92.1%	
Expenditure	68,071	302,177	626,716	324,539	0	324,539	48.2%	
Net Income over Expenditure	172,811	267,048	(8,724)	(275,772)				
plus Transfer from EMR	0	2,735						
Movement to/(from) Gen Reserve	172,811	269,783						

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

Request for an Additional Bus Stop Location

Purpose of Document:

This document aims to apprise council members of a request received from a resident, proposing the establishment of an extra bus stop at the top end of Station Hill/Road within the town.

Consultation with the Public Transport Development Officer at Norfolk County Council has been initiated by the Clerk, who has identified a viable and safe location for the proposed bus stop, as illustrated in the accompanying image.



The Proposal:

Currently, the bus route encompasses London Road (bus stop), the Thoroughfare, Station Road (proposed new bus stop), Redenhall Road (bus stop), and Broad Street (bus stop). A significant number of residents residing along Station Road and in the upper part of our town stand to benefit from the convenience of accessing and disembarking from the bus closer to their homes.

Two key concerns have been identified for consideration, which, while not impeding progress, must be acknowledged:

1. The potential intrusion posed by the new bus stop in front of properties No. 41 and 43.
2. The necessity of a bus cage (refer to the image below), which would result in the removal of residential parking, as it prohibits on-street parking and grants permanent bus access.

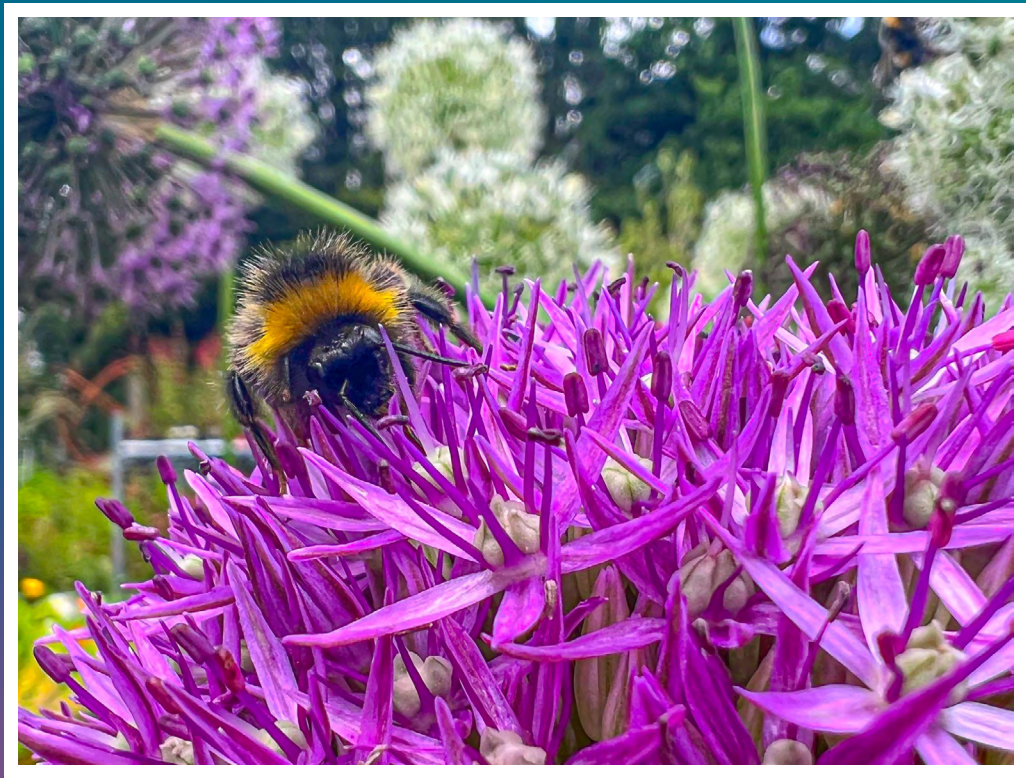
In essence, this matter necessitates a careful weighing of the advantages for the broader community against the perceived "inconvenience" for a select few.



To address the following questions:

1. Does the town council wish to proceed with the addition of a new bus stop and convey this request to the Public Transport Development Officer at Norfolk County Council?
2. If so, does the town council endorse the proposed location and acknowledge the need for a bus cage?

Cultivating Community with Our Grant Scheme



POWERED BY
**LEVELLING
— UP —**



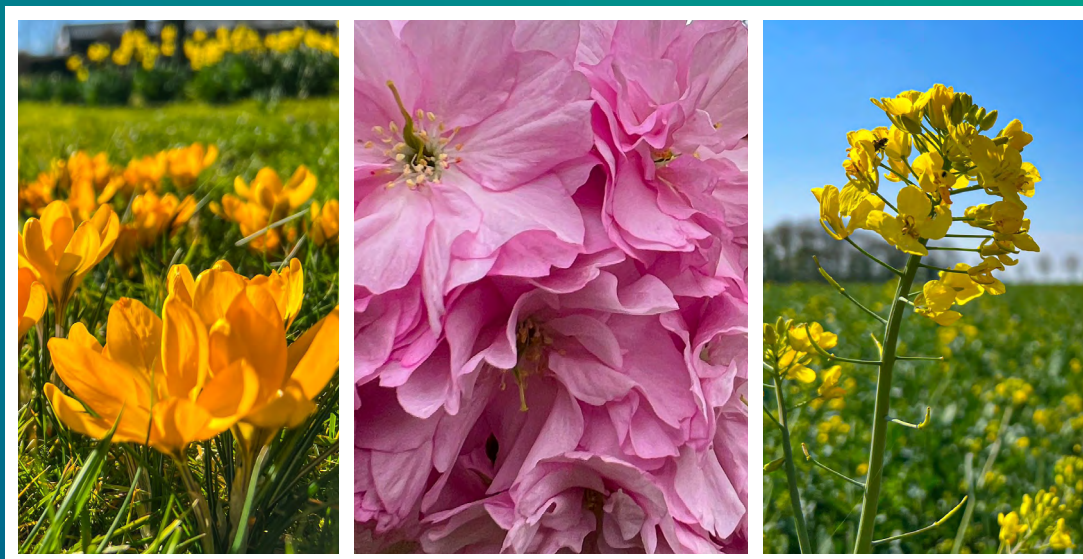
Town and parish councils in South Norfolk and Broadland districts are invited to apply for a grant that not only enhances the physical landscape but also fosters significant social and mental health benefits. Research consistently shows that community-led environmental projects contribute to stronger community bonds and improved mental well-being.



Grant Possibilities:

- **Community Projects:** Leverage the power of group efforts in gardening or beautification projects to boost community cohesion. Participating in collective activities strengthens social ties and can lead to enhanced mental health.
- **Connection with Nature:** Engage in projects that bring people closer to nature. Connecting with natural environments has been linked to reduced stress, improved mood, and enhanced mental clarity.
- **Sustainable Practices:** Embrace sustainable environmental practices that preserve natural resources and foster a sense of responsibility and stewardship among community members.

A Suggested Opportunity: Participating in Anglia in Bloom, a segment of the RHS Britain in Bloom campaign, is an exemplary way to use this grant. This initiative offers a platform to unite the community, beautify your environment, and experience the mental health benefits of horticulture.



Supporting Diverse Community Initiatives

This grant scheme is designed to give your council the financial support needed for projects that resonate with your community's unique character and needs.

Grant Benefits:

- **Financial Assistance:** Direct funding to support a variety of community improvement projects.
- **Flexibility and Independence:** The freedom to tailor projects to your specific community needs, aligning with local values and priorities.
- **Local Empowerment:** Encourage local decision-making, fostering a sense of ownership and pride, which is crucial for sustained community engagement and mental well-being.



Inspiration from Wymondham: A Community United in Bloom

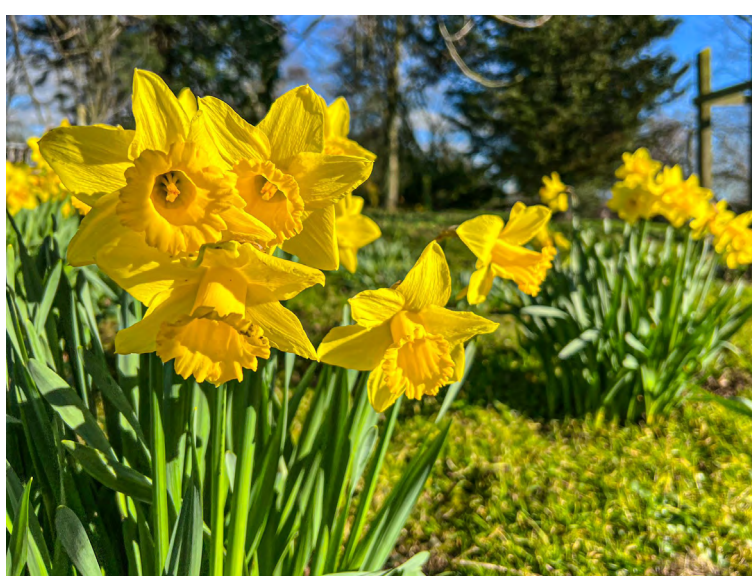
Explore how Wymondham harnessed community spirit and resources to engage in Anglia in Bloom. Their story is remarkable, from enhancing the town's streets with hanging baskets and creative floral displays to the collaborative efforts of volunteers, businesses, and residents. Supported by the local council's grant, Wymondham achieved notable success in the competition, including nearly winning a Gold award in 2022. The 2023 theme 'Incredible Edibles' saw the town creatively incorporating edible plants into their displays, showcasing both beauty and sustainability.

Your Unique Path

Every community has its unique strengths and character. This grant offers an opportunity to harness these qualities in ways that best suit your vision, whether through a project like Anglia in Bloom or any other initiative that strengthens community ties and mental health.

Envision and Create a Vibrant Community

Apply for the grant today and start on a journey to enrich your community's social fabric and natural environment. Embrace this opportunity to create a more connected, healthy, and vibrant community.



The page is framed by a decorative border of white line-art illustrations of various plants, including daisies, ferns, and leafy sprigs, set against a background that transitions from teal at the top to purple at the bottom.

Pride in Place

If you would like to discuss our Pride in Place work programme further or find out more about our funding opportunities, please contact us through the details below.

Telephone: 01508 535348

Email: prideinplace@southnorfolkandbroadland.gov.uk

Web: southnorfolkandbroadland.gov.uk/communities/pride-place-community-grant-scheme