



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 28th February 2024 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 21st February 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
4. To receive and approve the minutes of the Town Council meeting on Wednesday 24th January 2024 (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 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
 - a. Town Clerk to address concerns to the County Councillor about street lighting on Redenhall Road
7. Co-Option
 - a. New candidate to introduce themselves to Members if they wish to supplement their written information and explain why they seek to become a Member of the Council. (This introduction should be informal and should not exceed 5 minutes). (Copy herewith)
 - b. Existing Councillors are allowed a maximum of ten minutes (per candidate) to ask prospective candidates any clarification questions.
 - c. Consider co-opting a candidate for Council vacancy conduct a confidential ballot after candidate presentations, with the Chairman or Clerk counting written votes. If appointed, the new Councillor signs the Declaration of Acceptance of Office.
8. Discuss Town Clerk's proposal on engaging with the County Councillor regarding London Road Parking Restrictions and decide on its approval (Copy herewith)

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 the Town Clerk's update report on the Town Improvement Scheme (Copy herewith)
- 10.** To receive the Town Clerk's response from the Police on anti-social behavior with cars on the industrial estate.
- 11.** To receive and note the contents of months 9 and 10 Income and Expenditure report and formulate and agree any questions for the Finance Committee. (Copy herewith)
- 12.** To receive and note the contents of month 9 and 10 Bank Reconciliation and formulate and agree any questions for the Finance Committee (Copy herewith)
- 13.** Receive and note the contents of the Payments Lists provided.
 - a.** 9th February 2024 (Copy herewith)
- 14.** To receive and note any short updates from representatives.
 - a.** Harleston Information Plus (Copy herewith)
- 15.** To receive Committee updates and report on any significant issues arising³:
 - a.** Planning Meeting - Last meeting held 5th February 2024
 - b.** Finance Meeting - Last meeting held 14th February 2024
 - c.** Executive Meeting – Last Meeting 21st February 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.** To receive and note
 - a.** Correspondence from The Harold Dean Trust (read by the Town Clerk).
 - b.** Correspondence from Harleston & Waveney Valley Veterans and Serving Forces' - Breakfast Club (Copy herewith)
- 18.** To note the date of the next Town Council meeting on Wednesday 27th March 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 24th January 2024 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Adrian Brownsea, Eloise Wilkinson, Michael Hardy, Keith Harrison, Lucy Chenery, Shelagh West

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

Members of the Public: District Councillor James Eddy, John Graham

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 Cllrs Clive Digby due to being out of the parish, Clive Attwood due to a prior engagement and Michael Hardy due to illness.

Apologies were also received from County Councillor Martin Wilby and District Councillor Trevor Graham

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. (Councillors to declare any non-payment of council tax at this time)

None declared.

4. To receive and approve the minutes of the Town Council meeting on Wednesday 20th December 2023.

Cllr Brownsea proposed to accept the minutes of the meeting. Cllr Scade seconded the motion.

Unanimously agreed.

Cllr MBA signed and dated the minutes.

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

Update on the safety concerns letter concerns drafted by Cllr Hardy. The letter has been sent to the relevant authority and a reply has been received from the County Council. The Town Clerk read out the response for councillors which included the following:

Considering the traffic flow on A143, it has an accident rate lower than would be expected for the type of road and no significant groupings of accidents.

Given the relatively high standard of road we cannot recommend a lower 50mph speed limit.

The clerk provided an update on the funds received thus far in letters sent to businesses soliciting donations for the Car Park.

- 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).**

District Councillor James Eddy provided an overview of his report that can be found at appendix C.

Cllr Scade asked Cllr Eddy about funds for the help hub in 24/25. Cllr Eddy could not give a definitive answer at this time.

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.**

Unanimously Agreed. Clerk to include this detail in the Pride In Place Grant application.

Action: Town Clerk

- b. To resolve to agree the Earmarked Reserves Policy in line with the proposed draft budget.**

Cllr Scade proposed to agree the motion and Cllr Harrison seconded the motion. Unanimously agreed. Clerk to update the policy.

Action: Town Clerk

- 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.**

Amended to say 24/25 for this item.

Unanimously Agreed. Clerk to add the budget to the website.

Action: Town Clerk

- d. To resolve to agree 2023/24 Precept request as recommended by the Finance Committee**

Amended to say 24/25 for this item.

Clerk confirmed that the Precept amount would be £413,756.82 which equates to 3% increase or for the average tax band D a reduction of 34p.

Unanimously Agreed. Clerk to submit the precept request to SNDC.

Noted that the S137 Expenditure limit for 24-25 is £10.81.

Action: Town Clerk

- 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.**

Unanimously agreed.

Action: Town Clerk

- 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.**

Noted

Cllr Scade asked a question about Month 7, Line 101 Miscellaneous the Deputy Clerk reported that the nominal ledger for this code was available to show a breakdown of the income/expenditure.

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

Noted

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

a. 9th January 2024

Noted

12. To receive and note any short updates from representatives.

The Clerk reports that there was no update from HIP and that Exchange 2 are working on repairs to the cabin and a new logo.

13. To note Cllr West's request to discontinue role as HIP representative.

Cllr West provided a brief detail of why she wished to discontinue this role.

Noted

14. To approve the Town Clerk as the representative for HIP

The Clerk informed that HIP would provide an update in the middle of each month if nothing were received there will be no update.

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

a. Planning Meeting - Last meeting held 8th January 2024

Agreed at the meeting for the Clerk to facilitate a meeting with key stakeholders of the developments within the town to look at the knock-on effect of the developments in the town.

The Clerk is also arranging for training for the planning committee with Compass Point to provide guidance on how they can put together a response to the Spirketts Lane South Development. Committee to be advised of the meeting as soon as possible.

b. Leisure Centre Meeting- Last meeting held 10th January 2024

More quotes are being sourced for the for the roundabout and tiger mulch for the zip wire. D-Day 80 - Clerk has spoken with Mr Pegg and will provide a further update to the working party as soon as possible.

c. Finance Meeting - Last meeting held 17th January 2024

Cllr Brownsea reported a good housekeeping meeting but stressed that if committees are developing projects that they must take account of the financial regulations when sourcing quotes.

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

Cllr MBA spoke about the first Councillor Surgery held on the 20th of January 2024. A few people came in and talked about Lidl and the developments in town. Cllr MBA would like all Councillors to get involved at some point throughout the year. He provided a calendar and requested each councillor put their name forward to at least one surgery during the year.

Bird Trail was well received in the town over the weekend.

b. Councillors

Cllr West – Suggested setting up a working group for younger people in town. MBA said to wait until the working party meeting the following week.

Cllr Wilkinson - expressed an interested in getting involved with nature recovery and would like a tour of the Leisure Centre and the town.

Cllr Chenery - also requested a tour of the town to clarify the scope of the Town Council as she was unable to attend the initial meeting for this purpose. It was agreed that Cllr MBA would arrange to meet both councillors before the working party meeting the following week.

Action: Cllr MBA

Cllr Harrison – Spoke briefly about the Biodiversity Policy and said he would like to work with Cllr Wilkinson.

Cllr Scade – Reported about the chocolate hunt from the Market Place along with the mini donkeys on the 23rd December 2023 was well attended.

Cllr Scade also reported about the Police priority setting meeting. Only four members of the public have been in attendance to the meeting in the last 6 months. He stressed that this is always conducted over zoom and encouraged others to attend. The Clerk confirmed that these meetings are always promoted via the Town Councils social media.

Cllr Scade also questioned why Anglian water closed Church Street without telling the Highways Authority and sent traffic the wrong way around the one-way system. Who was responsible for the mismanagement of the situation. Cllr Harrison advised that the Traffic management company would have been responsible.

c. Clerk

No update

Cllr Brownsea inquired what was happening about the remedial repairs that were due to be completed at the beginning of the month. The Town Clerk reported that Tarmac will be rearranging and will confirm a date as soon as possible.

The Town Clerk has been inquiring every week since the original dates were confirmed. The Town Clerk will continue to apply pressure.

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.

This matter will be raised again at the major stakeholders meeting requested by the planning committee.

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 Candler Lane as per Town Council minutes on the 19th July 2023

Noted

Action: Town Clerk

b. Detail from the South Norfolk Police public meeting

Noted

Cllr Brownsea suggested that the scope of the meeting is possibly too wide. He also highlighted that the police do not attend council meetings and this should not be on the agenda as it may become confusing to the public. Clerk confirmed that this will be removed from the agenda.

Action: Town Clerk

He also noted that the domestic violence statistics are worrying but do indicate that the police are doing something about this as the figures are being reported.

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.

Noted

Meeting ended at 20.09.

Signed

Dated

DRAFT

Appendix A

County Councillor Report

January 2024

Almost 15,000 people will be able to get free bus travel in Norfolk earlier in the day from February 1st. Norfolk County council has announced that people living in the county, who hold a disabled concessionary bus travel pass and eligible companions, will be able to travel within Norfolk for free at any time, seven days a week. Up until now, those concessionary pass holders had to wait until after 9.30am on weekdays before they could travel for free, apart from those people registered blind or visually impaired. This ensures they have access to work, education and leisure and helps to combat the risks of social isolation which can be associated with having a disability.

A multi-million-pound proposal to modernise fire service buildings has been agreed at NCC in a bid to recruit more women. The proposal is part of ongoing infrastructure work to help improve the inclusivity of Norfolk Fire and Rescue Service (NFRS) buildings and standardise the layouts of its buildings. Norfolk has the lowest proportion of female firefighters in England and “the provision of adequate facilities to support women into the profession is a key step in improving the situation. It is clear fire stations are important buildings in their local communities with pride and care taken in them by fire crews.

An extra £9m to tackle Norfolk potholes has been awarded to NCC for the next 2 years – with a total of £141m to be spent over the next decade. The government has said NCC will get this money from funds redirected after scrapping the northern leg of the HS2 high-speed rail line. The Department for Transport (DfT) said Norfolk will get £141.2m over the next 11 years to 2034 and Suffolk will get £107.6m. The government said it is up to local authorities how to spend the maintenance funding, but part of the reason for the increase in funding is so they can “improve the quality of road surfaces in the future” rather just focus on fixing existing potholes.

NCC have revealed plans to change the number of preferences parents can list when applying for school places. The number is to increase to four from the existing three and will be available for school applications made from 2025. This change comes after more than 300 families missed out on one of their top three preferences for the current academic year.

Preparation work has started on the Long Stratton Bypass with clearing the route ready for construction work to start in the spring.

NCC will set its budget for the financial year 2024/25 at the full council meeting to be held on Tuesday 20th February.

Best Wishes

Martin

Appendix B

District Councillor Report

January 2024

We are approaching the time when councils at all three tiers set their precepts and charges for the coming year. South Norfolk will be set their budget and Council Tax at the Full Council meeting in February.

There are hopes the new TV mini-series 'Masters of the Air' produced by Steven Spielberg and Tom Hanks will boost the local tourism industry. This looks at a time when 50,000 American servicemen came to Norfolk. South Norfolk Council are working with the Harleston and District Historical Society to produce a Harleston based trail leaflet called the 'Friendly Invasion' which will highlight relevant sites. South Norfolk Council worked in collaboration with the 100th Bomb Memorial Museum in holding a meeting to discuss the potential impact the series may have on the area, investigate ideas and initiatives, and to develop a collaborative approach to maximising any opportunities. I note that there were to be representatives from the Town Council and the Historical Society at this meeting. This initiative will provide more promotional information for the town council's 'Visit Harleston' website and will hopefully attract more visitors and more money to the town.

I contributed £300 from my Members Ward Allowance for a community performance project being undertaken by three local groups, which includes the Harleston Players and a dance group based in Wortwell. The play will look at the relationship between the American forces stationed in East Anglia during the WWII and the locals of Suffolk and Norfolk. This ties in very well with the 'Friendly Invasion' focus and can further add to the tourism proposition.

The Harleston and District Historical Society has been awarded a £216 'Go For It' grant to go towards upgrading the society website and help with their projects to capture memories of residents and show how life has changed over the years.

South Norfolk Council granted a 'Clean Up and Bloom' award of £300 to the Town Council. This grant fits very well with the Harleston planters and pioneering community nature recovery work which will soon be promoted across the district.

Two local businesses are finalists in the Broadland and South Norfolk Business Awards. The Cap are in the 'South Norfolk Pub of the Year' category and Robinson's Traditional Stationers in the 'South Norfolk Retailer of the Year' category. The winners will be announced at an awards ceremony on 5 March 2024 at Norwich City Football Club. I wish them success.

I welcome the town council responding to residents' concerns and looking to review road signage. There is a wealth of experience from previous reviews, and this provides an opportunity for all three councils and residents to again work together. The review has my full support.

I will hold my next surgery on 10 February at Harleston Information Plus on Exchange Street in Harleston between 10:00 and 11:00. I hope to see you there.

Trevor

Appendix C

District Councillor Report

January 2024

Happy New Year to you all. I hope you were able to enjoy a restful and enjoyable end to 2023 and beginning of 2024. Obviously, this can be a particularly difficult time of the year for many people in our community and that makes the need to look out for the vulnerable all the more important. For this reason, I would like to recommend a service offered by South Norfolk Council. The Council's Help Hub offers wide ranging help and support for addressing issues like money worries, loneliness and isolation, health and wellbeing problems, housing issues, bereavement, and general community support. So, if you or anyone you know can make use of this service please contact the Help Hub by calling 01508 533933 or emailing helphub@southnorfolkandbroadland.gov.uk.

Once again significant levels of flooding have been seen in our ward. This is evidently not a problem that is going to simply go away. As a result, it seems to me that a more streamlined, grassroots approach to at least mitigating this problem may be in order. There are skills and talents that can be utilized and used to prepare ourselves for the worst excesses of wet weather so that we are better positioned to cope and be mobilized to respond in a positive way. Ultimately, I'd like to gather as many likeminded people and groups together to pool expertise and develop a more coordinated response across all three parishes in future.

If you are willing or able to contribute to this, please feel free to contact me. As usual I will be at my Councillor surgery on the last Saturday of the month between 10am and 12 at Harleston Information Plus and I can also be contacted by email on James.Eddy@southnorfolkandbroadland.gov.uk

All the best,

James

Town Council – Progress Report – 28th February 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	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 15	Safety Concerns on A143	It was agreed for Cllr Hardy to draft a letter to NCC Highways	Cllr Hardy	ASAP	Cllr Hardy drafted letter and provided to the Clerk. Reply received and fed back to the Council. Matter Closed
Full Council	24 th January 2024 Item 7a	Precept and Budget	Unanimously agreed to the reallocation of funds in the EMR too aid match funding for the feasibility Study Clerk to include this detail in the Pride In Place Grant application.	Town Clerk	ASAP	Details included in the grant application. Matter Closed

Town Council – Progress Report – 28th February 2024

Full Council	24 th January 2024 Item 7b	Precept and Budget	Clerk to update the earmarked Reserve Policy	Town Clerk	ASAP	Outstanding
Full Council	24 th January 2024 Item 7c	Precept and Budget	Clerk to add budget to the website	Town Clerk	ASAP	Completed Matter Closed
Full Council	24 th January 2024 Item 7d	Precept and Budget	Clerk to submit the precept request to SNDC.	Town Clerk	ASAP	Completed Matter Closed
Full Council	24 th January 2024 Item 8	Internal Auditor	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.	Town Clerk	ASAP	Letter completed and sent to three prospective auditors. Matter Closed
Full Council	24 th January 2024 Item 16b	Councillor Reports	Cllr MBA to arrange a tour of the town for Cllrs Chenery and Wilkinson	Cllr MBA	ASAP	Completed Matter Closed
Full Council	24 th January 2024 Item 18a	Candlers Lane Yellow Line extension on Redenhall Road	Clerk to send the council show of support.	Town Clerk	ASAP	Completed Matter Closed
Full Council	24 th January 2024 Item 18b	Police Report	Clerk to remove the Police in attendance on the agenda	Town Clerk	ASAP	Completed Matter Closed



Redenhall with Harleston Town Council

Application for Co-Option

Name John Albert Graham

Address [REDACTED]

..... [REDACTED]

..... [REDACTED]

Postcode [REDACTED]

Telephone [REDACTED]

Mobile [REDACTED]

Email [REDACTED]

2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

HM Forces (ARMY)	Royal Military Police	Sep 1963-Sep1981	Retired
Police Force CID Officer (London)		Oct 1981-Oct 2000	Retired
Porter Essex NHS		Oct 2000-2001	Moved to Norfolk
Post Room Herbal Warehouse Pulham Market		Oct 2001-2010	Made redundant
Instructor First Aid	Self Employed	Oct 2010-2016	Moved to Harleston
Driver Pepperell's Meats Harleston		Oct 2016-May 2023	Retired
Caretaker Harleston Primary School		May 2023 to Date	

3. Please explain your interest in Harleston and why you would be interested in becoming a Councillor:

Having now resided in Harleston for about seven years I feel that I would like to get more involved in the Community and being a Town Councillor would give me the opportunity to take a more active part in the events of the Town.



Redenhall with Harleston Town Council

Application for Co-Option

4. Please list any other voluntary or community work that you are currently or have previously been involved in:

A Volunteer Driver with the Waveney Valley Food Bank

A First Aid Instructor with Harleston Guides and Scouts.

An Instructor in The Duke of Edinburgh's Award scheme Assessing Participants from Norfolk Colleges and Schools in their Bronze, Silver and Gold Expeditions.

5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

While residing in Pulham Market I was a Parish Councillor and was the appointed Dog Warden and Composting recycling co-ordinator.

Once you have attended Two Council meetings your application for co-option will be considered at the next meeting of Full Council, at which you are able to attend,

If you are co-opted, you will be invited to complete the Declaration of Acceptance form and the Register of Interests and will join the other members at the table.



Redenhall with Harleston Town Council

Application for Co-Option

Eligibility Form

In order to be eligible for co-option as a Town Councillor, you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you

(a) I am 18 years of age or over	x
b) I am a British Citizen or a citizen of the Commonwealth or a citizen of any member state of the European Union	x
c) I am registered as a local government elector for the parish	x
d) I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the parish	x
e) My principal or only place of work during those twelve months has been in the parish	x
f) I have, during the whole of those twelve months resided in the parish or within 3 miles of it.	x

Please note that under Section 80 of the local Government Act 1972 a person is disqualified from being a town councillor if he/she:

- a) Is employed by the town council or holds paid office under the town council
- b) Is employed by an entity controlled by the town council;
- c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order
- d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine
- e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Decl

I, [REDACTED] hereby confirm that I satisfy the criteria to become a Redenhall with Harleston Town Councillor, that I am not disqualified from being a Town Councillor and that the information given on this form is true and correct

Date 16.12.2023



Redenhall with Harleston Town Council

Nomination Paper

I would like to be considered for co-option as a Councillor with Redenhall with Harleston Town Council. I understand that I must seek nomination by two existing Town Councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government parish elections, or an earlier date if I cease to meet the eligibility criteria to be a Councillor.

1. CANDIDATE

Surname GRAHAM

Other names in full John Albert

Title (please delete as appropriate) Mr / Mrs / Miss / Other (please state).....

Home address in full [REDACTED]

..... [REDACTED]

..... [REDACTED]

.....

.....

.....

.....

Postcode:

..... [REDACTED]

Nomination papers MUST be delivered to the Clerk of the Council at the Council Offices or by email clerk@harleston-tc.gov.uk at least 14 days before the Town Council meeting at which you wish to be considered for co-option.



Redenhall with Harleston Town Council

Nomination Paper

2. CANDIDATE'S CONSENT TO NOMINATION

I hereby consent to my nomination as a candidate for co-option as a councillor with Redenhall with Harleston Town Council. I declare that on the day of my nomination I qualify for co-option.

(i) I am registered as a local government elector in the parish of Redenhall with Harleston in respect of (qualifying address in full)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

and my electoral number is

AND/OR

(ii) I have, during the whole of the 12 months preceding my day of nomination occupied as owner or tenant the following land or other premises in the town (description and address of land or premises).

.....

.....

.....

.....

.....

AND/OR

(iii) My only principle place of work during those 12 months has been in the town at (please give address of place of work and, where appropriate, name of employer).

.....

.....

.....

.....

.....

AND/OR

(iv) I have during the whole of those 12 months resided in the parish boundary of Harleston or within three miles of it at (please give address in full).



Redenhall with Harleston Town Council

Nomination Paper

.....

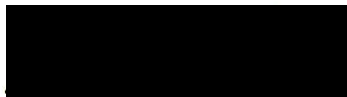
.....

.....

.....

.....

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in section 80 of the Local Government Act 1972 and that the information supplied above is accurate. I understand that by providing misleading or inaccurate information, my nomination may be disqualified.



..... Signed

For office use only

No. of Nomination Paper (in order of delivery)

Date Delivered

Hour Delivered

Received by:

Briefing Document: Parking Enforcement Concerns and Proposed Actions

Background: It has been highlighted to Harleston Town Council that there are ongoing issues of illegal parking, particularly on London Road.

Actions Taken:**Contact with NCC Highways:**

- The Clerk contacted NCC Highways regarding the enforcement issue.
- NCC Highways acknowledged the problem but indicated a lack of budget for reviewing or implementing new parking restrictions.

Contact with Parking Manager at SNDC:

- The Clerk contacted the Parking Manager at SNDC for insights.
- SNDC Parking Manager highlighted that Civil Enforcement Officers visit Harleston twice weekly and issue Penalty Charge Notices for observed contraventions.
- Suggested the potential implementation of loading restrictions instead of Single Yellow Lines, allowing instant issuance of PCNs without observation time.
- They suggested raising the matter with County Councillor Martin Wilby for further consideration.

Recommendations:

Consider the responses from NCC Highways and SNDC Parking Manager.

Agenda Item: Proposal for Town Clerk's Engagement with County Councillor Martin Wilby on London Road Parking Restrictions

Completed Contractor Actions:

- **Bullock Fair – Town Car Park:**

1. Replaced the control plate under warranty with a higher specification 8th February 2024.
2. **Reported the control plate as broken to NCC Highways and SNDC on Wednesday 14th February 2024.**
3. Repaired the ramp before the control flow plate, widening it to cover the entire exit.
4. Implemented a 'No Entry to Car Park' sign on a finger post at the northern side of Bullock Fair Close/Thoroughfare junction.
5. Moved the 5mph limit sign to the correct position at the new entrance at Paddock Road.
6. Swapped the 'No Entry' signs at the car park entrance and exit.

Outstanding Contractor Actions:

- **Church Street:**

- Implementation of a 'SLOW' road marking on Church Street to caution drivers to slow down in the pedestrian area.

- **Broad Street:**

- Addition of wheel stops in each bay to prevent the rear of vehicles from blocking the path on Broad Street.

- **Exchange Street:**

- Pending Traffic Regulation Order (TRO) for parking changes and establishing a pedestrian zone on Saturdays at Exchange Street, the TRO schedule and statement of reasons was handed to NPLaw in November for legal drafting. They have a backlog of work and are unable to provide a timescale on completion. Chased by NCC 8/02/24.

Town Council Actions:

- **Market Place:**

1. Approval by South 1 Engineer, Gary Overland, for the installation of removable bollards at the Exchange Street side to prevent cars from pulling onto the Market Place.
 - Pending action: Awaiting confirmation regarding the Parish Partnership funding scheme.
2. Requested additional 'no parking' signage for the Market Place.
 - Requires approval by South 1 Engineer, Gary Overland, requested on by the Clerk 8/2/24.

- **Paddock Road:**

- Investigation into possible re-lining at the Paddock Road entrance to the Town Car Park to address road markings wearing off.
 - Pending action: Operations Manager obtaining quotes.

- **Broad Street:**

- Investigation into possible re-lining at the Paddock Road entrance to the Town Car Park to address road markings wearing off.
 - Pending action: Operations Manager obtaining quotes.

- **Town Car Park:**

- Investigation into possible re-lining at the Paddock Road entrance to the Town Car Park to address road markings wearing off.
 - Pending action: Operations Manager obtaining quote

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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/Nl	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

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
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

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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
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)				
<u>129 War Memorial</u>								
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				
<u>130 Clock Tower</u>								
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)				
<u>131 Public Toilets</u>								
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)				
<u>201 Recreation Ground</u>								
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

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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
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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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%	

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	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>						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

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	27	55	0	(55)			0.0%	
1099 Miscellaneous Income	(135)	1,475	50	(1,425)			2950.0%	
1100 Grants	300	1,100	0	(1,100)			0.0%	
1101 Christmas lights/donation	(668)	(588)	0	588			0.0%	57
1109 CiL Receipts	0	50,747	0	(50,747)			0.0%	50,747
1110 Section 106	0	1,437	0	(1,437)			0.0%	
1176 Precept	0	401,694	401,694	0			100.0%	
1190 Bank Interest/Rewards Received	1,444	3,499	73	(3,426)			4792.8%	
Administration :- Income	967	459,419	401,967	(57,452)			114.3%	50,804
4000 Salaries	10,850	86,683	108,255	21,572		21,572	80.1%	4,902
4001 Paye/Ni	2,576	24,548	34,320	9,772		9,772	71.5%	866
4006 Pension Contributions	2,907	29,163	34,582	5,419		5,419	84.3%	2,024
4007 Bank Charges	26	267	239	(28)		(28)	111.9%	
4010 Staff Training/ Conferences	0	71	1,000	929		929	7.1%	
4011 Members' Training	0	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	315	698	538	(160)		(160)	129.6%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	231	968	737		737	23.9%	
4031 Photocopying	31	814	2,430	1,616		1,616	33.5%	
4033 Subscriptions	0	1,418	1,272	(146)		(146)	111.4%	
4034 Licences	0	285	323	38		38	88.2%	
4036 IT Software	0	300	600	300		300	50.0%	
4037 IT Support and Consumables	0	633	688	55		55	92.1%	
4039 Sundries	18	534	262	(272)		(272)	204.0%	
4040 Telephones/Broadband	71	695	716	21		21	97.1%	
4044 Hospitality	20	70	250	180		180	27.9%	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	131	1,217	2,000	783		783	60.8%	
4057 Advertising	0	512	500	(12)		(12)	102.4%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4099 Miscellaneous Expenses	0	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	16,945	157,976	202,524	44,548	0	44,548	78.0%	7,792
Net Income over Expenditure	(15,977)	301,442	199,443	(101,999)				
6000 plus Transfer from EMR	0	7,792						
6001 less Transfer to EMR	57	50,804						
Movement to/(from) Gen Reserve	(16,034)	258,430						
<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	(1,600)	2,420	1,000	(1,420)		(1,420)	242.0%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	0	450	108	(342)		(342)	416.7%	
4085 Coronation Event	0	688	0	(688)		(688)	0.0%	
4503 Christmas Events	13	1,103	1,000	(103)		(103)	110.3%	48
Team Harleston :- Indirect Expenditure	(1,587)	4,661	4,108	(553)	0	(553)	113.5%	78
Net Income over Expenditure	1,587	(4,431)	3,892	8,323				
6000 plus Transfer from EMR	0	78						
Movement to/(from) Gen Reserve	1,587	(4,353)						
<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 01/01/2024

Month No: 10

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	0	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	0	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>0</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>0</u>	<u>(8,042)</u>	<u>(4,805)</u>	<u>3,237</u>				
6000 plus Transfer from EMR	0	1,978						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(6,064)</u>						
<u>122 Street Lighting</u>								
4151 Street Lights Electricity	0	3,195	6,000	2,805		2,805	53.3%	
4152 Street Lights Maintenance	85	765	1,097	332		332	69.7%	
Street Lighting :- Indirect Expenditure	<u>85</u>	<u>3,960</u>	<u>7,097</u>	<u>3,137</u>	<u>0</u>	<u>3,137</u>	<u>55.8%</u>	<u>0</u>
Net Expenditure	<u>(85)</u>	<u>(3,960)</u>	<u>(7,097)</u>	<u>(3,137)</u>				
<u>123 Car Parks</u>								
1030 Car Park Donations - Business	1,109	1,109	1,000	(109)			110.9%	
1031 Car Park Donations - PC's	0	50	1,075	1,025			4.7%	
1032 Car Park Donations - Co op	0	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>1,109</u>	<u>23,928</u>	<u>34,575</u>	<u>10,648</u>			<u>69.2%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

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	11,970	13,674	1,704		1,704	87.5%	
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	9,250	37,000	38,000	1,000		1,000	97.4%	
Car Parks :- Indirect Expenditure	10,447	50,445	54,481	4,036	0	4,036	92.6%	0
Net Income over Expenditure	(9,338)	(26,517)	(19,906)	6,611				
124 Cemetery								
1020 Cemetery - Burials	450	2,560	2,580	20			99.2%	
1021 Cemetery - Interment Of Ashes	50	490	538	48			91.1%	
1022 Cemetery - EROB	450	2,320	1,290	(1,030)			179.8%	
1023 Cemetery - Memorials	0	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	950	6,660	5,531	(1,129)			120.4%	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	950	6,660	1,214	(5,446)				
125 Markets								
1040 Market Rents	640	860	6,000	5,140			14.3%	
Markets :- Income	640	860	6,000	5,140			14.3%	0
4053 Market Rates	26	262	290	28		28	90.3%	
4055 Electricity	0	58	269	211		211	21.5%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	26	570	1,372	802	0	802	41.5%	0
Net Income over Expenditure	614	290	4,628	4,338				
126 Allotments								
1000 Allotment Rent	88	1,897	1,818	(79)			104.3%	
Allotments :- Income	88	1,897	1,818	(79)			104.3%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

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	0	599	1,024	425		425	58.5%	
4101 Hedge & Tree Maintenance	0	100	215	115		115	46.5%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>1,014</u>	<u>2,547</u>	<u>1,533</u>	<u>0</u>	<u>1,533</u>	<u>39.8%</u>	<u>0</u>
Net Income over Expenditure	<u>88</u>	<u>883</u>	<u>(729)</u>	<u>(1,612)</u>				
<u>129 War Memorial</u>								
4111 War Memorial Maintenance	0	525	500	(25)		(25)	105.0%	
War Memorial :- Indirect Expenditure	<u>0</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>0</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	307	3,065	2,914	(151)		(151)	105.2%	
4001 Paye/NI	84	726	855	129		129	84.9%	
4006 Pension Contributions	113	997	1,090	93		93	91.4%	
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	823	1,419	596		596	58.0%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	<u>619</u>	<u>6,066</u>	<u>7,093</u>	<u>1,027</u>	<u>0</u>	<u>1,027</u>	<u>85.5%</u>	<u>0</u>
Net Expenditure	<u>(619)</u>	<u>(6,066)</u>	<u>(7,093)</u>	<u>(1,027)</u>				
<u>201 Recreation Ground</u>								
1001 Ground Rent - Football	150	1,590	1,800	210			88.3%	
1003 Ground Rent - Bowls	45	450	540	90			83.3%	
1009 Recreation Ground Hire	0	500	538	38			92.9%	
1015 Recreation Ground Advertising	150	870	0	(870)			0.0%	
Recreation Ground :- Income	<u>345</u>	<u>3,410</u>	<u>2,878</u>	<u>(532)</u>			<u>118.5%</u>	<u>0</u>
4000 Salaries	1,779	17,531	21,417	3,886		3,886	81.9%	

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

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	527	4,389	6,711	2,322		2,322	65.4%	
4006 Pension Contributions	663	5,736	8,218	2,482		2,482	69.8%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	545	1,352	807		807	40.3%	
4034 Licences	812	812	161	(651)		(651)	504.1%	
4039 Sundries	0	102	0	(102)		(102)	0.0%	
4040 Telephones/Broadband	10	90	129	39		39	69.8%	
4041 Mobile Phones	7	64	65	1		1	98.6%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	0	329	403	74		74	81.6%	
4055 Electricity	39	365	600	235		235	60.8%	
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	2,880	3,440	560		560	83.7%	
4119 Maintenance - General	44	648	619	(29)		(29)	104.7%	
4121 Maintenance - Contractors	0	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	211	1,451	1,606	155		155	90.4%	
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	0	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	4,413	50,713	58,703	7,990	0	7,990	86.4%	855
Net Income over Expenditure	(4,068)	(47,303)	(55,825)	(8,522)				
6000 plus Transfer from EMR	0	855						
Movement to/(from) Gen Reserve	(4,068)	(46,447)						
<u>202 Gym</u>								
1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	10,547	101,562	118,250	16,688			85.9%	

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

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	585	4,064	3,000	(1,064)			135.5%	
1062 Gym - Food & Drink - Confectio	463	1,796	300	(1,496)			598.7%	
1063 Gym - Membership SO's	18	175	350	175			50.0%	
1064 Gym - Membership Cash	2,706	18,396	20,000	1,604			92.0%	
1065 Gym - Personal Training	344	3,151	2,500	(651)			126.0%	
1066 Gym - Room Hire	0	58	404	346			14.4%	
1067 Gym - Squash Courts	1,034	7,711	5,000	(2,711)			154.2%	
1068 Gym - Tennis	76	2,590	2,000	(590)			129.5%	
1070 Protein Food and drink	495	3,606	1,500	(2,106)			240.4%	
1073 Re-sales	30	117	310	193			37.9%	
1074 Gym -advertising	0	467	0	(467)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
1086 Gym - Merchandise	101	1,322	0	(1,322)			0.0%	
Gym :- Income	16,397	145,090	154,223	9,133			94.1%	0
4000 Salaries	8,311	74,706	87,601	12,895		12,895	85.3%	
4001 Paye/Ni	2,613	18,318	17,650	(668)		(668)	103.8%	
4006 Pension Contributions	2,227	18,567	27,512	8,945		8,945	67.5%	
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	0	175	0	(175)		(175)	0.0%	
4034 Licences	4,659	5,101	3,870	(1,231)		(1,231)	131.8%	
4035 IT Equipment	0	0	108	108		108	0.0%	
4036 IT Software	0	240	355	115		115	67.6%	
4037 IT Support and Consumables	180	1,554	1,739	185		185	89.4%	
4039 Sundries	132	1,157	1,161	4		4	99.6%	
4040 Telephones/Broadband	54	525	538	13		13	97.6%	
4041 Mobile Phones	9	84	88	4		4	95.7%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	521	1,439	1,477	38		38	97.4%	
4055 Electricity	223	2,069	3,400	1,331		1,331	60.8%	
4056 Gas	104	186	275	89		89	67.6%	
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	73	1,113	0	(1,113)		(1,113)	0.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	176	176	215	39		39	82.1%	

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

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	12	94	538	444		444	17.4%	
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	0	764	4,600	3,836		3,836	16.6%	
4128 Gym Contract Maintenance	153	1,562	1,198	(364)		(364)	130.3%	
4129 Gym sundries	72	747	1,290	543		543	57.9%	
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	396	5,773	3,689	(2,084)		(2,084)	156.5%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	316	2,461	531	(1,930)		(1,930)	463.5%	
4166 Uniforms	0	314	355	41		41	88.6%	
4167 Gym DD Arrangement Fees	935	7,546	5,160	(2,386)		(2,386)	146.2%	
4168 Air Conditioning	0	453	447	(6)		(6)	101.3%	
Gym :- Indirect Expenditure	21,167	150,009	172,464	22,455	0	22,455	87.0%	0
Net Income over Expenditure	(4,770)	(4,919)	(18,241)	(13,322)				
203 Leisure Centre building								
1066 Gym - Room Hire	1,897	7,487	3,000	(4,487)			249.6%	
Leisure Centre building :- Income	1,897	7,487	3,000	(4,487)			249.6%	0
4000 Salaries	574	13,634	21,807	8,173		8,173	62.5%	
4001 Paye/NI	133	2,453	4,177	1,724		1,724	58.7%	
4006 Pension Contributions	202	3,539	7,715	4,176		4,176	45.9%	
4034 Licences	0	159	0	(159)		(159)	0.0%	
4039 Sundries	0	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	9,855	12,709	2,854		2,854	77.5%	
4055 Electricity	917	8,518	14,000	5,482		5,482	60.8%	
4056 Gas	415	1,487	6,128	4,641		4,641	24.3%	
4071 Health & Safety - Compliance	0	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	10	249	3,225	2,976		2,976	7.7%	
4121 Maintenance - Contractors	0	2,635	4,300	1,666		1,666	61.3%	
Leisure Centre building :- Indirect Expenditure	3,238	48,621	86,726	38,105	0	38,105	56.1%	0
Net Income over Expenditure	(1,342)	(41,135)	(83,726)	(42,591)				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

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	22,393	673,418	617,992	(55,426)			109.0%	
Expenditure	55,353	516,274	626,716	110,442	0	110,442	82.4%	
Net Income over Expenditure	<u>(32,960)</u>	<u>157,144</u>	<u>(8,724)</u>	<u>(165,868)</u>				
plus Transfer from EMR	0	11,503						
less Transfer to EMR	57	50,804						
Movement to/(from) Gen Reserve	<u>(33,017)</u>	<u>117,843</u>						

Date: 23/01/2024

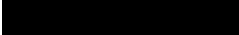
Redenhall With Harleston Town Council

Page 1

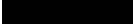
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Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
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

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/01/2024	DD002	216.37		216.37		R 	EZ-runner Systems Ltd
02/01/2024	DD002	252.65		252.65		R 	Biffa Waste Services Limited
02/01/2024	DD002	11,100.00		11,100.00		R 	South Norfolk Council
02/01/2024	DD002	520.67		520.67		R 	Anglia Water
02/01/2024	STO002	183.33		183.33		R 	Gym Repair Services
02/01/2024	STO002		15.00	15.00		R 	Receipt(s) Banked
02/01/2024	STO002		21.00	21.00		R 	Receipt(s) Banked
02/01/2024	PDQ028		109.45	109.45		R 	Receipt(s) Banked
02/01/2024	PDQ029		153.17	153.17		R 	Receipt(s) Banked
02/01/2024	PDQ030		69.95	69.95		R 	Receipt(s) Banked
02/01/2024	PDQ031		25.20	25.20		R 	Receipt(s) Banked
03/01/2024	BACS003		560.00	560.00		R 	Receipt(s) Banked
03/01/2024	101277		209.05	209.05		R 	Receipt(s) Banked
04/01/2024	DD004	1,571.72		1,571.72		R 	EDF Energy Customers Liimited
04/01/2024	PDQ002		364.23	364.23		R 	Receipt(s) Banked
05/01/2024	DD005	8.54		8.54		R 	O2
05/01/2024	DC005		150.00	150.00		R 	Receipt(s) Banked
05/01/2024	PDQ003		222.43	222.43		R 	Receipt(s) Banked
05/01/2024	DC005		300.00	300.00		R 	Receipt(s) Banked
05/01/2024	BACS005		10.00	10.00		R 	Receipt(s) Banked
08/01/2024	BACS008	115.00		115.00		R 	Anglia Water
08/01/2024	PDQ004		296.40	296.40		R 	Receipt(s) Banked
08/01/2024	PDQ008		213.10	213.10		R 	Receipt(s) Banked
08/01/2024	PDQ006		144.71	144.71		R 	Receipt(s) Banked
08/01/2024	101278		203.45	203.45		R 	Receipt(s) Banked
09/01/2024	BANK009	26.08		26.08		R 	Barclays
09/01/2024	PDQ007		88.10	88.10		R 	Receipt(s) Banked
09/01/2024	DFC009		465.58	465.58		R 	Receipt(s) Banked
09/01/2024	DFC009		11,005.99	11,005.99		R 	Receipt(s) Banked
09/01/2024	BANK009		5.28	5.28		R 	Receipt(s) Banked
10/01/2024	DD010	75.21		75.21		R 	Barclaycard Merchant
10/01/2024	BACS010		15.00	15.00		R 	Receipt(s) Banked
10/01/2024	PDQ008		298.81	298.81		R 	Receipt(s) Banked
10/01/2024	BACS010		50.00	50.00		R 	Receipt(s) Banked
11/01/2024	BACS011	0.02		0.02		R 	Forcefresh Ltd
11/01/2024	BACS011	3.75		3.75		R 	Coopers
11/01/2024	TFR011	12.84		12.84		R 	Petty Cash
11/01/2024	BACS011	693.85		693.85		R 	Barclaycard
11/01/2024	TFR011	19,537.76		19,537.76		R 	Petty Cash
11/01/2024	TFR011	20,906.55		20,906.55		R 	Petty Cash
11/01/2024	TFR011	20,893.81		20,893.81		R 	Petty Cash
11/01/2024	BACS011		30.00	30.00		R 	Receipt(s) Banked
11/01/2024	PDQ009		219.25	219.25		R 	Receipt(s) Banked
11/01/2024	BACS011		29.00	29.00		R 	Receipt(s) Banked
11/01/2024	TFR011		20,906.55	20,906.55		R 	Receipt(s) Banked
11/01/2024	TFR011		19,537.76	19,537.76		R 	Receipt(s) Banked
12/01/2024	PDQ010		187.67	187.67		R 	Receipt(s) Banked
12/01/2024	BACS012		27.00	27.00		R 	Receipt(s) Banked

Bank Reconciliation up to 31/01/2024 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>
12/01/2024	BACS012		29.00	29.00		R 	Receipt(s) Banked
15/01/2024	DD015	26.00		26.00		R 	South Norfolk Council
15/01/2024	BACS015		50.00	50.00		R 	Receipt(s) Banked
15/01/2024	PDQ011		169.83	169.83		R 	Receipt(s) Banked
15/01/2024	PDQ012		173.70	173.70		R 	Receipt(s) Banked
15/01/2024	PDQ013		54.35	54.35		R 	Receipt(s) Banked
15/01/2024	BACS015		100.00	100.00		R 	Receipt(s) Banked
15/01/2024	BACS015		100.00	100.00		R 	Receipt(s) Banked
15/01/2024	BACS015		15.00	15.00		R 	Receipt(s) Banked
15/01/2024	BACS015		29.00	29.00		R 	Receipt(s) Banked
16/01/2024	DD016	622.90		622.90		R 	Crown Gas - Gas Building
16/01/2024	PDQ014		35.30	35.30		R 	Receipt(s) Banked
16/01/2024	BACS016		210.00	210.00		R 	Receipt(s) Banked
17/01/2024	BACS017		100.00	100.00		R 	Receipt(s) Banked
17/01/2024	PDQ015		228.02	228.02		R 	Receipt(s) Banked
18/01/2024	BACS018		9.00	9.00		R 	Receipt(s) Banked
18/01/2024	PDQ016		133.95	133.95		R 	Receipt(s) Banked
18/01/2024	BACS018		300.00	300.00		R 	Receipt(s) Banked
19/01/2024	DD019	149.36		149.36		R 	Ocean Telecom
19/01/2024	PDQ017		126.12	126.12		R 	Receipt(s) Banked
19/01/2024	BACS019		100.00	100.00		R 	Receipt(s) Banked
19/01/2024	BACS019		27.00	27.00		R 	Receipt(s) Banked
19/01/2024	101279		238.00	238.00		R 	Receipt(s) Banked
19/01/2024	101280		102.10	102.10		R 	Receipt(s) Banked
22/01/2024	PDQ018		149.60	149.60		R 	Receipt(s) Banked
22/01/2024	PDQ019		104.21	104.21		R 	Receipt(s) Banked
22/01/2024	PDQ020		42.50	42.50		R 	Receipt(s) Banked
22/01/2024	DFC022		63.69	63.69		R 	Receipt(s) Banked
22/01/2024	BACS022		100.00	100.00		R 	Receipt(s) Banked
23/01/2024	PDQ021		54.10	54.10		R 	Receipt(s) Banked
23/01/2024	BACS023		100.00	100.00		R 	Receipt(s) Banked
23/01/2024	BACS023		130.00	130.00		R 	Receipt(s) Banked
23/01/2024	BACS023		150.00	150.00		R 	Receipt(s) Banked
24/01/2024	BACS024		100.00	100.00		R 	Receipt(s) Banked
24/01/2024	PDQ022		258.12	258.12		R 	Receipt(s) Banked
25/01/2024	DD025	986.00		986.00		R 	South Norfolk Council
25/01/2024	DD025	236.00		236.00		R 	South Norfolk Council
25/01/2024	DD025	961.00		961.00		R 	South Norfolk Council
25/01/2024	BACS025		487.50	487.50		R 	Receipt(s) Banked
25/01/2024	PDQ023		212.23	212.23		R 	Receipt(s) Banked
25/01/2024	BACS025		72.00	72.00		R 	Receipt(s) Banked
26/01/2024	PDQ024		147.08	147.08		R 	Receipt(s) Banked
26/01/2024	BACS026		560.00	560.00		R 	Receipt(s) Banked
29/01/2024	STO029		45.00	45.00		R 	Receipt(s) Banked
29/01/2024	PDQ025		210.97	210.97		R 	Receipt(s) Banked
29/01/2024	PDQ026		140.77	140.77		R 	Receipt(s) Banked
29/01/2024	PDQ027		107.25	107.25		R 	Receipt(s) Banked
29/01/2024	BACS029		600.00	600.00		R 	Receipt(s) Banked

Bank Reconciliation up to 31/01/2024 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>
29/01/2024	101281		400.34	400.34		R ☐	Receipt(s) Banked
29/01/2024	101282		56.83	56.83		R ☐	Receipt(s) Banked
30/01/2024	PDQ028		103.50	103.50		R ☐	Receipt(s) Banked
31/01/2024	BACS031	18,621.10		18,621.10		R ☐	Salaries
31/01/2024	BACS031	1,600.00		1,600.00		R ☐	
31/01/2024	PDQ029		165.35	165.35		R ☐	Receipt(s) Banked
31/01/2024	BACS031		100.00	100.00		R ☐	Receipt(s) Banked
31/01/2024	BACS031		250.00	250.00		R ☐	Receipt(s) Banked
31/01/2024	PDQ023		100.00	100.00		R ☐	Receipt(s) Banked
		<u>99,320.51</u>	<u>63,274.54</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 - GYMKITUK	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 10/02/24 - Approved by Clerk & Chair via email.										
	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	
Pay to Clerk to reimburse the Petty Cash		Bird Trail and Valentines	TC	£ 32.76	£ -		£ 28.63	£ 4.13	£ 32.76	4014 103
	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	?

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 - Approved by the Chair 8/02/24 via email.	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

**Harleston Information Plus update for
Redenhall with Harleston Town Council meeting
Wednesday 28th February 2024**

1. We are working with Norfolk Adult Learning to hold certified courses at the Information Centre. The courses will run from April-June 2024 and include:
 - Level 1 AAT Business Skills and Bookkeeping
 - Computer skills for beginners
 - Introduction to MS Word
 - Introduction to MS Excel
2. Working with South Norfolk and Broadland Council, we hosted Wellbeing Champion training at the Information Centre on 13th February which saw 13 Harleston representatives trained as Wellbeing Champions. The training offered basic education about mental health, why people may struggle, and signs you may notice when someone is having a hard time. Participants learned how they might approach someone and start a conversation about mental health and how they can offer support to effectively signpost.
3. The Centre Manager joined the Town Clerk and Deputy Town Clerk for World Café training, hosted by South Norfolk and Broadland Council, and will work together to implement this concept in Harleston in the future. The idea of a World Café is to bring communities together to address important issues which are impacting them every day. The Cafés are fun, collaborative and inspiring events which involve meeting new people, having your say and making a difference to your local community.
4. We have winter warming packs available at the Information Centre consisting of a hot water bottle, fleece blanket, snood, USB handwarmer and a jar of hot chocolate. Each pack is worth approximately £45, these were purchased via a £750 grant from South Norfolk and Broadland Council. The packs are being distributed to individuals in Harleston and Redenhall who cannot afford to heat their homes, and are identified through the Foodbank, Jobs Club and Befriending Service. If Councillor's are aware of a resident in need of a pack, please contact Lucy Marjoram, Centre Manager.



Harleston & Waveney Valley Veterans and Serving Forces' Breakfast Club.

A number of Armed Forces Veterans have voiced an interest in meeting up in an informal manner (with likeminded (ex-forces / Serving Personnel), to have a chat over a breakfast / brunch and a beer or a brew.

This initiative is to allow a place of camaraderie and friendship without the formality of a club affiliation. Swan Hotel in Harleston has been chosen for the inaugural meeting on Saturday 9th March 2024. The Owner Robin Twigge supports this initiative and believes that it is important to have such a meeting place for all Veterans and Forces personnel, living within the towns and villages of the Waveney Valley.

No prior booking is necessary, however it is advised to send an email to Mr Sean Fairfield(fairfield_sean@hotmail.com), to ensure that enough food and seating are made available.

Where: Swan Hotel, Harleston

When: Saturday 9th March 2024, between 11:00 -13:00

Who: All Armed Forces Personnel, Veterans, Widows and dependants of Forces Personnel.

Menu: Breakfast / Brunch menu with full bar service.

I look forward to meeting all those interested and hope to see you there.

Best Wishes

Sean Fairfield