



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting to Members of the Public and Press

Members of the public are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Wednesday 24th January 2024 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 19th January 2024

Members of the press and public are welcome to attend.

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

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 (Councillors to declare any non-payment of council tax at this time)
4. To receive and approve the minutes of the Town Council meeting on Wednesday 20th December 2023 (copy herewith)
5. To note progress on decisions made at the last meetings of Council (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. Precept and Budget
 - a. To review the reallocation of funds to aid in match funding for the feasibility study and agree on whether to proceed with the proposed reallocation.
 - b. To resolve to agree the Earmarked Reserves Policy in line with the proposed draft budget.
 - c. To resolve to agree the 2023/24 budget and reserves as recommended by the Finance Committee including the reallocation of funds from item a, if agreed.
 - d. To resolve to agree 2023/24 Precept request as recommended by the Finance Committee
8. To agree for the Clerk to produce a letter of engagement setting out the terms of the appointment to an internal auditor for the Financial Year Ending 2023/24.

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

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

- 9.** To receive and note the contents of month 6, 7 and 8 Income and Expenditure report and formulate and agree any questions for the Finance Committee. (Copy herewith)
- 10.** To receive and note the contents of month 6, 7 and 8 Bank Reconciliation and formulate and agree any questions for the Finance Committee (Copy herewith)
- 11.** Receive and note the contents of the Payments Lists provided.
 - a.** 9th January 2024 (Copy herewith)
- 12.** To receive and note any short updates from representatives.
- 13.** To note Cllr West's request to discontinue role as HIP representative.
- 14.** To approve the Town Clerk as the representative for HIP
- 15.** To receive Committee updates and report on any significant issues arising³:
 - a.** Planning Meeting - Last meeting held 8th January 2024
 - b.** Leisure Centre Meeting- Last meeting held 10th January 2024
 - c.** Finance Meeting - Last meeting held 17th January 2024
- 16.** To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only.
 - a.** Chairman
 - b.** Councillors
 - c.** Clerk
- 17.** Receive feedback from the Major and Estate Development Team Manager at Norfolk County Council regarding the Town Council's letter dated November 17, 2023, concerning Urgent Traffic Safety Concerns at the Spirketts Lane/Shotford Road Junction and agree on any further action required. (Copy herewith)
- 18.** To receive and note
 - a.** The Town Council's support of the proposal for an extension to the yellow lines along Redenhall Road from Candles Lane as per Town Council minutes on the 19th July 2023 (copy herewith)
 - b.** Detail from the South Norfolk Police public meeting (copy herewith)
- 19.** To note the date of the next Town Council meeting on Wednesday 28th February 2024 7.00pm start in the Social Room at the Memorial Leisure Centre.

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



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 20th December 2023 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Adrian Brownsea, Eloise Wilkinson, Clive Digby, Michael Hardy, Clive Attwood.

Also, present: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk), County Councillor Martin Wilby, District Councillor Trevor Graham.

Members of the Public: Seven members of the public

1. Welcome

Cllr MBA welcomed everyone to the meeting.

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

Apologies were received from Cllr Harrison, Cllr West and Cllr Chenery due to previous engagements.

Apologies were unanimously accepted.

Apologies were also received from District Councillor Eddy for non-attendance at the meeting though he did provide a report for the meeting found at appendix C.

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 an interest in item 7d, it was agreed that he would not vote on this matter.

4. To receive and approve the minutes of the Town Council meeting on Wednesday 22nd November 2023

Unanimously Approved.

5. To note progress on decisions made at the last meetings of Council.

Noted

Cllr Hardy inquired if the council had received a response to item 14b from the County Council.

The Clerk informed the council that a formal reply had not yet been received. The Clerk was requested to contact the County Council for a formal reply and report back to the council at the next meeting.

Action – Town Clerk

6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by

the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).

Standing Orders were suspended at 19.10

The representative from the original Nature Recovery group presented the council with an informal report about work completed to date on Nature Recovery.

District Councillor Graham provided a report – Appendix B

A representative from Needham Parish Council explained their council's involvement in Nature Recovery following the lead from Harleston Town Council.

District Councillor Wilby provided a report – Appendix A

Cllr Brownsea commented about the state of the roads on the way to Rushall regarding flooding. County Councillor Wilby informed that an extra 4 million was being received to tackle potholes and improve the roads in flood prone areas.

Following these comments Cllr Hardy commented on the amount of mud on the roads due to the large vehicles. County Councillor Wilby added that soil is also washing off the fields onto roads following the wet weather.

A further representative from Needham Parish Council commented about item 15 explaining that some incidents have happened when power cuts have been in place.

Cllr Scade inquired if there was a chance of a Sunday and Bank Holiday service on the buses. County Councillor Wilby said he would make enquiries.

A member of the public asked if anyone was speaking to the bus company to advertise Harleston encouraging people from surrounding areas to come to Harleston rather than going to Norwich.

3 members of the public left at 19.25

Standing orders were reinstated at 19.26

7. Discuss and approve the grant applications recommended by the Finance Committee.

a. Harleston Information Plus-Amount: £6,500-Purpose: To support core expenses, including rent, utilities, and salaries.

Unanimously approved.

Action – Town Clerk

b. Harleston Historical Society-Amount: £260-Purpose: To assist with the Museum's annual rent.

Unanimously approved.

Action – Town Clerk

c. Exchange 2-Amount: £1,245-Priority 1: Insurance - £743.89-Priority 2: General building maintenance - £500

Unanimously approved.

Action – Town Clerk

d. Redenhall with Harleston & Wortwell PCC-Amount: £2,000-Purpose: To provide a warm space.

The Deputy Clerk gave further information about this application explaining that funds had been awarded to this group from South Norfolk District Council to the sum of £750.

Cllr MBA proposed that the council award £1250 as they have received £750 from South Norfolk District Council as this would then provide them with the amount originally requested and keep the Town Council within the proposed budget for grants in the 24-25 financial year.

Unanimously agreed.

Action – Town Clerk

2 members of the public left 19.35

8. Receive and review as recommended by the Finance Committee

- a. **the salary draft budget for year 2024/25 and agree for the chair to sign at the January Town Council meeting (FR4.6)**

Unanimously agreed.

Councillor Hardy highlighted requested for it to be recorded within the minutes that councillors are not paid for their time.

- b. **the main draft budget for the year 2024/25**

Cllr Brownsea gave thanks to the committee working groups for their work towards the budget. He also gave thanks to the staff for their efforts and stated that he felt that this was the most transparent budget that has ever been set.

Meeting was suspended as Cllr Hardy left the meeting to get a drink 19.40.

Meeting reconvened 19.43

- c. **the reserves draft budget for year 2024/25**

Received

- d. **the Reserves Policy**

Received

Cllr Hardy noted a typo on the index page.

Action – Town Clerk

9. **Discuss and consider the 2024/25 precept request as recommended by the Finance Committee.**

Councillor Brownsea emphasised that while there is still an opportunity to provide additional suggestions for the budget, he expressed satisfaction with the process conducted this year and is willing to support the proposed budget.

10. **To finalise any additional revisions for the Finance Committee's consideration during the January Finance committee meeting.**

Clerk highlighted that any changes would need to be communicated during the first week in January 2024 for changes to be made before the next Town Council meeting.

Action – All Councillors

Cllr MBA proposed to move to item 15 at this point of the meeting (19.51)

Unanimously agreed.

Cllr Hardy provided a report on his meeting with Needham Parish Council

He gave information about 5 substantial incidents on the roundabout this year.

He proposed that the Town Council make representation to support Needham Parish Council and to agree that a letter should be drafted in support to Norfolk Highways department.

Cllr Brownsea informed that the roundabout is in the Parish of Needham and that we should be supporting but in terms of taking action ourselves he felt that it should be left to Needham.

Cllr MBA highlighted that the traffic is going to get worse in the future with the major developments taking place over the coming years.

Standing orders were suspend at 19.58.

Standing orders were reinstated at 20.03.

It was agreed for Cllr Hardy to draft a letter.

Action – Cllr Hardy

11. **Receive and note the contents of the Payments Lists provided.**

- a. **20th December 2023**

Clerk requested approval for

Elite Traffic Management - both budgeted.

Tennis Court Cleaning - budgeted
Force Fresh above approval level.
The Town Clerk suggest adding these to the approved suppliers list FR5.6
Unanimously agreed.

Action – Town Clerk

13. To receive the Town Councils drafted 4-Year Action Plan

a. Approve the finalised plan.

During the discussion, various points were raised by the councillors:

Cllr Brownsea - While in agreement with the plan's objectives, expressed disapproval of the way it was formulated.

Cllr Hardy - Acknowledged cosmetic changes but sought clarification on timings within the plan.

Cllr Digby - Emphasised that the plan is dynamic and should be regularly revisited.

Proposed adoption of the plan as a live document.

Cllr Attwood - Inquired about the exclusion of his suggestions and voiced inability to vote in favour of the document.

In response to the lack of consensus, there was a suggestion to organise a meeting or an informal gathering among councillors to delve deeper into the matter.

In summary, as a unanimous agreement for the plan was not reached, it was decided that the Clerk would determine the appropriate course of action to revisit this item in the future.

Action – Town Clerk

14. To receive and approve the draft letters intended for distribution to businesses and neighbouring parishes, seeking contributions for free car parking.

Cllr Hardy proposed amendments to the business letter, proposed changes were agreed.

Cllr Hardy to work with the Clerk to finalise the letters to be sent out in the New Year.

Action – Town Clerk & Cllr Hardy

15. To receive a report from Cllr Hardy on safety concerns discussed with Needham Parish Council regarding the A143 roundabout and determine any subsequent actions.

Moved to after item 10.

16. To note an application to be submitted by the Events Officer for a Pride in Place Grant for events in 2024.

Noted

17. To receive and note the Decision Notice, Reference: 2023/3260, Proposal: Proposed use of recreation ground to run up to three car boot sales between March and November for a two-year period (2024/2025), Date of Decision: 12 December 2023

Noted

Noted that the times are limited to 9am-2pm

18. To receive and note any updates from representatives.

None

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

a. Leisure Centre Meeting- Last meeting held 29th November 2023

Budget, review of membership prices.

b. Planning Meeting - Last meeting held 4th December 2023

South of Spirkets Lane Development, Barclays Bank Closure, highlighted the website.

c. Amenities Meeting - Last meeting held 6th December 2023

Budget

d. Finance Meeting – Last meeting held 13th December 2023

Budget

20. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only.

a. Chairman

Gave thanks to Councillors and staff who came to the Christmas drinks last week.

b. Councillors

Cllr Scade – Raised concerns about the addition of illuminated signs appearing in town.

Requested that the Town Clerk contact the SNDC Conservation Officer to discuss enforcement matters

Action – Town Clerk

He expressed that the town looks great and very Christmassy.

Cllr Brownsea - Asked if the District Councillor could be informed that we are a Town Council not a Parish Council and that Ocean Pit is not in our Parish/Town

Cllr Hardy – Pleased to see the marketplace being used this Saturday for a small Christmas event.

Cllr Wilkinson – Expressed how lovely the town looks at the moment.

Cllr Digby – enquired about constitutional boundaries.

c. Clerk

Work taking place in the new year on remedial works including chevron parking, control plate.

21. To note the date of the next Town Council meeting on Wednesday 24th January 2024 7.00pm start in the Social Room at the Memorial Leisure Centre.

Noted

Cllr MBA wished everyone a Merry Christmas.

Meeting closed at 20.45

Appendix A

County Councillor Report December 2023

On 8th December 2022, Norfolk County Council signed an “in-principal” Level 3 Devolution County Deal for Norfolk which, if agreed, will provide Norfolk with new powers, devolved funding and additional investment to help us boost our economy through jobs, training and development, improve our transport network and support our environment. One of the first of its kind, Norfolk’s County Deal will bring greater independence to local decision-making and priority setting. The Investment Fund, available through a Level 3 Deal will bring an additional £600m over 30 years. To secure Level 3 Deal, the council must change its governance model from a ‘leader and cabinet model’ to a ‘Directly Elected Leader and Cabinet model’. Key elements of the Deal such as the investment Fund, the Brownfield Housing Fund, the Integrated Transport Settlement and negotiated enhancements are only available at Level 3. The proposal is to have the election of the Directly Elected Leader in May 2025 so that it is the same time as the Norfolk County Council Election.

Twenty-seven brand new gritters will be taking to the roads this winter in a £3,238,000 boost to the annual push to help keep Norfolk moving safely during the winter months. Norfolk’s fleet of 58 vehicles treat 2,200 miles of road on each full 3-hour gritting run. All A and B-class roads and some C-class roads are treated with focus on commuter and major bus routes and as far as possible one route into all villages. The A11 and A47 are gritted by National Highways. In addition to the 49 gritting routes there are more than 2000 grit bins that are available around the county for people to use on roads, pavements and cycle paths. Thankyou to all of the volunteers that use these grit bins and also thanks to all of the farmers across the County who are on standby to help with snow clearance when needed. NCC spends an average of £3.2m keeping highways moving over the winter and the average cost of each full gritting run is around £49,000. To find out more visit www.norfolk.gov.uk/winter

It’s just been over a year since NCC received £49.55m of funding from the Department for Transport (DfT) to improve bus services across the county. There have been huge numbers of improvements already made across the county and the latest figures show that passenger numbers have increased throughout the year with the number of fare-paying passengers now exceeding pre-covid levels. Passenger numbers across the UK fell dramatically during the covid-19 pandemic with an average drop across the UK of 50.3% but in many cases even more. Latest figures for Norfolk show that overall bus passenger numbers have increased by 18% in the last year with the number of fare-paying passengers now at 107% compared to pre-pandemic baseline figures. Norfolk is bucking the trend as nationally bus usage figures are at between 89% to 98% of pre-pandemic levels. Approximately £12m of our funding was allocated to providing new or expanded bus routes and increased service frequencies on key routes, including more evening and weekend services and this has been very much the focus of the spend in this first year of funding.

New infrastructure to cut congestion. The Norwich Western Link has been given Government backing by approving the business case and committing to funding the road. This much needed new road will connect the A47 to the NDR and some of the benefits are, cutting traffic congestion, reducing journey times, improving air quality in communities and unlocking opportunities for economic growth. www.norfolk.gov/nwl

Your Norfolk magazine has been delivered to all households across the county with an update of what is happening in our county and has information of contact details for our services.

Looking forward to 2024

Best Wishes

Martin

DRAFT

Appendix B

District Councillor Report – December 2023

As we welcome in the new year it is worth looking back to some things from last year. I have reported South Norfolk Council 'Go For It' grants to: Borderhoppa, Dream Weavers and Harleston Sancroft Academy. Also, 'Community Action Fund' grants to Waveney Volunteers for Nature and Exchange 2 and a 'Pride in Place' grant to Wortwell Parish Council. Maybe, as I, you didn't appreciate how South Norfolk Council are supporting our community. I am particularly pleased that there has been significant progress with our community nature recovery work, and the tourism initiative is moving forwards with improvements to the visitor website and a series of tourism leaflets. A lot has happened in a short time.

Moving to updates for this month. South Norfolk Council have awarded two Winter Pressures grants in Harleston of £750 each. St John The Baptist Church will be providing a warm space with hot food and drinks seven days a week until February 2024. Harleston Information Plus will be providing winter warmer packs that include an electric hand warmer, fleece blanket, hot water bottle, snood, and jar of hot chocolate.

Create Learn Play have been awarded a £300 'Go For It' grant to assist with setting up a new preschool group on Friday afternoons which will be held in the meeting room of the Harleston Leisure Centre.

Round three of the 'Pride in Place Community' grant is now open. This provides help for town and parish councils and voluntary and charitable organisations to enhance their local community and area. As part of the scheme, town and parish councils have been specifically invited to apply for a grant to purchase plants for the community, arrange litter picking events throughout the year or even apply to the Anglia in Bloom scheme. I am pleased to note that the town council are looking to take advantage of this offer. This grant opportunity fits very well with the Harleston planters and community nature recovery work.

The Government has awarded funding to develop web pages to provide information on nationally significant infrastructure projects. These are large scale developments relating to energy, transport, water, or waste. The pages will provide details of projects which will impact our district such as the offshore wind farms. Details can be found on the planning page to the South Norfolk Council website: <https://www.southnorfolkandbroadland.gov.uk/planning>.

The continuation of the cost-of-living crisis places a financial strain on many people and impacts the poorest in our community the greatest. The council agreed to maintain the Council Tax Assistance scheme which helps residents on a low income pay their Council Tax.

I am very pleased to report that South Norfolk Council reinforced their support for nature recovery in passing a motion which I proposed. It was agreed to endorse the community nature recovery model pioneered by Harleston and to encourage Parish councils across the district to implement this across their own communities. This is a recognition of the good work of people within Harleston on this very important topic. I would like to thank everyone who has been involved, the town council for their continued support. and hope that more people will join in.

I will hold my next surgery on 13 January at Harleston Information Plus on Exchange Street in Harleston between 10:00 and 12:00. I hope to see you there.

This will be the last meeting of the Parish Council before Christmas, I would therefore like to express my appreciation to the councillors who give up their own time to serve the local community. Also, to Clare, and all of the office, maintenance and leisure centre staff, who work tirelessly to support the councillors. It is always a pleasure to attend these meetings. I will continue to do my utmost to support the parish council in their work and I look forwards to seeing you all again in 2024.

Until then, I wish to all a merry Christmas and happy new year, Trevor

DRAFT

Appendix C

District Councillor Report December 2023

Unfortunately, due to the health issues that will keep me from tonight's meeting I haven't been able to attend several of the most recent meetings at South Norfolk Council. However, this has given me some time to reflect on the events of the past year.

It's hard to comprehend how much has changed for me personally since the beginning of 2023. Indeed, the idea that I would be writing a report as your District Councillor is not something I would have believed. There has been a lot to learn since May and I'm happy to report that I'm beginning to feel a little bit less like an imposter. As a result of this, I feel that I have a greater understanding of my role as a councillor and also what can potentially be achieved for the people of Harleston. I believe that this can only be positive for the years ahead.

I wanted to take this opportunity to comment on how lovely the Christmas decorations in the town look this year. The tree in particular looks wonderful when it's all lit up and so I'm sure I'm not the only one who would like to thank all those involved in making our town look so appealing at this time of year.

I still plan to hold my final District Councillor Surgery of the year at Harleston Information Plus between 10am and 12 on Saturday 23rd December but I will also be available via email at james.eddy@southnorfolkandbroadland.gov.uk

Finally, I'd like to say Merry Christmas and a Happy New Year to all the staff and members of the Town Council. I hope you and everyone else in the town are able to have a peaceful and happy time with those you hold dearest.

See you all next year,

James

Town Council – Progress Report – 24th January 2024

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Full Council	22 nd February Item 9(e) & 9(f)	Policies	The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website.	Town Clerk	June Town Council meeting.	Outstanding
Full Council	5 th July 2023 Item 6	Football Club Lease	To proceed the council agreed for the Clerk to appoint a new solicitor.	Town Clerk	ASAP	Reallocated to the LCMC Matter Closed
Full Council	27 th September 2023 Item 8a	Pride in Place Funding	Clerk to apply for the 'Pride in Place' grant from South Norfolk District Council to undertake a feasibility study.	Town Clerk	ASAP	Deadline 31 st January 2023 Ongoing
Full Council	27 th September 2023 Item 9b	Gold Standard Bus Stop	Clerk to advise NCC of the outcome.	Town Clerk	ASAP	NCC are compiling a briefing document with specifications to be presented to the Town Council at a future meeting. Ongoing
Full Council	25 th October 2023 Item 21	Parish Partnership Scheme	Clerk to initiate an application for the Parish Partnership scheme, aiming for 50/50 funding for the Market Place bollards as previously approved. 100% of the funds from the Community Reserve EMR348 will only be utilized if the application proves unsuccessful.	Town Clerk	December 2023	The Clerk has submitted the application and will provide a report on the outcome. Ongoing
Full Council	20 th December 2023 Item 5	Highways Letter for Item 14 on this agenda	The Clerk was requested to contact the County Council for a formal reply and report back to the council at the next meeting.	Town Clerk	ASAP	Email sent to Liz Poole requesting formal feedback. Matter Closed Response outstanding
Full Council	20 th December 2023	HIP Grant application	Unanimously Approved	Town Clerk	April 2024	Advised Grant awarded to be paid 1 st April 2024 Matter Closed

Town Council – Progress Report – 24th January 2024

	Item 7a					
Full Council	20 th December 2023 Item 7b	Historical Society Grant Application	Unanimously Approved	Town Clerk	April 2024	Advised Grant awarded to be paid 1 st April 2024 Matter Closed
Full Council	20 th December 2023 Item 7c	Exchange 2 Grant application	Unanimously Approved	Town Clerk	April 2024	Advised Grant awarded to be paid 1 st April 2024 Matter Closed
Full Council	20 th December 2023 Item 7d	Redenhall with Harleston & Wortwell PCC Grant application	Agreed to award £1250 as other funding had been awarded from other sources	Town Clerk	April 2024	Advised Grant awarded to be paid 1 st April 2024 Matter Closed
Full Council	20 th December 2023 Item 8d	Reserves Policy	Correction of typo on the policy	Town Clerk	ASAP	Correction completed. Matter Closed
Full Council	20 th December 2023 Item 10	Budget Revisions	Clerk highlighted that any changes would need to be communicated during the first week in January 2024 for changes to be made before the next Town Council meeting.	All councillors	By 8 th January 2024	No revisions received. Matter Closed
Full Council	20 th December 2023 Item 15	Safety Concerns on A143	It was agreed for Cllr Hardy to draft a letter to NCC Highways	Cllr Hardy	ASAP	Letter Drafted
Full Council	20 th December 2023 Item 11a	Payments List	The Town Clerk suggest adding these suppliers to the approved suppliers list FR5.6	Town Clerk	ASAP	Added to the next Executive agenda Matter Closed
Full Council	20 th December 2023	4 year action plan	In summary, as a unanimous agreement for the plan was not reached, it was decided that the Clerk would	Town Clerk	March 2024	Working party meeting planned for the 31 st January 2023

Town Council – Progress Report – 24th January 2024

	Item 13		determine the appropriate course of action to revisit this item in the future.			Matter Closed
Full Council	20 th December 2023 Item 14	Draft letters to businesses and neighbouring parishes	Cllr Hardy to work with the Clerk to finalise the letters to be sent out in the New Year.	Town Clerk/Cllr Hardy	January 2024	Letters completed and due for delivery week commencing 22 nd January 2024 Matter Closed
Full Council	20 th December 2023 Item 20b	Cllr Scade report	Cllr Scade – Raised concerns about the addition of illuminated signs appearing in town. Requested that the Town Clerk contact the SNDC Conservation Officer to discuss enforcement matters.	Town Clerk	ASAP	Town Clerk emailed Conservation and planning to assist with enforcement. Matter Closed Awaiting response

1. **Agenda Item: Feasibility Study Match Funding Contribution**
2. **Background:** It is essential for the Town Council to make a meaningful contribution to the overall cost of the feasibility study. For instance, if we request £10,000 from the Pride in Place Grant for the consultants, we could consider a contribution of £1,500 from Harleston Town Council. Currently, there is an available balance of £10,486.11 in the EMR 348 Community Fund, which has not been committed to its original intended purpose, such as the installation of bollards in the market place. I propose reallocating £1,500 from this fund to create a new EMR dedicated to match funding for the feasibility study.
3. **Proposal:** I suggest reallocating £1,500 from the EMR 348 Community Fund to establish a new EMR specifically designated for match funding to support the feasibility study.
4. **Objective:** This reallocation aims to demonstrate the Town Council's commitment to the feasibility study by making a financial contribution. It ensures a balanced allocation of resources and enhances our community's ability to explore and advance initiatives that positively impact us.
5. **Action Steps:**
 1. Agenda Item – Review the reallocation of funds to aid in match funding for the feasibility study and agree on whether to proceed with the proposed reallocation.



Redenhall with Harleston Town Council

RESERVES POLICY

24th January 2024

Adoption Date 22nd February 2023
Date for review on or before March 2024

RESERVES POLICY

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1 Purpose

The Council holds reserves for two main purposes:

- Earmarked Reserves - To provide funds for specific types of expenditure which are incurred infrequently rather than on an annual basis and therefore cannot be provided for in the annual budget. By setting aside funds each year for a period of time, a Reserve is built up which is available to meet the expenditure when it occurs, without distorting the budgeted cash flow for that year.
- General Funds - a working balance which provides a cushion against any temporary cashflow disruption

2 Guidance

The following guidance has been provided by JPAG – Joint panel on accountability & governance – in the publication “Governance and Accountability for Smaller Authorities in England” (the sections numbers correspond to the sections in this document). This document applies to “smaller authorities”, which are those where the higher of the gross income for the year and its gross expenditure for the year does not exceed £6.5 million.

5.31. *As with any financial entity, it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day to day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.*

5.32. General Reserve

*The generally accepted recommendation with regard to the appropriate **minimum** level of a Smaller Authority's **General Reserve** is that this should be maintained at between three (3) and twelve (12) months **Net Revenue Expenditure (N R E)**.*

Net Revenue Expenditure (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves.

The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months N R E, the larger the authority the nearer to 3 months. In practice, any authority with an N R E in excess of £200,000 should plan on 3 months equivalent General Reserve.

In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.

5.33. Earmarked and Other Reserves

None of the above in any way affects the level of Earmarked and/or Capital Receipts Reserves (EMR/CRRs) that a authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and intended purposes, and their level should be subject to regular review and justification (at least annually), and should be separately identified and enumerated.

Significant levels of EMRs in particular may give rise to enquiries from Internal and/or External Auditors.

3 Earmarked Reserves

The Council will establish an earmarked reserve for a type of expenditure where:

- It is expected that at some time in the future such expenditure may be required
- the expenditure is not expected to occur every year
- the sums required in the future are expected to be £1,000 or more

The Council will review the level of each earmarked reserve annually, during the budget setting process, to consider, for each earmarked reserve:

- Whether it can be justified that the reserve is still required
- Whether the level of the reserve is appropriate, or whether there should be an increase or decrease in the amount set aside
- This review will be carried out by the relevant committee, which will make a recommendation to the Council for approval

Earmarked reserves will be published on the Town Council website.

4 Community Infrastructure Levy (CIL) Reserves

The Community Infrastructure Levy is a charge on development within the area of any local planning authority in England and Wales which chooses to adopt it. A levy liability is triggered by planning permission for a development, and the levy starts to become payable from the commencement of the development. South Norfolk Council (SNC), as the Local Planning Authority, have adopted this charge.

Where CIL payments have been made within a parish a proportion, known as the "Neighbourhood Portion", will go to the relevant Local Council. This is 25% where there is an adopted neighbourhood plan and 15%, subject to a maximum of £100 per dwelling in any reporting year, elsewhere. This will be paid by the 28th October and 28th April for the receipts from the previous six month period

Local Councils can use the CIL revenues to support the development of their area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else which is concerned with addressing the demands that new development places on an area.

Any CIL revenues unused by the end of the financial year will be transferred to a CIL Reserve, which may be used in subsequent years only for the purposes set out above. Where the money paid to the Council has not been used within 5 years of receipt, SNC may recover the CIL receipts

5 Section 106 (S106) funds

These funds arise from a legal agreement between South Norfolk Council and developers seeking planning permission, which represents a financial contribution from the developers towards the demands which the development places on local services.

A portion of this contribution generated in Redenhall with Harleston may be made available by SNC to the Council, but the funds will be held by SNC and are not treated as a Reserve in the Council's accounts.

6 General Fund

The Council has Net Revenue Expenditure in excess of £200,000, as shown below. The Council will follow the guidance given in “Governance and Accountability for Smaller Authorities in England” section 5.32 which is that the General Fund should be maintained at 3 months Net Revenue Expenditure.

In addition, the Council will incorporate in the General Fund a Contingency of £40,000, to mitigate against the possible risk that the expenditure in the budget is under-estimated or income over- estimated. This could occur due to:

- The nationally negotiated pay rise being higher than the budget estimate
- General inflation being higher than the budget estimate
- Gym revenues being less than budgeted
- Major repairs being required, in excess of the available earmarked reserves

The Council, as part of the process of preparing the budget and setting the precept each year will estimate the resulting level of the General Fund at the end of the budget year, in order to ensure it remains above 3 month’s equivalent of the NRE for the budget year plus the required contingency.

Redenhall with Harleston Town Council adopted the Reserves Policy

At the Town Council meeting held on ...24th January 2024

Signed (Chair).....

Next Review is on or before January 2025

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)				
<u>203 Leisure Centre building</u>								
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)				
<u>498 Section 106</u>								
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						

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	1	28	0	(28)			0.0%	
1099 Miscellaneous Income	620	930	50	(880)			1860.0%	
1100 Grants	0	800	0	(800)			0.0%	
1101 Christmas lights/donation	0	80	0	(80)			0.0%	
1109 CiL Receipts	15,337	50,747	0	(50,747)			0.0%	
1176 Precept	0	423,203	401,694	(21,509)			105.4%	
1190 Bank Interest/Rewards Received	5	2,039	73	(1,966)			2792.6%	
Administration :- Income	15,963	477,827	401,967	(75,860)			118.9%	0
4000 Salaries	7,479	57,715	108,255	50,540		50,540	53.3%	4,902
4001 Paye/Ni	2,505	15,207	34,320	19,113		19,113	44.3%	866
4006 Pension Contributions	3,147	19,012	34,582	15,570		15,570	55.0%	2,024
4007 Bank Charges	26	169	239	70		70	70.9%	
4010 Staff Training/ Conferences	0	41	1,000	959		959	4.1%	
4011 Members' Training	235	235	500	265		265	47.0%	
4012 Conference Costs	62	97	200	103		103	48.5%	
4015 Staff Travel & Subsistence	39	39	54	15		15	71.7%	
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	173	495	414	(81)		(81)	119.6%	
4020 Audit Fees - Internal	0	695	718	23		23	96.8%	
4021 Audit Fees - External	1,365	1,365	1,398	33		33	97.6%	
4022 Accounting Services	420	880	1,183	303		303	74.4%	
4023 HR-Compliance	56	383	538	156		156	71.1%	
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	22	588	2,430	1,842		1,842	24.2%	
4033 Subscriptions	0	1,418	1,272	(146)		(146)	111.4%	
4034 Licences	180	285	323	38		38	88.2%	
4036 IT Software	0	120	600	480		480	20.0%	
4037 IT Support and Consumables	0	633	688	55		55	92.1%	
4039 Sundries	26	504	262	(242)		(242)	192.5%	
4040 Telephones/Broadband	70	483	716	233		233	67.4%	
4044 Hospitality	0	(23)	250	273		273	(9.2%)	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	0	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	71	356	538	182		182	66.2%	

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	0	20	0	(20)		(20)	0.0%	
4168 Air Conditioning	0	151	317	166		166	47.6%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	15,877	105,811	202,524	96,713	0	96,713	52.2%	7,792
Net Income over Expenditure	86	372,017	199,443	(172,574)				
6000 plus Transfer from EMR	7,792	7,792						
Movement to/(from) Gen Reserve	7,877	379,808						
102 Harleston Kindness Help Hub								
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)				
103 Team Harleston								
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	0	477	1,000	523		523	47.7%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	100	100	108	8		8	92.6%	
4085 Coronation Event	0	688	0	(688)		(688)	0.0%	
4503 Christmas Events	453	453	1,000	547		547	45.3%	
Team Harleston :- Indirect Expenditure	553	1,719	4,108	2,389	0	2,389	41.8%	30
Net Income over Expenditure	(553)	(1,489)	3,892	5,381				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	(553)	(1,459)						
105 Grants & Donations								
1103 Donation	2,691	2,929	0	(2,929)			0.0%	
Grants & Donations :- Income	2,691	2,929	0	(2,929)				0
4090 Grants	200	6,960	10,000	3,040		3,040	69.6%	
Grants & Donations :- Indirect Expenditure	200	6,960	10,000	3,040	0	3,040	69.6%	0
Net Income over Expenditure	2,491	(4,032)	(10,000)	(5,969)				

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	80	2,005	1,500	(505)		(505)	133.7%	1,497
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	13	88	54	(34)		(34)	162.1%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	0	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>93</u>	<u>7,501</u>	<u>4,805</u>	<u>(2,696)</u>	<u>0</u>	<u>(2,696)</u>	<u>156.1%</u>	<u>1,497</u>
Net Expenditure	<u>(93)</u>	<u>(7,501)</u>	<u>(4,805)</u>	<u>2,696</u>				
6000 plus Transfer from EMR	80	1,497						
Movement to/(from) Gen Reserve	<u>(13)</u>	<u>(6,004)</u>						
122 Street Lighting								
4151 Street Lights Electricity	416	2,486	6,000	3,514		3,514	41.4%	
4152 Street Lights Maintenance	85	510	1,097	587		587	46.5%	
Street Lighting :- Indirect Expenditure	<u>501</u>	<u>2,996</u>	<u>7,097</u>	<u>4,101</u>	<u>0</u>	<u>4,101</u>	<u>42.2%</u>	<u>0</u>
Net Expenditure	<u>(501)</u>	<u>(2,996)</u>	<u>(7,097)</u>	<u>(4,101)</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	5,000	20,000	30,000	10,000			66.7%	
1499 Project - parish partnership	0	(2,232)	2,500	4,732			(89.3%)	
Car Parks :- Income	<u>5,000</u>	<u>17,769</u>	<u>34,575</u>	<u>16,807</u>			<u>51.4%</u>	<u>0</u>
4051 Business Rates	1,197	8,379	13,674	5,295		5,295	61.3%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	9,250	27,750	38,000	10,250		10,250	73.0%	
Car Parks :- Indirect Expenditure	<u>10,447</u>	<u>37,604</u>	<u>54,481</u>	<u>16,877</u>	<u>0</u>	<u>16,877</u>	<u>69.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,447)</u>	<u>(19,835)</u>	<u>(19,906)</u>	<u>(71)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	600	2,110	2,580	470			81.8%	
1021 Cemetery - Interment Of Ashes	240	440	538	98			81.8%	
1022 Cemetery - EROB	800	1,870	1,290	(580)			145.0%	
1023 Cemetery - Memorials	590	980	774	(206)			126.6%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	50	50	161	111			31.1%	
Cemetery :- Income	2,280	5,450	5,531	81			98.5%	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	2,280	5,450	1,214	(4,236)				
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	184	290	106		106	63.4%	
4055 Electricity	0	33	269	236		236	12.4%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	26	467	1,372	905	0	905	34.1%	0
Net Income over Expenditure	(26)	(247)	4,628	4,875				
126 Allotments								
1000 Allotment Rent	423	1,673	1,818	145			92.0%	
Allotments :- Income	423	1,673	1,818	145			92.0%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	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	0	720	2,547	1,827	0	1,827	28.3%	0
Net Income over Expenditure	423	953	(729)	(1,682)				

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	455	465	500	35		35	93.0%	
War Memorial :- Indirect Expenditure	455	465	500	35	0	35	93.0%	0
Net Expenditure	(455)	(465)	(500)	(35)				
130 Clock Tower								
4112 Clock Tower Maintenance	0	0	296	296		296	0.0%	
Clock Tower :- Indirect Expenditure	0	0	296	296	0	296	0.0%	0
Net Expenditure	0	0	(296)	(296)				
131 Public Toilets								
4000 Salaries	283	2,000	2,914	914		914	68.6%	
4001 Paye/Ni	64	398	855	457		457	46.6%	
4006 Pension Contributions	100	608	1,090	482		482	55.8%	
4039 Sundries	58	330	0	(330)		(330)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	115	478	1,419	941		941	33.7%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	620	3,831	7,093	3,262	0	3,262	54.0%	0
Net Expenditure	(620)	(3,831)	(7,093)	(3,262)				
201 Recreation Ground								
1001 Ground Rent - Football	150	1,140	1,800	660			63.3%	
1003 Ground Rent - Bowls	45	315	540	225			58.3%	
1009 Recreation Ground Hire	500	500	538	38			92.9%	
1015 Recreation Ground Advertising	0	720	0	(720)			0.0%	
Recreation Ground :- Income	695	2,675	2,878	203			92.9%	0
4000 Salaries	1,631	11,468	21,417	9,949		9,949	53.5%	
4001 Paye/Ni	404	2,458	6,711	4,253		4,253	36.6%	
4006 Pension Contributions	582	3,517	8,218	4,701		4,701	42.8%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	80	466	1,352	886		886	34.5%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	34	90	0	(90)		(90)	0.0%	
4040 Telephones/Broadband	10	60	129	69		69	46.5%	
4041 Mobile Phones	7	43	65	22		22	65.7%	

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	0	195	403	208		208	48.4%	
4055 Electricity	0	241	600	359		359	40.2%	
4071 Health & Safety - Compliance	200	350	269	(81)		(81)	130.1%	
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	1,050	2,835	4,066	1,231		1,231	69.7%	
4107 Leased Plant	320	1,920	3,440	1,520		1,520	55.8%	
4119 Maintenance - General	87	342	619	277		277	55.2%	
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	0	1,641	832	(809)		(809)	197.3%	
4145 Waste Removal	363	1,069	1,606	537		537	66.6%	
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	4,768	31,887	58,703	26,816	0	26,816	54.3%	1,288

Net Income over Expenditure **(4,073)** **(29,212)** **(55,825)** **(26,613)**

6000 plus Transfer from EMR 0 1,288

Movement to/(from) Gen Reserve **(4,072)** **(27,924)**

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	10,523	70,188	118,250	48,062			59.4%	
1060 Gym - Classes	363	2,746	3,000	254			91.5%	
1062 Gym - Food & Drink - Confectio	122	838	300	(538)			279.3%	
1063 Gym - Membership SO's	18	123	350	228			35.0%	
1064 Gym - Membership Cash	1,593	11,457	20,000	8,543			57.3%	
1065 Gym - Personal Training	285	2,125	2,500	375			85.0%	
1066 Gym - Room Hire	10	10	404	394			2.5%	
1067 Gym - Squash Courts	768	4,678	5,000	322			93.6%	
1068 Gym - Tennis	189	1,936	2,000	64			96.8%	
1070 Protein Food and drink	362	2,338	1,500	(838)			155.8%	

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	56	467	310	(157)			150.7%	
1074 Gym -advertising	167	454	0	(454)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
1086 Gym - Merchandise	0	354	0	(354)			0.0%	
Gym :- Income	14,455	97,789	154,223	56,434			63.4%	0
4000 Salaries	6,960	46,000	87,601	41,601		41,601	52.5%	
4001 Paye/Nl	1,850	9,372	17,650	8,278		8,278	53.1%	
4006 Pension Contributions	2,264	12,258	27,512	15,254		15,254	44.6%	
4010 Staff Training/ Conferences	0	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	420	880	1,183	303		303	74.4%	
4034 Licences	11	420	3,870	3,450		3,450	10.9%	
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	172	1,073	1,739	666		666	61.7%	
4039 Sundries	274	773	1,161	389		389	66.5%	
4040 Telephones/Broadband	54	364	538	174		174	67.6%	
4041 Mobile Phones	9	56	88	32		32	63.8%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	918	1,477	559		559	62.2%	
4055 Electricity	0	1,368	3,400	2,032		2,032	40.2%	
4056 Gas	19	(25)	275	300		300	(9.1%)	
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	0	381	1,075	694		694	35.4%	
4086 Gym - Merchandise	695	716	0	(716)		(716)	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	43	51	538	487		487	9.4%	
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	(90)	586	4,600	4,014		4,014	12.7%	
4128 Gym Contract Maintenance	139	1,103	1,198	95		95	92.1%	
4129 Gym sundries	71	543	1,290	747		747	42.1%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	337	50	(287)		(287)	674.0%	
4160 Gym Class Fees	625	3,951	3,689	(262)		(262)	107.1%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	

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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	217	1,289	531	(758)		(758)	242.8%	
4166 Uniforms	0	288	355	67		67	81.2%	
4167 Gym DD Arrangement Fees	842	5,009	5,160	151		151	97.1%	
4168 Air Conditioning	0	453	447	(6)		(6)	101.3%	
Gym :- Indirect Expenditure	14,576	90,739	172,464	81,725	0	81,725	52.6%	0
Net Income over Expenditure	(121)	7,050	(18,241)	(25,291)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	451	4,621	3,000	(1,621)			154.0%	
Leisure Centre building :- Income	451	4,621	3,000	(1,621)			154.0%	0
4000 Salaries	1,627	11,685	21,807	10,122		10,122	53.6%	
4001 Paye/Ni	99	1,929	4,177	2,248		2,248	46.2%	
4006 Pension Contributions	180	2,850	7,715	4,865		4,865	36.9%	
4034 Licences	159	159	0	(159)		(159)	0.0%	
4039 Sundries	149	577	703	126		126	82.1%	
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	6,897	12,709	5,812		5,812	54.3%	
4055 Electricity	0	5,631	14,000	8,369		8,369	40.2%	
4056 Gas	74	643	6,128	5,485		5,485	10.5%	
4071 Health & Safety - Compliance	40	1,463	1,681	218		218	87.0%	
4072 Security	0	480	877	397		397	54.7%	
4081 Jubilee	60	60	0	(60)		(60)	0.0%	
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	65	158	3,225	3,067		3,067	4.9%	
4121 Maintenance - Contractors	0	1,444	4,300	2,856		2,856	33.6%	
Leisure Centre building :- Indirect Expenditure	3,440	37,122	86,726	49,604	0	49,604	42.8%	0
Net Income over Expenditure	(2,989)	(32,501)	(83,726)	(51,225)				
<u>498 Section 106</u>								
4498 Section 106	0	21,509	0	(21,509)		(21,509)	0.0%	
Section 106 :- Indirect Expenditure	0	21,509	0	(21,509)	0	(21,509)		0
Net Expenditure	0	(21,509)	0	21,509				

Detailed Income & Expenditure by Budget Heading 31/10/2023

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Projects</u>								
4506 Neighbourhood Plan	800	800	0	(800)		(800)	0.0%	800
Projects :- Indirect Expenditure	<u>800</u>	<u>800</u>	<u>0</u>	<u>(800)</u>	<u>0</u>	<u>(800)</u>		<u>800</u>
Net Expenditure	<u>(800)</u>	<u>(800)</u>	<u>0</u>	<u>800</u>				
6000 plus Transfer from EMR	800	800						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	41,958	611,182	617,992	6,810			98.9%	
Expenditure	52,356	354,533	626,716	272,183	0	272,183	56.6%	
Net Income over Expenditure	<u>(10,398)</u>	<u>256,650</u>	<u>(8,724)</u>	<u>(265,374)</u>				
plus Transfer from EMR	8,672	11,407						
Movement to/(from) Gen Reserve	<u>(1,727)</u>	<u>268,057</u>						

Detailed Income & Expenditure by Budget Heading 30/11/2023

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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	28	0	(28)			0.0%	
1099 Miscellaneous Income	15	945	50	(895)			1890.0%	
1100 Grants	0	800	0	(800)			0.0%	
1101 Christmas lights/donation	0	80	0	(80)			0.0%	
1109 CiL Receipts	0	50,747	0	(50,747)			0.0%	50,747
1176 Precept	(21,509)	401,694	401,694	0			100.0%	
1190 Bank Interest/Rewards Received	9	2,048	73	(1,975)			2805.5%	
Administration :- Income	(21,485)	456,342	401,967	(54,375)			113.5%	50,747
4000 Salaries	10,646	68,361	108,255	39,894		39,894	63.1%	4,902
4001 Paye/Ni	2,299	17,506	34,320	16,814		16,814	51.0%	866
4006 Pension Contributions	2,915	21,927	34,582	12,655		12,655	63.4%	2,024
4007 Bank Charges	40	209	239	30		30	87.5%	
4010 Staff Training/ Conferences	30	71	1,000	929		929	7.1%	
4011 Members' Training	180	415	500	85		85	83.0%	
4012 Conference Costs	0	97	200	103		103	48.5%	
4015 Staff Travel & Subsistence	0	39	54	15		15	71.7%	
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	495	414	(81)		(81)	119.6%	
4020 Audit Fees - Internal	0	695	718	23		23	96.8%	
4021 Audit Fees - External	0	1,365	1,398	33		33	97.6%	
4022 Accounting Services	0	880	1,183	303		303	74.4%	
4023 HR-Compliance	0	383	538	156		156	71.1%	
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	25	614	2,430	1,816		1,816	25.3%	
4033 Subscriptions	0	1,418	1,272	(146)		(146)	111.4%	
4034 Licences	0	285	323	38		38	88.2%	
4036 IT Software	130	250	600	350		350	41.6%	
4037 IT Support and Consumables	0	633	688	55		55	92.1%	
4039 Sundries	0	504	262	(242)		(242)	192.5%	
4040 Telephones/Broadband	72	554	716	162		162	77.4%	
4044 Hospitality	0	(23)	250	273		273	(9.2%)	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	146	951	2,000	1,049		1,049	47.5%	
4057 Advertising	118	394	500	106		106	78.8%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	605	961	538	(423)		(423)	178.7%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

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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	20	20	102	82		82	19.4%	
4139 Dog Bags - purchase	0	64	0	(64)		(64)	0.0%	
4141 Dog Bin Servicing	0	20	0	(20)		(20)	0.0%	
4168 Air Conditioning	0	151	317	166		166	47.6%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	17,225	123,036	202,524	79,488	0	79,488	60.8%	7,792
Net Income over Expenditure	(38,710)	333,306	199,443	(133,863)				
6000 plus Transfer from EMR	0	7,792						
6001 less Transfer to EMR	50,747	50,747						
Movement to/(from) Gen Reserve	(89,458)	290,351						
<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	388	865	1,000	135		135	86.5%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	0	100	108	8		8	92.6%	
4085 Coronation Event	0	688	0	(688)		(688)	0.0%	
4503 Christmas Events	48	501	1,000	499		499	50.1%	48
Team Harleston :- Indirect Expenditure	436	2,155	4,108	1,953	0	1,953	52.5%	78
Net Income over Expenditure	(436)	(1,925)	3,892	5,817				
6000 plus Transfer from EMR	48	78						
Movement to/(from) Gen Reserve	(388)	(1,847)						
<u>105 Grants & Donations</u>								
1103 Donation	0	2,929	0	(2,929)			0.0%	
Grants & Donations :- Income	0	2,929	0	(2,929)				0

Detailed Income & Expenditure by Budget Heading 30/11/2023

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090 Grants	0	6,960	10,000	3,040		3,040	69.6%	
Grants & Donations :- Indirect Expenditure	<u>0</u>	<u>6,960</u>	<u>10,000</u>	<u>3,040</u>	<u>0</u>	<u>3,040</u>	<u>69.6%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(4,032)</u>	<u>(10,000)</u>	<u>(5,969)</u>				
<u>110 Loan Repayments</u>								
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>				
<u>121 Environmental</u>								
4039 Sundries	13	28	0	(28)		(28)	0.0%	
4083 Planters	0	2,005	1,500	(505)		(505)	133.7%	1,497
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	8	96	54	(42)		(42)	177.1%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	0	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>21</u>	<u>7,522</u>	<u>4,805</u>	<u>(2,717)</u>	<u>0</u>	<u>(2,717)</u>	<u>156.5%</u>	<u>1,497</u>
Net Expenditure	<u>(21)</u>	<u>(7,522)</u>	<u>(4,805)</u>	<u>2,717</u>				
6000 plus Transfer from EMR	0	1,497						
Movement to/(from) Gen Reserve	<u>(21)</u>	<u>(6,025)</u>						
<u>122 Street Lighting</u>								
4151 Street Lights Electricity	0	2,486	6,000	3,514		3,514	41.4%	
4152 Street Lights Maintenance	85	595	1,097	502		502	54.2%	
Street Lighting :- Indirect Expenditure	<u>85</u>	<u>3,081</u>	<u>7,097</u>	<u>4,016</u>	<u>0</u>	<u>4,016</u>	<u>43.4%</u>	<u>0</u>
Net Expenditure	<u>(85)</u>	<u>(3,081)</u>	<u>(7,097)</u>	<u>(4,016)</u>				
<u>123 Car Parks</u>								
1030 Car Park Donations - Business	0	0	1,000	1,000			0.0%	
1031 Car Park Donations - PC's	50	50	1,075	1,025			4.7%	
1032 Car Park Donations - Co op	0	20,000	30,000	10,000			66.7%	
1499 Project - parish partnership	0	(2,232)	2,500	4,732			(89.3%)	
Car Parks :- Income	<u>50</u>	<u>17,819</u>	<u>34,575</u>	<u>16,757</u>			<u>51.5%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 30/11/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Business Rates	1,197	9,576	13,674	4,098		4,098	70.0%	
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	27,750	38,000	10,250		10,250	73.0%	
Car Parks :- Indirect Expenditure	1,197	38,801	54,481	15,680	0	15,680	71.2%	0
Net Income over Expenditure	(1,147)	(20,982)	(19,906)	1,076				
124 Cemetery								
1020 Cemetery - Burials	0	2,110	2,580	470			81.8%	
1021 Cemetery - Interment Of Ashes	0	440	538	98			81.8%	
1022 Cemetery - EROB	0	1,870	1,290	(580)			145.0%	
1023 Cemetery - Memorials	130	1,110	774	(336)			143.4%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	50	161	111			31.1%	
Cemetery :- Income	130	5,580	5,531	(49)			100.9%	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	130	5,580	1,214	(4,366)				
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	210	290	80		80	72.4%	
4055 Electricity	0	33	269	236		236	12.4%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	26	493	1,372	879	0	879	36.0%	0
Net Income over Expenditure	(26)	(273)	4,628	4,901				
126 Allotments								
1000 Allotment Rent	136	1,809	1,818	9			99.5%	
Allotments :- Income	136	1,809	1,818	9			99.5%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	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	<u>0</u>	<u>720</u>	<u>2,547</u>	<u>1,827</u>	<u>0</u>	<u>1,827</u>	<u>28.3%</u>	<u>0</u>
Net Income over Expenditure	<u>136</u>	<u>1,089</u>	<u>(729)</u>	<u>(1,818)</u>				
<u>129 War Memorial</u>								
4111 War Memorial Maintenance	60	525	500	(25)		(25)	105.0%	
War Memorial :- Indirect Expenditure	<u>60</u>	<u>525</u>	<u>500</u>	<u>(25)</u>	<u>0</u>	<u>(25)</u>	<u>105.0%</u>	<u>0</u>
Net Expenditure	<u>(60)</u>	<u>(525)</u>	<u>(500)</u>	<u>25</u>				
<u>130 Clock Tower</u>								
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>				
<u>131 Public Toilets</u>								
4000 Salaries	447	2,448	2,914	466		466	84.0%	
4001 Paye/NI	64	462	855	393		393	54.0%	
4006 Pension Contributions	100	708	1,090	382		382	64.9%	
4039 Sundries	108	439	0	(439)		(439)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	115	593	1,419	826		826	41.8%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	<u>834</u>	<u>4,665</u>	<u>7,093</u>	<u>2,428</u>	<u>0</u>	<u>2,428</u>	<u>65.8%</u>	<u>0</u>
Net Expenditure	<u>(834)</u>	<u>(4,665)</u>	<u>(7,093)</u>	<u>(2,428)</u>				
<u>201 Recreation Ground</u>								
1001 Ground Rent - Football	150	1,290	1,800	510			71.7%	
1003 Ground Rent - Bowls	45	360	540	180			66.7%	
1009 Recreation Ground Hire	0	500	538	38			92.9%	
1015 Recreation Ground Advertising	0	720	0	(720)			0.0%	
Recreation Ground :- Income	<u>195</u>	<u>2,870</u>	<u>2,878</u>	<u>8</u>			<u>99.7%</u>	<u>0</u>
4000 Salaries	2,478	13,945	21,417	7,472		7,472	65.1%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Paye/NI	404	2,861	6,711	3,850		3,850	42.6%	
4006 Pension Contributions	582	4,100	8,218	4,118		4,118	49.9%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	466	1,352	886		886	34.5%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	0	90	0	(90)		(90)	0.0%	
4040 Telephones/Broadband	10	70	129	59		59	54.3%	
4041 Mobile Phones	7	50	65	15		15	76.7%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	0	195	403	208		208	48.4%	
4055 Electricity	44	285	600	315		315	47.5%	
4071 Health & Safety - Compliance	0	350	269	(81)		(81)	130.1%	
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	2,835	4,066	1,231		1,231	69.7%	
4107 Leased Plant	320	2,240	3,440	1,200		1,200	65.1%	
4119 Maintenance - General	87	428	619	191		191	69.2%	
4121 Maintenance - Contractors	885	885	1,720	835		835	51.5%	
4122 Maintenance - Malicious Damage	0	0	269	269		269	0.0%	
4123 Equipment Servicing & Repairs	57	63	323	260		260	19.6%	
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	1,641	832	(809)		(809)	197.3%	
4145 Waste Removal	0	1,069	1,606	537		537	66.6%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	82	187	163	(24)		(24)	114.9%	
4170 Play Area Equipment Purchase	2,691	3,114	0	(3,114)		(3,114)	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	7,646	39,533	58,703	19,170	0	19,170	67.3%	1,288
Net Income over Expenditure	(7,451)	(36,663)	(55,825)	(19,162)				
6000 plus Transfer from EMR	0	1,288						
Movement to/(from) Gen Reserve	(7,451)	(35,374)						
<u>202 Gym</u>								
1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	10,444	80,632	118,250	37,618			68.2%	
1060 Gym - Classes	425	3,171	3,000	(171)			105.7%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1062 Gym - Food & Drink - Confectio	130	968	300	(668)			322.7%	
1063 Gym - Membership SO's	18	140	350	210			40.0%	
1064 Gym - Membership Cash	2,104	13,561	20,000	6,439			67.8%	
1065 Gym - Personal Training	293	2,417	2,500	83			96.7%	
1066 Gym - Room Hire	0	10	404	394			2.5%	
1067 Gym - Squash Courts	994	5,671	5,000	(671)			113.4%	
1068 Gym - Tennis	537	2,473	2,000	(473)			123.6%	
1070 Protein Food and drink	346	2,683	1,500	(1,183)			178.9%	
1073 Re-sales	(427)	40	310	270			13.1%	
1074 Gym -advertising	0	454	0	(454)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
1086 Gym - Merchandise	700	1,054	0	(1,054)			0.0%	
Gym :- Income	15,562	113,351	154,223	40,872			73.5%	0
4000 Salaries	11,834	57,835	87,601	29,766		29,766	66.0%	
4001 Paye/Nl	1,912	11,285	17,650	6,365		6,365	63.9%	
4006 Pension Contributions	2,116	14,373	27,512	13,139		13,139	52.2%	
4010 Staff Training/ Conferences	0	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	880	1,183	303		303	74.4%	
4034 Licences	11	431	3,870	3,439		3,439	11.1%	
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	1,224	1,739	515		515	70.4%	
4039 Sundries	211	983	1,161	178		178	84.7%	
4040 Telephones/Broadband	54	418	538	120		120	77.6%	
4041 Mobile Phones	9	66	88	22		22	74.5%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	918	1,477	559		559	62.2%	
4055 Electricity	248	1,616	3,400	1,784		1,784	47.5%	
4056 Gas	36	11	275	264		264	4.0%	
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	20	401	1,075	674		674	37.3%	
4086 Gym - Merchandise	22	737	0	(737)		(737)	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	31	82	538	456		456	15.2%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4123 Equipment Servicing & Repairs	690	1,659	1,075	(584)		(584)	154.3%	
4126 Gym Equipment Purchases	0	586	4,600	4,014		4,014	12.7%	
4128 Gym Contract Maintenance	153	1,256	1,198	(58)		(58)	104.8%	
4129 Gym sundries	63	606	1,290	684		684	47.0%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	337	50	(287)		(287)	674.0%	
4160 Gym Class Fees	645	4,596	3,689	(907)		(907)	124.6%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	540	1,829	531	(1,298)		(1,298)	344.5%	
4166 Uniforms	11	299	355	56		56	84.2%	
4167 Gym DD Arrangement Fees	813	5,821	5,160	(661)		(661)	112.8%	
4168 Air Conditioning	0	453	447	(6)		(6)	101.3%	
Gym :- Indirect Expenditure	19,568	110,307	172,464	62,157	0	62,157	64.0%	0
Net Income over Expenditure	(4,006)	3,044	(18,241)	(21,285)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	467	5,088	3,000	(2,088)			169.6%	
Leisure Centre building :- Income	467	5,088	3,000	(2,088)			169.6%	0
4000 Salaries	800	12,485	21,807	9,322		9,322	57.3%	
4001 Paye/NI	99	2,028	4,177	2,149		2,149	48.5%	
4006 Pension Contributions	180	3,030	7,715	4,685		4,685	39.3%	
4034 Licences	0	159	0	(159)		(159)	0.0%	
4039 Sundries	44	621	703	82		82	88.3%	
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	7,883	12,709	4,826		4,826	62.0%	
4055 Electricity	1,023	6,654	14,000	7,346		7,346	47.5%	
4056 Gas	144	787	6,128	5,341		5,341	12.8%	
4071 Health & Safety - Compliance	0	1,463	1,681	218		218	87.0%	
4072 Security	0	480	877	397		397	54.7%	
4081 Jubilee	0	60	0	(60)		(60)	0.0%	
4099 Miscellaneous Expenses	0	0	376	376		376	0.0%	
4117 Building improvements	9	9	2,688	2,679		2,679	0.3%	
4119 Maintenance - General	81	239	3,225	2,986		2,986	7.4%	
4121 Maintenance - Contractors	941	2,385	4,300	1,916		1,916	55.5%	
Leisure Centre building :- Indirect Expenditure	4,305	41,427	86,726	45,299	0	45,299	47.8%	0
Net Income over Expenditure	(3,838)	(36,339)	(83,726)	(47,387)				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>498 Section 106</u>								
1110 Section 106	21,509	21,509	0	(21,509)			0.0%	
Section 106 :- Income	<u>21,509</u>	<u>21,509</u>	<u>0</u>	<u>(21,509)</u>				<u>0</u>
4498 Section 106	0	21,509	0	(21,509)		(21,509)	0.0%	
Section 106 :- Indirect Expenditure	<u>0</u>	<u>21,509</u>	<u>0</u>	<u>(21,509)</u>	<u>0</u>	<u>(21,509)</u>		<u>0</u>
Net Income over Expenditure	<u>21,509</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<u>501 Projects</u>								
4506 Neighbourhood Plan	0	800	0	(800)		(800)	0.0%	800
Projects :- Indirect Expenditure	<u>0</u>	<u>800</u>	<u>0</u>	<u>(800)</u>	<u>0</u>	<u>(800)</u>		<u>800</u>
Net Expenditure	<u>0</u>	<u>(800)</u>	<u>0</u>	<u>800</u>				
6000 plus Transfer from EMR	0	800						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	16,565	627,747	617,992	(9,755)			101.6%	
Expenditure	51,404	405,936	626,716	220,780	0	220,780	64.8%	
Net Income over Expenditure	<u>(34,839)</u>	<u>221,811</u>	<u>(8,724)</u>	<u>(230,535)</u>				
plus Transfer from EMR	48	11,455						
less Transfer to EMR	50,747	50,747						
Movement to/(from) Gen Reserve	<u>(85,539)</u>	<u>182,518</u>						

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (5.6 Financial Regulations)										
Contractual	Cozens	Street Lighting - December 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122
Stat Duty	HMRC	Employees NI/PAYE - December	TC	2576.49	£ 3,273.29	£ 84.11	£ 5,933.89		£ 5,933.89	4001 various
Lease	ASL	Photocopier - 27/11/2023 - 19/12/2023	All	£ 36.71			£ 30.59	£ 6.12	£ 36.71	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/12/23 to 31/12/23	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Stat Duty	Norfolk Pension	Employees Salary	TC	£ 2,906.82	£ 3,092.88	£ 112.96	£ 6,112.66		£ 6,112.66	4006 various
Stat Duty	PPL PRS	Music Licence - Licence 01742226 - Harleston Memorial Leisure Centre	LCMC		£ 5,577.96		£ 4,648.30	£ 929.66	£ 5,577.96	4034 202
Stat Duty - £150.08 plus £391.20 re invoiced to HTFC for payment to the TC.	PPL PRS	Music Licence - Licence 01742227 - Recreation Ground	LCMC		£ 973.94		£ 811.62	£ 162.32	£ 973.94	4034 201
Contractual		Classes - December	LCMC		£ 396.00		£ 396.00		£ 396.00	4160/202
Possible Payments requiring to be listed										
	Barclaycard - Myprotein	Protein items	LCMC		£ 94.74		£ 94.74		£ 94.74	4163 202
	Barclaycard - Spotify	Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034 202
	Barclaycard - Amazon credit	Amazon credit	LCMC		-£ 20.99		-£ 20.99		-£ 20.99	
	Barclaycard - Norfolk CC	Norfolk County Council - DBS Checks	LCMC		£ 63.00		£ 63.00		£ 63.00	4116 202
	Barclaycard - Norfolk CC	Norfolk County Council - DBS Checks	LCMC		£ 63.00		£ 63.00	£ -	£ 63.00	4116 202
	Barclaycard - Norfolk CC	Norfolk County Council - DBS Checks	LCMC		£ 63.00		£ 63.00		£ 63.00	4116 202
	Barclaycard - Morrisons	Morrisons - Ctlr and Staff Xmas Drinks	LCMC		£ 20.00		£ 20.00		£ 20.00	?
	Barclaycard - Amazon	Amazon - stationery	LCMC		£ 34.56	£ 6.92	£ 41.48		£ 41.48	?
	Barclaycard - Amazon	Amazon - coffee cups	LCMC		£ 29.99	£ 6.00	£ 35.99		£ 35.99	?
	Barclaycard - Amazon	Amazon - Diary	LCMC		£ 3.82	£ 0.77	£ 4.59		£ 4.59	?
	Barclaycard - Nespresso	Nespresso - coffee supplies	LCMC		£ 69.00		£ 69.00		£ 69.00	?
	Barclaycard - My Protein	Protein products	LCMC		£ 96.10		£ 96.10		£ 96.10	4163 202
	Barclaycard - Your Coca-Cola	Protein products	LCMC		£ 142.95		£ 142.95		£ 142.95	4163 202
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Total Barclaycard								£ 693.85	
	Force Fresh	Balance from invoice 109265	LCMC		£ 0.02		£ 0.02		£ 0.02	4039 203
	Coopers	Cable Ties White 200mm (100)	LCMC		£ 3.75		£ 3.12	£ 0.63	£ 3.75	4119 203
	Workwear (East Anglia) Ltd	Gym - Hoodie	LCMC		£ 24.28		£ 20.23	£ 4.05	£ 24.28	4086 202
	Workwear (East Anglia) Ltd	Gym - Hoodie	LCMC		£ 26.68		£ 22.23	£ 4.45	£ 26.68	4086 202
	Workwear (East Anglia) Ltd	Gym - T-shirt	LCMC		£ 37.20		£ 31.00	£ 6.20	£ 37.20	4086 202
	Total Workwear								£ 88.16	
	UgoBuild	Maintenance Supplies - nail gun, cable clips, security light, bracket	LCMC		£ 92.26		£ 76.88	£ 15.38	£ 92.26	4119 201 203 4503
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 9th January 2024										
		HR Support - November	TC	£ 315.00			£ 315.00		£ 315.00	4023 101
Recharge the net amount out to J D Youngs.	M P Stephenson & Sons	Supply & Delivery Large Christmas Tree for Town	TC	£ 870.00			£ 725.00	£ 145.00	£ 870.00	1101 101
	Petty Cash - Gym & TC	Office sundries	LCMC/TC						£ 10.74	4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere	LCMC/TC						£ 2.10	4018/101/201/124
	Total to Town Clerk for Petty Cash reimbursement								£ 12.84	

Hi Clare,

Thank you for your emails and the letter attached and sincere apologies for the delay in responding.

Please find below a coordinated response from my team and Highways colleagues (including our Safet Audit Team and Asset Management team) to your queries (stated in the letter attached).

Firstly, with regards to the development side of your queries, the following are my team's comments regarding development:

When dealing with the Lidl application, we asked the applicant to assess the impact of the development on the Spirketts Lane junction with B1116 Shotford Road. The results of the analysis demonstrated that it operated within capacity and therefore we were not able to pursue any improvements. Given the location of Lidl, there will inevitably be traffic accessing it from other parts of the town and this was assessed in the Transport Assessment that accompanied the planning application.

The new development on Mendham Lane (354 dwellings, along with 91 extra care apartments and 16 extra care bungalows) is being constructed. It is removed from the Shotford Road junction so it was not possible to seek improvements to that junction and again, land would not have been available. As with the Lidl application, the site has suitable access to major roads e.g. A143 and B1116, but there will inevitably be some traffic movements to access local facilities, the site is however well located to enable walking to town.

The residential and Lidl developments together are bringing forward new cycleway at the east side of Mendham Lane between the roundabout at Harvest Way and the allotments near Spirkett's Lane.

We are presently dealing with an application for the allocated site HAR4 north of Spirketts Lane which is for 91 dwellings and whilst there is a policy requirement which relates to the Spirketts Lane/Shotford Road junction or a roundabout at the Mendham Road/A143 junction, 91 dwellings is not of a scale which would be able to deliver a roundabout. There is also insufficient land at the junction (i.e. in the ownership of the highway authority) to deliver a roundabout of an appropriate layout. Policy HAR4 has a number of requirements a developer of the site should be expected to meet. Within this is the requirement to provide new and/or improved pedestrian / cycle links to the town centre and surrounding employment/other allocations. Due to the unavailability of highway the ability for the current applicant to provide improvements east along Spirketts Lane is limited. We remain in discussion with the district council and the applicant, and at this time the expected highway works from this development are likely to include extending the 30mph speed limit across the site, footway/cycleway across the site frontage, direct access within the site to HAR6, pedestrian access between the site and Footpath 36, improved pedestrian access to Willow Walk and improved access along Footpath 25 towards the town centre.

The Highway Authority has to consider planning applications on their individual merits. In line with the National Planning Policy Framework (NPPF) the highway authority can only require mitigation where it is necessary to make development acceptable and is proportionate and reasonable. The evidence presented to support the above applications demonstrated that the requested roundabout is not necessary and it would therefore be neither proportionate, nor reasonable for the Highway Authority to require a high-cost scheme that could only be delivered with 3rd party land.

With regard to your other queries within the letter, our Asset Management Team and Safety Team have commented as follows:

We would not look to install an HGV restriction on Spirketts Lane at this time.

HGV traffic has a legitimate need to access the Fuller Road industrial estate from B1116 Shotford Road. The alternative would be direct HGV's via Needham Road, which has more residential dwellings than Spirketts Lane, and a far longer route via A143 and Mendham Lane. None of the locations on this longer route are accident cluster sites which require safety engineering improvements.

We have reviewed the safety record of both Spirketts Lane/Shotford Road and Mendham Road/A143.

Whilst, a fatal accident did occur at the junction of A143/Mendham Road in July 2020. Neither location qualifies as a cluster site and the overall accident numbers are low at each location. A143/Mendham has a good standard of junction provision and is to a relatively modern standard with right turn lane and double white line system.

Whilst Spirketts Lane/Shortford Road is a more historic evolved junction, sideways visibility is to Manual for Streets standard, and the junction provision would appear to be adequate for the level of use.

In these circumstances the County Council would not be able fund a comprehensive Transport Assessment.

If future funding becomes available for market town network strategies we will consider the priority of settlements for inclusion in a programme of reviews.

I hope this helps answer your queries.

Kind regards

Liz

Liz Poole

Major and Estate Development Team Manager

Growth and Investment

Tel: 01603 638009

County Hall, Martineau Lane, Norwich, NR1 2SG



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2023. Ordnance
Survey 100019340

NOTES:

1. THIS DRAWING IS BASED ON AN
ORDNANCE SURVEY PLAN, THEREFORE
THERE MAY BE INACCURACIES WITH THE
LAYOUT.

KEY:

PROPOSED DOUBLE YELLOW LINES

EXISTING DOUBLE YELLOW LINES

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE
P01	LMF NORTH AREA	KD	-	

Drawing Status:				DRAWING No.	
SURVEYED BY		INITIALS	DATE	PLA351-002	
DESIGNED BY		KD	22/12/2023	PROJECT TITLE : HARLESTON SITE 2 OF 2 WAITING RESTRICTIONS	
DRAWN BY		KD	22/12/2023		
CHECKED BY		-		SCALE : NTS 1:500 @A3	FILE No. FIRST ISSUE

Reply Slip

PLA351-002 – Redenhall Rd, Harleston – Double yellow lines

From:

**Redenhall with Harleston Town Council
Town Council Offices
Memorial Leisure Centre
Wilderness Lane
Harleston
IP20 9DD**

I / We have considered the above proposals and:

am/are in favour /
do not object



object



(please tick as appropriate)

Comments:

The Town Council’s support of the proposal for an extension to the yellow lines along Redenhall Road from Candles Lane as per Town Council minutes on the 19th July 2023.

.....
.....

Signed: *C Crane*.....Dated: **16th January 2024**.....

Name (please print): **Mrs Clare Crane (Town Clerk)**

Please return by email on or before 9 February 2024 to:

TOSchemefeedback@norfolk.gov.uk

Alternatively, please send to:

Norfolk County Council
Department of Community and Environmental Services
County Hall (2nd Floor – Bay 32)
Martineau Lane
NORWICH
NR1 2DH

For the attention of Caroline McGlynn
Our Ref: **PLA351-002/RSCF/LMF/HC/CMcG**

South Norfolk District

Harleston Public Meeting

Tuesday 9th January 2024



NORFOLK
CONSTABULARY
Our Priority is You



Agenda

1. Introduction – Microsoft Teams as a platform
2. The Team
3. Crime figures
4. Current priorities & feedback
5. Priority setting discussion
6. Plans going forwards
7. Questions

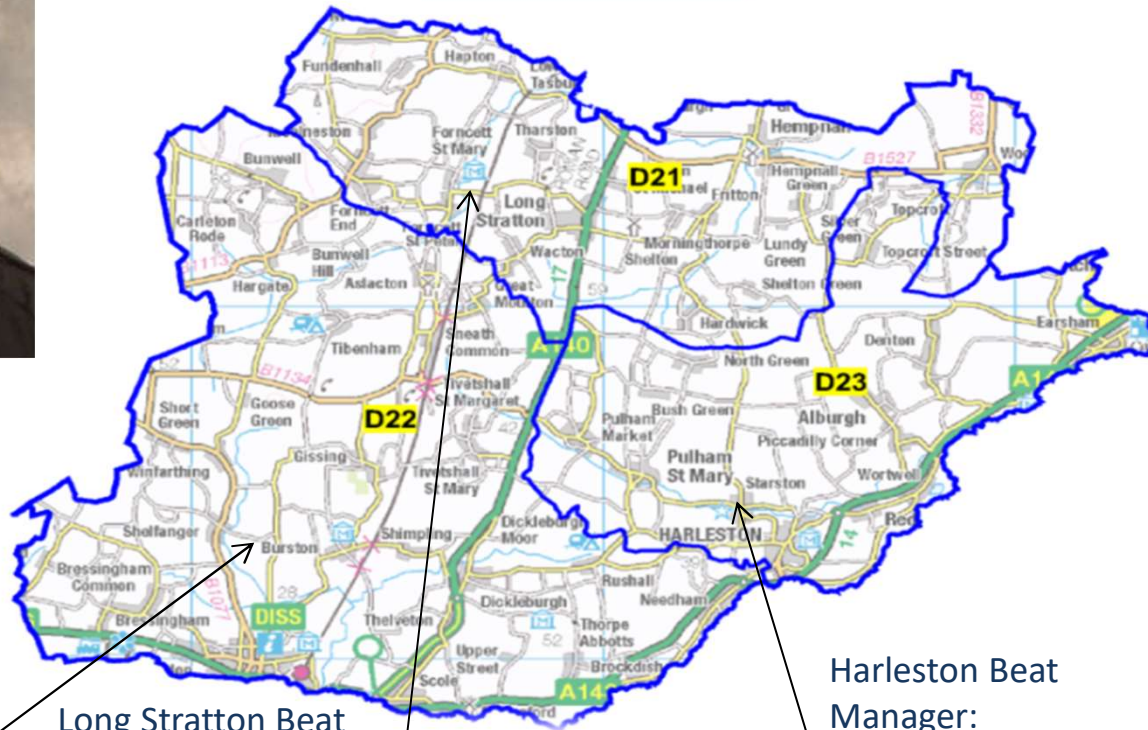
Our Priority is You



Meet the Team



Inspector Terry



**Safer
Neighbourhood:
Sgt Butler**

**Diss Beat Manager:
PC Andy Baker**



**Long Stratton Beat
Manager: PC Tom Hall**



**Harleston Beat
Manager:
PC Steve Phillips**



**Rural Crime Beat
Manager:
PC James KING**



Our Priority is You



Team

5 x Inspectors
6 x Sergeants
29 x Constables
2 x Special Constables
3 x Dog Handlers
2 x Admin Staff
1 x Volunteers

Police Stations

Diss
Harleston
Long Stratton



Our Priority is You



Towns and Parishes

Harleston, Alburgh, Denton,
Earsham, Pulham Market,
Pulham St Mary, Redenhall,
Starston, Topcroft, Wortwell,
Brockdish, Thorpe Abbots,
Dickleburgh, Rushall, Needham,
Billingford and Scole.

Previous Priorities

1. Road Safety
2. Nuisance ASB
3. Drugs

PC Steve Phillips

Harleston Beat Manager



Our Priority is You



Recent Engagements

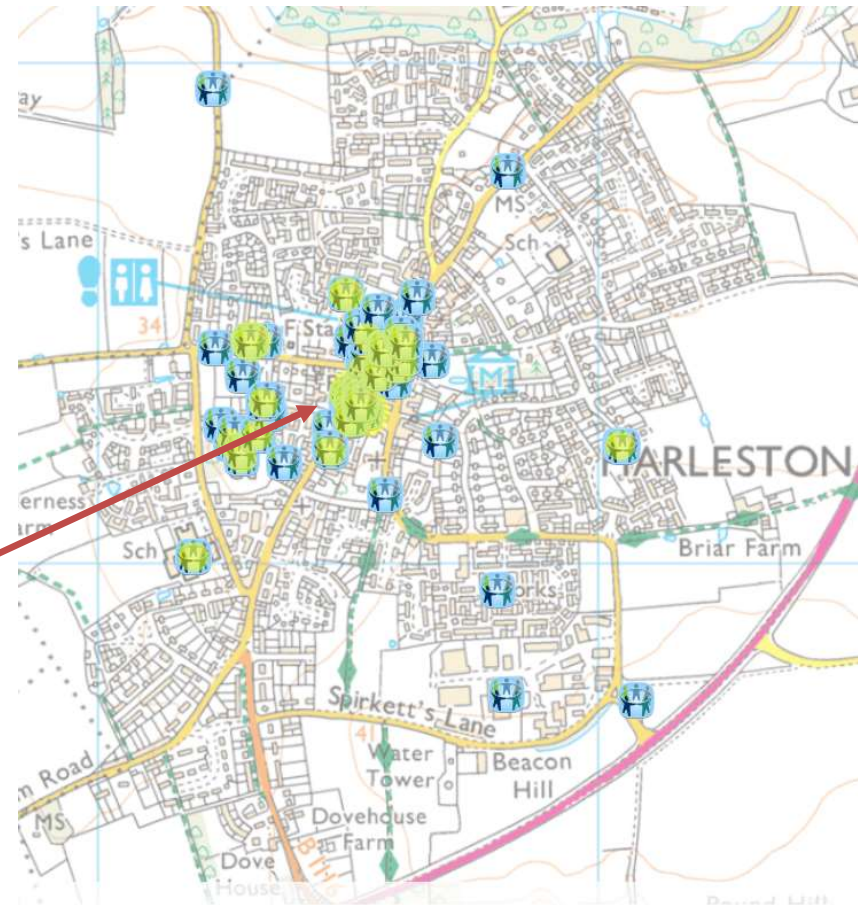
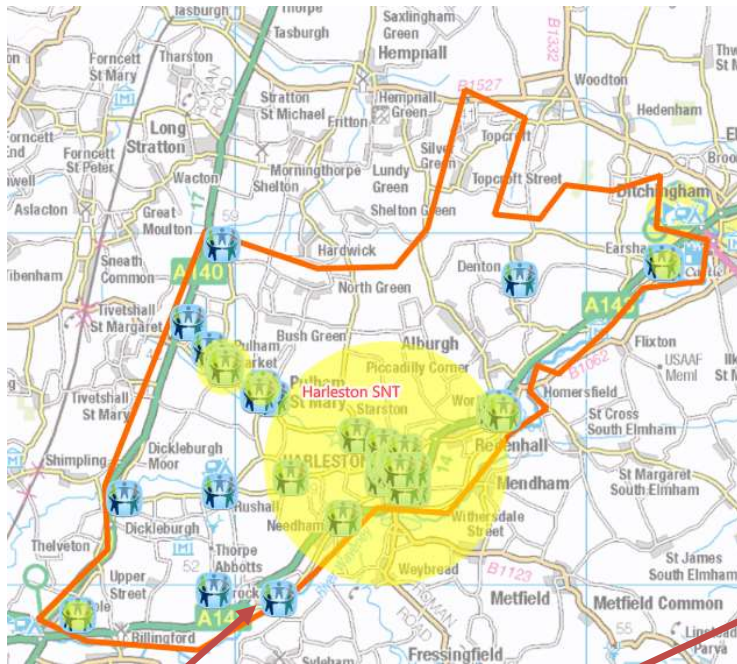
- Over 120 High visibility patrols & public engagements conducted in last 90 days
- Speed enforcement
- Covert Speed Monitoring Surveys
- Public Street Surgeries in Harleston, Pulham Market and Earsham
- High Visibility foot patrols targeting ASB
- Community Resolutions Underway or Completed – ASB & Criminal Damage
- Youth Club Engagement talks around personal, online and road safety
- Supporting public events across the district
- Proactive cycle patrols
- Working with local schools to tackle road safety. .
- Partnership work with councils in regards to resolutions for neighbour disputes.
- Retail visits leading up to Christmas & Joint Visits with Trading Standards
- Supported response officers with volume crime investigations and protecting vulnerable people.



Our Priority is You



Engagement Map



Engagement Event



More than one Engagement Event

Our Priority is You



NORFOLK
CONSTABULARY
Our Priority is You

You say. We do.

- **Road Safety**

Speed enforcement carried out at a variety of locations around the area with a number of Traffic Offence reports issued

1 driver has been issued a traffic offence report for using a mobile whilst driving

A number of Traffic offence reports have been issued for speeding

- **Nuisance ASB**

ASB reports have significantly dropped over the last 3 months. we have applied for 2 Criminal Behaviour Orders due to 2 individuals continued behaviours and escalation and we have a number of Civil Injunction applications being written.

- **Drugs**

There have been a couple of drugs warrants conducted around the area which have lead to suspects being arrested.

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Reported Crime for the last three months

Harleston, Earsham & Beck Vale Wards, Dickleburgh & Scole Wards

Crime type	Total
ASB	4
Burglary - Business and Community	2
Criminal Damage	6
Domestic	16
Possession of weapons	1
Public Fear, Alarm or Distress	5
Theft from a Vehicle	4
Theft from the Person	1
Theft or Unauthorised Taking of a Motor Vehicle	1
Total	40

Oct 23 –
Dec 23

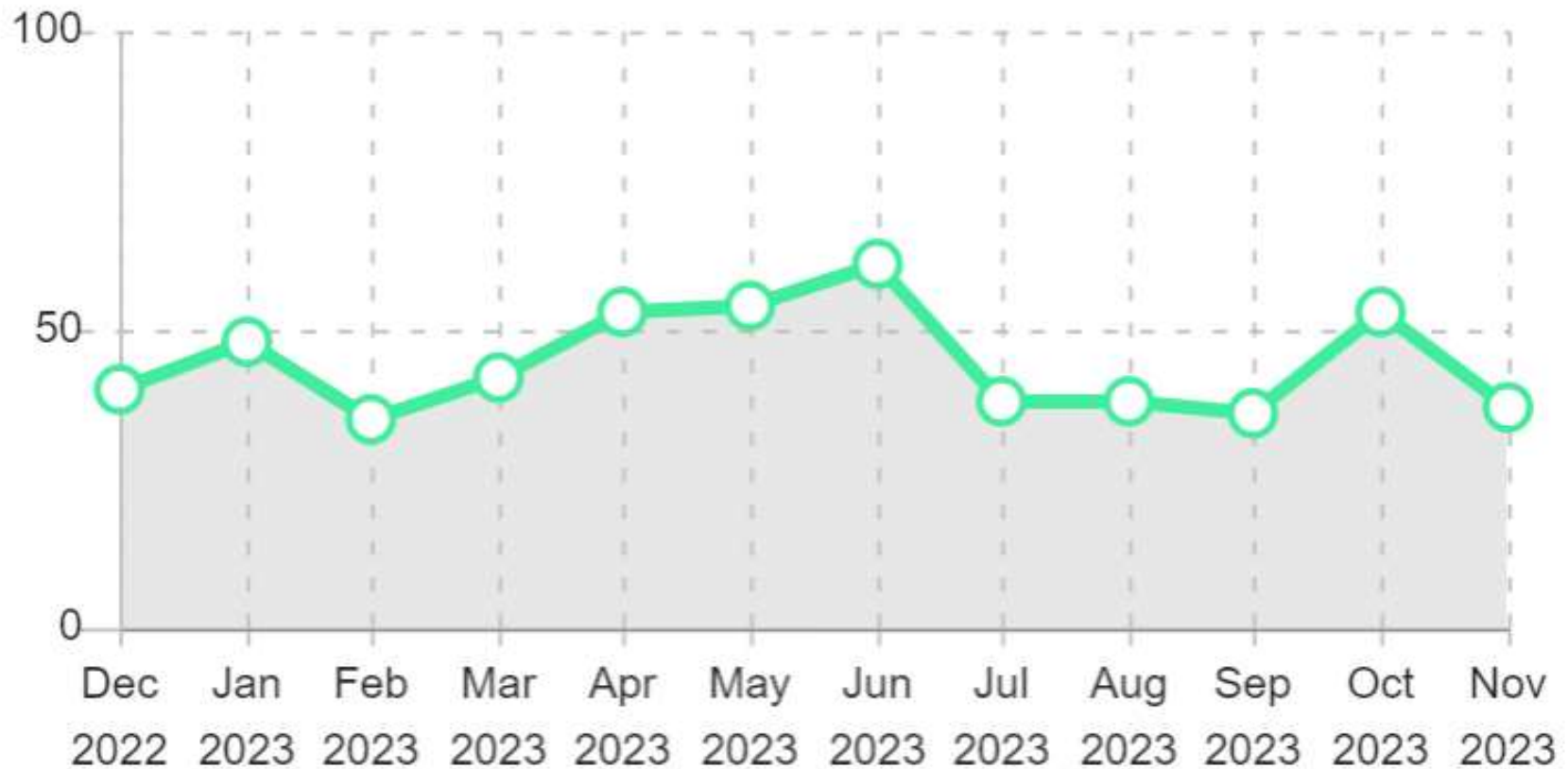
Crime type	Total
Arson	1
ASB	7
Burglary - Business and Community	2
Criminal Damage	13
Domestic	26
Possession of drugs	1
Possession of weapons	1
Public Fear, Alarm or Distress	9
Theft from a Vehicle	1
Theft or Unauthorised Taking of a Motor Vehicle	2
Total	63

July 23 –
Sept 23

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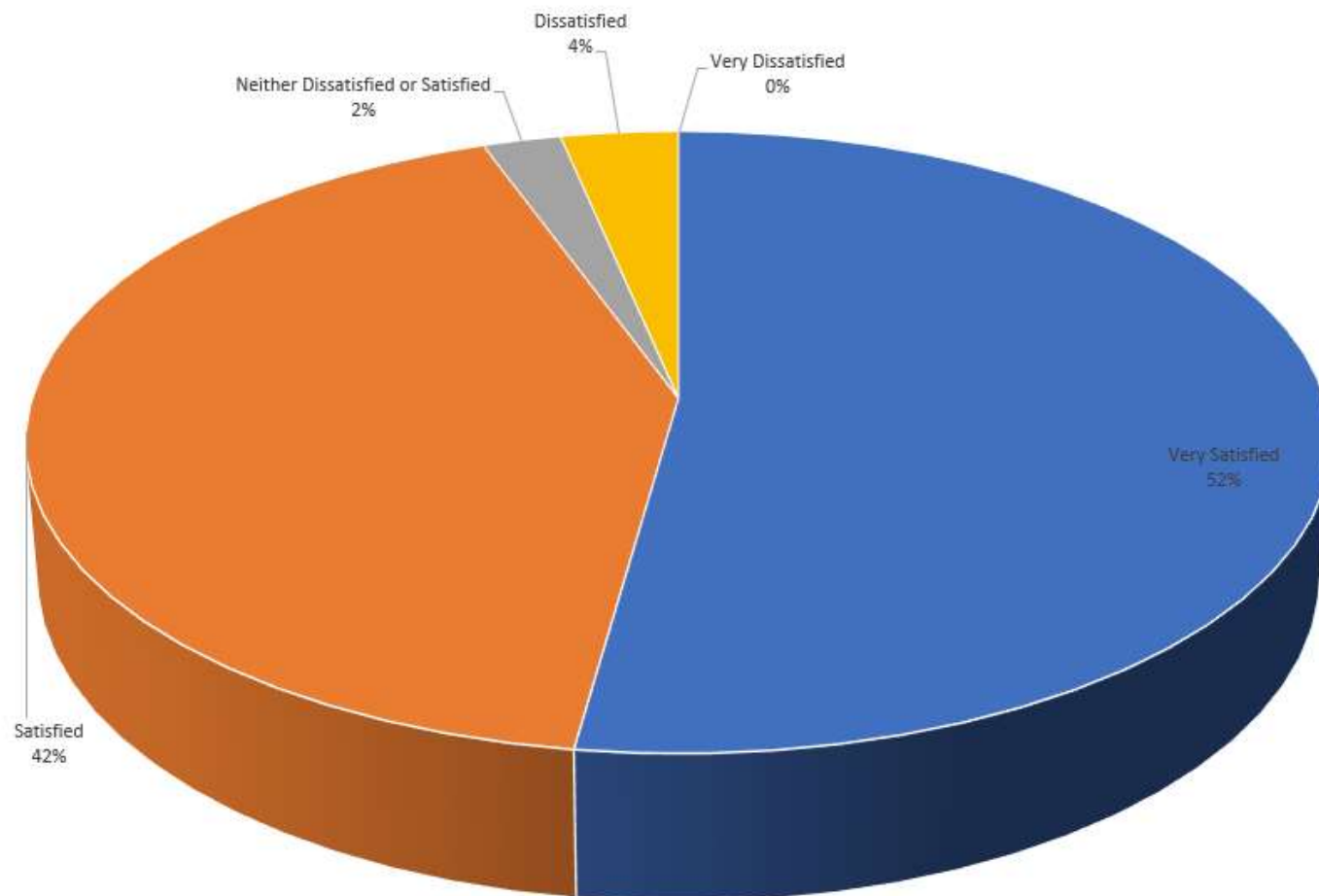


Crime per Month



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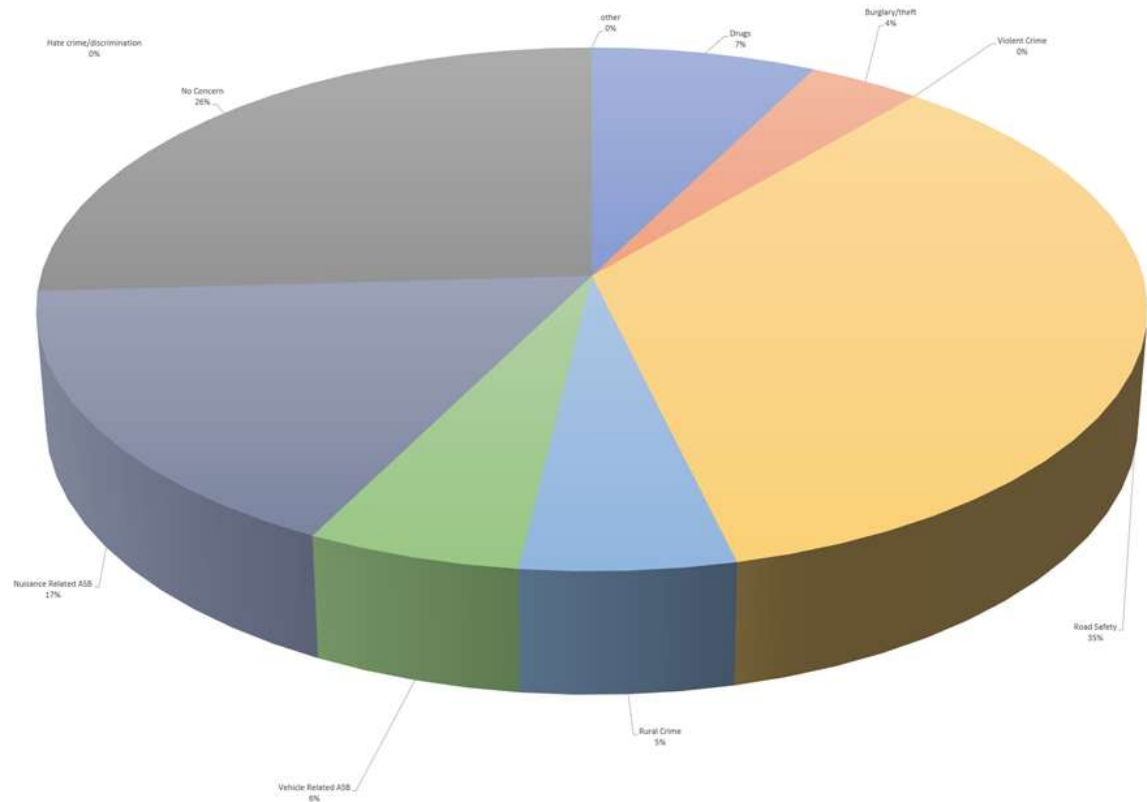
Priorities for the next three months.

- Road Safety 35%
(inc. Speeding)
- Nuisance ASB -17%
- Drugs – 7%

26% of people said they
Have no concerns

Although priorities have stayed the same we have seen a reduction of 13% of people voting for Nus ASB and 3% in drugs. Speeding remains the same at 35% of the vote. The number of people reporting no concerns has gone up by 1%.

Harleston priorities January to March 2024



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Any Questions?

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Thank you

www.norfolk.police.uk

If you have any queries please

email us at:

SNTHarleston@Norfolk.police.uk



NORFOLK
CONSTABULARY
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