



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 28th June 2024 at 7.00pm to consider the business detailed below.

Members: Cllr. P. MBA (Chair)
Cllr. A. Brownsea
Cllr. S. West
Cllr. M Hardy
Cllr. J Graham

Cllr. M. Scade (Vice Chair)
Cllr. L. Chenery
Cllr. K. Harrison
Cllr. E. Wilkinson

Signed: Emma Chandler – Deputy Clerk

Date: 21st August 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 24th July 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

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/>

7. To receive a Parish Consultation from South Norfolk District Council regarding the Harleston Tree Preservation Order 2024 No. SN0676 for the tree(s) at Caltofts, 10 Broad Street, Harleston, Norfolk IP20 9AZ (Easting: 624668, Northing: 283406). As recommended by the Tree Warden, the council is requested to support and approve the Tree Preservation Order (TPO) (Copy herewith)
8. To receive and review the S38 agreement and additional documentation from Cripps and NCC Streetlighting regarding the street lighting layout and adoption for the development north of Spirketts Lane.
 - a. To agree next steps
9. To review and discuss the Parish Partnership bid application form for 2025/26, consider any necessary schemes, and agree on the budget amount (Copy herewith)
10. Agenda item request by Cllr West 26/7/24
Agenda Item: Youth Organisations Games Competition 2025
 - a. Cllr West to present the event concept.
 - b. Discuss planning and budgeting for the Youth Organisations Games Competition next summer, aimed at fostering team building and collaboration among local youth organizations and promote Harleston Council's desire to provide more involvement with younger residents.
 - c. Agree on the event concept, initial action plan, and timeline.
 - d. Decide on the requested budget for the event.
 - e. The current Youth Working Party to organize the event. Invite any other interested parties to join the Working Party. Suggest youth leaders from interested local youth organisations, the Manager of Harleston Gym, Cllr Scade and the Centre Manager at Harleston Information Plus. Other suggestions invited.
11. Agenda item request by Cllr Scade 26/07/24
Agenda item: 2025 June/July Pride event
 - a. Cllr Scade will present the event concept.
 - b. Discuss planning and budgeting for a pride event next summer, Pride events promote inclusivity and are dedicated to celebrating LGBTQ+ communities worldwide, Pride is a celebration of people coming together in love and friendship, to show how far LGBTQ+ rights have come, and how in some places there's still work to be done.
 - c. Agree on the event concept, initial action plan, and timeline.
 - d. Contact our 2 district councillors to get backing and involvement from SNDC
 - e. Decide on a budget for the event.
 - f. Set up a working party alongside the events coordinator, invite any other interested parties to join a working party.
12. To consider and agree the recommendation from the Leisure Centre Management Committee to allow food vendors use of the Leisure Centre Car Park as per the briefing paper. (Copy herewith)

- 13.** To receive and note the contents of month 4 Income and Expenditure report and formulate and agree any questions for the Finance Committee. (Copy herewith)
- 14.** To receive and note the contents of month 4 Bank Reconciliation and formulate and agree any questions for the Finance Committee (Copy herewith)
- 15.** Receive and note the contents of the Payments Lists provided.
 - a.** 9th August 2024 (Copy herewith)
- 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.
- 17.** To receive Committee updates and report on any significant issues arising³:
 - a.** Planning Meeting - Last held on 5th August 2024
 - b.** Leisure Centre Management Meeting – Last held on the 14th August 2024
- 18.** 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.** Deputy Clerk
- 19.** To note the date of the next Town Council meeting on Wednesday 25th September 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.

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 24th July 2024 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair) Keith Harrison, John Graham, Michael Hardy, Adrian Brownsea, Lucy Chenery, Shelagh West (joined the meeting at 7.10pm).

Also, present: Clare Crane (Town Clerk)

County Councillor Martin Wilby

District Councillor Trevor Graham

District Councillor James Eddy

Mr Adam Mullen – Chair of Harleston Town Football Club

1) Welcome

Cllr Mba, welcomed everyone to the meeting

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

Received from Cllr. E. Wilkinson due to being out of parish.

Unanimously accepted.

Noted that Cllr West would be arriving late.

3) To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹

None

4) To receive and approve the minutes of the Town Council meeting on Wednesday 26th June 2024.

Minutes were unanimously approved and signed by the Chairman.

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

Noted.

Cllr West joined the meeting at 7.10pm

Cllr Brownsea raised the ongoing issue regarding the London Road parking restrictions from February 28, 2024. The Better Parking Strategy Manager at NCC Highways has not yet provided an update, despite the Clerk's repeated follow-ups in May, June, and a planned

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

follow-up in July. The county councillor has been copied on all attempts to secure a response. The matter continues to be outstanding.

Cllr Scade thanked the council for agreeing to support Heritage Open Day. The council will assist 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 confirmed he will provide an update via email after the next Zoom meeting, which is scheduled for late July.

Cllr West provided an update on the potential for event companies to organize specialty markets on the Market Place. She has scheduled a meeting with one of the organizers and the Clerk and will provide further updates as soon as possible.

- 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**

Unanimously agreed to close the meeting.

County Councillor Martin Wilby - provided a verbal report. Appendix 1

- Congratulations to the participants and organisers of the Pink Tractor Run.
- Congratulations to Adrian Ramsey MP for Waveney Valley and the other two new Norfolk MPs
- Reminder: Be vigilant about scams.
- Summer Holiday Reading Scheme: Encourage participation.
- Active Norfolk: Support children's activities.
- A letter regarding the Parish Partnership for the 2025/26 period has been sent out to all parishes and towns.

District Councillor James Eddy provided a verbal report. Appendix 2

District Councillor Trevor Graham provided a verbal report. Appendix 3

County and District Councillors left the meeting.

Mr Adam Mullen – Chair of Harleston Town Football Club

Provided a brief overview 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.

Mr Adam Mullen left the meeting.

Meeting reopened 7.40pm.

- 7) To receive the following recommendation and resolve to adopt**

- a. Amenities Committee Terms of Reference (3rd July 2024)**

Unanimously approved to adopt.

- b. Executive Committee Terms of Reference (16th July 2024)**

Unanimously approved to adopt.

Both ToR's to be added to the website.

Action: Town Clerk

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

- 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**

Received and noted. No questions were provided.

- 9) To receive and note the contents of month 3 Bank Reconciliation and formulate and agree any questions for the Finance Committee or RFO**

Received and noted. No questions were provided.

- 10) To agree the payment for Technician – structural survey works carried out at Harleston Clock Tower £1,475.00 plus £295.00 VAT totaling £1770.00 utilising EMR336 and recommending payment to Town Council.**

Unanimously agreed.

Action: Town Clerk

- 11) Receive and note the contents of the Payments Lists provided.**

- a. 27th June 2024**

Received and noted.

- b. 10th July 2024**

Received and noted.

- c. 23rd July 2024**

Received and noted.

- 12) Cllr Hardy to present to the council an update on the extension of the allotment lease.**

Cllr Hardy provided an update on the renewal of the 5-year extension:

- The uplift in rent will be passed on to users.
- A 12-month notice period has been agreed upon by both parties.
- The new agreement is in effect through 2029.

- a. To receive and agree the completion of the Renewal Lease by Reference and sign at the meeting.**

The renewal lease was unanimously approved, and the documentation was completed during the meeting. The Clerk will now process the necessary paperwork.

Action: Town Clerk

Special thanks to Cllr Hardy and the Deputy Clerk for their efforts.

- 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)**

Propose writing to Cripps to request they offer an agreement like that of the Briar Farm Development, where Cripps installs the lighting, and the Town Council assumes management after a period of time.

Unanimously agreed

Action: Town Clerk

- 14) To receive a recommendation from the Amenities committee to remove the proposed pedestrian zone on Saturdays at Exchange Street from the pending TRO.**

Unanimously agreed.

The Town Council recommends that all TROs should be consolidated into a single document and submitted.

Action: Town Clerk

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.

The matter was discussed in detail, and concerns were raised about the lack of specifics and definitiveness involved. It was emphasized that the council's stance was not against the football club, and there was a general intention to support the proposals in principle.

Vote:

In favor: 3

Against: 4

Abstained: 1

The motion was not carried with the information currently presented.

The Clerk will inform Harleston Town Football Club of the outcome regarding this matter.

Action: Town Clerk

The council requested that the Clerk contact the Leisure Services Manager at SNDC to seek assistance in reviewing and improving the current lease, with the aim of better supporting the football club's request in the future.

Action: Town Clerk

The Clerk noted that the matter could be revisited within six months through a special motion, in accordance with the council's standing orders.

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

Not applicable at this time.

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.

Following recent meetings with Chaplin Farrant, the steering group has reviewed three options and their associated budget costs:

- Refurbishment of the existing building.
- Refurbishment of the historic render and tile building, including a new build.
- A completely new build.

These options have been thoroughly discussed by the steering group.

Feedback from stakeholders (groups and organizations currently using the facility) has been collected by the Clerk and shared with the group.

Since the last steering group meeting, Chaplin Farrant has also provided a fourth option—a scaled-back design, but it has not yet been shared with the steering group. Current discussions are focused on available funding. The Clerk has reached out to the County Association to explore potential loan options under "Public Works Funding."

The next steps will involve further evaluation of the options and additional consultation.

These details will be updated on the town council website and included in the next community newsletter.

Action: Town Clerk

17) To receive the following recommendation from the Executive Committee and resolve to adopt.

a. Members Training Policy

Unanimously approved to adopt.

b. Annual Performance Review Policy

Unanimously approved to adopt.

Both Policies to be added to the website.

Action: Town Clerk

18) To receive Committee updates and report on any significant issues arising³:

a. Planning Meeting - Last held on 1st July 2024

Nothing to report.

b. Amenities Meeting – Last held on the 3rd July 2024

Nothing to report.

c. Executive Meeting – Last held on the 16th July 2024

No significant issues were highlighted; the focus was primarily on policy matters.

d. Finance Meeting - Last held on 17th July 2024

Cllr Brownsea stood in for Cllr Harrison. No significant issues were reported. It was noted that insurance matters need to be reviewed, and the September meeting will include an examination of the insurance documents.

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

The Chair is eager to actively recruit new councillors. All councillors are encouraged to participate in the campaign and share their ideas by emailing administration@harleston-tc.gov.uk. The administrator is also available to meet with councillors to discuss their thoughts and collaborate closely on the initiative.

Cllr Brownsea reminded everyone about the co-option policy and the requirements that potential candidates must meet before being considered for appointment.

Acknowledgments:

- Thanks to Cllr Hardy for his assistance with the lease.
- Thanks to everyone involved in another successful car boot sale.

b. Vice Chairman

South Norfolk District Council (SNDC) is supporting Norwich Pride, though no events have been organized in South Norfolk.

c. Councillors

- Cllr Brownsea expressed concerns regarding the road closure for the Beach Day.
- Cllr West proposed organizing an "It's a Knockout" style youth games for 2025. This proposal will need to be included as an agenda item for budgeting and further consideration. Cllr West will need to write to the Clerk in line with the standing orders.

d. Town Clerk

Nothing to report.

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.

Noted

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.

All the public had already left the meeting.
Unanimously agreed to close the meeting.

22) To receive a confidential update of matters discussed at the Executive Committee meeting.

Confidential minutes can be obtained by councillors through an appointment at the Town Council office and will not be distributed via email or the town councillor protected area of the website.

Confidential minutes can be found on page 11 of the Town Council minutes.

Meeting closed 21.00

Signed

Dated

DRAFT

Appendix 1

HARLESTON TOWN COUNCIL – JULY MEETING 2024 COUNTY COUNCILLORS' REPORT

Congratulations to Mrs Annie Chapman, all the Pink Tractor Ladies and all of their backup support that took part in this year's tractor run. It's always great to see the very colourful tractors with their colourful drivers on board arriving at Thorpe Abbots Airfield from 7am onwards, they all set off at 11.30am through our town and villages lined with people giving their support to them. All tractors and drivers arrived safely back to the airfield from 4.30pm onwards. Well done to you all.

NCC warns of new scam aimed at pensioners. Scammers have been targeting pensioners with health conditions in Norfolk. People across the county have reported receiving calls from individuals claiming to be local medical practitioners or health workers. The caller said the person was entitled to a free medical alert device because they are over 70 and have health issues. They then ask for payment to "register the device". NCC trading Standards advice is: "As with any telephone call that you receive out of the blue, we urge you to be vigilant and take a moment to stop and think – especially if you receive a request over the phone or e-mail to make a payment from someone claiming to be from a trusted organisation. All scam calls can be reported to the council via the Citizens Advice Consumer Service line on 0808 223 1133.

In the 1990s, Norfolk established Roadside Nature Reserves (RNRs) to protect and enhance nature next to our roads. Some of these RNRs, representing remnants of Norfolk's natural grasslands, give sanctuary to rare species like spiny restharrow, pyramidal orchid, sandy silt puffball and fragrant agrimony. Many RNRs being unchanged grasslands, feature common meadow flowers and grasses important for the well-being of bees, butterflies, and other insects. Our RNR network also functions as essential corridors for wildlife, connecting Norfolk's diverse habitats. As part of our commitment, we have increased the number of RNRs from 111 to 224. For more information visit www.norfolk.gov.uk/norfolksRNRs In collaboration with Suffolk County Council, we are actively working to implement Nature Recovery Demonstrator Pilots countywide. These initiatives assist the council's goals in managing verges for and habitat connectivity.

The Summer Reading Challenge which is run by all of our libraries across the county is a highly successful national programme aimed maintaining or improving the literacy of 4–11-year-olds over the long summer holidays. It's key to our strategy in supporting children to become more confident readers and is a tool to provide the benefits of reading to families. Last year 11,261 joined the challenge in Norfolk (an increase of 27% on the previous year) and this year we hope that number will grow even more. Although there is a theme again this year – Marvelous Makers – the emphasis is on the fact that children can read anything they like – from comics to recipe books – to take part in the challenge. All details from our libraries.

Also, for our youngsters across the county during the summer holidays we have the Big Norfolk Fun programme, where we work with Active Norfolk to deliver loads of different activities for children and young people throughout the summer. As always, children who receive benefits related school meals can join up to 16 free sessions and receive a free healthy lunch. There are also places available if you are not eligible for a free space. The scheme is a great way for children to have fun, stay active and make friends and is part of our commitments to helping every child in Norfolk to flourish as well as supporting families and our wider communities. Visit our website for all of the details.

My next surgery will be at HIP on Saturday 3rd August at 10am.

Best wishes Martin

Appendix 2

HARLESTON TOWN COUNCIL - JULY MEETING 2024 DISTRICT COUNCILLORS' REPORT

Since my last report, I attended the South Norfolk Community Awards, which saw our ward nominated in four categories – Norfolk Knights Wheelchair Rugby Club for the Connecting Communities Award, Susan Whymark Funeral Services Ltd for the Business in the Community Award, Harleston Information Plus for Community Organisation of the Year and Herbert Websdell for the Lifetime Achievement Award. While Susan Whymark Funeral Services and Harleston Information Plus took home the awards in their respective categories, as far as I am concerned all of our nominees were winners. I was personally lucky enough to spend the evening talking with Herbert Websdell and his daughter and have to say that I found his wide variety of service to our local community to be inspiring and humbling. I have often said that volunteering is the lifeblood of rural communities and while I would personally prefer for there to be more financial and other support offered from other areas there can be no doubting the importance of people like Mr Websdell and his late wife, Julie, in giving so much for so long.

Earlier on this month, I was able to help out the Waveney Volunteers for Nature with the scything at Redenhall Church graveyard. While it was hard work, it also proved to be great fun with a wonderful group of people who have excellent knowledge of the wildflowers found there. As many of you will be aware, I am involved in trying to improve the upkeep of the graveyard in Redenhall for the benefit of all those whose loved ones are laid at rest there. What is clear is that this can't be done without using the expertise of people like the Waveney Volunteers for Nature. Protecting nature and making the graveyard more accessible to people are not conflicting aims. They can be complimentary if knowledge and ideas can be pooled and we can make use of partnerships between the District Council, generous volunteers and even with caring local businesses.

I can confirm that further work on the graveyard in Redenhall has been ongoing throughout July and that the Waveney Volunteers for Nature will be returning on Wednesday 31st July and Monday 5th August. More than this I have been told that this work will be repeated later in the year and I am hopeful that this is the beginning of a more consistent and positive outlook on the upkeep of the graveyard. Despite this, there is more that can be done and so I am still looking for input and to hear from anyone willing to offer their time or their knowledge of the graveyard. Specifically, I would like to find a way to make an inventory of the graves and then make that information available to the public as I believe this is valuable local knowledge that should not be lost if we can avoid it.

As a result, if you can help then you can drop off a letter at Harleston Information Plus, and for this or any other issue, you can also contact me by emailing me at james.eddy@southnorfolkandbroadland.gov.uk or, if you prefer, pop in to see me at HIP on the last Saturday of the month between 10am and 12.

All the best,

James

Appendix 3

HARLESTON TOWN COUNCIL - JULY MEETING 2024 DISTRICT COUNCILLORS' REPORT

We now have a new Member of Parliament and indeed national government. While this may have an impact on national policies and priorities, as District Councillors our focus remains fully with our local communities.

South Norfolk Council have been running social media campaigns to raise awareness of recycling and the garden waste collection service. The Help Hub van is touring the district to take services directly to the community, and the first World Café was held in Diss for local people to open conversations and develop relationships with the South Norfolk and Broadland Health and Wellbeing Partnership. I am aware of interest from Harleston Information Plus in hosting a Harleston Café and I am looking at ways to help get this off the ground.

In the period up to the general election many meetings were put on hold, it was only after the election that we returned to normal practice. As part of an initiative to celebrate and promote local volunteer groups, South Norfolk Council hosted an event on 14 July to coincide with the Car Boot Sale on the Recreation Ground arranged by the Town Council. It was wonderful to see the many groups represented alongside a vibrant car boot sale, and good weather.

Cllr Eddy and I attended the South Norfolk Community Awards ceremony on 12 July. Congratulations to Harleston Information Plus who won Community Organisation of the Year, and Susan Whymark Funeral Service Ltd who won Business in the Community. Also, to Norfolk Knights Wheelchair Rugby for being shortlisted in Connecting Communities and Herbert Websdell for being shortlisted in Lifetime Achievement. There were further nominations for Harleston Sancroft Academy, Harleston Ladies Circle and Norman Hart. This demonstrates the depth of collective contributions and deserve our gratitude. They are all winners to me.

Work continues with the community nature recovery concept initiated in Harleston. There is growing cooperation between South Norfolk Council, the Norfolk and Suffolk Nature Recovery Partnership, Norfolk Wildlife Trust and the Diocese of Norwich. All working towards the same goal of promoting the involvement of people in their own gardens. South Norfolk Council have worked with the Wildlife Trust to release a simple model for people to assess their own garden for nature friendliness.

The Harleston community continues to make progress. There is an article in the current Link magazine, 'Harleston Sancroft Primary Phase is helping to lead the way in a new scheme designed to boost nature and increase biodiversity'. With help from Waveney Volunteers for Nature and the Rotary Club of Harleston, and funding from my members Ward Allowance and money raised by Finley a Year 5 pupil, the school has transformed an overgrown pond into a beautiful space for nature to thrive.
<https://www.southnorfolkandbroadland.gov.uk/downloads/file/7358/link-summer-2024-final-low-res-for-website>.

The Waveney Volunteers for Nature have used the power scythe, which was funded by a grant award last year, to help South Norfolk Council manage the graveyard at Redenhall. The volunteers have offered to help the Town Council create a wildflower meadow area in the Harleston cemetery as originally envisaged.

It is good to see Harleston involved in the 'Discover South Norfolk, land of heroes and rebels – Lets Go' initiative, with reference to a plot to assassinate Queen Elizabeth I and the association with the Mayflower. There is a page on the South Norfolk Council website which links to the various town 'visit' websites.

A 'visit' website has been released for Wymondham, this will be followed by one for Diss and other towns, to promote tourism across the district. Changes have been made since the original site developed for Harleston. The new design has a consistent and attractive style, layout, and colour theme. They will cross refer to each other to further emphasise the brand. This is another example of where Harleston was at the forefront.

South Norfolk Council have awarded a 'Go For It' grant to the Harleston and District Historical Society to help with publicity and promotion of the community collective Harleston Heritage Open Days programme. The Team Harleston community of about 20 local volunteer groups is a great example of encouraging residents to come together in positive and supportive ways and provides a great opportunity to promote Harleston on the national stage. South Norfolk Council are also working with the Society to develop a Harleston booklet as part of a series promoting the Friendly Invasion in East Anglia.

Foodbanks are still struggling due to the number of residents still having to use them. At the suggestion of the new Chair of South Norfolk Council, Councillors are now encouraged to take an item of food each time there is full Council meeting. These will be delivered by the Chair or local District Councillors to Foodbanks within the district.

It was decided at the last South Norfolk Council meeting to promote the use of Bleed Control Kits, initially installing them in all South Norfolk Leisure Centres and training staff in their use. Then to work collaboratively with local communities to source funding for the widespread installation of kits in public spaces across South Norfolk.

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

Cllr Trevor Graham
South Norfolk Council,
Member for Harleston

Town Council – Progress Report – 28th August 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	28th February 2024 Item 8	London Road Parking Restrictions	Unanimously agreed for the Clerk to engage with the County Council regarding parking restriction on London Road.	Town Clerk	ASAP	The Strategy Manager at NCC Highways has confirmed that they are investigating this matter and will provide updates to both the Clerk and the County Councillor as soon as possible. The Clerk has followed up on this issue in May, June, and July, with the County Councillor copied on all correspondence. 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	The administrator has been requested to collect Councillors' information in preparation for an upcoming meeting. Ongoing - sent emails on 9/7/24 and awaiting responses for 2/9/24
Full Council	Wednesday 24 th July 2024 Item 7a & b	Terms of Reference	• Amenities Committee Terms of Reference • Executive Committee Terms of Reference. Both ToR's to be added to the website.	Town Clerk	ASAP	Action completed Matter Closed
Full Council	Wednesday 24 th July 2024 Item 10	Finance	Arrange payment to Technicus – structural survey works carried out at Harleston Clock Tower £1,475.00 plus £295.00 VAT totaling £1770.00 utilising EMR336.	Town Clerk	ASAP	Actioned Matter closed

Town Council – Progress Report – 28th August 2024

Full Council	Wednesday 24 th July 2024 Item 13	Street Lighting	Write to Cripps to request they offer an agreement where Cripps installs the lighting, and the Town Council assumes management after a period of time.	Town Clerk	ASAP	Written to Cripps and subsequently contacted NCC to request additional feedback. Ongoing.
Full Council	Wednesday 24 th July 2024 Item 14	Road Closures	Advise NCC to remove the proposed pedestrian zone on Saturdays at Exchange Street from the pending TRO. And recommend that all TROs should be consolidated into a single document and submitted.	Town Clerk	ASAP	NCC has confirmed the removal of the pedestrian zone on Saturdays at Exchange Street and will discuss the potential for consolidation with their colleagues and legal team. Matter closed.
Full Council	Wednesday 24 th July 2024 Item 15	Harleston Town Football Club	The Clerk to inform Harleston Town Football Club of the outcome regarding their request for an extension of the current lease to a maximum of 12 years.	Town Clerk	ASAP	Action completed Matter Closed
Full Council	Wednesday 24 th July 2024 Item 15	Harleston Town Football Club	The Clerk to contact the Leisure Services Manager at SNDC to seek assistance in reviewing and improving the current lease, with the aim of better supporting the football club's request in the future.	Town Clerk	ASAP	Contacted the Leisure Services Manager at SNDC, who confirmed he will speak with his colleagues and work with the Town Council to resolve this matter. Ongoing.
Full Council	Wednesday 24 th July 2024 Item 16	Feasibility Study	The Clerk to update the town council website and include details in the next community newsletter.	Town Clerk	ASAP	Action completed Matter Closed

Town Council – Progress Report – 28th August 2024

Full Council	Wednesday 24th July 2024 Item 17	Policies	• Members Training Policy • Annual Performance Review Policy Both Policies to be added to the website.	Town Clerk	ASAP	Action completed Matter Closed
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The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Tel 01508 533780 / 01603 430509
Planning@southnorfolkandbroadland.gov.uk

Mrs C Crane
Clerk To Redenhall & Harleston Town Council
Memorial Leisure Centre
Wilderness Lane
Harleston
Norfolk
IP20 9DD

Our ref SN0676

7 August 2024

Dear Sir/Madam,

The South Norfolk District Council Harleston Tree Preservation Order 2024 No. SN0676
Tree(s) at : Caltofts 10 Broad Street Harleston Norfolk IP20 9AZ
Easting : 624668 Northing : 283406

South Norfolk Council has served a new Tree Preservation Order (TPO) to protect tree(s) at the location detailed above. A copy of the TPO is enclosed. The Council has served this TPO because the trees are considered to have high amenity values and make a positive contribution to the Conservation Area of Harleston. Should you wish to comment or object to the TPO, details of how to do so are set out on the Notice; you can use the enclosed reply form for your comments.

Please note: that your comments will also be seen on our website, along with your address. We will redact your name, signatures and contact details such as phone number, e mail etc as set out in our “Planning Standards” and “Privacy Policy” which can be seen on the Council’s website. Personal data will be retained for 10 years as part of the lawful processing. Further details can be found at <https://www.southnorfolkandbroadland.gov.uk/data-protection>. Make sure that your comments are relevant and not defamatory or offensive, because you remain personally and legally responsible for them.

Your rights - Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Data Protection Policy. You can contact our Data Protection Officer at data.protection@southnorfolkandbroadland.gov.uk. You also have the right to lodge a complaint with the regulator, the Information Commissioner’s Office.

Further information is set out on the back of this letter. If you have any other questions or concerns, please do not hesitate to contact us.

Yours faithfully

Hugh Coggles
Ecology, Biodiversity and Tree Manager

New TPO (Tree Preservation Order) - Frequently Asked Questions

Why has the TPO been served on me?

You have been sent this TPO because you are an owner and/or occupier of land on which the tree(s) is/are growing, or that is next to where the tree(s) is/are growing. Alternatively, we may have needed to send it to you as you are in some other way formally connected with the site. We need to tell you about the TPO in order you are aware of the legal restrictions that it imposes, also so you can object or make other comments should you wish to do so.

The tree(s) is/are on my neighbour's land, so why have I received the TPO?

We are required to tell you about the TPO as the tree(s) may overhang or grow to overhang your land. If they do, you will be subject to the restrictions that the TPO imposes. It may also be the case that the roots encroach your land; the TPO protects the tree roots in addition to the rest of the tree, so you must take care not to do any damage to these either.

I am a tenant of the property, so why have I been contacted?

Wherever possible we contact both the owner of the property and any other interested parties such as tenants. Sometimes it is not easy to know who these are, so if you think that we have not contacted someone who should be told about the TPO, please let us know. If you are a tenant, please tell us and also let your landlord know that you have been sent this TPO.

What if my name and/or other details is/are not correct on the TPO documents?

Please let us know as soon as possible and we will resolve this. If necessary, we will re-issue the documents and adjust the consultation period if necessary.

Who else has been informed about the TPO?

In addition to the tree owners and their neighbours, we let the relevant Parish/Town Council, District Councillor(s) and the Parish Tree Warden(s) know about the TPO. If the tree is close to the highway, we will also inform Norfolk County Council.

Why was the TPO sent by recorded delivery or delivered by hand?

As the TPO and the Notice are legal documents, we need to be sure that they have been received safely. We endeavour to time the posting of TPOs so that they arrive at residential properties on Saturdays, which is a day that more households will have at least one person at home to receive them, but sometimes this is not possible. We apologise if the need to sign for the TPO caused you any inconvenience.

How do I make objections to the TPO, or provide other comments?

The Notice that accompanies the TPO sets out the date by which comments should be received; it is usually at least one month from the date the TPO is served. We have provided a standard form on which you can make comments, but you are not obliged to use it. In order to be sure that they are considered all comments must be made in writing by the deadline stated. If for any reason you need longer to make comments, please let us know why and we will do our best to help.

Must I make comments to South Norfolk Council regarding the TPO?

No, you do not need to make an objection or other comment if you do not wish to. If you are supportive of the TPO it would be good, though not essential, to know this as well.

Who do I contact if I have any other questions not covered by this?

General information about TPOs can be found via the Planning Practice Guidance website at [planningguidance.planningportal.gov.uk](https://www.planningguidance.planningportal.gov.uk). If this does not provide the information you require please email the Council at Planning@southnorfolkandbroadland.gov.uk or call 01508 533780 / 01603 430509



The South Norfolk District Council Harleston Tree Preservation Order 2024 No. SN0676

Tree(s) at : Caltofts 10 Broad Street Harleston Norfolk IP20 9AZ

The Tree Preservation Order (TPO) is valid from 6 August 2024. However, by 6 February 2025 South Norfolk Council must decide whether to make the Order permanent. In order to help make this decision, you are invited to provide comments on whether you support or object to the TPO. If you object you must state your reasons for doing so.

All comments must be received by: 3 September 2024

Please note: Any comments that you do provide will be held on file which is available for public inspection. You should therefore ensure that any comments are relevant and not defamatory or offensive, as you will remain personally and legally responsible for them. Your comments will also be published on our website, along with your address. If you are concerned about publishing your signature, e-mail address, telephone number or any other personal contact details (other than your address which must be available) then send these as a separate attachment so they are not published with the main comments.

Please tick one box only:

☐	Support	☐	Object (you must explain your reasons)	☐	No comment
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Reasons / comments (continue on further sheets if necessary):

Print Name: Parish Clerk		Date:
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Mrs C Crane
Clerk To Redenhall & Harleston Town
Council
Memorial Leisure Centre
Wilderness Lane
Harleston
Norfolk
IP20 9DD

Please return to:
Planning
South Norfolk Council
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF
Planning@southnorfolkandbroadland.gov.uk

The Horizon Centre, Broadland Business Park, Peachman Way,
Norwich, NR7 0WF
Tel 01508 533633 / 01603 430509 Text phone 01508 533622
Freephone 0800 3896109
Email planning@southnorfolkandbroadland.gov.uk
Website www.southnorfolkandbroadland.gov.uk



Redenhall With Harleston/SN0676

Town and Country Planning Act 1990

The South Norfolk District Council Harleston Tree Preservation Order 2024 No. SN0676

Citation

1. This Order may be cited as the **The South Norfolk District Council Harleston Tree Preservation Order 2024 No. SN0676**

Interpretation

2.—(1) In this Order “the authority” means the South Norfolk Council

(2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation)(England) Regulations 2012.

Effect

3.—(1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall—

(a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or

(b) cause or permit the cutting down, topping, lopping, wilful damage or wilful destruction of, any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

Application to trees to be planted pursuant to a condition

4. In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

Dated this 6th day of August 2024

The Common Seal of South Norfolk Council

was affixed to this Order in the presence of—

Deputy Monitoring Officer

Sinead Carey



SCHEDULE

Specification of trees

Trees specified individually - (encircled in black on the map)

<i>Reference on map</i>	<i>Description</i>	<i>Situation</i>
T 1	London Plane	On northern boundary of 10 Broad Street, Harleston, IP20 9AZ

Trees specified by reference to an area (within a dotted black line on the map)

<i>Reference on map</i>	<i>Description</i>	<i>Situation</i>
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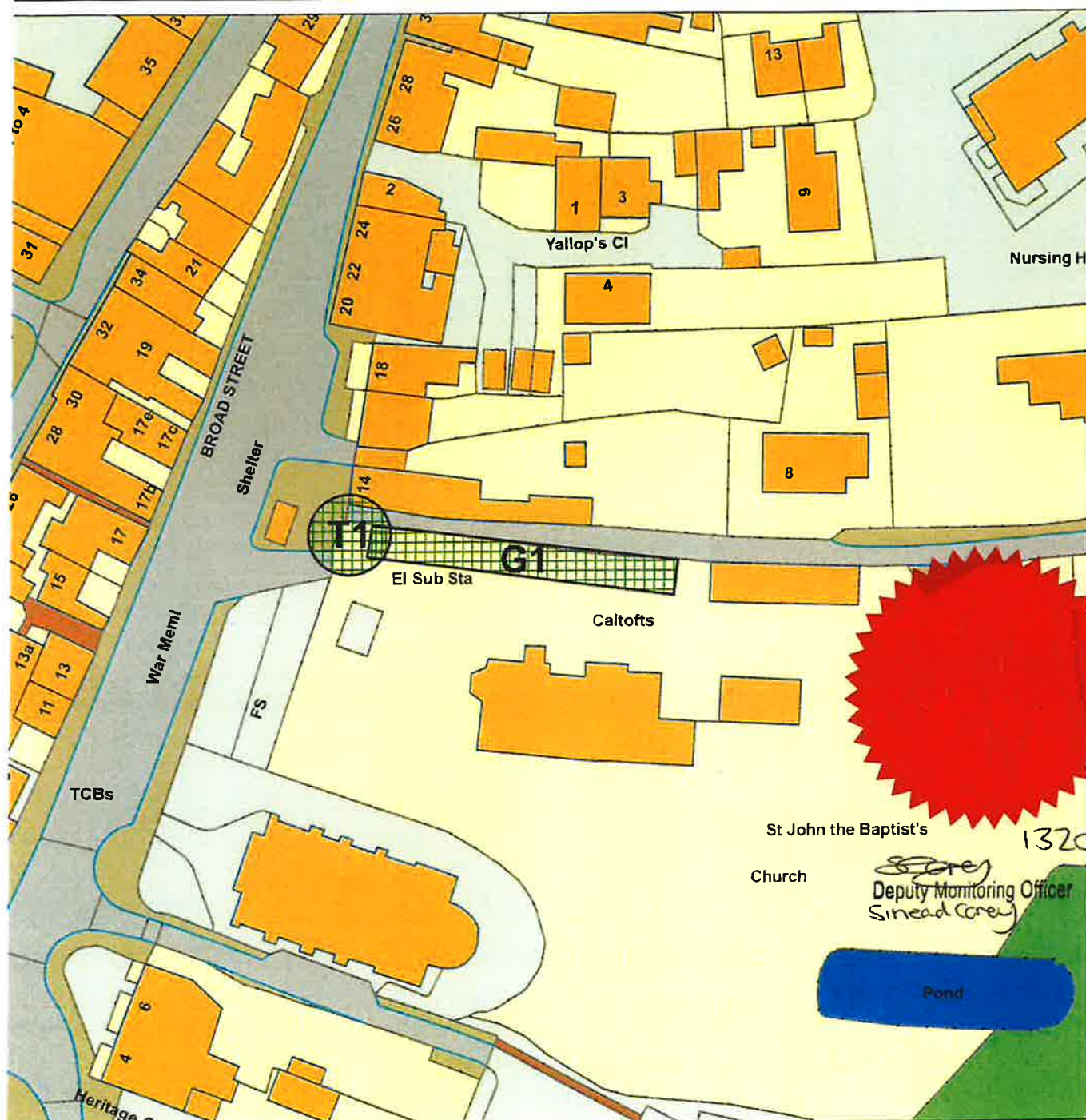
Groups of trees (within a broken black line on the map)

<i>Reference on map</i>	<i>Description including number of trees of each species in the group</i>	<i>Situation</i>
G 1	Yew	On northern boundary of 10 Broad Street, Harleston, IP20 9AZ

Woodlands (within a continuous black line on the map)

<i>Reference on map</i>	<i>Description</i>	<i>Situation</i>
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THE SOUTH NORFOLK DISTRICT COUNCIL
Harleston Tree Preservation Order 2024 No. SN0676



KEY



Individual trees (T1 etc.)



Groups (G1 etc.)

Innner edge of broken line denotes boundary



Areas (A1 etc.)

Innner edge of dots denotes boundary



Woodland (W1 etc.)

Innner edge of line denotes boundary

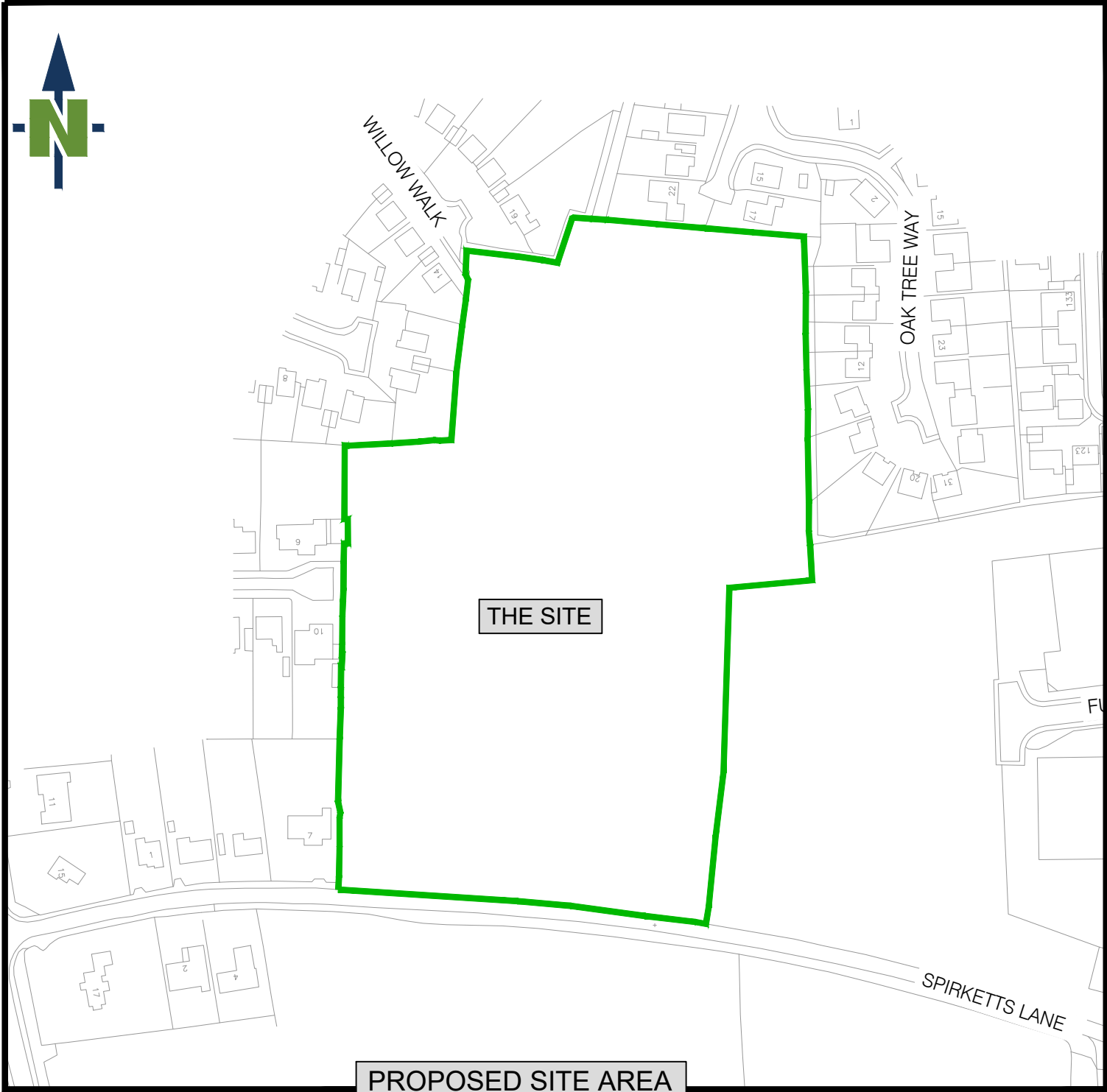


Scale 1:750

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South Norfolk Council, The Horizon Centre, Broadland Business Park, NR7 0WF Tel (01508) 533701



PROPOSED SITE AREA
scale 1: 2000



Any drainage or highway work carried out prior to full technical approval from the relevant sewerage undertaker and/ or the relevant highways authority shall be at the risk of the contractor and/or client.

PROPOSED SITE DETAILS	
Site Area:	3.34 ha
Centre Grid Coordinates	624500.000E, 282800.000N
Nearest Postcode	IP20 9JL



PROPOSED SITE LOCATION
scale 1: 25 000

<table><tr><td>Rev.</td><td>Revisions</td><td>Date</td></tr><tr><td>-</td><td>Original Drawing.</td><td>13.06.24</td></tr></table>	Rev.	Revisions	Date	-	Original Drawing.	13.06.24	Client	
Rev.	Revisions	Date						
-	Original Drawing.	13.06.24						
Job Title								
Drawing Title								
Drawing Status								
Drg No. 1463/LOC/001								
Rev. -								

CRIPPS DEVELOPMENTS

ASD CONSULTANTS

ASD Consultants
16A Bridge Street
Halesworth
Suffolk, IP19 8AQ

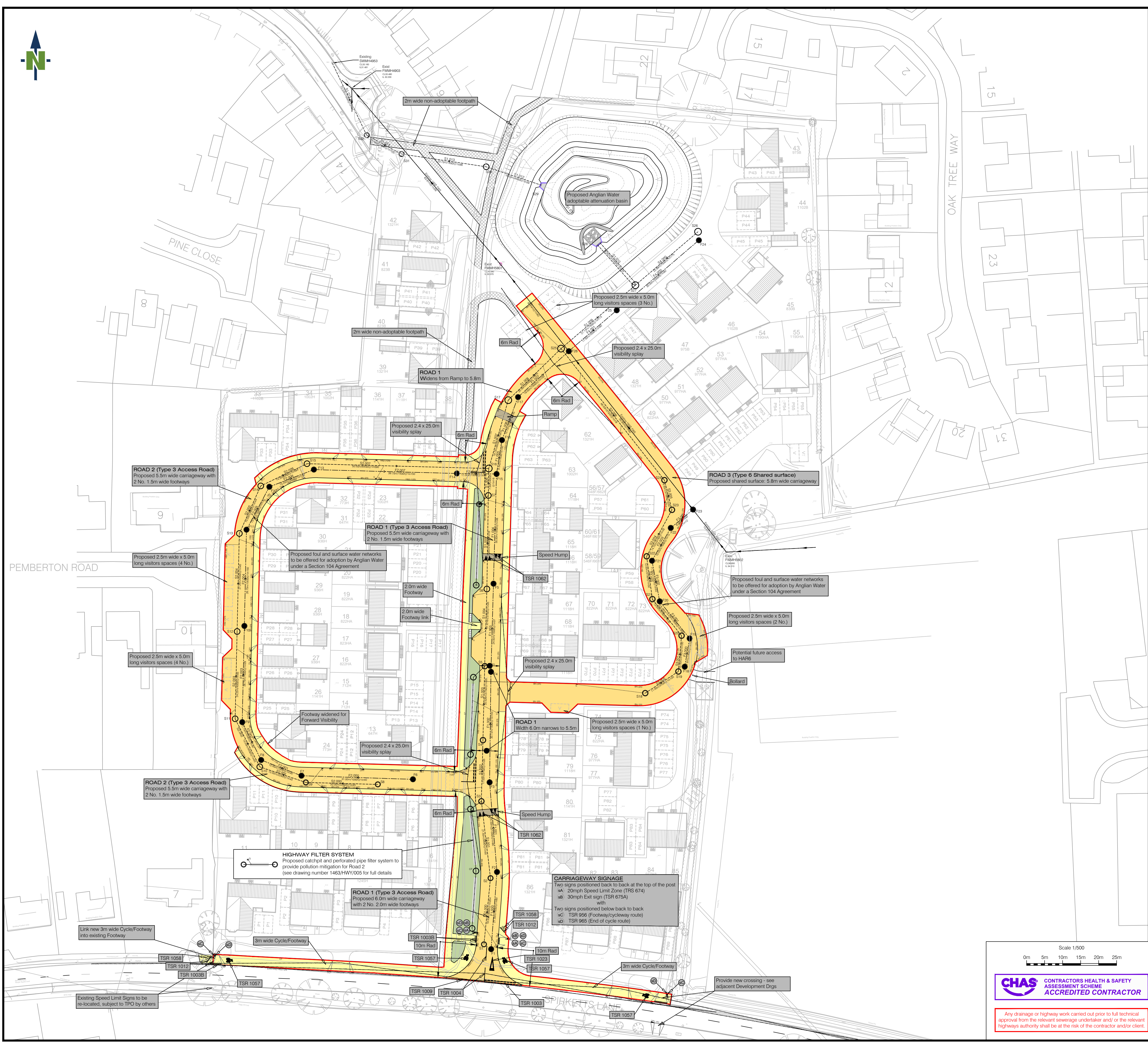
Tel: 01986 872250
www.ASD-consultants.co.uk
enquiries@ASD-consultants.co.uk

SPIRKETTS LANE,
HARLESTON
NORFOLK

LOCATION PLAN

Drawn By DH
Scale AS SHOWN (A3)

Checked By JPM
Date 13 JUNE 2024



Scale 1/500 @ (A1) Date 6 JUNE 2024

Scale 1/500 @ (A1) Date 6 JUNE 2024

Doc No. 1465/HWT/001 Rev. -

cc Local Members

Your Ref:

Date: July 2024

My Ref:

HI/12/GEN/DH/DN

Tel No.:

0344 800 8020

Email:

ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2025/26. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6th December 2024. Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2025 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Continued .../

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school)
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is now live (click on [this link](#))

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your Local Member, frontages and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to pppschemes@norfolk.gov.uk. If you need further information on the bid process please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2025/26

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			

Leisure Centre car park usage – Food Van Vendors

We received a call from a food van vendor who was interested in trading on the Leisure Centre car park between 4.30pm and 8.30pm. They highlighted how they are working with other parishes and noted they are charged by these parishes for the use of the car park space.

This was raised with our Operations Manager who highlighted historically it was for the Council to approve this type of usage and suggested the Market Place could be another location for food vans. The Operations Manager also noted that last year it was agreed an ice cream van could trade on the Leisure Centre car park during school holidays.

At the Leisure Centre Management Committee on 14th August 2024 they explored the possibility of food van vendors trading on the car park between set times and at a cost. In addition, they discussed the approval process for enquiries related to food vans and similar businesses trading on the car park.

As per the minutes for the Leisure Centre Management Committee councillors discussed it in detail and agreed that the motion should be recommended to the Town Council for approval subject to the following information being sought.

- How much the vendors will be paying for the pitch on the car park (Minimum £25 per night)
- That the area was cleared of rubbish by the vendor each evening and they should be prepared to be off site by 8.30pm
- Proposed a three-month trial period

We ask that the Council consider and agree the recommendation from the Leisure Centre Management Committee to allow food vendors use of the Leisure Centre Car Park as per the briefing paper.

14/08/2024

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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	46	60	14			76.5%	
1093 Pride In Place - Grant	1,313	1,313	0	(1,313)			0.0%	
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	1,579	1,000	(579)			157.9%	
1196 Apprenticeship	0	0	2,000	2,000			0.0%	
Administration :- Income	1,317	210,107	416,817	206,710			50.4%	291
4000 Salaries	10,313	40,152	119,745	79,593		79,593	33.5%	
4001 Paye/Ni	2,327	6,939	40,482	33,543		33,543	17.1%	
4006 Pension Contributions	2,982	8,897	45,327	36,430		36,430	19.6%	
4007 Bank Charges	24	72	300	228		228	23.8%	
4010 Staff Training/ Conferences	24	89	500	411		411	17.8%	
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	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	0	745	500	(245)		(245)	149.0%	
4021 Audit Fees - External	0	0	1,450	1,450		1,450	0.0%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4023 HR-Compliance	315	686	700	14		14	98.0%	
4025 Legal Fees	0	0	500	500		500	0.0%	
4026 Professional Fees	0	2	1,000	998		998	0.2%	
4029 Recruitment Costs	0	0	200	200		200	0.0%	
4031 Photocopying	168	419	1,200	781		781	34.9%	
4033 Subscriptions	0	1,053	1,500	447		447	70.2%	
4034 Licences	35	105	200	95		95	52.5%	
4035 IT Equipment	0	0	500	500		500	0.0%	
4036 IT Software	155	265	500	235		235	52.9%	
4037 IT Support and Consumables	5	725	700	(25)		(25)	103.6%	
4039 Sundries	56	120	500	380		380	24.1%	
4040 Telephones/Broadband	82	328	800	472		472	41.0%	
4044 Hospitality	0	0	50	50		50	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4055 Electricity	74	369	1,200	831		831	30.7%	
4057 Advertising	0	0	500	500		500	0.0%	
4071 Health & Safety - Compliance	0	0	150	150		150	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4093 Pride In Place - Grant	788	2,100	0	(2,100)		(2,100)	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	67	67	60	(7)		(7)	111.1%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
4195 Insurance Claims Expenditure	0	784	0	(784)		(784)	0.0%	
Administration :- Indirect Expenditure	17,414	68,130	226,664	158,534	0	158,534	30.1%	0
Net Income over Expenditure	(16,097)	141,977	190,153	48,176				
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	(16,097)	141,686						
103 Team Harleston								
1014 Town Events	165	425	0	(425)			0.0%	
1081 Event Sponsorship	0	600	0	(600)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	165	1,225	0	(1,225)				0
4014 Town Events	1,792	4,134	5,000	866		866	82.7%	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	1,792	4,134	6,300	2,166	0	2,166	65.6%	772
Net Income over Expenditure	(1,627)	(2,909)	(6,300)	(3,391)				
6000 plus Transfer from EMR	0	772						
Movement to/(from) Gen Reserve	(1,627)	(2,137)						
105 Grants & Donations								
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)				
110 Loan Repayments								
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 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
121 Environmental								
1083 Planter Sponsorship	400	400	0	(400)			0.0%	
Environmental :- Income	400	400	0	(400)				0
4083 Planters	57	281	500	219		219	56.1%	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	57	281	4,430	4,149	0	4,149	6.3%	223
Net Income over Expenditure	343	119	(4,430)	(4,549)				
6000 plus Transfer from EMR	0	223						
Movement to/(from) Gen Reserve	343	343						
122 Street Lighting								
4151 Street Lights Electricity	1,543	3,086	9,000	5,914		5,914	34.3%	
4152 Street Lights Maintenance	85	255	1,020	765		765	25.0%	
Street Lighting :- Indirect Expenditure	1,628	3,341	10,020	6,679	0	6,679	33.3%	0
Net Expenditure	(1,628)	(3,341)	(10,020)	(6,679)				
123 Car Parks								
1030 Car Park Donations - Business	18	247	4,000	3,753			6.2%	
1031 Car Park Donations - PC's	0	900	1,075	175			83.7%	
1032 Car Park Donations - Co op	2,500	10,000	30,000	20,000			33.3%	
Car Parks :- Income	2,518	11,147	35,075	23,928			31.8%	0
4051 Business Rates	1,357	5,430	15,100	9,670		9,670	36.0%	
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	9,250	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	10,607	24,126	55,770	31,644	0	31,644	43.3%	0
Net Income over Expenditure	(8,089)	(12,979)	(20,695)	(7,716)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
1026 Reservations Interment Ashes	0	50	0	(50)			0.0%	
Cemetery :- Income	0	1,610	6,500	4,890			24.8%	0
4018 Vehicle Fuel Costs	52	52	0	(52)		(52)	0.0%	
4099 Miscellaneous Expenses	30	4,041	0	(4,041)		(4,041)	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	82	4,093	1,715	(2,378)	0	(2,378)	238.6%	4,011
Net Income over Expenditure	(82)	(2,483)	4,785	7,268				
6000 plus Transfer from EMR	0	4,011						
Movement to/(from) Gen Reserve	(82)	1,528						
125 Markets								
1040 Market Rents	190	810	430	(380)			188.4%	
Markets :- Income	190	810	430	(380)			188.4%	0
4053 Market Rates	28	111	330	219		219	33.8%	
4055 Electricity	0	104	100	(4)		(4)	103.9%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	28	13	430	417	0	417	3.1%	0
Net Income over Expenditure	162	797	0	(797)				
126 Allotments								
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	308	350	42		42	88.0%	
4050 Rents	0	680	880	200		200	77.3%	
4052 Water Charges	0	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	0	1,077	3,450	2,373	0	2,373	31.2%	0
Net Income over Expenditure	0	(1,077)	(1,566)	(489)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
129 War Memorial								
4104 War Memorial - refurbishment	0	2,700	0	(2,700)		(2,700)	0.0%	2,700
4111 War Memorial Maintenance	3	3	0	(3)		(3)	0.0%	
War Memorial :- Indirect Expenditure	3	2,703	0	(2,703)	0	(2,703)		2,700
Net Expenditure	(3)	(2,703)	0	2,703				
6000 plus Transfer from EMR	0	2,700						
Movement to/(from) Gen Reserve	(3)	(3)						
130 Clock Tower								
4112 Clock Tower Maintenance	10,368	10,677	500	(10,177)		(10,177)	2135.5%	10,305
4119 Maintenance - General	0	0	0	(0)		(0)	0.0%	
Clock Tower :- Indirect Expenditure	10,368	10,678	500	(10,178)	0	(10,178)	2135.5%	10,305
Net Expenditure	(10,368)	(10,678)	(500)	10,178				
6000 plus Transfer from EMR	10,305	10,305						
Movement to/(from) Gen Reserve	(63)	(372)						
131 Public Toilets								
4000 Salaries	318	1,273	3,212	1,939		1,939	39.6%	
4001 Paye/NI	77	231	1,081	850		850	21.3%	
4006 Pension Contributions	111	333	1,191	858		858	27.9%	
4039 Sundries	0	(30)	100	130		130	(30.2%)	
4047 Cleaning Material/Consum- 4039	16	115	400	285		285	28.8%	
4052 Water Charges	89	267	1,000	733		733	26.7%	
4055 Electricity	0	0	520	520		520	0.0%	
4071 Health & Safety - Compliance	440	440	0	(440)		(440)	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	1,052	2,664	8,004	5,340	0	5,340	33.3%	0
Net Expenditure	(1,052)	(2,664)	(8,004)	(5,340)				
201 Recreation Ground								
1001 Ground Rent - Football	150	630	1,800	1,170			35.0%	
1003 Ground Rent - Bowls	90	225	540	315			41.7%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	60	0	(60)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	255	915	3,340	2,425			27.4%	0

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	2,263	7,890	25,047	17,157		17,157	31.5%	
4001 Paye/Nl	507	1,405	8,056	6,651		6,651	17.4%	
4006 Pension Contributions	620	1,832	9,327	7,495		7,495	19.6%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	115	163	500	337		337	32.6%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries	0	6	0	(6)		(6)	0.0%	
4040 Telephones/Broadband	10	30	130	100		100	23.1%	
4041 Mobile Phones	8	30	75	45		45	40.5%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4052 Water Charges	0	0	500	500		500	0.0%	
4055 Electricity	22	111	600	489		489	18.4%	
4057 Advertising	0	157	0	(157)		(157)	0.0%	
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	
4084 Signage - Rec	0	0	250	250		250	0.0%	
4099 Miscellaneous Expenses	31	31	0	(31)		(31)	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	0	1,563	4,100	2,537		2,537	38.1%	
4107 Leased Plant	320	960	3,500	2,540		2,540	27.4%	
4119 Maintenance - General	64	278	600	322		322	46.4%	
4121 Maintenance - Contractors	0	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	41	41	300	259		259	13.7%	
4141 Dog Bin Servicing	0	0	1,000	1,000		1,000	0.0%	
4145 Waste Removal	248	651	2,340	1,689		1,689	27.8%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	134	209	200	(9)		(9)	104.6%	
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	4,383	19,456	65,310	45,854	0	45,854	29.8%	0
Net Income over Expenditure	(4,128)	(18,541)	(61,970)	(43,429)				
<u>202 Gym</u>								
1059 memberships DD	14,375	58,504	150,000	91,497			39.0%	
1060 Gym - Classes	388	1,369	5,000	3,631			27.4%	
1062 Gym - Food & Drink - Confectio	532	2,020	1,000	(1,020)			202.0%	
1063 Gym - Membership SO's	21	84	0	(84)			0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1064 Gym - Membership Cash	2,315	9,570	19,000	9,430			50.4%	
1065 Gym - Personal Training	371	1,556	4,000	2,444			38.9%	
1067 Gym - Squash Courts	377	2,231	8,000	5,769			27.9%	
1068 Gym - Tennis	362	861	2,000	1,139			43.0%	
1070 Protein Food and drink	470	1,931	3,000	1,069			64.4%	
1073 Re-sales	21	27	200	173			13.3%	
1075 Table Tennis	0	13	0	(13)			0.0%	
1086 Gym - Merchandise	0	120	0	(120)			0.0%	
Gym :- Income	19,232	78,285	192,200	113,915			40.7%	0
4000 Salaries	6,868	28,533	82,140	53,607		53,607	34.7%	
4001 Paye/Ni	1,895	5,618	23,929	18,311		18,311	23.5%	
4006 Pension Contributions	1,781	5,393	30,577	25,184		25,184	17.6%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	250	250		250	0.0%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4034 Licences	12	428	4,400	3,972		3,972	9.7%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	245	786	1,800	1,014		1,014	43.7%	
4039 Sundries	115	73	1,200	1,127		1,127	6.1%	
4040 Telephones/Broadband	60	239	650	411		411	36.8%	
4041 Mobile Phones	10	30	100	70		70	30.3%	
4045 Insurance	0	1,096	1,050	(46)		(46)	104.4%	
4054 Water Charges - building	561	561	2,090	1,529		1,529	26.9%	
4055 Electricity	127	627	2,500	1,873		1,873	25.1%	
4056 Gas	29	114	1,200	1,086		1,086	9.5%	
4057 Advertising	90	274	1,000	726		726	27.4%	
4071 Health & Safety - Compliance	0	57	1,000	943		943	5.7%	
4086 Gym - Merchandise	53	171	0	(171)		(171)	0.0%	
4099 Miscellaneous Expenses	253	253	100	(153)		(153)	252.9%	
4116 DBS Checks	63	63	130	67		67	48.5%	
4119 Maintenance - General	(101)	4	100	96		96	4.3%	
4121 Maintenance - Contractors	0	0	300	300		300	0.0%	
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	611	2,200	1,589		1,589	27.8%	
4129 Gym sundries	76	235	1,000	765		765	23.5%	
4159 Gym membership refunds	0	374	300	(74)		(74)	124.5%	
4160 Gym Class Fees	1,553	2,547	7,000	4,453		4,453	36.4%	
4162 Food & Drink For Resale	300	600	2,100	1,500		1,500	28.6%	

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 Protein products	242	1,149	2,000	851		851	57.5%	
4166 Uniforms	36	36	350	314		314	10.2%	
4167 Gym DD Arrangement Fees	928	3,777	8,400	4,623		4,623	45.0%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
Gym :- Indirect Expenditure	15,350	54,845	186,121	131,276	0	131,276	29.5%	0
Net Income over Expenditure	3,882	23,440	6,079	(17,361)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	1,598	4,284	3,000	(1,284)			142.8%	
Leisure Centre building :- Income	1,598	4,284	3,000	(1,284)			142.8%	0
4000 Salaries	1,629	6,375	20,911	14,536		14,536	30.5%	
4001 Paye/NI	415	1,210	5,615	4,405		4,405	21.5%	
4006 Pension Contributions	457	1,327	7,614	6,287		6,287	17.4%	
4039 Sundries	0	138	0	(138)		(138)	0.0%	
4042 Fire and Security Alarms	0	0	150	150		150	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4047 Cleaning Material/Consum- 4039	234	478	1,500	1,022		1,022	31.8%	
4051 Business Rates	986	3,939	12,300	8,361		8,361	32.0%	
4055 Electricity	521	2,583	8,400	5,817		5,817	30.7%	
4056 Gas	117	455	6,000	5,545		5,545	7.6%	
4071 Health & Safety - Compliance	308	308	2,000	1,692		1,692	15.4%	
4072 Security	155	225	1,000	775		775	22.5%	
4119 Maintenance - General	60	73	1,000	927		927	7.3%	
4121 Maintenance - Contractors	1,167	2,113	3,000	887		887	70.4%	
Leisure Centre building :- Indirect Expenditure	6,049	22,513	72,640	50,127	0	50,127	31.0%	0
Net Income over Expenditure	(4,451)	(18,229)	(69,640)	(51,411)				
Grand Totals:- Income	25,675	308,782	659,246	350,464			46.8%	
Expenditure	68,812	227,309	660,157	432,848	0	432,848	34.4%	
Net Income over Expenditure	(43,137)	81,474	(911)	(82,385)				
plus Transfer from EMR	10,305	18,011						
less Transfer to EMR	0	290						
Movement to/(from) Gen Reserve	(32,831)	99,194						

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		224,328.00
			<u>224,328.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			224,328.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			224,328.00
		Balance per Cash Book is :-	224,328.00
		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
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£	
Contractual	Cozens	Street Lighting - July 2024	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122
Stat Duty	HMRC	Employees NI/PAYE - July	TC	£ 2,433.14	£ 2,718.97	£ 76.93	£ 5,229.04		£ 5,229.04	4001 various
Lease	ASL	Photocopier - 19/06/2024 - 29/07/2024	TC	£ 41.15			£ 34.29	£ 6.86	£ 41.15	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/07/2024 - 31/07/2024	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Contractual	The Fresh Air company	Annual Major Service to all Air Conditioners / Air Source Heat Pump Systems and Extract Fans on 23rd July 2024	TC/ Gym	£ 380.00	£ 380.00		£ 634.00	£ 126.80	£ 760.80	4168 101 202
Stat Duty	Norfolk Pension	Employees Salary - July	TC	£ 3,161.95	£ 2,843.66	£ 110.95	£ 6,116.56		£ 6,116.56	4006 various
Obligation	Rejuvenate Yoga	Yoga Classes - July	LCMC		£ 279.00		£ 279.00		£ 279.00	4160 202
Obligation		Classes - July	LCMC		£ 369.00		£ 369.00		£ 369.00	4160 202
Obligation	Stonechild Meditation	Meditation Classes - July	LCMC	£ -	£ 206.00		£ 206.00		£ 206.00	4160 202
Contractual	Sonata	Annual monitoring fee commencing Oct 2024	TC	£ 342.00			£ 285.00	£ 57.00	£ 342.00	4072 203
Contractual	Top Garden Services	Grass Cutting - June	LCMC	£ -	£ 529.20		£ 441.00	£ 88.20	£ 529.20	4102 201
Contractual	Top Garden Services	Grass Cutting - July	LCMC	£ -	£ 529.20		£ 441.00	£ 88.20	£ 529.20	4102 201
FR4.1	Barclaycard - Text magic	Text magic - Ann-Marie	TC	£ 24.00	£ -		£ 20.00	£ 4.00	£ 24.00	4014 103
FR4.1	Barclaycard - Amazon	Stirrers, ABE, Cups	LCMC		£ 217.18		£ 185.96	£ 31.22	£ 217.18	4162 202 4163 202
FR4.1	Barclaycard Andrews Water Co.	Carbon block/Scale Inline Filter with push fit connectors	LCMC		£ 67.80		£ 56.50	£ 11.30	£ 67.80	4119 203
FR4.1	Barclaycard - Spotify	Licence	LCMC		£ 11.99		£ 11.99		£ 11.99	4034 202
FR4.1	Barclaycard - Russell Up Events	Sandpit/Beach scene cut outs - deposit	TC		£ 254.00		£ 211.67	£ 42.33	£ 254.00	4014 103
FR4.1	Barclaycard - Amazon	Amazon - Kraft triple walled disposable cups - Gym Car Boot Sale	LCMC		£ 59.26		£ 49.38	£ 9.88	£ 59.26	4162 202
FR4.1	Barclaycard - Cheapestprintonline	Cheapestprintonline - Flyers - event	TC	£ 19.00			£ 19.00		£ 19.00	4014 103
FR4.1	Barclaycard - Nespresso UK Ltd	Nespresso products	LCMC		£ 95.20		£ 95.20		£ 95.20	4162 202
FR4.1	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
FR4.1 • the Finance Committee for Administration items over £500; Received approval from the chair of finance and the chair of the TC due to the deadline for the Barclaycard bill 08/08/24	Barclaycard - Russell Up Events	Sandpit/Beach scene cut outs - balance (Summer Beach Party)	TC	£ 760.00			£ 633.33	£ 126.67	£ 760.00	4014 103
FR4.1	Barclaycard - Your Coca-Cola	Protein products	LCMC		£ 216.41		£ 216.41		£ 216.41	4163 202
FR4.1	Barclaycard - Nespresso UK Ltd	Nespresso products	LCMC		£ 99.20		£ 99.20		£ 99.20	4162 202
	Total to Barclaycard								£ 1,834.04	
FR4.1	Donald Macintyre T/A Emorsgate Seeds	Wild Flower seeds - cemetery (approved by Operations Manager & Cllr Wilkinson)	Amenities			£ 43.51	£ 41.95	£ 1.56	£ 43.51	4119 124

[illegible]

[illegible]

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	NET	VAT	TOTAL	Code/Cost Centre
<u>Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)</u>				£	£	£	£	
FR4.1 the Clerk, in conjunction with Chairman of Council for any items over £250 up to £500; Received approval from the Chair 08/08/24	Elite TM Solutions Ltd	Road Closure - Summer Beach Party Event	TC	£ 360.00	£ 300.00	£ 60.00	£ 360.00	4043 101
FR4.1 the Clerk, in conjunction with Chairman of Council for any items over £250 up to £500; Received approval from the Chair 08/08/24	SLCC	Membership Fee: Clare Crane	TC	£ 298.00	£ 298.00		£ 298.00	4033 101
FR4.1 the Clerk, in conjunction with Chairman of Council for any items over £250 up to £500; Received approval from the Chair 08/08/24	Magnus PR	Punch & Judy for Summer Beach Party	TC	£ 265.00	£ 265.00		£ 265.00	4014 103
FR4.1 the Clerk, in conjunction with Chairman of Council for any items over £250 up to £500; Received approval from the Chair 08/08/24	Magnus PR	Street entertainment for Summer Beach Party - Mermaids and Giant Bubbles	TC	£ 450.00	£ 450.00		£ 450.00	4014 103
FR4.1 - the Finance Committee for Administration items over £500; Received approval from the chair of finance and the chair of the TC due to the deadline for the Barclaycard bill 08/08/24	Barclaycard - Russell Up Events	Sandpit/Beach scene cut outs - balance (Summer Beach Party)	TC	£ 760.00	£ 633.33	£ 126.67	£ 760.00	4014 103