



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 14th February 2024 at 10am** to consider the business detailed below.

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

Date: 9th February 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 17th January 2024 (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 9/10 Income and Expenditure reports and formulate and agree any questions for the RFO (month 9 copy herewith)
8. To receive and examine the contents of months 9/10 Bank Reconciliation and formulate and agree any questions for the RFO (month 9 copy herewith)
9. To receive and approve the contents of the Payments List listed below.
a) 7th February 2024 (copy herewith)
10. To consider the proposition to provide a modest donation to Harleston Grapevine as a token of appreciation for facilitating the promotion of our calendar of activities throughout the year 2024.

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/>

- 11.** To receive quotes for Swan Lane hedge and tree work from Dan Arbour, Amitola LTD, TOPS and Treemenders and to agree the details of awarding the contract.
- 12.** To receive quotes for the yearly tree survey work from Dan Arbor, TOPS and Treemenders and to agree the details of awarding the contract.
- 13.** To receive and note the financial breakdown in relation to the Christmas Market and Light switch on event in 2023.
- 14.** In line with FR4.4 the finance committee is requested to consider the payment of the invoice from Red Dune and agree the budget heading.
- 15.** Following the Planning Committee's recommendation, the Finance Committee is requested to approve the payment of £400 to Compass Point for the preparation and delivery of an online planning training session, encompassing preparation and associated materials utilising EMR 338 Professional Fees.
- 16.** To receive a briefing document on the refurbishment of the zip wire groundworks and additional play equipment for the play area. Agree the details and recommend to Town Council.
- 17.** 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 17th January 2024

Present: Councillors – Paul MBA, Adrian Brownsea, Matt Scade

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

Members of the Public: John Graham arrived at 18.52.

Not present: Cllr Harrison and Cllr Attwood

1. Welcome

Cllr Brownsea wished everyone a happy New Year and welcomed everyone to the meeting.

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

Apologies were received from Cllr Harrison for unforeseen reasons.

Apologies were unanimously accepted.

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

No interests declared though Cllr Brownsea did state that all councillors are council taxpayers.

4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 13th December 2023.

Minutes were unanimously approved by the committee then signed and dated by Cllr Brownsea.

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

Noted with no further questions.

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).

Not needed at this time

7. To receive and examine the contents of months 7-8 Income and Expenditure reports and formulate and agree any questions for the RFO.

Councillors noted month 7 and proceeded to review month 8 in detail.

Councillors noted the changes that had been made on certain lines due to adjustments made relating to the input of original information.

Councillors noted the addition of CIL funds received to the Earmarked Reserved for CIL 23/24

8. To receive and examine the contents of months 7-8 Bank Reconciliation and formulate and agree any questions for the RFO.

Councillors reviewed and noted all bank reconciliations for month 8 with no further questions for the RFO.

9. To receive and approve the contents of the Payments List listed below.

a) 9th January 2024

The payment list was received and approved.

Cllr Brownsea expressed thanks to the officers who work to produce all the documents for the committee.

10. To consider any additional recommendations for amendment of the Draft Budget 2024/25.

No further recommendations had been received and it was agreed to recommend the existing draft budget to the Town Council.

Action – Town Clerk

11. To agree the final recommendation to be presented to the Town Council regarding the precept request for 2024/25.

It was agreed for a 3% increase to be recommended to the Town Council. Cllr Mba highlighted although this was an increase, residents (average tax band D) would see a slight reduction in the precept for 24/25 due to a rise in the tax base.

Action – Town Clerk

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.

The Town Clerk advised that in line with Financial Regulation 11.1(h) that further quotes would need to be sourced before a decision could be made on this item.

The committee agreed for this item to be deferred to the next meeting for the Operations Manager to obtain further quotes for consideration.

Action – Town Clerk/Operations Manager

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

It was agreed for the next meeting to be held on Wednesday 14th February 2024 at 10am.

The meeting closed at 19.14.

Signed

Date

Finance Committee – Progress Report – 17th 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>
Finance	17 th January 2024 Item 10	Draft Budget	It was agreed to recommend the existing draft budget to the Town Council.	Town Clerk	January TC Meeting	Added to agenda Matter Closed
Finance	17 th January 2024 Item 11	Precept Request	It was agreed for a 3% increase to be recommended to the Town Council.	Town Clerk	January TC Meeting	Added to agenda Matter Closed
Finance	17 th January 2024 Item 12	Play Area Equipment quotes	The operations manager requested to source two further quotes	Operations Manager	February meeting	Added to agenda Matter Closed

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	665	1,610	50	(1,560)			3220.0%	
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
1110 Section 106	1,437	1,437	0	(1,437)			0.0%	
1176 Precept	0	401,694	401,694	0			100.0%	
1190 Bank Interest/Rewards Received	7	2,055	73	(1,982)			2815.2%	
Administration :- Income	2,109	458,451	401,967	(56,484)			114.1%	50,747
4000 Salaries	7,472	75,832	108,255	32,423		32,423	70.0%	4,902
4001 Paye/Ni	4,465	21,971	34,320	12,349		12,349	64.0%	866
4006 Pension Contributions	4,329	26,256	34,582	8,326		8,326	75.9%	2,024
4007 Bank Charges	32	241	239	(2)		(2)	101.0%	
4010 Staff Training/ Conferences	0	71	1,000	929		929	7.1%	
4011 Members' Training	57	473	500	27		27	94.5%	
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	231	231	968	737		737	23.9%	
4031 Photocopying	170	783	2,430	1,647		1,647	32.2%	
4033 Subscriptions	0	1,418	1,272	(146)		(146)	111.4%	
4034 Licences	0	285	323	38		38	88.2%	
4036 IT Software	50	300	600	300		300	50.0%	
4037 IT Support and Consumables	0	633	688	55		55	92.1%	
4039 Sundries	12	516	262	(254)		(254)	197.1%	
4040 Telephones/Broadband	70	625	716	91		91	87.2%	
4044 Hospitality	73	50	250	200		200	19.9%	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	135	1,086	2,000	914		914	54.3%	
4057 Advertising	118	512	500	(12)		(12)	102.4%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2024

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4099 Miscellaneous Expenses	782	1,743	538	(1,205)		(1,205)	323.9%	
4105 Tree Assessment survey	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	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	17,996	141,032	202,524	61,492	0	61,492	69.6%	7,792
Net Income over Expenditure	(15,887)	317,420	199,443	(117,977)				
6000 plus Transfer from EMR	0	7,792						
6001 less Transfer to EMR	0	50,747						
Movement to/(from) Gen Reserve	(15,887)	274,464						
<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	3,154	4,020	1,000	(3,020)		(3,020)	402.0%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	350	450	108	(342)		(342)	416.7%	
4085 Coronation Event	0	688	0	(688)		(688)	0.0%	
4503 Christmas Events	588	1,089	1,000	(89)		(89)	108.9%	48
Team Harleston :- Indirect Expenditure	4,093	6,247	4,108	(2,139)	0	(2,139)	152.1%	78
Net Income over Expenditure	(4,093)	(6,017)	3,892	9,909				
6000 plus Transfer from EMR	0	78						
Movement to/(from) Gen Reserve	(4,093)	(5,940)						
<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 31/12/2024

Month No: 9

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	0	28	0	(28)		(28)	0.0%	
4083 Planters	511	2,516	1,500	(1,016)		(1,016)	167.8%	1,978
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	10	105	54	(51)		(51)	194.8%	
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>521</u>	<u>8,042</u>	<u>4,805</u>	<u>(3,237)</u>	<u>0</u>	<u>(3,237)</u>	<u>167.4%</u>	<u>1,978</u>
Net Expenditure	<u>(521)</u>	<u>(8,042)</u>	<u>(4,805)</u>	<u>3,237</u>				
6000 plus Transfer from EMR	481	1,978						
Movement to/(from) Gen Reserve	<u>(40)</u>	<u>(6,064)</u>						
<u>122 Street Lighting</u>								
4151 Street Lights Electricity	709	3,195	6,000	2,805		2,805	53.3%	
4152 Street Lights Maintenance	85	680	1,097	417		417	62.0%	
Street Lighting :- Indirect Expenditure	<u>794</u>	<u>3,875</u>	<u>7,097</u>	<u>3,222</u>	<u>0</u>	<u>3,222</u>	<u>54.6%</u>	<u>0</u>
Net Expenditure	<u>(794)</u>	<u>(3,875)</u>	<u>(7,097)</u>	<u>(3,222)</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	0	50	1,075	1,025			4.7%	
1032 Car Park Donations - Co op	5,000	25,000	30,000	5,000			83.3%	
1499 Project - parish partnership	0	(2,232)	2,500	4,732			(89.3%)	
Car Parks :- Income	<u>5,000</u>	<u>22,819</u>	<u>34,575</u>	<u>11,757</u>			<u>66.0%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 31/12/2024

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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
4051 Business Rates	1,197	10,773	13,674	2,901		2,901	78.8%	
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	39,998	54,481	14,483	0	14,483	73.4%	0
Net Income over Expenditure	3,803	(17,179)	(19,906)	(2,727)				
<u>124 Cemetery</u>								
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	1,240	774	(466)			160.2%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	50	161	111			31.1%	
Cemetery :- Income	130	5,710	5,531	(179)			103.2%	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	5,710	1,214	(4,496)				
<u>125 Markets</u>								
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	236	290	54		54	81.4%	
4055 Electricity	24	58	269	211		211	21.5%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	50	544	1,372	828	0	828	39.6%	0
Net Income over Expenditure	(50)	(324)	4,628	4,952				
<u>126 Allotments</u>								
1000 Allotment Rent	0	1,809	1,818	9			99.5%	
Allotments :- Income	0	1,809	1,818	9			99.5%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	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	194	599	1,024	425		425	58.5%	
4101 Hedge & Tree Maintenance	100	100	215	115		115	46.5%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	294	1,014	2,547	1,533	0	1,533	39.8%	0
Net Income over Expenditure	(294)	795	(729)	(1,524)				
129 War Memorial								
4111 War Memorial Maintenance	0	525	500	(25)		(25)	105.0%	
War Memorial :- Indirect Expenditure	0	525	500	(25)	0	(25)	105.0%	0
Net Expenditure	0	(525)	(500)	25				
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	311	2,759	2,914	155		155	94.7%	
4001 Paye/NI	180	642	855	213		213	75.1%	
4006 Pension Contributions	176	884	1,090	206		206	81.1%	
4039 Sundries	0	439	0	(439)		(439)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	115	708	1,419	711		711	49.9%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	782	5,448	7,093	1,645	0	1,645	76.8%	0
Net Expenditure	(782)	(5,448)	(7,093)	(1,645)				
201 Recreation Ground								
1001 Ground Rent - Football	150	1,440	1,800	360			80.0%	
1003 Ground Rent - Bowls	45	405	540	135			75.0%	
1009 Recreation Ground Hire	0	500	538	38			92.9%	
1015 Recreation Ground Advertising	0	720	0	(720)			0.0%	
Recreation Ground :- Income	195	3,065	2,878	(187)			106.5%	0
4000 Salaries	1,806	15,751	21,417	5,666		5,666	73.5%	

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Paye/Ni	1,000	3,861	6,711	2,850		2,850	57.5%	
4006 Pension Contributions	973	5,073	8,218	3,145		3,145	61.7%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	80	545	1,352	807		807	40.3%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	13	102	0	(102)		(102)	0.0%	
4040 Telephones/Broadband	10	80	129	49		49	62.0%	
4041 Mobile Phones	7	57	65	8		8	87.6%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	134	329	403	74		74	81.6%	
4055 Electricity	41	326	600	274		274	54.3%	
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%	433
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	2,560	3,440	880		880	74.4%	
4119 Maintenance - General	175	604	619	15		15	97.6%	
4121 Maintenance - Contractors	600	1,485	1,720	235		235	86.3%	
4122 Maintenance - Malicious Damage	0	0	269	269		269	0.0%	
4123 Equipment Servicing & Repairs	0	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	172	1,241	1,606	365		365	77.3%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	187	163	(24)		(24)	114.9%	
4170 Play Area Equipment Purchase	0	3,114	0	(3,114)		(3,114)	0.0%	423
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4172 Play Area Maintenance	1,437	1,437	0	(1,437)		(1,437)	0.0%	
4181 Garden Waste Bins Annual Chrg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	6,768	46,300	58,703	12,403	0	12,403	78.9%	855
Net Income over Expenditure	(6,573)	(43,235)	(55,825)	(12,590)				
6000 plus Transfer from EMR	(433)	855						
Movement to/(from) Gen Reserve	(7,005)	(42,380)						
<u>202 Gym</u>								
1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	10,383	91,015	118,250	27,235			77.0%	

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1060 Gym - Classes	309	3,479	3,000	(479)			116.0%	
1062 Gym - Food & Drink - Confectio	365	1,333	300	(1,033)			444.4%	
1063 Gym - Membership SO's	18	158	350	193			45.0%	
1064 Gym - Membership Cash	2,130	15,691	20,000	4,309			78.5%	
1065 Gym - Personal Training	390	2,807	2,500	(307)			112.3%	
1066 Gym - Room Hire	48	58	404	346			14.4%	
1067 Gym - Squash Courts	1,006	6,677	5,000	(1,677)			133.5%	
1068 Gym - Tennis	41	2,514	2,000	(514)			125.7%	
1070 Protein Food and drink	427	3,110	1,500	(1,610)			207.4%	
1073 Re-sales	47	87	310	223			28.2%	
1074 Gym -advertising	13	467	0	(467)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
1086 Gym - Merchandise	167	1,221	0	(1,221)			0.0%	
Gym :- Income	15,342	128,693	154,223	25,530			83.4%	0
4000 Salaries	8,561	66,396	87,601	21,205		21,205	75.8%	
4001 Paye/Nl	4,421	15,705	17,650	1,945		1,945	89.0%	
4006 Pension Contributions	1,967	16,340	27,512	11,172		11,172	59.4%	
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%	
4026 Professional Fees	175	175	0	(175)		(175)	0.0%	
4034 Licences	11	442	3,870	3,428		3,428	11.4%	
4035 IT Equipment	0	0	108	108		108	0.0%	
4036 IT Software	240	240	355	115		115	67.6%	
4037 IT Support and Consumables	150	1,374	1,739	365		365	79.0%	
4039 Sundries	41	1,024	1,161	137		137	88.2%	
4040 Telephones/Broadband	54	471	538	67		67	87.6%	
4041 Mobile Phones	9	75	88	13		13	85.1%	
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	230	1,846	3,400	1,554		1,554	54.3%	
4056 Gas	71	82	275	193		193	29.9%	
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	0	401	1,075	674		674	37.3%	
4086 Gym - Merchandise	302	1,040	0	(1,040)		(1,040)	0.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4119 Maintenance - General	0	82	538	456		456	15.2%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	1,659	1,075	(584)		(584)	154.3%	
4126 Gym Equipment Purchases	178	764	4,600	3,836		3,836	16.6%	
4128 Gym Contract Maintenance	153	1,409	1,198	(211)		(211)	117.6%	
4129 Gym sundries	69	675	1,290	615		615	52.3%	
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	781	5,377	3,689	(1,688)		(1,688)	145.8%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	316	2,145	531	(1,614)		(1,614)	403.9%	
4166 Uniforms	16	314	355	41		41	88.6%	
4167 Gym DD Arrangement Fees	790	6,611	5,160	(1,451)		(1,451)	128.1%	
4168 Air Conditioning	0	453	447	(6)		(6)	101.3%	
Gym :- Indirect Expenditure	18,535	128,842	172,464	43,622	0	43,622	74.7%	0
Net Income over Expenditure	(3,193)	(149)	(18,241)	(18,092)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	502	5,590	3,000	(2,590)			186.3%	
Leisure Centre building :- Income	502	5,590	3,000	(2,590)			186.3%	0
4000 Salaries	574	13,060	21,807	8,747		8,747	59.9%	
4001 Paye/NI	292	2,320	4,177	1,857		1,857	55.5%	
4006 Pension Contributions	306	3,336	7,715	4,379		4,379	43.2%	
4034 Licences	0	159	0	(159)		(159)	0.0%	
4039 Sundries	670	1,291	703	(588)		(588)	183.6%	
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	8,869	12,709	3,840		3,840	69.8%	
4055 Electricity	947	7,601	14,000	6,399		6,399	54.3%	
4056 Gas	285	1,072	6,128	5,056		5,056	17.5%	
4071 Health & Safety - Compliance	(355)	1,108	1,681	573		573	65.9%	
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	0	9	2,688	2,679		2,679	0.3%	
4119 Maintenance - General	0	239	3,225	2,986		2,986	7.4%	
4121 Maintenance - Contractors	250	2,635	4,300	1,666		1,666	61.3%	
Leisure Centre building :- Indirect Expenditure	3,955	45,383	86,726	41,343	0	41,343	52.3%	0
Net Income over Expenditure	(3,453)	(39,793)	(83,726)	(43,933)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	0	21,509	0	(21,509)			0.0%	
Section 106 :- Income	<u>0</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>0</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	23,278	651,025	617,992	(33,033)			105.3%	
Expenditure	54,985	460,921	626,716	165,795	0	165,795	73.5%	
Net Income over Expenditure	<u>(31,707)</u>	<u>190,104</u>	<u>(8,724)</u>	<u>(198,828)</u>				
plus Transfer from EMR	48	11,503						
less Transfer to EMR	0	50,747						
Movement to/(from) Gen Reserve	<u>(31,659)</u>	<u>150,859</u>						

Date: 23/01/2024

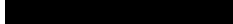
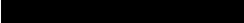
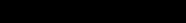
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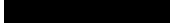
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Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/12/2023	DD001	180.31		180.31		R 	EZ-runner Systems Ltd
01/12/2023	DD001	1,624.00		1,624.00		R 	EDF Energy Customers Liimited
01/12/2023	STO001	183.33		183.33		R 	Gym Repair Services
01/12/2023	STO001		15.00	15.00		R 	Receipt(s) Banked
01/12/2023	STO001		21.00	21.00		R 	Receipt(s) Banked
01/12/2023	BACS001		30.00	30.00		R 	Receipt(s) Banked
01/12/2023	PDQ029		127.04	127.04		R 	Receipt(s) Banked
01/12/2023	BACS001		650.00	650.00		R 	Receipt(s) Banked
04/12/2023	DD004	206.24		206.24		R 	Biffa Waste Services Limited
04/12/2023	BANK004	32.13		32.13		R 	Barclays
04/12/2023	BACS004	70.00		70.00		R 	
04/12/2023	BACS004	60.00		60.00		R 	Red Dune Ltd
04/12/2023	BACS004	120.00		120.00		R 	A F Pretty & Partners
04/12/2023	BACS004	200.00		200.00		R 	Park Radio Ltd
04/12/2023	BACS004	259.40		259.40		R 	
04/12/2023	BACS004	384.00		384.00		R 	Ben Burgess Garden Equip
04/12/2023	BACS004	425.00		425.00		R 	
04/12/2023	BACS004	800.00		800.00		R 	
04/12/2023	PDQ030		234.67	234.67		R 	Receipt(s) Banked
04/12/2023	PDQ001		160.10	160.10		R 	Receipt(s) Banked
04/12/2023	PDQ002		136.33	136.33		R 	Receipt(s) Banked
05/12/2023	PDQ003		47.75	47.75		R 	Receipt(s) Banked
05/12/2023	DC005		150.00	150.00		R 	Receipt(s) Banked
05/12/2023	BACS005		95.00	95.00		R 	Receipt(s) Banked
06/12/2023	DD006	464.47		464.47		R 	SSE Energy Supply Ltd
06/12/2023	DD006	8.54		8.54		R 	O2
06/12/2023	PDQ004		227.16	227.16		R 	Receipt(s) Banked
07/12/2023	PDQ005		166.01	166.01		R 	Receipt(s) Banked
08/12/2023	DD008	115.00		115.00		R 	Anglia Water
08/12/2023	BACS008		150.00	150.00		R 	Receipt(s) Banked
08/12/2023	PDQ006		169.50	169.50		R 	Receipt(s) Banked
08/12/2023	DFC008		490.21	490.21		R 	Receipt(s) Banked
08/12/2023	DFC008		11,021.15	11,021.15		R 	Receipt(s) Banked
08/12/2023	BANK008		7.09	7.09		R 	Receipt(s) Banked
11/12/2023	DD011	71.85		71.85		R 	Barclaycard Merchant
11/12/2023	PDQ007		138.57	138.57		R 	Receipt(s) Banked
11/12/2023	PDQ008		156.75	156.75		R 	Receipt(s) Banked
11/12/2023	PDQ009		149.75	149.75		R 	Receipt(s) Banked
11/12/2023	101274		1,072.35	1,072.35		R 	Receipt(s) Banked
12/12/2023	DD012	11.23		11.23		R 	EE Mobile
12/12/2023	DD012	25.68		25.68		R 	SSE Energy Supply Ltd
12/12/2023	BACS012		30.00	30.00		R 	Receipt(s) Banked
12/12/2023	PDQ010		92.40	92.40		R 	Receipt(s) Banked
13/12/2023	PDQ011		117.28	117.28		R 	Receipt(s) Banked
14/12/2023	PDQ012		131.12	131.12		R 	Receipt(s) Banked
15/12/2023	DD015	26.00		26.00		R 	South Norfolk Council
15/12/2023	BACS015	1,113.91		1,113.91		R 	Barclaycard
15/12/2023	BACS015	10,358.00		10,358.00		R 	HMRC Tax and NI

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/12/2023	BACS015	7,751.12		7,751.12		R 	Norfolk Pension Fund
15/12/2023	DD020	148.52		148.52		R 	Ocean Telecom
15/12/2023	DD015	374.30		374.30		R 	Crown Gas & Power
15/12/2023	PDQ013		134.00	134.00		R 	Receipt(s) Banked
15/12/2023	101275		263.70	263.70		R 	Receipt(s) Banked
15/12/2023	DC015		1,436.80	1,436.80		R 	Receipt(s) Banked
18/12/2023	BACS018		90.00	90.00		R 	Receipt(s) Banked
18/12/2023	PDQ014		71.62	71.62		R 	Receipt(s) Banked
18/12/2023	PDQ015		118.75	118.75		R 	Receipt(s) Banked
18/12/2023	PDQ016		93.50	93.50		R 	Receipt(s) Banked
19/12/2023	PDQ017		41.10	41.10		R 	Receipt(s) Banked
20/12/2023	PDQ018		285.23	285.23		R 	Receipt(s) Banked
21/12/2023	BACS021	8.12		8.12		R 	
21/12/2023	BACS021	29.78		29.78		R 	Automated Systems Group Ltd
21/12/2023	BACS021	32.00		32.00		R 	Robinsons Traditional Statione
21/12/2023	BACS021	57.44		57.44		R 	Denmans Electrical
21/12/2023	BACS021	63.45		63.45		R 	Norfolk Association of Local
21/12/2023	BACS021	64.55		64.55		R 	
21/12/2023	BACS021	102.00		102.00		R 	Cozens (UK) Limited
21/12/2023	BACS021	210.58		210.58		R 	The Metal Store
21/12/2023	TFR021	148.75		148.75		R 	Petty Cash
21/12/2023	BACS021	240.00		240.00		R 	
21/12/2023	BACS021	253.00		253.00		R 	Rejuvenate Yoga
21/12/2023	BACS021	273.00		273.00		R 	
21/12/2023	BACS021	300.00		300.00		R 	Genesis Lifts
21/12/2023	BACS021	377.18		377.18		R 	Forcefresh Ltd
21/12/2023	BACS021	381.56		381.56		R 	Workwear (East Anglia) Ltd
21/12/2023	BACS021	528.00		528.00		R 	
21/12/2023	BACS021	577.20		577.20		R 	Earth Anchors LTD
21/12/2023	BACS021	600.00		600.00		R 	Crookpowerwashing
21/12/2023	BACS021	650.00		650.00		R 	
21/12/2023	BACS021	840.00		840.00		R 	Elite TM Solutions
21/12/2023	BACS021	1,724.17		1,724.17		R 	Proludic Ltd
21/12/2023	BACS021	-377.18		-377.18		R 	Forcefresh Ltd
21/12/2023	BACS021	377.16		377.16		R 	Forcefresh Ltd
21/12/2023	BACS021		8.12	8.12		R 	Receipt(s) Banked
21/12/2023	BACS021		-8.12	-8.12		R 	Receipt(s) Banked
21/12/2023	PDQ019		118.73	118.73		R 	Receipt(s) Banked
22/12/2023	PDQ020		183.45	183.45		R 	Receipt(s) Banked
22/12/2023	BACS022		27.00	27.00		R 	Receipt(s) Banked
22/12/2023	STO022		60.00	60.00		R 	Receipt(s) Banked
22/12/2023	101276		202.80	202.80		R 	Receipt(s) Banked
27/12/2023	DD027	986.00		986.00		R 	South Norfolk Council
27/12/2023	DD027	236.00		236.00		R 	South Norfolk Council
27/12/2023	DD027	961.00		961.00		R 	South Norfolk Council
27/12/2023	DD027	133.94		133.94		R 	Anglia Water
27/12/2023	DD027	194.49		194.49		R 	Anglia Water
27/12/2023	PDQ021		156.01	156.01		R 	Receipt(s) Banked

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
27/12/2023	PDQ022		78.25	78.25		R ☐	Receipt(s) Banked
27/12/2023	PDQ023		88.75	88.75		R ☐	Receipt(s) Banked
27/12/2023	PDQ024		93.95	93.95		R ☐	Receipt(s) Banked
27/12/2023	BACS027		6,000.00	6,000.00		R ☐	Receipt(s) Banked
28/12/2023	DD028	174.00		174.00		R ☐	BNP Paribas Leasing Solutions
29/12/2023	BACS029	18,724.64		18,724.64		R ☐	Salaries
29/12/2023	BACS029	1,600.00		1,600.00		R ☐	
29/12/2023	STO029		45.00	45.00		R ☐	Receipt(s) Banked
29/12/2023	PDQ027		195.30	195.30		R ☐	Receipt(s) Banked
		<u>55,483.86</u>	<u>25,570.17</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 30/01/2024

Redenhall With Harleston Town Council

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Bank Reconciliation up to 01/01/2024 for Cashbook No 2 - Base Rate Reward - 63306291

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/12/2023	BANK004		227.76	227.76		R 	Receipt(s) Banked
		<u>0.00</u>	<u>227.76</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 01/01/2024 for Cashbook No 3 - Higher Rate - 53083454

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/12/2023	BANK004		1,207.66	1,207.66		R 	Receipt(s) Banked
		<u>0.00</u>	<u>1,207.66</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 30/01/2024

Redenhall With Harleston Town Council

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Bank Reconciliation up to 01/01/2024 for Cashbook No 4 - Business Premium 03089312

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/12/2023	BANK004		2.96	2.96		R 	Receipt(s) Banked
		<u>0.00</u>	<u>2.96</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Cozens	Street Lighting - January 2024	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Statutory Duty - paid due to deadline	HMRC VAT Return	HMRC VAT Return Quarter 3	TC	£ 1,632.88			£ 1,632.88		£ 1,632.88	Paid 6/02/24
Lease	ASL	Photocopier - 19/12/2023 - 23/01/2024	All	£ 36.08			£ 30.07	£ 6.01	£ 36.08	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/01/24 to 31/01/24	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Obligation	Rejuvenate Yoga	Yoga Classes - December Classes	LCMC		£ 216.00		£ 216.00		£ 216.00	4160/202
Obligation	Rejuvenate Yoga	Yoga Classes - January Classes	LCMC		£ 258.00		£ 258.00		£ 258.00	4160/202
	Rejuvenate Yoga Total								£ 474.00	
Obligation		Classes - January	LCMC		£ 468.00		£ 468.00		£ 468.00	4160 202
Contractual Paid 31/01/24		January Event Management & Promotions for Harleston Town Council	TC	£ 1,600.00			£ 1,600.00		£ 1,600.00	4014 103
Possible Payments requiring to be listed										
	Barclaycard - Spotify	Spotify - Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034/202
	Barclaycard - Amazon	Amazon - Toner cartridge (£38.48 and plastic cups £22.95)	LCMC		£ 61.43		£ 51.18	£ 10.25	£ 61.43	4039 202
	Barclaycard - Nespresso	Nespresso - coffee supplies	LCMC		£ 124.00		£ 124.00		£ 124.00	4039 202
	Barclaycard - GYMKITLUK	Gymkituk - Quick release spring collars	LCMC		£ 52.39		£ 44.49	£ 7.90	£ 52.39	4125 202
	Barclaycard - Purple guide	Purple Guide - Annual subscription	TC		£ 30.00		£ 25.00	£ 5.00	£ 30.00	4033 101
	Barclaycard - Facebook	Facebook - Advertising	LCMC		£ 33.00		£ 33.00		£ 33.00	4057/202
	Barclaycard - Norfolk CC	Norfolk County Council - DBS Checks - Steve	LCMC/TC		£ 63.00		£ 63.00		£ 63.00	4116 202
	Barclaycard - Plastic card	Plastic Card Experts - Gym Membership cards	LCMC	£ -	£ 268.80		£ 224.00	£ 44.80	£ 268.80	4125 202
	Barclaycard - Smarty	Smarty - Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Total to Barclaycard								£ 653.61	
	Probadge Ltd	Printed badge - Magnetic fastener	TC		£ 25.92		£ 21.60	£ 4.32	£ 25.92	4099 101
	SLCC	Themed Summit - 21.02.2024 - Clare Crane - Event Fee	TC	£ 78.00			£ 65.00	£ 13.00	£ 78.00	4010 101
	Denmans	Bulkhead LED bulb	LCMC		£ 45.36		£ 37.80	£ 7.56	£ 45.36	4119 203
	Denmans	70w SON-E Internal Ignitor	LCMC		£ 103.13		£ 85.94	£ 17.19	£ 103.13	4119 203
	Total to Denmans								£ 148.49	
	Gym Repair Services (GRS)	Repair - Technogym Lat Pulldown	LCMC		£ 237.60		£ 198.00	£ 39.60	£ 237.60	4123 202
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved by LCMC 19/02/24										
	Gym Repair Services (GRS)	Repair - Life Fitness walk belt & Ergobar Shroud & Lemond straps, saddle & washer	LCMC		£ 505.20		£ 421.00	£ 84.20	£ 505.20	4123 202
	Gym Repair Services (GRS)	Repair - CMDAP Cable and Spin Bike SPD Pedals	LCMC		£ 213.60		£ 178.00	£ 35.60	£ 213.60	4123 202
	Total to GRS								£ 956.40	
	Robinson's	Photocopying - Gym flyers, info sheets & PDQ rolls	LCMC		£ 44.80	£ -	£ 40.83	£ 3.97	£ 44.80	4039 202
	Robinson's	Flyers for zoom meeting	TC	£ 24.00			£ 24.00	£ -	£ 24.00	4039 101
	Total to Robinsons								£ 68.80	
	Workwear (East Anglia) Ltd	Gym - Hoodie & T-shirt	LCMC	£ -	£ 128.92	£ -	£ 107.43	£ 21.49	£ 128.92	4086 202
	Workwear (East Anglia) Ltd	Gym - T-shirt	LCMC	£ -	£ 31.20	£ -	£ 26.00	£ 5.20	£ 31.20	4086 202
	Workwear (East Anglia) Ltd	Gym - Hoodie	LCMC		£ 78.42		£ 65.35	£ 13.07	£ 78.42	4086 202
	Total to Workwear								£ 238.54	
	UgoBuild Limited	Energise batteries	LCMC	£ -	£ 5.69		£ 4.74	£ 0.95	£ 5.69	4119 203
	UgoBuild Limited	Ballast and cement bags, sawn treated wood	LCMC	£ -	£ 39.35		£ 32.79	£ 6.56	£ 39.35	4119 201 121
	UgoBuild Limited	Floplast - guttering, fascia bracket, downpipe & stop end - shed graveyard	LCMC	£ -	£ 50.10		£ 41.76	£ 8.34	£ 50.10	4119 124
	UgoBuild Limited	Double sided tape, 5x8 screws, PGB, super glue	LCMC		£ 38.64		£ 32.21	£ 6.43	£ 38.64	4119 121 201 202
	Total to UgoBuild								£ 133.78	
		Bird Trail and Valentines	TC	£ 32.76	£ -		£ 28.63	£ 4.13	£ 32.76	4014 103
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance -										
	Red Dune Ltd	Website hosting & yearly SSL certificate, WordPress, updates ad fixing issues	TC	£ 540.00	£ -		£ 450.00	£ 90.00	£ 540.00	4036 101
Pay to Clerk to reimburse the Petty Cash	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ 22.17	£ 23.65		£ 45.82		£ 45.82	4039/101/202
Clerk approved	Susan Whymark	Duplicate payment inv 138 - Late Mr M Wilkinson	TC	£ 300.00	£ -		£ 300.00	£ -	£ 300.00	7

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	NET	VAT	TOTAL	Code/Cost Centre
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved by LCMC 10/02/24	Gym Repair Services (GRS)	Repair - Life Fitness walk belt & Ergobar Shroud & Lemond straps, saddle & washer	LCMC		£ 505.20	£ 421.00	£ 84.20	£ 505.20	4123 202
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance -	Red Dune Ltd	Website hosting & yearly SSL certificate, WordPress, updates ad fixing issues	TC	£ 540.00	£ -	£ 450.00	£ 90.00	£ 540.00	4036 101