



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Leisure Centre Management Committee** which will be held at the Town Council Offices, on **Wednesday 12th June 2024** to consider the business detailed below.

There will be an opportunity for public participation agenda item 7.

Members of the public are welcome to attend.

Signed: **Clare Crane** - Town Clerk

Date: **7th June 2024**

AGENDA

1. To elect
 - a) a Chairman
 - b) a Vice-Chairman
 - c) 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 from the last Leisure Centre Management meeting on Wednesday 10th April 2024 (copy herewith)
6. To note progress on decisions made at the last meeting of the Leisure Centre Management 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 discuss a calendar of Leisure Centre Management Committee meetings for 2024/25 and agree the meeting schedule.

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 and note the contents of an update report from the Operations Manager.
(Copy herewith)
 - a) Consider and agree any requests for recommendations or approval.
12. To receive and note the contents of the Health and Safety Management document provided by the Operations Manager (copy herewith)
13. To receive information regarding the Community Payback Scheme and the work that has been proposed on the Recreation Ground.
 - a) To receive the Harleston L.C. Community Payback Memorandum of Understanding
 - b) To approve the Memorandum of Understanding and authorise the Clerk to sign and return.
14. To receive, scrutinise and approve the Income and Expenditure report for month 1 (copy herewith)
15. To receive and approve the contents of the Payments List
 - a) 23rd April (Copy Herewith)
 - b) 15th May (Copy Herewith)
16. To agree the Electrical Regulations, work that the RFO has approved under Financial Regulation 4.7 Health and Safety to be completed by KGB following the annual service. (Copy herewith)
 - a) To agree which code to utilise.
17. To agree the extension of the grass cutting contract with TOPS at a cost of £3858.75 until October 2024. (Copy herewith)
18. To receive correspondence from Harleston Town Football Club (Copy herewith)
 - a) To discuss the proposals put forward in the letter and other outstanding matters relating to the football club and agree next steps.
 - b) To consider the request for an extension to the lease for a minimum of 12 years to aid funding applications and recommend approval at Town Council.
19. To receive a request from the Leisure Centre Duty Manager to sell the following equipment in order to purchase a combined Hack Squat and Leg Press.
 - a) Leg Press Machine
 - b) Step Machine
20. To receive correspondence from the Squash and Tennis Club (Copy herewith)
 - a) Consider the request for payment of court repairs at a cost of £540.00 including VAT.
21. To agree to apply for Electric Vehicle Charge Points grant from South Norfolk District Council.
22. 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
23. To note the date of the next Leisure Centre Management Committee meeting as Wednesday 14th August 2024 starting at 6.30pm in the Meeting Room at the Memorial Leisure Centre



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Leisure Centre Management Committee held at the Social Room at Harleston Leisure Centre on Wednesday 10th April 2024 at 6.30pm

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

Also Present: Clare Crane (Town Clerk)

Operations Manager – Steve Cox (for part of the meeting)

Leisure Centre Duty Manager – Ross Lomax (for part of the meeting)

Members of the Public: None

1. Welcome

Councillor Scade welcomed attendees and chaired the meeting in the absence of Councillor Chenery.

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

Apologies were received from Councillor Chenery due to personal circumstances, and they were 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.¹

None

4. To receive and approve the minutes from the last Leisure Centre Management meeting on Wednesday 10th January 2024 (copy herewith)

Received and unanimously approved. Councillor Scade signed and dated the minutes.

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

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).²

Not required.

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

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

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

Received and noted. Councillors agreed to permit the Operations Manager to supplement his report with additional details for clarity.

- Dyno Rod was contacted to address blockages in the Leisure Centre toilets and suggested obtaining comprehensive plans for the drainage system.

Item is on the current agenda.

- Significant damage has been observed on the roadway on Recreation Walk, likely due to vehicles using it as a turnaround spot. The Council bears responsibility for a small portion of the repair costs. Discussions are ongoing regarding the resurfacing of Recreation Walk. It has become impractical to drive the tractor on the road due to its low deck and the presence of potholes that could damage the equipment.

Councillors agreed to leave the road as is until the property where the road condition is most severe is purchased.

- The Bowls club roof requires replacement, with a quote received from Garrets amounting to £4,757.50.

Item is on the current agenda for further discussion.

- The Operations Manager expressed concerns about the difficulty of obtaining quotes on some occasions.

The Clerk emphasized that the recommendation to obtain quotes is guided by financial regulations, and potential amendments to address these concerns could be considered at the next review.

Action: Town Clerk

- The lift has developed a grinding noise, necessitating investigation by a team of engineers. The maintenance company has offered to send a two-man team to safely remove the interior shaft panels with specialized tools, investigate the source of the noise while the lift is in operation, and remedy the issue if feasible on-site. Alternatively, they would submit a report detailing further actions required for £495.00 + VAT.

This item is on the current agenda.

8. To receive an update on the ongoing repairs to the Leisure Centre.

a) To note all payments as listed below were approved by the Clerk / RFO under FR4.7 Emergency Works required at the time.

Noted

b) To approve payment for the placement of scaffolding and investigation into the roof leak on the Leisure Centre with Garretts, totalling £1410.50, using the Building Works code 203/4117

Approved.

c) To approve payment for the remedial work necessary on the roof leak on the Leisure Centre with Garrets, totalling £751.20, using the Building Works code 203/4117

Approved.

d) To approve payment for the call out and investigation into the blocked drains at the Leisure Centre with Dyno-rod, totalling £282.00 using the Building Works code 203/4119

Approved.

e) To approve payment for the remedial work necessary on the descale of the toilet pipes with Dyno-rod, totalling £620.00, using the Building Works code 203/4119

Approved.

9. To receive, scrutinise and approve the Income and Expenditure report for month 11 (copy herewith)

Received and approved. Councillor Wilkinson sought clarification on the report, which the Clerk provided.

10. To receive and approve the contents of the Payments List

a) 9th January 2024 (copy herewith)

Approved.

b) 7th February 2024 (copy herewith)

Approved.

c) 21st February 2024 (copy herewith)

Approved.

d) 13th March 2024 (copy herewith)

Approved.

11. To approve the following payments

a) £475.20 to Mirafit for the purchase of dumbbells for the gym code 202/4126 Equipment Purchase.

Approved.

b) £495.00 for repairs to the treadmill code 202/4123

Approved.

12. To receive and consider the following quotes.

a) GRS quote of £615 + VAT for repairs to a treadmill and upright bike

FR4.1. a duly delegated committee of the council for items over £500

Received and approved. It was agreed for the Clerk to determine the most appropriate code to allocate to the payment.

Action: Town Clerk

b) Genisis quote of £495 +VAT for investigation and possible lift repair detailed in the maintenance report.

Received and approved. It was agreed for the Clerk to determine the most appropriate code to allocate to the payment and for the Clerk to revisit this matter upon receipt of the repair quote.

Action: Town Clerk

c) Garrets quote of £4,757.50 for replacement roof on the bowls club detailed in the maintenance report.

Unanimously agreed not to approve the work at this time, opting instead to await the outcome of the feasibility study. The item will be revisited during the budget planning for 2025/26, following receipt of the feasibility study results.

Action: Town Clerk

Three quotes were not obtained for the aforementioned items due to the specific requirements and reliance on regular suppliers and contractors for the work.

13. To receive the income statistics for following and agree and necessary action (copy herewith)

a) Gym

Councillors agreed to permit the Leisure Centre Duty Manager to provide additional details for clarity.

Received, the Leisure Centre team were commended on the financial results for 2023/24. Agreed for the Clerk to allocate an amount of up to £250 to the Duty Manager, allowing him to express gratitude to staff as deemed appropriate.

Action: Town Clerk

Councillor West agreed to compose an article for both the newspaper and social media platforms, showcasing the team's remarkable efforts post-COVID and highlighting the positive increase in facility usage and memberships.

Action: Councillor West

b) Squash

Received.

- c) **Tennis**
Received.

14. Harleston Shed

a) Receive an update on outstanding information concerning the toilets.

Councillors extensively deliberated on this matter. It was unanimously agreed to recommend to the representatives of Harleston Shed to incorporate toilets in their planning permission to ensure availability if needed. Additionally, it was agreed to offer the alternative option of utilizing the toilet facilities at the Leisure Centre. However, it was agreed that the maintenance team toilet could not be offered as a facility for use.

Action: Town Clerk

b) Discuss the terms and conditions of the lease, including rental costs.

Councillors extensively deliberated on this matter.

c) Reach an agreement on the next steps.

Unanimously agreed to extend an invitation to the representatives of Harleston Shed, requesting them to provide the Clerk with a couple of templates of leases used by other Shed organisations. These templates will be reviewed to facilitate the discussion of a draft lease by both parties.

Action: Town Clerk

15. To note the Charity Sponsored Event, in which both the Gym and Maintenance Team are participating, aimed at supporting Men's Mental Health.

Noted. Councillors requested further information regarding this matter to ensure positive promotion.

Action: Town Clerk

16. To note correspondence

a) Resident Request

Councillors engaged in extensive deliberation on this matter. It was agreed for the Clerk to recommend that the resident seek additional support for their idea. However, any further actions pertaining to this matter should be postponed until after the results of the feasibility study have been received.

Action: Town Clerk

b) Town and Parish Electric Vehicle Charging and Solar PV scheme.

Unanimously agreed to maintain support for this scheme.

Action: Town Clerk

17. To note the date of the next Leisure Centre Management Committee meeting as Wednesday 12th June 2024 starting at 6.30pm in the Social Room at the Memorial Leisure Centre

Noted.

The meeting ended at 20.03.

Signed

Date

Leisure Centre Management Committee – Progress Report – 12th June 2024

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
LCMC	11 th Jan 2023 Previous Action	Hire Forms and Umbrella Policy	At the time of the last meeting the forms were still being finalised	Clerk	Next Meeting	Documents to be uploaded to the website. The Clerk has been removed this action from the progress report until after the results of the feasibility study. Matter Closed
LCMC	11 th Oct 2023 Item 7a	Operations Manager Report	The committee asked for the Operations Manager to provide quotes for repair of the roof of the bowls club and the removal of the leylandii hedge around the bowls green in order that these could be considered in the budget.	Operations Manager	ASAP	Quotes provided to the Town Clerk Matter Closed
LCMC	10 th January 2024 Item 10	Topographical report	It was agreed to follow the recommendation of a further test for T6 in October 2024 with the remaining trees being tested in October 2025.	Operations Manager	October 2024	Ongoing
LCMC	10 th January 2024 Item 18	Tennis Court refurbishment	Following the feasibility study a meeting should be held with the Tennis Club	Deputy Clerk	On completion of the study	Matter referred to the Steering Group Matter Closed
LCMC	10 th January 2024 Item 21	Recreation Ground Leases	Deputy Clerk to coordinate with Cllr Hardy to acquire draft leases for community group users of the Recreation Ground.	Deputy Clerk/Cllr Hardy	On completion of the Allotment Lease currently in process.	This is now on the Town Council's priority list and is no longer part of this committee's responsibilities. Matter Closed
LCMC	10 th April 2024 Item 7A - bullet point 4	Amendments to address concerns re gaining quotes considered for next review	The Operations Manager expressed concerns about the difficulty of obtaining quotes on some occasions. The Clerk emphasized that the recommendation to obtain quotes is guided by financial regulations, and	Town Clerk	For next review	Move to Executive Committee to consider at the time of reviewing the Financial Regs Matter Closed

Leisure Centre Management Committee – Progress Report – 12th June 2024

			potential amendments to address these concerns could be considered at the next review.			
LCMC	10 th April 2024 Item 12 a	Appropriate code to allocate payment	GRS quote of £615 + VAT for repairs to a treadmill and upright bike. Agreed for the Clerk to determine the most appropriate code to allocate to the payment.	Town Clerk	ASAP	Actioned. Matter Closed
LCMC	10 th April 2024 Item 12 b	Appropriate code to allocate payment and revisit on receipt of quote	Genesis quote of £495 +VAT for investigation and possible lift repair detailed in the maintenance report. Agreed for the Clerk to determine the most appropriate code to allocate to the payment and for the Clerk to revisit this matter upon receipt of the repair quote.	Town Clerk	ASAP/ receipt of quote	Actioned. Matter Closed
LCMC	10 th April 2024 Item 12 c	Revisit based on feasibility study results	Garrets quote of £4,757.50 for replacement roof on the bowls club detailed in the maintenance report. The item will be revisited during the budget planning for 2025/26, following receipt of the feasibility study results.	Town Clerk	Return to once in receipt of feasibility study results	Information Provided to the steering group and consultants for consideration. Matter Closed
LCMC	10 th April 2024 Item 13 a	£250 for gym colleagues to express gratitude for their work	Agreed for the Clerk to allocate an amount of up to £250 to the Duty Manager, allowing him to express gratitude to staff as deemed appropriate.	Town Clerk	ASAP	Actioned. Matter Closed
LCMC	10 th April 2024 Item 13 a	Newspaper and social media information on gym	Councillor West agreed to compose an article for both the newspaper and social media platforms, showcasing the team's remarkable efforts post-COVID and highlighting the positive increase in facility usage and memberships.	Councillor West	ASAP	Article sent to the Event Officer to distribute to local press through their contacts. Matter Closed
LCMC	10 th April 2024 Item 14 a	Toilets added to Harleston Shed planning and potential to use Leisure Centre	Agreed Harleston Shed to incorporate toilets in their planning permission and it was agreed to offer the alternative option of utilizing the toilet facilities at the Leisure Centre.	Town Clerk	ASAP	Information sent to Harleston Shed 16/04/2024 Matter Closed

Leisure Centre Management Committee – Progress Report – 12th June 2024

LCMC	10 th April 2024 Item 14 c	Seeking lease templates from other Shed organisations from Harleston Shed	Invitation to the representatives of Harleston Shed, requesting them to provide the Clerk with a couple of templates of leases used by other Shed organisations. These templates will be reviewed to facilitate the discussion of a draft lease by both parties.	Town Clerk	ASAP	Information Requested Matter Closed
LCMC	10 th April 2024 Item 15	Further information on Men's Mental Health charity work the gym and maintenance team are doing	To note the Charity Sponsored Event, in which both the Gym and Maintenance Team are participating, aimed at supporting Men's Mental Health. Councillors requested further information regarding this matter to ensure positive promotion.	Town Clerk	ASAP	See gym social media for full updates Matter Closed
LCMC	10 th April 2024 Item 16 a	Clerk to ask resident to seek further support for idea	Residents' idea (garden?) Agreed for the Clerk to recommend that the resident seek additional support for their idea. However, any further actions pertaining to this matter should be postponed until after the results of the feasibility study have been received.	Town Clerk	ASAP	The Town Clerk has written to the resident. Matter Closed
LCMC	10 th April 2024 Item 16 b	Support for EV charging and solar PV	Town and Parish Electric Vehicle Charging and Solar PV scheme. Agreed to maintain support for this scheme.	Town Clerk	ASAP	Completed. Town Clerk attended a webinar on the 1 st May 2024. Matter Closed.



Redenhall with Harleston Town Council

Terms of Reference for the Leisure Centre Management 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 Leisure Centre Management committee shall decide on all matters pertaining to the following: -
 - Maintenance and security of the Memorial Leisure Centre building and recreation grounds
 - Alternative and additional usage of the Memorial Leisure Centre building and recreation grounds
 - Use and control of the alcohol and entertainment license for the Memorial Leisure Centre building and recreation grounds
 - Improvements to the Memorial Leisure Centre building and recreation grounds
 - Harleston Community Leisure Facility, the Gym
 - Relationships between the Town Council and the various clubs and organisations utilising the facilities governed by the Council

- And any other assets within the Leisure Centre building and recreation grounds as may be added or identified
9. Monthly expenditure which is outside the budget for the Committee will be minuted and brought to the attention of the Finance Committee
 10. Monthly expenditure will be approved at each meeting and will be signed by the Chair of that meeting. In the event of a meeting being cancelled, the expenditure will be agreed at the following town council meeting.
 11. The Committee will have devolved budgets, and shall present its budget requests normally by the end of October in readiness for full council discussions by the December town council meeting
 12. The minutes of each meeting will be proposed and agreed at the next meeting.
 13. Voting will be in accordance with Standing Orders.
 14. 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

	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	2	We
Th	4			2										4	1	3	Th
Fr	5			3										5	2	4	1
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	Fr					
Sa			29		31	28				29	30	Sa					
Su			30			29					30	Su					
Mo						30						31		Mo			
Tu														Tu			

LCMC MAINTENANCE/H&S REPORT JUNE 2024

Since my last report in April. The following have been completed or require action.

- Recreation Walk is still on-going. The new owners are having a lot of work done to the property, so it is assumed that the quote they are getting will be forthcoming as soon as possible.
- The gym roof repairs have now been completed.
- The gym lights are now failing. Out of the six, only three now work. This is not such an issue during the summer months, but during the winter and the return of darker nights they will have to be replaced. The existing metal halide lights will have to be replaced by LED's.
- You may have notice the orange safety barrier that has been put up on the tennis court side of the Recreation Ground. This is due to the football club's heavy machinery on replacing a floodlight. They have been asked to repair the damage, but nothing has been forthcoming yet.
- The lift has now been fixed and is a lot quieter. The intruder alarm and the fire extinguisher service are due in June.
- The accessible swing has been damaged. This is not vandalism, but wear and tear. The top links have been replaced and the operation checked.
- Action play and Leisure have been instructed to go ahead with laying Tiger mulch on the zip slide. I am in the process, with the assistance of councilor West for a grant to install the accessible roundabout on behalf of the play association.
- A proposal will be put forward to the LCMC at the next meeting of a project that the Operations Manager would like to complete before retirement.

REDENHALL WITH HARLESTON TOWN COUNCIL HEALTH AND SAFETY MANAGEMENT

HEALTH AND SAFETY RISK ASSESSMENT RECORD				Reference FIRE 01	
Task/Activity Assessed: Fire risk assessment			Location/Area: Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD		
The premises comprise at least three different phases, built over several decades, with the earliest part thought to date from the 1950s. Materials used in construction include brick, breeze block and corrugated metal, with some pitched and some flat roofs. The premises are in a good general state of repair. Facilities on the ground floor consist of a fully equipped gym; a weights room; squash courts; a fitness room; changing rooms; toilets; and storerooms. On the first floor is a social club which is hired by various groups; viewing galleries for the squash courts and gym; toilets; and Council Office. The oldest part of the building houses changing rooms which are used by the affiliated football club. There is also a separate building which is used by the bowls club and is, overall, maintained by them.					
Ref	Issue	Findings/Existing Controls & Precautionary Measures	Further Actions Required	Priority H/M/L	
01	Potential sources of ignition	No smoking allowed – signs to this effect are displayed. Switchgear and fuse boxes are in a locked cupboard adjacent to the showers in the men's changing rooms. No catering is done on the premises, so no cooking equipment is required. However, there are kitchen areas in the council office and at the rear of the gym reception, which are for staff use. There are various types of heating appliances: wall-mounted gas heaters; and hot air heating via ducting situated along the inside walls of the building. (cont.)			
Assessed by: Steve Cox. Operations Manager		Signed:		Date: April 2024	
Reviewed:	Initials:	Reviewed:	Initials:	Reviewed:	Initials:

This assessment will be reviewed periodically or when circumstances change significantly and reissued at every fourth review. If a review shows that changes are required sooner, a new document will be issued at that time.

**REDENHALL WITH HARLESTON TOWN COUNCIL
HEALTH AND SAFETY MANAGEMENT**

HEALTH AND SAFETY RISK ASSESSMENT RECORD				Reference FIRE 01
Task/Activity Assessed: Fire risk assessment			Location/Area: Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD	
Ref	Issue	Findings/Existing Controls & Precautionary Measures	Further Actions Required	Priority H/M/L
01	Potential sources of ignition (cont.)	Boilers are in locked cupboards next to the lift which leads to the rear of the social club and off the gents' changing rooms on the first floor; in the ladies' toilet leading off the social club; and in the gents' changing room on the first-floor squash area. There is a variety of portable electrical equipment on the premises, including: PCs; printers; photocopier; portable fans; radios; music systems; laminator; microwave ovens; kettles; coffee makers, there are also hard-wired hand driers and hair driers in the changing rooms. The control panel for lights and extractor fans in the gym is located on the wall under the viewing gallery. Standard LED lighting throughout the premises, with additional floodlights and wall lights in some areas. No naked flames or fireworks are allowed. There is no history of arson or other fires.		
02	Potential sources of fuel	Products used by contract cleaners are kept in a locked cupboard and are accessed only by the cleaners. Carpets in offices, meeting rooms and corridors. Only small quantities of food items are kept on the premises. Small quantities of paper and other stationery items in Town Council office and gym store. (cont.)		

**REDENHALL WITH HARLESTON TOWN COUNCIL
HEALTH AND SAFETY MANAGEMENT**

HEALTH AND SAFETY RISK ASSESSMENT RECORD				Reference FIRE 01
Task/Activity Assessed: Fire risk assessment		Location/Area: Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD		
Ref	Issue	Findings/Existing Controls & Precautionary Measures	Further Actions Required	Priority H/M/L
02	Potential sources of fuel (cont.)	Wooden tables, chairs, bar, and panelling. Upholstered chairs and sofas. Fibreboard ceilings in squash courts. Exercise mats in community room and area next to changing rooms. Christmas decorations. Office bins are emptied daily so litter and waste do not accumulate. Wheelie bins located at distance from building.		
03	Sources of oxygen	A combination of natural ventilation and air conditioning, plus extractor fans at various locations.		
04	People who could be affected in event of fire.	Town Council and gym staff. Hirers/users of the premises, possibly including people with disabilities. Contractors.		
05	Fire detection arrangements.	A zoned fire detection system is installed, with call points and sounders located throughout the premises, and the control panel in the corridor between the squash courts and the gym. Smoke detectors located at appropriate places throughout the premises.		
06	Firefighting equipment	H2O, CO ₂ and foam extinguishers located at appropriate places throughout the premises.		

**REDENHALL WITH HARLESTON TOWN COUNCIL
HEALTH AND SAFETY MANAGEMENT**

HEALTH AND SAFETY RISK ASSESSMENT RECORD				Reference FIRE 01
Task/Activity Assessed: Fire risk assessment		Location/Area: Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD		
Ref	Issue	Findings/Existing Controls & Precautionary Measures	Further Actions Required	Priority H/M/L
07	Escape routes.	There is more than one independent route to safety from both the ground floor and social club. However, there is only a single route from the squash court viewing gallery. A number of the doors between areas are designated as fire doors and are kept closed or are self-closing. Most doors open in the expected direction of travel but there is sufficient width in the corridors to accommodate the number of people likely to be involved in an evacuation in those cases where a door has to be opened inwards. The organisers of any groups using the premises should be aware if any of their members have special needs and be able to assist them to leave if necessary. The designated assembly area is in the play area (basketball area with tarmac surface) and could be reached in an acceptable time.	Consider whether an additional emergency exit could be created leading from the balcony.	M
08	Lighting	Standard LED lighting and mains-powered emergency lighting with battery back-up throughout the premises. Ceiling and wall lights in social club.		
09	Signage	Pictorial escape route signs along corridors and over final exit doors. Most final exit doors are marked either 'Push bar to open' or 'Push pad to open', as appropriate. Fire action notices located at appropriate places throughout the premises.		M

**REDENHALL WITH HARLESTON TOWN COUNCIL
HEALTH AND SAFETY MANAGEMENT**

HEALTH AND SAFETY RISK ASSESSMENT RECORD				Reference FIRE 01
Task/Activity Assessed: Fire risk assessment		Location/Area: Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD		
Ref	Issue	Findings/Existing Controls & Precautionary Measures	Further Actions Required	Priority H/M/L
10	Checking and maintenance	The fire alarm system and emergency lighting are inspected and serviced six-monthly by an approved contractor. Boilers are inspected annually by an approved contractor. Fire extinguishers are inspected annually by an approved contractor. Mains electrical installation is inspected three-yearly. There is a formal system for fire safety checks – fire alarm, emergency lighting, smoke alarms, escape routes, firefighting equipment, etc. Portable electrical equipment is subject to periodic portable appliance testing (PAT).		
11	Training and instruction	All new staff are given fire safety instruction as part of their induction. Staff members are not formally trained as fire marshals but would conduct a 'sweep' of the building should an emergency evacuation be necessary. Staff are not trained in how to operate fire extinguishers as it would be considered more important for everyone to exit the building safely in the event of fire, rather than try and fight it. Any contractors engaged to carry out work on the premises are given the relevant fire safety information before they start work. Hirers of the social club are required to designate someone as the 'responsible person' to take charge in the event of an emergency.	Fire Marshall training can be given to staff to help them understand risks better.	M

**REDENHALL WITH HARLESTON TOWN COUNCIL
HEALTH AND SAFETY MANAGEMENT**

HEALTH AND SAFETY RISK ASSESSMENT RECORD				Reference FIRE 01
Task/Activity Assessed: Fire risk assessment			Location/Area: Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD	
Ref	Issue	Findings/Existing Controls & Precautionary Measures	Further Actions Required	Priority H/M/L
12	Emergency action procedures	Staff are aware of the need to operate good fire safety management procedures. Fire drills to be carried out at least once yearly. There is good access to the building for the Fire and Rescue Service. A plan showing the fire alarm zones is located adjacent to the control panel. There are floor plans of the building showing the location of firefighting equipment, smoke detectors, call points, etc. at several places throughout the premises.		

28/05/2024

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Recreation Ground								
1001 Ground Rent - Football	150	150	1,800	1,650			8.3%	
1003 Ground Rent - Bowls	90	90	540	450			16.7%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	15	0	(15)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	255	255	3,340	3,085			7.6%	0
4000 Salaries	1,799	1,799	25,047	23,248		23,248	7.2%	
4001 Paye/NI	0	0	8,056	8,056		8,056	0.0%	
4006 Pension Contributions	0	0	9,327	9,327		9,327	0.0%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	48	48	500	452		452	9.6%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries	6	6	0	(6)		(6)	0.0%	
4040 Telephones/Broadband	0	0	130	130		130	0.0%	
4041 Mobile Phones	7	7	75	68		68	9.5%	
4045 Insurance	643	643	1,350	707		707	47.6%	
4052 Water Charges	0	0	500	500		500	0.0%	
4055 Electricity	41	41	600	559		559	6.8%	
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	
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	0	0	4,100	4,100		4,100	0.0%	
4107 Leased Plant	0	0	3,500	3,500		3,500	0.0%	
4119 Maintenance - General	58	58	600	542		542	9.7%	
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	0	0	2,340	2,340		2,340	0.0%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	0	0	200	200		200	0.0%	
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 Chrg	310	310	300	(10)		(10)	103.3%	
Recreation Ground :- Indirect Expenditure	2,912	2,912	63,510	60,598	0	60,598	4.6%	0
Net Income over Expenditure	(2,657)	(2,657)	(60,170)	(57,513)				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Gym</u>								
1059 memberships DD	14,836	14,836	150,000	135,165			9.9%	
1060 Gym - Classes	371	371	5,000	4,630			7.4%	
1062 Gym - Food & Drink - Confectio	461	461	1,000	539			46.1%	
1063 Gym - Membership SO's	21	21	0	(21)			0.0%	
1064 Gym - Membership Cash	2,534	2,534	19,000	16,466			13.3%	
1065 Gym - Personal Training	413	413	4,000	3,588			10.3%	
1067 Gym - Squash Courts	835	835	8,000	7,165			10.4%	
1068 Gym - Tennis	166	166	2,000	1,835			8.3%	
1070 Protein Food and drink	443	443	3,000	2,557			14.8%	
1073 Re-sales	2	2	200	198			0.8%	
1075 Table Tennis	6	6	0	(6)			0.0%	
1078 Music Licence	(541)	(541)	0	541			0.0%	
1086 Gym - Merchandise	21	21	0	(21)			0.0%	
Gym :- Income	19,565	19,565	192,200	172,635			10.2%	0
4000 Salaries	7,519	7,519	82,140	74,621		74,621	9.2%	
4001 Paye/Nl	0	0	23,929	23,929		23,929	0.0%	
4006 Pension Contributions	0	0	30,577	30,577		30,577	0.0%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
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	0	0	4,400	4,400		4,400	0.0%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	180	1,800	1,620		1,620	10.0%	
4039 Sundries	18	18	1,200	1,182		1,182	1.5%	
4040 Telephones/Broadband	60	60	650	590		590	9.2%	
4041 Mobile Phones	0	0	100	100		100	0.0%	
4045 Insurance	214	214	1,050	836		836	20.4%	
4054 Water Charges - building	0	0	2,090	2,090		2,090	0.0%	
4055 Electricity	231	231	2,500	2,269		2,269	9.2%	
4056 Gas	0	0	1,200	1,200		1,200	0.0%	
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	45	45	100	55		55	45.4%	
4121 Maintenance - Contractors	0	0	300	300		300	0.0%	
4123 Equipment Servicing & Repairs	690	690	3,500	2,810		2,810	19.7%	
4126 Gym Equipment Purchases	0	0	2,000	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4128 Gym Contract Maintenance	153	153	2,200	2,047		2,047	6.9%	
4129 Gym sundries	0	0	1,000	1,000		1,000	0.0%	
4159 Gym membership refunds	126	126	300	174		174	42.0%	
4160 Gym Class Fees	0	0	7,000	7,000		7,000	0.0%	
4162 Food & Drink For Resale	0	0	2,100	2,100		2,100	0.0%	
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	998	998	8,400	7,402		7,402	11.9%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
Gym :- Indirect Expenditure	10,234	10,234	186,121	175,887	0	175,887	5.5%	0
Net Income over Expenditure	9,331	9,331	6,079	(3,252)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	668	668	3,000	2,332			22.3%	
Leisure Centre building :- Income	668	668	3,000	2,332			22.3%	0
4000 Salaries	1,620	1,620	20,911	19,291		19,291	7.7%	
4001 Paye/Nl	0	0	5,615	5,615		5,615	0.0%	
4006 Pension Contributions	0	0	7,614	7,614		7,614	0.0%	
4042 Fire and Security Alarms	0	0	150	150		150	0.0%	
4045 Insurance	643	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	981	981	12,300	11,319		11,319	8.0%	
4055 Electricity	951	951	8,400	7,449		7,449	11.3%	
4056 Gas	0	0	6,000	6,000		6,000	0.0%	
4071 Health & Safety - Compliance	0	0	2,000	2,000		2,000	0.0%	
4072 Security	70	70	1,000	930		930	7.0%	
4119 Maintenance - General	6	6	1,000	994		994	0.6%	
4121 Maintenance - Contractors	0	0	3,000	3,000		3,000	0.0%	
Leisure Centre building :- Indirect Expenditure	4,270	4,270	72,640	68,370	0	68,370	5.9%	0
Net Income over Expenditure	(3,602)	(3,602)	(69,640)	(66,038)				
Grand Totals:- Income	20,488	20,488	198,540	178,052			10.3%	
Expenditure	17,415	17,415	322,271	304,856	0	304,856	5.4%	
Net Income over Expenditure	3,073	3,073	(123,731)	(126,804)				
Movement to/(from) Gen Reserve	3,073	3,073						

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
	My Sister's Wardrobe	JK Morron - reimbursing electricity for Christmas lights	TC		£	30.00		£	30.00		£	30.00	Misc. Amenities
	Petty Cash - Gym & TC	Office sundries	LCMC/TC		£	-	£	20.17		£	20.17	£	20.17 4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere and coffee	LCMC/TC		£	-	£	53.99		£	53.99	£	53.99 4018/101/201/124
	<u>Total Petty Cash</u>										£	<u>74.16</u>	To be paid to the Clerk to reimburse.

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
HMRC	HMRC	April Tax and PAYE	TC/LCMC				£ 5,297.16		£ 5,297.16	4001
Norfolk Pension Fund	NPF	April Pension	TC/LCMC				£ 5,907.25		£ 5,907.25	4006
Contractual	Cozens	Street Lighting - April	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122
Lease	ASL	Photocopier - 19/03/2024 - 19/04/2024 plus cartridges	TC	£ 47.72			£ 39.77	£ 7.95	£ 47.72	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/04/2024 - 30/04/2024	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Stat Duty	MPLC	Umbrella licence Streaming Licence GYM	LCMC		£ 472.68		£ 393.90	£ 78.78	£ 472.68	4034 202
Obligation	Rejuvenate Yoga	Yoga Classes - April classes	LCMC		£ 216.00		£ 216.00		£ 216.00	4160 202
Obligation		Classes - April	LCMC		£ 377.00		£ 377.00		£ 377.00	4160 202
Obligation	Stonechild Meditation	Classes - April	LCMC		£ 154.00		£ 154.00		£ 154.00	4160 202
FR4.1	Top Garden Services	Tree Works and Stump Grinding	Amenities			£ 288.00	£ 240.00	£ 48.00	£ 288.00	4102 201 = Use £300 income from Pride in Bloom Grant received SNDC.
FR4.1	Barclaycard - Spotify	Licence	LCMC	£ -	£ 10.99		£ 10.99		£ 10.99	4034/202
FR4.1	Barclaycard - Amazon	Coffee cups - Gym	LCMC	£ -	£ 57.14		£ 57.14		£ 57.14	4039 202
FR4.1	Barclaycard - Nespresso	Nespresso - coffee supplies	LCMC	£ -	£ 95.20		£ 95.20	£ -	£ 95.20	4039 202
To request Approval from TC Chair via email for noting at the next Finance Meeting	Barclaycard - NCC	Norfolk County Council - Road Closures	TC	£ 360.00	£ -		£ 360.00		£ 360.00	103 Town Events
Stat Duty	Barclaycard - DVLA	DVLA - vehicle tax - maintenance van	TC	£ 337.50	£ -		£ 337.50		£ 337.50	4018/101
FR4.1	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC	£ -	£ 10.00		£ 10.00		£ 10.00	4040/201
	Total to Barclaycard								£ 870.83	
FR4.1	Force Fresh	Centrefeed Rolls	LCMC	£ -	£ 168.08		£ 138.40	£ 27.68	£ 166.08	4039 203 2
Approved at LCMC 10/04/24 - Item 8C	TC Garrett	Carry out repairs to skylight in gym	LCMC	£ -	£ 901.44	£ -	£ 751.20	£ 150.24	£ 901.44	4117 203
Pay due to receiving Insurance compensation - note in May Town Council meeting	Keystone Building	Repair to town sign	TC			£ 940.80	£ 784.00	£ 156.80	£ 940.80	4195 101
Approved at Finance Meeting 17/04/24 Item 11	Intelligent Traffic Systems	Barrier - Melba Gate Anti Trip Feet	TC	£ 926.40			£ 771.75	£ 154.35	£ 926.10	EMR 344
FR4.1	Magnus PR	Feather Banner print design for Visit Harleston	TC	£ 242.00			£ 242.00		£ 242.00	4057/101
FR4.1	Magnus PR	Print of 400 Car Boot Sale flyers	TC	£ 50.00			£ 50.00		£ 50.00	4014 103
	Total to Magnus								£ 292.00	
FR4.1	ESPO	Notes, pens, calculator, stapler, A4 paper, shorthand notebook	LCMC	£ 29.64	£ 69.06		£ 82.25	£ 16.45	£ 98.70	4039 101 202
FR4.1	ESPO	Wipeboard Magnetic coated	LCMC	£ -	£ 25.20	£ -	£ 21.00	£ 4.20	£ 25.20	4039 202
	Total to ESPO								£ 123.90	
FR4.1	Workwear (East Anglia) Ltd	Safety boots - maintenance	LCMC		£ 75.00		£ 75.00	£ -	£ 75.00	4166 201
FR4.1	Robinson's Traditional Stationers	Gym timetables and box of PDQ rolls	LCMC	£ -	£ 16.20		£ 13.50	£ 2.70	£ 16.20	4039 202
FR4.1	Screwfix	Woodscrew Trade Pack 2800 Pcs (847PT)	LCMC	£ -	£ 69.99		£ 58.32	£ 11.67	£ 69.99	4119 201
Approved at Finance Meeting 17/04/24 - Item 12	Independent Memorial Inspection	IMI Clean War Memorial and surrounding area, steam letter re-enamelled	LCMC		£ 3,240.00		£ 2,700.00	£ 540.00	£ 3,240.00	EMR335
FR4.1	Elite TM Solutions Ltd	Bespoke signage - Car Boot Sale - 5th may 2024	TC	£ 180.00			£ 150.00	£ 30.00	£ 180.00	Town Events 103
FR4.1	Falcon Publications	Harleston Town Council Map	LCMC		£ 188.40		£ 157.00	£ 31.40	£ 188.40	4057 201
FR4.1		Refund Gym Membership	LCMC		£ 20.50		£ 20.50		£ 20.50	4159 202
To request Approval from LCMC Chair via email for noting at the next LCMC Meeting.	Top Garden Services	Grass Cutting - March	LCMC		£ 396.90		£ 330.75	£ 66.15	£ 396.90	4102 201
To request Approval from LCMC Chair via email for noting at the next LCMC Meeting.	Top Garden Services	Grass Cutting - April	LCMC		£ 529.20		£ 441.00	£ 88.20	£ 529.20	4102 201
	Total to TOPS						£ 771.75	£ 154.35	£ 926.10	
Approved by Amenities 1st May 2024 - item 16. To request Approval from the Chair of Finance and to be noted at the next Finance Meeting 15/05/24	Bikedocksolutions Shelter Store	Topaz Bus Shelter	TC	£ 4,813.20			£ 4,011.00	£ 802.20	£ 4,813.20	EMR 334

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
To request Approval from TC Chair via email for noting at the next Finance Meeting	Barclaycard - NCC	Norfolk County Council - Road Closures	TC	£ 360.00	£ -		£ 360.00		£ 360.00	103 Town Eventa
To request Approval from LCMC Chair via email for noting at the next LCMC Meeting.	Top Garden Services	Grass Cutting - March	LCMC		£ 396.90		£ 330.75	£ 66.15	£ 396.90	4102 201
To request Approval from LCMC Chair via email for noting at the next LCMC Meeting.	Top Garden Services	Grass Cutting - April	LCMC		£ 529.20		£ 441.00	£ 88.20	£ 529.20	4102 201
	Total to TOPS						£ 771.75	£ 154.35	£ 926.10	
Approved by Amenities 1st May 2024 - item 16. To request Approval from the Chair of Finance and to be noted at the next Finance Meeting 15/05/24	Bikedocksolutions Shelter Store	Topaz Bus Shelter	TC	£ 4,813.20			£ 4,011.00	£ 802.20	£ 4,813.20	EMR 334

TO: Redenhall With Harleston Town Council Council Offices Memorial Leisure Centre Badersfield Wilderness Lane IP20 9DD F.A.O. Steve Cox	KGB COMMERCIAL HEATING 8 Twickenham Road, Union Park Norwich, Norfolk, NR6 6NG Tel: 0345 2300 696/Fax: 0345 2300 697 Email: service@kgbcommercialheating.com Insurances maintained: Employers Liability £10,000,000 Public Liability £5,000,000 / Professional Indemnity £250,000			
REF: Q4590	ORIG.JOB NO.		QUOTATION	DATE: 04/04/24
FOR: ☐ SURVEY ☐ REPORT ☐ PPM PROGRAM ☒ SUPPLY ☐ INSTALL ☐ COMMISSION ☐ SERVICE ☐ REPAIR ☐ LANDLORDS ☐ HIRE ☐ LEASE ☐ LEASE TO OWN ☒ OTHER/REPLACE				
AT SITE / LOCATION :				
ITEM	DESCRIPTION / EXTENT OF WORK			£ EX VAT
1	Supply and fit Type 1 2 3 Comb Lightning and surge protection			
2	MCB, enclosure, SPD, Cables and sundries			£582.00
3	Electrical Engineer inc Travel and Mileage			£405.00
Normal Working hours, weekday, uninterrupted access. Prices Exclude VAT and any visits to date Excludes Asbestos and decorative works.				
PAGE 1 OF 1		TOTAL THIS PAGE		987.00
INITIALS		TOTAL LAST PAGE		
		NEW TOTAL		£ 987.00

TO: Redenhall With Harleston Town Council Council Offices Memorial Leisure Centre Badersfield Wilderness Lane IP20 9DD Steve Cox	KGB COMMERCIAL HEATING 8 Twickenham Road, Union Park Norwich, Norfolk, NR6 6NG Tel: 0345 2300 696/Fax: 0345 2300 697 Email: support@kgbcommercialheating.com Insurances maintained: Employers Liability £10,000,000 Public Liability £5,000,000 / Professional Indemnity £250,000
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REF: Q4590	ORIG.JOB NO:		QUOTATION FINAL PAGE	DATE: 04/04/24
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SUMMARY OF PAGE NO's:	1: Quotation 2: Summary 3: Terms
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☒ PRICES FIRM FOR:	☒ 30 DAYS ☐ 60 DAYS ☐ 90 DAYS
☐ SERVICE OF EQUIPMENT; TO MANUFACTURERS' INSTRUCTIONS	
☐ GAS SAFETY (INSTALLATION & USE) REGULATIONS APPLY	
☐ ELECTRICAL WORKS; TO HAVE AN NICEIC MINOR WORKS CERTIFICATE	
☐ SERVICE OF WATER HEATERS; TO GAS SIDE ONLY	
☐ WATER MANAGEMENT/L8 PROGRAM; EXCLUDED	
☐ SERVICE CERTIFICATE TO BE ISSUED	
☐ GAS SAFETY RECORD/LANDLORDS CERTIFICATE TO BE ISSUED	
☒ PARTS AND FITTING OF PARTS EXTRA TO QUOTATION UNLESS STATED	
☒ FOR NORMAL HOURS WORKING, WEEKDAYS, UNINTERRUPTED ACCESS	
☒ ALL COSTS EXCLUSIVE OF VAT	

SEE ALSO GENERAL TERMS OF TRADE WHICH FORM PART OF THIS QUOTATION
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INVOICE TERMS	
☒ PAYMENT REQUIRED WITH ORDER	
☐ BALANCE PAYABLE AT COMPLETION £	
☒ INVOICE TERMS 30 DAYS (INTERIM PAYMENTS/MONTHLY INVOICING MAY APPLY DEPENDING ON STATUS)	
☐ STANDING ORDER TO BE ARRANGED (PAYMENT PLAN)	
☐ LEASING/LEASE TO OWN TO BE ARRANGED	
☐ OTHER	
☐ ABORTED VISIT CHARGE (IF APPLICABLE) TO BE	£

THIS QUOTATION IS OFFERED FOR & ON BEHALF OF KGB COMMERCIAL HEATING BY		
NAME	SIGNATURE	DATE

THE QUOTATION IS ACCEPTED BY

NAME

SIGNATURE

DATE

PLEASE SIGN AND RETURN ONE COPY IN THE ENVELOPE PROVIDED

N/A

TOTAL NUMBER OF PAGES INCLUDING THIS FINAL PAGE:

3

KGB COMMERCIAL HEATING
8 Twickenham Road, Union Park, Norwich, Norfolk, NR6 6NG
Tel: 0345 2300 696 / Fax: 0345 2300 697

GENERAL TERMS OF TRADE

All quotations will be in writing without exception, no verbal claims will be accepted.

An order number or payment may be required prior to attendance.

Risk of materials delivered to and left on site passes to the site responsible person.

All materials remain the property of KGB Commercial Heating until payment is received in full.

Report sheets will be presented for signature at the visit's completion.
For dayworks, these will be invoiced as signed, call out sheets will have an attendance charge added to the site hours signed for, charge rate A, B, C or D

For dayrate applications, where offsite time is chargeable or where hours on report sheets differ to site time or invoiced amounts, an invoice data sheet may be attached to invoices showing all charges. For servicing, some appliances are serviced on a fixed rate basis and a signature is only required to confirm work has been carried out; for quoted works or fixed price works, variations will be written on a daywork sheet for signature and invoiced as extra.

Payment terms 30 days from invoice date.
Late payment charges may be applied as per government rates until paid except by written agreement. Additionally any other invoices not paid also become due whether within the 30 day period or not.

Warranty on goods is as per makers: in the event of replacement, labour/travel charges may be incurred by the client; we do not accept responsibility for faulty items supplied by makers of clients' equipment. We contract to fit the manufacturers' supplied goods. Warranty on our work is covered for one year after date of completion excluding damage caused by other trades, settlement weather or other causes beyond our control.

Where engineers have to attend induction courses at sites, such time may be chargeable to the site unless previously agreed otherwise.

Aborted visit charges (where works have been agreed and the site is found unable to proceed) one working day cancellation notice is required or aborted visit charge may apply



CONTRACT AGREEMENT

BETWEEN

REDENHALL WITH HARLESTON TOWN COUNCIL, CLARE CRANE (TOWN CLERK), MEMORIAL LEISURE CENTRE, WILDERNESS LANE, HARLESTON, NORFOLK IP20 9DD. TELEPHONE 01379 854519, EMAIL CLERK@HARLESTON-TC.GOV.UK

AND

TOP GARDEN SERVICES – 68 CHARLOCK ROAD, THETFORD, NORFOLK, IP24 2TR (“THE CONTRACTOR”)

CONTRACT EXTENSION COMMENCEMENT DATE: 20/03/2024

CONTRACT END DATE: 31/10/2024

**TOP CONTRACT MANAGER: TOM DUCHESNE TELEPHONE 0800 772 0548 / 07900297546
EMAIL – INFO@TOPGARDENSERVICES.COM**

PRELIMINARIES

- i. THE CONTRACTOR SHALL ENSURE THAT ALL VEHICLES AND/OR EQUIPMENT OPERATORS BY OR ON BEHALF OF THE CONTRACTOR SHALL BE IN A SAFE AND OPERABLE CONDITION AND SHALL COMPLY WITH AND BE OPERATED IN ACCORDANCE WITH ALL APPLICABLE LEGAL REQUIREMENTS.
- ii. ALL TRANSPORT, EQUIPMENT, MACHINERY, MARKING MATERIALS, FUEL AND OPERATIVES SHALL BE SUPPLIED BY THE CONTRACTOR TOGETHER WITH N.P.T.C. QUALIFIED AND CERTIFICATED OPERATIVES INCLUDING CHEMICALS IN REGARD TO HERBICIDE APPLICATION.
- iii. THE CONTRACTOR SHALL NOT ASSIGN OR SUB-LET ITS RIGHTS UNDER THIS AGREEMENT WITHOUT THE WRITTEN CONSENT OF REDENHALL WITH HARLESTON TOWN COUNCIL.
- iv. IF DURING THE CONTRACT PERIOD ANY ISSUES ARISE REGARDING THE WORK THE CONTRACTOR CARRIES OUT, AND REDENHALL WITH HARLESTON TOWN COUNCIL WISHES TO MAKE A COMPLAINT, THE COMPLAINT SHOULD BE SUBMITTED IN WRITING, (EMAIL IS ACCEPTABLE) ADDRESSED TO THE GENERAL MANAGER, WITHIN THREE WORKING DAYS OF THE INCIDENT TAKING PLACE. THE CONTRACTOR WILL THEN MAKE CONTACT WITH REDENHALL WITH HARLESTON TOWN COUNCIL AND AIM TO RECTIFY THE SITUATION WITHIN FIVE WORKING DAYS OF RECEIVING THIS COMPLAINT.

Town Clerk Clare Crane
Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD
Tel 01379 854519 email clerk@harleston-tc.gov.uk



- v. **REDENHALL WITH HARLESTON TOWN COUNCIL SHALL BE ENTITLED TO TERMINATE THIS AGREEMENT, GIVING TWO MONTHS WRITTEN NOTICE TO THE CONTRACTOR, IN THE EVENT THAT A SERIOUS REMEDIABLE BREACH OF ANY TERM OF THIS AGREEMENT IS COMMITTED BY THE CONTRACTOR AND NOT REMEDIED WITHIN SUCH REASONABLE PERIOD AS SHALL BE SPECIFIED REDENHALL WITH HARLESTON TOWN COUNCIL BY WRITTEN NOTICE SERVED ON THE CONTRACTOR (A "RECTIFICATION NOTICE"), WHICH SHOULD BE ADDRESSED TO THE MANAGING DIRECTOR.**
- vi. **THROUGHOUT THE TERMS OF THIS AGREEMENT, THE CONTRACTOR SHALL, AT ITS OWN EXPENSE MAINTAIN INSURANCE WITH AN INSURANCE COMPANY IN AN AMOUNT OF NOT LESS THAN £5,000,000 PER CLAIM AGAINST ALL LOSS, DAMAGE AND INSURABLE RISKS OF THIRD PARTY AND AN INSURANCE POLICY TO THE SUM OF £10,000,000 FOR EMPLOYERS LIABILITY.**
- vii. **THE CONTRACTOR SHALL ENSURE THAT ALL STAFF ARE WEARING THE CORRECT PERSONAL PROTECTIVE EQUIPMENT FOR UNDERTAKING THE OPERATIONS.**
- viii. **THE CONTRACTOR SHOULD APPRECIATE THE ENVIRONMENT THAT HE WOULD BE WORKING IN AND SHOULD DO HIS UPMOST TO PREVENT ANY DISTURBANCE TO THE PUBLIC.**
- ix. **ALL GRASS AREAS WILL BE MOWED AT THE FREQUENCIES DETAILED BELOW UNLESS THE GRASS IS NOT GROWING DURING PERIODS OF DRY WEATHER. IN THIS EVENT THE OMITTED VISITS MAY BE ADDED AT THE END OF THE CUTTING SEASON TO RECTIFY THIS. HOWEVER, IF THIS IS NOT THE CASE, THE INVOICES WILL BE REDUCED ACCORDINGLY TO REFLECT THE NUMBER OF CUTS ACTUALLY CARRIED OUT AS EVIDENCED BY THE SUBMITTED WORKSHEETS.**
- x. **WHERE FLY TIPPING ARISES THIS CAN BE REMOVED BY THE CONTRACTOR AT ADDITIONAL COST. NO FLY TIPPING WILL BE REMOVED WITHOUT THE WRITTEN PERMISSION REDENHALL WITH HARLESTON TOWN COUNCIL.**
- xi. **AD HOC WORKS AND ANY OTHER ADDITIONAL WORKS OUTSIDE THE SPECIFICATION OF THIS CONTRACT REQUIRES A WRITTEN PURCHASE ORDER FROM REDENHALL WITH HARLESTON TOWN COUNCIL BEFORE WORKS CAN COMMENCE.**

CONTRACT SPECIFICATION

THE GROUNDS MAINTENANCE OPERATIONS SET OUT BELOW AS AGREED BY BOTH PARTIES WILL COMMENCE FROM 20/03/2024 TO 31/10/2024 AND SHALL COVER THE FOLLOWING TASKS: -

OPTION 1.

GRASS CUTTING OF ALL LARGER AREA THAT WE CAN ACCESS WITH THE MOWER INTO. GRASS WILL BE CUT EVERY 7 DAYS FROM MID-MARCH TO END OF OCTOBER THROUGHOUT THE GROWING SEASON BLOWING ANY GRASS CLIPPINGS OFF PATH AND PLAY EQUIPMENT.

Town Clerk Clare Crane
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TOTAL CONTRACT SUM EQUATES TO A MAXIMUM OF £3858.75 PER ANNUM

TO BE PAID MONTHLY TO A MAXIMUM OF £551.25

A SPECIFIC DAY FOR CUTTING WILL BE AGREED BY THE CONTRACTOR AND REDENHALL WITH HARLESTON TOWN COUNCIL, THIS IS TO BE KEPT TO AS NEAR AS POSSIBLE. IF THE CONTRACTOR IS UNABLE TO ATTEND ON THE SPECIFIC DAY THEN THEY MUST CONTACT THE OPERATIONS MANAGER AND KEEP HIM INFORMED OF ANY CHANGES.

A COPY OF THE JOB TICKET WILL BE SENT TO THE CLERK ON COMPLETION FOR OUR RECORDS.

THE CONTRACTOR WILL ALSO BE MADE AWARE OF THE WILD FLOWERS CUTTING REGIME ON THE RECREATION GROUND

THE ABOVE SPECIFICATION AS DETAILED AND AGREED DOES NOT COVER ANY ADDITIONAL WORKS, WHICH WILL BE CHARGED AT ADDITIONAL COST FOLLOWING FORMAL ACCEPTANCE OF A WRITTEN QUOTATION.

IF DURING THE CONTRACT PERIOD AN ADDITIONAL NUMBER OF OCCASIONS FOR ANY PARTICULAR TASK IS REQUIRED, THESE CAN BE ARRANGED ON REQUEST, AND THE COST FOR THIS WILL GENERALLY BE CHARGED ON A PRO RATA BASIS.

ALL COMMUNICATIONS BETWEEN THE CONTRACTOR AND REDENHALL WITH HARLESTON TOWN COUNCIL SHOULD BE REGARDED AS CONFIDENTIAL, UNLESS OTHERWISE ADVISED IN WRITING BY THE CONTRACTOR AND AGREED BY REDENHALL WITH HARLESTON TOWN COUNCIL.

I/WE HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND SPECIFICATION OF CONTRACT AND THE TERMS & CONDITIONS OF BUSINESS OF TOP GARDEN SERVICES (BELOW) AND HEREBY AGREE TO BE BOUND BY THEM.

SIGNED _____ DATED _____ CLARE CRANE
ON BEHALF OF REDENHALL WITH HARLESTON TOWN COUNCIL

SIGNED  _____ DATED 14/05/2024 TOM DUCHESNE
ON BEHALF OF TOP GARDEN SERVICES

Town Clerk Clare Crane
Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD
Tel 01379 854519 email clerk@harleston-tc.gov.uk



Dear Sir / Madame,

Please accept this letter as a proposal for the extensions of the lease for Harleston town football club to a minimum of 12 years. As you are aware the football club is in the process of obtaining funding to make improvements to meet league requirements, be more energy efficient and to lower our running costs. For funding applications to be accepted a minimum of a 10-year lease is required. Due to the length of the application process, it would be beneficial for the club's lease to be extended to ensure that our funding applications are not held up or dismissed.

The following is a list of the areas we are looking to apply for funding:

- Floodlights – we are looking to obtain funding for 70% of the installation and maintenance of LED floodlights. These will replace the floodlights already in situ on the original masts. LED floodlights are more beneficial to the club as they are more energy efficient, they have the capabilities to be dimmed and isolated and the running costs of these are much lower than the halogen floodlights currently in use.
- Toilets – we would like to install static toilets, replacing the current single portable toilets. This is to provide toilet facilities those with disabilities / mobility restrictions (currently this demographic is not able to access toilet facilities). This would also benefit the club in having facilities that would meet higher ground grading, when we look for promotion.
- Pitch maintenance – we are looking to transform the quality of the grass pitch by applying for a 6-year grant that will help us maintain the quality of the pitch throughout the year. This will help us to reduce the number of postponed fixtures and improve the playing surface of the pitch.
- Boundary fencing – We are looking to replace the boundary fencing to ensure the safety of the players and members of the public and to increase the security around the pitch.

We may have some other areas we will apply for funding over the next year, but these are the areas we are working on currently.

Please let me know if you have any further questions / queries.

Kind Regards

Emma Mullin

Harleston Town Football Club Secretary

Squash Correspondence

Email Received on Wednesday 8th May at 16.30

Hello Emma/ Clare

We have noticed an issue with a couple of cracked boards on one for the squash courts.

We need to get this repaired ASAP, we have found a company that can complete the repair on Friday [10th] morning which would be ideal as this would coincide with our squash finals night later that evening.

The total cost is £540 inc. VAT.

Are you happy for me to book this in, for the company to invoice the council and for the squash club to 'donate' to the council 50% of the pre VAT total – i.e. £225 – this is what we have done in previous years when repairs were needed

If you are able to give us the goo ahead ASAP it would be very much appreciated!

Many thanks!

Follow Up on the 15th May

Hello

Just following up on the below mail as I have not heard back.

Can you please confirm you are happy with he below?

Thanks

Reply on the 15th May

Hi Matt,

Unfortunately, the work was done without the necessary approval from the Leisure Centre Management Committee. I became aware of the initial request for approval via email on Wednesday, May 8, 2024, but due to a heavy workload, I was not able to respond by return. This was also not sent to Emma Chandler (Deputy Clerk) who is the Squash Clubs main point of contact.

The fact that the work proceeded without my or the committee's approval, particularly at 6:30 am on Friday, May 10th, is concerning. As a result, approval of payment terms cannot be ratified until it's discussed at the next Leisure Centre Management meeting, scheduled for June 12th as this work was not commissioned by the Town Council.

After the meeting, I'll contact you with the decision of the council regarding payment.

Many thanks

Clare