



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

You are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Finance Committee** which will be held at the Town Council Offices, on **Wednesday 15th May at 6.30pm** to consider the business detailed below.

Signed : *Clare Crane* **Town Clerk**

Date: 10th May 2024

**Members of the press and public are welcome to attend –
there will be an opportunity for public participation agenda item 6
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 last Finance Committee meeting on Wednesday 17th April 2024 (copy herewith)
5. To note progress on decisions made at the last meeting of the Finance 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 examine the contents of
 - a) Month 1 Income and Expenditure reports and formulate and agree any questions for the RFO
8. To receive and examine the contents of
 - a) Month 1 Bank Reconciliation and formulate and agree any questions for the RFO

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

- 9.** To receive and approve the contents of the Payments List listed below.
 - a)** 23rd April 2024 (copy herewith)
 - b)** 13th May 2024
- 10.** To receive and note the contents of the draft Internal Audit of the Accounts Report for the year ending 31 March 2024 and agree any next steps.
- 11.** To receive and note an update report on CIL money (copy herewith)
- 12.** To note the date of the next Finance Committee meeting to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm on Wednesday 19th June 2024.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Finance Committee Held at the Town Council Offices, Harleston at 6.30pm on Wednesday 17th April 2024

Present: Councillors – Keith Harrison, Adrian Brownsea, Paul MBA, Clive Attwood, Matt Scade

Also Present: Clare Crane (Town Clerk)

Members of the Public: No members of the public present

1. Welcome

Cllr Harrison welcomed everyone to the meeting.

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

None received.

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹

None received.

4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 14th February 2024 (copy herewith)

Cllr Brownsea highlighted the following points:

- The absence of an agenda item allowing councillors to raise additional points for discussion.
- Concerns regarding the financial situation between Harleston's Future and the Town Council and the planning of events for 2025.

The Clerk confirmed that the second point falls under the purview of the Amenities committee, and regarding the first point, councillors can raise agenda items through the process outlined in the standing orders.

5. To note progress on decisions made at the last meeting of the Finance Committee (copy herewith)

All actions were noted as closed. However, two outstanding items will remain on the report until the work is completed. One item pertains to the Finance meeting on February 14th, 2024:

Item 7: Income and Expenditure Report – Deputy Clerk was tasked with investigating the following and providing feedback to the committee:

Code 4018: Fuel Costs

Code 4034: Licences

Code 4039: Sundries

Code 4007: Bank Charges

Code 4112: Clock Tower Maintenance

The Clerk confirmed that this action is now closed.

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

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**
Not required.

7. **To receive and examine the contents of**

- a) **Month 11 Income and Expenditure reports and formulate and agree any questions for the RFO (copy herewith)**

Agreed to conduct a brief review outside of the meeting without exhaustive examination, but to dedicate the allotted time specifically to analysing month 12.

- b) **Month 12 Income and Expenditure reports and formulate and agree any questions for the RFO (copy herewith)**

The Clerk and Deputy Clerk had reviewed the reports before the meeting. The Clerk provided a thorough verbal explanation to the committee, outlining areas where the budget had not been met due to under or overspending. They were also provided with the allocated budget amount for 2024/25 and highlighted the need for adjustments in percentage splits for salaries. The Clerk was asked about the salaries' adherence to the budget, and she confirmed her confidence in maintaining them within budget.

Action: Town Clerk

8. **To receive and examine the contents of**

- a) **Month 11 Bank Reconciliation and formulate and agree any questions for the RFO (copy herewith)**

Agreed to conduct a brief review outside of the meeting without exhaustive examination, but to dedicate the allotted time specifically to analysing month 12.

- b) **Month 12 Bank Reconciliation and formulate and agree any questions for the RFO (copy herewith)**

Members reviewed the bank reconciliation and acknowledged that the financial status for 2023/24 was positive. Any necessary transfers to the general reserve would serve as contingency funds for future council needs. The Clerk reiterated that if any councillors had questions about the financial reports, they should contact her directly.

9. **To receive and approve the contents of the Payments List listed below.**

- a) **21st February 2024 (copy herewith)**

Received and approved.

- b) **13th March 2024 (copy herewith)**

Received and approved.

- c) **28th March 2024 (copy herewith)**

Received and approved.

10. **In accordance with FR 4.1, the Finance Committee is requested to approve the payment of the Norfolk ALC and NALC membership subscription for the fiscal year 2024/25, totalling £978.07 (copy herewith)**

The Clerk confirmed that the total budget allocated for this item in 2024/25 is £1046.00 and emphasized that this subscription is essential for the effective operation of the council.

Unanimously agreed to authorize the payment.

Action: Town Clerk

11. **To consider and agree the recommendation from the Amenities Committee to purchase pedestrian barriers for use during events utilizing EMR 344 Market in the 24/25 financial year (copy herewith)**

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

Unanimously agreed to procure 25 pedestrian barriers, each measuring 2 meters, priced at £25.87 each, plus carriage and VAT, along with sandbags.

(The remaining funds from the 2023/24 EMR 344 Market Place allocation will be utilized. Subsequently, this EMR will be renamed as EMR 344 Town Sign 2024/25.)

Action: Town Clerk

- 12. To consider and agree the recommendation from the Amenities committee for the cleaning of the War Memorial to take place as soon as possible using Independent Memorial Inspection and utilising EMR 335 (copy herewith)**

The Clerk confirmed there was £3000 allocated in the EMR for this project but noted that the quote would need updating as it was outdated. There is a possibility of seeking funding from external organizations in the future, but the work needs to be done as soon as possible. It was unanimously agreed to appoint Independent Memorial Inspection for the task.

Action: Town Clerk

- 13. To note the Town Council's appointment of Mr T Brown as 2023/24 Harleston Town Councils internal Auditor.**

Noted

- 14. To note the date of the next Finance Committee meeting to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm on Wednesday 15th May 2024.**

Noted

Meeting closed at 20:00

Signed

Date

Finance Committee – Progress Report – 15th May 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>
Finance	14 th February 2024 Item 11	Swan Lane Hedge and Tree work	Contract awarded to Dan Arbour - £580 + VAT To be completed in the autumn	Operations Manager	October 2024	Outstanding
Finance	14 th February 2024 Item 12	Yearly tree survey work	Contract awarded to Dan Arbour - £545 + VAT To be completed in the Autumn	Operations Manager	October 2024	Outstanding
Finance	17 th April 2024 Item 7b	Month 12 Income and Expenditure reports.	Adjustments in percentage splits for salaries.	Town Clerk	May 2024	
Finance	17 th April 2024 Item 10	Norfolk ALC and NALC membership subscription 2024/25, totalling £978.07	Unanimously agreed to authorize the payment.	Town Clerk	May 2024	Paid. Matter Closed
Finance	17 th April 2024 Item 11	The purchase pedestrian barriers for use during events.	Procure 25 pedestrian barriers, each measuring 2 meters, priced at £25.87 each, plus carriage and VAT, along with sandbags. (The remaining funds from the 2023/24 EMR 344 Market Place allocation will be utilized. Subsequently, this EMR will be renamed as EMR 344 Town Sign 2024/25.)	Town Clerk	May 2024	Purchased. Matter Closed
Finance	17 th April 2024 Item 12	Cleaning of the War Memorial	The quote needs updating as it was outdated. Appoint Independent Memorial Inspection for the task.	Town Clerk	May 2024	Work completed 29/04/24 Matter Closed

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (5.6 Financial Regulations)									£ -	
Contractual	Cozens	Street Lighting - March	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122
Contractual	KGB Commercial Heating	Plumbers (Annual Contracted Services only)	LCMC		£ 1,281.89		£ 1,068.24	£ 213.65	£ 1,281.89	4121/203
Obligation	Rejuvenate Yoga	Yoga Classes - March	LCMC		£ 191.00		£ 191.00	£ -	£ 191.00	4160 202
Obligation		Classes - March	LCMC		£ 497.00		£ 497.00	£ -	£ 497.00	4160 202
Contractual	Sonata	Annual maintenance contract - CCTV System NCP104 Issue 3	LCMC		£ 84.00		£ 70.00	£ 14.00	£ 84.00	4072 203
Contractual to be paid 30 April 2024	Magnus PR	April Event - Management for Harleston Town Council	TC	£ 1,600.00			£ 1,600.00		£ 1,600.00	4000 101
	Magnus PR	Easter Event - easter Eggs and Easter Event Flyers	TC	£ 120.35			£ 120.35		£ 120.35	4014 103
Contractual	Magnus PR	Hire of premium Rabbit for Easter event on Friday 5th April	TC	£ 575.00			£ 575.00		£ 575.00	4014 103
	Total to Magnus PR								£ 695.35	
Contractual	Rialtas	Annual Support and Maintenance Licence - 01.04.2024 - 31.03.2025	TC	£ 666.00			£ 555.00	£ 111.00	£ 666.00	4037 101
	Rialtas	Annual Subscription - Making Tax Digital (VAT) - 01.04.2024 - 31.03.2025	TC	£ 132.00			£ 110.00	£ 22.00	£ 132.00	4037 101
	Total to Rialtas								£ 798.00	
Obligation	Stonechild Meditation	Meditation Classes - 4, 11 & 15 March	LCMC		£ 127.00		£ 127.00	£ -	£ 127.00	4160 202
	Stonechild Meditation	Meditation Classes - 18, 22 & 25 March	LCMC		£ 122.00		£ 122.00		£ 122.00	4160 202
	Stonechild Meditation	Meditation Classes - 20 April	LCMC		£ 157.00		£ 157.00		£ 157.00	4160 202
	Total to Stonechild Meditation								£ 406.00	
Payments (BACS and or DDR) (4.1 Financial Regulations)										
	Robinsons	Flyers & double sided leaflets	LCMC		£ 44.80		£ 44.80		£ 44.80	4039
	Jonas King Locksmiths	Broken key extraction from public toilets	LCMC		£ -	£ 36.00	£ 30.00	£ 6.00	£ 36.00	4119 131
	UgoBuild Ltd	Cable ties	LCMC		£ 5.94		£ 4.95	£ 0.99	£ 5.94	4119 203
	UgoBuild Ltd	Lever Latch Door Pack -Satin Anodised Alum	LCMC		£ 12.74		£ 10.62	£ 2.12	£ 12.74	4119 203
	UgoBuild Ltd	Code lock Digital Brass	LCMC		£ 49.28		£ 41.07	£ 8.21	£ 49.28	4119 202
	UgoBuild Ltd	Self tapper zinc plated	LCMC		£ 5.17		£ 4.31	£ 0.86	£ 5.17	4119 202
	Total to UgoBuild								£ 73.13	
Approved by LCMC 10/04/24 • a duly delegated committee of the council for items over £500;	Gym Repair Services	Equipment Repairs - Long handle bar bearing bar, pedal set & foot straps	LCMC		£ 90.54		£ 75.45	£ 15.09	£ 90.54	4123 202
	Gym Repair Services	Treadmill - Lift Motor, Upright Bike - complete crank Assy with 2 hubs and pedals	LCMC		£ 738.00		£ 615.00	£ 123.00	£ 738.00	4123 202
	Total to GRS								£ 828.54	
	Parish Online	Parish Online - Annual mapping software April 3rd 2024 - April 3rd 2025	TC	£ 90.00			£ 75.00	£ 15.00	£ 90.00	
Approved by the Finance committee 17.04/24 - a duly delegated committee of the council for items over £500;	NALC	Annual Subscription 2024/25	TC	£ 978.07			£ 978.07		£ 978.07	4011 101
		HP 135X Black High Capacity Toner Cartridge W1350X	TC	£ 75.87			£ 63.23	£ 12.65	£ 75.88	4099 101
	DJ Ireland Groundworks	Replace Bollard on main car park in Harleston	Amenities			£ 236.09	£ 196.74	£ 39.35	£ 236.09	4113 123

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

REDENHALL WITH HARLESTON TOWN COUNCIL**Community Infrastructure Levy Report - Income and Expenditure for the year ending 31 March 2025**

INCOME RECEIVED FROM SOUTH NORFOLK DC		
Date	Development Description	Amount
April 2024	Redenhall with Harleston2020/20982020/2098 Demolition of existing redundant storage building and erection of dwelling Outbuilding At Old Chapel Yard Harleston Norfolk £1,826.58£273.99	273.99
Total received from 1 April 2024 to 31 March 2025		273.99

Unspent Balance brought forward from previous years	70,012.21
Total spent from 1 April 2024 to 31 March 2025	0.00

Parish CIL balance as at 31 March 2025	70,286.20
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EXPENDITURE		
Date	Expenditure Incurred/description	Amount
Total spent from 1 April 2024 to 31 March 2025		0.00

REDENHALL WITH HARLESTON TOWN COUNCIL**Community Infrastructure Levy Report - Income and Expenditure for the year ending 31 March 2024**

INCOME RECEIVED FROM SOUTH NORFOLK DC		
Date	Development Description	Amount
April 2023	Redenhall with Harleston 2019/1618 McCarthy & Stone Land At Former Apollo Club, Mendham Lane, Harleston Erection of sheltered housing comprising of 40 apartments, 4 bungalows, garages, 2 coach houses, access and ancillary development. £236,072.47 = £35,410.87	35410.87
November 2023	Redenhall with Harleston 2022/0067 Land To The East Of Mendham Lane, Harleston £61,346.11 £15,336.53	15336.53
Total received from 1 April 2023 to 31 March 2024		50,747.40

Unspent Balance brought forward from previous years	19,697.76
Total spent from 1 April 2023 to 31 March 2024	432.95

Parish CIL balance as at 31 March 2024	<u>70,012.21</u>
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EXPENDITURE		
Date	Expenditure Incurred/description	Amount
9th May 2023	Stainless Steel Drinking Water Fountain for the Recreation Ground	432.95
Total spent from 1 April 2023 to 31 March 2024		432.95

REDENHALL WITH HARLESTON TOWN COUNCIL

Community Infrastructure Levy Report - Income and Expenditure for the year ending 31 March 2023

INCOME RECEIVED FROM SOUTH NORFOLK DC		
Date	Development Description	Amount
1/4/22-30/09/22 - April 2022	17/2812 - 30 Redenhall Road Harleston- The erection of 3 new dwellings; works to existing house and attached outbuildings to provide 3 further separate dwellings; erection of cart lodge and installation of access road	3489.75
1/4/22-30/09/22 - April 2022	21/1950- 30 Redenhall Road, Harleston-Variation of conditions 2 and 4 and approval of conditions 3 and 9 of planning permission 2018/0504 for revisions to the design of the 3 dwellings.	252.15
1/4/22-30/09/22 - April 2022	19/1618 - Land At Former Apollo Club, Mendham Lane, Harleston - Erection of sheltered housing comprising of 40 apartments, 4 bungalows, garages, 2 coach houses, access and ancillary development.	11803.62
1/4/22-30/09/22 - April 2022	21/2368-Agricultural building to store machinery and crops	1040.10
1/4/22-30/09/22 - October 2022	2018/2305- Land Off Tudor Rose Way Harleston	4,310.61
1/4/22-30/09/22 - October 2022	2016/0599 - Agricultural building	137.00
Total received from 1 April 2022 to 31 March 2023		21,033.23

Unspent Balance brought forward from previous years	4,935.66
Total spent from 1 April 2022 to 31 March 2023	6,271.13

Parish CIL balance as at 31 March 2023	19,697.76
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EXPENDITURE		
Date	Expenditure Incurred/description	Amount
Jul-22	Resurfacing of the entrance to Broad Street car park.	3,100.00
Oct-22	Barriers for the Recreation Ground Car Park	1,886.13
Nov-22	Defibrillator and accessories (£1030+£509 - £750 donation HF)	789.00
Dec-22	Resurfacing work to the Leisure Centre car park (Difference between available budget)	496.00
Total spent from 1 April 2022 to 31 March 2023		6,271.13