



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 Leisure Centre Management Committee** which will be held at the Town Council Offices, on **Wednesday 10th April 2024** to consider the business detailed below.

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

Members of the public are welcome to attend.

Signed: **Clare Crane** - Town Clerk

Date: 5th 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 from the last Leisure Centre Management meeting on Wednesday 10th January 2024 (copy herewith)
5. To note progress on decisions made at the last meeting of the Leisure Centre Management 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. To receive an update on the ongoing repairs to the Leisure Centre.
 - a) To note all payments as listed below were approved by the Clerk / RFO under FR4.7 Emergency Works required at the time.
 - b) To approve payment for the placement of scaffolding and investigation into the roof leak on the Leisure Centre with Garretts, totalling £1410.50, using the using the Building Works code 203/4117

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/>

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk. IP20 9DD

Telephone: 01379 854519, email: enquiries@harleston-tc.org.uk

<http://www.harleston-tc.gov.uk>

- c) To approve payment for the remedial work necessary on the roof leak on the Leisure Centre with Garrets, totalling £751.20, using the Building Works code 203/4117
 - d) To approve payment for the call out and investigation into the blocked drains at the Leisure Centre with Dyno-rod, totalling £282.00 using the Building Works code 203/4119
 - e) To approve payment for the remedial work necessary on the descale of the toilet pipes with Dyno-rod, totalling £620.00, using the Building Works code 203/4119
9. To receive, scrutinise and approve the Income and Expenditure report for month 11 (copy herewith)
10. To receive and approve the contents of the Payments List
- a) 9th January 2024 (copy herewith)
 - b) 7th February 2024 (copy herewith)
 - c) 21st February 2024 (copy herewith)
 - d) 13th March 2024 (copy herewith)
11. To approve the following payments
- a) £475.20 to Mirafit for the purchase of dumbbells for the gym code 202/4126 Equipment Purchase.
 - b) £495.00 for repairs to the treadmill code 202/4123
12. To receive and consider the following quotes.
- a) GRS quote of £615 + VAT for repairs to a treadmill and upright bike
 - b) Genesis quote of £495 +VAT for investigation and possible lift repair detailed in the maintenance report.
 - c) Garrets quote of £4,757.50 for replacement roof on the bowls club detailed in the maintenance report.
13. To receive the income statistics for following and agree and necessary action (copy herewith)
- a) Gym
 - b) Squash
 - c) Tennis
14. Harleston Shed
- a) Receive an update on outstanding information concerning the toilets.
 - b) Discuss the terms and conditions of the lease, including rental costs.
 - c) Reach an agreement on the next steps.
15. To note the Charity Sponsored Event, in which both the Gym and Maintenance Team are participating, aimed at supporting Men's Mental Health.
16. To note correspondence
- a) Resident Request
 - b) Town and Parish Electric Vehicle Charging and Solar PV scheme.
17. To note the date of the next Leisure Centre Management Committee meeting as Wednesday 12th June 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 Leisure Centre Management Committee held at the Social Room at Harleston Leisure Centre on Wednesday 10th January 2024 at 6.30pm

Present: Councillors – Matt Scade (Vice Chair), Lucy Chenery, Shelagh West, Paul MBA, Keith Harrison, Eloise Wilkinson

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

Members of the Public: Terry Pegg and Eileen Ryan

1. Welcome

Cllr Scade welcomed everyone to the meeting.

2. To elect

a. A Chairman

Cllr Mba proposed to elect Cllr Chenery and Cllr Scade seconded the motion.
Unanimously agreed by the committee and Cllr Chenery took the Chair.

**3. To consider and agree the co-option of Cllr Wilkinson onto the Leisure Centre
Management Committee in line with the Terms of Reference.**

Unanimously agreed.

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

No apologies were received.

**5. 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.

**6. To receive and approve the minutes from the last Leisure Centre Management meeting
on Wednesday 29th November 2023**

Unanimously approved and signed by Cllr Chenery.

**7. To note progress on decisions made at the last meeting of the Leisure Centre Management
Committee**

Noted

**8. 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).**

Mr Pegg highlighted that item 14 was not a celebration but a commemoration of the events.

9. To receive and note the contents of an update report from the Operations Manager.

a. Consider and agree any requests for recommendations or approval.

Items were considered and noted as requests appeared on the agenda later in the meeting.

- 10. To receive and review the Topographical report, and consider the recommendations outlined within.**

The report was received and reviewed.

It was agreed to follow the recommendation of a further test for T6 in October 2024 with the remaining trees being tested in October 2025.

Action – Operations Manger

- 11. To receive, scrutinise and approve the Income and Expenditure report for month 7,8 and 9.**

Month 7 was received and scrutinised by the committee.

The Deputy Clerk explained that months 8 and 9 were not yet available but should be ready by the end of January 2024.

- 12. To receive and approve the contents of the Payments List.**

Payment list was received and approved.

- 13. To receive a quote from Fresh Air for the replacement of 2 out of the 3 wall extractor fans in the studio, with a total cost of £1,190.00 + VAT.**

- a. Approve the expenditure using budget line 203/4121 Maintenance Contractors.**

Expenditure was unanimously approved.

Action – Deputy Clerk

- 14. In accordance with the recommendation made during the Town Council meeting on October 25, 2023, approve the formation of a working party to discuss the D-Day 80 celebrations.**

The committee agreed that the event should be referred to as a commemoration for future agendas.

It was agreed that Cllrs Mba, Cllr Scade, the Town Clerk and Mr Pegg would form a working group to organise a small event to commemorate D-Day 80.

- 15. To discuss and agree the proposal from Harleston's Future to host the Waveney Festival on August 26, 2024, at the Recreation Ground.**

The proposal was unanimously agreed.

- 16. To note all matters related to the Harleston Shed project discussed during the Town Council meeting held on October 23, now sit with the Leisure Centre Management Committee.**

Noted.

The Deputy Clerk highlighted that this was still in the planning stages and therefore no further information was available at this stage.

- 17. To receive and consider Gym repairs – Quote from GRS**

Unanimously agreed.

Action – Deputy Clerk

- 18. To receive and consider the Tennis court refurbishment quote.**

The quote was discussed at length.

The committee unanimously decided to proceed with the repair-only option, entailing a cost of £500. This decision was made considering the immediate need for resolution and the current assessment of the situation taking into consideration the impending feasibility study.

Following the feasibility study a meeting should be arranged with the Tennis Club.

Action – Deputy Clerk

- 19. To receive and consider quotes for further improvements to the Play area.**

The Deputy Clerk explained that this work would be completed using the remaining section 106 funds and the ear marked reserve for the play area.

Costs - Roundabout - £13,324.00 + VAT

Tiger Mulch for Zip Wire - £8,031.16 + VAT

Total £21,355.16

Funds - Currently available in Section 106 - £10,502.13

EMR 326 Playground Equipment – £17,563.50

Total – £28,065.63

Total remaining in the EMR £6,710.47

The committee unanimously agreed to recommend the quote to the Finance Committee for approval.

Action – Deputy Clerk

- 20. To note that full planning permission was given for the Exchange 2 cabin in 2018 and therefore no further temporary planning permission is needed.**

Noted

- 21. To discuss and approve the Deputy Clerk to coordinate with Cllr Hardy to acquire draft leases for community group users of the Recreation Ground.**

Unanimously approved.

Action – Deputy Clerk and Cllr Hardy

- 22. To receive correspondence relating to the Recreation Ground and agree for any necessary action.**

Correspondence was received and discussed at length.

Agreed for the Town Clerk to confirm the committee's receipt of the letter and provide a concise summary of the committee's review.

Action - Town Clerk

- 23. To note the date of the next Leisure Centre Management Committee meeting as Wednesday 10th April 2024 starting at 6.30pm in the Social Room at the Memorial Leisure Centre**

Noted

The meeting ended at 19.40.

Signed

Date

Leisure Centre Management Committee – Progress Report – 11th January 2024

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
LCMC	11 th Jan 2023 Previous Action	Hire Forms and Umbrella Policy	At the time of the last meeting the forms were still being finalised	Clerk	Next Meeting	Documents to be uploaded to the website. Ongoing
LCMC	12 th July	Further Play area work	Cllr West suggested that the committee also look at www.makespacesforgirls.co.uk and consider using local carpenters to design the spaces with remaining funds.	Cllr West	ASAP	No further work completed at this time. Should Cllr West wish to pursue in the future the Clerk should be asked to add to an agenda. Matter Closed
LCMC	11 th Oct 2023 Item 7a	Operations Manager Report	The committee asked for the Operations Manager to provide quotes for repair of the roof of the bowls club and the removal of the leylandii hedge around the bowls green in order that these could be considered in the budget.	Operations Manager	ASAP	Quotes provided to the Town Clerk Ongoing
LCMC	11 th Oct 2023 Item 16	Finance	To agree for the chair of the Leisure Centre Management committee together with the RFO review the following in October and March and provide any necessary update to the committee. Stocks and stores Register of Assets and Investments	Town Clerk Cllr Scade	September and April	Completed by the Clerk Matter Closed
LCMC	10 th January 2024 Item 10	Topographical report	It was agreed to follow the recommendation of a further test for T6 in October 2024 with the remaining trees being tested in October 2025.	Operations Manager	October 2024	
LCMC	10 th January 2024 Item 13	Fresh Air Quote for extractor fans in studio	Approve the expenditure using budget line 203/4121 Maintenance Contractors. Expenditure was unanimously approved.	Deputy Clerk	ASAP	Work now completed Matter Closed
LCMC	10 th January 2024	Gym equipment repairs	Unanimously approved	Deputy Clerk	ASAP	Duty Manager requested to action the quote.

Leisure Centre Management Committee – Progress Report – 11th January 2024

	Item 17					Matter Closed
LCMC	10 th January 2024 Item 18	Tennis Court refurbishment quote	The committee unanimously decided to proceed with the repair-only option, entailing a cost of £500.	Deputy Clerk	ASAP	Contractor contacted but repairs can only take place once the weather improves date to be confirmed. Matter Closed
LCMC	10 th January 2024 Item 18	Tennis Court refurbishment	Following the feasibility study a meeting should be held with the Tennis Club	Deputy Clerk	On completion of the study	Outstanding
LCMC	10 th January 2024 Item 19	Play Area Quotes	Agreed to recommend to the Finance Committee	Deputy Clerk	ASAP	Added to the next Finance agenda. Matter Closed
LCMC	10 th January 2024 Item 21	Recreation Ground Leases	Deputy Clerk to coordinate with Cllr Hardy to acquire draft leases for community group users of the Recreation Ground.	Deputy Clerk/Cllr Hardy	On completion of the Allotment Lease currently in process.	Ongoing
LCMC	10 th January 2024 Item 22	Correspondence	Agreed for the Town Clerk to confirm the committee's receipt of the letter and provide a concise summary of the committee's review.	Town Clerk	ASAP	Sent 12/0/24 Matter Closed

LCMC MAINTENANCE/H&S REPORT JANUARY 2024

Since the last report in January. The following have been completed or require action.

- The notice board on the side of the Leisure Centre, previously damaged, has had its Perspex replaced and has been re-instated.
- The car park fence has been completed, with opening entrances at the top of the car park of 9 metres to accommodate the fair and car boot sales.
- The hedges at the Bowls club and play area perimeter have been trimmed.
- The fans in the studio have been replaced.
- Dyno Rod was called to address blockages in the Leisure Centre toilets and recommended obtaining complete plans for the drainage system.

Permission is sought to obtain quotes for the completion of this work.

- There has been significant damage to the roadway on Recreation Walk, likely caused by vehicles using it as a turnaround spot. The Council is responsible for a portion of the repair, and discussions are ongoing regarding the resurfacing of Recreation Walk.

It is now impossible to drive the tractor on the road due to the deck being low and the potholes would damage the equipment.

How would the committee like to proceed in this matter?

- Scaffolding has been erected for the gym roof, pending completion by Garretts.
- The Bowls club roof still needs a new roof, with a quote received from Garrets of £4,757.50. Other companies have not responded, and sourcing further quotes is on hold pending council action.

The maintenance team are reluctant to obtain further quotes unless agreement is reached by the committee to complete the work. Obtaining quotes is becoming difficult as on many occasions the work is not completed, and quoting becomes a waste of time for local contractors meaning they are not willing to quote.

- The lift has developed a grinding noise, prompting the need for investigation by a team of engineers. The following has been received from the maintenance company.
We offer to attend site with a 2-man team, to allow the interior shaft panels to be safely removed with the aid of a specialist tool, investigate the source of the noise emanating from the lift whilst it is in travel, remedy if feasible whilst on site and return the lift to normal service or submit a report detailing what further actions are required, for the sum of £495.00 + vat.

A decision is sought to authorise the necessary work due to health and safety concerns at a cost of

- Drains at the London Road entrance have been cleared of leaves and debris.

T. C. GARRETT

ROOFING CONTRACTOR

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

FLAT • TILED • SLATED Telephone: 01508 531765 • Facsimile : 01508 535880

Email: enquiries@tcgarrettroofing.co.uk

Steve Cox
Town Councils Operations Manager
Harleston Leisure Centre
Recreational Walk
Harleston
IP20 9BX

Date: 14th February 2024

QUO 11970

Re: - Specification and quotation for the safe access and investigation required at the at the above address.

Specification:

1. Supply and erect independent scaffold access and all necessary edge protection all to HSE guidelines to gain safe access up to the high-level roof above the gym.
2. Attend site to investigate the cause of water ingress, take measurements, gather profiles of the existing sheets, and report all defects back to yourself.

Cost of these works: £1410.50 + VAT

We hope you find this in order and look forward to receiving your further instructions.

Yours Faithfully,

Andrew Whiteley
Contracts Manager
T C GARRETT ROOFING

This is a fixed price open for acceptance within 28 days of the above date.
The final amount being subject to V.A.T. at the current rate

VAT Registered Number 571 5671 27
Registered Company: T.C. Garrett Roofing Ltd. Company Registration No: 04174504

T. C. GARRETT

ROOFING CONTRACTOR

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

FLAT • TILED • SLATED Telephone: 01508 531765 • Facsimile : 01508 535880

Email: enquiries@tcgarrettroofing.co.uk

Steve Cox
Town Councils Operations Manager
Harleston Leisure Centre
Recreational Walk
Harleston
IP20 9BX

Date: 1st March 2024

QUO 11970/A

Re: - Specification and quotation for the roof repair required to the skylight at the at the above address.

This is to be read in conjunction with and added to QUO 11970

Specification:

1. Utilising the existing scaffold.
2. Remove the remaining broken/defective skylight and dispose of the same.
3. Supply and install new P6 GRP roof sheet, corresponding foam fillers and fix in place as required.
4. Remove the 2 broken tiles to the pitch roof below and dispose of the same.
5. Supply and lay 2 tiles with good quality second hand to match existing.
6. Clear the foliage from the gully below and dispose of the same.
7. Remove all plant, scaffolding, materials and debris, clean out all gutters in the work area leave site clean and tidy.

Cost of these works: £751.20 + VAT

We hope you find this in order and look forward to receiving your further instructions.

Yours Faithfully,

Andrew Whiteley
Contracts Manager
T C GARRETT ROOFING

This is a fixed price open for acceptance within 28 days of the above date.
The final amount being subject to V.A.T. at the current rate

VAT Registered Number 571 5671 27
Registered Company: T.C. Garrett Roofing Ltd. Company Registration No: 04174504

26/03/2024

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Recreation Ground								
1001 Ground Rent - Football	150	1,740	1,800	60			96.7%	
1003 Ground Rent - Bowls	45	495	540	45			91.7%	
1009 Recreation Ground Hire	0	500	538	38			92.9%	
1015 Recreation Ground Advertising	15	885	0	(885)			0.0%	
Recreation Ground :- Income	210	3,620	2,878	(742)			125.8%	0
4000 Salaries	1,762	19,293	21,417	2,124		2,124	90.1%	
4001 Paye/Ni	470	4,859	6,711	1,852		1,852	72.4%	
4006 Pension Contributions	601	6,337	8,218	1,881		1,881	77.1%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	27	572	1,352	780		780	42.3%	
4034 Licences	0	812	161	(651)		(651)	504.1%	
4039 Sundries	(17)	85	0	(85)		(85)	0.0%	
4040 Telephones/Broadband	10	100	129	29		29	77.5%	
4041 Mobile Phones	7	71	65	(6)		(6)	109.6%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	0	329	403	74		74	81.6%	
4055 Electricity	41	406	600	194		194	67.6%	
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	3,200	3,440	240		240	93.0%	
4119 Maintenance - General	37	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	15	15	323	308		308	4.6%	
4141 Dog Bin Servicing	0	1,641	832	(809)		(809)	197.3%	
4145 Waste Removal	172	1,623	1,606	(17)		(17)	101.1%	
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	3,444	54,157	58,703	4,546	0	4,546	92.3%	855
Net Income over Expenditure	(3,234)	(50,537)	(55,825)	(5,288)				
6000 plus Transfer from EMR	0	855						
Movement to/(from) Gen Reserve	(3,234)	(49,681)						

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

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	11,100	112,662	118,250	5,588			95.3%	
1060 Gym - Classes	560	4,623	3,000	(1,623)			154.1%	
1062 Gym - Food & Drink - Confectio	366	2,162	300	(1,862)			720.7%	
1063 Gym - Membership SO's	18	193	350	158			55.0%	
1064 Gym - Membership Cash	2,162	20,559	20,000	(559)			102.8%	
1065 Gym - Personal Training	383	3,534	2,500	(1,034)			141.3%	
1066 Gym - Room Hire	0	58	404	346			14.4%	
1067 Gym - Squash Courts	926	8,637	5,000	(3,637)			172.7%	
1068 Gym - Tennis	66	2,655	2,000	(655)			132.8%	
1070 Protein Food and drink	398	4,004	1,500	(2,504)			266.9%	
1073 Re-sales	27	144	310	166			46.5%	
1074 Gym -advertising	0	467	0	(467)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
1086 Gym - Merchandise	42	1,363	0	(1,363)			0.0%	
Gym :- Income	16,045	161,135	154,223	(6,912)			104.5%	0
4000 Salaries	8,147	82,853	87,601	4,748		4,748	94.6%	
4001 Paye/NI	2,207	20,525	17,650	(2,875)		(2,875)	116.3%	
4006 Pension Contributions	2,101	20,669	27,512	6,843		6,843	75.1%	
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	(27)	0	0	0		0	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	880	1,183	303		303	74.4%	
4026 Professional Fees	(175)	0	0	0		0	0.0%	
4033 Subscriptions	25	25	0	(25)		(25)	0.0%	
4034 Licences	170	5,271	3,870	(1,401)		(1,401)	136.2%	
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	1,735	1,739	4		4	99.7%	
4039 Sundries	(295)	861	1,161	300		300	74.2%	
4040 Telephones/Broadband	54	579	538	(41)		(41)	107.6%	
4041 Mobile Phones	9	94	88	(6)		(6)	106.4%	
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	230	2,299	3,400	1,101		1,101	67.6%	
4056 Gas	132	318	275	(43)		(43)	115.8%	
4057 Advertising	168	193	1,075	882		882	18.0%	
4058 Digital Advertising	0	0	450	450		450	0.0%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

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	401	1,075	674		674	37.3%	
4086 Gym - Merchandise	199	1,312	0	(1,312)		(1,312)	0.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	63	239	215	(24)		(24)	111.4%	
4119 Maintenance - General	40	134	538	404		404	24.8%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	825	2,484	1,075	(1,409)		(1,409)	231.1%	
4125 Equipment purchase	268	268	0	(268)		(268)	0.0%	
4126 Gym Equipment Purchases	0	764	4,600	3,836		3,836	16.6%	
4128 Gym Contract Maintenance	153	1,714	1,198	(516)		(516)	143.1%	
4129 Gym sundries	82	829	1,290	461		461	64.3%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	337	50	(287)		(287)	674.0%	
4160 Gym Class Fees	942	6,715	3,689	(3,026)		(3,026)	182.0%	
4162 Food & Drink For Resale	904	984	705	(279)		(279)	139.6%	
4163 Protein products	(299)	2,162	531	(1,631)		(1,631)	407.1%	
4166 Uniforms	0	314	355	41		41	88.6%	
4167 Gym DD Arrangement Fees	969	8,515	5,160	(3,355)		(3,355)	165.0%	
4168 Air Conditioning	0	453	447	(6)		(6)	101.3%	
Gym :- Indirect Expenditure	17,072	167,081	172,464	5,383	0	5,383	96.9%	0
Net Income over Expenditure	(1,027)	(5,946)	(18,241)	(12,295)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	237	7,724	3,000	(4,724)			257.4%	
Leisure Centre building :- Income	237	7,724	3,000	(4,724)			257.4%	0
4000 Salaries	570	14,204	21,807	7,603		7,603	65.1%	
4001 Paye/NI	122	2,575	4,177	1,602		1,602	61.6%	
4006 Pension Contributions	159	3,698	7,715	4,017		4,017	47.9%	
4034 Licences	(159)	0	0	0		0	0.0%	
4039 Sundries	(1,291)	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	1,412	1,412	3,000	1,588		1,588	47.1%	
4051 Business Rates	0	9,855	12,709	2,854		2,854	77.5%	
4055 Electricity	947	9,465	14,000	4,535		4,535	67.6%	
4056 Gas	529	2,016	6,128	4,112		4,112	32.9%	
4071 Health & Safety - Compliance	0	1,108	1,681	573		573	65.9%	
4072 Security	0	480	877	397		397	54.7%	
4081 Jubilee	(60)	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

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	376	376		376	0.0%	
4117 Building improvements	0	9	2,688	2,679		2,679	0.3%	
4119 Maintenance - General	161	410	3,225	2,815		2,815	12.7%	
4121 Maintenance - Contractors	0	2,635	4,300	1,666		1,666	61.3%	
Leisure Centre building :- Indirect Expenditure	2,391	51,012	86,726	35,714	0	35,714	58.8%	0
Net Income over Expenditure	(2,154)	(43,289)	(83,726)	(40,437)				
Grand Totals:- Income	16,492	172,479	160,101	(12,378)			107.7%	
Expenditure	22,907	272,251	317,893	45,642	0	45,642	85.6%	
Net Income over Expenditure	(6,416)	(99,772)	(157,792)	(58,020)				
plus Transfer from EMR	0	855						
Movement to/(from) Gen Reserve	(6,416)	(98,916)						

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 - Ctlr 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		£ 76.88	£ 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 Feburary 2024 Meeting	Red Dune Ltd	Website hosting & yearly SSL certicate, wordpress, updates ad 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 Clare Crane						£ 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

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			LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (£.6											
Chair of the TC approved via email 13/03/24	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
	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

From: GYM REPAIR SERVICES LIMITED
 Glebe House Wisbech Road
 Littleport
 Ely
 CB6 1RG
 United Kingdom

ESTIMATE



To: REDENHALL WITH HARLESTON SC
 WILDERNESS LANE
 HARLESTON
 IP20 9DD

Issue Date	03/04/2024
Estimate No.	001158
Company Number	13789778

Item	Description	Unit Cost	Qty	VAT	Total
Treadmill	Lift Motor	435.00	1	87.00	522.00
Upright Bike	Complete Crank Assy with 2 x hubs and pedals	180.00	1	36.00	216.00

Quotation prices valid for 30 days

Sub Total:	615.00
VAT (20.00%)	123.00
Estimate Total (GBP):	738.00

Statistics

	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	Year Totals
Memberships													
Cash	1754	1798	1296			2137	1946		1180	2621		2246	14978
Standing Order	4686	4908	4838			5009	5238		5627	5475		6033	41814
Direct Debit	0	0	0	0	0	0	0	0	0	0	0	0	0
	6440	6706	6134	0	0	7146	7184	0	6807	8096	0	8279	56792
Classes	377	402	435			294	729		310	590		431	3568
Confectionery	400	286	357			342	283		174	308		370	2520
	777	688	792	0	0	636	1012	0	484	898	0	801	6088
Net VAT figures	not available				not available				not available				

	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016	Year totals
Memberships													
Cash	1910	1685	1616	1844	1185	1144	1033	1291	1068	1388	956	995	16115
Standing Order	6023	6365	6661	6553	6689	6988	6831	6342	6011	5366	5163	4726	73718
Direct Debit	0	0	0	0	0	0	0	166	661	762	1520	2046	5155
DD arrangement fees	0	0	0	0	0	0	0	-7	-36	-44	-67	-94	-248
	7933	8050	8277	8397	7874	8132	7864	7792	7704	7472	7572	7673	94988
Net VAT figures													

	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	Year totals
Memberships													
Cash	1091	883.09	1304	1254	1074	937	808	1230	597	1498	921	1036	£12,633.09
Standing Order	4425	4111	3992	3733	3591	3257	3119	2767	1981	1710	1607	1345	£35,638.00
Direct Debit	2394	2728	2964	3361	3672	4269	4452	4656	6038	5891	6416	6836	£53,677.00
DD arrangement fees	-103	-119	-135	-148	-173	-180	-183	-239	-247	-243	-107	-269	-£2,146.00
Membership refund									-43.33	-47.5	-258	-127	-£475.83
	7807	7603.09	8125	8200	8164	8283	8196	8414	8325.67	8808.5	8579	8821	£99,326.26
Net VAT figures													

	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	Year totals
Memberships													
Cash	660	719	1102	1014	978	1006	1246	1033	650	1654	1329	1333	£12,724.00
Standing Order	1107	1058	991	1008	987	896	882	923	800	623	504	374	£10,153.00
Direct Debit	7127	6873	6845	6852	7171	6827	6979	8086	7339	7298	8056	8457	£87,910.00
DD arrangement fees	-285	-283	-269	-278	-279	-273	-284	-289	-297	-287	-406	-321	-£3,551.00

Membership refund	0	-267	0	0	0	0	0	0	0	0	0	0	-£267.00
	8609	8100	8669	8596	8857	8456	8823	9753	8492	9288	9483	9843	£106,969.00
Net VAT figures													

	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	Year totals
Memberships													
Cash	1091	2179	1293	1266	1112	808	1634	1273	1347	1747	971	1528	£16,249.00
Standing Order	430	790	335	356	310	310	310	289	257	211	211	193	£4,002.00
Direct Debit	8685	8870	9170	8933	8918	8801	8977	8896	9186	9182	971	9920	£100,509.00
DD arrangement fees	-676	0	-392	-282	-443	-369	-327	-328	-346	-341	-350	-349	-£4,203.00
Membership refund	0	0	0	0	0	0	0	-130	0	-21	0	0	-£151.00
	9530	11839	10406	10273	9897	9550	10594	10000	10444	10778	1803	11292	£116,406.00
Net VAT figures													

	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	Year totals
Memberships													
Cash	1728	1048	1347	1733	1185	1865	1188	1246	1276	2144	1558	950	£17,268.00
Standing Order	132	132	110	110	110	93	93	80	59	59	65	59	£1,102.00
Direct Debit	9855	10108	10230	10353	10393	9987	10095	10101	10137	10065	10543	10792	£122,659.00
DD arrangement fees	-349	-359	-360	-375	-263	-353	-408	-355	-354	-358	-458	-549	-£4,541.00
Membership refund	0	0	0	-17	-33	-50	0	0	0	0	0	0	-£100.00
	11366	10929	11327	11804	11392	11542	10968	11072	11118	11910	11708	11252	£136,388.00
Net VAT figures													

	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	Year totals
Memberships													
Cash	0	0	0	281	857	1451	1425	116	977				£5,107.00
Standing Order	71	26	26	26	26	26	26	26	26	26	26	26	£357.00
Direct Debit	42	9	4	4	75	14168	7569	7112	1452	826	1544	840	£33,645.00
DD arrangement fees	-21	0	0	0	-44	-836	-384	-333	-76	-52	-51	-43	-£1,840.00
Membership refund	0	0	0	0	0	-258	0	0	0	0	0	-38	-£296.00
	92	35	30	311	914	14551	8636	6921	2379	800	1519	785	£36,973.00
Net VAT figures													

	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	Year totals
Memberships													
Cash	1016	1766	1391	1654	1180	915	1359	1276	901	1962	1635	1600	£16,655.00
Standing Order	26	26	26	26	26	26	26	126	26	26	26	26	£412.00
Classes	110	184	307	136	214	320	367	344	269	404	467	412	£3,534.00
Direct Debit	928	6761	7092	7351	7201	7210	7121	6980	7008	6837	7251	7495	£79,235.00
DD arrangement fees	-43	-375	-357	-352	-532	-298	-335	-306	-327	-291	-324	-376	-£3,916.00
Membership refund	0	-38	0	0	-79	0	-23	-67	0	0	0	0	-£207.00
	2037	8324	8459	8815	8010	8173	8515	8353	7877	8938	9055	9157	£95,713.00
Net VAT figures													

	Apr-22	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	Year totals
Memberships													
Cash	1402	1734	1347	2038	1316	1598	1431	1213	838	2184	1988	1962	£19,051.00
Standing Order	26	26	26	26	26	26	26	17	17	17	17	17	£267.00
Classes	257	361	174	193	224	223	279	447	322	483	550	555	£4,068.00
Direct Debit	7853	7768	7795	7612	7877	7885	7789	7917	8049	8116	8512	9034	£96,207.00
DD arrangement fees	-324	-336	-346	-357	-350	-397	-411	-392	-393	-521	-585	-566	-£4,978.00
Membership refund	0	0	0	0	0	-29	0	0	175	0	0	-42	£104.00
	9214	9553	8996	9512	9093	9306	9114	9202	9008	10279	10482	10960	£114,719.00
Net VAT figures													

	Apr-23	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	Year totals
Memberships													
Cash	1491	1435	1684	1506	1902	1846	1593	2104	2130	2706	2162	0	£20,559.00
Standing Order	17	17	17	17	17	17	17	17	17	17	17	0	£187.00
Classes	300	439	409	472	397	366	362	424	308	584	559	0	£4,620.00
Direct Debit	9541	9471	10152	9957	10166	10378	10533	10444	10383	10547	11100	0	£112,672.00
DD arrangement fees	599	595	649	668	798	857	842	813	790	935	969	0	£8,515.00
Membership refund	0	0	0	290	0	47	0	0	0	0	0	0	£337.00
	11948	11957	12911	12910	13280	13511	13347	13802	13628	14789	14807	0	£146,890.00
Net VAT figures													

Month	2008/2009		2009/2010		2010/2011		2011/2012	
	Squash	Tennis	Squash	Tennis	Squash	Tennis	Squash	Tennis
April			703.54	15	809.55	20	741	107
May			542.32	12	533	10	557	60
June			500.05	24	563	32	636.66	76
July			153.5	44	589.4	93	531	125
August			470.95	58	527.7	57	447.1	157
September			648.22	10	706	30	728	25
October			710.7	0	775	12	777	8
November	580.2	0	550.5	0	897	0	738	4
December	622.5	0	453	0	560.5	6	703	0
January	880	0	675.87	0	905.35	6	1179	0
February	833.52	28	690.5	0	834	10	949	4
March	851.85	63	921.03	4	901	16	951	6
	3768.07	91	7020.18	167	8601.5	292	8937.76	572

	2012/2013		2013/2014		2014/2015		2015/2016	
	Squash	Tennis	Squash	Tennis	Squash	Tennis	Squash	Tennis
April	825	12	795	64	805	83.5	695	51
May	729	6	641	137.5	492	36	534	40
June	596	55	704	144	537	94	547	26
July	583	107	661	576	579	203	440	169
August	589	119	613	243	574	91	473	539
September	782	14	665	69	522	100	491	61
October	825	0	891	120	534	411	638	70
November	681	0	700	326	677	18	477	24
December	639	0	614	48	713	16	611	24
January	994	4	882	58	849	28	689	18
February	920	0	938	50.5	756	48	666	49
March	966	4	893	112	714	40	612	49
	9129	321	8997	1948	7752	1168.5	6873	1120

	2016/2017			2017/2018			2018/2019			2019/2020		
	Squash	Tennis		Squash	Tennis		Squash	Tennis		Squash	Tennis	
April	686	53		679	87		760	89		1248	507	
May	513	52		574	63		783	99		854	188	
June	599	102		801	105		545	90		793	200	
July	428	209		433	50		548	697		824	290	
August	380	196		1341	179		506	119		567	250	
September	428	97		732	645		855	132		780	143	
October	378	22		691	99		812	123		1096	93	
November	593	55		700	77		775	58		1105	52	
December	559	10		771	26		787	30		1003	42	
January	582	42		902	74		873	64		1092	78	
February	606	364		797	63		827	89		1087	59	
March	912	50		906	56		829	83		582	77	not full mth Covid-19
	6664	1252		9327	1524		8900	1673		11031	1979	

	2020/2021			2021/2022			2022/2023			2023/2024		
	Squash	Tennis		Squash	Tennis		Squash	Tennis		Squash	Tennis	
April	64	0		91	225		579	79		868	42	
May	0	0		199	202		546	78		658	57	
June	0	0		378	230		367	109		504	117	
July	4	215		378	155		452	474	inc inv	612	249	
August	15	393		274	167		421	103		668	913	
September	221	234		240	149		487	61		599	181	
October	207	135		284	100		580	39		768	189	
November	111	27		1109	486		722	294	inc inv	994	537	
December	90	74		445	8		579	39		1006	41	
January	0	0		582	65		764	27		1033	75	
February	0	0		564	841		581	23		926	65	
March	0	0		619	53		1511	614		0	0	
	712	1078		5163	2681		7589	1940		8636	2466	

841 inc 798 code transfer

Subject: Furture suggestion

Message Body:

Hello

Firstly, I would just like to thank you for looking after our beautiful town which seems to improve yearly and I feel so proud to have Harleston as my local town.

I have been thinking how lovely it would be to have a public garden as most market towns seem to have. A place where people can go and read, chat with friends or just stroll through. Not everyone has a garden or has time and maybe not physically able to look after one but everyone should have access to a garden. I think the Recreational Ground is so big it would be lovely to give an area, probably accessed from the London Rd entrance, which could be fenced and have a gate, some established trees, flowers and benches to sit at and listen to the birds. Children from the local primary school could make or decorate bird boxes for it and volunteers could help with the creation and maintaining of the garden. I think it would be wonderful for both residents and visitors to Harleston to enjoy. I hope you can suggest this at your next meeting.

I would also love to help with this if it was something that the Town Council agreed to.

South Norfolk Council
Horizon Centre
Peachman Way
Norwich
NR7 0WF

Environmentalstrategy@southnorfolkandbroadland.gov.uk

Town and Parish EVCP scheme

20th February 2024

Town and Parish Electric Vehicle Charging and Solar PV scheme

Thank you for your expression of interest made in 2022 for South Norfolk Council's Electric Vehicle Charging Point scheme.

The project has taken longer to launch than originally intended but we have been developing the details so that we can launch the scheme in May this year. We will be launching a grant scheme which will enable you to fully fund the costs of an Electric Vehicle Charging Point in your Town and Parish Council carpark. We have also been working to extend this offer so that you can add up to 4kw of Solar PV to your project if you would also like to include this within your grant application. This will support with reducing your energy costs and will also lower your carbon emissions.

Full details of the scheme, and how you can apply are soon to be announced. To make the process as smooth as possible we will also be hosting webinars, and online drop-in sessions, and officers from the Climate change and Environment team will be on hand to help. If you have already installed EVCPs, or are in the process of doing so, you will still be able to apply for the Solar PV grant.

Assuming you still want to be included in communication about the grant scheme your details will be kept on record, however, if you do no-longer wish to be included in the project then please let us know and we will remove you from our mailing list.

We thank you for your patience and we look forward to working with you soon on this exciting project.

Kind Regards,

Climate change and Environment Team

Two Councils
One Team

