



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Leisure Centre Management Committee** which will be held at the Leisure Centre Social Room, on **Wednesday 14th August 2024 at 6.30pm** to consider the business detailed below. There will be an opportunity for public participation agenda item 6.

Members:	Cllr L Chenery (Chair)	Cllr M Scade (Vice Chair)
	Cllr K Harrison	Cllr E Wilkinson
	Cllr S West	Cllr P Mba

Signed: Clare Crane - Town Clerk

Date: 9th August 2024

**Members of the press and public are welcome to attend -
there will be an opportunity for public participation at 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 from the last Leisure Centre Management meeting on Wednesday 12th June 2024 (copy herewith)
- 5) To note progress on decisions made at the last meeting of the Leisure Centre Management Committee (copy herewith)
- 6) To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²

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

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- 7) To receive and note the contents of an update report, including information on a reported water leak at the Leisure Centre, from the Operations Manager
 - a) Consider and agree any requests for recommendations or approval.
- 8) To receive and note the contents of the Gym membership figures report
- 9) To receive and note the contents of an update report from the Leisure Centre Manager
 - a) Consider and agree any requests for recommendations or approval.
- 10) To review the renewal, offer from Crown Gas & Power before the existing contract expires on 30/09/2024
 - a) Review the renewal offer and decide whether to proceed with it.
- 11) To review the draft EVCP Grant Application Form and approve its submission
- 12) To receive, scrutinise and approve the Income and Expenditure report for months 2 & 3 (Copy herewith) with month 4 (available at the meeting).
- 13) To receive and approve the contents of the Payments List
 - a) 11th June (Copy Herewith)
 - b) 27th June (Copy Herewith)
 - c) 10th July (Copy Herewith)
 - d) 23rd July (Copy Herewith)
 - e) 12th August (available at the meeting)
- 14) To discuss the potential usage of the Leisure Centre car park for food vendors and agree actions
- 15) To agree for the chair of the Leisure Centre Management committee together with the RFO review the following in October and March and provide any necessary update to the committee.
 - a) Stocks and stores
 - b) Register of Assets and Investments
 - c) To review the schedule of all fees and charges for the Leisure Centre and Recreation Ground
- 16) To agree to form a working party to draft the Leisure Centre Management budget for 2025/26
- 17) To note the date of the next Leisure Centre Management Committee meeting as Wednesday 9th October 2024 starting at 6.30pm in the Meeting 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 Leisure Centre Management Committee held at the Social Room at Harleston Leisure Centre on Wednesday 12th June 2024 at 6.30pm

Present: Councillors – Lucy Chenery (Chair), Matt Scade (Vice Chair), Paul MBA, Eloise Wilkinson

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

Members of the Public: None

1. To elect

a) a Chairman

Cllr Scade nominated Cllr Chenery and Cllr Mba seconded the motion
Unanimously agreed

b) a Vice-Chairman

Cllr Chenery nominated Cllr Wilkinson and Cllr Scade seconded the motion
Unanimously agreed

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

Unanimously agreed

2. Welcome

Cllr Chenery welcomed everyone to the meeting.
Apologies were received from Cllr Harrison due to being out of the parish
Apologies were received from Cllr West due to a prior engagement.

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

None

4. To receive and approve the minutes from the last Leisure Centre Management meeting on Wednesday 10th April 2024.

Unanimously agreed

5. To note progress on decisions made at the last meeting of the Leisure Centre Management Committee.

Noted

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

No members of the public present

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

Unanimously agreed that no changes were necessary.

8. **To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 26th of June 2024.**

Unanimously agreed

9. **To discuss a calendar of Leisure Centre Management Committee meetings for 2024/25 and agree the meeting schedule.**

Unanimously agreed

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

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

Cllr Scade informed the committee that he had given details of Live Electrical to the Operations Manager to complete work on the lighting in the Leisure Centre.

Deputy Clerk to speak with the Operations Manager to obtain an update.

Action – Deputy Clerk

11. **To receive and note the contents of the Health and Safety Management document provided by the Operations Manager.**

Received and noted.

12. **To receive information regarding the Community Payback Scheme and the work that has been proposed on the Recreation Ground.**

- a) **To receive the Harleston L.C. Community Payback Memorandum of Understanding**

Received and noted

- b) **To approve the Memorandum of Understanding and authorise the Clerk to sign and return.**

Unanimously agreed

Action – Town Clerk

13. **To receive, scrutinise and approve the Income and Expenditure report for month 1.**

Noted and approved

14. **To receive and approve the contents of the Payments List**

- a) **23rd April**

Noted and approved

b) 15th May

Noted and approved

15. To agree the Electrical Regulations, work that the RFO has approved under Financial Regulation 4.7 Health and Safety to be completed by KGB following the annual service.

Unanimously agreed

a) To agree which code to utilise.

Agreed to utilise code 203/4121 Contractors Building

16. To agree the extension of the grass cutting contract with TOPS at a cost of £3858.75 until October 2024.

Noted that extra funds will be needed in the budget for next year.

Unanimously agreed

Action – Town Clerk

17. To receive correspondence from Harleston Town Football Club (Copy herewith)

a) To discuss the proposals put forward in the letter and other outstanding matters relating to the football club and agree next steps.

The proposals put forward in the letter were discussed in full.

b) To consider the request for an extension to the lease for a minimum of 12 years to aid funding applications and recommend approval at Town Council.

Unanimously agreed that the Clerk would write back to the Football Club requesting the following information.

- Further funding information and what requirements the FA stipulate.
- Proof that funding was applied for in previous years
- More detail on the proposals listed i.e. what type of fencing would be requested and if this is to be used for security or secrecy purposes.
- Clarification that further planning applications are not needed for the change in lighting.
- Clarification that planning applications are not needed for the toilets.
- A scheme of works for the installation of the toilets.

The committee agreed that a response should be sought before the 20th June in order for the proposals to be taken to the Town Council.

Action – Town Clerk

18. To receive a request from the Leisure Centre Duty Manager to sell the following equipment in order to purchase a combined Hack Squat and Leg Press.

a) Leg Press Machine

b) Step Machine

Unanimously agreed

Action – Leisure Centre Duty Manager

19. To receive correspondence from the Squash and Tennis Club (Copy herewith)

a) Consider the request for payment of court repairs at a cost of £540.00 including VAT.

The Committee agreed to offer a one-third payment of the amount due. This decision was influenced by the tight budgets for the current year. They also agreed for the Clerk to write to the Squash Club and emphasis that in future the committee requires at least one month notice of any remedial work that the club wish to undertake.

Action – Town Clerk

20.To agree to apply for Electric Vehicle Charge Points grant from South Norfolk District Council.

Unanimously agreed

Action – Town Clerk

21.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.

Some designs have been put forward.

Next step would be to invite the stakeholders in for meetings to discuss expectations.

22.To note the date of the next Leisure Centre Management Committee meeting as Wednesday 14th August 2024 starting at 6.30pm in the Meeting Room at the Memorial Leisure Centre

Agreed.

Meeting closed at 20.07

Leisure Centre Management Committee – Progress Report – 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>
LCMC	10 th January 2024 Item 10	Topographical report	It was agreed to follow the recommendation of a further test for T6 in October 2024 with the remaining trees being tested in October 2025.	Operations Manager	October 2024	Ongoing
LCMC	12 th June 2024 Item 10a	Operations Manager Report	Cllr Scade informed the committee that he had given details of Live Electrical to the Operations Manager to complete work on the lighting in the Leisure Centre. Deputy Clerk to speak with the Operations Manager to obtain an update.	Deputy Clerk	ASAP	DC spoke to the OM who confirmed that there are new light fittings available that could be fitted by the maintenance team. This will happen once the work on the Clock Tower has been completed. Matter Closed
LCMC	12 th June 2024 Item 12b	Community Payback Scheme	To approve the Memorandum of Understanding and authorise the Clerk to sign and return.	Town Clerk	ASAP	Signed and completed Matter Closed
LCMC	12 th June 2024 Item 16	Grass Cutting Contract	Noted that extra funds will be needed in the budget for next year	Town Clerk	October budget meeting	Ongoing
LCMC	12 th June 2024		Following discussion, it was agreed that the Clerk would write back to the Football Club requesting the following information. • Further funding information and what requirements the FA stipulate. • Proof that funding was applied for in previous years • More detail on the proposals listed i.e. what type of fencing would be requested and if this is to be used for security or secrecy purposes.	Town Clerk	ASAP	Letter sent and reply received in time for the Town Council Meeting. Matter Closed

Leisure Centre Management Committee – Progress Report – August 2024

			• Clarification that further planning applications are not needed for the change in lighting. • Clarification that planning applications are not needed for the toilets. • A scheme of works for the installation of the toilets. The committee agreed that a response should be sought before the 20th June in order for the proposals to be taken to the Town Council.			
LCMC	12 th June 2024 Item 18	Sale of equipment	Leg Press Machine Step Machine	Duty Manager	ASAP	DM instructed to go ahead with the sale. Matter Closed
LCMC	12 th June 2024 Item 19	Squash Club	The Committee agreed to offer a one-third payment of the amount due. This decision was influenced by the tight budgets for the current year. They also agreed for the Clerk to write to the Squash Club and emphasis that in future the committee requires at least one month notice of any remedial work that the club wish to undertake.	Deputy Clerk	ASAP	Letter Sent 2 nd July 2024 Matter Closed

14/06/2024

Redenhall With Harleston Town Council

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

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Recreation Ground								
1001 Ground Rent - Football	180	330	1,800	1,470			18.3%	
1003 Ground Rent - Bowls	45	135	540	405			25.0%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	30	0	(30)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	240	495	3,340	2,845			14.8%	0
4000 Salaries	1,799	3,597	25,047	21,450		21,450	14.4%	
4001 Paye/NI	449	449	8,056	7,607		7,607	5.6%	
4006 Pension Contributions	591	591	9,327	8,736		8,736	6.3%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	48	500	452		452	9.6%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries	0	6	0	(6)		(6)	0.0%	
4040 Telephones/Broadband	10	10	130	120		120	7.7%	
4041 Mobile Phones	8	15	75	60		60	19.8%	
4045 Insurance	0	643	1,350	707		707	47.6%	
4052 Water Charges	0	0	500	500		500	0.0%	
4055 Electricity	25	66	600	534		534	11.0%	
4057 Advertising	157	157	0	(157)		(157)	0.0%	
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	
4084 Signage - Rec	0	0	250	250		250	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	1,012	1,012	4,100	3,088		3,088	24.7%	
4107 Leased Plant	320	320	3,500	3,180		3,180	9.1%	
4119 Maintenance - General	58	117	600	483		483	19.4%	
4121 Maintenance - Contractors	0	0	1,500	1,500		1,500	0.0%	
4122 Maintenance - Malicious Damage	0	0	100	100		100	0.0%	
4123 Equipment Servicing & Repairs	0	0	300	300		300	0.0%	
4124 Equipment Fuel & Oil	0	0	50	50		50	0.0%	
4125 Equipment purchase	0	0	300	300		300	0.0%	
4141 Dog Bin Servicing	0	0	1,000	1,000		1,000	0.0%	
4145 Waste Removal	202	202	2,340	2,138		2,138	8.6%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	75	75	200	125		125	37.5%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4172 Play Area Maintenance	0	0	250	250		250	0.0%	
4181 Garden Waste Bins Annual Charg	0	310	300	(10)		(10)	103.3%	
Recreation Ground :- Indirect Expenditure	4,706	7,618	63,510	55,892	0	55,892	12.0%	0
Net Income over Expenditure	(4,466)	(7,123)	(60,170)	(53,047)				

Continued over page

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

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Gym</u>								
1059 memberships DD	14,745	29,581	150,000	120,420			19.7%	
1060 Gym - Classes	311	682	5,000	4,318			13.6%	
1062 Gym - Food & Drink - Confectio	628	1,088	1,000	(88)			108.8%	
1063 Gym - Membership SO's	21	42	0	(42)			0.0%	
1064 Gym - Membership Cash	2,357	4,891	19,000	14,109			25.7%	
1065 Gym - Personal Training	435	848	4,000	3,153			21.2%	
1067 Gym - Squash Courts	559	1,394	8,000	6,606			17.4%	
1068 Gym - Tennis	167	333	2,000	1,668			16.6%	
1070 Protein Food and drink	580	1,023	3,000	1,977			34.1%	
1073 Re-sales	58	59	200	141			29.6%	
1075 Table Tennis	7	13	0	(13)			0.0%	
1078 Music Licence	541	0	0	0			0.0%	
1086 Gym - Merchandise	0	21	0	(21)			0.0%	
Gym :- Income	20,409	39,974	192,200	152,226			20.8%	0
4000 Salaries	6,695	14,214	82,140	67,926		67,926	17.3%	
4001 Paye/Ni	2,022	2,022	23,929	21,907		21,907	8.4%	
4006 Pension Contributions	1,844	1,844	30,577	28,733		28,733	6.0%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	250	250		250	0.0%	
4022 Accounting Services	0	0	1,000	1,000		1,000	0.0%	
4034 Licences	405	405	4,400	3,995		3,995	9.2%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	361	1,800	1,439		1,439	20.0%	
4039 Sundries	79	96	1,200	1,104		1,104	8.0%	
4040 Telephones/Broadband	60	119	650	531		531	18.4%	
4041 Mobile Phones	10	10	100	90		90	10.1%	
4045 Insurance	0	214	1,050	836		836	20.4%	
4054 Water Charges - building	0	0	2,090	2,090		2,090	0.0%	
4055 Electricity	144	374	2,500	2,126		2,126	15.0%	
4056 Gas	52	52	1,200	1,148		1,148	4.3%	
4057 Advertising	0	0	1,000	1,000		1,000	0.0%	
4071 Health & Safety - Compliance	0	0	1,000	1,000		1,000	0.0%	
4099 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4116 DBS Checks	0	0	130	130		130	0.0%	
4119 Maintenance - General	0	45	100	55		55	45.4%	
4121 Maintenance - Contractors	1,502	1,502	300	(1,202)		(1,202)	500.8%	
4123 Equipment Servicing & Repairs	0	690	3,500	2,810		2,810	19.7%	
4126 Gym Equipment Purchases	0	0	2,000	2,000		2,000	0.0%	

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

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4128 Gym Contract Maintenance	153	306	2,200	1,894		1,894	13.9%	
4129 Gym sundries	77	77	1,000	923		923	7.7%	
4159 Gym membership refunds	21	147	300	154		154	48.8%	
4160 Gym Class Fees	747	747	7,000	6,253		6,253	10.7%	
4162 Food & Drink For Resale	152	152	2,100	1,948		1,948	7.3%	
4163 Protein products	0	0	2,000	2,000		2,000	0.0%	
4166 Uniforms	0	0	350	350		350	0.0%	
4167 Gym DD Arrangement Fees	943	1,941	8,400	6,459		6,459	23.1%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
Gym :- Indirect Expenditure	15,085	25,319	186,121	160,802	0	160,802	13.6%	0
Net Income over Expenditure	5,324	14,654	6,079	(8,575)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	1,009	1,677	3,000	1,323			55.9%	
Leisure Centre building :- Income	1,009	1,677	3,000	1,323			55.9%	0
4000 Salaries	1,486	3,106	20,911	17,805		17,805	14.9%	
4001 Paye/Nl	418	418	5,615	5,197		5,197	7.4%	
4006 Pension Contributions	428	428	7,614	7,186		7,186	5.6%	
4039 Sundries	138	138	0	(138)		(138)	0.0%	
4042 Fire and Security Alarms	0	0	150	150		150	0.0%	
4045 Insurance	0	643	3,150	2,507		2,507	20.4%	
4047 Cleaning Material/Consum- 4039	0	0	1,500	1,500		1,500	0.0%	
4051 Business Rates	986	1,967	12,300	10,333		10,333	16.0%	
4055 Electricity	591	1,542	8,400	6,858		6,858	18.4%	
4056 Gas	208	208	6,000	5,792		5,792	3.5%	
4071 Health & Safety - Compliance	0	0	2,000	2,000		2,000	0.0%	
4072 Security	0	70	1,000	930		930	7.0%	
4119 Maintenance - General	0	6	1,000	994		994	0.6%	
4121 Maintenance - Contractors	(751)	(751)	3,000	3,751		3,751	(25.0%)	
Leisure Centre building :- Indirect Expenditure	3,504	7,774	72,640	64,866	0	64,866	10.7%	0
Net Income over Expenditure	(2,495)	(6,097)	(69,640)	(63,543)				
Grand Totals:- Income	21,658	42,146	198,540	156,394			21.2%	
Expenditure	23,296	40,711	322,271	281,560	0	281,560	12.6%	
Net Income over Expenditure	(1,638)	1,435	(123,731)	(125,166)				
Movement to/(from) Gen Reserve	(1,638)	1,435						

Detailed Income & Expenditure by Budget Heading 01/07/2024

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
201 Recreation Ground								
1001 Ground Rent - Football	150	480	1,800	1,320			26.7%	
1003 Ground Rent - Bowls	0	135	540	405			25.0%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	45	0	(45)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	165	660	3,340	2,680			19.8%	0
4000 Salaries	2,029	5,627	25,047	19,420		19,420	22.5%	
4001 Paye/Ni	449	898	8,056	7,158		7,158	11.2%	
4006 Pension Contributions	620	1,212	9,327	8,115		8,115	13.0%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	48	500	452		452	9.6%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries	0	6	0	(6)		(6)	0.0%	
4040 Telephones/Broadband	10	20	130	110		110	15.4%	
4041 Mobile Phones	8	23	75	52		52	30.1%	
4045 Insurance	2,646	3,288	3,150	(138)		(138)	104.4%	
4052 Water Charges	0	0	500	500		500	0.0%	
4055 Electricity	22	88	600	512		512	14.7%	
4057 Advertising	0	157	0	(157)		(157)	0.0%	
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	
4084 Signage - Rec	0	0	250	250		250	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	551	1,563	4,100	2,537		2,537	38.1%	
4107 Leased Plant	320	640	3,500	2,860		2,860	18.3%	
4119 Maintenance - General	98	215	600	385		385	35.8%	
4121 Maintenance - Contractors	500	500	1,500	1,000		1,000	33.3%	
4122 Maintenance - Malicious Damage	0	0	100	100		100	0.0%	
4123 Equipment Servicing & Repairs	0	0	300	300		300	0.0%	
4124 Equipment Fuel & Oil	0	0	50	50		50	0.0%	
4125 Equipment purchase	0	0	300	300		300	0.0%	
4141 Dog Bin Servicing	0	0	1,000	1,000		1,000	0.0%	
4145 Waste Removal	201	403	2,340	1,937		1,937	17.2%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	0	75	200	125		125	37.5%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4172 Play Area Maintenance	0	0	250	250		250	0.0%	
4181 Garden Waste Bins Annual Charg	0	310	300	(10)		(10)	103.3%	
Recreation Ground :- Indirect Expenditure	7,455	15,073	65,310	50,237	0	50,237	23.1%	0
Net Income over Expenditure	(7,290)	(14,413)	(61,970)	(47,557)				

Detailed Income & Expenditure by Budget Heading 01/07/2024

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>202 Gym</u>								
1059 memberships DD	14,549	44,129	150,000	105,871			29.4%	
1060 Gym - Classes	299	981	5,000	4,019			19.6%	
1062 Gym - Food & Drink - Confectio	400	1,488	1,000	(488)			148.8%	
1063 Gym - Membership SO's	21	63	0	(63)			0.0%	
1064 Gym - Membership Cash	2,364	7,255	19,000	11,745			38.2%	
1065 Gym - Personal Training	338	1,185	4,000	2,815			29.6%	
1067 Gym - Squash Courts	460	1,854	8,000	6,146			23.2%	
1068 Gym - Tennis	166	499	2,000	1,502			24.9%	
1070 Protein Food and drink	437	1,461	3,000	1,539			48.7%	
1073 Re-sales	(53)	6	200	194			2.9%	
1075 Table Tennis	0	13	0	(13)			0.0%	
1086 Gym - Merchandise	99	120	0	(120)			0.0%	
Gym :- Income	19,079	59,053	192,200	133,148			30.7%	0
4000 Salaries	7,451	21,665	82,140	60,475		60,475	26.4%	
4001 Paye/Ni	1,701	3,723	23,929	20,206		20,206	15.6%	
4006 Pension Contributions	1,768	3,612	30,577	26,965		26,965	11.8%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	250	250		250	0.0%	
4022 Accounting Services	505	505	1,000	495		495	50.5%	
4034 Licences	11	416	4,400	3,984		3,984	9.5%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	541	1,800	1,259		1,259	30.1%	
4039 Sundries	(138)	(42)	1,200	1,242		1,242	(3.5%)	
4040 Telephones/Broadband	60	179	650	471		471	27.6%	
4041 Mobile Phones	10	20	100	80		80	20.2%	
4045 Insurance	882	1,096	1,050	(46)		(46)	104.4%	
4054 Water Charges - building	0	0	2,090	2,090		2,090	0.0%	
4055 Electricity	126	501	2,500	1,999		1,999	20.0%	
4056 Gas	33	85	1,200	1,115		1,115	7.0%	
4057 Advertising	184	184	1,000	816		816	18.4%	
4071 Health & Safety - Compliance	57	57	1,000	943		943	5.7%	
4086 Gym - Merchandise	118	118	0	(118)		(118)	0.0%	
4099 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4116 DBS Checks	0	0	130	130		130	0.0%	
4119 Maintenance - General	60	105	100	(5)		(5)	105.1%	
4121 Maintenance - Contractors	0	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%	

Detailed Income & Expenditure by Budget Heading 01/07/2024

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
4128 Gym Contract Maintenance	153	458	2,200	1,742		1,742	20.8%	
4129 Gym sundries	81	158	1,000	842		842	15.8%	
4159 Gym membership refunds	227	374	300	(74)		(74)	124.5%	
4160 Gym Class Fees	247	994	7,000	6,006		6,006	14.2%	
4162 Food & Drink For Resale	147	299	2,100	1,801		1,801	14.2%	
4163 Protein products	908	908	2,000	1,092		1,092	45.4%	
4166 Uniforms	0	0	350	350		350	0.0%	
4167 Gym DD Arrangement Fees	909	2,849	8,400	5,551		5,551	33.9%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
Gym :- Indirect Expenditure	15,679	39,495	186,121	146,626	0	146,626	21.2%	0
Net Income over Expenditure	3,400	19,557	6,079	(13,478)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	1,009	2,686	3,000	314			89.5%	
Leisure Centre building :- Income	1,009	2,686	3,000	314			89.5%	0
4000 Salaries	1,640	4,746	20,911	16,165		16,165	22.7%	
4001 Paye/Nl	378	795	5,615	4,820		4,820	14.2%	
4006 Pension Contributions	442	870	7,614	6,744		6,744	11.4%	
4039 Sundries	0	138	0	(138)		(138)	0.0%	
4042 Fire and Security Alarms	0	0	150	150		150	0.0%	
4045 Insurance	2,646	3,288	3,150	(138)		(138)	104.4%	
4047 Cleaning Material/Consum- 4039	244	244	1,500	1,256		1,256	16.3%	
4051 Business Rates	986	2,953	12,300	9,347		9,347	24.0%	
4055 Electricity	520	2,062	8,400	6,338		6,338	24.5%	
4056 Gas	130	338	6,000	5,662		5,662	5.6%	
4071 Health & Safety - Compliance	0	0	2,000	2,000		2,000	0.0%	
4072 Security	0	70	1,000	930		930	7.0%	
4119 Maintenance - General	7	13	1,000	987		987	1.3%	
4121 Maintenance - Contractors	195	946	3,000	2,054		2,054	31.5%	
Leisure Centre building :- Indirect Expenditure	7,188	16,464	72,640	56,176	0	56,176	22.7%	0
Net Income over Expenditure	(6,179)	(13,778)	(69,640)	(55,862)				
Grand Totals:- Income	20,253	62,399	198,540	136,142			31.4%	
Expenditure	30,322	71,033	324,071	253,038	0	253,038	21.9%	
Net Income over Expenditure	(10,069)	(8,634)	(125,531)	(116,897)				
Movement to/(from) Gen Reserve	(10,069)	(8,634)						

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

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

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

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

Payments List 22nd July 2024

[illegible]