



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 1st May 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: 26th April 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 March 2024 (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
7. To receive and note the contents of an update report from the Operations Manager.
 - a. Consider and agree any requests for recommendations or approval.
8. Market Place
 - a) To receive an update on events taking place on the Market Place and consider and agree any actions as necessary.
 - b) To note that professional traffic management is now required by the Pink Ladies Tractor Run organizers in Harleston for public safety reasons. The implemented measures aim to ensure safety with minimal disruption.
9. Finance
 - a) To receive, scrutinise and approve the Income and Expenditure report for month 12 (month 11 can be available upon request) (copy herewith)
 - b) To receive and note the contents of the Payments List

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/>

- I. 13th March 2024 (copy herewith)
 - II. 28th March 2024 (copy herewith)
 - III. 23rd April 2024 (copy herewith)
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- 10. To receive and consider the renewal of the Membership Subscription for the Rural Market Town Group of the RSN from 1 April 2024 - 31 March 2025 at a cost of £118.00 (copy herewith)
 - 11. To receive an update on the Blossom Charty Sculpture Trail and determine any required actions.
 - 12. To receive an update from the Planter Working Group and determine any required actions.
 - 13. To receive an update on accessibility matters throughout the town and receive further correspondence relating to disabled provision in Harleston and determine any required actions.
 - 14. To note the cancellation of Harleston's Future Antiques Fair 2024.
 - 15. To receive an update on the Town Improvements.
 - 16. To receive a briefing paper on the three chosen designs for the Cemetery Shelter. Agree the design and purchase of the new shelter using EMR334 £5,000 and agree recommendation to the Finance Committee.
 - 17. To receive and note the following correspondence and decide on any necessary actions.
 - a. Ideas for the town
 - b. Bench in the Thoroughfare
 - 18. To note the date of the next Amenities Committee meeting as the 3rd of July 2024 starting at 6.30pm in the Social Room at the Memorial Leisure Centre.



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 March 2023 at 6.30pm.

Present: Councillors – Adrian Brownsea, Lucy Chenery, Paul MBA

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

Members of the Public: Cllr John Graham and a representative from the Blossom Charity

1. Welcome

Cllr Mba agreed to chair the meeting on behalf of the vice chair (Cllr Chenery) and welcomed everyone to the meeting.

Due to low numbers Cllr Mba suggested that Cllr Graham be co-opted to the committee for this meeting only.

Unanimously agreed.

Noted that the agenda numbering is not consecutive.

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

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

Apologies were received from Cllr Digby due to a prior engagement.

Apologies were received from Cllr Attwood due to medical issues.

Unanimously accepted.

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

Cllr Brownsea declared an interest regarding disability issues item 22a.

4. To receive and approve the minutes of the last Amenities Committee meeting on Wednesday 6th December 2023.

Minutes were unanimously agreed and signed and dated by Cllr Mba

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

Noted

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

18.42 standing orders were suspended.

A representative from the Blossom Charity spoke about the sculpture trail that they wish to do in Harleston this year. The trail will have a Safari theme, six large animals placed in locations to be agreed around the town and 10 small animals to be placed in shop fronts. The charity supply maps of the trail that will be available in various outlets around the town. She explained they only need help from the Town Council to confirm the locations of the sculptures and help from the Maintenance team putting out the sculptures. The sculptures would be put out in the first week of July and auction of the sculptures will be held 25/26th September 2024.

Cllr Brownsea asked what the Blossom Charity do? The representative explained that they offer one to one sessions and group sessions for those needing help if they reach a crossroad in their lives. They also provide make over days for those who have overcome or are going through illness. They help people from all over East Anglia not just in Eye.

Standing orders reinstated at 18.58.

Cllr Mba suggested that Item 13 was brought forward for immediate discussion.

Unanimously agreed.

Councillor Chenery expressed support for the item, highlighting its potential as a great family activity.

Councillor Graham echoed this sentiment, mentioning his enjoyment of observing a similar initiative last year.

Councillor Brownsea raised concerns about the overall scheme and emphasised that Harleston Town Council lacks authority over the displayed items.

Despite these reservations, Councillor Mba voiced approval for the trail, emphasising its potential to boost tourism in the town. However, he also expressed reservations regarding safety and emphasised the importance of ensuring positive publicity for both Harleston and Eye.

A vote was held with the outcome of 3 for and 1 against. The motion was carried.

Next steps - The Maintenance team to work with the charity on the locations of the sculptures to be submitted to Norfolk County Council Highways department for approval. Clerk to invite the resident who has raised concerns regarding disability to join this group to ensure that the trail is accessible for all and does not hinder access for those with disabilities.

The Operations Manager to provide a report for the next meeting.

Action – Town Clerk, Operations Manager and The Blossom Charity

7. Market Place

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

Mother's Day on the 9th March and the Easter Trail around the town are taking place in April with Fitness Fridays coming in May.

Cllr Brownsea questioned if the events involve Harleston's Future, the Clerk confirmed that the events are Town Council led.

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 Saturdays per month.

In line with 14.2 of the Market Rules and Regulations we are unable to accept the request.

Action – Town Clerk

c) To receive an update from the Deputy Clerk on the status of the insurance claim for the Town Sign.

The Deputy Clerk confirmed that quotes have been forwarded to the insurance company, who have designated Keystone as their preferred provider. We have reached out to

Keystone and are currently awaiting their response regarding their availability to proceed with the work.

8. **To note the change of date for the Harleston's Future Antiques Fair to now be held on the 22nd June 2024**

Noted as agreed via email previously.

9. **To discuss the need for Pedestrian Barriers for use during events on the Marketplace and agree next step action.**

The item was discussed, and it was unanimously agreed to purchase the barriers utilising EMR 344 Market in the 24/25 financial year. The Clerk to set out fees for possible rental of the barriers from other organisations.

Action: Town Clerk

10. **Finance**

- a) **To receive, scrutinise and approve the Income and Expenditure report for month 10.**

Noted

- b) **To receive and note the contents of the Payments List**

- i. **9th January 2024**

Noted

- ii. **7th February 2024**

Noted

- iii. **21st February 2024**

Noted

- c) **To receive the financial breakdown from the Christmas Light Switch on Event.**

Cllr Brownsea expressed concerns about the split of the income that was received from the event.

The Town Clerk clarified that due to the departure of the staff member responsible for coordinating the Christmas event, the council was unable to fulfil its obligations as outlined in the agreement. Consequently, Harleston's Future retained the profits from the event.

Cllr Brownsea expressed dissatisfaction with being dictated to by other organisations regarding event dates.

The Clerk was asked to compose a letter to Harleston's Future, outlining the protocol and key dates for 2025.

Action – Town Clerk, Amenities Committee

11. **Clerk to provide an update on the Town Improvements**

The Clerk provided a brief update mentioning that NCC Highways has agreed to install signs on the Market Place indicating no parking is allowed in that area.

12. **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.**

Received and reviewed.

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

Acknowledged.

- b) **Recommendation to the Town Council.**

After lengthy discussion it was unanimously agreed to not continue with the proposal this would not be recommended to be considered at Town Council.

13. **To receive and review a briefing paper proposing a Sculpture Trail Collaboration with Eye with direct involvement from the Operations Manager.**
Received and reviewed.
a) **Agree next steps**
Discussed after item 6.
14. **War Memorial**
a) **To receive the cleaning briefing paper from Independent Memorial Inspection and agree when the cleaning should take place utilising EMR 335**
Unanimously agreed to complete as soon as possible.
Action – Town Clerk & Operations Manager
- 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.**
The committee agreed to utilise the Clean-up and Bloom grant to complete the work and agreed that TOPS are their preferred contractor for this work.
Action – Operations Manager
- c) **To receive an update on the recent vandalism of the Tommy Silhouette at the War Memorial.**
Noted
15. **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.**
As agreed in item 14b
- 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.**
It was confirmed that no councillors will be in attendance.
16. **To consider a Working Party to discuss a strategy for the A-boards in the town and provide a report to the next meeting.**
At this point the committee did not feel the need for a working party but requested that the Clerk write to and arrange a meeting with the businesses in town.
Action – Town Clerk
17. **To consider a Working Party to discuss the need for CCTV in the town and provide a report to the next meeting.**
The committee unanimously agreed that this is not appropriate at this time.
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.**
The committee agreed for the Operations Manager to choose three options which will then be reviewed, and a decision made at the next meeting.
Action – Operations Manager
19. **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.**
Noted and unanimously agreed.
Action – Operations Manager
20. **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.**
Unanimously agreed to remove the obsolete brackets.

Action – Operations Manger

The committee did not feel the need to add any further fingers at this time.

21. Car Parks

- a) **To note a request for motorbike parking in the Town Car Park.**
Noted
- b) **To note that the lining at the emergency exit in the Town Car Park requires attention.**
Noted
- c) **To agree for the Operations Manager to include these areas in the lining quotes currently being sourced.**
Unanimously Agreed

Action – Operations Manager

22. To receive significant correspondence and agree on actions required.

- a) **Disabled Provision within the Town**
Letter noted.
- b) **The Highest Finca litter pick request**
Agreed for the Operations Manager to co-ordinate with the group.

Action – Operations Manger

23. To agree the frequency of meetings for the year 24/25 and agree the date for the next meeting.

It was agreed for the Deputy Clerk to put draft dates for all meetings in 24/25 for review at the next Town Council meeting.

Action – Deputy Clerk

Meeting ended at 8.45pm

Signed

Dated

Amenities – Progress Report – for the 1st of May 2024 Meeting

<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	Matter Closed
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	Completed and Matter Closed
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	Action Completed Matter Closed
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 invited all members of the working party to meeting. Meeting cancelled due to lack of interest. Matter Closed

Amenities – Progress Report – for the 1st of May 2024 Meeting

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
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 added to the TC agenda for March 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	Bench has been sited. 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
Amenities/ Finance		Allotments	The discussion regarding Allotment Fees will take place during the Amenities Committee meeting on July 3rd, followed by a review at the subsequent Finance meeting.	Town Clerk	July Meeting	Outstanding
Amenities	6 th March 2024	Town Sign	Keystone are the insurance company's preferred supplier to complete the work	Deputy Clerk	ASAP	Work completed by Keystone Matter Closed
Amenities	6 th March 2024 Item 7a	Market Stall request from the Labour Party	In line with 14.2 of the Market Rules and Regulations we are unable to accept the request.	Town Clerk	ASAP	Enquirer notified. Matter Closed
Amenities	6 th March 2024 Item 9	Pedestrian Barriers	Unanimously agreed to purchase the barriers utilising EMR 344 Market in the 24/25 financial year. The Clerk to set out fees for possible rental of the barriers from other organisations	Town Clerk	Next Finance meeting	Added to next Finance agenda Matter Closed
Amenities	6 th March 2024 Item 10c	Harleston's Future Christmas lights	The Clerk was asked to compose a letter to Harleston's Future, outlining the protocol and key dates for 2025.	Town Clerk	ASAP	Outstanding

Amenities – Progress Report – for the 1st of May 2024 Meeting

Amenities	6 th March 2024 Item 14a	War Memorial Cleaning	Unanimously agreed to complete as soon as possible. Using EMR 335	Town Clerk/Operations Manager		Added to the next Finance agenda Matter Closed
Amenities	6 th March 2024 Item 16	A board strategy	At this point the committee did not feel the need for a working party but requested that the Clerk write to and arrange a meeting with the businesses in town.	Town Clerk	ASAP	Outstanding
Amenities	6 th March 2024 Item 18	Cemetery Shelter	The committee agreed for the Operations Manager to choose three options which will then be reviewed, and a decision made at the next meeting. https://www.shelterstore.co.uk/jewel-bus-shelters	Operations Manager	May 2024	Briefing paper available for the next meeting Matter Closed
Amenities	6 th March 2024 Item 19	Clock Tower	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. Noted and unanimously agreed.	Operations Manager	ASAP	Waiting for the scaffolding to be placed. Outstanding
Amenities	6 th March 2024 Item 20	Finger Post at bottom of Bullock Fair Close	Agreed for the Operations Manager to remove the obsolete brackets from the post	Operations Manager	ASAP	Operations Manager confirms this is not possible without setting up scaffolding and taking the post apart from the top. Looking for alternative options, Outstanding
Amenities	6 th March 2024 Item 21	Car Park Lining	To note a request for motorbike parking in the Town Car Park on the site of the old toilets To note that the lining at the emergency exit in the Town Car Park requires attention. To agree for the Operations Manager to include these areas in the lining quotes currently being sourced.	Operations Manager	ASAP	Outstanding
Amenities	6 th March 2024 Item 22b	Highest Finca Litter Pick Request	Operations Manager to co-ordinate with the group	Operations Manager	ASAP	Emailed with the Operations Manager contact details. Matter Closed

Amenities – Progress Report – for the 1st of May 2024 Meeting

Amenities	6 th March 2024 Item 23	Meeting Frequency	Deputy Clerk to compile dates for all meetings for the coming year for the next Town Council Meeting	Deputy Clerk	March TC meeting	Action Completed Matter Closed
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AMENITIES MAINTENANCE/H&S REPORT MAY 2024

Memorial: The Yew tree has now been removed from the memorial.

Car Parks: The Operations Manager will be getting quotes for the possible resurfacing and re-lining of both car parks as requested. There is now a good stock of sodium bulbs for the entrance to Broad Street car park.

Cemetery: The shed has now been installed in the spoil area of the cemetery. We are waiting for the delivery of the water container before we can install a tap. There has been no movement over the last year regarding the planting of the wild flower area and this is now becoming unsightly. I have some spare oak trees which will replace any trees that did not survive in the wooded area.

Clock Tower: I am still waiting for Garretts to get back to me regarding the installation of the scaffolding. I have contacted the surveyors who are attending when the scaffolding is erected.

Allotments: Nothing major to report except I have been informed that the water has now been switched back on.

Town Center: I have been talking to Les Bicker regarding the flag brackets in the town. He has told me that he can get volunteers to check the flag brackets and resin the loose ones back. We will need to organise this as any materials needed are the responsibility of the council.

I have looked at the wall at Caltofts on straight lane. This has a crack appearing and will need attention. The Deputy Clerk has been requested to write the owners of Caltofts regarding this matter.

16/04/2024

Redenhall With Harleston Town Council

Page 1

16:32

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1013 Gazebo Hire	0	0	150	150			0.0%	
1050 Sale Of Dog Bags	0	55	0	(55)			0.0%	
1099 Miscellaneous Income	0	2,200	50	(2,150)			4400.0%	
1100 Grants	0	1,100	0	(1,100)			0.0%	
1101 Christmas lights/donation	0	(571)	0	571			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	1,555	5,058	73	(4,985)			6928.4%	
1195 Insurance Claims Received	841	841	0	(841)			0.0%	
Administration :- Income	2,396	462,561	401,967	(60,594)			115.1%	50,804
4000 Salaries	9,143	106,027	108,255	2,228		2,228	97.9%	4,902
4001 Paye/Ni	2,433	29,482	34,320	4,838		4,838	85.9%	866
4006 Pension Contributions	2,779	34,759	34,582	(177)		(177)	100.5%	2,024
4007 Bank Charges	24	314	239	(75)		(75)	131.3%	
4010 Staff Training/ Conferences	0	143	1,000	857		857	14.3%	
4011 Members' Training	60	563	500	(63)		(63)	112.5%	
4012 Conference Costs	0	97	200	103		103	48.5%	
4015 Staff Travel & Subsistence	0	39	54	15		15	71.7%	
4016 Members travel	0	0	108	108		108	0.0%	
4017 Chairman's Allowance	0	100	100	0		0	100.0%	
4018 Vehicle Fuel Costs	0	495	414	(81)		(81)	119.6%	
4020 Audit Fees - Internal	0	695	718	23		23	96.8%	
4021 Audit Fees - External	0	1,365	1,398	33		33	97.6%	
4022 Accounting Services	0	880	1,183	303		303	74.4%	
4023 HR-Compliance	0	821	538	(283)		(283)	152.6%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	350	581	968	387		387	60.0%	350
4031 Photocopying	223	1,067	2,430	1,363		1,363	43.9%	
4033 Subscriptions	0	1,617	1,272	(345)		(345)	127.1%	
4034 Licences	0	305	323	18		18	94.4%	
4036 IT Software	0	750	600	(150)		(150)	125.0%	
4037 IT Support and Consumables	0	633	688	55		55	92.1%	
4039 Sundries	157	703	262	(441)		(441)	268.5%	
4040 Telephones/Broadband	70	837	716	(121)		(121)	116.9%	
4044 Hospitality	0	70	250	180		180	27.9%	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	222	1,574	2,000	426		426	78.7%	
4057 Advertising	0	536	500	(36)		(36)	107.2%	

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	101	2,132	538	(1,594)		(1,594)	396.3%	
4105 Tree Assessment survey	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	195	102	(93)		(93)	191.5%	
4139 Dog Bags - purchase	0	64	0	(64)		(64)	0.0%	
4168 Air Conditioning	298	449	317	(132)		(132)	141.5%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	15,860	190,990	202,524	11,534	0	11,534	94.3%	8,142
Net Income over Expenditure	(13,465)	271,571	199,443	(72,128)				
6000 plus Transfer from EMR	350	8,142						
6001 less Transfer to EMR	0	50,804						
Movement to/(from) Gen Reserve	(13,115)	228,908						
<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	126	1,024	1,000	(24)		(24)	102.4%	30
4081 Jubilee	0	748	2,000	1,252		1,252	37.4%	
4082 Remembrance	0	450	108	(342)		(342)	416.7%	
4503 Christmas Events	0	1,103	1,000	(103)		(103)	110.3%	48
Team Harleston :- Indirect Expenditure	126	3,325	4,108	783	0	783	80.9%	78
Net Income over Expenditure	(126)	(3,095)	3,892	6,987				
6000 plus Transfer from EMR	0	78						
Movement to/(from) Gen Reserve	(126)	(3,017)						
<u>105 Grants & Donations</u>								
1103 Donation	0	2,929	0	(2,929)			0.0%	
Grants & Donations :- Income	0	2,929	0	(2,929)				0

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090 Grants	250	7,210	10,000	2,790		2,790	72.1%	
Grants & Donations :- Indirect Expenditure	<u>250</u>	<u>7,210</u>	<u>10,000</u>	<u>2,790</u>	<u>0</u>	<u>2,790</u>	<u>72.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(250)</u>	<u>(4,282)</u>	<u>(10,000)</u>	<u>(5,719)</u>				
<u>110 Loan Repayments</u>								
4095 Loan Repayments	0	8,803	8,803	(0)		(0)	100.0%	
Loan Repayments :- Indirect Expenditure	<u>0</u>	<u>8,803</u>	<u>8,803</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(8,803)</u>	<u>(8,803)</u>	<u>0</u>				
<u>121 Environmental</u>								
4083 Planters	0	2,516	1,500	(1,016)		(1,016)	167.8%	1,978
4099 Miscellaneous Expenses	3	3	108	105		105	2.9%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	38	100	54	(46)		(46)	184.9%	
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>41</u>	<u>8,012</u>	<u>4,805</u>	<u>(3,207)</u>	<u>0</u>	<u>(3,207)</u>	<u>166.7%</u>	<u>1,978</u>
Net Expenditure	<u>(41)</u>	<u>(8,012)</u>	<u>(4,805)</u>	<u>3,207</u>				
6000 plus Transfer from EMR	0	1,978						
Movement to/(from) Gen Reserve	<u>(41)</u>	<u>(6,034)</u>						
<u>122 Street Lighting</u>								
4151 Street Lights Electricity	827	5,288	6,000	712		712	88.1%	
4152 Street Lights Maintenance	85	935	1,097	162		162	85.2%	
Street Lighting :- Indirect Expenditure	<u>912</u>	<u>6,223</u>	<u>7,097</u>	<u>874</u>	<u>0</u>	<u>874</u>	<u>87.7%</u>	<u>0</u>
Net Expenditure	<u>(912)</u>	<u>(6,223)</u>	<u>(7,097)</u>	<u>(874)</u>				
<u>123 Car Parks</u>								
1030 Car Park Donations - Business	118	1,495	1,000	(495)			149.5%	
1031 Car Park Donations - PC's	100	250	1,075	825			23.3%	
1032 Car Park Donations - Co op	0	30,000	30,000	0			100.0%	
1499 Project - parish partnership	0	(2,232)	2,500	4,732			(89.3%)	
Car Parks :- Income	<u>218</u>	<u>29,514</u>	<u>34,575</u>	<u>5,062</u>			<u>85.4%</u>	<u>0</u>
4051 Business Rates	0	11,970	13,674	1,704		1,704	87.5%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	0	37,000	38,000	1,000		1,000	97.4%	
Car Parks :- Indirect Expenditure	0	50,445	54,481	4,036	0	4,036	92.6%	0
Net Income over Expenditure	218	(20,931)	(19,906)	1,025				
<u>124 Cemetery</u>								
1020 Cemetery - Burials	0	2,910	2,580	(330)			112.8%	
1021 Cemetery - Interment Of Ashes	50	540	538	(2)			100.4%	
1022 Cemetery - EROB	0	2,470	1,290	(1,180)			191.5%	
1023 Cemetery - Memorials	130	1,370	774	(596)			177.0%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	50	161	111			31.1%	
Cemetery :- Income	180	7,340	5,531	(1,809)			132.7%	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	180	7,340	1,214	(6,126)				
<u>125 Markets</u>								
1040 Market Rents	80	1,430	6,000	4,570			23.8%	
Markets :- Income	80	1,430	6,000	4,570			23.8%	0
4053 Market Rates	0	262	290	28		28	90.3%	
4055 Electricity	0	81	269	188		188	30.1%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	0	593	1,372	779	0	779	43.2%	0
Net Income over Expenditure	80	837	4,628	3,791				
<u>126 Allotments</u>								
1000 Allotment Rent	57	1,954	1,818	(136)			107.5%	
Allotments :- Income	57	1,954	1,818	(136)			107.5%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	73	269	196		196	27.1%	
AlLOTments :- Indirect Expenditure	0	1,087	2,547	1,460	0	1,460	42.7%	0
Net Income over Expenditure	57	867	(729)	(1,596)				
129 War Memorial								
4111 War Memorial Maintenance	0	525	500	(25)		(25)	105.0%	
War Memorial :- Indirect Expenditure	0	525	500	(25)	0	(25)	105.0%	0
Net Expenditure	0	(525)	(500)	25				
130 Clock Tower								
4112 Clock Tower Maintenance	0	273	296	23		23	92.2%	
Clock Tower :- Indirect Expenditure	0	273	296	23	0	23	92.2%	0
Net Expenditure	0	(273)	(296)	(23)				
131 Public Toilets								
4000 Salaries	310	3,681	2,914	(767)		(767)	126.3%	
4001 Paye/NI	75	876	855	(21)		(21)	102.5%	
4006 Pension Contributions	109	1,215	1,090	(125)		(125)	111.5%	
4039 Sundries	0	409	0	(409)		(409)	0.0%	
4047 Cleaning Material/Consum- 4039	17	59	212	153		153	28.0%	
4052 Water Charges	230	1,053	1,419	366		366	74.2%	
4054 Water Charges - building	(115)	0	0	0		0	0.0%	
4055 Electricity	0	0	564	564		564	0.0%	
4115 Toilet Maintenance	102	102	0	(102)		(102)	0.0%	
4119 Maintenance - General	156	173	39	(134)		(134)	443.5%	
Public Toilets :- Indirect Expenditure	885	7,570	7,093	(477)	0	(477)	106.7%	0
Net Expenditure	(885)	(7,570)	(7,093)	477				
201 Recreation Ground								
1001 Ground Rent - Football	150	1,890	1,800	(90)			105.0%	
1003 Ground Rent - Bowls	0	495	540	45			91.7%	
1009 Recreation Ground Hire	0	500	538	38			92.9%	
1015 Recreation Ground Advertising	15	900	0	(900)			0.0%	
Recreation Ground :- Income	165	3,785	2,878	(907)			131.5%	0

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	1,762	21,054	21,417	363		363	98.3%	
4001 Paye/Nl	459	5,318	6,711	1,393		1,393	79.2%	
4006 Pension Contributions	597	6,934	8,218	1,284		1,284	84.4%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	572	1,352	780		780	42.3%	
4034 Licences	0	812	161	(651)		(651)	504.1%	
4039 Sundries	0	85	0	(85)		(85)	0.0%	
4040 Telephones/Broadband	20	120	129	9		9	93.0%	
4041 Mobile Phones	7	78	65	(13)		(13)	120.5%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	0	329	403	74		74	81.6%	
4055 Electricity	67	472	600	128		128	78.7%	
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	640	3,840	3,440	(400)		(400)	111.6%	
4119 Maintenance - General	0	686	619	(67)		(67)	110.8%	
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	15	323	308		308	4.6%	
4141 Dog Bin Servicing	0	1,641	832	(809)		(809)	197.3%	
4145 Waste Removal	248	1,871	1,606	(265)		(265)	116.5%	
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 Charg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	3,800	57,957	58,703	746	0	746	98.7%	855
Net Income over Expenditure	(3,635)	(54,172)	(55,825)	(1,653)				
6000 plus Transfer from EMR	0	855						
Movement to/(from) Gen Reserve	(3,635)	(53,316)						

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Gym</u>								
1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	11,511	124,173	118,250	(5,923)			105.0%	
1060 Gym - Classes	476	5,099	3,000	(2,099)			170.0%	
1062 Gym - Food & Drink - Confectio	408	2,570	300	(2,270)			856.8%	
1063 Gym - Membership SO's	18	210	350	140			60.0%	
1064 Gym - Membership Cash	2,079	22,638	20,000	(2,638)			113.2%	
1065 Gym - Personal Training	325	3,859	2,500	(1,359)			154.3%	
1066 Gym - Room Hire	0	58	404	346			14.4%	
1067 Gym - Squash Courts	904	9,540	5,000	(4,540)			190.8%	
1068 Gym - Tennis	61	2,716	2,000	(716)			135.8%	
1070 Protein Food and drink	434	4,438	1,500	(2,938)			295.8%	
1073 Re-sales	9	153	310	157			49.4%	
1074 Gym -advertising	0	467	0	(467)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
1086 Gym - Merchandise	19	1,383	0	(1,383)			0.0%	
Gym :- Income	16,244	177,379	154,223	(23,156)			115.0%	0
4000 Salaries	8,384	91,237	87,601	(3,636)		(3,636)	104.2%	
4001 Paye/Ni	2,063	22,588	17,650	(4,938)		(4,938)	128.0%	
4006 Pension Contributions	1,920	22,589	27,512	4,923		4,923	82.1%	
4010 Staff Training/ Conferences	0	356	650	294		294	54.8%	
4015 Staff Travel & Subsistence	0	70	250	180		180	27.9%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	880	1,183	303		303	74.4%	
4033 Subscriptions	0	25	0	(25)		(25)	0.0%	
4034 Licences	22	5,293	3,870	(1,423)		(1,423)	136.8%	
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	1,915	1,739	(176)		(176)	110.1%	
4039 Sundries	163	1,025	1,161	136		136	88.3%	
4040 Telephones/Broadband	54	633	538	(95)		(95)	117.6%	
4041 Mobile Phones	9	103	88	(15)		(15)	117.0%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	1,439	1,477	38		38	97.4%	
4055 Electricity	377	2,676	3,400	724		724	78.7%	
4056 Gas	73	391	275	(116)		(116)	142.3%	
4057 Advertising	259	452	1,075	623		623	42.1%	
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	53	1,365	0	(1,365)		(1,365)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

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	0	105	105		105	0.0%	
4116 DBS Checks	0	239	215	(24)		(24)	111.4%	
4119 Maintenance - General	104	237	538	301		301	44.1%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	495	2,979	1,075	(1,904)		(1,904)	277.1%	
4125 Equipment purchase	(268)	0	0	(0)		(0)	0.0%	
4126 Gym Equipment Purchases	780	1,544	4,600	3,056		3,056	33.6%	
4128 Gym Contract Maintenance	153	1,867	1,198	(669)		(669)	155.8%	
4129 Gym sundries	131	960	1,290	330		330	74.5%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	145	482	50	(432)		(432)	964.0%	
4160 Gym Class Fees	839	7,554	3,689	(3,865)		(3,865)	204.8%	
4162 Food & Drink For Resale	744	1,728	705	(1,023)		(1,023)	245.1%	
4163 Protein products	573	2,735	531	(2,204)		(2,204)	515.1%	
4166 Uniforms	51	366	355	(11)		(11)	103.1%	
4167 Gym DD Arrangement Fees	977	9,492	5,160	(4,332)		(4,332)	183.9%	
4168 Air Conditioning	893	1,346	447	(899)		(899)	301.0%	

Gym :- Indirect Expenditure	19,174	186,256	172,464	(13,792)	0	(13,792)	108.0%	0
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Net Income over Expenditure	(2,930)	(8,876)	(18,241)	(9,365)
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203 Leisure Centre building

1066 Gym - Room Hire	700	8,424	3,000	(5,424)			280.8%	
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Leisure Centre building :- Income	700	8,424	3,000	(5,424)			280.8%	0
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4000 Salaries	570	14,774	21,807	7,033		7,033	67.7%	
4001 Paye/Ni	119	2,694	4,177	1,483		1,483	64.5%	
4006 Pension Contributions	162	3,859	7,715	3,856		3,856	50.0%	
4039 Sundries	0	0	703	703		703	0.0%	
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	225	1,637	3,000	1,363		1,363	54.6%	
4051 Business Rates	0	9,855	12,709	2,854		2,854	77.5%	
4055 Electricity	1,554	11,019	14,000	2,981		2,981	78.7%	
4056 Gas	292	2,309	6,128	3,819		3,819	37.7%	
4071 Health & Safety - Compliance	120	1,228	1,681	453		453	73.0%	
4072 Security	0	480	877	397		397	54.7%	
4099 Miscellaneous Expenses	0	0	376	376		376	0.0%	
4117 Building improvements	1,411	1,419	2,688	1,269		1,269	52.8%	
4119 Maintenance - General	1,073	1,483	3,225	1,742		1,742	46.0%	
4121 Maintenance - Contractors	0	2,635	4,300	1,666		1,666	61.3%	

Leisure Centre building :- Indirect Expenditure	5,526	56,538	86,726	30,188	0	30,188	65.2%	0
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Net Income over Expenditure	(4,826)	(48,115)	(83,726)	(35,611)
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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

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	20,040	717,055	617,992	(99,063)			116.0%	
Expenditure	46,575	608,117	626,716	18,599	0	18,599	97.0%	
Net Income over Expenditure	<u>(26,535)</u>	<u>108,938</u>	<u>(8,724)</u>	<u>(117,662)</u>				
plus Transfer from EMR	350	11,853						
less Transfer to EMR	0	50,804						
Movement to/(from) Gen Reserve	<u>(26,185)</u>	<u>69,986</u>						

Regulatory reason Regular payments (BACS and or DDR) (5.6 Financial Regulations)	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Cozens	Street Lighting - February 2024	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees NI/PAYE - February	TC	£ 2,432.54	£ 2,641.41	£ 75.16	£ 5,149.11		£ 5,149.11	4001/various
Lease	ASL	Photocopier	TC	£ 30.55			£ 25.46	£ 5.09	£ 30.55	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/02/2024 - 29/02/2024	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Contractual - Approved LCMC 10/01/24 203/4121 Maintenance Contractors	Fresh Air	To replace 2 out of the 3 wall extract fans	LCMC		£ 1,428.00		£ 1,190.00	£ 238.00	£ 1,428.00	4168 101 202
Stat Duty	Norfolk Pension	Employees Salary	TC	£ 2,779.30	£ 2,678.48	£ 109.21	£ 5,566.99		£ 5,566.99	4006/various
Obligation	Rejuvenate Yoga	Yoga Classes - February	LCMC		£ 277.00		£ 277.00		£ 277.00	4160 202
Obligation		Classes - February	LCMC		£ 465.00		£ 465.00		£ 465.00	4160 202
Contractual - Paid on 28/02/24 - Contracted monthly amount	Magnus	February Event Management & Promotions for Harleston Town Council	TC	£ 1,600.00			£ 1,600.00		£ 1,600.00	4000 101
	Barclaycard - Amazon	Amazon - ABE Protein products	LCMC		£ 241.81		£ 201.46	£ 40.35	£ 241.81	4163 202
	Barclaycard - Your Coca-Cola	Protein products	LCMC		£ 175.45		£ 146.21	£ 29.24	£ 175.45	4163 202
	Barclaycard - Myprotein	Protein items	LCMC		£ 80.80		£ 80.80		£ 80.80	4163 202
	Barclaycard - Text magic	Text Magic credit (£20.00)	TC	£ 24.00			£ 20.00	£ 4.00	£ 24.00	4014 103
	Barclaycard - Lamp Light	Lamp Light of Peace - D-Day 80th Anniversary Lamp Light of Peace	TC	£ 55.00			£ 55.00		£ 55.00	4099 101
	Barclaycard - Spotify	Spotify - Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034 202
	Barclaycard - Amazon	Amazon - Valentines card - Valentines event	TC	£ 39.94			£ 33.24	£ 6.70	£ 39.94	4014 103
	Barclaycard - Facebook	Facebook - Advertising	LCMC		£ 9.00		£ 9.00		£ 9.00	4057 202
	Barclaycard - Nespresso	Nespresso - coffee supplies	LCMC		£ 144.10		£ 144.10		£ 144.10	4039 102
	Barclaycard - Your Coca-Cola	Protein products	LCMC		£ 94.97		£ 94.97		£ 94.97	4163 202
	Barclaycard - Smarty	Smarty - Vodafone hub maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Barclaycard - Card fee	Card fee	TC	£ 32.00			£ 32.00		£ 32.00	4099 101
	Total Barclaycard				£ 767.12				£ 918.06	
	Magnus	Arts & Crafts and printing flyers for Mothers Day	TC	£ 72.84			£ 72.84		£ 72.84	4014 103
	ESPO	Stationery - Gym and TC office	LCMC	£ 80.34	£ 151.86		£ 204.65	£ 27.55	£ 232.20	4039 101 202
	Falcon Publications	Harleston Town Guide 2024/25 Half Page Ad	LCMC		£ 300.00		£ 250.00	£ 50.00	£ 300.00	4057 202
Approved at Finance 14/02/24 EMR 338 Prof Fees	Compass Point	Prep & del of on-line planning training session for Town Councillors	TC	£ 350.00			£ 350.00		£ 350.00	4026 101 EMR338
	Robinson's Traditional Stationers	Annual Town Meeting - posters, flyers and 50 parking stickers	TC	£ 101.00			£ 85.37	£ 15.63	£ 101.00	4039 101
	Tas Valley Fire	6 Monthly - Fire Alarm Service and Emergency Lighting Service	TC	£ 144.00			£ 120.00	£ 24.00	£ 144.00	4071 203
	UgoBuild	Atlas Round back to Wall Pan - Public Toilets	Amenities			£ 122.78	£ 102.32	£ 20.46	£ 122.78	4115 131
	UgoBuild	Corner Brace Zinc Bracket	Amenities			£ 0.85	£ 0.71	£ 0.14	£ 0.85	4099 121
	UgoBuild	Multi-Fix Masonry Bolts Hex Flange Exterior Silver	Amenities			£ 2.93	£ 2.44	£ 0.49	£ 2.93	4099 121
	Total Ugo Build								£ 126.56	
	Stonechild Meditation	1 hour Meditation classes	LCMC		£ 97.00		£ 97.00		£ 97.00	4160 202
Approved at Finance 14/02/24	Grapevine	Donation to the Grapevine	TC	£ 250.00	£ -	£ -	£ 250.00	£ -	£ 250.00	4099 101
	Force Fresh	Cleaning materials and consumables - Toilets & Building	LCMC/Amenities	£ -	£ 154.76	£ 187.59	£ 285.29	£ 57.06	£ 342.35	4119 131 203
	Force Fresh	Hose Assembly from FA250 Toolkit	LCMC	£ -	£ 17.40	£ -	£ 14.50	£ 2.90	£ 17.40	4119 203
	Force Fresh	Centrefeed rolls - Gym	LCMC	£ -	£ 124.56	£ -	£ 103.80	£ 20.76	£ 124.56	4119 202
FR4.1 Chair of the TC approved via email 13/03/24	Total Force Fresh								£ 484.31	
FR4.7 - Emergency work for quote for repairs - Chair of the TC approved via email 13/03/24	T C Garrett	Erect scaffold to gain access to ascertain scope of repairs and report	LCMC	£ -	£ 1,692.60	£ -	£ 1,410.50	£ 282.10	£ 1,692.60	4117 203
Pay the Clerk and reimburse the Petty Cash	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ 21.35	£ 4.75		£ 26.10		£ 26.10	4039/101/202

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£	
Regular payments (BACS and or DDR) (5.6 Financial Regulations)										
Stat Duty	HMRC	Employees NI/PAYE - March	TC	£ 2,368.90	£ 2,849.21	£ 75.11	£ 5,293.22		£ 5,293.22	4001/Various
Lease	ASL	Photocopier 19/02/2024 - 19/03/2024		£ 63.37			£ 52.81	£ 10.56	£ 63.37	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/03/2024 - 31/03/2024	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Stat Duty	Norfolk Pension	Employees Salary	TC	£ 2,816.48	£ 2,815.61	£ 109.22	£ 5,741.31		£ 5,741.31	4006/Various
Contractual - Paid 28/03/24	Magnus PR	March Event management for HTC	TC	£ 1,600.00			£ 1,600.00		£ 1,600.00	4000 101
	Barclaycard - Myprotein	Protein items	LCMC		£ 117.06		£ 117.06		£ 117.06	4163 202
	Barclaycard - Spotify	Spotify - Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034 202
	Barclaycard - Amazon	Amazon - Drink machine	LCMC		£ 30.99		£ 25.82	£ 5.17	£ 30.99	
	Barclaycard - Amazon	Amazon - machine accessories	LCMC		£ 83.95		£ 69.94	£ 14.01	£ 83.95	
	Barclaycard - Nespresso	Nespresso - coffee supplies	LCMC		£ 113.40		£ 112.20	£ 1.20	£ 113.40	4039 102
FR4.1 Expenditure on revenue items not on the Regular Payments List may be approved up to the amounts included in the approved budget. This authority is to be determined by: the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500; Email approval 7/03/24. To be retrospectively ratified at LC April meeting.	Barclaycard - Mirafit	Mirafit	LCMC		£ 475.20				£ 475.20	
Paid on Credit card for immediate payment using FR 4.7 - Emergency work	Barclaycard - Dyno Rod	Attend blocked toilet attempt to remove scale - need a descale	LCMC		£ 282.00		£ 235.00	£ 47.00	£ 282.00	4119/ 203
	Barclaycard - Your Coca-Cola	Protein items	LCMC		£ 216.96		£ 216.96		£ 216.96	4163 202
	Barclaycard - Smarty	Smarty - Vodafone hub maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Barclaycard - Amazon	Amazon - ABE Protein products	LCMC		£ 208.78		£ 173.95	£ 34.83	£ 208.78	4163 202
	Total to Barclaycard								£ 1,549.33	
	Force Fresh	Toilet roll, hand towel and cobweb brush with extendable handle	LCMC		£ 250.50		£ 208.75	£ 41.75	£ 250.50	4047 203
	Force Fresh	19" Floor Pad Black	LCMC		£ 25.04		£ 20.87	£ 4.17	£ 25.04	
	Force Fresh	Disinfectant	LCMC		£ 15.46		£ 12.88	£ 2.58	£ 15.46	4119 202
	Total to Force fresh								£ 291.00	
		Gym Membership refund	LCMC		£ 145.00		£ 145.00		£ 145.00	4159 202
	Workwear (East Anglia) Ltd	Gym Merchandise	LCMC		£ 32.29		£ 26.91	£ 5.38	£ 32.29	4086 202
	Workwear (East Anglia) Ltd	Gym Merchandise	LCMC		£ 93.26		£ 77.71	£ 15.55	£ 93.26	4086 202
	Total to Workwear								£ 125.55	
FR4.1 Expenditure on revenue items not on the Regular Payments List may be approved up to the amounts included in the approved budget. This authority is to be determined by: the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500; Approved by LC committee 28/02/24 signed documentation. To be retrospectively ratified at LC April meeting.	Gym Repair Services Ltd	Treadmill - Walk Belt and Deck	LCMC		£ 594.00		£ 495.00	£ 99.00	£ 594.00	4123 202
	UgoBuild Ltd	UgoBuild - Talon 15mm single open clip	LCMC		£ 0.36		£ 0.36		£ 0.36	4119 203
	UgoBuild Ltd	UgoBuild - 1 Gang 2 Way switch + 1 Gang 16mm Pattress	LCMC		£ 4.63		£ 3.86	£ 0.77	£ 4.63	4119 203
	UgoBuild Ltd	AA Energize max batt 4+4 pack - Gym safe	LCMC		£ 4.99		£ 4.16	£ 0.83	£ 4.99	
	UgoBuild Ltd	4mm acrylic sheet 930mm x 1334mm - TC Noticeboard	TC	£ 84.50			£ 70.42	£ 14.08	£ 84.50	
	Total to UgoBuild Ltd								£ 94.48	
	Probadge Ltd	Printed badge - Magnetic fastener	TC	£ 17.28			£ 14.40	£ 2.88	£ 17.28	4099 101
	NALC	Being an Effective Councillor course - Eloise Wilkinson	TC	£ 36.00			£ 30.00	£ 6.00	£ 36.00	4011 101
	NALC	Being an Effective Councillor course - John Graham	TC	£ 36.00			£ 30.00	£ 6.00	£ 36.00	4011 101
	Total to NorfolkNALC								£ 72.00	
	Screwfix	Luminescent / Black tape	LCMC		£ 45.99		£ 38.33	£ 7.66	£ 45.99	
FR4.1 Expenditure on revenue items not on the Regular Payments List may be approved up to the amounts included in the approved budget. This authority is to be determined by: a duly delegated committee of the council for items over £500; Approved via email 15/03/24. To be retrospectively ratified at LC April meeting.	Dyno - rod	Dyno - Descale pipework as per quotation	LCMC		£ 744.00		£ 620.00	£ 124.00	£ 744.00	4119/203
Transferred from General Reserve	Petty Cash - TC	Top up for Petty Cash	TC				£ 100.00		£ 100.00	Owed to Town Clerk

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 - March	Amenities				£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122
Contractual	KGB Commercial Heating	Plumbers (Annual Contracted Services only)	LCMC			£ 1,281.89		£ 1,068.24	£ 213.65	£ 1,281.89	4121/203
Obligation	Rejuvenate Yoga	Yoga Classes - March	LCMC			£ 191.00		£ 191.00	£ -	£ 191.00	4160 202
Obligation		Classes - March	LCMC			£ 497.00		£ 497.00	£ -	£ 497.00	4160 202
Contractual	Sonata	Annual maintenance contract - CCTV System NCP104 Issue 3	LCMC			£ 84.00		£ 70.00	£ 14.00	£ 84.00	4072 203
Contractual to be paid 30 April 2024	Magnus PR	April Event - Management for Harleston Town Council	TC		£ 1,600.00			£ 1,600.00		£ 1,600.00	4000 101
Contractual	Magnus PR	Easter Event - easter Eggs and Easter Event Flyers	TC		£ 120.35			£ 120.35		£ 120.35	4014 103
	Magnus PR	Hire of premium Rabbit for Easter event on Friday 5th April	TC		£ 575.00			£ 575.00		£ 575.00	4014 103
	Total to Magnus PR									£ 695.35	
Contractual	Rialtas	Annual Support and Maintenance Licence - 01.04.2024 - 31.03.2025	TC		£ 666.00			£ 555.00	£ 111.00	£ 666.00	4037 101
	Rialtas	Annual Subscription - Making Tax Digital (VAT) - 01.04.2024 - 31.03.2025	TC		£ 132.00			£ 110.00	£ 22.00	£ 132.00	4037 101
	Total to Rialtas									£ 798.00	
Obligation	Stonechild Meditation	Meditation Classes - 4, 11 & 15 March	LCMC			£ 127.00		£ 127.00	£ -	£ 127.00	4160 202
	Stonechild Meditation	Meditation Classes - 18, 22 & 25 March	LCMC			£ 122.00		£ 122.00		£ 122.00	4160 202
	Stonechild Meditation	Meditation Classes - 20 April	LCMC			£ 157.00		£ 157.00		£ 157.00	4160 202
	Total to Stonechild Mediation									£ 406.00	
Payments (BACS and or DDR) (4.1 Financial Regulations)											
	Robinsons	Flyers & double sided leaflets	LCMC			£ 44.80		£ 44.80		£ 44.80	4039
	Jonas King Locksmiths	Broken key extraction from public toilets	LCMC			£ -	£ 36.00	£ 30.00	£ 6.00	£ 36.00	4119 131
	UgoBuild Ltd	Cable ties	LCMC			£ 5.94		£ 4.95	£ 0.99	£ 5.94	4119 203
	UgoBuild Ltd	Lever Latch Door Pack -Satin Anodised Alum	LCMC			£ 12.74		£ 10.62	£ 2.12	£ 12.74	4119 203
	UgoBuild Ltd	Code lock Digital Brass	LCMC			£ 49.28		£ 41.07	£ 8.21	£ 49.28	4119 202
	UgoBuild Ltd	Self tapper zinc plated	LCMC			£ 5.17		£ 4.31	£ 0.86	£ 5.17	4119 202
	Total to UgoBuild									£ 73.13	
	Gym Repair Services	Equipment Repairs - Long handle bar bearing bar, pedal set & foot straps	LCMC			£ 90.54		£ 75.45	£ 15.09	£ 90.54	4123 202
Approved by LCMC 10/04/24 • a duly delegated committee of the council for items over £500;	Gym Repair Services	Treadmill - Lift Motor, Upright Bike - complete crank Assy with 2 hubs and pedals	LCMC			£ 738.00		£ 615.00	£ 123.00	£ 738.00	4123 202
	Total to GRS									£ 828.54	
	Parish Online	Parish Online - Annual mapping software April 3rd 2024 - April 3rd 2025	TC		£ 90.00			£ 75.00	£ 15.00	£ 90.00	
Approved by the Finance committee 17/04/24 - a duly delegated committee of the council for items over £500;	NALC	Annual Subscription 2024/25	TC		£ 978.07			£ 978.07		£ 978.07	4011 101
		HP 135X Black High Capacity Toner Cartridge W1350X	TC		£ 75.87			£ 63.23	£ 12.65	£ 75.88	4099 101
	DJ Ireland Groundworks	Replace Bollard on main car park in Harleston	Amenities				£ 236.09	£ 196.74	£ 39.35	£ 236.09	4113 123

		Gym Membership Refund	LCMC			£	32.00		£	32.00		£	32.00	4159 202	
		Gym Membership Refund	LCMC			£	32.00		£	32.00		£	32.00	4159 202	
		Gym Membership Refund	LCMC			£	32.00		£	32.00		£	32.00	4159 202	
	Screwfix	Woodscrew Trade pack	LCMC			£	69.99		£	58.33	£	11.66	£	69.99	4119 201
	Coopers	Duracell Plus Power Batteries D MN1	LCMC			£	4.49		£	3.74	£	0.75	£	4.49	4039 202
		Microsoft Office 365 Home	TC		£	65.00			£	65.00		£	65.00	4037 101	
Approved by TC - Grant awarding policy •the council for all items over £5,000;	Exchange 2	Grant - Exchange 2	TC		£	1,245.00			£	1,245.00		£	1,245.00	4090 101	
Approved by TC - Grant awarding policy •the council for all items over £5,000;	HIP	Grant - HIP	TC		£	6,500.00			£	6,500.00		£	6,500.00	4090 101	
Approved by TC - Grant awarding policy •the council for all items over £5,000;	Historical Society	Grant - Historical Society	TC		£	260.00			£	260.00		£	260.00	4090 101	
Approved by TC - Grant awarding policy •the council for all items over £5,000;	Redenhall and Harleston with Wortwell PCC	Grant - Redenhall and Harleston with Wortwell PCC	TC		£	1,250.00			£	1,250.00		£	1,250.00	4090 101	
		HR Support - 12th Feb to end March 2024	TC		£	168.75			£	168.75		£	168.75	4023 101	
	My Sister's Wardrobe	JK Morron - reimbursing electricity for Christmas lights	TC		£	30.00			£	30.00		£	30.00	Misc. Amenities	
	Petty Cash - Gym & TC	Office sundries	LCMC/TC		£	-	£	20.17		£	20.17		£	20.17	4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere and coffee	LCMC/TC		£	-	£	53.99		£	53.99		£	53.99	4018/101/201/124
	<u>Total Petty Cash</u>											£	<u>74.16</u>	To be paid to the Clerk to reimburse.	

Rural Services Partnership Ltd
 PO Box 101
 Craven Arms
 SY7 7AL
 invoices@sparse.gov.uk
 www.rsnonline.org.uk
 VAT Registration No.: 900361276

**INVOICE TO**

Redenhall with Harleston Town
 Council
 The Memorial Leisure Centre
 Wilderness Ln
 Harleston
 IP20 9DD

VAT Invoice RMTG/24/25/107**DATE** 12/04/2024 **TERMS** Net 30**DUE DATE** 12/05/2024

ACTIVITY	QTY	RATE	VAT	AMOUNT
Rural Market Town Group Membership 1 April 2024 - 31 March 2025	1	118.00	20.0% S	118.00

SUBTOTAL 118.00

VAT TOTAL 23.60

TOTAL 141.60

TOTAL DUE £141.60**VAT SUMMARY**

RATE	VAT	NET
VAT @ 20%	23.60	118.00

Cheques payable to Rural Services Partnership Ltd to be sent to:
 PO Box 101, Craven Arms, SY7 7AL
 BACS SORT CODE: 30 65 93 ACCOUNT NUMBER: 14877960

PLEASE QUOTE THE INVOICE NUMBER ON ALL CORRESPONDENCE
 REMITTANCE ADVICE TO:
 graham.biggs@sparse.gov.uk
 Graham Biggs MBE, FCG, Rural Services Partnership Ltd.

Your Membership Subscription for the Rural Market Town Group of the RSN is due for renewal.

Please see your invoice attached.

Recent Achievements

We've enjoyed another year of great success over the past 12 months building the Market Town Group still further. Please check out the [RSN Achievements card](#) and [RSN in the news](#) to learn more.

Over the coming months we will continue to build on these achievements to provide you with the following specific benefits:-

Membership Benefits

- Providing a weekly Rural Bulletin direct to your inbox which includes key rural news stories and commentary.
- Providing a monthly Funding Digest and Government Consultations publication direct to your inbox which sets out a range of grant opportunities that may be of interest to your community, along with relevant rural consultations the Government is holding.
- Providing a Rural Market Town Group newsletter six times a year which focuses on key issues for market towns, useful good practice examples, subjects covered include rural net zero, affordable housing, transport and broadband connectivity.
- Providing an Area Profile setting out key statistics in relation to your rural area and town. This will help to establish the overall picture of your local area and your town to help you plan services and give context to your local issues.
- Providing updates at meetings about the RSN Fair Funding campaign and the implications for rural service delivery and the impact on Parish and Town Councils.
- Eight Free Rural Seminars for Members of your Council each year together with also discounted access for them to the Annual National Rural Conference held each September.

It remains vital that rural areas and rural towns have a strong voice to ensure that Government policy and decision making fully takes into account the specific needs and characteristics of those rural areas and rural towns .

We must work together to ensure that rural areas have a strong voice to campaign for a fairer funding deal for rural public services, taking into account the extra costs of delivering services to rural communities.

We are the only national champion for rural services and we appreciate your support on behalf of your communities.

Cemetery Shelter Brief

The following shelters have been selected by the Maintenance Team for placement at the cemetery.



Anti-Vandal Ruby Bus Shelter

Price - £4371.00 + VAT



Jewel Bus Shelter

Price - £4371.00 + VAT



Topaz Bus Shelter

Price - £3591.00 + VAT

Request for the Amenities Committee to vote on the preferred shelter for installation to take place over the summer.

Correspondence A

Dear Sirs,

Though I live in Denton, I enjoy shopping in Harleston. The new housing development will obviously put pressure on the doctors, dentist, even the chemist for prescriptions also the schools. I guess there is no magic answer to the situation. However, I imagine there will be driving into town depending on their mobility and quantity of shopping etc. So, I hope that the market can be reverted to parking except market day obviously. The use of the tables seems to be minimal, and I noticed that the only stall this week was actually in the road in front of J D Young which doesn't make a lot of sense!

Also, it makes sense to me to make Bullock Fair the entrance to the CO OP car park and if another exit is really needed use the rear one so drivers to Starston direction can get away easily and those going east can take a route down Swan Lane which is one way already. This will reduce the traffic past the high school which is good from a safety point of view.

I hope you will consider my views.

Correspondence B

Hi to all Councillors

Bullock Fair Charty Shop has now been opened for 25 years and with a great team of staff and customers have raised over an amazing £2.4 million in this time,

This is the first time I have contacted the council I just feel I have to say something.

I am not impressed with the new lay out of the town, it is a shame Bullock Fair Close is closed, so no entrance to the car park, people have to drive round the town, Visitors still ask me how do I get to the car Park as there is no clear signs!!!

The car park also needs a exit at Paddock Road, to stop so many cars driving round the town and pass the High school, better for the drivers coming from the Pulhams and Dickleburgh.

But the main reason I am writing this email is the bench placed outside Pet shop so delivers and customers can't pull over to let the traffic pass when dropping of or collecting heavy items, do you really think staff should be made to move heavy bags of animal fed through from Broad Street.

Then to put a bench the other side of the road is petty.

There should have been a bit more thought for the business in the Thoroughfare.

I thought councils were there to help small business!!! and I feel sad that a bench had to be placed there it gives a wrong message, there must be another answer.

