



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

You are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Finance Committee** which will be held at the Town Council Offices, on **Wednesday 17th January 2024 at 6.30pm** to consider the business detailed below.

Signed : *Clare Crane* **Town Clerk**

Date: 12th January 2024

**Members of the press and public are welcome to attend –
there will be an opportunity for public participation agenda item 6
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
4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 13th December 2023 (copy herewith)
5. To note progress on decisions made at the last meeting of the Finance Committee (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To receive and examine the contents of months 7-8 Income and Expenditure reports and formulate and agree any questions for the RFO (month 7 copy herewith)
8. To receive and examine the contents of months 7-8 Bank Reconciliation and formulate and agree any questions for the RFO (month 7 copy herewith)
9. To receive and approve the contents of the Payments List listed below.
 - a) 9th January 2024 (copy herewith)
10. To consider any additional recommendations for amendment of the Draft Budget 2024/25.
11. To agree the final recommendation to be presented to the Town Council regarding the precept request for 2024/25.

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

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

- 12.** To receive quotations for additional equipment for the play area, as per the recommendation made by the Leisure Centre Management Committee on January 10, 2024. To review the received quotes and agree recommending to the Town Council the utilisation of the remaining Section 106 funds and EMR 326 Play Area Equipment for this purpose.
- 13.** To note the date of the next Finance Committee meeting (to be confirmed) to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Finance Committee Held at the Town Council Offices, Harleston at 6.30pm on Wednesday 13th December 2023

Present: Councillors – Keith Harrison, Paul MBA, Adrian Brownsea, Clive Attwood.

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

Members of the Public: Carolyn Malinowski

1. Welcome

Cllr Harrison welcomed everyone to the meeting.

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

Apologies from Cllr Scade due to him being out of the parish.

Apologies accepted.

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

None declared.

4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 15th November 2023

Error on the agenda meeting was held on the 8th November 2023

Unanimously approved.

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

Noted

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

Mrs Malinowski spoke briefly about the finances for HIP in relation to item 9.

7. To note month 7 and 8 finances are not available for this meeting but will be circulated as soon as the information is available.

Noted

8. To receive and approve the contents of the Payments Lists

a) 18th October 2023

Noted

b) 15th November 2023

Noted

c) 5th December 2023 (to be supplied at the meeting)

The Clerk explained that the report was not available at present.

9. To review and consider grant application for 2024/25

a) Proposal from Harleston Information Plus - Amount: £6,500

Purpose: To support core expenses, including rent, utilities, and salaries.

To vote on the grant application in compliance with the grant awarding policy and FR4.1

Cllr Harrison proposed that the grant be awarded in 24-25 following a meeting with Harleston Information Plus (HIP) to answer questions that were raised at the meeting on the 8th November when the application was reviewed.

Cllr Brownsea asked what percentage of the income received by HIP is covered by the grant.

Mrs Malinowski answered the question in full giving reasons for the need for the grant as there is no guarantee that the Lottery Grant would be successful. If the Lottery Grant application was successful, the need for a grant from the Town Council the following year (25-26) would not be necessary depending on the amount that was awarded.

The lottery grant would be used for 3 new posts and 2 existing post salaries but would not include the fixed running costs.

There was a brief discussion about a service agreement with HIP in the future. It was proposed that the HIP grant application should be considered throughout the year to enable an informed decision should a grant be applied for in 25-26.

Unanimously approved the grant for recommendation to the town council.

Action – Town Clerk

10. To agree the quoted fee for the renewal of the existing allotment lease with updated terms and rent from Sprake and Kingsley recommended by the Amenities Committee. The estimated fees are approximately £650 + VAT, along with any applicable disbursements.

Unanimously agreed.

The clerk was tasked with communicating to tenants about the current deficit in the allotment budget. It is important to inform them that, in the upcoming years, the council will no longer be providing subsidies for the allotments.

The Clerk was requested to add Allotment fees to the agenda in June/July 2024

Action – Town Clerk

11. To receive and review the draft

a) Town Council – Finance Committee devolved budget (101-110) for 2024/25.

The budget was scrutinized line by line. The Clerk highlighted areas that required further discussion.

b) Amenities Committee devolved budget (121-131) for 2024/25.

The Committee reviewed the budget line by line.

c) Leisure Centre Management Committee devolved budget (201-203) for 2024/25.

The Committee reviewed the budget line by line.

d) Salary budget for 2024/25 FR4.6

Salaries were discussed within each devolved budget. The Clerk provided more detail on how the salary amounts are achieved for each devolved budget.

To agree the proposal for recommendation to Town Council

Unanimously agreed.

Action – Town Clerk

12. To receive and review CIL - Community Infrastructure Levy Reserves for 2024/25.

The Clerk provided details of the current CIL balances

a) Proposal for recommendation to Town Council

Unanimously agreed.

Action – Town Clerk

13. To receive and review the Reserves Policy

The Clerk gave a detailed explanation of the reserves policy.

a) Proposal for recommendation to Town Council

Unanimously agreed.

Action – Town Clerk

14. To receipt and review draft Earmarked Reserves for 2024/25.

The Clerk gave details of the Earmarked reserves and the changes that are proposed.

a) Proposal for recommendation to Town Council

Unanimously agreed.

Action – Town Clerk

15. To agree the draft 2024/25 budget and reserves

a) Proposal for recommendation to Town Council

Unanimously agreed

Action – Town Clerk

16. To agree the draft 2024/25 Precept request

a) Proposal for recommendation to Town Council

Unanimously Approved

Action – Town Clerk

17. To note the date of the next Finance Committee meeting as Wednesday 17th January 2024 to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm

20.37 meeting closed.

Signed

Date

Finance Committee – Progress Report – 12th October 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Finance	Item 10	Reserves	RFO to provide detailed explanations for all the earmarked reserves and publish the information on the website	RFO	September 2023	The RFO provided information to all committees whilst compiling the draft budget Matter Closed
Finance June 2023	21 st June 2023 Item 15a	Budget	prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget.	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed
Finance June 2023	21 st June 2023 Item 15b	Budget	annual budget proposals including recommendations for the use of reserves and sources of funding.	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed
Finance June 2023	21 st June 2023 Item 15c	Budget	set salary budgets annually for the following financial year as part of the budget-setting process and the salary budget shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of the salary component of their budget.	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed
Finance December 2023	13 th December 2023 Item 9a	HIP Grant	Unanimously approved the grant for recommendation to the town council.	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed
Finance December 2023	13 th December 2023 Item 10	Allotment Fees	The clerk was tasked with communicating to tenants about the current deficit in the allotment budget. It is important to inform them that, in the upcoming years, the council will no longer be providing subsidies for the allotments. The Clerk was requested to add Allotment fees to the agenda in June/July 2024	Town Clerk	June/July Finance meeting	Scheduled for June Amenities meeting. Matter Closed
Finance December 2023	13 th December 2023	Draft Budget	To agree the proposal for recommendation to Town Council	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed

Finance Committee – Progress Report – 12th October 2023

	Item 11					
Finance December 2023	13 th December 2023 Item 12	CIL - Community Infrastructure Levy Reserves for 2024/25.	To agree the proposal for recommendation to Town Council	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed
Finance December 2023	13 th December 2023 Item 13	Reserves Policy	To agree the proposal for recommendation to Town Council	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed
Finance December 2023	13 th December 2023 Item 14	Earmarked Reserves for 2024/25.	To agree the proposal for recommendation to Town Council	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed
Finance December 2023	13 th December 2023 Item 15	Draft 2024/25	To agree the proposal for recommendation to Town Council	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed
Finance December 2023	13 th December 2023 Item 16	Draft 2024/25 Precept request	To agree the proposal for recommendation to Town Council	Town Clerk	TC meeting 20 th December 2023	Added to agenda Matter Closed

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	0	4,402	8,803	4,401	0	4,401	50.0%	0
Net Expenditure	0	(4,402)	(8,803)	(4,401)				
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	93	7,501	4,805	(2,696)	0	(2,696)	156.1%	1,497
Net Expenditure	(93)	(7,501)	(4,805)	2,696				
6000 plus Transfer from EMR	80	1,497						
Movement to/(from) Gen Reserve	(13)	(6,004)						
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	501	2,996	7,097	4,101	0	4,101	42.2%	0
Net Expenditure	(501)	(2,996)	(7,097)	(4,101)				
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	5,000	17,769	34,575	16,807			51.4%	0
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	10,447	37,604	54,481	16,877	0	16,877	69.0%	0
Net Income over Expenditure	(5,447)	(19,835)	(19,906)	(71)				

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%	

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
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

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
<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>						

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 1 - Current Community Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current account - Community Ac	31/10/2023		318,002.62
			<u>318,002.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			318,002.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			318,002.62
		Balance per Cash Book is :-	318,002.62
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
31/03/2023 BACS031 Gym Repair Services		0.00	
13/10/2023 BACS013 Workwear (East Anglia) Ltd		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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 - Cllr 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		£ 78.88	£ 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	

Regulatory reason	Payee Name	Transaction Details	Committee			Town Council		NET	TOTAL	Code/Cost Centre
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

**QUOTE**

VAT Registration Number
128159311

Quote Date
18-09-2023

Quote Number
APL4757 | Accessible
roundabout

Redenhall with Harleston Town Council
Memorial Leisure Centre.
Wilderness Lane,
Harleston
Norfolk
IP20 9DD

Qty	Item	Description	Unit £	VAT	Total
1	Carousela Wheelchair Accessible Roundabout	Product code RAD09	£6,125.00	20.00%	£6,125.00
25	Surfacing ground works (Tiger Mulch)	Excavate area to 50mm, install geo textile plus 50mm depth base stone	£55.00	20.00%	£1,375.00
25	Tiger Mulch TM Safety Surfacing	25msg of Tiger Mulch TM resin bonded rubber: BS EN1176 and BS EN1177 Safety surfacing certificates provided on request.	£148.56	20.00%	£3,714.00
1	1 x Installation	Installation for the above	£1,560.00	20.00%	£1,560.00
1	Site Set Up	Fencing, Welfare, Skip/Waste Disposal	£550.00	20.00%	£550.00
				NET	£13,324.00
				VAT	£2,664.80
				GROSS	£15,988.80

Action Play & Leisure's play equipment is manufactured in the UK and Europe and installed in compliance with BS EN.1176 and safety surfacing is compliant with BS EN.1177.

Action Play & Leisure offer the following guarantees;

Timber 15 years

Steel work 15 years

Ropes 6 years

Installation foundations 1 year (Action Play & Leisure installers)

Safergrass Mats 5 years

Wet Pour rubber 5 years

Tiger Mulch 5 years

Should you wish to discuss the above quotation please feel free to contact me on 01953 787 809 / 07736 494 197 or email me on dean@actionplayandleisure.co.uk

Kind Regards

Dean Barker



QUOTE

VAT Registration Number
128159311

Quote Date
12-12-2023

Quote Number
APL4858 | Tiger
Mulch Surfacing

Redenhall with Harleston Town Council
Memorial Leisure Centre.
Wilderness Lane,
Harleston
Norfolk
IP20 9DD

Qty	Item	Description	Unit £	VAT	Total
46	Surfacing ground works (Tiger Mulch)	Excavate area to remove existing rubber tiles, install geo textile plus 50mm depth base stone	£45.00	20.00%	£2,070.00
46	Tiger Mulch TM Safety Surfacing	46msg of Tiger Mulch TM resin bonded rubber: BS EN1176 and BS EN1177 Safety surfacing certificates provided on request.	£115.46	20.00%	£5,311.16
1	Site Set Up	Fencing, Welfare, Skip/Waste Disposal	£650.00	20.00%	£650.00
			NET		£8,031.16
			VAT		£1,606.23
			GROSS		£9,637.39

Action Play & Leisure's play equipment is manufactured in the UK and Europe and installed in compliance with BS EN.1176 and safety surfacing is compliant with BS EN.1177.

Action Play & Leisure offer the following guarantees

Installation foundations 1 year (Action Play & Leisure installers)

Tiger Mulch 5 years

Should you wish to discuss the above quotation please feel free to contact me on 01953 787 809 / 07736 494 197 or email me on dean@actionplayandleisure.co.uk

Kind Regards

Dean Barker