



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting to Members of the Public and Press

Members of the public are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Wednesday 26th June 2024 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 21st June 2024

Members of the press and public are welcome to attend. There will be an opportunity for public participation agenda item 6

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

Agenda

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes of the Town Council meeting on Wednesday 29th May 2024 (copy herewith)
5. To note progress on decisions made at the last meetings of Council (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To receive the following recommendation and resolve to adopt
 - a. Planning Committee Terms of Reference (3rd June 2024) (copy herewith)
 - b. Leisure Centre Management Committee Terms of Reference (12th June 2024) (copy herewith)
 - c. Finance Committee Terms of Reference (19th June 2024) (copy herewith)
(Note: Amenities and Executive to be included on the July Town Council meeting agenda)
8. To receive and note the contents of month 2 Income and Expenditure report and formulate and agree any questions for the Finance Committee. (Copy herewith)
9. To receive and note the contents of month 2 Bank Reconciliation and formulate and agree any questions for the Finance Committee (Copy herewith)

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/>

- 10.** Receive and note the contents of the Payments Lists provided.
 - a.** 12th June 2024 (Copy herewith)
- 11.** To receive recommendation from the Finance Committee to agree and adopt the bank mandate (signatories) for all council bank accounts 2024/25³
- 12.** To agree the councillors (not members of the Finance Committee) that will conduct the four quarterly financial scrutiny checks with the Finance Officer.
- 13.** To receive and examine the Insurance Policy Renewal Documents - Period of Insurance from 23rd June 2024 to 22nd June 2025, Renewal Premium £8,818.70 Schedule Number 131369544 - Long term agreement active until 23rd June 2025 and subject to F5.4 ⁴agree to make the payment of £8,818.70 (copy herewith)
- 14.** To agree to the payment for TC Garrett for scaffolding works carried out at Harleston Clock Tower: £8,492.00 plus £1,698.40 VAT, totalling £10,190.40. This will utilize EMR336, following the recommendation from the finance committee (copy attached).
- 15.** To agree to continue with the details set out in the Armed Forces Covenant Pledge dated 1st November 2021 (copy herewith)
- 16.** To agree to appoint a Town Council Armed Forces Champion.
- 17.** To receive a proposal from Harleston Town Football Club regarding improvements they wish to make to the ground and facilities and the request for a lease extension to 12 years to enable funding to be applied for to achieve their proposals.
 - a)** To consider and agree to an extension of the current lease to a maximum of 12 years.
 - b)** To consider and agree to the four proposals in the initial letter.
- 18.** To receive an update from the steering group on the feasibility and design study to understand the options available to deliver a new community building on the Wilderness Lane site (copy herewith)
- 19.** To receive Committee updates and report on any significant issues arising⁵:
 - a.** Planning Meeting - Last held on 3rd June 2024
 - b.** Leisure Centre Management Meeting – Last held on the 12th June 2024
 - c.** Finance Meeting - Last held on 19th June 2024
- 20.** To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only.
 - a.** Chairman
 - b.** Vice Chairman – Heritage Open Day
 - c.** Councillors
 - d.** Town Clerk
- 21.** To note the date of the next Town Council meeting on Wednesday 24th July 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.

³ FR1.14. The council must: determine and keep under regular review the bank mandate for all council bank accounts.

⁴ All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

⁵ All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 29th May 2024 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Keith Harrison, Shelagh West, John Graham, Michael Hardy, Arian Brownsea

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

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

AGENDA

- 1. To elect**
 - a) a Chairman**
Cllr Mba put himself forward to be Chairman.
Unanimously agreed.
 - b) a Vice-Chairman**
Cllr Scade put himself forward to be Vice Chairman.
Unanimously agreed.
 - c) To agree to provide a report at the Annual Town Meeting 2025**
Agreed.
- 2. To receive the Chairman and Vice Chairman's Declaration of Acceptance of Office**
The Chairman and Vice Chairman signed the Declaration of Acceptance of Office which was then signed by the Town Clerk.
- 3. Welcome**
Cllr Mba welcomed everyone to the meeting.
- 4. To receive and consider accepting apologies from members unable to attend.**
Apologies were received from Cllr Chenery due to illness.
Apologies were received from Cllr Wilkinson due to being out of the Parish.
Apologies were unanimously accepted.
County Councillor Wilby also sent apologies due to a previous engagement.
- 5. To note Cllr Attwood's resignation, received on Friday, May 10th, 2024.**
Noted, Cllr Attwood was thanked for his contribution to the Town Council, and it was confirmed that he will be offered an exit interview from the council following the meeting.
- 6. 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.

7. To receive and approve the minutes of the Town Council meeting on Wednesday 24th April 2024

Unanimously approved and signed by the Chairman.

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

Noted

Cllr Brownsea noted the street lighting had been on the progress report since February. The Town Clerk provided explanations for outstanding items on the progress report.

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

Although Cllr Wilby was not in attendance at the meeting, he did supply a report which can be found at Appendix A

Cllr Graham provided a report for the meeting Appendix B

Cllr Graham also gave feedback on his investigations into parking enforcement and informed the council that a report had been sent to the Town Clerk.

Cllr Graham also made comment about the nature recovery meeting that was due to be held on the 10th May 2024. He confirmed that the meeting had been cancelled with a view to holding a joint meeting with Harleston Community Group. This has now been further postponed due to the general election.

Cllr Eddy provided a report for the meeting Appendix C

Cllr West questioned the Planning Committee at SNDC and the outcomes of some of the planning applications that have recently come to the committee.

Cllr Brownsea commented about the councillor surgeries and asked how many people had visited the surgery.

The Town Clerk confirmed that all information from the Q&A's from the surgeries is available on the website

10. To resolve that from 29th May 2024 this council continues to meet the conditions of eligibility as defined in the Localism Act 2011 and SI965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, for Redenhall with Harleston Town Council to adopt the General Power of Competence

Unanimously agreed.

11. Resolution to appoint members onto Committees.

(Terms of Reference to be agreed at the first committee meeting)

a) Footpath & Tree Warden

Operations Manager

b) Amenities

Cllrs Scade, Brownsea, Wilkinson and Graham.

c) Leisure Centre Management

Cllrs Chenery, Wilkinson, Harrison, West and Scade.

d) Planning & Development

Cllrs Graham, Hardy and West.

e) Finance

Cllrs Harrison, Brownsea, Scade and Chenery.

12. To agree on working parties and their lead Town Councillors for

a) Maintenance of Planters in the Town

Cllr Wilkinson

b) Nature Recovery

Cllr Wilkinson

c) Budget Setting

Finance Committee

d) Christmas Lights

Cllr Mba

13. To agree on the representative for the Town Council for

a) Kindness Help Hub

Cllr Scade

b) Footpath and Tree Warden

Operations Manager

c) Harleston and District Business Forum

Cllr Mba and Town Clerk

d) Exchange 2

Town Clerk

e) Harleston Information Plus

Cllr Hardy

f) Harleston's Future

Town Clerk

14. To agree the continuation of the Town Councillor leading each agreed council priority until 2027

a) Leisure Centre Building Improvement Project - feasibility study project

Town Clerk and Cllrs Mba and Harrison

b) S106 & CIL Policies

Cllr Hardy

c) Legal Obligation

Cllrs Hardy and Graham

d) Emergency/Flooding Plan

Cllrs Mba and Harrison

e) Review of the Neighbourhood Plan

Cllr Scade

f) Councillor Surgeries

Cllr Chenery

g) Review of Signage in Town

Cllr Graham

h) Youth Engagement (added at the meeting)

Cllrs Chenery, Wilkinson and West

15. To receive and note the contents of month 1 Income and Expenditure report and formulate and agree any questions for the Finance Committee.

Noted

16. To receive and note the contents of month 1 Bank Reconciliation and formulate and agree any questions for the Finance Committee

Noted

17. Receive and note the contents of the Payments Lists provided.

a) 23rd April 2024

Noted

b) 15th May 2024

Noted

18. To receive and review the Internal Auditors Report (Mr T Brown) for year ending 2023/24 and formulate and agree any recommendations.

Received and noted.

Cllr Brownsea requested that the Town Council convey they're thanks to the auditor for a comprehensive report and congratulations to the administration team for providing the information to the auditor.

Action: Town Clerk

19. Presentation of the 2023/2024 End of Year Finance report

a) To receive and note the Annual Governance and Accountability Return (AGAR) 2023/24 Form 3

Received and noted.

b) To receive the Annual Internal Audit Report (AGAR) completed by Mr T Brown for 2023/24

Received and noted.

c) To complete the Annual Governance Statement 2023/24 Section 1 and approve. Both the Chairman and the Clerk to sign the hard copy

The Town Clerk read out each statement and all were unanimously agreed.

Document was signed and by the Town Clerk and the Chairman and dated.

d) To receive the Accounting Statements 2023/24 Section 2 and approve. Both the Chairman and the RFO to sign the hard copy.

Received and unanimously agreed.

Document was signed and by the Town Clerk and the Chairman and dated.

The Town Clerk will send all documentation to PKF Littlejohn Ltd (external auditors) for review.

Action – Town Clerk

20. To review the following recommended costs presented by the Leisure Centre and the Finance Committee:

a) To ratify the payment of £7000.00 to Norfolk County Council (Parish Partnership Funding Bid) From EMR348 Community Fund in line with FR 4.3

It was noted that the recommendation was from the Finance Committee only.

For clarity this funding is to be used for the Market Place project.

Unanimously agreed.

Action – Town Clerk

21. To receive and agree the following as recommended by the Executive Committee

a) Biodiversity Policy

Unanimously agreed.

b) Menopause Policy

Unanimously agreed.

Both policies will be displayed on the website

Action – Town Clerk

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.

The next working party meeting is in the coming week and a more comprehensive report will be available next month.

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

a) Planning Meeting - Last held on April 29 and 13th May 2024

Cllr Hardy recommended that everyone read the minutes of the last meeting.
Further discussion to take place at the next meeting regarding the 5 year land supply.

b) Amenities Meeting – Last held on the 1st May 2024

Scaffolding has gone up at the Clock Tower ready for the survey and deep clean.
War memorial has been cleaned.
D-Day 80 on 6th June

c) Executive Meeting – Last held of the 8th May 2024

Policy Driven

d) Finance Committee – Last held on 15th May 2024

Good Audit

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

a) Chairman

Cllr Mba has been on the radio and is pleased with the progress that has been made over the preceding year.

b) Vice Chairman – Heritage Open Day

No meeting has been held at present.

20.40 Cllr Graham left the meeting to attend a prior commitment.

c) Councillors (Cllr West to provide update on grant funding)

Cllr West fed back about the street lighting presentation she attended and suggested that the Council Contact Suffolk Street Lighting regarding lighting on the new developments.
Cllr West is working with the Play and Recreation Association regarding funding for a roundabout on the Recreation Ground
Cllr West provided information from Exchange 2 regarding the possibility of employing a youth worker.

Cllr Brownsea inquired as to why the Clerks report in May grapevine appears under the logo of Harleston Gym. The Clerk said that this was a formatting error.

Cllr Hardy provided information from the Needham PC meeting. He confirmed that Cllr Wilby will be using his funding allocation to pay for safety improvement on the A143 from Diss providing a slow sign in the road from this direction and that Cllr Wilby had requested a review of the A143 Harleston Bypass regarding safety and speed limits. The speed limits on Spirketts Lane were also discussed.

d) Town Clerk

No report.

25. To note the date of the next Town Council meeting on Wednesday 26th June 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.

Unanimously agreed.

Meeting closed at 20.52

Signed

Date

County Councillor Report

May 2024

At the Annual General Meeting of Norfolk County Council, Councillor Stuart Dark was elected as Chairman of the Council for the coming year and Cllr Tom FitzPatrick was elected vice Chairman. Stuart has dedicated his year in office to celebrating the achievements of volunteers. He said “I look forward to celebrating the remarkable contributions of our volunteers and organisations over the next twelve months, and to doing my bit to encourage more people to get involved and lend a hand. At the same meeting Kay Mason Billig was elected as leader of the council for the coming year and Andrew Jamieson deputy leader.

At the meeting on the 8th May. Cabinet agreed Norfolk County Council's Annual Review report for 23-4 as well as the new Council delivery Plan for 24-5 which sets out the priorities for this coming year. Highlights of the council's performance over the last year include. Agreeing a £600 million-plus devolution deal to bring powers and funding from Westminster to Norfolk. Spending £1.5 million per day on adult social care, including help for 11,000 people to return home from hospital. Securing £49.5 million of Government funding to improve bus services, with an 18% rise in passenger numbers. Delivering ultra-fast broadband to more than 6,900 premises, with superfast broadband now covering 97.3 % of properties. Serving more than 1.8 million library customers. Key priorities for this year include, Delivering of the devolution deal and an economic strategy for Norfolk, to boost jobs and skills. Delivering better quality, local and affordable care for children, including foster carers. Continuing to deliver supported living housing programmes for adults. Deliver of library hubs. Completing the roll-out of LED streetlighting to cut costs and carbon emissions.

Preparations for a devolution deal to bring more powers and funding to Norfolk are to be considered at the next Infrastructure and Development committee meeting. There are three reports that will pave the way for major investment in infrastructure, skills, housing and transport, subject to a vote in July on introducing a leader, elected by the public. A report to enable transfer of the Government's £12.8 million per year adult skills budget to Norfolk. A report on how the county and district councils have worked on a pipeline of brownfield site regeneration projects, to develop up to 500 homes using £7 million of devolution funding. A report on how the £20 million investment fund will be administered, with involvement of district councils and other partners in advising the directly elected leader and cabinet on funding decisions.

Improvements at Norfolk Fire and Rescue Service (NFRS) are evident with positive progress in many areas, according to a recent report. His Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) found NFRS had improved in five key areas since its last inspection. The report recognised the service's sound financial management, positive working culture, and the high priority it gives fire prevention. Particular praise was given for 'promising practice' in significant incident and multi-agency fatal fire reviews, which are improving outcomes both locally and nationally.

A date for your diaries is the next Open Mill day at Billingford on Saturday June 8th 12am – 4pm

My next surgery is on Saturday June 1st at HIP 10am

Best Wishes

Martin

District Councillor Report

May 2024

The big news is that there will be a general election on 4 July and we have entered the pre-election period of heightened sensitivity. This means that there may be some restrictions on what can be done in the coming weeks.

South Norfolk Council recently held their Annual General Meeting. Daniel Elmer is the new Leader of the Council and Sharon Blundell the new Chair. The Cabinet Portfolios and corresponding Cabinet Committees have been restructured to better align with the business operations. I am now Vice Chair of the Finance, Regulation, Audit and Governance Committee, continue to be the Vice Chair of a realigned Environment Committee, and continue to sit on the Development Management Committee and Scrutiny Committees. In addition, I am now appointed onto the Standards Committee. I also continue to be the representative on the Norwich Area Museums Committee.

I note the resignation of Councillor Clive Attwood and large number of departures during the last twelve months. I am aware of the demands of being a volunteer Town Councillor, and hope that more residents can be encouraged to step forwards and help support their local community. Town Councils are the bedrock of the tiered council system as closest to their communities.

I gave a presentation to the Town and Parish Forum meeting together with the Green Infrastructure Officer. This highlighted the pioneering work of Harleston Town Council in starting a Community Nature Recovery concept which is now being promoted by South Norfolk Council. There is a dedicated page on the website: <https://www.southnorfolkandbroadland.gov.uk/trees-biodiversity/nature-recovery>, an article is to be included in the Link magazine highlighting the work of the Sancroft Academy, and an email may be sent to Town and Parish Clerks and Chairs to encourage local adoption. Harleston was the catalyst, I hope that the town can continue the good work, cooperatively involve many more people to collectively deliver, our nature recovery at home. I note and support the plans of the Town Council to look at opportunities for their own land and working with other groups with their 'Biodiversity and Sustainability Policy'.

I note the heartwarming news from the Town Council of the community effort, when the Rainbows and Brownies teamed up with the Maintenance Team to replant a hedgerow that had been removed on the common land at Church View. Young nature enthusiasts getting their hands dirty, learning about gardening, and making a positive impact on the local environment. This is truly community nature recovery in practice.

The Development Management Committee granted planning permission for two houses on Needham Road. This meeting coincided with the Town and Parish Forum meeting, I was therefore unable to attend and arranged a substitute to sit on the committee. I must highlight that as a member of the committee, I am advised that I should not commit myself to a particular viewpoint before hearing all the evidence. If I had taken a position or prejudged the outcome of a planning application, I would have had to withdraw from any decision making role on the matter at a planning committee. I am aware of some confusion over the rationale for the decision taken by the members and have sought an explanation be sent to the Town Council from the Planning Officers to clarify the basis for their recommendation.

Last week, I visited Sancroft Academy where Waveney Volunteers for Nature were restoring the

bridge over the pond at the Primary Phase. The work of the school is inspirational and provides a role model for other schools. Harleston is again leading from the front.

I nominated groups and people for the Community Awards in the Environmental Champion, Community Organisation, and Lifetime Achievement categories. We await announcement of the shortlist of nominees.

Following a concern raised at the last Town Council meeting regarding parking enforcement, I was able to obtain statistics from South Norfolk Council showing the dates and times of visits with related tickets issued. The report is with the Town Council for their consideration and follow up should it be desired.

I have assisted the Historical Society in creating their Harleston Heritage Open Days programme. About 20 different groups are supporting the initiative and twelve events were suggested and entered before the closing date for consideration to be included within the Norfolk booklet. All the events are shown on the Historical Society website. This demonstrates the desire for the groups throughout the town to work as a Team Harleston collective.

I have offered to take my surgery on the road to Needham and Wortwell, until dates are established, I continue to hold a regular surgery at Harleston Information Plus on Exchange Street in Harleston. The next one is on Saturday 8 June between 10:00 and 11:00, I hope to see you then.

Cllr Trevor Graham
South Norfolk Council,
Member for Harleston

District Councillor Report

May 2024

We have just reached South Norfolk Council's fiftieth anniversary and recent events suggest that the years ahead are shaping up to be as unusual and interesting as any in the council's history. Not only will we have a new council leader for the first time in seventeen years but, following the recent Bunwell Byelection, the previously Conservative controlled council has moved into no overall control. What this will mean practically for decision making within the council remains to be seen although it is fair to say that even a new councillor like myself can recognise that it is unlikely to be quite like things have been done before.

It's now just over a year since I became a District Councillor and, looking back, what amazes me is how little I actually understood about what the role required. Of course, I wasn't completely oblivious but it's fair to say that the past year has been a significant and welcome education. It is clear that there is plenty to do both inside and outside the ward and I look forward to working with the parish and town councils and with Trevor and Martin to try to make positive differences to the lives of people in our ward over the coming years.

I'd like to use this opportunity to draw attention to the Post Office run banking hub in Harleston town centre, which I believe is a very positive development for the town and the area. Withdrawals and deposits with the majority of banks can be done on any day of the week from Monday to Friday and for more in depth banking needs, there are representatives of Natwest, Barclays, Halifax, Lloyds and possibly HSBC available on specific weekdays. With Barclays closing in town, we are fortunate to have this service that can cater to all personal and business needs in one place.

I also wish to thank everyone who has already responded to my request for help and information regarding the graveyard at Redenhall Church. To be clear, this appeal is ongoing so anyone who feels that they can offer time, information or expertise for the maintenance of this valuable historical and natural resource please get in contact either by emailing me at james.eddy@southnorfolkandbroadland.gov.uk or, if you prefer, you can drop off a letter at Harleston Information Plus or pop in to see me at HIP on the last Saturday of every month between 10am and 12.

All the best,

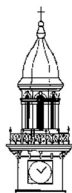
James

Town Council – Progress Report – 26th 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>
Full Council	28 th February 2024 Item 6a	Street Lighting Concerns Redenhall Road	Clerk to write to County Councillor Wilby for him to action.	Town Clerk	ASAP	Matter investigated. Resident consulted. No further action possible at this time. Matter Closed
Full Council	28 th February 2024 Item 8	London Road Parking Restrictions	Unanimously agreed for the Clerk to engage with the County Council regarding parking restrictions on London Road	Town Clerk	ASAP	Better Parking Strategy Manager NCC Highways confirmed investigating this matter and to update both the Clerk and County Councillor as soon as possible 22/05/24 Ongoing
Full Council	Wednesday 27 th March 2024 Item 23	Action Plan	The Clerk will now proceed to develop a framework to assist each task group.	Town Clerk	ASAP	Outstanding
Full Council	Wednesday 24 th April 2024 Item 6	Public Forum Traffic Enforcement	District Councillor Graham committed to acquiring a comprehensive report detailing the dates, duration of presence, and the number of tickets issued by Traffic Enforcement Officers. Additionally, he pledged to explore the feasibility of the Town Council funding supplementary attendance, as proposed by the County Councillor.	District Councillor Graham	ASAP	Matter moved to Amenities Committee. Matter Closed
Full Council	Wednesday 24 th April 2024 Item 11	The Market Town Network Improvement Strategy	Unanimously agreed for the Clerk to write NCC to advocate the study.	Town Clerk	ASAP	Email has been sent to Cabinet Member Graham Plant and NCC, no response agreed for it to be

Town Council – Progress Report – 26th June 2024

						removed from the report. Matter Closed
Full Council	Wednesday 29 th May 2024 Item 18	Internal Audit Report	Cllr Brownsea requested that the Town Council convey they're thanks to the auditor for a comprehensive report and congratulations to the administration team for providing the information to the auditor.	Town Clerk	ASAP	Action Completed Matter Closed
Full Council	Wednesday 29 th May 2024 Item 19d	End of Year Finance Report	The Town Clerk will send all documentation to PKF Littlejohn Ltd (external auditors) for review	Town Clerk	ASAP	Documents sent 05/06/2024 Matter Closed
Full Council	Wednesday 29 th May 2024 Item 20	Parish Partnership Funding Bid	To ratify the payment of £7000.00 to Norfolk County Council (Parish Partnership Funding Bid) From EMR348 Community Fund in line with FR 4.3 Unanimously agreed	Town Clerk	ASAP	Paid Matter Closed
Full Council	Wednesday 29 th May 2024 Item 21	Policies	Biodiversity Policy and Menopause Policy to be displayed on the website	Town Clerk	ASAP	Action Completed Matter Closed



Redenhall with Harleston Town Council

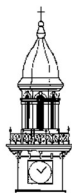
Terms of Reference for the Planning and Development Committee

1. The committee shall comprise of up to five councillors plus the Chairman of the Town Council as an ex-officio member
2. The planning and development committee has the ability to invite non council members with the relevant experience and knowledge to provide the committee with assistance. They have no voting rights and are not part of the quorum.
3. A quorum will consist of a minimum of three councillors
4. The committee will be responsible for electing its own Chairman and Vice-Chairman
5. The committee chair will be responsible for providing a summary report to full council.
6. 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.
7. 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.
8. If the meeting is still not quorate, then a councillor in attendance may be co-opted for that meeting.
9. The Planning and Development Committee shall:
 - provide information, advice and guidance to the town council on all planning and development matters relating to council business.
 - consider notified planning applications within the parish of Redenhall with Harleston and make relevant comment to the Local Planning Authority.
 - liaise with district and county councillors as appropriate
10. The minutes of each meeting will be proposed and agreed at the next meeting.

11. Voting will be in accordance with Standing Orders.

12. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 10am (unless otherwise stated)

Reviewed – 3rd June 2024



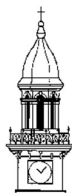
Redenhall with Harleston Town Council

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



Redenhall with Harleston Town Council

Terms of Reference for the Finance Committee

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

The committee may:

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

The Committee will:

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

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

Reviewed 27th June 2023

14/06/2024

Redenhall With Harleston Town Council

Page 1

12:50

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

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

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4099 Miscellaneous Expenses	0	63	500	437		437	12.6%	
4101 Hedge & Tree Maintenance	0	0	300	300		300	0.0%	
4105 Tree Assessment survey	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4139 Dog Bags - purchase	0	0	60	60		60	0.0%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
4195 Insurance Claims Expenditure	784	784	0	(784)		(784)	0.0%	
Administration :- Indirect Expenditure	17,249	29,172	226,664	197,492	0	197,492	12.9%	0
Net Income over Expenditure	(17,244)	178,039	190,153	12,114				
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	(17,244)	177,748						
<u>103 Team Harleston</u>								
1014 Town Events	135	135	0	(135)			0.0%	
1081 Event Sponsorship	400	400	0	(400)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	535	735	0	(735)				0
4014 Town Events	1,574	2,269	5,000	2,731		2,731	45.4%	772
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4082 Remembrance	0	0	500	500		500	0.0%	
4503 Christmas Events	0	0	500	500		500	0.0%	
Team Harleston :- Indirect Expenditure	1,574	2,269	6,300	4,031	0	4,031	36.0%	772
Net Income over Expenditure	(1,039)	(1,534)	(6,300)	(4,766)				
6000 plus Transfer from EMR	772	772						
Movement to/(from) Gen Reserve	(267)	(762)						
<u>105 Grants & Donations</u>								
4090 Grants	0	9,255	10,000	745		745	92.5%	
Grants & Donations :- Indirect Expenditure	0	9,255	10,000	745	0	745	92.6%	0
Net Expenditure	0	(9,255)	(10,000)	(745)				
<u>110 Loan Repayments</u>								
4095 Loan Repayments	0	0	8,803	8,803		8,803	0.0%	
Loan Repayments :- Indirect Expenditure	0	0	8,803	8,803	0	8,803	0.0%	0
Net Expenditure	0	0	(8,803)	(8,803)				

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

Month No: 2

Cost Centre Report

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

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

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4099 Miscellaneous Expenses	4,011	4,011	0	(4,011)		(4,011)	0.0%	4,011
4101 Hedge & Tree Maintenance	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	715	715		715	0.0%	
Cemetery :- Indirect Expenditure	4,011	4,011	1,715	(2,296)	0	(2,296)	233.9%	4,011
Net Income over Expenditure	(2,731)	(2,401)	4,785	7,186				
6000 plus Transfer from EMR	4,011	4,011						
Movement to/(from) Gen Reserve	1,280	1,610						
<u>125 Markets</u>								
1040 Market Rents	370	470	430	(40)			109.3%	
Markets :- Income	370	470	430	(40)			109.3%	0
4053 Market Rates	28	55	330	275		275	16.8%	
4055 Electricity	0	0	100	100		100	0.0%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	28	(146)	430	576	0	576	(34.1%)	0
Net Income over Expenditure	342	616	0	(616)				
<u>126 Allotments</u>								
1000 Allotment Rent	0	0	1,884	1,884			0.0%	
Allotments :- Income	0	0	1,884	1,884			0.0%	0
4026 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4033 Subscriptions	0	0	350	350		350	0.0%	
4050 Rents	0	680	880	200		200	77.3%	
4052 Water Charges	0	0	1,000	1,000		1,000	0.0%	
4101 Hedge & Tree Maintenance	0	0	120	120		120	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	0	680	3,450	2,770	0	2,770	19.7%	0
Net Income over Expenditure	0	(680)	(1,566)	(886)				
<u>129 War Memorial</u>								
4104 War Memorial - refurbishment	2,700	2,700	0	(2,700)		(2,700)	0.0%	2,700
War Memorial :- Indirect Expenditure	2,700	2,700	0	(2,700)	0	(2,700)		2,700
Net Expenditure	(2,700)	(2,700)	0	2,700				
6000 plus Transfer from EMR	2,700	2,700						
Movement to/(from) Gen Reserve	0	0						

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

Month No: 2

Cost Centre Report

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

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

Month No: 2

Cost Centre Report

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

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

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

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

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

Month No: 2

Cost Centre Report

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

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

Month No: 2

Cost Centre Report

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

Date: 12/06/2024

Redenhall With Harleston Town Council

Page 1

Time: 18:54

User: TB

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - Current Community Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current account - Community Ac	31/05/2024		305,470.21
			<u>305,470.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			305,470.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			305,470.21
		Balance per Cash Book is :-	305,470.21
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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

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

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

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

Regulatory reason	Payee Name	Transaction Details	Committee		Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
FR4.1 (over £250) Chair Approved via email 11/06/24	Force Fresh	Cleaning materials	LCMC		£ -	£ 331.39	£ -	£ 276.16	£ 55.23	£ 331.39	4039 202 203
FR4.1 (over £250) Chair Approved via email 11/06/29		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



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

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-122020-5913
Insured	Redenhall With Harleston Town Council
Business	Parish / Town Council
Period of Insurance	
From	23 rd June 2024
To	22 nd June 2025
and any other period for which cover has been agreed.	
Renewal Premium	£ 8,818.70
Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.	
Schedule Number	131369544
Long term agreement active until	23 rd June 2025
Preparation Date	07 th June 2024
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACG08

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Leisure Centre Complex, Address, Leisure Centre Complex, Harleston, Norfolk, IP20 9DD	£2,614,702.15	£30,000.00	£23,890.72	£24,439.74	£8,257.17	£3,150.00	£0.00	£0.00	£988.54
2. Clock & Tower, Address, Clock & Tower, Market Place, Harleston, Norfolk, IP20 9BB	£646,505.04	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Address, Public Conveniences, Bullock Fair Close, Harleston, Norfolk, IP20 9AT	£126,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 3

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2 & 3

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250

Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£300,000	36	N/A		£279,000	36

For Premises: 3

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
2 x Information Boards	£8,303.35	£100
Playground Equipment	£144,134.09	£100
14 x Timber Seats	£17,679.05	£100
2 x Bus Shelters	£5,606.25	£100
Memorials Statues & Monuments	£17,615.77	£100
Gym Equipment	£295,645.77	£100
Youth Shelter	£17,968.09	£100
Green Gym Equipment	£43,171.81	£100
Ride on Mower	£5,319.91	£100
Bench	£1,209.09	£100
Street Smart Barrow	£983.38	£100
Christmas Lights	£11,284.64	£100
Play Equipment: MUGA, fencing, gates, surfacing and bins	£106,398.04	£100
Maintenance equipment	£20,601.89	£100
Photocopier - interest of BNP Paribas noted	£3,651.71	£100
4 x WW Commemorative Benches	£3,942.42	£100
WW Litter Bin	£696.32	£100
Standing Tommy Silhouette	£1,133.10	£100
Resib Board Path Surfaces	£9,775.53	£100
Street Furniture and Tennis Court Fencing	£12,585.84	£100
CCTV	£10,080.00	£100
Laptops	£3,150.00	£100
Photocopier - A1E03256/001	£3,780.00	£100
Car Parks at Bullock Fair Close and Broad Street	£582,750.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part I – Motor Vehicles

Insured Vehicle:	All as described in
Persons Entitled to Drive:	the Certificate of
Limitation as to Use:	Motor Insurance

Cover: Section 22

A. Comprehensive

Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party

Additional to any other Excess which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

Repair Limit: £Nil

Section 12

Damage to Property Limit:

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150

Section 13

Medical Expenses Limit: £250

Section 14

Additional Cover : Section 25

U. Occasional Business Use

V. Loss of No Claim Discount/Excess

Not Operative

Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery**Limit of Indemnity:**

£100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£1,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital	5.00 times annual earnings
Weekly	1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Operative
8. Statutory Licence Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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**TCG SCAFFOLDING
SERVICES**
Email: enquiries@tcgscaffolding.co.uk

**07799
062 613**

**01508
531765**

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

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

Date: 6th June 2024

Invoice No: 39709
Order No. MO 09/2024

As per scaffolding works carried out at Harleston Clock Tower.

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

Date erected: 05/06/2024

Cost of these works: ACC16594 £8,492.00

Plus VAT @ 20%: £1,698.40

TOTAL INVOICE: £10,190.40

Terms Strictly Nett 30 Days: Bank Transfer to: Sort Code: 20-26-34: Account Number: 40280089
Reference: 'Your invoice number': OR cheque payable to T C Garrett Roofing Ltd

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

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



Redenhall with Harleston Town Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

Redenhall with Harleston Town Council

Signed: *C Crane*

Name: Mrs C Crane

Position: Town Clerk

Date: 1st November 2021



The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We, **Harleston Town Council**, will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public; maintaining our War Memorial.
- recognise that military **Veterans** are a valued part of our community; encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website.
- promote and support our local **Royal British Legion** branch and its events.
- encourage support for military sponsored **Cadet Organisations**; encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**;
- encourage local businesses to consider offering discounts to members of the Armed Forces community.

2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing.



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

Town Council Meeting Report – 26th June 2024

Update on Feasibility and Design Study for New Community Building

- Schedule: On track (Green)
- Budget: Within planned limits (Green)
- Outputs: Meeting expectations (Green)
- Risks: Under control (Green)

Key Correspondence and Updates:

April: Town Clerk contacted key stakeholders and users of the current facility to request permission for the architect to consult with them as needed.

Throughout May: The Clerk and the architect maintained regular correspondence to facilitate the project.

May 30: A meeting of the working party was held to discuss the first draft of drawings, comparing the costs of remodelling versus replacement. Stakeholder requirements and other essential information were also discussed to progress the project.

June 3: The first draft of drawings was received.

June 10: The Clerk completed the Q1 Highlight Report and Financial Drawdown Request and sent it to the Pride In Place team at SNDC. The first invoice has been paid to the supplier, and reimbursement is awaited through the Pride in Place fund.

June 11: The Clerk is waiting for the contractor to refine stakeholder questions to start arranging one-on-one meetings.