



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 19th June at 6.30pm** to consider the business detailed below.

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

Date: 14th June 2024

**Members of the press and public are welcome to attend –
there will be an opportunity for public participation agenda item 7
SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP**

AGENDA

1. To elect
 - a Chairman
 - a) a Vice-Chairman
 - b) To agree to provide a report at Town Council Meetings and the Annual Town Meeting 2025
2. Welcome
3. To receive and consider accepting apologies from members unable to attend.
4. 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
5. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 15th May 2024 (copy herewith)
6. To note progress on decisions made at the last meeting of the Finance Committee (copy herewith)
7. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each). ²
8. To review the current Terms of Reference and make suggested amendments as necessary (copy herewith)
9. To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 26th of June 2024.
10. To review the responsibilities of the Finance Committee, agree duties and membership or likely required working parties.

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/>

11. To receive a draft calendar of Finance Committee meetings for 2024/25 and agree the meeting schedule (copy herewith)
12. To agree the bank mandate (signatories) for all council bank accounts 2024/25 and recommend adoption by the Town Council at the Town Council meeting held on the 26th June 2024
13. To consider and agree what dates should be scheduled for verification of the bank reconciliations for all accounts and at what Finance Meetings the reports should be noted.^[1]
14. To agree to recommend to Amenities Committee at the 4th September 2024 meeting and the Leisure Centre Management Committee at the 9th October 2024 meeting to
 - a) review devolved budgets, formulate and submit proposals for receipts and payments and the required level of earmarked reserves for the following financial year and to make recommendations to the Finance Committee at the 23rd October 2024 meeting.^[2]
 - b) for the statements to be reviewed each quarter.^[3]
15. To agree that the Finance Committee consider the following and make their recommendations to Town Council at the 18th December 2024 meeting.
 - a) prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget^[4]
 - b) annual budget proposals including recommendations for the use of reserves and sources of funding^[5]
 - c) set salary budgets annually for the following financial year as part of the budget-setting process and the salary budget shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of the salary component of their budget^[6]
16. To receive and note the following contractual payments on the 12th June 2024 Payments List
 - a) Stat Duty - Internal Auditor Trevor Brown £745.00 code 4020 101
 - b) Contractual - Calum Ward & Co Ltd - Preparing wages, HMRC, Pension, completing all year end checks £1,010.00 plus £202.00 VAT = £1,212.00 code 4022 101/202
 - c) Contractual - Chaplin Farrant, New Community Building Feasibility study £1,312.50 plus £262.50 VAT = £1,575.00 Project code 501
17. To receive and approve the contents of the Payments List in line with the Financial Regulations listed below.
 - a) 12th June 2024 (Copy herewith)
18. To agree the payment for Zurich Insurance Policy term 23/06/2024-22/06/2025 of £8,818.70 code 4055 / All and recommending the payment to the Town Council (Copy herewith)
19. To agree the payment for TC Garrett - scaffolding works carried out at Harleston Clock Tower £8,492.00 plus £1,698.40 VAT totalling £10,190.40 utilising EMR336 and recommending payment to Town Council (copy herewith)

^[1]FR2.2. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

^[2]FR3.1. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

^[3] FR4.10. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

^[4]FR3.2. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

^[5]FR3.3. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

^[6] FR4.6. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

20. To receive and examine the contents of
 - a) Month 2 Income and Expenditure reports and formulate and agree any questions for the RFO (copy herewith)
21. To receive and examine the contents of
 - a) Month 2 Bank Reconciliation and formulate and agree any questions for the RFO (copy herewith)
22. 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 17th July 2024.
23. Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.
24. Budget Revisions



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 15th May 2024

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

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

Members of the Public:

1. Welcome

Cllr Harrison welcomed everyone to the meeting.

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

No apologies received.

Noted the resignation of Cllr Attwood from the council.

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

None received.

4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 17th April 2024

Cllr Brownsea suggested a small change be made to item 4. Changes were made during the meeting and the minutes signed and dated by Cllr Harrison.

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

Noted

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

Not needed

7. To receive and examine the contents of

a) Month 1 Income and Expenditure reports and formulate and agree any questions for the RFO.

The report was examined line by line.

More work was required to complete the report in full.

Deputy Clerk to work with the Finance Officer to rectify identified issues.

Action – Deputy Clerk

Cllr Brownsea suggested that grants should not be paid until an invoice has been received. It was agreed that the Executive Committee would consider amending the Grant Awarding Policy accordingly.

Action – Town Clerk

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15th May 2024

8. To receive and examine the contents of

- a) Month 1 Bank Reconciliation and formulate and agree any questions for the RFO.**
Noted

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

a) 23rd April 2024

Received and unanimously approved all payments.

b) 13th May 2024

Received and unanimously approved all payments.

The following required authorisation.

NCC – Road Closures - £360 – code 103 Town Events

Top Garden Services March and April - £771.75 – 4102/201

Shelter Store – Topaz Shelter - £4,011.00 – EMR 334

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.

Received and noted. No actions were necessary; the finalized document will be reviewed at the May Town Council meeting.

11. To receive and note an update report on CIL money.

Received and noted. It was confirmed that all CIL reports are available on the Town Council website.

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.

Noted

The Town Clerk confirmed her unavailability for this meeting.

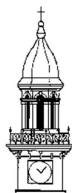
Meeting closed at 19.45

Signed

Dated

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	Completed Matter Closed
Finance	15 th May 2024 Item 7a	Month 1 report	Deputy Clerk to work with the Finance Officer to rectify identified issues	Deputy Clerk	ASAP	Month 1 Complete Matter Closed
Finance	15 th May 2024 Item 7a	Grants	Cllr Brownsea suggested that grants should not be paid until an invoice has been received. It was agreed that the Executive Committee would consider amending the Grant Awarding Policy accordingly.	Town Clerk	ASAP	Added to next Executive agenda Matter Closed



Redenhall with Harleston Town Council

Terms of Reference for the Finance Committee

1. The committee shall comprise of up to five councillors plus the Chairman of the Town Council as an ex-officio member
2. A quorum will consist of a minimum of three councillors
3. The committee will be responsible for electing its own Chairman and Vice-Chairman
4. The committee chair will be responsible for providing a summary report to full council.
5. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak, they will have no voting rights unless they are elected or co-opted to the meeting of the committee.
6. If it is evident that a meeting will not be quorate in the preceding days, a standby councillor may be called upon to attend if available and be co-opted for that meeting only. If there is more than one standby, the Town Clerk will use their discretion as to which standby councillor to call upon.
7. If the meeting is still not quorate, then a councillor in attendance may be co-opted for that meeting.
8. The main role of the committee is to provide information, advice and guidance to the town council on all financial matters relating to council business.

The committee may:

- Call a meeting as and when needed but a minimum of four per year, to consider the income and expenditure reports and cash flows and to monitor these against the budgets

The Committee will:

- Co-ordinate the preparation of budgets annually for submission to the full Council
- Produce reports to the full Council, no less frequently than quarterly, on any major deviation from budget that is likely to affect the final financial outcome
- Request additional financial information from the Responsible Financial Officer as may be required
- Consider requests for expenditure from Committees with devolved budgets where the proposed expenditure is either in excess of the budgeted amount or not included in the budget

- Consider grant applications from organisations based in Redenhall with Harleston or of benefit to residents from Redenhall with Harleston.
9. Committees with devolved budgets shall present their budget requests to the Finance Committee by the end of October in readiness for full council discussions by the December town council meeting. Any expenditure proposed later shall go to the Full council meeting for approval.
 10. The minutes of each meeting will be proposed and agreed at the next meeting.
 11. Voting will be in accordance with Standing Orders.
 12. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 6.30pm (unless otherwise stated)

Reviewed 27th June 2023

Financial calendar 2024/25 UK

Calendarpedia.co.uk
Your source for calendars

	2024									2025				
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Mo	1 Easter Monday			1 Planning 10am										Mo
Tu	2			2			1						1	Tu
We	3	1 Amenities 6.30pm		3 Amenities 6.30pm			2			1 New Year's Day			2	We
Th	4	2		4	1		3			2			3	Th
Fr	5	3		5	2		4	1		3			4	Fr
Sa	6	4	1	6	3		5	2		4	1	1	5	Sa
Su	7	5	2	7	4	1	6	3	1	5	2	2	6	Su
Mo	8 Planning 10am	6 Early May Bank Holiday	3 Planning 10am	8	5 Planning 10am	2 Planning 10am	7 Planning 10am	4 Planning 10am	2 Planning 10am	6	3 Planning 10am	3 Planning 10am	7 Planning 10am	Mo
Tu	9	7	4	9	6	3	8	5	3	7	4	4	8	Tu
We	10 LCMC 6.30pm	8 Executive Meeting 6.30	5	10 Executive 6.30pm	7	4 Amenities 6.30pm	9 LCMC 6.30pm	6 Amenities 6.30pm	4 LCMC 6.30pm	8 Amenities 6.30pm	5	5 Amenities 6.30pm	9 LCMC 6.30pm	We
Th	11	9	6	11	8	5	10	7	5	9	6	6	10	Th
Fr	12	10	7	12	9	6	11	8	6	10	7	7	11	Fr
Sa	13	11	8	13	10	7	12	9	7	11	8	8	12	Sa
Su	14	12	9	14	11	8	13	10	8	12	9	9	13	Su
Mo	15	13 Planning 10am	10	15	12	9	14	11	9	13 Planning 10am	10	10	14	Mo
Tu	16	14	11	16	13	10	15	12	10	14	11	11	15	Tu
We	17 Finance 6.30pm	15 Finance 6.30pm	12 LCMC 6.30pm	17 Finance 6.30pm	14 LCMC 6.30pm	11 Executive 6.30pm	16	13 Executive 6.30pm	11 Finance 6.30pm	15	12 LCMC 6.30pm	12 Annual Town Meeting	16	We
Th	18	16	13	18	15	12	17	14	12	16	13	13	17	Th
Fr	19	17	14	19	16	13	18	15	13	17	14	14	18 Good Friday	Fr
Sa	20	18	15	20	17	14	19	16	14	18	15	15	19	Sa
Su	21	19	16	21	18	15	20	17	15	19	16	16	20	Su
Mo	22	20	17	22	19	16	21	18	16	20	17	17	21 Easter Monday	Mo
Tu	23	21	18	23	20	17	22	19	17	21	18	18	22	Tu
We	24 Town Council 7pm	22	19 Finance 6.30pm	24 Town Council 7pm	21	18 Finance 6.30pm	23 Finance 6.30pm	20 Finance 6.30pm	18 Town Council 7pm	22 Finance 6.30pm	19 Executive 6.30pm	19	23	We
Th	25	23	20	25	22	19	24	21	19	23	20	20	24 Finance 6.30pm	Th
Fr	26	24	21	26	23	20	25	22	20	24	21	21	25	Fr
Sa	27	25	22	27	24	21	26	23	21	25	22	22	26	Sa
Su	28	26	23	28	25	22	27	24	22	26	23	23	27	Su
Mo	29	27 Spring Bank Holiday	24	29	26 August Bank Holiday	23	28	25	23	27	24	24	28	Mo
Tu	30	28	25	30	27	24	29	26	24	28	25	25	29	Tu
We		29 Town Council 7pm	26 Town Council 7pm	31	28 Town Council 7pm	25 Town Council 7pm	30 Town Council 7pm	27 Town Council 7pm	25 Christmas Day	29 Town Council 7pm	26 Town Council 7pm	26 Town Council 7pm	30 Town Council 7pm	We
Th		30	27		29	26	31	28	26 Boxing Day	30	27	27		Th
Fr		31	28		30	27		29	27	31	28	28		Fr
Sa			29		31	28		30	28			29		Sa
Su			30			29			29			30		Su
Mo						30			30			31		Mo
Tu									31					Tu

Regulatory reason	Payee Name	Transaction Details	Committee		Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Stat Duty	HMRC	Employees NI/PAYE - May	TC		£ 2,280.68	£ 2,527.80	£ 76.93	£ 4,885.41	£ -	£ 4,885.41	4001/various
Stat Duty paid 04/06/2024 as urgent payment required.	HMRC - VAT	VAT Return - Quarter 4	TC		£ 490.93	£ -	£ -	£ 490.93	£ -	£ 490.93	105
Lease	ASL	Photocopier - 19/04/2024 - 20/05/2024	TC		£ 31.37	£ -	£ -	£ 26.14	£ 5.23	£ 31.37	4031/101
Stat Duty	Auditor - Internal	Trevor Brown - Internal Auditor	TC		£ 745.00	£ -	£ -	£ 745.00	£ -	£ 745.00	4020 101
Lease	Ben Burgess	Lease of John Deere - 01/05/2024 - 31/05/2024	LCMC			£ 384.00	£ -	£ 320.00	£ 64.00	£ 384.00	4107/201
Stat Duty	Norfolk Pension	Employees Salary - May	TC		£ 2,981.99	£ 2,830.62	£ 110.94	£ 5,923.55	£ -	£ 5,923.55	4006/various
Obligation	Rejuvenate Yoga	Yoga Classes - May classes	LCMC			£ 247.00	£ -	£ 247.00	£ -	£ 247.00	4160/202
FR4.1	Barclaycard - Instant print	Instant print - Events	TC		£ 63.99	£ -	£ -	£ 53.33	£ 10.66	£ 63.99	4014 103
FR4.1	Barclaycard - Coca-Cola	Protein Products	LCMC			£ 216.92	£ -	£ 216.92	£ -	£ 216.92	4163 202
FR4.1	Barclaycard - my protein	Protein Products	LCMC		£ -	£ 220.02	£ -	£ 183.35	£ 36.67	£ 220.02	4163 202
FR4.1	Barclaycard - Nespresso	Nespresso - coffee supplies	LCMC			£ 116.00	£ -	£ 116.00	£ -	£ 116.00	4039 202
FR4.1	Barclaycard - Spotify	Licence	LCMC		£ -	£ 10.99	£ -	£ 10.99	£ -	£ 10.99	4034/202
FR4.1	Barclaycard - Homepage Universe	IT Support - Domain names	TC		£ 40.67	£ -	£ -	£ 40.67	£ -	£ 40.67	4037 101
FR4.1	Barclaycard - Banner Warehouse	Heavy duty Banner - Gym	LCMC			£ 100.90	£ -	£ 84.08	£ 16.82	£ 100.90	4057 202
FR4.1	Barclaycard - Homepage Universe	IT Support - Domain names	TC		£ 13.98	£ -	£ -	£ 13.98	£ -	£ 13.98	4037 101
FR4.1	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ -	£ 10.00	£ -	£ 10.00	£ -	£ 10.00	4040 201
FR4.1	Barclaycard - Amazon	First Aid Kit restock	LCMC		£ -	£ 68.03	£ -	£ 56.69	£ 11.34	£ 68.03	4023 202
FR4.1	Barclaycard - Cloud Next	Cloud Next	LCMC		£ -	£ 132.00	£ -	£ 110.00	£ 22.00	£ 132.00	4036 101
FR4.1	Barclaycard - Amazon	Hot Chocolate and various tea	LCMC		£ -	£ 226.25	£ -	£ 188.54	£ 37.71	£ 226.25	4163 202
FR4.1	Barclaycard - SP Ringtons Ltd	Teas	LCMC		£ -	£ 30.90	£ -	£ 30.90	£ -	£ 30.90	4039 202
	Total Barclaycard									£ 1,250.65	

Payment approved at TC meeting 29th May 2024	Parish Partnership Funding	Parish Partnership Funding - quote reference PF3041	TC	£ 7,000.00	£ -	£ -	£ 7,000.00	£ -	£ 7,000.00	4499 101
FR4.1	Workwear (East Anglia) Ltd	Hoodie & T-shirt	LCMC	£ -	£ 61.48	£ -	£ 51.23	£ 10.25	£ 61.48	4086 202
FR4.1	Workwear (East Anglia) Ltd	T-shirt	LCMC	£ -	£ 37.20	£ -	£ 31.00	£ 6.20	£ 37.20	4086 202
FR4.1	Workwear (East Anglia) Ltd	T-shirt	LCMC	£ -	£ 18.60	£ -	£ 15.50	£ 3.10	£ 18.60	
FR4.1	Workwear (East Anglia) Ltd	Hoodie	LCMC	£ -	£ 24.27	£ -	£ 20.23	£ 4.04	£ 24.27	
	Total Workwear (East Anglia) Ltd								£ 141.55	
FR4.1	Coopers	w&C Roller Set 4 1020 and ws&v angled paint brush	LCMC	£ -	£ 8.74		£ 7.28	£ 1.46	£ 8.74	4119 203?
Contractual	Calum Ward & Co Ltd	Preparing wages, HMRC, Pension, completing all year end checks	TC	£ 1,212.00	£ -		£ 1,010.00	£ 202.00	£ 1,212.00	4022 101 202
FR4.1	Denmans	LED full glass retrofit tube, black 3-core cable	LCMC	£ -	£ 172.42		£ 143.68	£ 28.74	£ 172.42	4119 201 202?
FR4.1	Screwfix	Roughneck fencing pins 10pk	LCMC	£ -	£ 79.94		£ 66.62	£ 13.32	£ 79.94	4119 201
FR4.1	UgoBuild	Square weatherproof junction box and cable ties	LCMC	£ -	£ 6.76		£ 5.64	£ 1.12	£ 6.76	4119 201
FR4.1	UgoBuild	Knitshell Latex Palm Gloves	TC	£ -	£ 11.70		£ 9.75	£ 1.95	£ 11.70	4071 101
FR4.1	UgoBuild	Respirator + refills, wood filler, wood glass and Oxide paper P80 & P240 'cut'	TC	£ -	£ 79.56		£ 66.31	£ 13.25	£ 79.56	4071 101 4119 130
FR4.1	UgoBuild	Wood primer, h/duty scratch brush 4 row and 3" ultimate stripping knife	TC	£ -	£ 39.35		£ 32.79	£ 6.56	£ 39.35	4119 130
FR4.1	UgoBuild	Crown undercoat Charc Grey & White, Full gloss Bril White & Gloss Base Crystal	TC	£ -	£ 225.58		£ 187.99	£ 37.59	£ 225.58	4119 130
FR4.1	UgoBuild	Blanking plate and pattress	TC	£ -	£ 15.43		£ 12.86	£ 2.57	£ 15.43	4119 130
	Total UgoBuild								£ 378.38	
FR4.1		B&m & Gardening Naturally planter plants	Amenities	£ -	£ -	£ 46.49	£ 46.49		£ 46.49	4083 131 EMR348
FR4.1		Diss Garden Centre & Sandy Lane - planter plants	Amenities	£ -	£ -	£ 71.43	£ 71.43		£ 71.43	4083 131 EMR348
FR4.1	Cone Tree Nursery	Plants for planters	Amenities	£ -	£ -	£ 126.66	£ 105.55	£ 21.11	£ 126.66	4083 131 EMR348

FR4.1 (over £250) Chair Approved via email 11/06/24	Force Fresh	Cleaning materials	LCMC	£ -	£ 331.39	£ -	£ 276.16	£ 55.23	£ 331.39	4039 202 203
FR4.1	Force Fresh	Black Sacks	LCMC	£ -	£ 61.42	£ -	£ 51.18	£ 10.24	£ 61.42	4039 202 203
FR4.1	Force Fresh	Hygiene floor squeegee	LCMC	£ -	£ 18.43	£ -	£ 15.36	£ 3.07	£ 18.43	4039 202 203
	Total Force Fresh								£ 411.24	
FR4.1	SLCC Enterprises Ltd	Themed Summit - Planning (10th July 2024) - Clare Crane - Event fee	TC	£ 78.00	£ -	£ -	£ 65.00	£ 13.00	£ 78.00	4010 101
FR4.1 (over £250) Chair Approved via email 11/06/24		HR Support April and May	TC	£ 371.25	£ -	£ -	£ 371.25	£ -	£ 371.25	4023 101
FR4.1		Cheapestprintonline - 100 A5 flyers - Event road closures	TC	£ 19.00	£ -	£ -	£ 19.00	£ -	£ 19.00	4014 103
FR4.1 Paid 4/6/24 due to urgent payment required.	KGB Commercial Heating	Carry out annual control checks as per report	LCMC	£ -	£ 234.00	£ -	£ 195.00	£ 39.00	£ 234.00	4121 203
Approved LCMC 10/01/24	Crookpowerwashing	Tennis Courts - Repairs to major cracks and holes, paint back to original colour	LCMC	£ -	£ 500.00	£ -	£ 500.00	£ -	£ 500.00	4121 201
Contractual	Chaplin Farrant	New Community Building	TC	£ 1,575.00	£ -	£ -	£ 1,312.50	£ 262.50	£ 1,575.00	Project 501
FR4.1	Robinsons Traditional Stationers	Flyers - Car Boot Sale	TC	£ 20.00	£ -	£ -	£ 20.00	£ -	£ 20.00	4039 101
FR4.1 (over £250) Chair Approved via email 11/06/24	Harleston Allotment Committee	Membership Fee reimbursement - Sept 2024 to August 2025	Amenities	£ -	£ -	£ 308.00	£ 308.00	£ -	£ 308.00	4033 126
FR4.1		Gym Membership refund	LCMC	£ -	£ 35.00	£ -	£ 35.00	£ -	£ 35.00	4159 202
FR4.1		Gym Membership refund	LCMC	£ -	£ 192.00	£ -	£ 192.00	£ -	£ 192.00	4160 202
FR4.1	Be Well Nutrition	GoPro Whey Bag	LCMC	£ -	£ 206.34	£ -	£ 171.95	£ 34.39	£ 206.34	4163 202
Contractual	TOPs	Gras cutting 2/5/24 - 9/5/24 - 16/05/24 - 23/05/24 - 30/05/24	LCMC	£ -	£ 661.50	£ -	£ 551.25	£ 110.25	£ 661.50	4102 201
Contractual	Cozens	Street Lighting for May	Amenities	£ -	£ -	£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122

Contractual	Zurich	Insurance policy term 23/06/2024-22/06/2025	TC/ALL		£ 8,818.70	£ -	£ -	£ 7,873.83	£ 944.87	£ 8,818.70	4055 / All
FR4.1	Blossom Charity	Sponsorship Art Trail	LCMC		£ -	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	4057 202
Paid to the Town Clerk to reimburse the petty cash.	Petty Cash - Gym & TC	Office sundries	LCMC/TC		£ 20.09	£ 8.79	£ -	£ 28.88	£ -	£ 28.88	4039/101/202

Regulatory reason	Payee Name	Transaction Details	Committee		Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
FR4.1 (over £250) Chair Approved via email 11/06/24	Force Fresh	Cleaning materials	LCMC		£ -	£ 331.39	£ -	£ 276.16	£ 55.23	£ 331.39	4039 202 203
FR4.1 (over £250) Chair Approved via email 11/06/29	Kim Bryant HR	HR Support April and May	TC		£ 371.25	£ -	£ -	£ 371.25	£ -	£ 371.25	4023 101
FR4.1 (over £250) Chair Approved via email 11/06/35	Harleston Allotment Committee	Membership Fee reimbursement - Sept 2024 to August 2025	Amenities		£ -	£ -	£ 308.00	£ 308.00	£ -	£ 308.00	4033 126

Redenhall With Harleston Town Council
Memorial Leisure Centre
Wilderness Lane
Harleston
Norfolk
IP20 9DD

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 7th June 2024

Invoice No: 534125806

Client ref: 3646956

Policy	Policy Term	(£) Premium
YLL-122020-5913	23/06/2024-22/06/2025	7,873.83
Inspection Contract (If Applicable)		0.00
Sub total		7,873.83
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		944.87
TOTAL		£8,818.70

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9426

Email: accounts.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Redenhall With Harleston Town Council
Memorial Leisure Centre
Wilderness Lane
Harleston
Norfolk
IP20 9DD

Zurich Town, Parish and
Community Council Team
PO Box 726
Chichester
PO19 9PS

Remittance Advice

Invoice Date: 7th June 2024

Invoice No: 534125806

Client ref: 3646956

Policy	Policy Term	(£) Premium
YLL-122020-5913	23/06/2024-22/06/2025	7,873.83
Inspection Contract (If Applicable)		0.00
Sub total		7,873.83
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		944.87
TOTAL		£8,818.70

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TCG SCAFFOLDING SERVICES

Email: enquiries@tcgscaffolding.co.uk



07799
062 613



01508
531765

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

Redenhall with Harleston Town Council
Memorial Leisure Centre
Wilderness Lane
Harleston
Norfolk
IP209DD

Date: 6th June 2024

Invoice No: 39709
Order No. MO 09/2024

As per scaffolding works carried out at Harleston Clock Tower.

Description: *erect scaffold access for inspection and decorating.*

Date erected: 05/06/2024

Cost of these works: ACC16594	£8,492.00
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Plus VAT @ 20%:	<u>£1,698.40</u>
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TOTAL INVOICE:	£10,190.40
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Terms Strictly Nett 30 Days: Bank Transfer to: Sort Code: 20-26-34: Account Number: 40280089
Reference: 'Your invoice number': OR cheque payable to T C Garrett Roofing Ltd

TCG Scaffolding is a trading name of T.C. Garrett Roofing
VAT Registered Number 571 5671 27

Registered Company: T.C. Garrett Roofing Ltd. Company Registration No: 04174504

14/06/2024

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1050 Sale Of Dog Bags	0	27	60	33			45.0%	
1101 Christmas lights/donation	0	17	0	(17)			0.0%	17
1109 CiL Receipts	0	274	0	(274)			0.0%	274
1176 Precept	0	206,878	413,757	206,879			50.0%	
1190 Bank Interest/Rewards Received	5	15	1,000	985			1.5%	
1196 Apprenticeship	0	0	2,000	2,000			0.0%	
Administration :- Income	5	207,211	416,817	209,606			49.7%	291
4000 Salaries	9,857	19,798	119,745	99,947		99,947	16.5%	
4001 Paye/Nl	2,332	2,332	40,482	38,150		38,150	5.8%	
4006 Pension Contributions	2,933	2,933	45,327	42,394		42,394	6.5%	
4007 Bank Charges	26	26	300	274		274	8.5%	
4010 Staff Training/ Conferences	0	0	500	500		500	0.0%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	0	200	200		200	0.0%	
4015 Staff Travel & Subsistence	0	0	100	100		100	0.0%	
4016 Members travel	0	0	100	100		100	0.0%	
4017 Chairman's Allowance	0	0	100	100		100	0.0%	
4018 Vehicle Fuel Costs	338	338	750	413		413	45.0%	
4020 Audit Fees - Internal	0	0	500	500		500	0.0%	
4021 Audit Fees - External	0	0	1,450	1,450		1,450	0.0%	
4022 Accounting Services	0	0	1,000	1,000		1,000	0.0%	
4023 HR-Compliance	0	0	700	700		700	0.0%	
4025 Legal Fees	0	0	500	500		500	0.0%	
4026 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4029 Recruitment Costs	0	0	200	200		200	0.0%	
4031 Photocopying	40	40	1,200	1,160		1,160	3.3%	
4033 Subscriptions	0	1,053	1,500	447		447	70.2%	
4034 Licences	70	70	200	130		130	35.0%	
4035 IT Equipment	0	0	500	500		500	0.0%	
4036 IT Software	0	0	500	500		500	0.0%	
4037 IT Support and Consumables	665	665	700	35		35	95.0%	
4039 Sundries	38	44	500	456		456	8.9%	
4040 Telephones/Broadband	83	164	800	637		637	20.4%	
4044 Hospitality	0	0	50	50		50	0.0%	
4045 Insurance	0	643	3,150	2,507		2,507	20.4%	
4055 Electricity	84	220	1,200	980		980	18.4%	
4057 Advertising	0	0	500	500		500	0.0%	
4071 Health & Safety - Compliance	0	0	150	150		150	0.0%	
4081 D-Day 80 Event	0	0	300	300		300	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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	63	500	437		437	12.6%	
4101 Hedge & Tree Maintenance	0	0	300	300		300	0.0%	
4105 Tree Assessment survey	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4139 Dog Bags - purchase	0	0	60	60		60	0.0%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
4195 Insurance Claims Expenditure	784	784	0	(784)		(784)	0.0%	
Administration :- Indirect Expenditure	17,249	29,172	226,664	197,492	0	197,492	12.9%	0
Net Income over Expenditure	(17,244)	178,039	190,153	12,114				
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	(17,244)	177,748						
<u>103 Team Harleston</u>								
1014 Town Events	135	135	0	(135)			0.0%	
1081 Event Sponsorship	400	400	0	(400)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	535	735	0	(735)				0
4014 Town Events	1,574	2,269	5,000	2,731		2,731	45.4%	772
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4082 Remembrance	0	0	500	500		500	0.0%	
4503 Christmas Events	0	0	500	500		500	0.0%	
Team Harleston :- Indirect Expenditure	1,574	2,269	6,300	4,031	0	4,031	36.0%	772
Net Income over Expenditure	(1,039)	(1,534)	(6,300)	(4,766)				
6000 plus Transfer from EMR	772	772						
Movement to/(from) Gen Reserve	(267)	(762)						
<u>105 Grants & Donations</u>								
4090 Grants	0	9,255	10,000	745		745	92.5%	
Grants & Donations :- Indirect Expenditure	0	9,255	10,000	745	0	745	92.6%	0
Net Expenditure	0	(9,255)	(10,000)	(745)				
<u>110 Loan Repayments</u>								
4095 Loan Repayments	0	0	8,803	8,803		8,803	0.0%	
Loan Repayments :- Indirect Expenditure	0	0	8,803	8,803	0	8,803	0.0%	0
Net Expenditure	0	0	(8,803)	(8,803)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
121 Environmental								
4083 Planters	0	0	500	500		500	0.0%	
4099 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4140 Dog Bin Purchases	0	0	130	130		130	0.0%	
4141 Dog Bin Servicing	0	0	3,000	3,000		3,000	0.0%	
4142 Litter Bin Purchases	0	0	400	400		400	0.0%	
4143 Salt bin purchase	0	0	200	200		200	0.0%	
Environmental :- Indirect Expenditure	0	0	4,430	4,430	0	4,430	0.0%	0
Net Expenditure	0	0	(4,430)	(4,430)				
122 Street Lighting								
4151 Street Lights Electricity	1,543	1,543	9,000	7,457		7,457	17.1%	
4152 Street Lights Maintenance	85	85	1,020	935		935	8.3%	
Street Lighting :- Indirect Expenditure	1,628	1,628	10,020	8,392	0	8,392	16.2%	0
Net Expenditure	(1,628)	(1,628)	(10,020)	(8,392)				
123 Car Parks								
1030 Car Park Donations - Business	118	211	4,000	3,789			5.3%	
1031 Car Park Donations - PC's	0	700	1,075	375			65.1%	
1032 Car Park Donations - Co op	0	5,000	30,000	25,000			16.7%	
Car Parks :- Income	118	5,911	35,075	29,164			16.9%	0
4051 Business Rates	1,357	2,716	15,100	12,384		12,384	18.0%	
4101 Hedge & Tree Maintenance	0	0	270	270		270	0.0%	
4113 Car Park Maintenance	0	197	2,000	1,803		1,803	9.8%	
4121 Maintenance - Contractors	0	0	400	400		400	0.0%	
4136 Car Park Lease	0	9,250	38,000	28,750		28,750	24.3%	
Car Parks :- Indirect Expenditure	1,357	12,162	55,770	43,608	0	43,608	21.8%	0
Net Income over Expenditure	(1,239)	(6,251)	(20,695)	(14,444)				
124 Cemetery								
1020 Cemetery - Burials	600	600	6,500	5,900			9.2%	
1022 Cemetery - EROB	500	500	0	(500)			0.0%	
1023 Cemetery - Memorials	130	460	0	(460)			0.0%	
1026 Reservations Interment Ashes	50	50	0	(50)			0.0%	
Cemetery :- Income	1,280	1,610	6,500	4,890			24.8%	0

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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	4,011	4,011	0	(4,011)		(4,011)	0.0%	4,011
4101 Hedge & Tree Maintenance	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	715	715		715	0.0%	
Cemetery :- Indirect Expenditure	4,011	4,011	1,715	(2,296)	0	(2,296)	233.9%	4,011
Net Income over Expenditure	(2,731)	(2,401)	4,785	7,186				
6000 plus Transfer from EMR	4,011	4,011						
Movement to/(from) Gen Reserve	1,280	1,610						
<u>125 Markets</u>								
1040 Market Rents	370	470	430	(40)			109.3%	
Markets :- Income	370	470	430	(40)			109.3%	0
4053 Market Rates	28	55	330	275		275	16.8%	
4055 Electricity	0	0	100	100		100	0.0%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	28	(146)	430	576	0	576	(34.1%)	0
Net Income over Expenditure	342	616	0	(616)				
<u>126 Allotments</u>								
1000 Allotment Rent	0	0	1,884	1,884			0.0%	
Allotments :- Income	0	0	1,884	1,884			0.0%	0
4026 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4033 Subscriptions	0	0	350	350		350	0.0%	
4050 Rents	0	680	880	200		200	77.3%	
4052 Water Charges	0	0	1,000	1,000		1,000	0.0%	
4101 Hedge & Tree Maintenance	0	0	120	120		120	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	0	680	3,450	2,770	0	2,770	19.7%	0
Net Income over Expenditure	0	(680)	(1,566)	(886)				
<u>129 War Memorial</u>								
4104 War Memorial - refurbishment	2,700	2,700	0	(2,700)		(2,700)	0.0%	2,700
War Memorial :- Indirect Expenditure	2,700	2,700	0	(2,700)	0	(2,700)		2,700
Net Expenditure	(2,700)	(2,700)	0	2,700				
6000 plus Transfer from EMR	2,700	2,700						
Movement to/(from) Gen Reserve	0	0						

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Clock Tower								
4112 Clock Tower Maintenance	0	0	500	500		500	0.0%	
Clock Tower :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
131 Public Toilets								
4000 Salaries	318	636	3,212	2,576		2,576	19.8%	
4001 Paye/Nl	77	77	1,081	1,004		1,004	7.1%	
4006 Pension Contributions	111	111	1,191	1,080		1,080	9.3%	
4039 Sundries	0	(30)	100	130		130	(30.0%)	
4047 Cleaning Material/Consum- 4039	0	0	400	400		400	0.0%	
4052 Water Charges	89	89	1,000	911		911	8.9%	
4055 Electricity	0	0	520	520		520	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	<u>595</u>	<u>918</u>	<u>8,004</u>	<u>7,086</u>	<u>0</u>	<u>7,086</u>	<u>11.5%</u>	<u>0</u>
Net Expenditure	<u>(595)</u>	<u>(918)</u>	<u>(8,004)</u>	<u>(7,086)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	180	330	1,800	1,470			18.3%	
1003 Ground Rent - Bowls	45	135	540	405			25.0%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	30	0	(30)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	<u>240</u>	<u>495</u>	<u>3,340</u>	<u>2,845</u>			<u>14.8%</u>	<u>0</u>
4000 Salaries	1,799	3,597	25,047	21,450		21,450	14.4%	
4001 Paye/Nl	449	449	8,056	7,607		7,607	5.6%	
4006 Pension Contributions	591	591	9,327	8,736		8,736	6.3%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	48	500	452		452	9.6%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries	0	6	0	(6)		(6)	0.0%	
4040 Telephones/Broadband	10	10	130	120		120	7.7%	
4041 Mobile Phones	8	15	75	60		60	19.8%	
4045 Insurance	0	643	1,350	707		707	47.6%	
4052 Water Charges	0	0	500	500		500	0.0%	
4055 Electricity	25	66	600	534		534	11.0%	
4057 Advertising	157	157	0	(157)		(157)	0.0%	
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4084 Signage - Rec	0	0	250	250		250	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	1,012	1,012	4,100	3,088		3,088	24.7%	
4107 Leased Plant	320	320	3,500	3,180		3,180	9.1%	
4119 Maintenance - General	58	117	600	483		483	19.4%	
4121 Maintenance - Contractors	0	0	1,500	1,500		1,500	0.0%	
4122 Maintenance - Malicious Damage	0	0	100	100		100	0.0%	
4123 Equipment Servicing & Repairs	0	0	300	300		300	0.0%	
4124 Equipment Fuel & Oil	0	0	50	50		50	0.0%	
4125 Equipment purchase	0	0	300	300		300	0.0%	
4141 Dog Bin Servicing	0	0	1,000	1,000		1,000	0.0%	
4145 Waste Removal	202	202	2,340	2,138		2,138	8.6%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	75	75	200	125		125	37.5%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4172 Play Area Maintenance	0	0	250	250		250	0.0%	
4181 Garden Waste Bins Annual Charg	0	310	300	(10)		(10)	103.3%	

Recreation Ground :- Indirect Expenditure	4,706	7,618	63,510	55,892	0	55,892	12.0%	0
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Net Income over Expenditure	(4,466)	(7,123)	(60,170)	(53,047)
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202 Gym

1059 memberships DD	14,745	29,581	150,000	120,420			19.7%	
1060 Gym - Classes	311	682	5,000	4,318			13.6%	
1062 Gym - Food & Drink - Confectio	628	1,088	1,000	(88)			108.8%	
1063 Gym - Membership SO's	21	42	0	(42)			0.0%	
1064 Gym - Membership Cash	2,357	4,891	19,000	14,109			25.7%	
1065 Gym - Personal Training	435	848	4,000	3,153			21.2%	
1067 Gym - Squash Courts	559	1,394	8,000	6,606			17.4%	
1068 Gym - Tennis	167	333	2,000	1,668			16.6%	
1070 Protein Food and drink	580	1,023	3,000	1,977			34.1%	
1073 Re-sales	58	59	200	141			29.6%	
1075 Table Tennis	7	13	0	(13)			0.0%	
1078 Music Licence	541	0	0	0			0.0%	
1086 Gym - Merchandise	0	21	0	(21)			0.0%	

Gym :- Income	20,409	39,974	192,200	152,226			20.8%	0
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4000 Salaries	6,695	14,214	82,140	67,926		67,926	17.3%	
4001 Paye/NI	2,022	2,022	23,929	21,907		21,907	8.4%	
4006 Pension Contributions	1,844	1,844	30,577	28,733		28,733	6.0%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	250	250		250	0.0%	
4022 Accounting Services	0	0	1,000	1,000		1,000	0.0%	
4034 Licences	405	405	4,400	3,995		3,995	9.2%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	361	1,800	1,439		1,439	20.0%	
4039 Sundries	79	96	1,200	1,104		1,104	8.0%	
4040 Telephones/Broadband	60	119	650	531		531	18.4%	
4041 Mobile Phones	10	10	100	90		90	10.1%	
4045 Insurance	0	214	1,050	836		836	20.4%	
4054 Water Charges - building	0	0	2,090	2,090		2,090	0.0%	
4055 Electricity	144	374	2,500	2,126		2,126	15.0%	
4056 Gas	52	52	1,200	1,148		1,148	4.3%	
4057 Advertising	0	0	1,000	1,000		1,000	0.0%	
4071 Health & Safety - Compliance	0	0	1,000	1,000		1,000	0.0%	
4099 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4116 DBS Checks	0	0	130	130		130	0.0%	
4119 Maintenance - General	0	45	100	55		55	45.4%	
4121 Maintenance - Contractors	1,502	1,502	300	(1,202)		(1,202)	500.8%	
4123 Equipment Servicing & Repairs	0	690	3,500	2,810		2,810	19.7%	
4126 Gym Equipment Purchases	0	0	2,000	2,000		2,000	0.0%	
4128 Gym Contract Maintenance	153	306	2,200	1,894		1,894	13.9%	
4129 Gym sundries	77	77	1,000	923		923	7.7%	
4159 Gym membership refunds	21	147	300	154		154	48.8%	
4160 Gym Class Fees	747	747	7,000	6,253		6,253	10.7%	
4162 Food & Drink For Resale	152	152	2,100	1,948		1,948	7.3%	
4163 Protein products	0	0	2,000	2,000		2,000	0.0%	
4166 Uniforms	0	0	350	350		350	0.0%	
4167 Gym DD Arrangement Fees	943	1,941	8,400	6,459		6,459	23.1%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
Gym :- Indirect Expenditure	15,085	25,319	186,121	160,802	0	160,802	13.6%	0
Net Income over Expenditure	5,324	14,654	6,079	(8,575)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	1,009	1,677	3,000	1,323			55.9%	
Leisure Centre building :- Income	1,009	1,677	3,000	1,323			55.9%	0
4000 Salaries	1,486	3,106	20,911	17,805		17,805	14.9%	
4001 Paye/Nl	418	418	5,615	5,197		5,197	7.4%	
4006 Pension Contributions	428	428	7,614	7,186		7,186	5.6%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039 Sundries	138	138	0	(138)		(138)	0.0%	
4042 Fire and Security Alarms	0	0	150	150		150	0.0%	
4045 Insurance	0	643	3,150	2,507		2,507	20.4%	
4047 Cleaning Material/Consum- 4039	0	0	1,500	1,500		1,500	0.0%	
4051 Business Rates	986	1,967	12,300	10,333		10,333	16.0%	
4055 Electricity	591	1,542	8,400	6,858		6,858	18.4%	
4056 Gas	208	208	6,000	5,792		5,792	3.5%	
4071 Health & Safety - Compliance	0	0	2,000	2,000		2,000	0.0%	
4072 Security	0	70	1,000	930		930	7.0%	
4119 Maintenance - General	0	6	1,000	994		994	0.6%	
4121 Maintenance - Contractors	(751)	(751)	3,000	3,751		3,751	(25.0%)	
Leisure Centre building :- Indirect Expenditure	3,504	7,774	72,640	64,866	0	64,866	10.7%	0
Net Income over Expenditure	(2,495)	(6,097)	(69,640)	(63,543)				
Grand Totals:- Income	23,966	258,082	659,246	401,164			39.1%	
Expenditure	52,438	103,360	658,357	554,997	0	554,997	15.7%	
Net Income over Expenditure	(28,472)	154,722	889	(153,833)				
plus Transfer from EMR	7,483	7,483						
less Transfer to EMR	0	290						
Movement to/(from) Gen Reserve	(20,989)	161,914						

Date: 12/06/2024

Redenhall With Harleston Town Council

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Time: 18:54

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Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/04/2024	DFC009		-513.68	-513.68		R 	Receipt(s) Banked
09/04/2024	DFC009		-13,013.63	-13,013.63		R 	Receipt(s) Banked
09/04/2024	DFC009		553.50	553.50		R 	Receipt(s) Banked
09/04/2024	DFC009		13,013.63	13,013.63		R 	Receipt(s) Banked
09/04/2024	DFC009		-13,013.63	-13,013.63		R 	Receipt(s) Banked
09/04/2024	DFC009		13,013.63	13,013.63		R 	Receipt(s) Banked
09/04/2024	DFC009		513.68	513.68		R 	Receipt(s) Banked
09/04/2024	DFC009		-553.50	-553.50		R 	Receipt(s) Banked
12/04/2024	101295		-16.51	-16.51		R 	Receipt(s) Banked
12/04/2024	101295		16.51	16.51		R 	Receipt(s) Banked
15/04/2024	DFC015		-60.16	-60.16		R 	Receipt(s) Banked
15/04/2024	DFC015		60.16	60.16		R 	Receipt(s) Banked
22/04/2024	DFC022		-65.69	-65.69		R 	Receipt(s) Banked
22/04/2024	DFC025		65.69	65.69		R 	Receipt(s) Banked
25/04/2024	BACS025	-44.80		-44.80		R 	Robinsons Traditional Statione
25/04/2024	BACS025	44.80		44.80		R 	Robinsons Traditional Statione
01/05/2024	DD001	216.37		216.37		R 	EZ-runner Systems Ltd
01/05/2024	DD001	835.73		835.73		R 	SSE Energy Supply Ltd
01/05/2024	STO001	183.33		183.33		R 	Gym Repair Services
01/05/2024	BACS001	70.00		70.00		R 	South Norfolk Council
01/05/2024	STO001		15.00	15.00		R 	Receipt(s) Banked
01/05/2024	STO001		21.00	21.00		R 	Receipt(s) Banked
01/05/2024	STO001		9.00	9.00		R 	Receipt(s) Banked
01/05/2024	BACS001		60.00	60.00		R 	Receipt(s) Banked
01/05/2024	PDQ029		273.71	273.71		R 	Receipt(s) Banked
02/05/2024	DFC002		46.80	46.80		R 	Receipt(s) Banked
02/05/2024	PDQ030		228.50	228.50		R 	Receipt(s) Banked
03/05/2024	BACS003		100.00	100.00		R 	Receipt(s) Banked
03/05/2024	BACS003		27.00	27.00		R 	Receipt(s) Banked
03/05/2024	101299		259.40	259.40		R 	Receipt(s) Banked
03/05/2024	PDQ001		167.35	167.35		R 	Receipt(s) Banked
07/05/2024	DD007	9.29		9.29		R 	O2
07/05/2024	DD007	242.27		242.27		R 	Biffa Waste Services Limited
07/05/2024	BANK007	25.62		25.62		R 	Barclays
07/05/2024	BACS007		20.00	20.00		R 	Receipt(s) Banked
07/05/2024	BACS007		150.00	150.00		R 	Receipt(s) Banked
07/05/2024	BANK007		5.14	5.14		R 	Receipt(s) Banked
07/05/2024	BACS007		30.00	30.00		R 	Receipt(s) Banked
07/05/2024	PDQ002		132.07	132.07		R 	Receipt(s) Banked
07/05/2024	PDQ003		215.00	215.00		R 	Receipt(s) Banked
07/05/2024	PDQ004		95.16	95.16		R 	Receipt(s) Banked
07/05/2024	PDQ005		60.70	60.70		R 	Receipt(s) Banked
08/05/2024	DD008	89.00		89.00		R 	Anglia Water
08/05/2024	BACS008		150.00	150.00		R 	Receipt(s) Banked
08/05/2024	BACS008		30.00	30.00		R 	Receipt(s) Banked
08/05/2024	PDQ006		80.20	80.20		R 	Receipt(s) Banked
08/05/2024	PDQ007		346.50	346.50		R 	Receipt(s) Banked
09/05/2024	DFC009		515.58	515.58		R 	Receipt(s) Banked

Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/05/2024	DFC009		12,818.39	12,818.39		R 	Receipt(s) Banked
09/05/2024	BACS009		180.00	180.00		R 	Receipt(s) Banked
09/05/2024	STO009		9.00	9.00		R 	Receipt(s) Banked
09/05/2024	BACS009		30.00	30.00		R 	Receipt(s) Banked
10/05/2024	DD010	80.40		80.40		R 	Barclaycard Merchant
10/05/2024	STO010		60.00	60.00		R 	Receipt(s) Banked
10/05/2024	PDQ008		200.65	200.65		R 	Receipt(s) Banked
13/05/2024	DD013	12.11		12.11		R 	EE Mobile
13/05/2024	BACS013		20.00	20.00		R 	Receipt(s) Banked
13/05/2024	PDQ009		100.18	100.18		R 	Receipt(s) Banked
13/05/2024	PDQ010		143.40	143.40		R 	Receipt(s) Banked
13/05/2024	PDQ011		37.30	37.30		R 	Receipt(s) Banked
14/05/2024	PDQ012		62.80	62.80		R 	Receipt(s) Banked
15/05/2024	DD015	28.00		28.00		R 	South Norfolk Council
15/05/2024	BACS015	5,297.16		5,297.16		R 	HMRC Tax and NI
15/05/2024	BACS015	5,907.25		5,907.25		R 	Norfolk Pension Fund
15/05/2024	DFC015		83.76	83.76		R 	Receipt(s) Banked
15/05/2024	STO015		20.00	20.00		R 	Receipt(s) Banked
15/05/2024	BACS015		200.00	200.00		R 	Receipt(s) Banked
15/05/2024	PDQ013		255.50	255.50		R 	Receipt(s) Banked
16/05/2024	BACS016	16.20		16.20		R 	Robinsons Traditional Statione
16/05/2024	BACS016	20.50		20.50		R 	
16/05/2024	BACS016	47.72		47.72		R 	Automated Systems Group Ltd
16/05/2024	BACS016	69.99		69.99		R 	ScrewFix
16/05/2024	BACS016	75.00		75.00		R 	Workwear (East Anglia) Ltd
16/05/2024	BACS016	102.00		102.00		R 	Cozens (UK) Limited
16/05/2024	BACS016	123.90		123.90		R 	ESPO
16/05/2024	BACS016	154.00		154.00		R 	
16/05/2024	BACS016	166.08		166.08		R 	Force Fresh
16/05/2024	BACS016	180.00		180.00		R 	Elite TM Solutions Ltd
16/05/2024	BACS016	188.40		188.40		R 	Falcon Publicattions
16/05/2024	BACS016	216.00		216.00		R 	Rejuvenate Yoga
16/05/2024	BACS016	288.00		288.00		R 	Top Garden Services
16/05/2024	BACS016	292.00		292.00		R 	
16/05/2024	BACS016	377.00		377.00		R 	
16/05/2024	BACS016	384.00		384.00		R 	Ben Burgess Garden Equip
16/05/2024	BACS016	472.68		472.68		R 	Mplc Ltd
16/05/2024	BACS016	798.00		798.00		R 	Rialtas Business Solutions Ltd
16/05/2024	BACS016	870.83		870.83		R 	Barclaycard
16/05/2024	BACS016	901.44		901.44		R 	TC Garrett
16/05/2024	BACS016	926.10		926.10		R 	Intelligent Traffic Systems
16/05/2024	BACS016	926.10		926.10		R 	Top Garden Services
16/05/2024	BACS016	940.80		940.80		R 	Keystone Building
16/05/2024	BACS016	3,240.00		3,240.00		R 	Independent Memorial Inspectio
16/05/2024	BACS016	4,813.20		4,813.20		R 	BikedockSolutions shelterstore
16/05/2024	DD017	273.01		273.01		R 	Crown Gas & Power
16/05/2024	BACS016		50.00	50.00		R 	Receipt(s) Banked
16/05/2024	101300		248.80	248.80		R 	Receipt(s) Banked

Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/05/2024	PDQ014		80.66	80.66		R 	Receipt(s) Banked
17/05/2024	BACS017		300.00	300.00		R 	Receipt(s) Banked
17/05/2024	PDQ015		201.75	201.75		R 	Receipt(s) Banked
20/05/2024	DD020	171.56		171.56		R 	Ocean Telecom
20/05/2024	PDQ016		92.35	92.35		R 	Receipt(s) Banked
20/05/2024	PDQ017		89.85	89.85		R 	Receipt(s) Banked
20/05/2024	PDQ018		138.28	138.28		R 	Receipt(s) Banked
21/05/2024	BACS021		300.00	300.00		R 	Receipt(s) Banked
21/05/2024	58.25		58.25	58.25		R 	Receipt(s) Banked
22/05/2024	DD022	1,013.96		1,013.96		R 	EDF Energy Customers Liimited
22/05/2024	DD022	-1,013.96		-1,013.96		R 	EDF Energy Customers Liimited
22/05/2024	DD022	1,013.36		1,013.36		R 	EDF Energy Customers Liimited
22/05/2024	BACS022		20.00	20.00		R 	Receipt(s) Banked
22/05/2024	DFC022		148.84	148.84		R 	Receipt(s) Banked
22/05/2024	STO022		20.00	20.00		R 	Receipt(s) Banked
22/05/2024	101302		335.00	335.00		R 	Receipt(s) Banked
22/05/2024	101301		157.15	157.15		R 	Receipt(s) Banked
22/05/2024	101301		130.00	130.00		R 	Receipt(s) Banked
22/05/2024	PDQ020		360.83	360.83		R 	Receipt(s) Banked
23/05/2024	BACS023		40.00	40.00		R 	Receipt(s) Banked
23/05/2024	PDQ021		79.20	79.20		R 	Receipt(s) Banked
24/05/2024	BACS024		527.00	527.00		R 	Receipt(s) Banked
24/05/2024	PDQ022		194.00	194.00		R 	Receipt(s) Banked
28/05/2024	DD028	986.00		986.00		R 	South Norfolk Council
28/05/2024	DD028	259.00		259.00		R 	South Norfolk Council
28/05/2024	DD028	1,098.00		1,098.00		R 	South Norfolk Council
28/05/2024	BACS028		20.00	20.00		R 	Receipt(s) Banked
28/05/2024	BACS028		541.28	541.28		R 	Receipt(s) Banked
28/05/2024	PDQ023		85.65	85.65		R 	Receipt(s) Banked
28/05/2024	PDQ024		234.30	234.30		R 	Receipt(s) Banked
28/05/2024	PDQ025		68.88	68.88		R 	Receipt(s) Banked
28/05/2024	PDQ026		86.80	86.80		R 	Receipt(s) Banked
29/05/2024	STO029		45.00	45.00		R 	Receipt(s) Banked
29/05/2024	STO029		10.00	10.00		R 	Receipt(s) Banked
29/05/2024	PDQ027		96.70	96.70		R 	Receipt(s) Banked
30/05/2024	PDQ028		222.09	222.09		R 	Receipt(s) Banked
31/05/2024	DD031	808.80		808.80		R 	SSE Energy Supply Ltd
31/05/2024	BACS031	1,600.00		1,600.00		R 	
31/05/2024	BACS031	630.00		630.00		R 	Norfolk & Waveney Mind
31/05/2024	BACS031	-630.00		-630.00		R 	Norfolk and Waveney Mind
31/05/2024	BACS031	18,554.75		18,554.75		R 	Salaries
31/05/2024	PDQ029		132.96	132.96		R 	Receipt(s) Banked
31/05/2024	BACS031		630.00	630.00		R 	Receipt(s) Banked
		<u>54,350.95</u>	<u>23,004.71</u>				

Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current Community Bank Account

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate