



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

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

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

Members of the press and public are welcome to attend.

Signed: **Clare Crane** - Town Clerk

Date: 1st March 2024

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes of the last Amenities Committee meeting on Wednesday 6th December 2023 (copy herewith)
5. To note progress on decisions made at the last meeting of the Amenities Committee (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
8. Market Place
 - a) To receive an update report on events taking place on the Market Place and consider and agree any actions as necessary
 - b) To consider a request from a representative of the local Labour Party to have a stall on the Market Place on one or two Saturday's per month.
 - c) To receive an update from the Deputy Clerk on the status of the insurance claim for the Town Sign.
 - d) To note the change of date for the Harleston's Future Antiques Fair to now be held on the 22nd June 2024
 - e) To discuss the need for Pedestrian Barriers for use during events on the Marketplace and agree next step action.
9. Finance
 - a) To receive, scrutinise and approve the Income and Expenditure report for month 10. (copy herewith)
 - b) To receive and note the contents of the Payments List (copy herewith)
 - i. 9th January 2024 (copy herewith)
 - ii. 7th February 2024 (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/>

- iii. 21st February 2024 (copy herewith)
- c) To receive the financial breakdown from the Christmas Light Switch on Event
- 10. Clerk to provide an update on the Town Improvements
- 11. To receive and review a briefing paper proposing the establishment of an additional Bus Stop at the Upper End of Station Hill/Road, including authorisation to forward the request to the Public Transport Development Officer at Norfolk County Council (copy attached).
 - a) Consideration of the proposed location and acknowledgment of the need for a bus cage by the Amenities Committee if they decide to proceed.
 - b) Recommendation to the Town Council.
- 12. To receive and review a briefing paper proposing a Sculpture Trail Collaboration with Eye with direct involvement from the Operations Manager. (copy herewith)
 - a) Agree next steps
- 13. War Memorial
 - a) To receive the cleaning briefing paper from Independent Memorial Inspection and agree when the cleaning should take place utilising EMR 335
 - b) To receive quotes of £240 – TOPS and £380 - Dan Arbour for the removal of the yew tree and agree the contractor and cost code to be used.
 - c) To receive an update on the recent vandalism of the Tommy Silhouette at the War Memorial.
- 14. Acknowledge the receipt of a £300.00 grant from SNDC for the Clean-up and Bloom campaign.
 - a) Discuss and agree how the fund will be utilised.
 - b) To confirm if any members of the committee will be attending the Anglia in Bloom event on the 28th March at Wymondham Rugby Football Club.
- 15. To consider a Working Party to discuss a strategy for the A-boards in the town and provide a report to the next meeting.
- 16. To consider a Working Party to discuss the need for CCTV in the town and provide a report to the next meeting.
- 17. Following a review of <https://www.shelterstore.co.uk/jewel-bus-shelters>. Agree the design and purchase of a new cemetery shelter using EMR334 £5,000.
- 18. To note the updated quotes for the Clock Tower scaffolding required for the survey to take place and note the original contractor will continue with the work originally agreed.. (copy herewith)
- 19. To agree to remove the obsolete bracket on the finger post at the bottom of Bullock Fair Close and consider if any new fingers are required with signage details.
- 20. Car Parks
 - a) To note a request for motorbike parking in the Town Car Park.
 - b) To note that the lining at the emergency exit in the Town Car Park requires attention.
 - c) To agree for the Operations Manager to include these areas in the lining quotes currently being sourced.
- 21. To receive significant correspondence and agree on actions required.
 - a) Disabled Provision within the Town
 - b) The Highest Finca litter pick request
- 22. To agree the frequency of meetings for the year 24/25 and agree the date for the next meeting.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Amenities Committee held at the Town Council Offices on Wednesday 6th December 2023 at 6.30pm.

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

Not present: Cllr Clive Attwood

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

Members of the Public: Cllr Michael Hardy & Tracey Clark

1. **Welcome**
Cllr Scade welcomed everyone to the meeting.
2. **To receive and consider accepting apologies from members unable to attend.**
Cllr Attwood was not in attendance. No apologies received.
3. **To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.**
None declared.
4. **To receive and approve the minutes of the last Amenities Committee meeting on Wednesday 13th September.**
Minutes were unanimously agreed and signed and dated by Cllr Scade
5. **To note progress on decisions made at the last meeting of the Amenities Committee**
Noted.
The Operations Manager is requested to assess the bollards outside the Bullock Fair Charity Shop, identify any defects, and take remedial action as needed.
Action – Operations Manager
6. **To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).**
Standing Orders were suspended at 18.35.
The member of the public made the following requests in relation to item 16.

- For the planter nearest to the new dropped curb, outside the florists, to be replaced with a planter half the height and to be planted with low growing plants to aid visibility for pedestrians crossing at this point and ensure they are visible to oncoming traffic.
- For the Council to complete a comprehensive access audit of the town centre drawing on the expertise of outside disability agencies and engaging with residents who have a range of disabilities to draw up an action plan to make Harleston a more accessible and inclusive town.

Standing orders were reinstated at 18.54.

7. To consider and approve the following events proposed from the Harleston's Future Events team subject to completed documentation.

a) Spring Fair – 30th March 2024

Unanimously agreed.

b) Antiques Fair – 9th June 2024

Unanimously agreed.

c) Food and Drink Festival 14th September 2024

Unanimously agreed.

d) Christmas Market and Switch On – 30th November 2024

Invite a representative from Harleston's Future to the next meeting to discuss the Christmas Light Switch on in 2024.

Action – Town Clerk

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

Calendar of events was circulated to councillors for 2024.

Unanimously agreed to the calendar of events

9. Discussion and consideration of the quoted fee for the renewal of the existing allotment lease with updated terms and rent from Sprake and Kingsley. The estimated fees are approximately £650 + VAT, along with any applicable disbursements.

Unanimously agreed.

Action – Deputy Clerk

10. To receive a briefing paper on the potential installation of a refuse bin at the end of Briar Road and approval of adding the associated cost to the budget for 2024-2025

Standing orders were suspended at 19.18 to allow the member of the public to make suggestions.

Standing orders were reinstated at 19.19.

Unanimously agreed to add the amount of £104 + associated costs to the budget proposal for 24-25.

Action – Town Clerk

11. To discuss the Redenhall Municipal Cemetery Fees and Charges and agree charges for 24/25.

The Clerk circulated the current pricing and a comparison with another local Town Council.

The prices were reviewed during the meeting with changes made at the time of review. Clerk to circulate the finalised document to the committee once the changes have been made.

Action – Town Clerk

Cllr Scade proposed that item 16 was discussed at this point of the meeting to ensure that the matter was discussed in detail.
Unanimously agreed.

Item 16 - Discussion on the placement or relocation of new street furniture in Town, including the purchase of a lower planter for installation on the right-hand side of the dropped curb in the middle of the Thoroughfare to improve visibility.

Discussion took place with the following outcomes.

Cllr Chenery to approach the Round Table to get volunteers to swap the existing planters around in the town to improve the visibility for pedestrians at crossing points.

Cllr Chenery to liaise with the Operations Manager to complete the task.

Action – Cllr Chenery & Operations Manager

Following discussions at a previous meeting it was proposed to purchase a new bench to be placed of the corner of Bullock Fair Close.

A vote was taken by show of hands.

4 agreed 1 abstention.

Agreed for a Moulded Bench to be purchased from Earth Anchors and to be funded from the Community EMR

Action – Town Clerk

12. Finance

a) To receive and note the contents of month 6 (copy herewith) 7 and 8 Income and Expenditure report.

Noted

b) To receive and note the contents of the Payments List (copy herewith)

a. 11th October 2023

b. 18th October 2023

c. 15th November 2023

Noted

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

None required.

13. To review, consider and agree the drafted 2024-25 budget compiled by the Amenities working party for recommendation to the Finance Committee.

The committee scrutinised the draft budget, making suggested changes following investigations that had taken place on specific budget lines.

The committee unanimously agreed to recommend the amended draft budget to the Finance Committee.

Action – Town Clerk

14. To receive and review a briefing paper proposing the establishment of an additional Bus Stop at the Upper End of Station Hill/Road, including authorisation to forward the request to the Public Transport Development Officer at Norfolk County Council.

a) Consideration of the proposed location and acknowledgment of the need for a bus cage by the Amenities Committee, if they decide to proceed.

b) Recommendation to the Town Council.

Matter deferred to the next meeting.

Action – Town Clerk

15. Discussion and agree on a strategy for A-Boards in the Town.

A brief discussion took place and the committee agreed to defer the matter to the next meeting to ensure that an informed strategy could be completed.

Action – Town Clerk

- 16. Discussion on the placement or relocation of new street furniture in Town, including the purchase of a lower planter for installation on the right-hand side of the dropped curb in the middle of the Thoroughfare to improve visibility.**

Item discussed after item 11.

- 17. To receive information on the ‘clean up and bloom’ campaign and agree to apply for £300 Pride in Place Community Grant.**

Unanimously Agreed

Action – Town Clerk

- 18. Following a review of <https://www.shelterstore.co.uk/jewel-bus-shelters>. Agree the design and purchase of a new cemetery shelter using EMR334 £5,000.**

Matter deferred to the next meeting.

Action – Town Clerk

- 19. To receive significant correspondence and agree on actions required.**

Matter deferred to the next meeting.

- 20. To note the date of the next Amenities Committee meeting as the 6th March 2024 starting at 6.30pm in the Social Room at the Memorial Leisure Centre.**

Noted

Meeting Closed 20.58

Signed

Date

Amenities – Progress Report – 6th March 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>
Amenities	27 th Feb 2023 Item 10(c)	Car Park	Bike rack/parking to be investigated where the toilets used to be sited in the Bullock Fair Car Park	Deputy Clerk	September 2023	To be completed when car park refurbishment takes place. Outstanding
Amenities	27 th Feb 2023 Item 10(c)	Car Park	Drone survey of the car park once all work is completed for the record	Deputy Clerk	September 2023	Outstanding
Amenities	13 th September 2023 Item 9	Operations Manager Report	Committee agreed to the removal of the Yew tree at the War Memorial. Obtain quotes	Operations Manager	ASAP	Operation Manager In progress Outstanding
Amenities	13 th September 2023 Item 15	Review of a) Stocks and Stores b) Register of assets and investments	RFO to review with the Chair of Amenities Committee	RFO	September 23 and March 24	Outstanding
Amenities	13 th September 2023 Item 18a	Town Car park relining	Obtain 3 quotes for relining of the spaces behind the toilet block	Operations Manager	December 2023	Operations Manager. In progress Outstanding
Amenities	6 th December 2023 Item 5	Bollards outside Bullock Fair Charity Shop	Operations Manager to get quote for a new bollard to replace the broken one	Operations Manager	ASAP	Added to the Service Improvement Strategy Outstanding
Amenities	6 th December 2023 Item 7	Christmas Lights Switch On 2024	Invite a representative from Harleston's Future to the next meeting to discuss the Christmas Light Switch on in 2024.	Town Clerk	March 2024	Clerk to invite at meeting on 22nd

Amenities – Progress Report – 6th March 2024

Amenities	6 th December 2023 Item 9	Allotment Lease	Committee agreed to recommend to the Finance Committee a fee of £650.00+VAT for the services of Sprake and Kingsley	Deputy Clerk	December Finance Meeting	Added to agenda Matter Closed Contract received send to MH
Amenities	6 th December 2023 Item 10	Refuse Bin Proposal	Unanimously agreed to add the amount of £104 + associated costs to the budget proposal for 24-25.	Town Clerk	ASAP	Added to the draft budget for 24-25 Matter Closed
Amenities	6 th December 2023 Item 11	Cemetery Fees	Clerk to circulate the finalised document to the committee once the changes have been made.	Town Clerk	ASAP	Clerk to request a working party meeting for Amenities to finalise the document.
Amenities	6 th December 2023 Item 16	Planter relocation	Cllr Chenery to approach the Round Table to get volunteers to swap the existing planters around in the town to improve the visibility for pedestrians at crossing points. Cllr Chenery to liaise with the Operations Manager to complete the task.	Cllr Chenery and Operations Manager	ASAP	Completed Matter Closed
Amenities	6 th December 2023 Item 16	Bench Purchase	Agreed for a Moulded Bench to be purchased from Earth Anchors.	Town Clerk	ASAP	Clerk ordered the bench 07/12/23. Delivered. Ongoing
Amenities	6 th December 2023 Item 13	Budget 24-25	The committee unanimously agreed to recommend the amended draft budget to the Finance Committee.	Town Clerk	December Finance meeting	Added to agenda Matter Closed
Amenities	6 th December 2023 Item 14	New Bus Stop proposal	Deferred to the next meeting	Town Clerk	March Amenities meeting	Added to agenda Matter Closed
Amenities	6 th December 2023 Item 15	A-Board strategy	Deferred to the next meeting	Town Clerk	March Amenities meeting	Added to agenda Matter Closed

Amenities – Progress Report – 6th March 2024

Amenities	6 th December 2023 Item 17	Clean up and Bloom	Clerk to apply for the grant	Town Clerk	ASAP	Grant received. Matter Closed
Amenities	6 th December 2023 Item 18	Cemetery Shelter	Deferred to the next meeting	Town Clerk	March Amenities meeting	Added to agenda Matter Closed
Finance		Allotments	Allotment Fees		June Meeting	

12/02/2024

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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

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>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>						

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (5.6 Financial Regulations)										
Contractual	Cozens	Street Lighting - December 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122
Stat Duty	HMRC	Employees NI/PAYE - December	TC	2576.49	£ 3,273.29	£ 84.11	£ 5,933.89		£ 5,933.89	4001 various
Lease	ASL	Photocopier - 27/11/2023 - 19/12/2023	All	£ 36.71			£ 30.59	£ 6.12	£ 36.71	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/12/23 to 31/12/23	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Stat Duty	Norfolk Pension	Employees Salary	TC	£ 2,906.82	£ 3,092.88	£ 112.96	£ 6,112.66		£ 6,112.66	4006 various
Stat Duty	PPL PRS	Music Licence - Licence 01742226 - Harleston Memorial Leisure Centre	LCMC		£ 5,577.96		£ 4,648.30	£ 929.66	£ 5,577.96	4034 202
Stat Duty - £150.08 plus £391.20 re invoiced to HTFC for payment to the TC.	PPL PRS	Music Licence - Licence 01742227 - Recreation Ground	LCMC		£ 973.94		£ 811.62	£ 162.32	£ 973.94	4034 201
Contractual		Classes - December	LCMC		£ 396.00		£ 396.00		£ 396.00	4160/202
Possible Payments requiring to be listed										
	Barclaycard - Myprotein	Protein items	LCMC		£ 94.74		£ 94.74		£ 94.74	4163 202
	Barclaycard - Spotify	Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034 202
	Barclaycard - Amazon credit	Amazon credit	LCMC		£ 20.99		£ 20.99		£ 20.99	
	Barclaycard - Norfolk CC	Norfolk County Council - DBS Checks	LCMC		£ 63.00		£ 63.00		£ 63.00	4116 202
	Barclaycard - Norfolk CC	Norfolk County Council - DBS Checks	LCMC		£ 63.00		£ 63.00		£ 63.00	4116 202
	Barclaycard - Norfolk CC	Norfolk County Council - DBS Checks	LCMC		£ 63.00		£ 63.00		£ 63.00	4116 202
	Barclaycard - Morrisons	Morrisons - Cllr and Staff Xmas Drinks	LCMC		£ 20.00		£ 20.00		£ 20.00	?
	Barclaycard - Amazon	Amazon - stationery	LCMC		£ 34.56	£ 6.92	£ 41.48		£ 41.48	?
	Barclaycard - Amazon	Amazon - coffee cups	LCMC		£ 29.99	£ 6.00	£ 35.99		£ 35.99	?
	Barclaycard - Amazon	Amazon - Diary	LCMC		£ 3.82	£ 0.77	£ 4.59		£ 4.59	?
	Barclaycard - Nespresso	Nespresso - coffee supplies	LCMC		£ 69.00		£ 69.00		£ 69.00	?
	Barclaycard - My Protein	Protein products	LCMC		£ 96.10		£ 96.10		£ 96.10	4163 202
	Barclaycard - Your Coca-Cola	Protein products	LCMC		£ 142.95		£ 142.95		£ 142.95	4163 202
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Total Barclaycard								£ 693.85	
	Force Fresh	Balance from invoice 109265	LCMC		£ 0.02		£ 0.02		£ 0.02	4039 203
	Coopers	Cable Ties White 200mm (100)	LCMC		£ 3.75		£ 3.12	£ 0.63	£ 3.75	4119 203
	Workwear (East Anglia) Ltd	Gym - Hoodie	LCMC		£ 24.28		£ 20.23	£ 4.05	£ 24.28	4086 202
	Workwear (East Anglia) Ltd	Gym - Hoodie	LCMC		£ 26.68		£ 22.23	£ 4.45	£ 26.68	4086 202
	Workwear (East Anglia) Ltd	Gym - T-shirt	LCMC		£ 37.20		£ 31.00	£ 6.20	£ 37.20	4086 202
	Total Workwear								£ 88.16	
	UgoBuild	Maintenance Supplies - nail gun, cable clips, security light, bracket	LCMC		£ 92.26		£ 78.88	£ 15.38	£ 92.26	4119 201 203 4503
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved via email by the Chair 9th January 2024		HR Support - November	TC	£ 315.00			£ 315.00		£ 315.00	4023 101
Recharge the net amount out to J D Youngs	M P Stephenson & Sons	Supply & Delivery Large Christmas Tree for Town	TC	£ 870.00			£ 725.00	£ 145.00	£ 870.00	1101 101
	Petty Cash - Gym & TC	Office sundries	LCMC/TC						£ 10.74	4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere	LCMC/TC						£ 2.10	4018/101/201/124
	Total to Town Clerk for Petty Cash reimbursement								£ 12.84	

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	NET	TOTAL	Code/Cost Centre
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved via email by the Chair 9th January 2024		HR Support - November	TC	£ 315.00	£ 315.00	£ 315.00	4023 101

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

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Date Paid	Code/Cost Centre
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)											
				£	£	£	£	£	£		
Stat Duty	HMRC	Employees NI/PAYE - January	TC	2501.68	£ 2,798.43	£ 75.11	£ 5,375.22		£ 5,375.22	15/02/2024	4001/Various
Stat Duty	Norfolk Pension	Employees Salary	TC	£ 2,816.23	£ 2,861.24	£ 109.22	£ 5,786.69		£ 5,786.69	15/02/2024	4006/Various
Approved by the Finance Committee February 2024 Meeting	Red Dune Ltd	Website hosting & yearly SSL certificate, wordpress, updates and fixing issues	TC	£ 540.00	£ -	£ -	£ 450.00	£ 90.00	£ 540.00		4036 101
	SLCC	Membership Fee: Emma Chandler	TC	£ 199.66	£ -	£ -	£ 199.66	£ -	£ 199.66		4033 101
	Magnus	Print for 400 flyers for Bird Trail - January event	TC	£ 50.00	£ -	£ -	£ 50.00	£ -	£ 50.00		4014 103
	Gym Repair Services (GRS)	GRS - Pulley Wheel	LCMC	£ -	£ 33.60	£ -	£ 28.00	£ 5.60	£ 33.60		4123 202
		Valentines & Pancakes events	TC	£ 18.96			£ 18.96		£ 18.96		4014 103
		Stamps for the office	TC	£ 12.00			£ 12.00		£ 12.00		4039 101
	Total Expenses to						£ 30.96	£ -	£ 30.96		
	NALC	Biodiversity course - 09/02/2024 - Keith Harrison	TC	£ 36.00			£ 36.00		£ 36.00		4011 101
		HR Support - October	TC	£ 112.50			£ 112.50		£ 112.50		4023 101
		HR Support - January	TC	£ 11.25			£ 11.25		£ 11.25		4023 101
	Total to Kim Bryant						£ 123.75	£ -	£ 123.75		
	Denmans	Bulkhead LED bulb	LCMC		£ 39.41		£ 32.84	£ 6.57	£ 39.41		4119 203

Request for an Additional Bus Stop Location

Purpose of Document:

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

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



The Proposal:

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

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

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

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



To address the following questions:

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

Briefing Paper: Redenhall with Harleston Town Council Amenities Committee Meeting

Meeting Date: 7th March 2024

Subject: Sculpture Trail Collaboration with Eye - Safari Theme

For more information on the current Eye Trail <https://www.eyesculpturetrail.co.uk/the-trail>

Introduction: The purpose of this briefing paper is to present a proposal for a joint sculpture trail initiative including Harleston and Eye, scheduled to run from 6th July to the end of the first week in September. The theme for the sculpture trail is Safari.

Proposal Overview for Harleston.

- **Sculpture Types:** A total of 6 large sculptures, representing a crocodile, eagle owl, eagle, elephant, lion, and chimpanzee. Additionally, 10 smaller sculptures featuring meerkats, lion cubs, chimps, and baby elephants.
- **Preparation:** All sculptures will be securely affixed to solid concrete bases for stability.
- **Promotion:** Blossom Charity will coordinate the promotion of both trails simultaneously through a double-sided literature.
- **Artist Involvement:** Over 40 local artists will be invited to contribute their talent to the project.
- **Sponsorship:** Local shops will be approached to sponsor a sculpture, contributing to the project's funding.
- **Proposed Locations:** The suggested sculpture locations include the Recreation Ground, Union Street, Market Place, just past Box Iron Corner, Church Street, and the Factory Shop (London Road), creating a cohesive and accessible walking route.
- **Approvals:** NCC Highways approval will be sought for the proposed sculpture locations to ensure safety and compliance with regulations.

Implementation Details:

- **Blossom Charity Involvement:** The Blossom Charity will take the lead, working directly with the Operations Manager. Any damages incurred during the exhibition will be reported directly to the Blossom Charity.
- **Installation and Removal:** Blossom Charity will be responsible for the setup and takedown of the sculptures, overseen by the Operations Manager.

Post-Trail Events:

- **Display:** Following the trail, there will be a public display of the sculptures.
- **Auction:** An auction will be organised, providing an opportunity for interested parties to purchase the sculptures, with proceeds going to the Blossom Charity.
- **Conclusion:** The proposed joint sculpture trail collaboration with Eye, themed around Safari, aims to engage the community, support local artists, and enhance the towns' aesthetics.

Agenda item: To formally request approval from Redenhall with Harleston Town Council Amenities Committee for the proposed joint sculpture trail collaboration with Eye with direct involvement from the Operations Manager.

IMI

Independent

Memorial Inspection

81 Main Road
 Watnall
 Nottingham
 NG16 1HE
 Tel: 0115 9135325
 Mobile: 07870 984556
 Email: i.m.i@ntlworld.com
 VAT Reg: 829 5636 89

25th January 2023

Mrs. Clare Crane
 Town Clerk
 Redenhall with Harleston Town Council
 Memorial Leisure Centre
 Wilderness Lane
 Harleston Lane
 Harleston
 Norfolk
 IP20 9DD

Dear Mrs. Crane

Re: Redenhall, Harleston and Wortwell War Memorial, Broad Street, Harleston, South Norfolk, IP20 9AZ
War Memorial Archive, Imperial War Museum Ref: 65572

Please find below a estimate for the cleaning of the above war memorial. The cleaning will be undertaken by **Steam.Steam Cleaning** (DOFF style) uses the 150 degree temperature of the steam to remove soiling, not high pressure, so does not damage the stone (removes algae, organic growth, paint etc). This method is chemical free and environmentally friendly, non-toxic and non-hazardous, causing no damage to the surface being cleaned. Additional compounds may be used to aid cleaning.

Heritage England and War Memorials Trust, have used this method of cleaning, depending upon the cleaning requirements. All pointing required on the memorial is undertaken using Lime Mortar, this is also a requirement of both Heritage England and War Memorials Trust, (do not use cement mortar).

IMI regularly sign contracts on behalf of clients to confirm the cleaning methods are those agreed with War Memorials Trust as part of grant conditions.

Most other alternative methods involve the use of **chemicals** (solvents or caustic) which usual only mask the soiling, may damage the surface and are mostly environmentally damaging or the use of **carbon rubbing blocks** which removes the surface of stone or even **high pressure water cleaning** which again damages the stone. These methods may have issues with environmental health department/agencies, conservation groups and are **not recommended** by English Heritage or War Memorials Trust due to damage caused to the stone surface.

The area to be cleaned is the stone surface of the cross, shaft, plinth, base and surround.

All open joints/failed mortar will be removed by hand and will re-pointed with suitable materials (Lime Mortar).

The purpose of the clean is to conserve and protect the memorial while not removing or damaging any of the history or the memorial, it is not to restore to original condition. Due to the nature and type of stone the stone may still have the dark natural colouring as the stone naturally weathers to this colour. To restore to new/original condition chemicals are require and would be classed as restoration not conservation.

Enamel painting of raised letters on the panels will be with suitable black enamel paint, all letters will be suitably prepared for painting. Any missing letters/lead will be noted.

The level of cleaning can be agreed on site at the start of the cleaning process.

Stainless Steel chain (316 Marine grade) can be provided and installed on any step or base, on three sides or all four sides to secure memorial wreaths. The chain will be secured by stainless steel screws and washers, installed in plastic raw plugs in new drilled holes. The price being per linear meter.

Re-leading raised lettering will be undertaken by hand, using suitable grade lead wire/strip. The re-leading will be undertaken using the existing cut lettering and key holes this ensures the correct lettering is used. The finish will either be by hand or machine depending upon area to be finished. The quality of the letters will be that of the original cut letters.

The quote includes all materials, labor, equipment and any items for health and safety such as scaffolding for complying with Working at Heights regulations, Highways Chapter 8 regulations temporary works. The site will be left clean and tidy. A water supply may be required to fill a water bowser.

The quote shows the cost per item any one item or all the items can be requested from the list. This is a conservation clean not a restoration of the memorial to original condition

As part of the service photos will be taken before and after the works, a written report will be produced and the same information will be provided to the War Memorial Archive, Imperial War Museum to update their records.

We also work in cooperation with "In Memoriam 2014" project to help protect cenotaph in to the future.

Once the works have been awarded method statements, risk assessments, safe method of work and insurance details will be provided.

Please do not hesitate to contact me for further information or clarification on any issues.

Yours faithfully

Jack Sills

IMI
Independent Memorial Inspection
81 Main Road
Watnall
Nottingham
NG16 1HE

Estimate No

3423

VAT Reg: 829 5636 89

Estimate

Customer

Name Mrs. Clare Crane
Title Town Clerk
Address Redenhall with Harleston Town Council
Memorial Leisure Centre
Wilderness Lane
Harleston Lane
Harleston

Misc

Date 25th January 2023

Qty	Description	Unit Price	TOTAL
	Redenhall, Harleston and Wortwell War Memorial, Broad Street, Harleston, South Norfolk, IP20 9AZ War Memorial Archive, Imperial War Museum Ref No: 65572		
1	Clean war memorial and surrounding area, Steam	1,950.00	1,950.00
	Additional Options		
per m2	Lime Pointing	70.00	
per letter	Letter re-enamelled - raised	0.80	
per lm	Chain supply/install Stainless steel 2mm x 22mm x 4mm	55.00	
per letter	Re-lead raised lead letter up to 1" high – additional 50% per 1/2"	15.00	
1	written report and photos		free

SubTotal	1,950.00
Shipping	
VAT 20.00%	390.00
TOTAL	£2,340.00

IMI also undertake Memorial Safety Inspections,
as per industry guidance

Office Use Only

Proud to be working with In Memoriam 2014, War Memorial Archive, Imperial War Museum

Thank you for your custom, I look forward to working with you in the future



118 Ipswich Road, Long Stratton, Norfolk, NR15 2TJ

FAO Steve Cox (Operations Manager)
Redenhall With Harleston Town Council
Maintenance Compound
Recreation Walk
Harleston
IP20 9BX

Harleston Clock Tower
The Thoroughfare
Harleston

Contract No: 2021 Acc-16594

Contract Description: Harleston Clock Tower. Revised Quotation

Quotation date: 04/10/2023

FULL QUOTATION

Dear Mr Steve Cox,

Thank you for your valued enquiry. We are pleased to submit this quotation for the scaffolding that you have requested.

The total price for the scaffolding in this quotation will be £8,492.00 including 4 weeks hire per item as described in the enclosed breakdown. After this period the total additional hire charge will be £170.00 per week or part thereof. All prices exclude tax.

Please do not hesitate to contact us if you require further assistance.

Yours faithfully,

Martin Ward
General Manager

TCG Scaffolding is a trading name of T.C. Garrett Roofing
VAT Registered Number 571 5671 27
Registered Company: T.C. Garrett Roofing Ltd. Company Registration No:
04174504

Item No: 1 of 1	Item Name: Item 1Maintenance & Structural Survey.	Quantity: 1
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Tube and Fitting Independent scaffolding to give access.

No adaptations to this scaffolding have been allowed for. The scaffolding will include high-visibility safety standards at pedestrian level.

4 safety lamps are included.

The scaffolding includes debris netting on all lifts.

The scaffolding will be built to the following dimensions:

	Length	Width	Lift Count
Independent 1			
Elevation 1	3.00 m	5 + 1 boards	8 lifts
Elevation 2	3.00 m	5 + 1 boards	8 lifts
Elevation 3	3.00 m	5 + 1 boards	6 lifts
Elevation 4	3.00 m	5 + 1 boards	9 lifts

The scaffolding will have the following lift heights:

- Elevation 1 and Elevation 2 of Independent 1 will have a lift height of 2.00 m and a top lift height of 1.00 m.
- Elevation 3 and Elevation 4 of Independent 1 will have a lift height of 2.00 m.

The scaffolding will be built with double guard rails at all lifts.

Decking

Boards will be placed once only by us at all lifts.

Timber toe boards will be provided on all decked lifts.

Access

The scaffolding will include 1 ladder access built from the ground.

Loading

The scaffolding will support the following maximum quantities of uniformly distributed lift loads:

- All listed independent scaffolds: 1 x 2.00 kN/m²; 1 x 1.00 kN/m²
- All inside boards: 2 x 0.75 kN/m²

These loads must not be exceeded.

Price

Item Price	£8,492.00
Hire Period (in weeks)	up to 4 weeks
Extra Hire (per week or part thereof)	£170.00
All prices exclude tax.	

CLAUSES

The following clauses apply:

1. Issues Arising From Scaffolding Works

- 1.1. You are responsible for the making good / repair of any damage caused by the erection, alteration and / or dismantling of scaffolds on existing roofs.
- 1.2. Scaffolds will be tied to the structure with 'through ties' as required by the relevant Regulations and Codes of Practice. You are responsible for obtaining permission to use such ties. You are also responsible for ensuring the necessary openings are provided and for weatherproofing the building after the ties have been fixed. Making good of any damage caused by the use of 'through ties' will be your responsibility and at your cost.
- 1.3. Scaffolds will be tied to the structure using drop-in expanding anchors secured in holes drilled into the fabric of the building. You are responsible for obtaining and / or giving permission for such holes to be drilled. A tie pattern for holes, drilled to a depth to suit the anchor, will be submitted to you for approval before work is commenced.
- 1.4. You are responsible for ensuring that the fabric of the building is suitable and strong enough to withstand the loads imposed by the use of drop-in expanding anchors.
- 1.5. You are responsible for making good any damage caused to the fabric of the building through the use of drop-in anchors.
- 1.6. You are responsible for making good any damage to the fabric of the building, however caused, during the erection, alteration or dismantling of scaffolds.
- 1.7. The cost of installing additional ties for reasons beyond our control will be charged as an additional item(s).
- 1.8. The scaffold has not been designed to support sheeting of any description. The application of sheeting will impose additional loads requiring a review of the scaffold design. Any additional costs, including design costs, associated with the addition of sheeting to the scaffold will be charged as an additional item. Our permission to install sheeting must be obtained prior to installation.
- 1.9. Our quotation includes for the fixing of ties once only, unless otherwise stated. The cost of taking out and re-fixing ties for any reason whatsoever will be charged as an additional item.
- 1.10. All reasonable care will be taken to avoid causing damage to brickwork when removing putlogs. However, any damage so caused will be at your risk and cost.
- 1.11. All reasonable care will be taken when transporting equipment through the building / structure. However, any damage so caused will be at your risk and cost.

2. Temporary Roofs

- 2.1. Our quotation does not include for the provision of a drainage system to the temporary roof. You are responsible for the management of water running off the temporary roof and any costs associated with the failure to manage such water.
- 2.2. The temporary roof has not been designed to cater for additional loads imposed by winter weather conditions.
- 2.3. The temporary roof has been designed to cater for winter weather conditions.
- 2.4. All reasonable care will be exercised during the construction of the temporary roof. However, you are required to indemnify us against any damage caused to the building / structure arising from water damage and no guarantee is made as to the water-tightness of the temporary roof.
- 2.5. The cost of fixing sheeting to the temporary roof has been included for once only. For the avoidance of doubt the cost of re-fixing sheeting, for whatever reason, will be charged as an additional item.
- 2.6. The sheeting to the temporary roof is not fire retardant.
- 2.7. No allowance has been made for the cost of maintaining the temporary roof after initial erection. For the avoidance of doubt any costs associated with the maintenance of the temporary roof will be charged as an additional item.
- 2.8. Our quotation does not include for the inspection of the structure or sheeting after completion of erection.
- 2.9. Our quotation includes for the cost of providing guardrails and toe boards to the perimeter of the temporary roof.

3. Foundations

- 3.1. You are responsible for ensuring that the existing roof will support the dead and live loads imposed by the scaffold together with any additional loads imposed when the scaffold is in use.
- 3.2. All reasonable care will be taken to avoid causing damage to the roof when erecting, altering or dismantling the scaffold. However, any damage is at your risk and cost.
- 3.3. You are responsible for removing the existing roof tiles / finish in order to permit the scaffold to be founded at a lower level. You are responsible for any damage caused by the temporary removal of the tiles / finish and you must indemnify us against any subsequent claim however they arise.
- 3.4. You are responsible for ensuring that the surface on which the scaffold is to be built can withstand the loads to be imposed without causing deflection to the scaffold structure. For the avoidance of doubt our quotation does not include for propping of any description below the level on which the scaffold is founded.

- 3.5. You are responsible for the provision of a suitably constructed firm and level foundation on which the scaffold is to be built. The foundation must be capable of supporting the dead and live loads imposed by the scaffold together with any loads imposed during its use. Your foundations must extend 300mm beyond the line of the standards.
- 3.6. You must ensure that the base of the scaffold is clear of all debris prior to the dismantling of the scaffold and ensure that the foot of each standard is exposed to enable recovery of base and sole plates. Any base and sole plates not recovered will be charged as an additional item.
- 3.7. Our price includes for the provision of single sole boards only. If ground / surface conditions require the use of additional measures these will be charged as an additional item.
- 3.8. You are responsible for ensuring that the fabric of the building / structure, from which the scaffold is suspended, is capable of withstanding the loads imposed. For the avoidance of doubt any additional costs incurred as a result of our inability to construct the scaffold as intended will be charged as an additional item and / or we reserve the right to determine the contract and recover our costs.
- 3.9. You are responsible for the following:-
 - 3.9.1. The provision of suitable lorry access to the site for the delivery and collection of equipment.
 - 3.9.2. The provision of a suitable and sufficient foundation for the construction of the scaffold capable of supporting a maximum leg load of tonnes.
 - 3.9.3. Approval of drawings indicating the position of standards prior to commencement of erection.
 - 3.9.4. The design, supply, fixing and final removal of all main and secondary steelwork on which scaffolds are to be constructed.
 - 3.9.5. Final levelling and adjustment of fork heads prior to the installation of bracing and ensuring that fork heads are in full contact with bearers prior to commencement of pouring concrete.

4. Pavement Licences and / or Permission to Erect Scaffolds (customer responsibility)

- 4.1. You are responsible for obtaining any third party permission to enable the scaffolding structures to be erected either on the site or on adjacent property. Third party permission includes, but is not limited to, the application for, and obtaining of, pavement licences in accordance with section 169 of the Highways Act 1980. Copies of written third party permission / licences must be provided to us before work is commenced.
- 4.2. We reserve the right to review and amend this quotation in the event that third party permissions / licences impose additional conditions and / or obligations.
- 4.3. You are responsible for the installation, maintenance and removal of any lighting required to comply with any permission / licence.
- 4.4. You are responsible for the provision and fixing of any balk timber fender, or similar, required to comply with any permission / licence.
- 4.5. You are responsible for obtaining permission for us to work from or over the adjacent property including making access available to us for the transportation of our equipment on to and from site.
- 4.6. You are required to confirm in writing, before scaffolding work commences, that all necessary approvals, permissions and licences have been obtained.
- 4.7. It is your responsibility to arrange with the appropriate body for the temporary closure of the public road or right of way during the erection and dismantling of the scaffold.

5. Pavement Licences (our responsibility)

- 5.1. If the Local Highway Authority requires us as the scaffolding contractor to apply for and obtain a pavement licence in accordance with section 169 of the Highways Act 1980 we will do so. However, any fees incurred by us in obtaining the licence will be charged as an additional item. Furthermore, any additional costs to the work not included in this quotation and arising from compliance with the obligations imposed by the licence will be charged as an additional item.
- 5.2. You should include sufficient time in your programme for us to obtain the appropriate licences.
- 5.3. You are responsible for the installation, maintenance and removal of any lighting required to comply with any permission / licence.
- 5.4. You are responsible for the provision and fixing of any balk timber fender, or similar, required to comply with any permission / licence.
- 5.5. Any fees incurred by us in obtaining the necessary pavement licences will be added to the contract sum.

6. Customer Obligations and Liabilities

- 6.1. Scaffold boards, as specified in the quotation, will be placed once only. Thereafter any movement of boards will be at your risk and expense. You will indemnify us as regards death or injury to any person and / or damage to any property arising from your movement of boards.
- 6.2. Scaffold boards, as specified in the quotation will be placed once only. Thereafter any movement of boards will be at your risk and expense and will be charged as an additional item.
- 6.3. You are responsible for the security of our scaffolding equipment at all times, whether erected or not, and you are required to indemnify us from all losses.
- 6.4. You are required to take all necessary steps to prevent unauthorised access on to the scaffolds at any time.

- 6.5. You are required to provide a firm and suitable foundation on which our scaffold can be erected. The foundation must be designed and constructed to support, without settlement or deflection, the loads imposed by our equipment together with any superimposed loads.
- 6.6. You are required to provide us with sufficient and suitable secure storage for our equipment within a reasonable distance of the work face.
- 6.7. You are responsible for providing us with an accurate datum and lines for setting out our scaffolds and you are responsible for checking the accuracy of our setting out.
- 6.8. You are responsible for removing all aerials, satellite dishes and similar items before we commence work.
- 6.9. You and / or the user of the scaffolds are responsible for carrying out statutory inspections and maintaining reports in accordance with Regulation 29 of the Construction (Health, Safety and Welfare) Regulations 1996 and / or the Working at Height Regulations 2005.

7. Safety Issues

- 7.1. The protection fan is provided for protective purposes only. It is not an access scaffold and should not be used for storage. It is your responsibility to ensure that all businesses and their personnel are informed of these conditions.
- 7.2. We require written notification that power cables adjacent to our works are rendered harmless prior to erection and / or dismantling of the scaffolds.
- 7.3. An approved handing over certificate will be issued when requested.
- 7.4. Scaffolds handed over to you will be tied to the structure in accordance with the statutory regulations. Ties should not be removed without our permission and / or approval and should be removed by or under the supervision of a competent person.
- 7.5. The scaffold has not been designed to support a rubbish chute. If you intend to erect and use a rubbish chute the scaffold will require the installation of additional ties which will be charged as an additional item.
- 7.6. The scaffold has not been designed to support sheeting of any description. The application of sheeting will impose additional loads requiring a review of the scaffold design. Any additional costs, including design costs, associated with the addition of sheeting to the scaffold will be charged as an additional item. Our permission to install sheeting must be obtained prior to installation.
- 7.7. You are responsible for ensuring that all vehicles and other obstructions are removed from the working and surrounding area before work commences. The cost of any delay in commencing work will be charged on a time and materials basis.
- 7.8. Scaffolds have been designed to accommodate the loads indicated in the quotation. It is your responsibility to ensure that the scaffolds are not overloaded and that any material is stacked safely and securely on the scaffold.
- 7.9. The scaffold has not been designed to receive heavy point loads such as large quantities of palletted materials. Such loads must be distributed along the scaffold from specially designed and constructed loading bays to ensure that the loading of the scaffold remains within its design parameter.
- 7.10. The scaffold has been designed to accommodate a specified number of working lifts at specified levels. Working lifts will be fully boarded with the appropriate board supports, guard-rails and toe-boards. Scaffold boards must not be moved to other non-working lifts even if guard rails are left in by scaffolders during the course of erecting the scaffold.
- 7.11. You are responsible for securing boards used in any working platform constructed by you using our equipment where the location / potential environment requires them to be so secured.
- 7.12. This quotation is provided on the understanding that you, or the users of the scaffold, are licence holders as defined by the Asbestos (Licensing) Regulations 1983. Our quotation is based on the following:-
 - 7.12.1. You are to provide, free of charge for our use, all necessary protective clothing, respirators, changing and showering facilities as required by the Regulations.
 - 7.12.2. Medical expenses incurred on behalf of our operatives in compliance with the Regulations will be charged as an additional item.
 - 7.12.3. You are to supply and fix to our scaffold boards, prior to the removal of any asbestos, polythene sheeting covered with hardboard. On completion of asbestos removal you are responsible for removing the sheeting and hardboard and destruction / dumping in an approved site of any contaminated boards. Contaminated boards will be charged at cost price plus 10%.
 - 7.12.4. You are to certify, in writing, that all of our equipment is free of asbestos contamination before dismantling is commenced.
 - 7.12.5. Our price includes the cost of operatives working in protective clothing and wearing respirators / face masks.
 - 7.12.6. Our price includes for all tube ends to be sealed with a plastic cap.
- 7.13. You are required to provide forced ventilation, free of charge, to enable our employees to work in clean air.

8. Attendances

- 8.1. Our quotation is based on the details and measurements provided by you. Our quotation is therefore subject to a site inspection and confirmation of the measurements supplied by you. For the avoidance of doubt this quotation is not capable of acceptance until an inspection of the site is carried out. We have assumed good access to and from the work face is available.
- 8.2. You are required to cut all holes in the fabric of the building, free of charge, which may be necessary for us to erect the scaffold. You are responsible for the making good of all holes on completion of dismantling of the scaffolds.

- 8.3. You are responsible for providing sufficient safe and secure storage areas for our equipment that are located within a reasonable distance of the work face.
- 8.4. You are responsible for the accuracy of the information and measurements upon which this quotation is based. Any errors or deviations from the information may result in additional costs which will be charged as an additional item.
- 8.5. You are responsible for setting out the position of standards in lift shaft scaffolds to ensure that they are compatible for all trades who will be using the scaffold.
- 8.6. You are responsible for the provision of full on site welfare facilities free of charge.
- 8.7. You are responsible for providing, free of charge at the work face, a 110 volt electrical supply.
- 8.8. You are responsible for supplying, fixing, maintaining and finally removing temporary task lighting at the work face.
- 8.9. You are responsible for removing all materials, equipment and debris from the boarded lifts before they are dismantled / moved to a new position, or finally removed from site.
9. Before our employees are required to handle any erected equipment you are responsible for cleaning it, and / or removing debris from it, and / or decontaminating it before being removed from site.
10. Our price is based on the understanding that we will have free use of the client's crane, hoist, forklift and dumper at all reasonable times during normal working hours together with drivers and banksmen.
11. You are responsible for providing a firm level hardstanding, adjacent to the building, upon which and from which equipment can be pre-fabricated into sections for hoisting by mobile crane, to be provided by us, and for removal of the hardstanding on completion.
12. You are responsible for the provision of additional personnel to act as 'lookouts' and perform other safety related duties in accordance with the site safety system.
13. You are responsible for providing sufficient and suitable mechanical access equipment to enable us to complete our work in accordance with an agreed programme. You are further responsible for providing appropriately qualified operators and suitably prepared ground conditions for the proposed equipment.
14. You are responsible for providing sufficient and suitable mechanical access equipment to enable us to complete our work in accordance with an agreed programme. You are further responsible for providing suitable ground conditions for the proposed equipment.
15. You are responsible for obtaining, issuing and explaining the contents of any 'permits to work' required by your site safety system. Delays in issuing permits will be charged for at day work rates.

16. Financial Issues

- 16.1. Our offer is made on the basis that interim applications for payment will be paid in full.
- 16.2. Our offer is made on the basis that (2.5%) retention will be withheld from interim payments made prior to practical completion of our work. On achieving practical completion of our work, and the removal of all our equipment from site, the retention fund will be released immediately.
- 16.3. The contract hire period(s) for each of the items included in this quotation represent the minimum periods of hire to be paid by you. Allowance will not be made for periods of hire less than the minimum periods or for periods when the scaffold is not in use for whatever reason. For the avoidance of doubt allowance will not be made for holidays.
- 16.4. Allowances will not be made to the period of hire, whether contract hire periods or periods of extra hire, for holidays or any period when scaffolds are not in use.
- 16.5. Trade discount of (2.5%) is applicable to contract prices only. Charges for extra hire and additional work are not subject to discount.
- 16.6. You are entitled to deduct discount of (2.5%) on payments made strictly in accordance with the terms and conditions of payment. For the avoidance of doubt you are not entitled to deduct discount from late payments. We reserve the right to charge interest on late payments in accordance the Late Payment of Commercial Debts (Interest) Act 1998.
- 16.7. Work carried out on a day work basis is not subject to discount.
- 16.8. For purposes of making interim payments each item of work will be valued as follows:-
 - 16.8.1. The quantity of work erected will be assessed as a percentage of the total amount of each item to be erected.
 - 16.8.2. The value of work erected will be (75%) of the quantity determined at a) above.
- 16.9. Our quotation is based on the work being carried out during normal working hours. The cost of carrying out work during periods other than normal working hours will be charged as an extra to the contract.
- 16.10. Our quotation includes for the cost of carrying out the work outside of normal working hours.
- 16.11. This quotation is based on the taxes and duties payable at the date of this quotation. Any additional costs arising from a change in the taxes and duties payable will be charged as an extra to the contract.
- 16.12. Contra charges of any description must be notified to us in writing within 7 days of their occurrence. Such notification is a condition precedent to the Clients' entitlement to make such deductions.
- 16.13. Minor adaptations and minor alterations will be charged at the current RICS Prime Cost of Day work plus (150%).
- 16.14. Additional work of a similar nature to that included in the contract work will be charged at similar rates. Work not of a similar nature will be charged at agreed rates or day work rates.

- 16.15. Our quotation includes for the cost of preparing engineering drawings and calculations.
- 16.16. Our quotation excludes the cost of preparing engineering drawings and calculations which will be charged as an extra to the contract.
- 16.17. Our quotation is based on statutory regulations and work practices current at the date of this quotation. Any changes to statutory regulations and work practices giving rise to additional costs will be charged as an extra to the contract.
- 16.17.1. You are responsible for the safe keeping and security of all scaffolding equipment delivered to site until finally removed by us. Any material not returned to us, for whatever reason will be charged for at its replacement value.

17. Programme Issues

- 17.1. You are required to provide a minimum of 8 hours work per gang on each and every visit to site.
- 17.2. A Contract Programme for the scaffolding work must be agreed before work commences. The Programme must take into consideration the access available for carrying out the scaffolding works, the time required to complete the scaffolding works and the integration of the scaffolding works with other sub-contract works.
- 17.3. Variations to the Contract Programme must be agreed by your representative and our visiting supervisor. You must confirm programme variations to us within two working days.
- 17.4. The Contract Programme must be automatically extended by the number of days affected by the occurrence of inclement weather.
- 17.5. A minimum written notice period of seven days is required for the commencement of the works or for each separate visit following a break of more than three days.
- 17.6. The hire periods of each item of scaffolding identified in our quotation is a minimum period. A rebate will not be given in the event that the period is reduced for whatever reason.
- 17.7. Additional costs arising from agreed changes to the Contract Programme will be added to the contract sum.
- 17.8. Agreement to any programmes forming part of this contract must be made, in writing, before incorporation into the contract.
- 17.9. The Sub-contract period is deemed to be the hire period of the main scaffolding.
- 17.10. Additional hire charges will commence after the expiry of the hire period for each item of scaffolding. For the avoidance of doubt the granting of extensions of time will not defer the commencement of additional hire charges.

18. Specification Issues

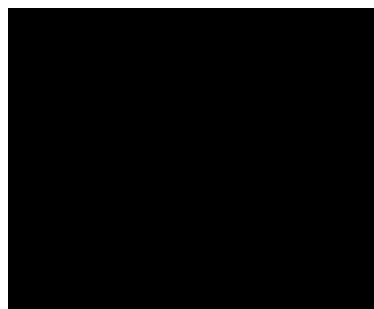
- 18.1. Our price(s) and / or design(s) are based on the information / specification provided by you at tender stage. We reserve the right to amend our price(s) and / or design(s) in the event of changes to your information / specification.
- 18.2. Our price(s) are based on the details supplied by you. You are responsible for checking that your requirements have been correctly interpreted and that all loadings, dimensions and details are correct and practicable.
- 18.3. You are responsible for preparing a foundation upon which scaffolds can be constructed and for ensuring that the foundation is capable of withstanding the dead and live loads to be imposed.
- 18.4. In the absence of your Health and Safety Plan and / or details of any hazards that might affect our works any additional costs incurred by us as a result of these failures will be charged as additional items.
- 18.5. Our price(s) is based on details provided by you and is subject to confirmation following a site visit. For the avoidance of doubt our price(s) is not capable of acceptance until confirmed by us.
- 18.6. Our price(s) does not include for blocking / locking lifts.
- 18.7. Our price(s) include for blocking / locking lifts as indicated in each item.
- 18.8. Our price(s) includes for the provision of inside guard-rails and toe-boards to meet the current regulations.
- 18.9. You are responsible for the provision of suitably surfaced site roads to enable equipment to be delivered, by lorry to within 10 meters of the work face, or removed from site. The cost associated with carrying equipment greater distances will be charged as an extra.
- 18.10. You are responsible for providing reasonable access, at ground level, to and from the vessel / interior of the structure.
- 18.11. You are responsible for providing and maintaining adequate access around the structure during erection and dismantling operations.
- 18.12. Unless otherwise stated this quotation includes for the supply of 100% materials. For the avoidance of doubt we have not allowed for the dismantling and re-erection of the same material anywhere on the site.
- 18.13. Hire periods include holidays. For the avoidance of doubt hire periods and / or extra hire periods will not be reduced during holiday periods.
- 18.14. Our price(s) includes for the provision of task lighting.
- 18.15. You are responsible for lighting the works, including task lighting.
- 18.16. Gantry prices are based on the information supplied by you and for the provision of a suitable foundation capable of carrying the dead and imposed loads, free of charge. You are advised to check the specification, and

assumed loadings on which the price is based. Small changes to the loadings may have a significant impact on the price. Gantry works will not be commenced until a detailed specification and price is agreed.

- 18.17. The price of birdcage scaffolds includes for erection and dismantling operations to be carried out in compliance with current regulations and good safety practices. For the avoidance of doubt we have included for boarded access, complete with guard-rails and the use of harnesses during erection and dismantling operations.
- 18.18. You are advised that none of the material to be incorporated into the scaffolds has been treated with fire retardant material.
- 18.19. Our price(s) includes for the treatment of equipment to give the fire retardant properties specified by you.

19. Miscellaneous Issues / Qualifications

- 19.1. Our price(s) are based on your enquiry / specification but are subject to confirmation of a number of issues before being capable of acceptance.
- 19.2. A full day's work should be made available for our employees on each and every visit. We reserve the right to charge any lost time at day-work rates.
- 19.3. Our price(s) are based on the work being carried out during normal working hours. If work, for whatever reason, is required to be carried out at other times the additional cost will be charged as an extra item.
- 19.4. Our price(s) include for the cost of carrying out the work outside of normal working hours.
- 19.5. Our price(s) includes for continuous working and does not allow for disruption outside of our control for any reason whatsoever.
- 19.6. Our price(s) assume that good and uninterrupted access and egress from the works will be maintained at all times during erection and dismantling operations.
- 19.7. Your attention is specifically drawn to the exclusions relating to work carried out on existing roof surfaces.
- 19.8. Our price(s) do not include for the provision and maintenance of lightning and earthing conductors of any kind or description.
- 19.9. Our price(s) include for erection and dismantling operations to be carried out from mechanical access equipment. You are responsible for providing, maintaining and removing suitable site roads upon which access equipment can operate.



27th February 2024

See distribution

Disabled Provision in Harleston

Reference:

- A. Equality Act 2010
- B. Inclusive Mobility
- C. The use of tactile paving surfaces

Dear Councillor

I am copying this to all Councillors on Harleston Town Council, South Norfolk and Broadland District Council and the County Council who have an influence on making decisions for the good and benefit of Harleston. Clearly there are some overlapping responsibilities with all the councillors. My prime purpose of this letter is to ensure that there is an understanding of the Equality Act and to ensure that all people are catered for regardless of their disabilities and not just the abled bodied.

Ref B states: Creating and maintaining an accessible public realm is crucial for ensuring that disabled people are not excluded from playing a full role in society.

Ref C states: The use of tactile paving surfaces is important because these surfaces convey vital information to vision impaired and other people about their environment, including hazard warning and directional guidance, thereby supporting independent mobility. When moving around the public realm, vision impaired people will actively seek, and make use of, tactile information underfoot, in particular detectable contrasts in surface texture. It is therefore important that tactile paving is used correctly and consistently, so that conflicting and confusing information is not conveyed.

It is also appreciated that the historic character of the town plays a part in the limitations as to what can and cannot be done.

To put this into context and to give you some idea of my concerns, I am a full-time carer for my disabled wife and often she has to use a wheelchair which I have to push. Times when she feels able to walk with a stick, she can probably manage 20 metres maximum. We have to use a car to get into town and we cannot safely use the disabled bays on Church Street or Exchange Street because I have to get the wheelchair out of the back of the car and move it to the passenger door which puts her in danger in the middle of the road. Therefore, I can only use the Broad Street Car Park and one of the three designated disabled bays. I am also involved in an organisation with other disabled persons and elderly with limited mobility and also some who are visually impaired. So, some of these

concerns are not just mine but a general overall view from a lot of people of the disabled provision within Harleston.

The overall view is that Harleston is not 'DISABLED FRIENDLY' and there are areas that need improving. Perhaps, when you are making decisions that you would give consideration to the elderly, disabled and those with limited mobility. I also appreciate that if you yourself are not in one of those categories then you may not appreciate the daily struggles that this cohort have to put up with.

I would also like to point out that this is not a whinge on the recent developments to Harleston Town Centre but more of an issue with what was not done and what you can have an influence on going forward. Please bear in mind that I am not talking just about blue badge holders but include all those who are disabled, those with limited mobility, the elderly, the vulnerable and the visually impaired. Some of the main concerns are: -

1. Why is there not a **Disability Champion** for South Norfolk & Broadland District Council? My research has uncovered that there is no such post in SN&BDC where as some councils notable West Norfolk Council have someone appointed. Someone who understands disability-related issues and the barriers that disabled people have to contend with and how to help them overcome them. As there was no consultation with the disabled community during the developments in Harleston Town Centre there were a number of issues that were not addressed which I will attempt to explain in the following paragraphs. I will also like to point out that over two years ago I approached Redenhall with Harleston Town Council when Trevor was Chair and asked if one of the Town Councillors could be appointed a Disability Champion but the request was turned down. Why cannot this be looked at again at both Town Council level and District Council level.
2. **Access to the Market Place.** Quite simply this is a step too far for many as it is beyond reach for those that have to park down the far end of the thoroughfare or in Broad Street. There is no drop kerb for wheelchairs or mobility scooters to access the market place. The only low kerb area is at the point opposite the bottom of Green Dragon Lane. It is really quite annoying when people keep applauding sitting on the market place drinking coffee on a summer's day. The reality is this is not possible for a lot of people. You cannot carry coffee with walking sticks, wheelchairs, mobility scooters and cross two roads from the likes of the Apiary. This is something that is only enjoyed by the abled body.
3. **Church Street.** Visually impaired persons have no tactile crossing point on Church Street to be able for example to navigate up the thoroughfare or from Broad Street and cross to the Market Place. I believe this has been looked at before but nothing suitable was done. Maybe ask the experts to look again and offer other solutions. The current option of crossing opposite Green Dragon Lane is not safe with fast approaching traffic from Broad Street. It is appreciated that there are plans for 'SLOW' markings on this approach.
4. **Exchange Street.** The proposed plans to make Exchange Street a pedestrian zone on a Saturday is another nail in the coffin for the disabled who rely on Exchange Street for disabled parking. Making a street with hardly any shops a pedestrian zone is laughable. The only reason I can see that the TC wants to do this is to save the doing road closures for the 4 or 5 times a year that it needs closing. Remember that the 2 times disabled people may want to go the fruit and veg stall on the market place on the two busiest days of the week on a Wednesday and Saturday they will not be able to. You can appreciate that having a situation with exchange street being closed for the fruit and veg stall and the market place

standing empty is not ideal. I fully understand TROs but applying this on a Saturday as well is a step too far. What happened to this new TC being open and transparent. The Town has not been consulted on this.

There has been enough grief over the implementation of the town centre changes over the past two years. The disabled parking on Exchange Street was an integral part of the parking solution for the town which has still not been resolved and by not allowing this on two days of the week will make matters worse. Can you not at least delay the implementation of this until NCC has resolved the other issues with lost parking spaces which the town clerk and myself are aware of.

5. **Seating.** The cohort of elderly, disabled and those with limited mobility often need to sit and rest. Picnic benches are not suitable for this cohort because of the difficulties involved in getting your legs over the seats etc. This cohort need benches to sit on which you can lean back and take the weight off your feet. There is only one of these benches in Union Street (Spencers Bench). The planter benches in Union Street are not suitable for this cohort as they are low and you cannot lean back. Can you source additional benches for the Market Place and Union Street. One could easily be put back-to-back with Spencers Bench. Union Street is the Jewel in the Crown for the Town Centre this could be made better with the removal of the planter benches and being replaced with bench seating. The hardly used bicycle rack in Union Street could be repositioned to the paved area on Broad Street making more room on Union Street.
6. **The disabled bay outside Boots Chemist.** This has been raised before with the TC. A planter box is positioned at the rear of this parking bay (to stop cars blocking old post office yard). This makes life difficult for parking and in some cases, it cannot be used by the disabled who need rear access ramps to access and egress their vehicles. Surely another solution could be found!
7. **Apologies** for rambling on but hopefully you can appreciate the feeling that the disabled cohort feels totally left out when it comes to making decisions and certainly there has been absolutely no consultation with these groups whatsoever with any of the town improvements. I can only ask you to please be sympathetic towards this group when you are making decisions. It is appreciated that you may not understand the daily struggles this cohort of people go through. I had to applaud Beccles for trying to understand these struggles with a blindfold walk around town for the Mayor and some Councillors. Perhaps this could be done in Harleston with Councillors taking part along with a wheelchair ride on Exchange Street.

Blindfolded walk with Mayor of Beccles

A blindfolded walk took place through a Suffolk town last week to mark World Sight Day.

Organised by the Lions Club of Beccles and Observatory the Opticians in Beccles, the event's aim was to draw attention to the challenges that blind and vision impaired people face and overcome every day.

Among those taking part was Christine Wheeler (*Beccles Mayor*), who said: "When I was outside blindfolded, I thought I could see the pavement but I knew it wasn't real. In my imagination, the pavements were wet, with a variety of surfaces. It was a rainy day, but the pavements were not as wet as I imagined. Because of my visual perceptions, I was unable to focus on my other senses, such as smell and hearing. I have great empathy for those with visual impairments and I will be very conscious of their difficulties from now on".

The walk started and finished outside the optician's practice at 1 Smallgate, travelling through the marketplace and returning via the King's Head Pub. This year, the walk also diverted into

the chamber of the Town Hall.

Mayor Wheeler said: "In the Town Hall, I was able to find my way around because there are chairs and it was familiar. I would recommend that all Councillors at some point undertake this walk with the Lions."

Optometrist at Observatory the Opticians, René Moor, said: "We do a blindfolded walk every year to raise awareness of the difficulties that visually impaired and blind people face as part of their everyday routines, such as entering shops, crossing roads, negotiating kerbs and shopping in busy high streets. There are over two million people living with significant sight loss in the UK and 340,000 people who are registered blind or partially sighted. Every day, 250 people start to lose their sight in the UK and at least half of all sight loss is avoidable. Having an eye test can detect serious health conditions before you even notice any symptoms".

René was also blindfolded in the walk this year. He said, "The first thing that struck me was the level of vulnerability,

and how much I had to rely on my guide and walking stick to get around. There are so many obstacles in the way, such as bins, kerbs, walls, door frames, etc. Also, the sound of traffic is very disorientating without the visual information of proximity

and direction of travel."

The walk was organised by the Beccles & District Lions Club, part of an international charity which supports the local community as well as humanitarian causes across the world.



(L to R): Sandy Barr (*Lions*), Christine Wheeler (*Mayor of Beccles*), Frederick Helsdon (*President of Beccles Lions*), Malcolm Bardsley (*Lions*), René Moor (*Observatory the Opticians Optometrist*), Geoff Jones (*Lions*)



Thank you for taking the time in reading this and hopefully can trust that you will be sympathetic with your decision making to ensure that the disabled are not excluded from playing a full role in our society and try and make Harleston 'Disabled Friendly'.

Kindest regards.



Copied to:

County Councillor
South Norfolk and Broadland District Councillors
All Redenhall with Harleston Town Councillors
Town Clerk

Litter Pick Request

Hi there,

My name's Ella, I recently moved into Harleston and I run an organisation called The Highest Finca.

We're a non-profit all about regenerating wild spaces and want to get more involved with the town by hosting frequent clean-up sessions along the roads and public footpaths, finishing at the town's local cafes.

Not only will these sessions support local businesses, the towns roadside verges and pathways will be cleaner and we're also reaching out to our own volunteer network which will put Harleston on the map for people that might not have visited before.

I was wondering if you'd be able to help me with the clean ups by providing me with 10 x litter pickers, bin bags, hi-vis jackets, gloves & hand sanitiser.

If this is possible please let me know, I would also need to know where the most suitable place to deposit the rubbish afterwards would be.

I would be happy to borrow these tools and return them at the end of every session if that makes the situation more accessible.

Thank you kindly for your time and I look forward to hearing from you,
Ella Cicero
The Highest Finca