



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting to Members of the Public and Press

Members of the public are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Wednesday 24th April 2024 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 19th April 2024

Members of the press and public are welcome to attend.

SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes of the Town Council meeting on Wednesday 27th March 2024 (copy herewith)
5. To note progress on decisions made at the last meetings of Council (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To receive and note the contents of month 12 Income and Expenditure report and formulate and agree any questions for the Finance Committee. (Copy herewith)
8. To receive and note the contents of month 12 Bank Reconciliation and formulate and agree any questions for the Finance Committee (Copy herewith)
9. Receive and note the contents of the Payments Lists provided.
 - a. 28th March 2024(Copy herewith)
10. To review the following recommended costs presented by the Leisure Centre and the Finance Committee:
 - a. Tiger Mulch under the Zip Wire Area: £8,031.16 net
 - b. Roundabout: £13,324.00 net

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/>

- c. To consider and approve utilization of S106 (£10,502.13) funds exclusively for Recreational space, with a deadline of 14/04/2025.
 - d. To consider and approve the utilization of EMR 326 for the outstanding amount of £10,852.00 (£18,616.50 currently in the EMR, leaving £7,764.50 remaining).
- 11. To receive the Market Town Network Improvement Strategies Briefing Report and deliberate on whether the Town Council is inclined to pursue the Market Town Network Improvement Strategy. Specifically, to discuss advocating for Norfolk County Council (NCC) to prioritize Harleston for an associated study (copy herewith)
- 12. To agree for Councillor Wilkinson to organise an informal meeting inviting residents of Harleston involved in or interested in supporting nature recovery and future biodiversity for the town. The purpose is to gauge interest, enthusiasm, and availability to implement ideas or offer supporting knowledge.
- 13. To discuss and determine the Town Council's involvement in Harleston's Heritage Open Days coordinated by the Historical Society (copy herewith)
 - a. Pending the prior item's outcome, nominate a councillor to lead the council's involvement.
- 14. To receive an update from the steering group on the feasibility and design study to understand the options available to deliver a new community building on the Wilderness Lane site (copy herewith)
- 15. To receive Committee updates and report on any significant issues arising³:
 - a. Planning Meeting - Last held on April 8, 2024 (including updates on committee structure)
 - b. Leisure Centre management Meeting – Last held on 10th April 2024
 - c. Finance Committee – Last held on 17th April 2024
- 16. To note Cllr Harrison's resignation from the Planning and Development Committee.
- 17. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only.
 - a. Chairman
 - b. Councillors
 - c. Town Clerk (to include matters on the Town Improvement Scheme).
- 18. To note the resignation of Terry Pegg as secretary of the Royal British Legion Harleston & District Branch and the appointment of Rosie Riches as his replacement.
- 19. To receive, review, and acknowledge correspondence from Harleston Information Plus (HIP), and to determine if any additional actions are necessary.
- 20. To note the date of the next Town Council meeting on Wednesday 22nd May 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.

³ All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 27th March 2024 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Adrian Brownsea, Eloise Wilkinson, Keith Harrison, Lucy Chenery, Shelagh West. Clive Attwood, John Graham

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

Members of the Public: County Councillor Martin Wilby, District Councillor James Eddy, District Councillor Trevor Graham

1. Welcome

Cllr Mba welcomed everyone to the meeting.

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

Apologies were received from Cllr Hardy due to illness.
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.

Noted that Cllr West lives in the proximity of Spirketts Lane

4. To receive and approve the minutes of the Town Council meeting on Wednesday 28th February 2024 (copy herewith)

The Clerk acknowledged an error in the minutes regarding item 5 concerning the Internal Audit, as there was no Finance Committee meeting held in March 2024 and that this matter is required to be deliberated by the Full Council rather than by the Finance Committee in accordance with their terms of reference.
Unanimously approved and signed by the Chairman.

5. To formally note the resignation of Clive Digby on March 18th, 2024, and express gratitude for his service to the Town Council.

Resignation was noted and Cllr Mba thanked Cllr Digby for his service to the Town Council. Cllr Mba informed members that he would be conducting an exit interview.

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

Noted

7. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the

Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).

Standing Orders suspended at 7.10pm

County Councillor Wilby provided a report at appendix A

District Councillor Graham provided a report at appendix B

District Councillor Eddy provided a report at appendix C

County and District Councillors left the meeting at 7.25pm

Standing Orders reinstated at 7.25pm

- 8. To receive and note the contents of month 11 Income and Expenditure report and formulate and agree any questions for the Finance Committee.**

Noted, The Clerk suggested that if there were any questions, they should be directed to her.

- 9. To receive and note the contents of month 11 Bank Reconciliation and formulate and agree any questions for the Finance Committee**

Noted. The Clerk suggested that if there were any questions, they should be directed to her.

- 10. Receive and note the contents of the Payments Lists provided.**

- a. 21st February 2024**

Noted

- b. 13th March 2024**

Noted

- 11. To receive and review quotes for the gas supply contract for the Leisure Centre Building and agree on the supplier and the terms of the contract.**

Unanimously agreed to adopt the 1-year option with EDF.

Action – Deputy Clerk

- 12. To receive a briefing document on the refurbishment of the zip wire groundworks and additional play equipment for the play area at a total cost of £21,355.16 net. Agree to utilize S106 (£10,502.13) money and take the remaining balance from EMR 326 (Play area equipment) as recommended by the Leisure Centre and the Finance Committee.**

Because further investigation is necessary, the Clerk suggested deferring the decision until the next meeting. Unanimously agree to defer until the April meeting.

Action – Town Clerk

- 13. To note the unsuccessful application for the Pride in Place Grant Funding for an event in 2024.**

Noted. The Clerk confirmed that the application will still be posted on the Town Council website to ensure transparency.

Action – Town Clerk

- 14. To note the successful bid for the Pride in Place Grant Funding for the Feasibility and Design study to understand the options available to deliver a new community building in Harleston. Agree on receiving funding to support the project and confirming willingness to adhere to the conditions outlined within the Agreement, with specific reference to Annex A-E, and agreeing to sign the Acknowledgement.**

Noted and unanimously agreed to sign the acknowledgement. Town Clerk to submit both the acknowledgement and risk assessment.

Action – Town Clerk

- 15. To receive the tender scoring process used to determine the success order of the received bids.**

Received and noted.

- 16. The Town Clerk recommends that the Town Council instruct a primary contractor for the project, with a secondary contractor identified as an alternative in case the first-choice declines to proceed with the work and agree the awarding of the contract.**

Unanimously agreed to follow the recommendation of the Town Clerk to engage a primary contractor for the project, with a secondary contractor identified as an alternative in the event that the first-choice contractor declines to proceed with the work.

The Clerk informed the Council that Chaplin Farrant will be awarded the primary contractor contract, with Saunders Boston designated as the secondary contractor in the event that the primary contractor is unavailable to fulfill the project. This decision was unanimously agreed upon.

Action – Town Clerk

- 17. To agree establishing a steering group for the feasibility study project, comprising the following members:**

- a. Town Clerk**
- b. Town Council Chair**
- c. One additional Town Councillor (to be determined)**
- d. Community Infrastructure Officer (SNDC)**
- e. Leisure Services Representative (SNDC)**

The establishment of the steering group was unanimously agreed.

A confidential ballot was conducted to determine the additional councillor, with Councillors Harrison, West, and Graham nominating themselves for consideration.

One councillor abstained from voting.

The councillor with the highest number of votes and chosen by majority to join the steering group was Councillor Harrison.

The Town Clerk to arrange the initial contact meeting.

Action: Town Clerk

- 18. To note the successful bid for the Parish Partnership Funding aimed at installing removable bollards between Exchange Street and the Market Place and agree to return the Acceptance Form.**

Noted and unanimously agreed for the Clerk to return the acceptance form.

Action – Town Clerk

- 19. To receive a briefing paper and agree the appointment of an internal auditor to conduct the annual internal audit for the fiscal year 2023/24.**

Unanimously agreed to go with the Clerks recommendation of Trevor Brown as he has completed an efficient audit in the past at a cost within budget.

Action – Town Clerk

- 20. To receive and agree the following as recommended by the Executive Committee**

- a. The Policy List**
- b. Risk Management Policy and Risk Register**
- c. Standing Orders**
- d. Financial Regulations**

- e. Reserves Policy
- f. Annual review of effectiveness of internal control
- g. Co-option Policy
- h. Retention Policy
- i. Review of Code of Conduct
- j. Grant Aid Policy
- k. CCTV Policy
- l. Communication Policy including social media.
- m. Online Banking Policy
- n. Asset Register for year ending 2024.

The Clerk informed on any changes to the policies.

Unanimously agreed to adopt all the policies.

The Clerk will add all the adopted policies onto the Town Council website as soon as possible.

Action – Town Clerk

- 21. To note that the annual check of Stocks and Stores was conducted by the Responsible Finance Officer (RFO) in accordance with FR13.4 as reviewed by the Executive Committee.

Noted

- 22. To review the proposed meeting timetable for Council meetings scheduled for the 2024/25 and agree.

Unanimously agreed with the meetings to be added to the website as soon as possible.

Action – Deputy Clerk

- 23. To formally designate each item below as a priority for the Town Council. Additionally, to appoint a lead individual responsible for overseeing each task. The appointed lead will be tasked with reporting back to the Town Council, providing a comprehensive description of the priority, establishing deadlines, and implementing monitoring procedures. Each item was individually discussed. The Clerk emphasized that this list is not exhaustive, and if other priorities wish to be considered, they could be submitted for potential further consideration.

- a. **Community Infrastructure: Leisure Centre Building Improvement Project**

Town Clerk, Cllrs Mba and Harrison - agreed.

- b. **S106 & CIL Policies**

Town Clerk with Cllr Wilkinson - agreed.

- c. **Legal Obligation: Obtaining Leases and Legal Agreements**

Deputy Clerk with Cllrs Graham and Hardy - agreed.

- d. **Emergency/Flooding Plan**

Cllrs Mba and Harrison - agreed.

- e. **Review of the Neighbourhood Plan**

Cllr Scade and Mrs Malinowski (previous chair of the NP Steering Group) subject to her agreement – agreed.

- f. **Councillor Surgeries**

Cllrs Chenery and West - agreed.

- g. **Youth Forum**

Cllrs Chenery, West and Wilkinson - agreed.

- h. **Review of Signage in Town**

Cllr Graham – agreed.

The Clerk will now proceed to develop a framework to assist each task group.

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

a. Planning Meeting - Last meeting held 4th March 2024

It was noted that there is currently no Chair of the Planning Committee, and this matter will be addressed at the next meeting.

Councillor Mba attended the Planning meeting at SNDC North of Spirketts Lane.

Councillor West and Mrs. Malinowski are tasked with drafting comments for the proposed development South of Spirketts Lane.

b. Amenities Meeting – Last Meeting 6th March 2024

Sculpture Trail will be running over the summer hosted by the Blossom Charity.

25. To agree on permitting councillors who are not members of the Planning & Development Committee to offer additional observations on the draft comments concerning the Land South of Spirketts Lane before their submission to the Planning Authority (SNDC). Additionally, to establish a deadline for the submission of these observations to the Deputy Clerk by Tuesday, 2nd April.

The planning committee has offered additional information and enhancements to the draft comments for the meeting.

Councillors agreed to incorporate these submissions into the drafted comments and concluded that no further comments were necessary.

Unanimously agreed that the Clerk will compile the comments into a final submission and submit them to the planning authority.

Action – Town Clerk

26. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only.

a. Chairman

The Chairman thanked everyone for their help and congratulated them on a successful Annual Town meeting. The Chair is scheduled to be interviewed on Park Radio on the 3rd April 2024.

b. Town Clerk (to include matters on the Town Improvement Scheme).

- Norfolk County Council Highways Department has installed 'Slow' road markings on Church Street, and wheel stops have been added on Broad Street.
- Suppliers of the control plate are scheduled to visit the site for assessment.
- A community update will be available next week.

27. To receive and note correspondence from Royal British Legion

Noted

28. To note the date of the next Town Council meeting on Wednesday 24th April 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.

Meeting ended at 20.40.

Signed

Dated

Appendix A

County Councillor Report

New measures to slow down drivers and make roads safer for pedestrians are to be introduced to more than 100 towns and villages across Norfolk. Just over £1m is due to be spent on 118 highway schemes, including vehicle-activated speed signs, bus shelters and new footpaths. The changes will be made through Norfolk County Council's parish partnership initiative to make towns and villages safer. First launched in September 2011, the scheme invites communities to bid for cash to make much needed improvements. NCC will put in almost £470,000 and the Safety Camera Partnership £44,000. Town and Parish councils match fund that money to pay the remaining cost of all the schemes – a contribution of about £485,000. Locally I have supported bids from Pulham St. Mary, Redenhall with Harleston, Scole and Brockdish.

Norfolk County Council's Adult Learning service has been rated as 'Good' by Ofsted. The latest report praised the service for its high-quality teaching and its positive impact on learners' lives and careers. With an annual income of over £5million, Adult Learning worked with more than 6,000 learners in the 2022-23 academic year – a 50% increase in just one year! This makes it one of the largest adult education providers in the country. Devolution will allow for greater local control over the courses offered by NCCs Adult Learning service. This means that courses can be better tailored to meet Norfolk's most in-demand skills. Enrol now on one of the many courses on offer at www.norfolk.gov.uk/adultlearning

With another tree-planting season coming to an end our One Million Trees for Norfolk project will reach the next major milestone of over 400,000 trees and hedges planted across the county by the end of March, increasing habitat for wildlife, helping flood alleviation and storing carbon. Planting is happening across the county, not just on large tracts of land but on small farms and in gardens – so everyone can take part. Knowing where trees and hedges have been planted will help us to understand where Norfolk's coverage is growing and its future impact. If you have planted any trees or hedges this year (or since November 2019) then let us know by adding it to our online map at www.norfolk.gov.uk/planting

The Apprenticeships Norfolk scheme has recently hit the £1m milestone of levy transfers a year ahead of schedule. Through the scheme, 90 businesses in the county have started 180 apprenticeships, from Level 2 through to Level 7, using unspent funds in Norfolk that would otherwise been returned to HM Treasury. The apprenticeship level is payable by organisations whose annual wage bill is more than £3m and equates to 0.5% of the bill. But if the business has undertaken all the apprenticeships that it has capacity to deliver, it can donate up to 25% of its annual apprenticeship levy to another organisation. Levy transfers are used to new apprentice starts, new recruits and existing employees. Businesses wanting to find out more about the scheme can visit the Apprenticeships Norfolk Website

A big Thank you to all local volunteers that have helped NCC with flooding issues throughout the winter especially recently in Harleston.

My next surgery will be on Saturday 6th April 10am at HIP

Best Wishes

Martin

Appendix B

District Councillor Report

I note the resignation of Clive Digby as Councillor and wish to offer my appreciation for his contributions while serving as a member of the Town Council. Clive gave me much valued support during my time as Chair of the Council in what were sometimes challenging circumstances. Not many Councillors leave a legacy, Clive has left a legacy with the creation of a volunteer group which maintains the planters throughout the town. I continue to receive complimentary comments about the displays and hope that they can bloom well into the future.

Use of the South Norfolk Council 'Clean Up and Bloom' awards are being reported. Langley with Hardley held an event day which included: litter picking along designated routes, with a fun competition for the biggest bag of rubbish collected; families with young ones exploring the play area, planning where to place bug boxes, hedgehog shelters, and bat nesting boxes; and planting bulbs on the village green, ensuring beautiful flowers come summer. I look forwards to seeing a report highlighting the good work of this Town Council and progressing their support for the planter displays and community-based nature recovery.

Remaining on the theme of the environment, South Norfolk Council's Big Litter Pick 2024 launched on 1 March and will run to 31 May. This asks local schools, Parish councils and community groups to help keep the district looking tidy. The Council will provide posters to help publicise community litter picks and provide advice and equipment. When the event is finished, the Council will arrange to collect the litter if required. There are twenty £200 prizes up for grabs across South Norfolk and every group that takes part will be given a £20 voucher to spend on their group, charity or local community.

Demand for money from Pride in Place far exceeded available funds. In the three rounds of application, the Council have been able to give out 86 grants totalling over £700,000. In the last round, funding was approved for the Harleston Leisure Centre Feasibility Study and Wortwell Community Centre solar installation. Also, the River Waveney Trust to facilitate increased engagement with the Waveney Valley community, the river, and its catchment.

This week, South Norfolk Council approved the Greater Norwich Local Plan. This establishes a five-year supply of deliverable housing sites for the Plan area.

The Help Hub team have a new outreach vehicle, specifically built to take into communities to deliver support services across South Norfolk and Broadland. The van is entirely mobile and converts into an open space where a range of support services can be delivered – as well as presentations, activities, and small meetings. The Help Hub team are keen to hear if you feel that your parish needs a particular support service.

South Norfolk Council raised awareness of 'District Direct', a service provided across the entire catchment area of the Norfolk and Norwich University Hospital. This focuses on accelerating discharge from hospital and preventing unnecessary admissions. The team deals with around 340 referrals a month. The hospital believes that a referral to District Direct reduces admission by seven days. In this financial year District Direct will have dealt with 3,600 referrals saving 25,200 bed days. This is the equivalent of two wards for a year and represents a bed day saving equating to over twenty million pounds.

The Government awarded South Norfolk Council £1,363,766 in capital funding as a 'Food Waste Collection Grant'. This is part of the government's 'Simpler Recycling' plans. A central pillar of these reforms will see weekly collections of food waste rolled out for most

households across England by 2026, cutting food waste heading to landfill while also ensuring smelly waste no longer sits for weeks in people's bins.

James and I took part in a Question Time style event at the Secondary Phase of the Sancroft Academy. There were wide ranging questions from ending the war in Palestine, censorship on social media, and funding university education to trust in politicians, legalising cannabis, and whether GCSEs assess intelligence. We were not aware of the questions in advance and put us all under some pressure.

While there was a wide spectrum of political allegiance of Labour, Lib Dem, Green, Reform, and Conservative, it was reassuring that on many topics there was a general consensus. Images of Politician's taking cheap shots at each other in parliament was a long way from the reality of this civilised debate. A panelist, who was not party aligned said that in his experience most people in Councils and MPs are decent people who are generally trying to help their communities. That is a sentiment that will hopefully resonate.

I have offered to hold surgeries in Needham and Wortwell. Until then, I will hold my next surgery on 13 April at Harleston Information Plus on Exchange Street in Harleston between 10:00 and 11:00. I hope to see you there.

Cllr Trevor Graham
South Norfolk Council
Member for Harleston

Appendix C

District Councillor Report

I recently took part in the South Norfolk Council meeting to agree the budget for the next year. Naturally, the headline news that came out of this was the rise in Council Tax that was in line with most local authorities around the country.

It must be said that there was a certain inevitability to that particular choice and decision. I think most of us are aware of the pressures that have increasingly been imposed upon local budgets by central government. This is the reason why so many district and borough councils are struggling, with the inevitable outcome that we are often expected to pay more for less.

South Norfolk Council has not been immune from this and there are obvious shortfalls in a number of areas. However, I am happy to say that the council was able to find some money to help support struggling families through the Household Support Fund for the next two years.

Additionally, I am pleased that proposals for improvements and funding for planning enforcement and for an additional £100,000 to be directed towards the council's work on flood prevention were also agreed. While far from perfect, I can say that effort was made on all sides to find ways to help people facing financial difficulties, dealing with flooding or with the impact of local housing developments.

Recently, I took part in a Question Time style panel at the High School alongside representatives of the other major political parties. This was a fun and challenging experience filled with insightful and challenging questions from the year 11 students. My hope is that these students got as much out of the experience as I did. After all, it can only be a good thing for children to enjoy the event and hopefully it will help them to engage with politics on a local if not national or international level.

As usual, my Councillor surgery will be taking place at Harleston Information Plus on the last Saturday of the Month and I can also be contacted by email at James.Eddy@southnorfolkandbroadland.gov.uk

All the best,

James

Town Council – Progress Report – 24th April 2024

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Full Council	22 nd February Item 9(e) & 9(f)	Policies	The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website.	Town Clerk		Matter Closed
Full Council	28 th February 2024 Item 6a	Street Lighting Concerns Redenhall Road	Clerk to write to County Councillor Wilby for him to action	Town Clerk	ASAP	Email received from County. Further meeting to be held Ongoing
Full Council	28 th February 2024 Item 8	London Road Parking Restrictions	Unanimously agreed for the Clerk to engage with the County Council regarding parking restrictions on London Road	Town Clerk	ASAP	Email received from County, further investigation needed. Ongoing
Full Council	Wednesday 27 th March 2024 Item 11	Adopt EDF contract for gas supply	Unanimously agreed to adopt the 1-year option with EDF.	Deputy Clerk	ASAP	Action completed. Matter Closed
Full Council	Wednesday 27 th March 2024 Item 12	Defer decision re zip wire and play equipment	Further investigations necessary re the refurbishment of the zip wire groundworks and additional play equipment for the play area. Therefore, the Clerk suggested deferring the decision until the next meeting. Unanimously agree to defer until the April meeting.	Town Clerk	ASAP re investigation Next meeting - add to agenda	Action completed. Matter Closed
Full Council	Wednesday 27 th March 2024 Item 13	Pride and Place grant information on website	Unsuccessful application for the Pride in Place Grant Funding for an event in 2024. The Clerk confirmed that the application will still be posted on the Town Council website to ensure transparency.	Town Clerk	ASAP	Action completed. Matter Closed
Full Council	Wednesday 27 th March 2024 Item 14	Pride in Place grant acknowledgement and risk	To note the successful bid for the Pride in Place Grant Funding. Agree on receiving funding to support the project and confirming willingness to adhere to the conditions outlined within the	Town Clerk	ASAP	Action completed. Matter Closed

Town Council – Progress Report – 24th April 2024

		assessment submit	Agreement, with specific reference to Annex A-E, and agreeing to sign the Acknowledgement. Noted and unanimously agreed to sign the acknowledgement. Town Clerk to submit both the acknowledgement and risk assessment.			
Full Council	Wednesday 27 th March 2024 Item 16	Contractor for project decision	The Clerk informed the Council that Chaplin Farrant will be awarded the primary contractor contract, with Saunders Boston designated as the secondary contractor in the event that the primary contractor is unavailable to fulfill the project. This decision was unanimously agreed upon.	Town Clerk	ASAP	Action completed. Matter Closed
Full Council	Wednesday 27 th March 2024 Item 17	Feasibility Study Project Steering Group – setting up meeting	The Town Clerk to arrange the initial contact meeting, comprising the following members: Town Clerk, Town Council Chair, Councillor Harrison, Community Infrastructure Officer (SNDC) and Leisure Services Representative (SNDC)	Town Clerk	ASAP	Action completed. Matter Closed
Full Council	Wednesday 27 th March 2024 Item 18	Parish Partnership funding acceptance form to be returned	To note the successful bid for the Parish Partnership Funding unanimously agreed for the Clerk to return the acceptance form.	Town Clerk	ASAP	Action completed. Matter Closed
Full Council	Wednesday 27 th March 2024 Item 19	Trevor Brown agreed as internal auditor	Internal auditor to conduct the annual internal audit for the fiscal year 2023/24 and agreement was made for Trevor Brown	Town Clerk	ASAP	Action completed. Matter Closed
Full Council	Wednesday 27 th March 2024 Item 20	Agreed policies added onto the Town Council website	a. The Policy List b. Risk Management Policy and Risk Register c. Standing Orders d. Financial Regulations e. Reserves Policy f. Annual review of effectiveness of internal control g. Co-option Policy	Town Clerk	ASAP	Outstanding

Town Council – Progress Report – 24th April 2024

			h. Retention Policy i. Review of Code of Conduct j. Grant Aid Policy k. CCTV Policy l. Communication Policy including social media. m. Online Banking Policy n. Asset Register for year ending 2024. The Clerk informed on any changes to the policies. Unanimously agreed to adopt all the policies. The Clerk will add all the adopted policies onto the Town Council website as soon as possible.			
Full Council	Wednesday 27 th March 2024 Item 22	Meeting dates to be added to the website	Council meetings scheduled for the 2024/25 to be added to the website as soon as possible.	Deputy Clerk	ASAP	Action completed. Matter Closed
Full Council	Wednesday 27 th March 2024 Item 23	Action Plan	The Clerk will now proceed to develop a framework to assist each task group.	Town Clerk	ASAP	
Full Council	Wednesday 27 th March 2024 Item 25	Spirketts Lane South compile comments into a final submission and submit to planning authority	To agree on permitting councillors who are not members of the Planning & Development Committee to offer additional observations on the draft comments concerning the Land South of Spirketts Lane before their submission to the Planning Authority (SNDC). Additionally, to establish a deadline for the submission of these observations to the Deputy Clerk by Tuesday, 2nd April. The planning committee has offered additional information and enhancements to the draft comments for the meeting. Councillors agreed to incorporate these submissions into the drafted comments and	Town Clerk	ASAP	Action completed. Matter Closed

			concluded that no further comments were necessary. Unanimously agreed that the Clerk will compile the comments into a final submission and submit them to the planning authority.			
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16/04/2024

Redenhall With Harleston Town Council

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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
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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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

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	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

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Cost Centre Report

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

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	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

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	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)						

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	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%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4099 Miscellaneous Expenses	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%	
Leisure Centre building :- Income	700	8,424	3,000	(5,424)			280.8%	0
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)
------------------------------------	----------------	-----------------	-----------------	-----------------

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>						

Date: 10/04/2024

Redenhall With Harleston Town Council

Page 1

Time: 13:45

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Current Community Bank Account**

User: TB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current account - Community Ac	31/03/2024		168,110.91
			<u>168,110.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			168,110.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			168,110.91
		Balance per Cash Book is :-	168,110.91
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - Base Rate Reward - 63306291**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Base Rate Reward - 63306291	31/03/2024		65,880.37
			<u>65,880.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			65,880.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			65,880.37
		Balance per Cash Book is :-	65,880.37
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 3 - Higher Rate - 53083454**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Higher Rate - 53083454	31/03/2024		349,319.44
			<u>349,319.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			349,319.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			349,319.44
		Balance per Cash Book is :-	349,319.44
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 4 - Business Premium 03089312**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Premium 03089312	31/03/2024		856.12
			<u>856.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			856.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			856.12
		Balance per Cash Book is :-	856.12
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/03/2024		270.85
			<u>270.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			270.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			270.85
		Balance per Cash Book is :-	270.85
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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	HMRG	Employees NIPAYE - 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	
	Barclaycard - Dyno Rod	Attend blocked toilet attempt to remove scale - need a descale	LCMC		£ 282.00		£ 235.00	£ 47.00	£ 282.00	4119/203
Paid on Credit card for immediate payment using FR 4.7 - Emergency work	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	4118 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								£ 125.85	
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 NorfolkALC								£ 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

Report: Market Town Network Improvement Strategies

The Strategic Transport Team at Norfolk County Council (NCC) has undertaken a comprehensive series of Market Town Network Improvement Strategies. The primary objective of these strategies is to address existing transport issues and anticipate the impacts of growth, thereby enabling the proactive planning and delivery of necessary transport infrastructure to meet evolving needs.

Seeking Funding for 2024/25:

NCC is currently seeking funding for the 2024/25 period and subsequent years to facilitate the refreshing of existing strategies where necessary. Additionally, they aim to undertake new studies in different locations where warranted by changing circumstances or growth patterns.

Prioritization Process:

Presently, the Strategic Transport Team is engaged in assessing the evidence base to determine the factors enabling them to prioritize towns for consideration. This prioritization will influence the decision on which town(s) to consider first, contingent upon successful funding acquisition. Harleston has emerged as a potential candidate for prioritization based on its categorization in the local plan.

Limited Funding and Study Prioritization:

Due to anticipated funding constraints, the Strategic Transport Team will need to prioritize studies. It is important to note that not all places will benefit from a study due to these constraints. Decisions regarding which study or studies to undertake in 2024/25 will be made in the near future.

Formal Push for Study:

Should the Town Council wish to advocate for a study in their area, they must formalize this by writing to the team manager and Cabinet Member Graham Plant.

Conclusion:

The Market Town Network Improvement Strategies represent a proactive approach by NCC to address transportation challenges and plan for future growth. The Town Council's formal advocacy may influence the prioritization process, ensuring that areas like Harleston receive due consideration. However, the limitations of available funding necessitate careful study prioritization to maximize impact.

For further action, the Town Council is encouraged to formally communicate their interest in pursuing a study to the designated team manager and Cabinet Member.

Briefing Paper: Heritage Open Days (HODs)

Purpose:

This briefing paper aims to outline the discussions and proposals arising from the recent meeting regarding community involvement in the national Heritage Open Days (HODs).

Background:

On Friday, April 12th, groups and organizations were convened by the Historical Society to discuss expanding Harleston's participation in the national Heritage Open Days (HODs). Historically, the town has participated in this event with a single activity. However, there is now a suggestion for a more extensive local contribution. Over 20 groups attended the meeting, demonstrating significant interest and providing valuable feedback.

The Historical Society will lead the local contributions using their approved 'Coordinators' account, while any group can contribute independently, the proposal is for the Historical Society to coordinate the event entries, with support from both regional and national program offices. Special resources and a higher profile are anticipated through this arrangement.

There is a proposed Fringe Festival scheduled to run from August 26th, beginning with the currently planned Harleston and Waveney Festival single day, and concluding with Harleston's Future Food and Drink Festival on September 14th. These events will be organized by Harleston's Future.

Key Points:

Participation in HODs offers an excellent opportunity for increased publicity and exposure at both local and national levels, showcasing Harleston's heritage and community spirit.

Suggestions are welcome, and a coordinated program will be developed by the Historical Society to present to the community by late May.

The Historical Society will edit submissions for consistency and coherence to produce a coordinated program.

The finalized program will be presented to the community in the week commencing May 20th, allowing for ongoing discussions and adjustments.

The Town Council is requested to submit their proposals and level of involvement to the Historical Society by Friday, May 10th.

Agenda: To discuss and determine the Town Council's involvement in Harleston's Heritage Open Days coordinated by the Historical Society.

Agenda: Pending the prior item's outcome, nominate a councillor to lead the council's involvement.

Town Council Meeting Report - 24th April 2024

Update on Feasibility and Design Study for New Community Building

1. **Funding Success:** The Town Council successfully secured funding from the South Norfolk Council for the Pride in Place Community Grant.
2. **Contract Award and Tender Process:** Chaplin Farrant was awarded the contract for the feasibility and design study on Thursday, 28th March. All other tender applicants were duly notified of the outcome.
3. **Steering Group Establishment:** A steering group has been established to oversee the feasibility study project. The group comprises:
 - Town Clerk: Clare Crane
 - Town Council Chair: Cllr P Mba (Mo)
 - Town Councillor: Cllr Keith Harrison
 - Community Infrastructure Officer (SNDC): Joel Pailes
 - Leisure Services Representative (SNDC): Steve Peet
4. **Agenda for Steering Group Meeting:** The following topics were discussed during the recent steering group meeting held on Monday, 15th April:
 - Introductions
 - Building on the Neighbourhood Plan for the Community Building
 - Financing, including CIL/S106
 - Site Considerations, including surveys, emergency plans, fire plans, existing drawings, TPO trees, drainage, and asbestos assessment.
 - Engagement with potential future stakeholders.
 - The Town Council expressed its commitment to ensuring transparent communication throughout the project.
 - It was agreed that regular updates on the project's progress will be provided at each town council meeting. Additionally, a new page on the town's website will provide the community with regular updates.

Report: April 24, 2024

Outstanding Items:

Town Car Park:

- Replaced the control plate under warranty with a higher specification on February 8, 2024.
- Reported the control plate as broken to NCC Highways and SNDC on Wednesday, February 14, 2024.
- Wednesday, March 6th site visit Town Council (Town Clerk & Chair) with NCC (Project Manager) Engineer and SNDC (Senior Heritage & Design Officer)
 - Agreed for the supplier to visit and review.
- March 18th: NCC recommended the removal of the flow plate.
- March 19th: Clerk requested Market Town & Business Development Service Manager to convene a meeting to agree on a contingency plan should the plate be removed.
- April 8th: Followed up with Market Town & Business Development Service Manager.
- April 17th: Followed up with Market Town & Business Development Service Manager, who confirmed that the flow plate is to be removed by NCC The Town Council is tasked with the following actions:
 - Inform the local police: The Police have agreed to enforce the traffic regulations and issue tickets for violations, resulting in a £60 fine and 3 points on the offender's license. The police will monitor the situation based on the number of complaints received and will conduct periodic reviews. If deemed necessary, SNDC will explore the possibility of engaging a private company to install an enforcement camera. Any revenue generated from fines could potentially offset installation costs.
 - Notify residents and locals: Ensure that residents and locals are informed about the removal of the flow plate. Emphasize that entering the car park remains illegal as it violates the Road Traffic Order.
- Progression of the traffic regulation order to implement extra disabled and non-disabled parking in Harleston town centre.
- Proposal for a traffic regulation order to implement a pedestrian zone at Exchange Street on Saturdays.
- Wednesday, March 6th site visit Town Council (Town Clerk & Chair) with NCC (Project Manager) Engineer and SNDC (Senior Heritage & Design Officer)
 - Agreed for signage to be added to the Market Place confirming no parking

Harleston Information Plus
 8 Exchange Street
 Harleston
 Norfolk
 IP20 9AB
 Tel: 01379 851917
 www.harleston-norfolk.org.uk
 Email: hip-admin@harleston-norfolk.org.uk



**Harleston Information Plus update for
 Redenhall with Harleston Town Council meeting
 Wednesday 24th April 2024**

We have been successful in obtaining a Community Employability Grant from South Norfolk and Broadland Council totalling £14,268.

The grant will supplement our existing Jobs Club, which has been running since 2009 and will enable us to provide an additional element of 1-1 job support along with access to localised accredited training and informal learning, helping participants to overcome barriers to employment. The project will run from 1st April 2024 – 31st March 2025.

Activities we will deliver:

- 1-1 assessments, identifying goals and creating learning plans
- Ongoing 1-1 support to help participants find employment, undertake further training and/or volunteering
- Regular review meetings to monitor progress and provide feedback
- 1-1 careers advice appointments with Futures For You
- Access to 10 accredited courses held in Harleston:
 - Computer Skills for Beginners
 - Introduction to MS Word
 - Introduction to MS Excel
 - AAT Level 1 Business Skills and Bookkeeping
 - Emergency First Aid at Work
 - Safeguarding Children
 - Level 1 Caring for Children
 - Level 2 Teaching Assistant
 - Paediatric First Aid
 - Introduction to Counselling



Message from Harleston Information Plus trustees

We are writing to update you on the position reached with our National Lottery application, as we had consulted with you last year when we were preparing this application.

The National Lottery guidance stressed the importance of obtaining input from the local community before applying. We initially held two meetings at the Swan Hotel to get the views of local organisations, outlining our wish to apply for grant funding which would enable us to expand the range of our community activities and asking what activities were locally required.

There was a consensus that we should seek grant funding which would enable us to provide support for young people in Harleston. Accordingly, we subsequently met with many people who had experience in this area, who kindly shared with us their insights into what would be beneficial locally. These consultations and discussions took a great deal of time and effort, but we felt had been essential to enable us to gain an understanding of how best to move forward.

Based on these discussions, we drew up an application for grant funding which would enable us to employ a Youth Support Coordinator for 4 years. We also asked for funding for an Events and Outreach Coordinator who would organise events aimed at improving the health and wellbeing of the community, both in Harleston and the surrounding villages, also based on the feedback gained at the Swan Hotel meeting. We also requested funding to expand our Befriending Service.

This was an “initial application”, as the National Lottery applies a two stage process, with a successful initial application leading to the second stage “full application”.

Unfortunately, we have to share the disappointing news that the National Lottery did not invite HIP to proceed to the next stage of the process. We subsequently received feedback from one of their officers, who explained that the panel did not feel youth work and events coordination fitted well with the HIP organisation, and we had no track record to evidence we could deliver these services. This was of course unwelcome news and very frustrating.

We were advised that we could consider applying afresh for funding to expand our core offerings i.e. the Information Centre, Jobs Club and Befriending, which we will be pursuing.

Based on the Lottery feedback, an application to fund youth work would need to come from an organisation such as Exchange 2, who have the relevant background experience and track record. We have shared the detailed feedback with them so they may consider whether they wish to pursue this.

We would like to thank you again for taking the time to talk to us while we were preparing the application, and express our regret on not being able to take this forward. We will continue with our endeavours to secure funding to develop our services, in order to provide the best possible support for our community.