



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 Amenities Committee** which will be held at the Town Council Offices, on **Wednesday 3rd July 2023 at 6.30pm** to consider the business detailed below.

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

Members of the press and public are welcome to attend.

Signed: *Clare Crane* - Town Clerk

Date: 28th 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 of the last Amenities Committee meeting on Wednesday 1st May 2024 (copy herewith)
6. To note progress on decisions made at the last meeting of the Amenities 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 24th July 2024.
10. To discuss a calendar of Amenities 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.
 - a) Consider and agree any requests for recommendations or approval.
12. To review the Allotment Rental Fees and agreed charges to commence in September 2025 (copy herewith)
13. To receive and consider the draft proposal to be submitted to Wortwell Parish Council regarding the Cemetery (copy herewith)
14. To receive and discuss a report about the resurfacing of the car parks with detailed cost estimates. (Copy herewith)
 - a) Agree next steps
15. To review and discuss the pending Traffic Regulation Order (TRO) concerning parking changes and the proposed pedestrian zone on Saturdays at Exchange Street. To consider what recommendation to make to Norfolk County Council Highways Department and agree on a recommendation for approval at the July Town Council Meeting.
16. To receive an update on the Planter Sponsorship Initiative.
17. To receive an update on the ongoing maintenance and survey work on the clock tower.
18. Market Place
 - a) To receive an update on events taking place on the Market Place and consider and agree any actions as necessary.
19. To review and discuss the parking enforcement information received from the District Council, and to determine whether the provided information is sufficient for our needs.
20. To discuss the purchase of an additional bench to be located on Union Street and agree next steps.
21. Finance
 - a) To receive, scrutinise and approve the Income and Expenditure report for month 1 and 2 (copy herewith)
 - b) To receive and note the contents of the Payments List
 - I. 15th May 2024 (copy herewith)
 - II. 12th June 2024 (copy herewith)
 - III. 27th June 2024 (copy herewith)
22. On behalf of the Royal British Legion membership and the wider community, to receive appreciation for the recent restoration and revitalization work done on the War Memorial instructed and paid for by the Town Council.
23. To receive a debrief report following the D-Day 80 commemorations. (Copy herewith)
24. To receive a report regarding street signage (at meeting)
25. To receive and note the following correspondence and decide on any necessary actions.
 - a) Access path at Redenhall Churchyard to the Town Council Cemetery.
 - b) Disability Awareness Walk
26. To note the date of the next Amenities Committee meeting as the 4th September 2024 starting at 6.30pm in the Social Room at the Memorial Leisure Centre.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Amenities Committee held at the Town Council Offices on Wednesday 1st May 2023 at 6.30pm.

Present: Councillors – Matt Scade, Adrian Brownsea, Lucy Chenery, Paul MBA, Clive Attwood

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

Members of the Public: 5 members of the public

1. **Welcome**
Cllr Scade welcomed everyone to the meeting.
2. **To receive and consider accepting apologies from members unable to attend.**
No apologies, all members present.
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 declared.
4. **To receive and approve the minutes of the last Amenities Committee meeting on Wednesday 6th March 2024.**
Cllr Brownsea proposed the acceptance and Cllr Chenery seconded the motion.
Cllr Scade signed and dated the minutes.
5. **To note progress on decisions made at the last meeting of the Amenities Committee**
Cllr Brownsea suggested that the motorbike and bicycle parking and the relining of the car parks be combined on the next progress report.

Action – Town Clerk

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).**
A representative of the Planter Volunteer group expressed concerns about the group's budget for this year, which is smaller than last year's. They believe that £500 is insufficient to sustain two plantings per year. Additionally, the conifers need replacing as they have grown too large.

While the group is willing to volunteer their time to maintain the planters, they are not prepared to be involved in fundraising.

In summary, finding creative solutions such as sponsorship and exploring alternative watering methods may help sustain the planters despite budget constraints.

A representative from The Blossom Charity provided an update on the Go on Safari Harleston and Eye Art Trail, which is set to take place over the summer. The charity's representatives have been actively engaging with the community, and this week, four businesses in Harleston have already signed up to participate. The culmination of this initiative will be an auction scheduled for September 25th, 2024.

For those seeking more information, there will be three open days at the Hexagon in Eye from May 9th to May 11th, where the trail will be showcased.

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

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

Noted

8. Market Place

a) To receive an update on events taking place on the Market Place and consider and agree any actions as necessary.

The committee were asked via email if Morris Dancers could perform on the Market Place on the 1st May 2024. Following agreement from the committee and consultation with the Safety Advisory Group at SNDC the event was enjoyed by many in the town.

b) To note that professional traffic management is now required by the Pink Ladies Tractor Run organizers in Harleston for public safety reasons. The implemented measures aim to ensure safety with minimal disruption.

Noted

9. Finance

a) To receive, scrutinise and approve the Income and Expenditure report for month 12 (month 11 can be available upon request)

Received and noted.

b) To receive and note the contents of the Payments List

I. 13th March 2024

Noted

II. 28th March 2024

Noted

III. 23rd April 2024

Noted

10. To receive and consider the renewal of the Membership Subscription for the Rural Market Town Group of the RSN from 1 April 2024 - 31 March 2025 at a cost of £118.00.

Unanimously agreed to not review the subscription and to reallocate the funds to the Planters.

Action – Town Clerk

11. **To receive an update on the Blossom Charty Sculpture Trail and determine any required actions.**
Matter covered during the open forum.
12. **To receive an update from the Planter Working Group and determine any required actions.**
Matter covered during the open forum.
The following actions were agreed.
 - Investigate portable water bousers to help with watering.
Action – Operations Manager
 - Try to recruite more volunteers.
 - Finalise the details of a sponsorship programme.
Action – Town Clerk
13. **To receive an update on accessibility matters throughout the town and receive further correspondence relating to disabled provision in Harleston and determine any required actions.**
The Clerk reported that a meeting took place involving Trevor Graham (District Councillor), Martin Wilby (County Councillor), Cllr Brownsea, and Cllr Mba. This meeting aimed to address issues raised in previous correspondence. A response was sent, and subsequently, another piece of correspondence was received. The committee acknowledged the concerns raised and proposed the following be raised in the open forum section of the next Town Council meeting:
 - Apply pressure on SNDC regarding the disability champion.
 - Request a disability audit.
 - Seek an update from the District Councillor and County Councillor who had agreed to participate in the disability walk suggested in the correspondence.
Action: Town Council
14. **To note the cancellation of Harleston's Future Antiques Fair 2024.**
Noted
15. **To receive an update on the Town Improvements.**
Cllr Brownsea raised an issue with large vehicles above 7.5 tones driving into the town. It was suggested that this is highlighted to Cllr Graham who is compiling a report on signage in the town.
Action – Town Clerk
The Clerk confirmed that the control plate has been removed. NCC have ordered No Parking signage for the marketplace and have also instructed contractors to commence the installation of the removable bollards around the Market Place.
16. **To receive a briefing paper on the three chosen designs for the Cemetery Shelter. Agree the design and purchase of the new shelter using EMR334 £5,000 and agree recommendation to the Finance Committee.**
Unanimously agreed to choose the Topaz option at a cost of £3591.00 + VAT.
Action – Operations Manager
Cllr Browsea highlighted that Wortwell PC should also be contacted to pay a percentage towards the cost of the shelter.
Action – Town Clerk
17. **To receive and note the following correspondence and decide on any necessary actions.**
 - a. **Ideas for the town**

- Noted
- b. **Bench in the Thoroughfare**
- Noted
- The committee requested to include the purchase of an additional bench to be placed at Union Street in the upcoming agenda.
- Action – Town Clerk**
18. **To note the date of the next Amenities Committee meeting as the 3rd of July 2024 starting at 6.30pm in the Social Room at the Memorial Leisure Centre.**
- Noted and agreed.
- Meeting Closed at 20.12

Signed

Dated

DRAFT

Amenities – Progress Report – for the 3rd July 2024 Meeting

<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>
Amenities	27 th Feb 2023 Item 10(c) 13 th September 2023 Item 18a 6 th March 2024 Item 21	Car Park	To note a request for motorbike parking in the Town Car Park on the site of the old toilets To note that the lining at the emergency exit in the Town Car Park requires attention. To agree for the Operations Manager to include these areas in the lining quotes currently being sourced.	Deputy Clerk/Operations Manager	September 2023	To be completed when car park refurbishment takes place. Outstanding
Amenities	27 th Feb 2023 Item 10(c)	Car Park	Drone survey of the car park once all work is completed for the record	Deputy Clerk	September 2023	Outstanding
Amenities/ Finance		Allotments	The discussion regarding Allotment Fees will take place during the Amenities Committee meeting on July 3rd, followed by a review at the subsequent Finance meeting.	Town Clerk	July Meeting	Added to the July agenda Matter Closed
Amenities	6 th March 2024 Item 10c	Harleston's Future Christmas lights	The Clerk was asked to compose a letter to Harleston's Future, outlining the protocol and key dates for 2025.	Town Clerk	ASAP	Outstanding
Amenities	6 th March 2024 Item 16	A board strategy	At this point the committee did not feel the need for a working party but requested that the Clerk write to and arrange a meeting with the businesses in town.	Town Clerk	ASAP	Outstanding
Amenities	6 th March 2024 Item 19	Clock Tower	To note the updated quotes for the Clock Tower scaffolding required for the survey to take place and note the original contractor will continue with the work originally agreed. Noted and unanimously agreed.	Operations Manager	ASAP	Scaffolding now in place and work has commenced. Matter Closed

Amenities – Progress Report – for the 3rd July 2024 Meeting

Amenities	6 th March 2024 Item 20	Finger Post at bottom of Bullock Fair Close	Agreed for the Operations Manager to remove the obsolete brackets from the post	Operations Manager	ASAP	Operations Manager confirms this is not possible without setting up scaffolding and taking the post apart from the top. Looking for alternative options, Outstanding
Amenities	1 st May 2024 Item 5	Collation of actions	Cllr Brownsea suggested that the motorbike and bicycle parking and the relining of the car parks be combined on the next progress report.	Town Clerk	ASAP	Action Completed Matter Closed
Amenities	1 st May 2024 Item 10	Rural Market Town Subscription	Unanimously agreed to not renew the subscription and to reallocate the funds to the Planters.	Town Clerk	ASAP	Action Completed Matter Closed
Amenities	1 st May 2024 Item 12	Planter Group	Investigate portable water bousers to help with watering	Operations Manager	ASAP	Request sent to OM on 3/5/24 Matter Closed
Amenities	1 st May 2024 Item 12	Planter Group	Finalise the details of a sponsorship programme	Town Clerk	ASAP	Action Complete Matter Closed
Amenities	1 st May 2024 Item 13	Disability Awareness and accessibility	Apply pressure on SNDC regarding the disability champion. Request a disability audit. Seek an update from the District Councillor and County Councillor who had agreed to participate in the disability walk suggested in the correspondence.	Town Council	May TC meeting	Correspondence provided for the July meeting Matter Closed
Amenities	1 st May 2024 Item 15	Town Improvements	Cllr Brownsea raised an issue with large vehicles above 7.5 tones driving into the town. It was suggested that this is highlighted to Cllr Graham who is compiling a report on signage in the town.	Town Clerk/ Cllr Graham	ASAP	Action Completed Matter Closed

Amenities – Progress Report – for the 3rd July 2024 Meeting

Amenities	1 st May 2024 Item 16	Cemetery Shelter	Unanimously agreed to choose the Topaz option at a cost of £3591.00 + VAT.	Operations Manager	ASAP	Request sent to OM on 3/5/24 Shelter Ordered awaiting delivery Matter Closed
Amenities	1 st May 2024 Item 16	Cemetery Shelter	Cllr Brownsea highlighted that Wortwell PC should also be contacted to pay a percentage towards the cost of the shelter.	Town Clerk	ASAP	Town Clerk meeting with the Clerk from Wortwell to discuss the cemetery on Monday 10 th June. Matter Closed
Amenities	1 st May 2024 Item 17b	Correspondence Bench on the Thoroughfare	The committee requested to include the purchase of an additional bench to be placed at Union Street in the upcoming agenda.	Town Clerk	July agenda	Added to the July agenda Matter Closed



Redenhall with Harleston Town Council

Terms of Reference for the Amenities Committee

1. The committee shall comprise of up to six 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 committee shall decide on all matters pertaining to the amenities governed by the Council including:-
 - Allotments
 - Bus Shelters
 - Car Parks
 - Cemetery
 - Christmas Lights
 - Clocktower
 - Fixtures and Fittings
 - Market
 - Public Toilets
 - Streetlighting
 - Use and control of the alcohol and entertainment license for town centre
 - War Memorial and gardens

- And any other assets as may be 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			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

AMENITIES MAINTENANCE/H&S REPORT JULY 2024

Memorial: The memorial and footpaths have been cleaned and the lettering repainted.

Car Parks: All quotes for resurfacing are now with the office.

Cemetery: We have had the new shelter delivered and I have been out and bought a 1000 litre tank for water storage and connect a tap to for the use in the cemetery. We will be installing both after we have finished the clock-tower work.

Clock Tower: We have had the survey done and I am still waiting for the report. Talking to the surveyor, he has said that the clock-tower is structurally sound. We will, however, need work done as the door at the top and bottom have bad rot and need to be replaced. Also, the weather vane will need a lot of work by a specialist as this is rotten at the base but is stable. We have sealed the entrance the pigeons had made and spiked around the center and bell. We are doing some painting and clearing the drains. As I have been informed not to climb for the next three weeks by the doctor, I will have to sort the clock face lights out once the scaffolding is removed.

Allotments: Nothing to report.

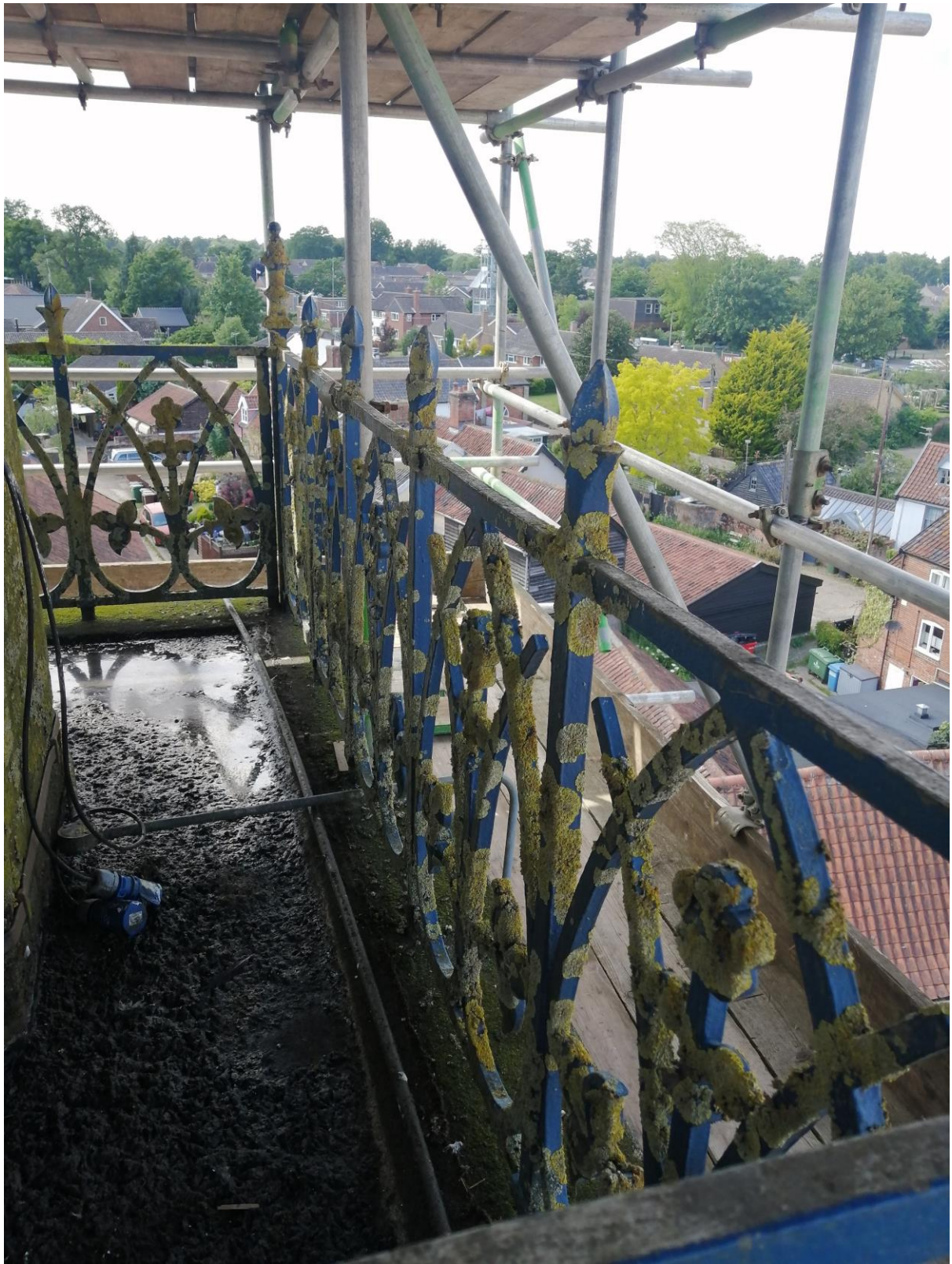
Town Center: The brackets in the town are now being checked by flag force. Once we are advised on which ones are loose. The maintenance team will then attend to them.

Toilets: We have now changed the schedule slightly regarding the toilet block. We will now be carrying out the cleaning before they close at 4pm instead of 8am. This way we can catch up and get more done during the day.

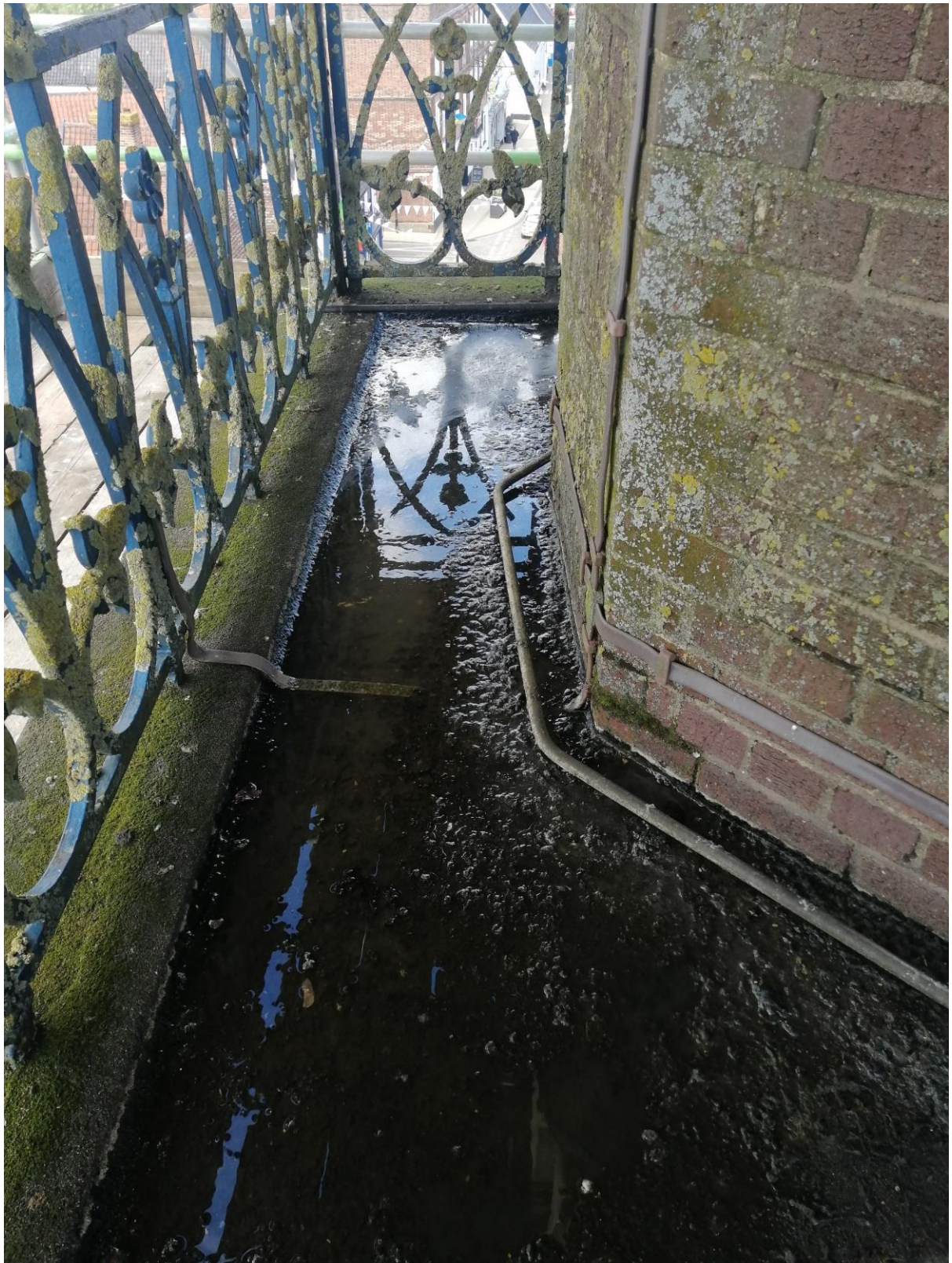
Planters: Nothing to report.

Trees: I will be sourcing quotes for this year's tree survey. The work needs to be done this financial year, as not much tree work took place last year.









Allotment Fees

Current Allotment Fees for the allotments are as follows

Full Plot - £62.00 – Total 18 plots – Total income = £1116.00

Half Plot - £32.00 – Total 21 half plots – Total income = £672.00

Starter Plot - £18.00 – Total 5 plots – Total income = £90.00

Total Plots – 44 - Total income - £1878.00

Costs for the Allotments

Rent - £880.00

Subscriptions - £350.00

Water Charges - £1000.00

Hedge and Tree Maintenance - £120.00

Maintenance General - £100.00

Total Expenditure - £2450.00

Income Less Expenditure - -£572.00

This equates to a standard across the board uplift of £13.00 per plot to break even.

Extra expenditure budgeted for in 24/25 - £1000.00 for Professional Fees for lease renewal.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

24th June 2024

Dear Lua, (Clerk to Wortwell Parish Council)

Following our meeting on Monday, 24th June, at Wortwell Community Centre, I would like to address the current arrangements for the cemetery.

Currently, Redenhall with Harleston Town Council invoices Wortwell Parish Council for 12% of the grass-cutting maintenance costs. In turn, we reimburse you 12% of the burial fees received.

This outdated agreement involves significant administrative effort. Upon review, the amounts are similar and effectively cancel each other out.

I kindly request that you share this correspondence with your Council and obtain their agreement to simplify and update this arrangement so that we no longer invoice or charge you moving forward.

Should this arrangement need to be reviewed again at any time, we will discuss it accordingly.

I look forward to your response.

Best regards,

C Crane

Clare Crane
Town Clerk

Car Park Resurfacing Report

Purpose of the Report

- To provide comprehensive information on the current status of the car parks.
- To present Town Councillors with detailed quotes for the resurfacing and relining of the car parks.
- To inform on the expenditure of the Earmarked Reserves (EMR) allocated for the car park project.

Recommendations

It is recommended that Councillors review the following:

- The costs associated with each resurfacing and relining option.
- The aesthetic impact of the proposed solutions.
- The longevity and durability of the resurfacing options.
- The financial implications concerning the expenditure of the available EMR.

The objective is to determine the most suitable option for progression, considering the end of the current lease and the condition in which the car parks need to be returned to South Norfolk District Council (SNDC).

Context

The current car park lease requires that each car park be returned to SNDC in the same condition as when it was originally acquired. However, some Councillors have expressed concerns regarding the timing of this requirement. Specifically, they question why the resurfacing and relining are mandated only at the lease term's end. Their perspective is that the council does not derive any direct benefit from newly resurfaced and lined car parks if this occurs solely at lease end.

To address these concerns and explore possible alternatives, the Council has sought input from SNDC regarding the utilisation of the EMR allocated for this project before the lease expires. The intention is to assess the project's viability and benefits for the Council and the community. The attached quotes serve as the initial step in this evaluation process and will form the basis for further negotiations with SNDC.

Company	Car Park	Quote
East Anglian Road Markings	Bullock Fair	£72,708 + VAT
A Waterfields & Sons	Bullock Fair	£89,990 + VAT
KDG Surfacing	Bullock Fair	£65,200 + VAT
East Anglian Road Markings	Broad Street	£26,455 + VAT
A Waterfields & Sons	Broad Street	£39,995 + VAT
KDG Surfacing	Broad Street	£30,995 + VAT

Detailed quotes are attached.

The current amount in the EMR for the car parks is £78,000 with a further £13,000 going into the EMR each year.

The lease expires in 2027 at which point the EMR would be £117,000.

How do the committee wish to proceed?

EAST ANGLIAN ROAD MARKINGS



Find us on    

Quotation 3909

173 Beccles Road, Bungay, Suffolk. NR35 1HX

Tel: 01986 899773

Email: earoadmarkings@gmail.com

13th May 2024

Redenhall with Harleston Town Council.
Maintenance Compound,
Recreation Walk,
Harleston,
IP20 9BX

Ref: Broad Street Carpark, Harleston

For The Attention Of: Steve Cox

Thank you for your enquiry for the work at the above site, we have much pleasure in quoting as follows.
Resurface and supply & install thermoplastic road material in accordance with EN1871 to form road markings as detailed in the schedule provided.

1176sqm resurfacing

Plane out 40mm from existing surface and remove from site

Sweep entire area to be surfaced and apply C40b4 emulsion

Machine lay 40mm thickness of 10mm Stone Mastic Asphalt wearing course

Line marking

55 x Parking bays

3 x Disabled parking bays

6 x Arrows

Motorbike bay

Total Sum of

£26,455.00 Plus Vat

I trust this quotation will be of interest to you and look forward to receiving your instructions in due course.
Normal working hours have been allowed, an additional 20% will be charged for out of hours working.
Quantities are as provided, however if the total amount exceeds the amount allowed for the larger amount will be charged.

Company No 8725901. Registered in England. Vat No 173 4254 13.
Registered office Georgian House, 34 Thoroughfare, Halesworth, Suffolk..
Directors R. Clarke and A. Clarke



EAST ANGLIAN ROAD MARKINGS



Find us on    

Quotation 3910

173 Beccles Road, Bungay, Suffolk. NR35 1HX

Tel: 01986 899773

Email: earoadmarkings@gmail.com

13th May 2024

Redenhall with Harleston Town Council.
Maintenance Compound,
Recreation Walk,
Harleston,
IP20 9BX

Ref: Bullock Fair Close carpark, Harleston

For The Attention Of: Steve Cox

Thank you for your enquiry for the work at the above site, we have much pleasure in quoting as follows.
Resurface and supply & install thermoplastic road material in accordance with EN1871 to form road markings as detailed in the schedule provided.

4148sqm resurfacing

Plane out 40mm from existing surface and remove from site

Sweep entire area to be surfaced and apply C40b4 emulsion

Machine lay 40mm thickness of 10mm Stone Mastic Asphalt wearing course

Line mark

110 x Parking bays

3 x Disabled parking bays

12 x Arrows

2 x Crossings (30 pads)

36 x Letters (EXIT x 5, BUSES ONLY, NO ENTRY)

40m x Centre line

42sqm x Hatching

Total Sum of

£72,708.00 Plus Vat

I trust this quotation will be of interest to you and look forward to receiving your instructions in due course.
Normal working hours have been allowed, an additional 20% will be charged for out of hours working.
Quantities are as provided, however if the total amount exceeds the amount allowed for the larger amount will be charged.

Company No 8725901. Registered in England. Vat No 173 4254 13.
Registered office Georgian House, 34 Thoroughfare, Halesworth, Suffolk..
Directors R. Clarke and A. Clarke





K D G Surfacing Limited
Waveney House Victoria Road
Diss Norfolk
IP224JG
01379 309 027
karl@kdgsurfacing.co.uk
VAT Registration No.: 399648221
Company Registration No. 13810610 - UTR No. 3648908460

Estimate

ADDRESS
Steve Cox
Redenhall with Harleston Town Council.
Maintenance Compound,
Recreation Walk,
Harleston,
IP20 9BX
07804 125304
maintenance@harleston-tc.gov.uk

ESTIMATE 595
DATE 20/05/2024

DESCRIPTION	VAT	AMOUNT
1,900m2 tarmacking resurfacing Broad street	20.0% S	30,995.00
To excavate any areas which are not structurally sound & keyways all waste removed from site,		
To supply& install a base course to damaged excavated areas 50mm and compact		
To supply& spray a tac cost emulsion		
To supply& install a surface course of sma at 40mm		
To supply& install Thermo plastic parking bays, disabled bays, arrows and hatching as many as requested		

Please keep updated on all of our daily and weekly resurfacing projects on our social media platforms Facebook business (KDG Surfacing) https://www.facebook.com/kdgsurfacing/	SUBTOTAL	30,995.00
	VAT TOTAL	6,199.00
	TOTAL	£37,194.00

VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	6,199.00	30,995.00

Accepted By

Accepted Date



K D G Surfacing Limited
Waveney House Victoria Road
Diss Norfolk
IP224JG
01379 309 027
karl@kdgsurfacing.co.uk
VAT Registration No.: 399648221
Company Registration No. 13810610 - UTR No. 3648908460

Estimate

ADDRESS
Steve Cox
Redenhall with Harleston Town Council.
Maintenance Compound,
Recreation Walk,
Harleston,
IP20 9BX
07804 125304
maintenance@harleston-tc.gov.uk

ESTIMATE 596
DATE 20/05/2024

DESCRIPTION	VAT	AMOUNT
4,075m2 tarmacking resurfacing Budgens	20.0% S	65,200.00
To excavate any areas which are not structurally sound & keyways all waste removed from site,		
To supply& install a base course to damaged excavated areas 50mm and compact		
To supply& spray a tac cost emulsion		
To supply& install a surface course of SMA at 40mm		
To supply& install Thermo plastic parking bays, disabled bays, arrows and hatching as many as requested		

Please keep updated on all of our daily and weekly resurfacing projects on our social media platforms Facebook business (KDG Surfacing) https://www.facebook.com/kdgsurfacing/	SUBTOTAL	65,200.00
	VAT TOTAL	13,040.00
	TOTAL	£78,240.00

VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	13,040.00	65,200.00

Accepted By

Accepted Date

A. WATERFIELD & SONS LTD.

Contractors

01379 740255

Waterfields Yard, Bungay Road, Scole, Diss, Norfolk, IP21 4DT

www.awaterfield-sons.co.uk

EXPERTS IN ALL ASPECTS OF DOMESTIC & COMMERCIAL SURFACING

DRIVEWAYS . ROADWAYS . FOOTPATHS . CAR PARKS . PATIOS . BRICK PAVING . ASPHALT . TARMAC . HOT BITUMEN & STONE . RESINBOUND

Redenhall with Harleston Town Council
Council Offices
The Memorial Leisure Centre
Wilderness Lane
Harleston
IP20 9DD

20th May 2024

FAO: Mr Steve Cox

Dear Mr Cox

Further to my recent visit to the above mentioned premises, we have pleasure in submitting the following quotation.

Broad Street Car Park – 1620 sqm approx

- To scrape clear the existing surface area
- To use a mechanical planer to plane off the existing surface wearing course to an approximated average depth of 40mm
- To sweep area clean using a mechanical road sweeper
- To cart all spoil off site to tip
- To supply and apply a layer of cold bitumen emulsion tack coat, applied evenly over the complete surface area
- To cover area overall with 10mm stone mastic asphalt surface wearing course, applied to an approximated average depth of 40mm
- To supply and apply white and yellow thermoplastic road markings over the area to create 55 x parking bays, 3 x disabled parking bays, 6 x arrows and a motorbike bay

The above works could be carried out for the sum of:

£ 39,995.00 + VAT



PROVIDING A QUALITY SERVICE WITH A PERSONAL TOUCH FOR OVER 70 YEARS

01379 740255

www.awaterfield-sons.co.uk

Bullock Fair Close Car Park – 4040 sqm approx

- To scrape clear the existing surface area
- To use a mechanical planer to plane off the existing surface wearing course to an approximated average depth of 40mm
- To sweep area clean using a mechanical road sweeper
- To cart all spoil off site to tip
- To supply and apply a layer of cold bitumen emulsion tack coat, applied evenly over the complete surface area
- To cover area overall with 10mm stone mastic asphalt surface wearing course, applied to an approximated average depth of 40mm
- To supply and apply white and yellow thermoplastic road markings over the area to create 110 x parking bays, 3 x disabled parking bays, 12 x arrows, 2 x zebra crossings, 40m centre line, 42 sqm of hatching and EXIT x 5, BUSES ONLY & NO ENTRY wording.

The above works could be carried out for the sum of:

£ 89,990.00 + VAT

Notes

- The above prices are based on the quantities as stated, any quantities over and above what is stated will incur an additional charge
- The above price is based on works being carried out during normal working hours with unrestricted access at all times for our workforce, plant and machinery

I trust the above meets with your requirements, however, if you have any further questions or queries please do not hesitate to contact me.

Yours sincerely

Craig Trudgill

A.Waterfield & Sons Ltd



PROVIDING A QUALITY SERVICE WITH A PERSONAL TOUCH FOR OVER 70 YEARS

01379 740255

www.awaterfield-sons.co.uk

qryPatrolStats					
Area_Name	Location_Name	Date_Entered	Time_Entered	Notice_Count	Obs_Count
Harleston	Broad Street	12/01/2024	12:16	0	0
Harleston	Church Street	12/01/2024	12:17	0	0
Harleston	Broad Street	12/01/2024	12:18	0	1
Harleston	Old Market Place	12/01/2024	12:21	0	3
Harleston	Exchange Street	12/01/2024	12:24	3	3
Harleston	Old Market Place	12/01/2024	12:41	0	0
Harleston	Church Street	12/01/2024	12:49	0	0
Harleston	Old Market Place	12/01/2024	12:58	2	2
Harleston	London Road	12/01/2024	13:12	1	2
Harleston	The Thoroughfare	12/01/2024	13:28	0	0
Harleston	Broad Street	30/01/2024	13:39	0	20
Harleston	Old Market Place	30/01/2024	14:21	0	3
Harleston	Broad Street	30/01/2024	14:29	0	0
Harleston	Old Market Place	30/01/2024	14:34	0	0
Harleston	Broad Street	30/01/2024	14:35	3	3
Harleston	Old Market Place	30/01/2024	15:00	1	5
Harleston	Broad Street	02/02/2024	10:52	0	0
Harleston	The Thoroughfare	02/02/2024	11:02	0	0
Harleston	Broad Street	02/02/2024	11:02	0	0
Harleston	Church Street	02/02/2024	11:09	0	0
Harleston	Broad Street	02/02/2024	11:10	0	19
Harleston	Old Market Place	02/02/2024	11:40	0	1
Harleston	Exchange Street	02/02/2024	11:42	1	2
Harleston	Broad Street	02/02/2024	11:57	2	2
Harleston	Old Market Place	02/02/2024	12:15	0	0
Harleston	Broad Street	02/02/2024	12:18	1	1
Harleston	Old Market Place	02/02/2024	12:25	1	1
Harleston	Broad Street	16/02/2024	12:15	0	20
Harleston	Church Street	16/02/2024	12:34	1	1
Harleston	Old Market Place	16/02/2024	12:37	0	1
Harleston	Exchange Street	16/02/2024	12:39	0	2
Harleston	Old Market Place	16/02/2024	12:41	0	1
Harleston	Broad Street	16/02/2024	12:44	0	0
Harleston	The Thoroughfare	16/02/2024	12:56	0	0
Harleston	Broad Street	16/02/2024	12:59	2	3
Harleston	Old Market Place	16/02/2024	13:08	0	0
Harleston	The Thoroughfare	16/02/2024	13:18	0	0
Harleston	Old Market Place	16/02/2024	13:21	1	1
Harleston	London Road	16/02/2024	13:34	0	0

qryPatrolStats					
Area_Name	Location_Name	Date_Entered	Time_Entered	Notice_Count	Obs_Count
Harleston	Love Lane	21/02/2024	11:46	1	1
Harleston	London Road	21/02/2024	11:59	0	0
Harleston	Redenhall Road	05/03/2024	09:13	0	5
Harleston	Broad Street	05/03/2024	09:18	0	8
Harleston	Old Market Place	05/03/2024	09:25	0	2
Harleston	Exchange Street	05/03/2024	09:27	0	0
Harleston	London Road	05/03/2024	09:31	0	1
Harleston	Love Lane	05/03/2024	09:33	0	0
Harleston	London Road	05/03/2024	09:35	1	2
Harleston	Broad Street	05/03/2024	09:45	0	0
Harleston	The Thoroughfare	05/03/2024	09:46	0	0
Harleston	Broad Street	05/03/2024	09:51	0	0
Harleston	The Thoroughfare	05/03/2024	09:52	0	4
Harleston	Broad Street	05/03/2024	09:59	2	2
Harleston	Redenhall Road	05/03/2024	10:10	0	0
Harleston	The Thoroughfare	05/03/2024	10:13	0	0
Harleston	Church Street	05/03/2024	10:16	0	0
Harleston	Broad Street	05/03/2024	10:24	0	0
Harleston	Redenhall Road	05/03/2024	10:24	0	1
Harleston	The Thoroughfare	05/03/2024	10:26	0	0
Harleston	Redenhall Road	05/03/2024	10:27	1	1
Harleston	The Thoroughfare	05/03/2024	10:32	2	2
Harleston	Redenhall Road	05/03/2024	10:45	0	1
Harleston	Broad Street	15/03/2024	10:04	0	0
Harleston	The Thoroughfare	15/03/2024	10:22	0	0
Harleston	Redenhall Road	15/03/2024	10:22	0	0
Harleston	Broad Street	15/03/2024	10:28	0	10
Harleston	The Thoroughfare	15/03/2024	10:37	0	2
Harleston	Redenhall Road	15/03/2024	10:39	0	5
Harleston	Broad Street	15/03/2024	10:51	0	7
Harleston	Old Market Place	15/03/2024	10:57	0	2
Harleston	The Thoroughfare	15/03/2024	11:01	0	0
Harleston	Broad Street	15/03/2024	11:10	0	0
Harleston	Old Market Place	15/03/2024	11:11	0	0
Harleston	Broad Street	15/03/2024	11:12	1	1
Harleston	The Thoroughfare	15/03/2024	11:21	1	1
Harleston	Redenhall Road	15/03/2024	11:25	0	0
Harleston	Old Market Place	15/03/2024	11:25	0	0
Harleston	Church Street	15/03/2024	11:27	0	0

qryPatrolStats					
Area_Name	Location_Name	Date_Entered	Time_Entered	Notice_Count	Obs_Count
Harleston	Broad Street	15/03/2024	11:28	0	1
Harleston	Old Market Place	15/03/2024	11:30	0	0
Harleston	Exchange Street	16/03/2024	14:07	0	0
Harleston	Broad Street	05/04/2024	13:07	0	0
Harleston	Old Market Place	05/04/2024	13:16	1	1
Harleston	Church Street	05/04/2024	13:23	0	0
Harleston	The Thoroughfare	05/04/2024	13:24	0	0
Harleston	London Road	05/04/2024	13:29	2	5
Harleston	Broad Street	15/05/2024	11:31	0	0
Harleston	Exchange Street	15/05/2024	11:42	1	1
Harleston	London Road	15/05/2024	11:53	0	0
Harleston	The Thoroughfare	15/05/2024	12:13	0	0
Harleston	Redenhall Road	16/05/2024	09:01	0	0
Harleston	Broad Street	16/05/2024	10:38	0	0
Harleston	The Thoroughfare	16/05/2024	11:24	0	0
Harleston	London Road	16/05/2024	11:52	0	0

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
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	0	0	9,000	9,000		9,000	0.0%	
4152 Street Lights Maintenance	0	0	1,020	1,020		1,020	0.0%	
Street Lighting :- Indirect Expenditure	0	0	10,020	10,020	0	10,020	0.0%	0
Net Expenditure	0	0	(10,020)	(10,020)				
123 Car Parks								
1030 Car Park Donations - Business	93	93	4,000	3,907			2.3%	
1031 Car Park Donations - PC's	700	700	1,075	375			65.1%	
1032 Car Park Donations - Co op	5,000	5,000	30,000	25,000			16.7%	
Car Parks :- Income	5,793	5,793	35,075	29,282			16.5%	0
4051 Business Rates	1,359	1,359	15,100	13,741		13,741	9.0%	
4101 Hedge & Tree Maintenance	0	0	270	270		270	0.0%	
4113 Car Park Maintenance	197	197	2,000	1,803		1,803	9.8%	
4121 Maintenance - Contractors	0	0	400	400		400	0.0%	
4136 Car Park Lease	9,250	9,250	38,000	28,750		28,750	24.3%	
Car Parks :- Indirect Expenditure	10,805	10,805	55,770	44,965	0	44,965	19.4%	0
Net Income over Expenditure	(5,012)	(5,012)	(20,695)	(15,683)				
124 Cemetery								
1020 Cemetery - Burials	0	0	6,500	6,500			0.0%	
1023 Cemetery - Memorials	330	330	0	(330)			0.0%	
Cemetery :- Income	330	330	6,500	6,170			5.1%	0
4101 Hedge & Tree Maintenance	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	

Continued over page

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
4130 Cemetery Income Share	0	0	715	715		715	0.0%	
Cemetery :- Indirect Expenditure	0	0	1,715	1,715	0	1,715	0.0%	0
Net Income over Expenditure	330	330	4,785	4,455				
<u>125 Markets</u>								
1040 Market Rents	100	100	430	330			23.3%	
Markets :- Income	100	100	430	330			23.3%	0
4053 Market Rates	27	27	330	303		303	8.3%	
4055 Electricity	0	0	100	100		100	0.0%	
4145 Waste Removal	(202)	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	(174)	(174)	430	604	0	604	(40.6%)	0
Net Income over Expenditure	274	274	0	(274)				
<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	680	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	680	680	3,450	2,770	0	2,770	19.7%	0
Net Income over Expenditure	(680)	(680)	(1,566)	(886)				
<u>130 Clock Tower</u>								
4112 Clock Tower Maintenance	0	0	500	500		500	0.0%	
Clock Tower :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Expenditure	0	0	(500)	(500)				
<u>131 Public Toilets</u>								
4000 Salaries	318	318	3,212	2,894		2,894	9.9%	
4001 Paye/NI	0	0	1,081	1,081		1,081	0.0%	
4006 Pension Contributions	0	0	1,191	1,191		1,191	0.0%	
4039 Sundries	(30)	(30)	100	130		130	(30.0%)	

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
4047 Cleaning Material/Consum- 4039	0	0	400	400		400	0.0%	
4052 Water Charges	0	0	1,000	1,000		1,000	0.0%	
4055 Electricity	0	0	520	520		520	0.0%	
4119 Maintenance - General	35	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	<u>323</u>	<u>323</u>	<u>8,004</u>	<u>7,681</u>	<u>0</u>	<u>7,681</u>	<u>4.0%</u>	<u>0</u>
Net Expenditure	<u>(323)</u>	<u>(323)</u>	<u>(8,004)</u>	<u>(7,681)</u>				
Grand Totals:- Income	6,223	6,223	43,889	37,666			14.2%	
Expenditure	11,634	11,634	84,319	72,685	0	72,685	13.8%	
Net Income over Expenditure	<u>(5,411)</u>	<u>(5,411)</u>	<u>(40,430)</u>	<u>(35,019)</u>				
Movement to/(from) Gen Reserve	<u>(5,411)</u>	<u>(5,411)</u>						

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>				
Grand Totals:- Income	1,768	7,991	43,889	35,898			18.2%	
Expenditure	10,319	21,953	84,319	62,366	0	62,366	26.0%	
Net Income over Expenditure	<u>(8,551)</u>	<u>(13,962)</u>	<u>(40,430)</u>	<u>(26,468)</u>				
plus Transfer from EMR	6,711	6,711						
Movement to/(from) Gen Reserve	<u>(1,840)</u>	<u>(7,251)</u>						

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
FR4.1	<u>Total to Barclaycard</u>								£ 870.83	
Approved at LCMC 10/04/24 - Item 8C	Force Fresh	Centrefeed Rolls	LCMC	£ -	£ 168.08		£ 138.40	£ 27.68	£ 166.08	4039 203 2
	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
	<u>Total to Magnus</u>								£ 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
	<u>Total to ESPO</u>								£ 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
	<u>Total to TOPS</u>						£ 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

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								£ 117.28	
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									
FR4.1	Sally Reeder	B&m & Gardening Naturally planter plants	Amenities	£ -	£ -	£ 46.49	£ 46.49		£ 46.49	4083 131 EMR348
FR4.1	Andrew Bailey	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	Kim Bryant HR	HR Support April and May	TC	£ 371.25	£ -	£ -	£ 371.25	£ -	£ 371.25	4023 101
FR4.1	Julia Lindon	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	Elliott Revell	Gym Membership refund	LCMC	£ -	£ 35.00	£ -	£ 35.00	£ -	£ 35.00	4159 202
FR4.1	Penny Fuller	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	£ 8.49	£ -	£ 28.58	£ -	£ 28.58	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

[illegible]

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 27/06/2024	Screwfix	Spikes, Soudal Adhesive & Heavy Duty Sealant Applicator Gun for Clock Tower	Amenities		£ 405.89		£ 338.24	£ 67.65	£ 405.89	EMR 336
FR4.1 (Over £250) Chair Approved via email 27/06/2024	Elite TM Solutions Ltd	Road Closure - 26/06/2024 - ChurchStreet & Thoroughfare	TC	£ 360.00			£ 300.00	£ 60.00	£ 360.00	4014 103
Approved LCMC 10/04/2024 and Chair on the 27/06/2024	Barclaycard - Yarmouth Stadium	Yarmouth Stadium - Gym	LCMC		£ 252.93		£ 252.93		£ 252.93	4099 201

Notes from the D-Day 80 Event held in Harleston on June 6, 2024.

Topic	Details
Beacon Requirement	Although a permanent beacon can't be erected, a compromise is needed. A bespoke firepit/trough, potentially elevated, could be an alternative. RBL would be happy to investigate further if agreed by the TC.
Temporary Fire Ground	Identify and prepare a temporary fire ground; the Fire Station courtyard seems appropriate. RBL would be happy to investigate further if agreed by the TC.
Youth Group Involvement	The involvement of the school was appreciated, but the absence of Cadets and other youth groups was a missed opportunity. Adjusting the event timing or adding a third tier could include them.
Technical Issues - PA	The current PA system has failed too often. Consider purchasing a new, more compact, user-friendly PA system, potentially as a joint venture with TC funding, to be available for other groups. RBL & TC to discuss this matter further.
Advertising	Despite the event being national, some people were unaware. Explore additional advertising methods to ensure wider awareness and participation.
Road Closure	Received comments about road closures. Additional event signage at junctions requesting respect. TC to discuss this matter with the SAG in relation to full road closures / stopping traffic
Invitations to Attend	Instead of an open invitation, suggest the Chair of the TC/RBL Branch invite specific organizations to send representatives, reflecting the number of wreaths laid and the support from various organizations.
Lead Planner Identification	Intend to identify a 'Lead Planner' at Branch level to act as a liaison between the TC and the branch. Disseminate and signpost the Point of Contacts/Authority Matrix to assign and resolve queries and issues effectively.
Branch Comments	Will collect Branch comments and maintain a live Lessons Identified log for future project coordination.
Future Planning	Plan ahead for next year's commemorations with an agenda item focused on proactively seeking information rather than reacting to events.
Chair's Chain of Office	The current chain of office for the Chair of the TC needs improvement; it currently looks insufficient.

Notes from the D-Day 80 Event held in Harleston on June 6, 2024.

Topic	Details
	• TC to investigate further
Relatives' Medals	RBL will promote the idea of getting relatives' medals out of drawers and into public view. Encourage the younger generation to wear and display their ancestors' medals, keeping their memories alive. Conversations indicate that many people are proud of their grandparents' stories but need encouragement to wear their medals.
Budget	• The Town Council to discuss and agree on the budget for 2025/26, including expenses for RBL/TC joint events, during the budget-setting process.

Email from Cllr Eddy with Town Clerk responses in bold

Hi Clare,

I hope you're doing well. I just thought I should pass on a couple of queries/ issues that were recently brought up to me. The first concerns the slippery and muddy pathway leading up to the top of Redenhall Churchyard. I haven't been up there myself for a while so I can't verify it but I'm passing on that it has seemingly deteriorated recently due to the phenomenally wet April. Being honest, I'm not exactly sure what can be done and hopefully we've passed the worst of the bad weather, so the issue won't be so pressing in the immediate future. However, I did say that I'd let you know about it. **Steve is reviewing this matter, and currently, there are limited options available. However, we have decided to include this topic in the upcoming Amenities agenda. This will allow us to explore whether additional matting could be a viable solution in the future.**

The other issue came from someone living on The Poppies Estate. She was extremely grateful that a dog bin had been provided by the town council. Evidently, it is already making a positive difference. The only problem with this has been that the dog bin isn't emptied often enough. The suggestion made was that it should be done on a weekly basis. I'm telling you this because I initially thought that this would be the responsibility of South Norfolk Council but the woman, I spoke to was adamant that due to the positioning of the bin being away from SNC's regular route it was the town council's responsibility. Of course, if that is wrong then please let me know and I will get on to SNC to get it sorted. **The dog bin in question was not installed by the Town Council. Our assumption is that it was placed there by the Management Company of the Poppies Estate. For it to be included in the collection route, the management company will need to request SNDC's assistance, but they will incur charges for the service.**

All the best,

James

Cllr James Eddy
South Norfolk Council
Member for Harleston Ward

Disability Awareness Walk

Clare,

As we discussed, we may have all misunderstood the way the referenced walk in Beccles was conducted. It was not arranged by a Council of any level. I have spoken with an Officer and the relevant Cabinet member, and I am due for an update today.

<https://www.becclesandbungayjournal.co.uk/news/23888759.world-sight-day-beccles-marked-blindfold-town-walk/>

This is not something currently offered by the District Council and would require a policy decision for application across the District, with insurance implications. It is not a simple matter. I updated Terry Pegg before I spoke with the Officer. I will prepare an update later in the week. Martin is aware of the current position, we would both support and participate in a walk if it was arranged. I know a qualified guide in London who offer these types of walks. Not Chris. If the Town Council were to consider, I could send you're their details.

I think the map on the Town Council web site demonstrates that the matter is being taken seriously.

Cllr Trevor Graham
South Norfolk Council
Member for Harleston