



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 24th July 2024 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 18th July 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 26th June 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. Amenities Committee Terms of Reference (3rd July 2024)(copy herewith)
 - b. Executive Committee Terms of Reference (16th July) (copy herewith)
8. To receive and note the contents of month 3 Income and Expenditure report and formulate and agree any questions for the Finance Committee or RFO (Copy herewith)
9. To receive and note the contents of month 3 Bank Reconciliation and formulate and agree any questions for the Finance Committee or RFO (Copy herewith)
10. To agree the payment for Technicus – structural survey works carried out at Harleston Clock Tower £1,475.00 plus £295.00 VAT totalling £1770.00 utilising EMR336 and recommending payment to Town Council (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/>

- 11.** Receive and note the contents of the Payments Lists provided.
 - a.** 27th June 2024 (Copy herewith)
 - b.** 10th July 2024 (Copy herewith)
 - c.** 23rd July 2024 (at meeting)
- 12.** Cllr Hardy to present to the council an update on the extension of the allotment lease.
 - a.** To receive and agree the completion of the Renewal Lease by Reference and sign at the meeting.
- 13.** To receive and review the S38 agreement for approval of the street lighting layout and adoption on the North of Spirketts Lane Development (Cripps)
- 14.** To receive a recommendation from the Amenities committee to remove the proposed pedestrian zone on Saturdays at Exchange Street from the pending TRO.
- 15.** To receive the response from Harleston Town Football Club in relation to item 17 of the Town Council meeting held on 26th June 2024 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.
- 16.** 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)
- 17.** To receive the following recommendation from the Executive Committee and resolve to adopt.
 - a.** Members Training Policy
 - b.** Annual Performance Review Policy
- 18.** To receive Committee updates and report on any significant issues arising³:
 - a.** Planning Meeting - Last held on 1st July 2024
 - b.** Amenities Meeting – Last held on the 3rd July 2024
 - c.** Executive Meeting – Last held on the 16th July 2024
 - d.** Finance Meeting - Last held on 17th July 2024
- 19.** 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
 - c.** Councillors
 - d.** Town Clerk
- 20.** To note the date of the next Town Council meeting on Wednesday 28th August 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.
- 21.** Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.
- 22.** To receive a confidential update of matters discussed at the Executive Committee meeting

³ 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 26th June 2024 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Keith Harrison, Shelagh West, John Graham, Michael Hardy, Adrian Brownsea, Lucy Chenery, Eloise Wilkinson

Also, present: Emma Chandler (Deputy Clerk) clerked the meeting.

Clare Crane (Town Clerk) minuted the meeting.

County Councillor Martin Wilby

No members of the public present.

- 1. Welcome**
Cllr Mba, welcomed everyone to the meeting
- 2. To receive and consider accepting apologies from members unable to attend.**
Received from Cllr. M. Scade (Vice Chair) due to being out of parish.
Unanimously accepted.
- 3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.**
None
- 4. To receive and approve the minutes of the Town Council meeting on Wednesday 29th May 2024**
Councillor West & Wilkinson inquired about the procedure for conducting exit interviews with departing Councillors and the process for disseminating the information gathered.
Councillors were directed to refer to the Town Council's policy on this matter.
Councillor Wilkinson asked about the necessary steps to advance the action plan related to the Biodiversity Policy.
Councillor Harrison confirmed that the action plan now requires further development and implementation.
Minutes were unanimously approved and signed by the Chairman
- 5. To note progress on decisions made at the last meetings of Council**
Cllr Brownsea expressed dismay over the delay in implementing the parking restrictions on London Road. The Clerk explained that Norfolk County Council has yet to provide an update on the matter. It was also noted that the Clerk's Action Plan remains outstanding.
- 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).

Unanimously agreed to close the meeting.

No members of the public were present.

Cllr Wilby expressed his gratitude for all the events that have taken place, noting they have significantly raised Harleston's profile.

It was mentioned that a new sign and new road markings at the Needham roundabout, heading from Brockdish, will be put in place in due course. Additionally, the overgrown trees will be addressed outside the bird nesting season.

The meeting was reopened.

County Councillor Martin Wilby – Appendix 1

District Councillor Trevor Graham – Appendix 2

District Councillor James Eddy – Appendix 3

7. To receive the following recommendation and resolve to adopt

a. Planning Committee Terms of Reference (3rd June 2024)

Unanimously approved to adopt.

b. Leisure Centre Management Committee Terms of Reference (12th June 2024)

Cllr Brownsea was seeking clarity on which committee is responsible for Recreation Walk and the access road from London Road to the leisure centre, the Deputy Clerk confirmed this is the Leisure Centre Management Committee.

Unanimously approved to adopt.

c. Finance Committee Terms of Reference (19th June 2024)

(Note: Amenities and Executive to be included on the July Town Council meeting agenda)

Unanimously approved to adopt.

8. To receive and note the contents of month 2 Income and Expenditure report and formulate and agree any questions for the Finance Committee.

Received and noted, no questions raised.

The Deputy Clerk confirmed that the fuel costs included the van tax, as raised at the finance meeting.

9. To receive and note the contents of month 2 Bank Reconciliation and formulate and agree any questions for the Finance Committee

Received and noted, no questions raised.

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

a. 12th June 2024

Received and noted.

11. To receive recommendation from the Finance Committee to agree and adopt the bank mandate (signatories) for all council bank accounts 2024/25

Unanimously agreed to adopt the bank mandate with Cllr MBA, Cllr Harrison, the Town Clerk, and the Deputy Town Clerk continuing as the Town Council's signatories.

12. To agree the councillors (not members of the Finance Committee) that will conduct the four quarterly financial scrutiny checks with the Finance Officer.

Unanimously agreed, Cllr West in June 2024.

Unanimously agreed, Cllr Hardy in September 2024.

Unanimously agreed, Cllr Graham in December 2024.

Unanimously agreed, Cllr Wilkinson in March 2025.

The Finance Officer will contact the relevant councillors as needed.

Action: 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 agree to make the payment of £8,818.70**

Received and examined, unanimously agreed to authorise the payment.

Compared to last year, there was an increase of approximately £300. The Deputy Clerk confirmed that new quotes will be sought for the next long-term agreement.

Action: RFO

- 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.**

Unanimously agreed to authorise the payment.

Action: RFO

- 15. To agree to continue with the details set out in the Armed Forces Covenant Pledge dated 1st November 2021**

It was noted that the covenant pledge needs to be amended to 'His Majesty.'

Councillor Brownsea opposed a section of the covenant, stating it falls outside the Town Council's remit.

- Encourage local businesses to consider offering discounts to members of the Armed Forces community.

The vote resulted in 7 in favour and 1 abstention. The vote carried to update and continue with the details set out in the Armed Forces Covenant.

- 16. To agree to appoint a Town Council Armed Forces Champion.**

Unanimously agreed to appoint Cllr John Graham as the Armed Forces Champion. Action is required to inform the Royal British Legion of this appointment.

Action: Deputy Town Clerk

- 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.**

Received and discussed at length. The overall consensus is that there is a lack of clarity in the proposal. A representative of the football club's attendance at the meeting would have been useful to address numerous points of concern and answer questions.

- a. To consider and agree to an extension of the current lease to a maximum of 12 years.**

Unanimously against at this stage due to unanswered questions.

- b. To consider and agree to the four proposals in the initial letter.**

Unanimously against at this stage due to unanswered questions.

It was agreed that Cllr Hardy will assist the Deputy Clerk in drafting a letter requesting a presentation to clarify many points.

Action: Cllr Hardy & Deputy Clerk

- 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**

Received and noted.

- 19. To receive Committee updates and report on any significant issues arising:**

- a. Planning Meeting - Last held on 3rd June 2024**

No issues were highlighted.

b. Leisure Centre Management Meeting – Last held on the 12th June 2024

Price increase in April led to a slight loss of membership, but this is coming back up again. We also sold unwanted equipment to purchase newer, more relevant equipment.

c. Finance Meeting - Last held on 19th June 2024

Cllr Harrison is scheduled to visit the Finance Officer to review and scrutinize and sign off on months 1 and 2.

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

Thanked the team for a wonderful Summer Solstice event.

Mentioned being on the radio again.

Expressed a desire to push forward with the campaign for councillor recruitment.

b. Vice Chairman – Heritage Open Day

Due to the absence of Cllr Scade, who is representing the council on this matter the Chair read recent correspondence from him to the full council, suggesting:

- Sponsorship of a flyer and publicity up to a maximum of £250.
 - Opening the upper meeting room and displaying the WW1 tablecloth as a stand-alone event, with additional items from the museum during the 9 days.
- The following points were discussed:
- The feasibility of applying for a grant was discussed but deemed not possible within current policy constraints and time frames.
 - This year's budget is very tight, and there is no room for unbudgeted activities.
 - The Town Council's calendar of events for the year was finalized during budget setting to ensure budget availability.
 - It was noted that this event is a national event.
 - It was suggested that if this event is to be organized annually, the Town Council should be informed to effectively budget and allow organizers to apply for grants in the future.
- Unanimously agreed to assist wherever possible by advertising the event on the Town Council's website and social media channels, and by using the social room to display the WW1 tablecloth.

Action: Cllr Scade

c. Councillors

- Cllr West will provide information on event companies that organise markets to the events organiser.

Action: Cllr West

- Cllr Harrison: No issues were highlighted.
- Cllr Chenery: No issues were highlighted.
- Cllr Hardy has drafted the CIL policy, and it was confirmed that the draft will be reviewed by the Executive Committee before being presented to the full council.

Action: Deputy Clerk

- Cllr Hardy confirmed he will continue to work with the Deputy Clerk on the renewal of the allotment lease.

Action: Deputy Clerk & Cllr Hardy

- Cllr Brownsea expressed dislike for the Visit Harleston branding.
- Cllr Graham requested that a review of signage in the town to be included on the next Amenities agenda for a report to be reviewed.

Action: Deputy Clerk

- Cllr Graham asked for an update on the implementation of the double yellow lines and signage at Candler's Lane. It was noted that this matter is with the Highways Authority and can involve a lengthy legal process.

d. Town Clerk

No issues were raised.

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.

Noted

Meeting closed at 8.37pm

Appendix 1

**HARLESTON TOWN COUNCIL - JUNE MEETING 2024
COUNTY COUNCILLORS' REPORT**

Norfolk County Council has been appointed by Arts Council England to lead both the Norfolk and Suffolk Music Hub from September 2024, as part of an ambitious national programme to provide high-quality music education for all children and young people. NCC's Music Service has led the Norfolk Music Hub, a partnership of organisations and schools which engage with children and young people in music making, since 2012. As the new Hub Lead Organisation for both counties, NCC will receive just over £2m from the DfE to coordinate music education, plus

£661,967 to invest in new musical instruments, equipment and technology tailored to the needs of children and young people in Norfolk including those with special educational needs and disabilities.

Five children in Norfolk come into care every week and Norfolk County Council is calling for more people to come forward to give them a loving home. There are more than 1,200

children in care in Norfolk and although numbers have stabilised in recent years, the council needs more carers to provide stability and safety for the children it looks after. The council is urging more people to consider fostering and encourage more businesses to become Fostering Friendly Employers. Fostering Friendly Employers support their staff by giving them flexibility to take their foster child to medical appointments, attend parent evenings and sports day, or to work from home if the child is sick. NCC has recently become accredited as a Fostering Friendly Employer and has 30 employees who are also Foster Carers. To find out more, please contact our dedicated team at www.norfolk.gov.uk/fosteringandadoption or call 01603 306649.

Four Norfolk teenagers have been officially inaugurated as the county's new Members of Youth Parliament (MYPs) at a special ceremony held by NCC. Norfolk Youth Parliament helps young people to have a voice on the future of Norfolk and make a positive difference in their local community. Working with regional MPs and local Norfolk councillors, the young leaders will represent their peers and advocate for important issues such as education, mental health and climate change. The new MYP for South Norfolk is Beau Berwick. All of the MYPs are aged between 13 and 18, were selected through a rigorous process that included applications, interviews and public voting. Their passion for public service and dedication to their communities stood out throughout the selection process.

A cooperation agreement has been signed between NCC and the Ukrainian region of Lviv which is designed to explore knowledge transfer, educational exchange and trade opportunities. The historic Memorandum of Understanding (MoU) was signed at the Ukrainian Embassy in London by the leader of NCC Kay Mason Billig and in Lviv via video link by Maksym Kozytskyi, Head of the Lviv Regional Military Administration. It is the first such agreement to be signed with Lviv by any part of the UK. Norfolk and Lviv have identified several key opportunities for collaborative working, including the TechBridge programme, a strategic partnership between the UK Government, Ukraine Ministry of Digital Transformation and Ukraine Ministry of Foreign Affairs to forge connections between our tech ecosystems.

If you are going to the Norfolk Show, you'll get a warm welcome in NCC's marquee where you can find out about, fostering, firefighting, apprenticeships, adult learning, volunteering and much more. Find us on Stand 200 – Third Drive

My next surgery will be at HIP in Harleston on Saturday 6th July the day before the Pink Tractor Ladies Rally

Best Wishes Martin

Appendix 2

HARLESTON TOWN COUNCIL - JUNE MEETING 2024 DISTRICT COUNCILLORS' REPORT

It was wonderful to attend the commemorations for the 80th anniversary of D Day. I commend the Town Council and Royal British Legion for arranging the event, and the Harleston and District Historical Society for opening the museum and organising a special display in King Georges Hall. I was a curator at the museum on the day, at which there were very complimentary comments regarding our town and community. I must also record my appreciation to the volunteers who planted the display at the War Memorial and to the Maintenance Team for helping keep it looking so attractive.

It has been a good time for the community coming together. The Summer Solstice Food Festival arranged by the Town Council and the Beer Festival arranged by the Round Table. Fortunately, the weather was kind throughout. I have received many supportive comments on the greater use of the Market Place for events. This was always an aim of the investment in the town centre, and it is wonderful to see the vision coming to life through the work of

the Town Council.

This seems to be mainly a good news month. It is great to see that the collective Harleston Heritage Open Days coordinated by the Historical Society has twelve events accepted onto the national programme. This provides an opportunity for more widespread promotion of our town. I am in discussion with the regional and national teams to help advertise our town's involvement. I understand that Cllr Scade is in discussion to consider how the Town Council can be involved in this high profile community collective.

Remaining on the community, South Norfolk Council will be hosting an event to celebrate and promote local volunteer groups on 14 July. I hope that many groups and people will attend. I also note an initiative by the Town Council to look for sponsorship for the planters to help provide vibrant displays throughout the town.

I was delighted to attend the Hustings at St John's Church, arranged by the Harleston and District Business Forum. All six candidates in the forthcoming general election took part. It was great to see interest in the democratic process with such a large turnout. People posed questions including the invasion of pylons, investment in infrastructure to support local needs, and engaging with younger people. The election even brought BBC breakfast news to Harleston.

Unfortunately, there is some bad news. There was recent concern over a fence installed and blocking access to the car park at the Coop. While there was the inevitable social media chat, concerns were correctly raised to both Cllr James Eddy and me, and the Town Council. I contacted NCC and fortunately, the situation was rectified quickly through the involvement of the Town Council.

I am glad to report that nominations from our Ward have been shortlisted for a South Norfolk Community Award which will be announced at a ceremony on 14 July. All nominees whether shortlisted or not will receive certificates of recognition for their outstanding work.

The Planning Officer provided clarification on the rationale for the decision taken by the members in relation to a planning application for two houses on Needham Road. I understand that the Town Council asked further questions in relation to the five years land supply. The supply was referenced in planning applications at the DMC meeting in June and applied in a manner consistent with that for the application relating to the houses in Needham Road. I am in discussion with the planning officers and Chair of the Development Management Committee to further clarify the situation to the Town Council.

I continue to hold a regular surgery at Harleston Information Plus on Exchange Street in Harleston. The next one is on Saturday 13 July between 10:00 and 11:00, I hope to see you then.

Cllr Trevor Graham
South Norfolk Council
Member for Harleston

Appendix 3

HARLESTON TOWN COUNCIL - JUNE MEETING 2024 DISTRICT COUNCILLORS' REPORT

I always try to make these reports as politically neutral as possible but with the upcoming General Election on July 4th, I will make an even greater effort not to let party politics intrude into what I write here. What I will say is that attending part of Harleston's D-Day commemorations brought home to me the importance of participating in our democratic process.

It is easy to be cynical. We live in cynical times and I know many people here and around the country feel politically homeless. However, this General Election perhaps more than any I can remember does have real stakes and who will become the first MP for the new Waveney Valley Constituency is genuinely unknown at the time of writing. More than this, D-Day brings into focus the sacrifices made by so many brave people in Britain, and around the world to defeat tyranny and preserve our freedoms. Our right to vote is just one of these freedoms and while, imperfect it is something we shouldn't take for granted given that worldwide these do seem to be perilous times for democracy. So

please, register to vote and use it and if you really don't like any of the parties then spoil your ballot by writing "None of the above," if that is how you feel. The point is the participation in something which has a value that is hard to truly understand until we are faced with the possibility that it could be lost.

Despite all the election stuff going on, it remains business as usual for me as your District Councillor and so if you want to contact me you can email james.eddy@southnorfolkandbroadland.gov.uk or, if you prefer, you can pop in to see me at HIP on the last Saturday of every month between 10am and 12.

All the best,

James

DRAFT

Town Council – Progress Report – July 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 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 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 26 th June 2024 Item 12	Quarterly Financial Scrutiny	Cllr West in June 2024. Cllr Hardy in September 2024. Cllr Graham in December 2024. Cllr Wilkinson in March 2025. The Finance Officer will contact the relevant councillors as needed.	Finance Officer	June 24 September 24 December 24 March 25	Finance Officer informed of the decision. Matter Closed
Full Council	Wednesday 26 th June 2024 Item 13	Insurance Renewal	Received and examined, unanimously agreed to authorise the payment.	RFO	ASAP	Completed Matter Closed
Full Council	Wednesday 26 th June 2024	TC Garrett Payment for Scaffolding	Unanimously agreed to authorise the payment.	ASAP	ASAP	Completed Matter Closed

Town Council – Progress Report – July 2024

	Item 14					
Full Council	Wednesday 26 th June 2024 Item 16	Armed Forces Covenant	Unanimously agreed to appoint Cllr John Graham as the Armed Forces Champion. Action is required to inform the Royal British Legion of this appointment.	Deputy Clerk	ASAP	RBL Vice Chair informed of the decision via email. Matter Closed
Full Council	Wednesday 26 th June 2024 Item 17	HTFC	Unanimously against at this stage due to unanswered questions. It was agreed that Cllr Hardy will assist the Deputy Clerk in drafting a letter requesting a presentation to clarify many points.	Deputy Clerk and Cllr Hardy	ASAP	Letter drafted, checked and sent on 2 nd July. Reply expected by 16 th July in order that the matter can be included at the next meeting. Matter Closed
Full Council	Wednesday 26 th June 2024 Item 20b	Heritage Open Day	Unanimously agreed to assist wherever possible by advertising the event on the Town Council's website and social media channels, and by using the social room to display the WW1 tablecloth.	Cllr Scade		
Full Council	Wednesday 26 th June 2024 Item 20c	Councillor Reports	Cllr West will provide information on event companies that organise markets to the events organiser.	Cllr West	ASAP	
Full Council	Wednesday 26 th June 2024 Item 20c	Councillor Reports	Cllr Hardy has drafted the CIL policy, and it was confirmed that the draft will be reviewed by the Executive Committee before being presented to the full council.	Deputy Clerk	Executive Meeting Agenda	Added to agenda. Matter Closed
Full Council	Wednesday 26 th June 2024	Councillor Reports	Cllr Hardy confirmed he will continue to work with the Deputy Clerk on the renewal of the allotment lease.	Deputy Clerk and Cllr Hardy	ASAP	Final draft returned to the solicitor on 2 nd July.
Full Council	Wednesday 26 th June 2024	Councillor Reports	Cllr Graham requested that a review of signage in the town to be included on the next Amenities agenda for a report to be reviewed.	Deputy Clerk	ASAP	Added to the Amenities agenda. Matter Closed

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Redenhall with Harleston Town Council

Terms of Reference for the Amenities Committee

1. The committee shall comprise of up to six councillors plus the Chairman of the Town Council as an ex-officio member
2. A quorum will consist of a minimum of three councillors
3. The committee will be responsible for electing its own Chairman and Vice-Chairman
4. The committee chair will be responsible for providing a summary report to full council.
5. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak, they will have no voting rights unless they are elected or co-opted to the meeting of the committee.
6. If it is evident that a meeting will not be quorate in the preceding days, a standby councillor may be called upon to attend if available and be co-opted for that meeting only. If there is more than one standby, the Town Clerk will use their discretion as to which standby councillor to call upon.
7. If the meeting is still not quorate, then a councillor in attendance may be co-opted for that meeting.
8. The committee shall decide on all matters pertaining to the amenities governed by the Council including:-
 - Allotments
 - Bus Shelters
 - Car Parks
 - Cemetery
 - Christmas Lights
 - Clocktower
 - Fixtures and Fittings
 - Market
 - Public Toilets
 - Streetlighting
 - Use and control of the alcohol and entertainment license for town centre
 - War Memorial and gardens

- And any other assets as may be identified
9. Expenditure which is outside the budget for the Committee will be minuted and brought to the attention of the Finance Committee
 10. 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 Executive Committee

1. The committee shall comprise of the Chairman and Vice Chairman of the Council, plus Chairman or Vice Chairman of all Committees.
2. A quorum will consist of a minimum of at least three councillors including either the Chair or the Vice Chair of the Council.
3. The committee will be chaired by the Chairman of the Council. The Vice Chairman of the Executive Committee will be the Vice Chairman of the Council.
4. The Chairman of the Council should not normally be the Chairman of any other Committees
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 on all matters, they will have no voting rights.
7. The Chairman will involve the Vice Chairman in all discussions which the Chairman undertakes on behalf of the Council so that they are briefed on matters of which they may be required to take an active role.
8. The Executive Committee shall decide on all matters pertaining to employed staff and councillors including Health and Safety but does not preclude any other committees from doing so.
9. The Executive Committee shall decide on all matters pertaining to the following: -
 - Standing Orders
 - Financial Regulations
 - Review of all policies relating to the town council, staff, gym and assets of the town that are under the control of the council
 - Review of Risk Assessments both Financial and otherwise
 - Review of Councillor Declaration of Pecuniary Interests
 - Review of the Governance and Management Risk Register
 - Data Protection

- Review of Code of Conduct

10. The minutes of each meeting will be proposed and agreed at the next meeting.
11. Voting will be by simple majority and the chairman of the committee shall have the casting vote when necessary.
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 September 2020

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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	19	46	60	14			76.5%	
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	1,560	1,575	1,000	(575)			157.5%	
1196 Apprenticeship	0	0	2,000	2,000			0.0%	
Administration :- Income	1,579	208,790	416,817	208,028			50.1%	291
4000 Salaries	10,041	29,840	119,745	89,905		89,905	24.9%	
4001 Paye/Nl	2,281	4,612	40,482	35,870		35,870	11.4%	
4006 Pension Contributions	2,982	5,915	45,327	39,412		39,412	13.0%	
4007 Bank Charges	22	48	300	252		252	15.9%	
4010 Staff Training/ Conferences	65	65	500	435		435	13.0%	
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	20	20	100	80		80	20.0%	
4017 Chairman's Allowance	0	0	100	100		100	0.0%	
4018 Vehicle Fuel Costs	0	338	750	413		413	45.0%	
4020 Audit Fees - Internal	745	745	500	(245)		(245)	149.0%	
4021 Audit Fees - External	0	0	1,450	1,450		1,450	0.0%	
4022 Accounting Services	505	505	1,000	495		495	50.5%	
4023 HR-Compliance	371	371	700	329		329	53.0%	
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	211	251	1,200	949		949	20.9%	
4033 Subscriptions	0	1,053	1,500	447		447	70.2%	
4034 Licences	0	70	200	130		130	35.0%	
4035 IT Equipment	0	0	500	500		500	0.0%	
4036 IT Software	110	110	500	390		390	22.0%	
4037 IT Support and Consumables	55	720	700	(20)		(20)	102.8%	
4039 Sundries	20	64	500	436		436	12.9%	
4040 Telephones/Broadband	82	246	800	554		554	30.7%	
4044 Hospitality	0	0	50	50		50	0.0%	
4045 Insurance	2,646	3,288	3,150	(138)		(138)	104.4%	
4055 Electricity	74	295	1,200	905		905	24.5%	
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 30/06/2024

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4093 Pride In Place - Grant	1,313	1,313	0	(1,313)		(1,313)	0.0%	
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	0	784	0	(784)		(784)	0.0%	
Administration :- Indirect Expenditure	21,542	50,714	226,664	175,950	0	175,950	22.4%	0
Net Income over Expenditure	(19,964)	158,075	190,153	32,078				
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	(19,964)	157,785						
<u>103 Team Harleston</u>								
1014 Town Events	125	260	0	(260)			0.0%	
1081 Event Sponsorship	200	600	0	(600)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	325	1,060	0	(1,060)				0
4014 Town Events	72	2,341	5,000	2,659		2,659	46.8%	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	72	2,341	6,300	3,959	0	3,959	37.2%	772
Net Income over Expenditure	253	(1,281)	(6,300)	(5,019)				
6000 plus Transfer from EMR	0	772						
Movement to/(from) Gen Reserve	253	(510)						
<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 30/06/2024

Month No: 3

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	223	223	500	277		277	44.7%	223
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	223	223	4,430	4,207	0	4,207	5.0%	223
Net Expenditure	(223)	(223)	(4,430)	(4,207)				
6000 plus Transfer from EMR	223	223						
Movement to/(from) Gen Reserve	0	0						
122 Street Lighting								
4151 Street Lights Electricity	0	1,543	9,000	7,457		7,457	17.1%	
4152 Street Lights Maintenance	85	170	1,020	850		850	16.7%	
Street Lighting :- Indirect Expenditure	85	1,713	10,020	8,307	0	8,307	17.1%	0
Net Expenditure	(85)	(1,713)	(10,020)	(8,307)				
123 Car Parks								
1030 Car Park Donations - Business	18	229	4,000	3,771			5.7%	
1031 Car Park Donations - PC's	200	900	1,075	175			83.7%	
1032 Car Park Donations - Co op	2,500	7,500	30,000	22,500			25.0%	
Car Parks :- Income	2,718	8,629	35,075	26,446			24.6%	0
4051 Business Rates	1,357	4,073	15,100	11,027		11,027	27.0%	
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	13,519	55,770	42,251	0	42,251	24.2%	0
Net Income over Expenditure	1,361	(4,890)	(20,695)	(15,805)				
124 Cemetery								
1020 Cemetery - Burials	0	600	6,500	5,900			9.2%	
1022 Cemetery - EROB	0	500	0	(500)			0.0%	
1023 Cemetery - Memorials	0	460	0	(460)			0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1026 Reservations Interment Ashes	0	50	0	(50)			0.0%	
Cemetery :- Income	0	1,610	6,500	4,890			24.8%	0
4099 Miscellaneous Expenses	0	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	0	4,011	1,715	(2,296)	0	(2,296)	233.9%	4,011
Net Income over Expenditure	0	(2,401)	4,785	7,186				
6000 plus Transfer from EMR	0	4,011						
Movement to/(from) Gen Reserve	0	1,610						
<u>125 Markets</u>								
1040 Market Rents	150	620	430	(190)			144.2%	
Markets :- Income	150	620	430	(190)			144.2%	0
4053 Market Rates	28	83	330	247		247	25.3%	
4055 Electricity	104	104	100	(4)		(4)	103.9%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	132	(15)	430	445	0	445	(3.4%)	0
Net Income over Expenditure	18	635	0	(635)				
<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	308	308	350	42		42	88.0%	
4050 Rents	0	680	880	200		200	77.3%	
4052 Water Charges	89	89	1,000	911		911	8.9%	
4101 Hedge & Tree Maintenance	0	0	120	120		120	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	397	1,077	3,450	2,373	0	2,373	31.2%	0
Net Income over Expenditure	(397)	(1,077)	(1,566)	(489)				
<u>129 War Memorial</u>								
4104 War Memorial - refurbishment	0	2,700	0	(2,700)		(2,700)	0.0%	2,700
War Memorial :- Indirect Expenditure	0	2,700	0	(2,700)	0	(2,700)		2,700
Net Expenditure	0	(2,700)	0	2,700				
6000 plus Transfer from EMR	0	2,700						
Movement to/(from) Gen Reserve	0	0						

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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	309	309	500	191		191	61.9%	
4119 Maintenance - General	0	0	0	(0)		(0)	0.0%	
Clock Tower :- Indirect Expenditure	310	310	500	190	0	190	61.9%	0
Net Expenditure	(310)	(310)	(500)	(190)				
131 Public Toilets								
4000 Salaries	318	955	3,212	2,257		2,257	29.7%	
4001 Paye/Ni	77	154	1,081	927		927	14.2%	
4006 Pension Contributions	111	222	1,191	969		969	18.6%	
4039 Sundries	(0)	(30)	100	130		130	(30.2%)	
4047 Cleaning Material/Consum- 4039	99	99	400	301		301	24.8%	
4052 Water Charges	89	178	1,000	822		822	17.8%	
4055 Electricity	0	0	520	520		520	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	694	1,612	8,004	6,392	0	6,392	20.1%	0
Net Expenditure	(694)	(1,612)	(8,004)	(6,392)				
201 Recreation Ground								
1001 Ground Rent - Football	150	480	1,800	1,320			26.7%	
1003 Ground Rent - Bowls	0	135	540	405			25.0%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	45	0	(45)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	165	660	3,340	2,680			19.8%	0
4000 Salaries	2,029	5,627	25,047	19,420		19,420	22.5%	
4001 Paye/Ni	449	898	8,056	7,158		7,158	11.2%	
4006 Pension Contributions	620	1,212	9,327	8,115		8,115	13.0%	
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	20	130	110		110	15.4%	
4041 Mobile Phones	8	23	75	52		52	30.1%	
4045 Insurance	2,646	3,288	1,350	(1,938)		(1,938)	243.6%	
4052 Water Charges	0	0	500	500		500	0.0%	
4055 Electricity	22	88	600	512		512	14.7%	
4057 Advertising	0	157	0	(157)		(157)	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	
4084 Signage - Rec	0	0	250	250		250	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	551	1,563	4,100	2,537		2,537	38.1%	
4107 Leased Plant	320	640	3,500	2,860		2,860	18.3%	
4119 Maintenance - General	98	215	600	385		385	35.8%	
4121 Maintenance - Contractors	500	500	1,500	1,000		1,000	33.3%	
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	201	403	2,340	1,937		1,937	17.2%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	0	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	7,455	15,073	63,510	48,437	0	48,437	23.7%	0
Net Income over Expenditure	(7,290)	(14,413)	(60,170)	(45,757)				
<u>202 Gym</u>								
1059 memberships DD	14,549	44,129	150,000	105,871			29.4%	
1060 Gym - Classes	299	981	5,000	4,019			19.6%	
1062 Gym - Food & Drink - Confectio	400	1,488	1,000	(488)			148.8%	
1063 Gym - Membership SO's	21	63	0	(63)			0.0%	
1064 Gym - Membership Cash	2,364	7,255	19,000	11,745			38.2%	
1065 Gym - Personal Training	338	1,185	4,000	2,815			29.6%	
1067 Gym - Squash Courts	460	1,854	8,000	6,146			23.2%	
1068 Gym - Tennis	166	499	2,000	1,502			24.9%	
1070 Protein Food and drink	437	1,461	3,000	1,539			48.7%	
1073 Re-sales	(53)	6	200	194			2.9%	
1075 Table Tennis	0	13	0	(13)			0.0%	
1086 Gym - Merchandise	99	120	0	(120)			0.0%	
Gym :- Income	19,079	59,053	192,200	133,148			30.7%	0
4000 Salaries	7,451	21,665	82,140	60,475		60,475	26.4%	
4001 Paye/NI	1,701	3,723	23,929	20,206		20,206	15.6%	
4006 Pension Contributions	1,768	3,612	30,577	26,965		26,965	11.8%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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	505	505	1,000	495		495	50.5%	
4034 Licences	11	416	4,400	3,984		3,984	9.5%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	541	1,800	1,259		1,259	30.1%	
4039 Sundries	(138)	(42)	1,200	1,242		1,242	(3.5%)	
4040 Telephones/Broadband	60	179	650	471		471	27.6%	
4041 Mobile Phones	10	20	100	80		80	20.2%	
4045 Insurance	882	1,096	1,050	(46)		(46)	104.4%	
4054 Water Charges - building	0	0	2,090	2,090		2,090	0.0%	
4055 Electricity	126	501	2,500	1,999		1,999	20.0%	
4056 Gas	33	85	1,200	1,115		1,115	7.0%	
4057 Advertising	184	184	1,000	816		816	18.4%	
4071 Health & Safety - Compliance	57	57	1,000	943		943	5.7%	
4086 Gym - Merchandise	118	118	0	(118)		(118)	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	60	105	100	(5)		(5)	105.1%	
4121 Maintenance - Contractors	0	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	458	2,200	1,742		1,742	20.8%	
4129 Gym sundries	81	158	1,000	842		842	15.8%	
4159 Gym membership refunds	227	374	300	(74)		(74)	124.5%	
4160 Gym Class Fees	247	994	7,000	6,006		6,006	14.2%	
4162 Food & Drink For Resale	147	299	2,100	1,801		1,801	14.2%	
4163 Protein products	908	908	2,000	1,092		1,092	45.4%	
4166 Uniforms	0	0	350	350		350	0.0%	
4167 Gym DD Arrangement Fees	909	2,849	8,400	5,551		5,551	33.9%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
Gym :- Indirect Expenditure	15,679	40,998	186,121	145,123	0	145,123	22.0%	0
Net Income over Expenditure	3,400	18,055	6,079	(11,976)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	1,009	2,686	3,000	314			89.5%	
Leisure Centre building :- Income	1,009	2,686	3,000	314			89.5%	0
4000 Salaries	1,640	4,746	20,911	16,165		16,165	22.7%	
4001 Paye/Nl	378	795	5,615	4,820		4,820	14.2%	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

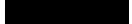
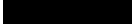
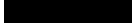
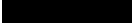
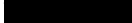
Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4006 Pension Contributions	442	870	7,614	6,744		6,744	11.4%	
4039 Sundries	0	138	0	(138)		(138)	0.0%	
4042 Fire and Security Alarms	0	0	150	150		150	0.0%	
4045 Insurance	2,646	3,288	3,150	(138)		(138)	104.4%	
4047 Cleaning Material/Consum- 4039	244	244	1,500	1,256		1,256	16.3%	
4051 Business Rates	986	2,953	12,300	9,347		9,347	24.0%	
4055 Electricity	520	2,062	8,400	6,338		6,338	24.5%	
4056 Gas	130	338	6,000	5,662		5,662	5.6%	
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	7	13	1,000	987		987	1.3%	
4121 Maintenance - Contractors	195	(556)	3,000	3,556		3,556	(18.5%)	
Leisure Centre building :- Indirect Expenditure	7,188	14,962	72,640	57,678	0	57,678	20.6%	0
Net Income over Expenditure	(6,179)	(12,276)	(69,640)	(57,364)				
Grand Totals:- Income	25,025	283,107	659,246	376,139			42.9%	
Expenditure	55,135	158,495	658,357	499,862	0	499,862	24.1%	
Net Income over Expenditure	(30,110)	124,612	889	(123,723)				
plus Transfer from EMR	223	7,706						
less Transfer to EMR	0	290						
Movement to/(from) Gen Reserve	(29,887)	132,028						

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/06/2024	DD003	216.37		216.37		R 	EZ-runner Systems Ltd
03/06/2024	DD003	241.61		241.61		R 	Biffa Waste Services Limited
03/06/2024	STO003	183.33		183.33		R 	Gym Repair Services
03/06/2024	BACS003	436.57		436.57		R 	
03/06/2024	STO003		15.00	15.00		R 	Receipt(s) Banked
03/06/2024	STO003		21.00	21.00		R 	Receipt(s) Banked
03/06/2024	BACS003		20.00	20.00		R 	Receipt(s) Banked
03/06/2024	PDQ030		112.50	112.50		R 	Receipt(s) Banked
03/06/2024	PDQ031		125.70	125.70		R 	Receipt(s) Banked
03/06/2024	PDQ001		119.35	119.35		R 	Receipt(s) Banked
03/06/2024	STO003		9.00	9.00		R 	Receipt(s) Banked
04/06/2024	BANK004	22.08		22.08		R 	Barclays
04/06/2024	BACS004	234.00		234.00		R 	KGB Commercial Heating
04/06/2024	BACS004	493.00		493.00		R 	HMRC - VAT
04/06/2024	DD004	9.29		9.29		R 	O2
04/06/2024	PDQ002		44.80	44.80		R 	Receipt(s) Banked
04/06/2024	BACS004		3,000.00	3,000.00		R 	Receipt(s) Banked
04/06/2024	BANK004		4.08	4.08		R 	Receipt(s) Banked
05/06/2024	BACS005		150.00	150.00		R 	Receipt(s) Banked
05/06/2024	PDQ003		193.40	193.40		R 	Receipt(s) Banked
05/06/2024	BACS005		69.99	69.99		R 	Receipt(s) Banked
05/06/2024	BACS005		20.00	20.00		R 	Receipt(s) Banked
06/06/2024	PDQ004		167.12	167.12		R 	Receipt(s) Banked
07/06/2024	PDQ005		127.40	127.40		R 	Receipt(s) Banked
07/06/2024	STO007		60.00	60.00		R 	Receipt(s) Banked
07/06/2024	BACS007		120.00	120.00		R 	Receipt(s) Banked
10/06/2024	DD010	84.00		84.00		R 	Barclaycard Merchant
10/06/2024	DD010	89.00		89.00		R 	Anglia Water
10/06/2024	DD010	-89.00		-89.00		R 	Anglia Water
10/06/2024	DD010	89.00		89.00		R 	Anglia Water
10/06/2024	BACS010		20.00	20.00		R 	Receipt(s) Banked
10/06/2024	PDQ006		139.99	139.99		R 	Receipt(s) Banked
10/06/2024	PDQ007		161.65	161.65		R 	Receipt(s) Banked
10/06/2024	PDQ008		48.15	48.15		R 	Receipt(s) Banked
10/06/2024	DFC010		499.98	499.98		R 	Receipt(s) Banked
10/06/2024	DFC010		12,765.63	12,765.63		R 	Receipt(s) Banked
10/06/2024	STO010		9.00	9.00		R 	Receipt(s) Banked
10/06/2024	BACS010		200.00	200.00		R 	Receipt(s) Banked
11/06/2024	DD011	109.11		109.11		R 	SSE Energy Supply Ltd
11/06/2024	BACS011		200.00	200.00		R 	Receipt(s) Banked
11/06/2024	PDQ009		280.30	280.30		R 	Receipt(s) Banked
12/06/2024	DD012	12.11		12.11		R 	EE Mobile
12/06/2024	PDQ010		272.29	272.29		R 	Receipt(s) Banked
12/06/2024	STO012		10.00	10.00		R 	Receipt(s) Banked
13/06/2024	BACS013	8.74		8.74		R 	Coopers
13/06/2024	BACS013	19.00		19.00		R 	
13/06/2024	BACS013	20.00		20.00		R 	Robinsons Traditional Statione
13/06/2024	TRF013	28.88		28.88		R 	Petty Cash

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/06/2024	BACS013	31.37		31.37		R 	Automated Systems Group Ltd
13/06/2024	BACS013	35.00		35.00		R 	
13/06/2024	BACS013	192.00		192.00		R 	
13/06/2024	BACS013	46.49		46.49		R 	
13/06/2024	BACS013	71.43		71.43		R 	
13/06/2024	BACS013	126.66		126.66		R 	Cone Tree Nursery
13/06/2024	BACS013	78.00		78.00		R 	Society of Local Council Clerk
13/06/2024	BACS013	79.94		79.94		R 	ScrewFix
13/06/2024	BACS013	100.00		100.00		R 	The Blossom Charity
13/06/2024	BACS013	102.00		102.00		R 	Cozens (UK) Limited
13/06/2024	BACS013	141.55		141.55		R 	Workwear (East Anglia) Ltd
13/06/2024	BACS012	172.42		172.42		R 	Denmans Electrical
13/06/2024	BACS013	206.34		206.34		R 	Bewell Nutitional Prod Ltd
13/06/2024	BACS013	247.00		247.00		R 	Rejuvenate Yoga
13/06/2024	BACS013	308.00		308.00		R 	Harleston Allotment Assoc.
13/06/2024	BACS013	371.25		371.25		R 	
13/06/2024	BACS013	378.38		378.38		R 	Ugobuild Limited
13/06/2024	BACS013	384.00		384.00		R 	Ben Burgess Garden Equip
13/06/2024	BACS013	411.24		411.24		R 	Forcefresh Ltd
13/06/2024	BACS013	500.00		500.00		R 	Crook Powerwashing
13/06/2024	BACS013	661.50		661.50		R 	Top Garden Services
13/06/2024	BACS013	745.00		745.00		R 	
13/06/2024	BACS013	1,212.00		1,212.00		R 	Callum Ward & Co
13/06/2024	BACS013	1,250.65		1,250.65		R 	Barclaycard
13/06/2024	BACS013	1,575.00		1,575.00		R 	Chaplin Farrant LT
13/06/2024	BACS013	4,885.41		4,885.41		R 	HMRC Tax and NI
13/06/2024	BACS013	5,923.55		5,923.55		R 	Norfolk Pension Fund
13/06/2024	PDQ011		141.25	141.25		R 	Receipt(s) Banked
14/06/2024	PDQ012		80.41	80.41		R 	Receipt(s) Banked
14/06/2024	BACS014		430.00	430.00		R 	Receipt(s) Banked
14/06/2024	BACS014		27.00	27.00		R 	Receipt(s) Banked
17/06/2024	DD017	170.84		170.84		R 	Crown Gas & Power
17/06/2024	DD017	28.00		28.00		R 	South Norfolk Council
17/06/2024	BACS017	20.00		20.00		R 	Castle Fruiterers
17/06/2024	BACS017	91.55		91.55		R 	Various
17/06/2024	BACS017	-91.55		-91.55		R 	Various
17/06/2024	BACS017	-20.00		-20.00		R 	Castle Fruiterers
17/06/2024	PDQ013		91.55	91.55		R 	Receipt(s) Banked
17/06/2024	BACS017		20.00	20.00		R 	Receipt(s) Banked
17/06/2024	PDQ014		528.23	528.23		R 	Receipt(s) Banked
17/06/2024	PDQ015		21.95	21.95		R 	Receipt(s) Banked
17/06/2024	BACS017		25.00	25.00		R 	Receipt(s) Banked
17/06/2024	DFC017		22.52	22.52		R 	Receipt(s) Banked
17/06/2024	BACS017		25.00	25.00		R 	Receipt(s) Banked
17/06/2024	BACS017		100.00	100.00		R 	Receipt(s) Banked
17/06/2024	BACS017		-25.00	-25.00		R 	Receipt(s) Banked
17/06/2024	BACS017		25.00	25.00		R 	Receipt(s) Banked
18/06/2024	PDQ016		115.90	115.90		R 	Receipt(s) Banked

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
18/06/2024	BACS018		25.00	25.00		R 	Receipt(s) Banked
19/06/2024	BACS019		25.00	25.00		R 	Receipt(s) Banked
19/06/2024	PDQ017		249.00	249.00		R 	Receipt(s) Banked
19/06/2024	STO019		20.00	20.00		R 	Receipt(s) Banked
20/06/2024	DD020	170.26		170.26		R 	Ocean Telecom
20/06/2024	BACS020		25.00	25.00		R 	Receipt(s) Banked
20/06/2024	PDQ018		82.98	82.98		R 	Receipt(s) Banked
21/06/2024	PDQ019		137.40	137.40		R 	Receipt(s) Banked
24/06/2024	DD024	89.47		89.47		R 	Anglia Water
24/06/2024	DFC024		172.90	172.90		R 	Receipt(s) Banked
24/06/2024	BACS024		20.00	20.00		R 	Receipt(s) Banked
24/06/2024	PDQ020		109.75	109.75		R 	Receipt(s) Banked
24/06/2024	PDQ021		74.90	74.90		R 	Receipt(s) Banked
24/06/2024	PDQ022		74.69	74.69		R 	Receipt(s) Banked
25/06/2024	DD025	986.00		986.00		R 	South Norfolk Council
25/06/2024	DD025	259.00		259.00		R 	South Norfolk Council
25/06/2024	DD025	1,098.00		1,098.00		R 	South Norfolk Council
25/06/2024	PDQ023		69.69	69.69		R 	Receipt(s) Banked
25/06/2024	TRF025		109.35	109.35		R 	Receipt(s) Banked
25/06/2024	TRF025		255.75	255.75		R 	Receipt(s) Banked
25/06/2024	TRF025		260.65	260.65		R 	Receipt(s) Banked
26/06/2024	DD026	891.36		891.36		R 	EDF Energy Customers Limited
26/06/2024	BACS026		20.00	20.00		R 	Receipt(s) Banked
26/06/2024	PDQ024		153.70	153.70		R 	Receipt(s) Banked
26/06/2024	BACS026		225.00	225.00		R 	Receipt(s) Banked
26/06/2024	STO026		20.00	20.00		R 	Receipt(s) Banked
27/06/2024	BACS027	8,818.70		8,818.70		R 	Zurich
27/06/2024	PDQ025		185.30	185.30		R 	Receipt(s) Banked
28/06/2024	DD028	222.00		222.00		R 	BNP Paribas Leasing Solutions
28/06/2024	BACS028	1,600.00		1,600.00		R 	
28/06/2024	BACS028	19,443.75		19,443.75		R 	Salaries
28/06/2024	PDQ026		106.40	106.40		R 	Receipt(s) Banked
28/06/2024	BACS028		27.00	27.00		R 	Receipt(s) Banked
28/06/2024	BACS028		18.87	18.87		R 	Receipt(s) Banked
		<u>56,220.65</u>	<u>23,083.47</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

INVOICE

From **Technicus Consulting**
 170 High Street
 Gorleston
 Norfolk
 NR31 6RG
 Tel: 01493 800655
 info@technicus.uk.com
 VAT Number: 995 9179 38

Invoice For **Redenhall with Harleston Town Council**
 Memorial Leisure Centre,
 Wilderness Lane,
 Harleston,
 IP20 9DD

Invoice ID **INV-5862**
 PO Number 13/2024
 Issue Date 28/06/2024
 Due Date 28/07/2024 (Net 30)

Subject [24213] Harleston Clock Tower, The Thoroughfare, Harleston

Description	Quantity	Unit Price	Amount
Redenhall with Harleston Town Council Purchase Order No.: 13/2024	1.00	£1,475.00	£1,475.00
For completion of a visual-only, non-invasive, structural survey of Harleston Clock Tower, plus written structural survey report.			
Scope of works in accordance with Kevin Buttle's fee proposal email dated 6th June 2024.			
Fixed Fee: £1475 + VAT			

130

Subtotal **£1,475.00**
 Tax (20%) **£295.00**

Amount Due £1,770.00
[Pay online](#)

Notes

We accept Visa credit/debit MasterCard Switch/Maestro payments

Please make cheques payable to *Technicus Consulting*.

For BACS payments please make payments to company name *Technicus Consulting* using the following account details:

Sort code: 53 50 03

Account no: 49084380

BIC NWBK GB 2L IBAN GB49 NWBK 5350 0349 0843 80

Company Registration No: 07278542. Registered Office: 170 High Street, Gorleston, GREAT YARMOUTH, Norfolk, NR31 6RG, GBR

Regulatory reason	Payee Name	Transaction Details	Committee			NET	VAT	TOTAL	Code/Cost Centre
Payment approved at the Town Council meeting on 27/07/2022	TCG Scaffolding Services	Clock Tower scaffolding - erected 05/06/2024	Amenities			£ 8,492.00	£ 1,698.40	£ 10,190.40	EMR 336
FR4.1 (Over £250) Chair Approved via email 26/06/2024	Screwfix	Spikes, Soudal Adhesive & Heavy Duty Sealant Applicator Gun for Clock Tower	Amenities			£ 338.24	£ 67.65	£ 405.89	EMR 336
FR4.1 (Over £250) Chair Approved via email 26/06/2024	Elite TM Solutions Ltd	Road Closure - 26/06/2024 - ChurchStreet & Thoroughfare	TC			£ 300.00	£ 60.00	£ 360.00	4014 103
Approved LCMC 10/04/2024	Barclaycard - Yarmouth Stadium	Yarmouth Stadium - Gym	LCMC			£ 252.93		£ 252.93	4099 201

Regulatory reason	Payee Name	Transaction Detail	Committed	TC	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
FR4.1 (over £250) Requires approval	PHS	Sanitary Disposal	LCMC		£ 308.46		308.46	£ 61.69	£ 370.15	4071 203
FR4.1 (over £250) Requires approval	PHS	Sanitary Disposal	Amenities			£ 440.37	440.37	£ 88.07	£ 528.44	4072 131
Approved LCMC 12/06/2024	KGB Commercial Heating	Attend to supply & fit type 1,2,3 combined surge protection as per quote Q4590	LCMC		£ 1,184.40		£ 987.00	£ 197.40	£ 1,184.40	4121/203
FR4.1 (over £250) Requires approval		Classes - June	LCMC		£ 461.00				£ 461.00	4160/202
Contractual	Chaplin Farrant	New Community Building	TC	£ 945.00			£ 787.50	£ 157.50	£ 945.00	Project 501
Payment Approved Finance Meeting 17/11/2021	Technicus consulting	Completion of a structural survey of Harleston Clock Tower plus written report	TC	£ 1,770.00			£ 1,475.00	£ 295.00	£ 1,770.00	EMR 336
FR4.1 (over £250) Requires approval	Belles & Beaus Wedding Styling	Coconut Shy, 9 Hole Crazy Golf, Deckchairs - Beach Event	TC	£ 715.00			£ 715.00		£ 715.00	4014 103



Redenhall with Harleston Town Council

Members Training Policy

19th July 2023

Adoption Date:	19 th July 2023
Date for review:	on or before July 2024



Redenhall with Harleston Town Council
Members Training Policy

Members Training Policy

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Redenhall with Harleston Town Council

1. Introduction

- 1.1. The Council is committed to developing its elected members in order to assist the Council in achieving its objectives. Councillor development and training is a joint commitment between the Town Clerk and councillors and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

2. Equal Opportunities

- 2.1. It is essential that councillors are given equal opportunity to develop their knowledge and learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Town Council of the future. Member development should be recognised as an integral part of the Council's business.

3. The Council recognises:

- 3.1. New councillors will need to know what the job entails and to build up their knowledge and skills and experienced councillors need to refresh their skills and knowledge to meet the ever-changing needs and demands of the modern world.
- 3.2. That continued investment and commitment to training and development are essential to the Council if quality services are to be provided, maintained and continually improved.
- 3.3. Any member wishing to attend any training courses or events should discuss the training with the Town Clerk.

4. The Council will provide:

- 4.1. All members will receive a Councillor induction pack within 1 month of taking their seat.
- 4.2. All new members will be given the opportunity to attend a new councillor training course.
- 4.3. All Members will be kept informed of relevant training courses especially those offered by the Association of Local Councils and Society of Local Council Clerks.
- 4.4. All new Councillors will be invited to meet with the Operations Manager and visit the Council's properties to further understand the Council's assets and liabilities.
- 4.5 All new councillors will be invited to meet with all staff as soon as is practicable.

Redenhall with Harleston Town Council adopted the Members Training Policy at the Town Council meeting held on 19th July 2023

Signed (Chair)

Next Review is on or before July 2024



Redenhall with Harleston Town Council Annual Performance Review Policy

Annual Performance Review Policy

Aims and purpose

Each year, every member of staff will take part in an Annual Performance Review meeting. The objective of the meeting will be to review the previous year's achievements, agree objectives for the following year and to discuss any future training and development needs, relevant to the individual and to the Council.

This meeting should be regarded both as a review of the previous year and a discussion to agree targets for the coming year.

There should be continuous discussion throughout the year between the manager and the appraisee, and this should form the agenda of the meeting. The outcome of the performance review should be a clear plan for both participants in terms of taking action to ensure that the appraisee is able to achieve their full potential within the Council.

It is important that the performance review focuses on clear objectives which can be directed towards specific outcomes. The benefits of performance review in terms of improved communication and enhanced performance, both for employees and for the Council can only be achieved by commitment of both to the process.

The objectives of the annual performance review process are as follows:

- To provide an opportunity for managers and their direct reports to review all aspects of job performance so that each employee is provided with the information and training required to perform their job to the best of their ability, and to contribute towards the Council's goals.
- The process should provide clear direction towards personal and organisational objectives, so that each individual is able to achieve their potential, gain maximum job satisfaction and contribute towards the Council's success.
- To add value in identifying individual training, development and career needs. Discussions should focus upon assisting the appraisee in acquiring the relevant skills, knowledge and competencies for them to perform well in their current role, whilst managing realistic expectations.

This is also the opportunity to discuss advancement or alternative job roles if appropriate.



Redenhall with Harleston Town Council Annual Performance Review Policy

Timing of performance reviews

Each year all managers will prepare a schedule so that each member of their team is booked to attend a performance review meeting with them. New staff who are still on their probationary period will be seen as normal for their probation one-to-ones. Otherwise, all staff with over six months' service will be included in the performance review schedule.

The performance review meetings will take place between the 1st June and the 31 August. The performance review interview schedule will start from the most senior member of staff downwards in order that communication of the Council's objectives can be made more effectively. It is important that these objectives are considered when discussing performance and development with each individual so that they remain clear about the importance of their work within the context of the organisation's objectives and that any planned development is relevant to the organisation's needs.

Performance Review Process

The performance review forms are designed to prompt appraisers and appraisees to focus on the agenda in line with the objectives of the performance review scheme.

The Appraiser should review the job description and ensure it still accurately reflects the role. If not this could form part of the discussion during the Performance Review if necessary.

The Appraiser should also check the previous year's review for agreed actions, goals and targets, both the employee's and the Council's, and identify areas of high and low performance, making sure that examples and data to back these up are available for the discussion.

A copy of the blank Performance Review form should be issued to the employee along with the invitation to the review meeting. These should be given to the employee no later than five days before the meeting, to allow time for them to complete the form and prepare for the meeting.

Following the meeting, the combination of all agreed statements and actions should be recorded on the form by the Appraiser. The form must be completed as a faithful record of the discussion that took place at the performance review meeting, and the action summary should be used as a planner so that any agreed outcomes are followed up conscientiously.

Where there is no agreement from the Appraisee to the comments and scoring recorded by their manager, the manager's comments and scoring will still stand. The employee can note their objections in the 'Employee's Comments' section of the form, and can also appeal against the Performance Review by requesting a senior manager or Councillor review the Performance Review form with them and their manager.



Redenhall with Harleston Town Council Annual Performance Review Policy

Performance review training

Prior to carrying out the performance review interviews, each manager will meet with their team to carry out an information session so that the team members are familiar with the process and understand how they can participate fully in it.

Review of performance reviews

Managers will arrange a meeting with the Executive Committee as soon as possible after completing the performance reviews with their staff to review the performance reviews that have been carried out in their department. The purpose is to ensure consistency of approach to the process.

Completed forms

Following the Performance review, the completed form should be issued to the employee within two weeks of the meeting, and a copy should be kept on the individual's personnel file. These forms must be kept confidential.

Any actions arising from the Performance Review should be noted within an action plan, which should be considered as a working document, and be continually reviewed throughout the year.

A Training Plan should be created for any training or development needs that were agreed during the process, and review dates set up to ensure both parties are complying with actions agreed.

Request for review

Any employee who feels that their performance review was unsatisfactory or unfair to them, may ask that a senior manager or councillor reviews the performance review with them and the appraiser.