



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Amenities Committee** which will be held at the Town Council Offices, on **Wednesday 4th September 2024 at 6.30pm** to consider the business detailed below. There will be an opportunity for public participation agenda item 6.

Members of the press and public are welcome to attend.

Signed: *Clare Crane* - Town Clerk

Date: 30th August 2024

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

AGENDA

1. To elect
 - a) a Chairman
 - b) a Vice-Chairman
 - c) To agree to provide a report at Town Council Meetings and the Annual Town Meeting 2025
2. Welcome
3. To receive and consider accepting apologies from members unable to attend.
4. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
5. To receive and approve the minutes of the last Amenities Committee meeting on Wednesday 3rd July 2024 (copy herewith)
6. To note progress on decisions made at the last meeting of the Amenities Committee (copy herewith)
7. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
8. To receive and note the contents of an update report from the Operations Manager.
 - a) Consider and agree any requests for recommendations or approval. (Copy herewith)
9. Market Place

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/>

- a) To receive an update on events taking place on the Market Place and consider and agree any actions as necessary.
- 10. To receive an update on the Planter Sponsorship Initiative.
 - a) To consider acknowledging the in-kind support that the Swan hotel provide the planter group by providing a sponsored planter in the Town Centre.
- 11. To receive a proposal from Cllr. West regarding town markets, presented by a street market organiser.
- 12. 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)
- 13. Finance
 - a) To receive, scrutinise and approve the Income and Expenditure report for month 2, 3, & 4 (copy herewith)
 - b) To receive and note the contents of the Payments List
 - i. 10th July (Copy Herewith)
 - ii. 23rd July (Copy Herewith)
 - iii. 9th August (Copy Herewith)
- 14. To agree for the Chair of the Amenities Committee together with the RFO review the following and provide any necessary update to the committee.
 - a) Stocks and stores before the end of the Financial Year 2025.
 - b) Register of Assets and Investments before the end of the Financial Year 2025.
- 15. To review devolved budget, formulate and submit proposals for receipts and payments and the required level of earmarked reserves for the following financial year and to make recommendations to the Finance Committee at the 23rd October 2024 meeting.
 - a) To agree an extra meeting date if necessary
- 16. To receive and note the following correspondence and decide on any necessary actions.
- 17. To note the date of the next Amenities Committee meeting as the 6th November 2024 starting at 6.30pm in the Social Room at the Memorial Leisure Centre.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Amenities Committee held at the Town Council Offices on Wednesday 3rd July 2023 at 6.30pm.

Present: Councillors – Paul MBA, Adrian Brownsea, John Graham, Eloise Wilkinson

Also Present: Clare Crane (Town Clerk)

Members of the Public: Mr Peter Metcalf.

1. To elect

a) a Chairman

Unanimously agreed to defer this item to the next meeting. The Town Clerk will ensure it is added to the agenda for the next Amenities Committee meeting.

Action: Town Clerk

b) a Vice-Chairman

Cllr Wilkinson agreed to take the position of Vice Chair this was unanimously agreed by the committee.

c) To agree to provide a report at Town Council Meetings and the Annual Town Meeting 2025

Unanimously agreed.

2. Welcome

Unanimously agreed that Cllr Mba would chair the meeting in the absence of a Committee Chair.

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

Received from Cllr. M. Scade due to being out of parish.
Unanimously accepted.

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

None

5. To receive and approve the minutes of the last Amenities Committee meeting on Wednesday 1st May 2024 (copy herewith)

Unanimously approved and signed by the Chairman.

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

6. To note progress on decisions made at the last meeting of the Amenities Committee.

Noted.

The committee agreed to keep the following matters outstanding.

27 th Feb 2023 Item 10(c) 13 th September 2023 Item 18a 6 th March 2024 Item 21	Car Park	To note a request for motorbike parking in the Town Car Park on the site of the old toilets To note that the lining at the emergency exit in the Town Car Park requires attention. To agree for the Operations Manager to include these areas in the lining quotes currently being sourced.	To be completed when car park refurbishment takes place. Outstanding
27 th Feb 2023 Item 10(c)	Car Park	Drone survey of the car park once all work is completed for the record	Outstanding
6 th March 2024 Item 10c	Harleston's Future Christmas lights	The Clerk was asked to compose a letter to Harleston's Future, outlining the protocol and key dates for 2025.	The Clerk explained that a meeting had taken place, but a follow up letter was still outstanding.
6 th March 2024 Item 16	A board strategy	At this point the committee did not feel the need for a working party but requested that the Clerk write to and arrange a meeting with the businesses in town.	The committee agreed to keep this matter outstanding.
6 th March 2024 Item 20	Finger Post at bottom of Bullock Fair Close	Agreed for the Operations Manager to remove the obsolete brackets from the post	Operations Manager confirms this is not possible without setting up scaffolding and taking the post apart from the top. Looking for alternative options, Outstanding

7. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each). ²

Unanimously agreed to close the meeting.

The resident provided background information on item 24 of the agenda and Harleston Town car park signage. A written report was submitted to the Council for their reference. Additional points raised included:

- The double yellow lines on Redenhall Road and the lack of action taken.
- The sign for Candles Lane and the lack of action taken.
- A request for an update on the reopening of Straight Lane.

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

The resident was thanked for their time and effort.
The meeting was reopened.

8. To review the current Terms of Reference and make suggested amendments as necessary.

Reviewed and suggested removing the word 'monthly' from the following points

9. Monthly expenditure which is outside the budget for the Committee will be minuted and brought to the attention of the Finance Committee

10. Monthly expenditure will be approved at each meeting and will be signed by the Chair of that meeting. In the event of a meeting being cancelled, the expenditure will be agreed at the following town council meeting.

Action: Town Clerk

10. To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 24th July 2024.

Unanimously agreed. The Town Clerk will ensure it is added to the agenda for the next Town Council meeting.

Action: Town Clerk

11. To discuss a calendar of Amenities Committee meetings for 2024/25 and agree the meeting schedule.

The meeting calendar was discussed, it was unanimously agreed to take the following actions:

Ensure the budget review takes place at the September meeting.

The Clerk to include an agenda item at the September meeting to agree on a further meeting if required.

Meeting schedule unanimously agreed.

Action: Town Clerk

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

Unanimously received and noted both the update report and the Clock Tower photos.

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

Nothing required.

13. To review the Allotment Rental Fees and agreed charges to commence in September 2025.

Current Allotment Fees

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

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

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

Total Plots – 44 - Total income - £1878.00

Costs for the Allotments

Rent - £880.00

Subscriptions - £350.00

Water Charges - £1000.00

Hedge and Tree Maintenance - £120.00

Maintenance General - £100.00

Total Expenditure - £2450.00

Income Less Expenditure - -£572.00

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

Unanimously agreed that the new lease arranged by the Council be noted at the Town Council meeting and that all plots include the £13.00 uplift.

Action: Town Clerk

14. To receive and consider the draft proposal to be submitted to Wortwell Parish Council regarding the Cemetery.

The committee did not agree with the draft proposal at this time.

Unanimously decided that Cllr Brownsea would try to locate the original agreement for review at the next Amenities meeting. If the original agreement cannot be found, the existing draft proposal will be reconsidered.

Action: Cllr Brownsea

Action: Town Clerk

15. To receive and discuss a report about the resurfacing of the car parks with detailed cost estimates.

Received and discussed at length.

a) Agree next steps

Agreed to invite the SNDC Market Town & Business Development Service Manager to an onsite meeting to inspect both Broad Street car park and the Town car park. During this meeting, discuss how the Town Council can move forward within the terms of the lease to consider any resurfacing.

Action: Town Clerk

16. To review and discuss the pending Traffic Regulation Order (TRO) concerning parking changes and the proposed pedestrian zone on Saturdays at Exchange Street. To consider what recommendation to make to Norfolk County Council Highways Department and agree on a recommendation for approval at the July Town Council Meeting.

Unanimously agreed to recommend approval from the Town Council that the proposed pedestrian zone on Saturdays at Exchange Street be removed from the pending TRO. Any required road closures should be applied for on a need's basis.

Action: Town Clerk

17. To receive an update on the Planter Sponsorship Initiative.

The initiative was discussed at length. It was noted that not enough time has been allowed for this initiative to take hold. It was agreed for this item to be included on the September agenda for an update and reconsideration of the details.

Action: Town Clerk

18. To receive an update on the ongoing maintenance and survey work on the clock tower.

Technicus Consulting conducted an initial, visual-only, non-invasive structural survey of the Harleston Clock Tower. They provided a structural survey report and requested attention to the summary of action points noted in the conclusion of the report.

The Clerk has requested the Operations Manager work on a detailed report that will be provided at the next Amenities meeting on September 4th.

This report will cover the following:

- Descriptions of the action points that require work (bullet points)
- Estimated time required for each task
- Assigned personnel for the work
- External factors affecting the work (e.g., need for scaffolding or specialists)
- Deadlines for completion
- Associated costs

The Amenities committee had nothing further they wanted added to the report.

Action: Town Clerk

Action: Operations Manager

19. Market Place

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

The summer solstice event held on June 20th was a huge success. The summer beach party is scheduled for August 1st.

20. To review and discuss the parking enforcement information received from the District Council, and to determine whether the provided information is sufficient for our needs.

The parking enforcement information received was inadequate and not fit for purpose. Any further resident concerns about parking enforcement should be directed to the District Councillors for their response.

21. To discuss the purchase of an additional bench to be located on Union Street and agree next steps.

Unanimously agreed that there is no budget for any additional street furniture at this time.

22. Finance

- a) To receive, scrutinise and approve the Income and Expenditure report for month 1 and 2.**

Unanimously received, scrutinised and approved.

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

I. 15th May 2024

Unanimously received and noted

II. 12th June 2024

Unanimously received and noted

III. 27th June 2024

Unanimously received and noted

23. On behalf of the Royal British Legion membership and the wider community, to receive appreciation for the recent restoration and revitalization work done on the War Memorial instructed and paid for by the Town Council.

Received and noted.

24. To receive a debrief report following the D-Day 80 commemorations.

Received and noted.

25. To receive a report regarding street signage (at meeting)

After a lengthy discussion, it was agreed that the Clerk would prepare a report for the Town Council to consider. This matter will fall under the Town Council's jurisdiction, with Councillor Graham as the lead on this priority.

Action: Town Clerk

26. To receive and note the following correspondence and decide on any necessary actions.

- a) Access path at Redenhall Churchyard to the Town Council Cemetery.**

Received and noted the contents. It was agreed to keep this matter under review, but at this time, there is no budget for any remedial work. This should also be referred back to the District Council for consideration if it is raised again as it pertains to the churchyard.

- b) Disability Awareness Walk**

Noted that although this was offered to a resident, it is not currently provided by the District Council and would require a policy decision for application across the district, with insurance implications.

27. To note the date of the next Amenities Committee meeting as the 4th September 2024 starting at 6.30pm in the Social Room at the Memorial Leisure Centre.

Noted.

Meeting closed at 8.40pm

Amenities – Progress Report – for the 4th September 2024 Meeting

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Amenities	27 th Feb 2023 Item 10(c) 13 th September 2023 Item 18a 6 th March 2024 Item 21	Car Park	To note a request for motorbike parking in the Town Car Park on the site of the old toilets To note that the lining at the emergency exit in the Town Car Park requires attention. To agree for the Operations Manager to include these areas in the lining quotes currently being sourced.	Deputy Clerk/Operations Manager	September 2023	To be completed when car park refurbishment takes place. Outstanding
Amenities	27 th Feb 2023 Item 10(c)	Car Park	Drone survey of the car park once all work is completed for the record	Deputy Clerk	September 2023	Outstanding
Amenities	6 th March 2024 Item 10c	Harleston's Future Christmas lights	The Clerk was asked to compose a letter to Harleston's Future, outlining the protocol and key dates for 2025.	Town Clerk	ASAP	Outstanding
Amenities	6 th March 2024 Item 16	A board strategy	At this point the committee did not feel the need for a working party but requested that the Clerk write to and arrange a meeting with the businesses in town.	Town Clerk	ASAP	Outstanding
Amenities	6 th March 2024 Item 20	Finger Post at bottom of Bullock Fair Close	Agreed for the Operations Manager to remove the obsolete brackets from the post	Operations Manager	ASAP	Operations Manager confirms this is not possible without setting up scaffolding and taking the post apart from the top. Looking for alternative options, Outstanding
Amenities	3 rd July 2024 Item 1	Election of a Chairman	The Town Clerk will ensure it is added to the agenda for the next Amenities Committee meeting.	Town Clerk	September meeting	Added to the agenda. Matter Closed

Amenities – Progress Report – for the 4th September 2024 Meeting

Amenities	3 rd July 2024 Item 8 and 9	Terms of Reference	Reviewed and suggested removing the word 'monthly' from the following points 1. Monthly expenditure which is outside the budget for the Committee will be minuted and brought to the attention of the Finance Committee 2. Monthly expenditure will be approved at each meeting and will be signed by the Chair of that meeting. In the event of a meeting being cancelled, the expenditure will be agreed at the following town council meeting.	Town Clerk	July TC Meeting	Changes made and added to the Town Council agenda. Matter Closed
Amenities	3 rd July 2024 Item 10	Meeting Calendar	Ensure the budget review takes place at the September meeting. The Clerk to include an agenda item at the September meeting to agree on a further meeting if required.	Town Clerk	September meeting	Added to the September agenda. Matter Closed
Amenities	3 rd July 2024 Item 12	Allotment Fees from 2025	Unanimously agreed that the new lease arranged by the Council be noted at the Town Council meeting and that all plots include the £13.00 uplift.	Town Clerk	August 2024	Letters to be sent to all plot holders in August 2024
Amenities	3 rd July 2024 Item 13	Wortwell PC Cemetery agreement	Unanimously decided that Cllr Brownsea would try to locate the original agreement for review at the next Amenities meeting. If the original agreement cannot be found, the existing draft proposal will be reconsidered.	Cllr Brownsea and Town Clerk	September meeting	
Amenities	3 rd July 2024 Item 14	Car park resurfacing	Agreed to invite the SNDC Market Town & Business Development Service Manager to an onsite meeting to inspect both Broad Street car park and the Town car park. During this meeting, discuss how the Town Council can move forward within the terms of the lease to consider any resurfacing.	Town Clerk	ASAP	Deputy Clerk is working on this matter Outstanding
Amenities	3 rd July 2024 Item 15	TRO Market Place and Exchange Street	Unanimously agreed to recommend approval from the Town Council that the proposed pedestrian zone on Saturdays at Exchange Street be removed from the pending TRO. Any required road closures should be applied for on a need's basis.	Town Clerk	July TC meeting	Added to the agenda. Matter Closed

Amenities – Progress Report – for the 4th September 2024 Meeting

Amenities	3 rd July 2024 Item 16	Planter Initiative	The initiative was discussed at length. It was noted that not enough time has been allowed for this initiative to take hold. It was agreed for this item to be included on the September agenda for an update and reconsideration of the details.	Town Clerk	September meeting	Added to the agenda Matter Closed
Amenities	3 rd July 2024 Item 17	Clock Tower Survey	The Clerk has requested the Operations Manager work on a detailed report that will be provided at the next Amenities meeting on September 4th. This report will cover the following: • Descriptions of the action points that require work (bullet points) • Estimated time required for each task • Assigned personnel for the work • External factors affecting the work (e.g., need for scaffolding or specialists) • Deadlines for completion • Associated costs The Amenities committee had nothing further they wanted added to the report.	Town Clerk and Operations Manager	September meeting	Added to the agenda Matter Closed
Amenities	3 rd July 2024 Item 24	Street signage	After a lengthy discussion, it was agreed that the Clerk would prepare a report for the Town Council to consider. This matter will fall under the Town Council's jurisdiction, with Councillor Graham as the lead on this priority.	Town Clerk		

AMENITIES MAINTENANCE/H&S REPORT SEPTEMBER 2024

Memorial: The tommy soldier statue was again vandalized. This was repaired immediately, but the bottom has a crack in it. If vandalized again, we will need to get a replacement.

Car Parks: Maintenance work was due to be carried out starting in August. Due to staffing issues, this has now been put on hold.

Cemetery: The water system is now up and running. A tap will be fitted when the storage container has collected enough water. The shelter was due to be installed in September, but due to staffing issues, this has had to be put on hold.

Clock Tower: The maintenance team have carried out work on the clock tower. This includes, Painting of the upper railings and windows, cleaning of the top viewing tower and downpipes, closure of the hole where the pigeons were getting in and nesting, bird spikes fitted and new lights for the clock face. The very bottom is yet to be completed, as this requires no scaffolding. The operations manager will complete a report on the findings of the survey in due course.

Allotments: Nothing to report.

Town Center: The two small planters at Old Post Office Court have now been secured by the operations manager with stronger brackets and bolts.

Toilets: The gate on the female toilet was ripped off its hinges. The operations manager repaired this on the same day it was found.

Bus Shelter: Nothing to report.

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

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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](#))

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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:			

28/08/2024

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2024

Month No: 2

Cost Centre Report

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

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Detailed Income & Expenditure by Budget Heading 01/08/2024

Month No: 2

Cost Centre Report

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

Detailed Income & Expenditure by Budget Heading 01/08/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Clock Tower</u>								
4112 Clock Tower Maintenance	0	0	500	500		500	0.0%	
Clock Tower :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
<u>131 Public Toilets</u>								
4000 Salaries	318	636	3,212	2,576		2,576	19.8%	
4001 Paye/Nl	77	77	1,081	1,004		1,004	7.1%	
4006 Pension Contributions	111	111	1,191	1,080		1,080	9.3%	
4039 Sundries	0	(30)	100	130		130	(30.0%)	
4047 Cleaning Material/Consum- 4039	0	0	400	400		400	0.0%	
4052 Water Charges	89	89	1,000	911		911	8.9%	
4055 Electricity	0	0	520	520		520	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	<u>595</u>	<u>918</u>	<u>8,004</u>	<u>7,086</u>	<u>0</u>	<u>7,086</u>	<u>11.5%</u>	<u>0</u>
Net Expenditure	<u>(595)</u>	<u>(918)</u>	<u>(8,004)</u>	<u>(7,086)</u>				
Grand Totals:- Income	1,768	7,991	43,889	35,898			18.2%	
Expenditure	10,319	21,953	84,319	62,366	0	62,366	26.0%	
Net Income over Expenditure	<u>(8,551)</u>	<u>(13,962)</u>	<u>(40,430)</u>	<u>(26,468)</u>				
plus Transfer from EMR	6,711	6,711						
Movement to/(from) Gen Reserve	<u>(1,840)</u>	<u>(7,251)</u>						

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Detailed Income & Expenditure by Budget Heading 01/08/2024

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
<u>121 Environmental</u>								
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						
<u>122 Street Lighting</u>								
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)				
<u>123 Car Parks</u>								
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)				
<u>124 Cemetery</u>								
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%	

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Detailed Income & Expenditure by Budget Heading 01/08/2024

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						
125 Markets								
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)				
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	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)				
129 War Memorial								
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 01/08/2024

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)				
Grand Totals:- Income	2,868	10,859	43,889	33,030			24.7%	
Expenditure	3,198	25,152	84,319	59,167	0	59,167	29.8%	
Net Income over Expenditure	(330)	(14,293)	(40,430)	(26,137)				
plus Transfer from EMR	223	6,934						
Movement to/(from) Gen Reserve	(107)	(7,358)						

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Detailed Income & Expenditure by Budget Heading 01/08/2024

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
<u>121 Environmental</u>								
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						
<u>122 Street Lighting</u>								
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)				
<u>123 Car Parks</u>								
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)				

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Detailed Income & Expenditure by Budget Heading 01/08/2024

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 01/08/2024

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/Nl	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)				
Grand Totals:- Income	3,108	13,967	43,889	29,922			31.8%	
Expenditure	23,824	48,976	84,319	35,343	0	35,343	58.1%	
Net Income over Expenditure	(20,716)	(35,009)	(40,430)	(5,421)				
plus Transfer from EMR	10,305	17,240						
Movement to/(from) Gen Reserve	(10,411)	(17,769)						

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre	
Contractual	PHS	Sanitary Disposal	LCMC		£ 370.15		£ 308.46	£ 61.69	£ 370.15	4071 203	
Contractual	PHS	Sanitary Disposal	Amenities		£ 528.44		£ 440.37	£ 88.07	£ 528.44	4072 131	
	Total PHS								£ 898.59		
Contractual	Cozens	Street Lighting - June 2024	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122	
Contractual	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	4119/203	
Obligation	Rejuvenate Yoga	Yoga Classes - June	LCMC		£ 162.00		0	£ 162.00	£ -	£ 162.00	4160 202
Obligation		Classes - June	LCMC		£ 461.00		0	£ 461.00		£ 461.00	4160/202
Obligation	Stonechill Meditation	Meditation Classes - June	LCMC		£ 176.00		£ 176.00		£ 176.00	4160 202	
							£ -	£ -	£ -		
Possible Payments requiring to be listed											
FR 4.1		Microsoft Office 365 Family Annual Subscription	LCMC	£ 65.00			£ 65.00	£ -	£ 65.00	4037 202	
FR 4.1		Troubleshoot OneDrive Sync, Outlook Archive	TC	£ 60.00			£ 60.00		£ 60.00	4037 101	
FR 4.1	ESPO	Stationery for TC Office and Gym	TC LCMC	£ 85.80			£ 71.50	£ 14.30	£ 85.80	4039 101 202	
FR 4.1	Harleston & District Bus Forum	Business Forum Breakfast - March 2024 - Clare Crane	TC	£ 12.00			£ 12.00		£ 12.00	4010 101	
FR 4.1	Harleston & District Bus Forum	Business Forum Breakfast - July 2024 - Clare Crane	TC	£ 12.00			£ 12.00		£ 12.00	4010 101	
	Total to Town Clerk for expenses								£ 24.00		
FR 4.1	UpoBuild	Corner brace zinc brackets, mending plate	LCMC		£ 14.41		£ 12.01	£ 2.40	£ 14.41	4119 130	
FR 4.1	UpoBuild	Posi Impact Screwdriver Bits P22 x 25mm	LCMC		£ 2.51		£ 2.09	£ 0.42	£ 2.51	4119 130	
	Total UpoBuild								£ 16.92		
Contractual	Chaplin Farrant	New Community Building	TC	£ 945.00			£ 787.50	£ 157.50	£ 945.00	Project 501	
FR 4.1	Gymwear (East Anglia) Ltd	Gym Hoodie and T-shirt - staff and member hoodie	LCMC		£ 67.16		£ 55.96	£ 11.20	£ 67.16	4166 202	
FR 4.1	Workwear (East Anglia) Ltd	Gym Polo shirt	LCMC		£ 15.61		£ 13.01	£ 2.60	£ 15.61	4166 202	
	Total Workwear (EA) LTD								£ 82.77		
FR 4.1	Coopers	Combination padlock, hasp & staple zip, Methylated Spirits	TC	£ -	£ 20.19		£ 16.81	£ 3.38	£ 20.19	4119 130 129	
FR 4.1	JRB Enterprise	Dog bags for resale	TC	£ 79.97		£ -	£ 66.64	£ -	£ 66.64	4139 101	
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	
FR 4.1	David Secker Security Consultant	Harleston Food Festival 20/06/2024 (Summer Solstice)	TC	£ 190.00	£ -		£ 190.00	£ -	£ 190.00	4014 103	
FR 4.1	Robinsons Traditional Stationers	A4 Colour flyers, A5 D/S Timetables, A5 S/S offer Flyers	LCMC	£ 90.00	£ -		£ 90.00	£ -	£ 90.00	4057 202	
FR 4.1	Harleston Tennis & Squash Club	1/3 contribution cost of repairing crack on squash court	LCMC	£ -	£ 180.00		£ 180.00	£ -	£ 180.00	4119 203	
FR 4.1		Banner PVC 3000 x 1000 SS Hem & Eyelet	TC	60.79			50.66	10.13	£ 60.79	4014 103	
FR 4.1		Three Willows and B&M - Planter plants	Amenities			£ -	£ 38.96		£ 38.96	4038 121	
Contractual	Belles & Beaus Wedding Styling	Coconut Shv, 9 Hole Crazy Golf, Deckchairs - Beach Event	TC	£ 715.00			£ 715.00		£ 715.00	4014 103	
FR 4.1	Magnus PR	Print Event Flyers - car Boot, Summer Solstice, Car Boot Sale/Volunteer, Beach Party	TC	£ 205.00			£ 205.00		£ 205.00	4014 103	
Paid to Town Clerk to reimburse the petty cash	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ 2.59	£ 7.40		£ 9.99	£ -	£ 9.99	4039 101 202	
Paid to Town Clerk to reimburse the petty cash	Petty Cash - Maintenance	Diesel for John Deere, Petrol for Plant and sundries	LCMC/TC	£ 139.92			£ 139.92	£ -	£ 139.92	4018/201/4039/101	
Paid to Town Clerk to reimburse the petty cash	Petty Cash - Maintenance	Diesel for van and John Deere - April, flash drive for PC backup, sundries	LCMC	£ -	£ 90.20		£ 90.20		£ 90.20	4018/201/124 4039 201	
	Total payable to the Town Clerk								£ 240.11		

Regulatory reason	Payee Name	Transaction Detail	Committee	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

Payments List 22nd July 2024

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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

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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