



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 which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Wednesday 25th September at 7.00pm to consider the business detailed below.

Signed: Clare Crane - Town Clerk

Date: 20th September 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 28th August 2024 (copy herewith)
5. To note progress on decisions made at the last meetings of Council (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each). ²
7. To receive the recommendation from the Finance Committee to agree to enter into a 24 month contract with Ocean Telecom for Telephone and Broadband for the Leisure Centre Site.
8. To receive and note the External Auditors Report and Certificate and the Notice of Conclusion of Audit.
9. To receive and agree 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. (Copy herewith)

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

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- 10.** 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.
- 11.** Commercially sensitive documents.
- 12.** Feasibility Study for New Community Building for Redenhall with Harleston Town Council.
 - a)** To note the review the options devised and considered by the steering group
 - b)** To decide on the direction for further development work by Chaplin Farrant.
 - c)** To note the details of the public consultation showcasing the progress of the study.
- 13.** To receive the recommendation from the Finance Committee that the sports VAT, reclaim received in month 5 should be allocated to the General Reserve
- 14.** To receive and note following finance information reviewed by the Finance Committee on 18th September 2024.
 - a)** Month 5 Income and Expenditure
 - b)** Month 5 Bank Reconciliation
 - c)** 9th August 2024 Payment List (Copy herewith)
 - d)** 28th August 2024 Payment List (Copy herewith)
 - e)** 9th September 2024 (Copy herewith)
- 15.** To note the date of the next Town Council meeting on Wednesday 30th October 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.
- 16.** 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.
- 17.** HR Matters



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 28th August 2024 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Michael Hardy, Adrian Brownsea, Lucy Chenery, Shelagh West and Eloise Wilkinson

Also present: Emma Chandler (Deputy Town Clerk), Julia Lindon (Office Administrator)
County Councillor Martin Wilby, District Councillor Trevor Graham, District Councillor James Eddy

- 1) **Welcome**
Cllr Mba welcomed everyone to the meeting.
- 2) **To receive and consider accepting apologies from members unable to attend.**
Apologies were received from Cllrs Harrison and Graham due to being out of the parish
Apologies were unanimously accepted.
- 3) **To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.**
Cllr Scade declared an interest in item 11
- 4) **To receive and approve the minutes of the Town Council meeting on Wednesday 24th July 2024.**
Received and approved. Minutes were signed by Cllr MBA
- 5) **To note progress on decisions made at the last meetings of Council (copy herewith)**
Progress was noted

The Deputy Clerk informed the council the pictures of the road requiring additional parking restriction on London Road had been sent to the Highways Engineer. A reply had been received thanking the Deputy Clerk for the clarification and that work could now be completed to proceed with the restrictions.

Meeting with Harleston Town Council Football Club to discuss the lease has been arranged for 6th September 2024.
- 6) **To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the**

Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).

Unanimously agreed to suspend the meeting.

19.05 meeting suspended

County Councillor Martin Wilby provided a report found in Appendix 1.

Cllr Wilby then answered the following queries from Councillors

Questions were raised about hedges and when they can be cut. Cllr Wilby informed that hedges can be cut at any time of the year if they are dangerous, and you can check for birds nesting before cutting. An additional letter to be sent to the Factory Shop in September.

Action – Office Administrator

Cllr Scade highlighted the new bus service to Diss and Beccles – issues with timings were noted

Cllr Hardy informed about the Waveney Valley Valued Landscape report suggesting that pylons may run along the Waveney Valley. Cllr Wilby replied that this has come up previously and towns and villages came together to oppose the project and if a similar situation arose again, he would ensure that similar actions were taken to “see them off”

District Councillor Trevor Graham provided a report found in Appendix 2.

Cllr Hardy enquired why the Planning application for North of Spirketts Lane had not yet been given consent when the application had been approved by the Management Committee earlier in the year. Cllr Graham will raise this with the Planning Officers.

During District Cllr Graham’s report he spoke about training that the District Councillors had received in relation to online harassment and abuse, Cllr Scade highlighted a comment made by an ex councillor on social media related to the fence on Bullock Fair in relation to this training, Cllr Graham asked for this to be forwarded to him for action.

Action – Cllr Scade

District Councillor Eddy provided a report that can be found in Appendix 3.

19.24 – Cllr Wilby left the meeting and the meeting reconvened.

- 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)

Councillors discussed the topic, in particular how it is related to the current closure of Straight Lane.

Agreed to close the meeting to allow input from the District Councillors.

Further information was provided by Cllr Graham who highlighted that the owner has been asked to fix the wall and they have been given a timeframe. In addition, Cllr Eddy also noted that the two issues are not mutually exclusive, and the wall can be fixed without harming the tree.

Meeting reopened

A vote was held finding 4-3 in favour of the TPO in principle

Deputy Clerk to respond to the order but highlight that the overriding concern of the Town Council is to open Straight Lane as soon as possible.

Action – Deputy Clerk

- 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**

Councillors agreed that the questions that had been asked previously had not been addressed relating to payment for fitting the street lighting and maintenance for the first year before the Town Council adopted the lighting

Deputy Clerk to follow up on the questions previously sent and request answers before a final decision is made.

Action – Deputy Clerk

- 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)**

The Deputy Clerk updated the Town Council on the Parish Partnership scheme and how the scheme works, including the application deadline.

Agreed to defer to the Amenities committee meeting with councillors to come forward with ideas before a budget amount can be agreed.

Action – Deputy Clerk

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.**

Cllr West informed the council that on the 27th August the working party had met with the Clerk at Eye Town Council, who have a successful youth council in place by working with the local high school. They had also met with a youth worker working with Diss Town Council to gain some insights into the provisions for teens in these areas. They had lots of information on budgets, grant opportunities and the development of business plans that needed to be collated before they could formally present to the council.

Cllr West explained that the agenda item was an initial idea, but they now wish to concentrate on the development of the Youth Council/Forum rather than a specific event. The Clerk from Eye Town Council and the Mayor of Diss Town Council are happy to attend further meetings to give further advice and guidance.

Agreed that the Working Party to make a formal presentation at the October meeting including a draft budget.

Action – Youth Working Party

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.

Cllr Scade provided insights into LGBTQ+ and Pride community including its history and importance. His proposal included a family friendly picnic held 1st or 2nd weekend in July on the Recreation Ground and to invite LGBTQ+ and local community groups and organisations to attend. Performances from LGBTQ+ community and in the evening moving to a local venue to continue the celebration.

All councillors provided their views to the proposal resulting in Cllr Scade withdrawing the item from the agenda.

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.

The item was discussed in detail. Cllr Hardy highlighted the potential for antisocial behaviour, especially in the winter months. Cllr Chenery highlighted the potential for the Marketplace to be used in the winter, but this also has issues with parking. Concerns were also raised about direct competition for local businesses.

Cllr Chenery proposed in favour of the motion and Cllr Scade seconded.

Cllr Hardy requested a recorded vote. Cllr Mba, Scade, Chenery, West and Wilkinson were in favour of the motion while Cllr Hardy and Brownsea were against the motion. Motion was carried with a caveat of a three-month trial period.

Office Administrator to contact the vendor to confirm a start date.

Action – Office Administrator

13) To receive and note the contents of month 4 Income and Expenditure report and formulate and agree any questions for the Finance Committee.

Received and noted.

14) To receive and note the contents of month 4 Bank Reconciliation and formulate and agree any questions for the Finance Committee

Received and noted

15) Receive and note the contents of the Payments Lists provided.

a. 9th August 2024

Received and noted

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.

The Chair reiterated that decisions need to be made and important key aspects will need to be considered.

A working party meeting is being held next week with Chaplin Farrant and SNDC.

Councillors suggested a meeting with the working party and Chaplin Farrant for a full report at some point in the future would be useful

17) To receive Committee updates and report on any significant issues arising:

a. Planning Meeting - Last held on 5th August 2024

Cllr Hardy provided an update minutes are available on the Town Council website.

b. Leisure Centre Management Meeting – Last held on the 14th August 2024

Cllr Chenery informed that the Gym Duty Manager had requested to purchase equipment and was still in the process of selling equipment.

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

The Chair highlighted his work towards seeking new councillors including a video on social media and a meeting with a local group.

b. Vice Chairman

Informed that outside The Cap the slabs have been replaced by Tarmac and surmised that further works are planned due to the markings that have appeared along the Thoroughfare.

c. Councillors

No further comments

d. Deputy Clerk

No further comments

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.

Noted.

Meeting closed 20:47

Signed

Dated

HARLESTON TOWN COUNCIL – AUGUST MEETING 2024 COUNTY COUNCILLORS' REPORT

All Town and Parish Councils across the county have been contacted by NCC with details regarding our popular Parish Partnership Scheme which has been running for the last ten years. The County Council has provisionally allocated £300,000 on a 50/50 basis (there is an upper limit on NCC funding support of £25,000 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. Acceptable schemes for funding would be: 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 (Speed Awareness Mobile Signs SAM2), Part-time 20mph signs with flashing warning lights outside schools, new bus shelter or shelter lighting and Electric Vehicle Charging Points.

Recent road safety figures shows that 42% of all driver related traffic incidents in Norfolk are caused by driver distraction and a loss of concentration at the wheel. To help influence driver behaviour and enable more people to travel to their destinations safely; Norfolk County Council Public Health's Safety team have partnered with Driver IQ, Norfolk Police, Norfolk fire and Rescue, East of England Ambulance Service and experts in behaviour change to launch a Stay Focused Campaign offering businesses and drivers to free online training and resources to improve focus while driving. The Stay Focused resources are available at www.norfolk.gov.uk/stayfocused and show you how you can train your brain to keep your mind alert while driving. It includes a quiz developed by the Open University to test how focused you are when you drive.

Bus passenger figures continue to rise across Norfolk. Latest figures from bus operators across Norfolk show that the number of passengers has increased by 12% for the first quarter of this financial year. There were more than 6.9 million journeys taken by bus during April, May and June 2024 compared to 6.1 million for the same period in 2023. This follows the figures released in April which confirmed an annual rise of 16% for April 2023 to March 2024. It is now two years since NCC received £49.55 m of funding from the DfT to improve bus services across the county and increase number of journeys made by bus.

Great Yarmouth's Herring Bridge scoops national award. Herring Bridge, which was constructed by BAM Farrans Joint Venture for NCC has won Road Bridge of the year at the inaugural New Civil Engineer Bridges Awards. Herring Bridge, Great Yarmouth's Third River Crossing is a nationally significant infrastructure project, designed to ease traffic congestion, improve journey reliability and generate investment and regeneration in the town and wider borough. The Road Bridge Project of the Year sought to recognise excellence in new build or major road refurbishment project in the UK, in the last year.

Now that the bird nesting season has finished may I remind people to cut their trees and hedges back that are growing into the highway and over public footpaths, which will improve the safety for everyone.

Best Wishes

Martiin

Appendix 2

HARLESTON TOWN COUNCIL - AUGUST MEETING 2024 DISTRICT COUNCILLORS' REPORT

It has been a good month for local events. Firstly, I would like to commend the Town Council on the Summer Beach Party at the beginning of August. There was a wonderful atmosphere, and the event appeared to be a great success. Then, on Monday this week there was the Summer Festival Fun Day on the Recreation Ground, arranged by Harleston's Future which drew record crowds.

Remaining with local events. I have been supporting the Historical Society in their community wide Harleston Heritage Open Days programme. They achieved eleven listings in the Norfolk regional booklet out of only 21 for all South Norfolk. This puts Harleston as a top contributor to this national programme and raises the profile of the town. I understand that some events sold out within the first hour of booking opening. South Norfolk Council funded the printing of 5,000 Harleston leaflets. These have been hand delivered by volunteers from various groups to homes throughout Harleston. Cllr Martin Wilby and I joined forces to deliver some flyers ourselves. It is encouraging to see advertising in local windows with many shops supporting the programme. It is amazing how many have joined in, I lost count when looking at the paintings in shop windows. Harleston Information Plus are helping with a town trail and local groups are sponsoring individual events, this is a great example of the community working together.

Much has been said about the invasion of the pylons. South Norfolk Council issued a response to the Statutory Consultation on the Norwich to Tilbury Project. In summary 'Whilst recognising the potential importance of the Norwich to Tilbury project, in meeting the need to increase capacity to the electricity network, the Council maintains our objection to the proposed project as it stands. We still consider that a coordinated, Offshore approach would be our preferred solution, to minimise onshore infrastructure. If this is proven to be undeliverable then the Council considers that support should be given to the Undergrounding the whole route'. The response can be found at: <https://www.southnorfolkandbroadland.gov.uk/nationally-significant-infrastructure-projects/norwich-tilbury-formally-east-anglia-green-planning-inspectorate-reference-en020027>

South Norfolk Council have sent a further response to questions raised by the Town Council regarding the 5 years land supply. I will put on record that similar situations have arisen with other planning applications and the advice and decisions have been consistent. There was even an application this morning.

Planning rules and regulations are complex with legal implications. Indeed, we as District Councillors receive training before we can sit on the committee and regular updates. I have specifically asked for guidance on the procedures surrounding determining money for local infrastructure to meet the demands of additional housing. Since your last meeting, a Town Councillor enquired about training in the planning process. I welcome and support such initiative and interest, and hope that something can be arranged at a local level.

In response to rising instances, Councillors are to receive training on dealing with online abuse and harassment. This will address handling abusive correspondence, keeping safe online, and ways to report unacceptable behaviour. I welcome the training as I am aware

from experience the distress which can result from unwelcomed messages. This may be something of interest at a local level.

I met with the Waveney Volunteers for Nature as they prepared an area of the cemetery for wildflower seeding. They have further offered to help manage an area at the allotments. Their assistance may assist the Town Council fulfill its ambition of managing its own land for nature and demonstrating continued commitment towards the designation of the entire parish as a Nature Recovery Area.

Last month I mentioned that Councillors are now encouraged to take an item of food each time there is full Council meeting. South Norfolk Council proudly received a certificate of recognition from Waveney Foodbank for the first donation. This was issued by our very own Matt Scade. I would like to add my appreciation to the many already voiced, for the work of Matt and the Foodbank.

I continue to hold a regular surgery. The next one is on Saturday 14 September 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

HARLESTON TOWN COUNCIL - AUGUST MEETING 2024 DISTRICT COUNCILLORS' REPORT

The last month has seen a return to normal service at South Norfolk District Council following the General Election. After a month without many meetings there has been a sense of making up for lost time in the last few weeks. By way of contrast, one aspect of being a District Councillor that didn't slow down in the lead up to the election was requests for assistance from people in our community. While it is unfortunate that people have issues that require assistance, I have to say that it is this aspect of my role that I enjoy and appreciate the most. I am always happy to try to help any of you who contact me and, while I can't always promise that I will be able to solve the problem, I can assure you that I will do everything I can to find the right information from the right people to give the best chance of finding solutions.

Interestingly, one of the simpler but surprisingly common questions I've been asked has been about the different roles and functions that each tier of local government provides. It certainly seems that there is some confusion about what each council and their councillors are responsible for doing. As a result, I thought it might be a good idea to put a broad and basic explanation here.

The closest tier of government to all of us are Parish and Town Councils. These have responsibility for many local amenities like allotments, public clocks, bus shelters, play areas and equipment, and they act as statutory consultees on planning issues. The next tier is the District Council, which deals with rubbish collection, recycling, council tax collection, housing, and is the local planning authority that deals directly with all planning applications. The County Council is the highest tier of local government and it is responsible for services across the entire county. These include: education, transport, fire and public safety, social care, libraries, waste management, and trading standards.

This list is obviously far from exhaustive and there is some crossover in responsibilities and also certain things which slip through the cracks between the different councils. For this reason, I am always willing to address any issues even if they are not technically the responsibility of South Norfolk District Council. Like the other local councillors, I am here to serve the community and as a result, I will always pass on your concerns to whichever council is best equipped to deal with your problems. I believe that is the best way to make sure that appropriate help is provided.

As a side note on providing help, I'd like to draw your attention to the work of a charity that is outside of our ward but I still think is deserving of support. I was recently lucky enough to pay a visit to Emmaus Norfolk and Waveney, who are based at the former convent at All Hallows, Ditchingham. As you may well be aware, they are a homeless charity that offers a home, work opportunities, personal support, and provides the kind of stable environment that allows homeless men and women to rebuild their lives. Their latest campaign involves a 450 mile Walk of Kindness from Wales to Norfolk to help end homelessness. This will take place between August 26th and October 10th, which is World Homelessness Day. If you would like to learn more about this campaign, the charity, or how you can help out or get involved then please visit <https://emmaus.org.uk/norfolk-waveney/>

Unfortunately, I won't be available for my usual councillor surgery on the last Saturday of this month, but I will return to Harleston Information Plus on Saturday 28th September between 10am and 12. Until then, you can also contact me by email on James.Eddy@southnorfolkandbroadland.gov.uk

All the best,
James

DRAFT

Town Council – Progress Report – 25th September 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 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	All information available for this meeting .
Full Council	Wednesday 24th 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	Town Clerk	ASAP	Contacted the Leisure Services Manager at SNDC, who confirmed he will speak with his colleagues and work

Town Council – Progress Report – 25th September 2024

			club's request in the future.			with the Town Council to resolve this matter. Ongoing.
Full Council	Wednesday 28 th August Item 6	Hedges	Questions were raised about hedges and when they can be cut. Cllr Wilby informed that hedges can be cut at any time of the year if they are dangerous, and you can check for birds nesting before cutting. An additional letter to be sent to the Factory Shop in September.	Administrator	September	Letter Sent Matter Closed
Full Council	Wednesday 28 th August Item 6	Online harassment and abuse	Cllr Scade to forward information to District Cllr Graham	Cllr Scade	ASAP	
Full Council	Wednesday 28 th August Item 7	TPO	Deputy Clerk to respond to the order but highlight that the overriding concern of the Town Council is to open Straight Lane as soon as possible.	Deputy Clerk	ASAP	Response provided. Matter Closed
Full Council	Wednesday 28 th August Item 8	Cripps Street Lighting	Deputy Clerk to follow up on the questions previously sent and request answers before a final decision is made.	Deputy Clerk	September meeting	Q and A available for the September meeting. Matter Closed
Full Council	Wednesday 28 th August Item 9	Parish Partnership	Agreed to defer to the Amenities committee meeting with councillors to come forward with ideas before a budget amount can be agreed.	Deputy Clerk	September Amenities Meeting	Added to agenda. Matter Closed
Full Council	Wednesday 28 th August Item 10	Youth Forum/Council	Agreed that the Working Party to make a formal presentation at the October meeting including a draft budget.	Youth Working Party	October meeting	

Town Council – Progress Report – 25th September 2024

Full Council	Wednesday 28 th August Item 12	Food Vendors	Office Administrator to contact the vendor to confirm a start date.	Administrator	ASAP	
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Telephone and Broadband Contract Briefing Paper

Purpose – To provide councillors with options for Telephone and broadband as the council is currently still working on an analogue system which will become obsolete at the end of the year and an upgrade to fibre is needed.

Proposal – To consider the cost from the two operators that have provided quotes for upgrades and subsequent 24-month contract.

Aim – To make recommendations to the town council on the option that will fulfil the needs of the council.

Quotes

Ocean Telecom ((Current provider)

2 x FTTP (fibre to the premises) broadband services. The cost is £0 upfront and then £47.50 each per month. £95 total cost.

The phone lines of 01379 854519 and the gym of 01379 852088 need to be ported to become internet lines otherwise we run the risk of them being cut off. This can be done for £15 per month each, this includes all calls and an updated internet based handset. £30 per month total cost.

Total cost for telephone and broadband £125 plus VAT ongoing for 24 months. There is one upfront cost of £250 for the Engineers to come to site and plug in the phones and change the internets over.

The latest bill is £149 including calls so we are getting a new phone system, hardware and now calls are included for less than you we currently paying. We are also future proofing the council for telecoms and will not run the risk of everything being switched off later in the year.

The Deputy Clerk obtained a quote from XLN Telecom Ltd, which presented a more affordable option. However, after extensive discussions with both companies, the Deputy Clerk concluded that XLN Telecom would likely be unable to meet the Council's needs effectively.

Consequently, the Deputy Clerk recommends that the Council continue its contract with Ocean Telecom. Ocean Telecom not only possesses a thorough understanding of the building's requirements but has also demonstrated excellent customer service, particularly in addressing recent issues with the internet connection.

Redenhall with Harleston Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

The audit of accounts for Redenhall with Harleston Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.

The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Redenhall with Harleston Town Council on application to:

Clare Crane – Town Clerk
Town council offices
Memorial leisure centre
Wilderness lane
Harleston
IP20 9DD

By appointment only
See the website for the office hours
www.harleston-tc.gov.uk
Email enquiries@harleston-tc.gov.uk
Call 01379 854519

Copies will be provided to any local government elector of the area on payment of £5 for each copy of the Annual Governance & Accountability Return.

Announcement made by: *Mrs C Crane (Town Clerk)*

Date of announcement: 2nd September 2024

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Redenhall with Harleston Town Council – NO0356**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

09/08/2024

Black – Questions to Cripps

Green – Answers from Cripps

Red – Questions to NCC

Blue - Answer from NCC

Q to Cripps

The S38 agreement includes the developer covering the installation costs for all lighting?

A from Cripps

If Norfolk County Council agree that Street lighting is indeed necessary, then yes, Cripps will procure and install columns as part of the S38 agreement.

Q to NCC

Can you please confirm the above.

A from NCC

All design and street light installation work is paid for by the developer. You only start paying for the electric used & maintenance for the street lights once you adopt the lighting. Please note the design is to your specifications / requirements.

Q to Cripps

There will be maintenance agreement in place for a period following the installation, which will be the developer's responsibility. Typically, this maintenance period is one year, during which the developer will cover costs for any accidents, damage, or energy use?

A from Cripps

Correct. The length of the period of maintenance is determined by the Norfolk County Council, this is usually six months for smaller estates which are less than 100 dwellings.

Q to NCC

Can you please confirm the above.

A from NCC

As mentioned above, only once they are your assets will you pay for energy and maintenance for the street lights. Please note the maintenance period mentioned by the developer above only starts once everyone involved (NCC highway construction – You the street lights) is happy the work has been completed as designed. From experience this can vary greatly from site to site.

Q to Cripps

After the maintenance period ends, someone from your team will inspect the site to ensure everything is in order.

A from Cripps

An inspection will be undertaken by Norfolk County Council Highways Engineers for all elements of the S38 at the end of the construction period.

Once the construction period ends, NCC Highways usually write to the Parish/Town Council, for the Parish/Town to confirm that lighting is in a sound state.

Q to NCC

Can you please confirm the above.

A: That is not correct – In this case you will need to arrange someone to inspect the lights and ensure they are working safely/ properly before you sign to say you are happy with them. The NCC developer services team will instruct these inspections when ready. NCC will only responsible for inspection and signing off the highway elements.

Q to Cripps

Cripps will be responsible for maintaining the streetlights until the everything relevant is formally handed over to NCC Highways as part of the S38 agreement.

A from Cripps

Yes, this is correct; however once handover has taken place at the end of the S38 maintenance period, as stated in the letter dated 2nd July 2024 from NCC, all column and lantern maintenance and electrical billing etc. will be the sole responsibility of the Town Council indefinitely.

Q to NCC

Can you please confirm the above.

A from NCC

That is correct.

Q to Cripps

The proposed lighting columns should match the existing streetlights in the town.

A from Cripps

Column specification and approval will be to the discretion of the County Council's Highways team, and is outside of The Developer's control (unless special circumstances such when building in a Conservation Area etc).

The columns are typically the newest specification LED model.

Personally, I suspect the columns and their lanterns will look most like the ones that were in recent years on Harvest Way (The Estate build by Persimmon Homes).

Q to NCC

Can you please confirm the above.

A from NCC:

We would recommend LED lanterns, but the exact specification will ultimately be the parishes decision as the adopting authority. We are happy to offer advice on equipment specification which the developer will be able to use to procure a design.

The costs involved are often a reason why Town/Parish councils do not wish to have on-estate street lighting installed.

I believe a popular alternative to not having columns that the developer (Cripps) has utilised elsewhere has involved them installing timed lanterns to the front elevations of all properties as an alternative, to ensure good design.

The lanterns would be maintained by the freeholder of each respective dwelling.

Q to NCC

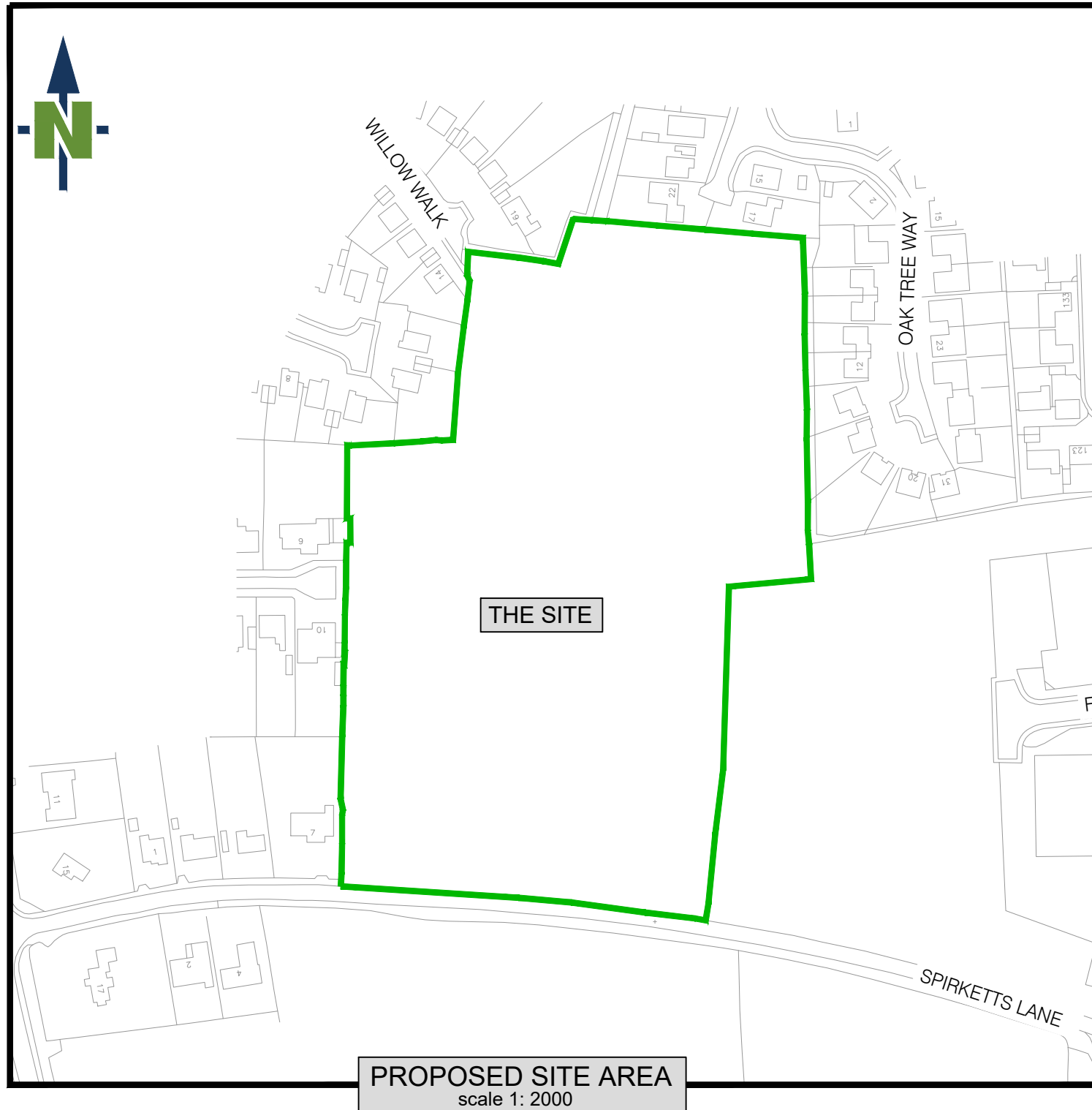
Is this an option for this development?

A from NCC

Private lighting for the public highway is not permitted however building mounted lights for property frontages, driveways, etc is common and would be acceptable.

Note from NCC

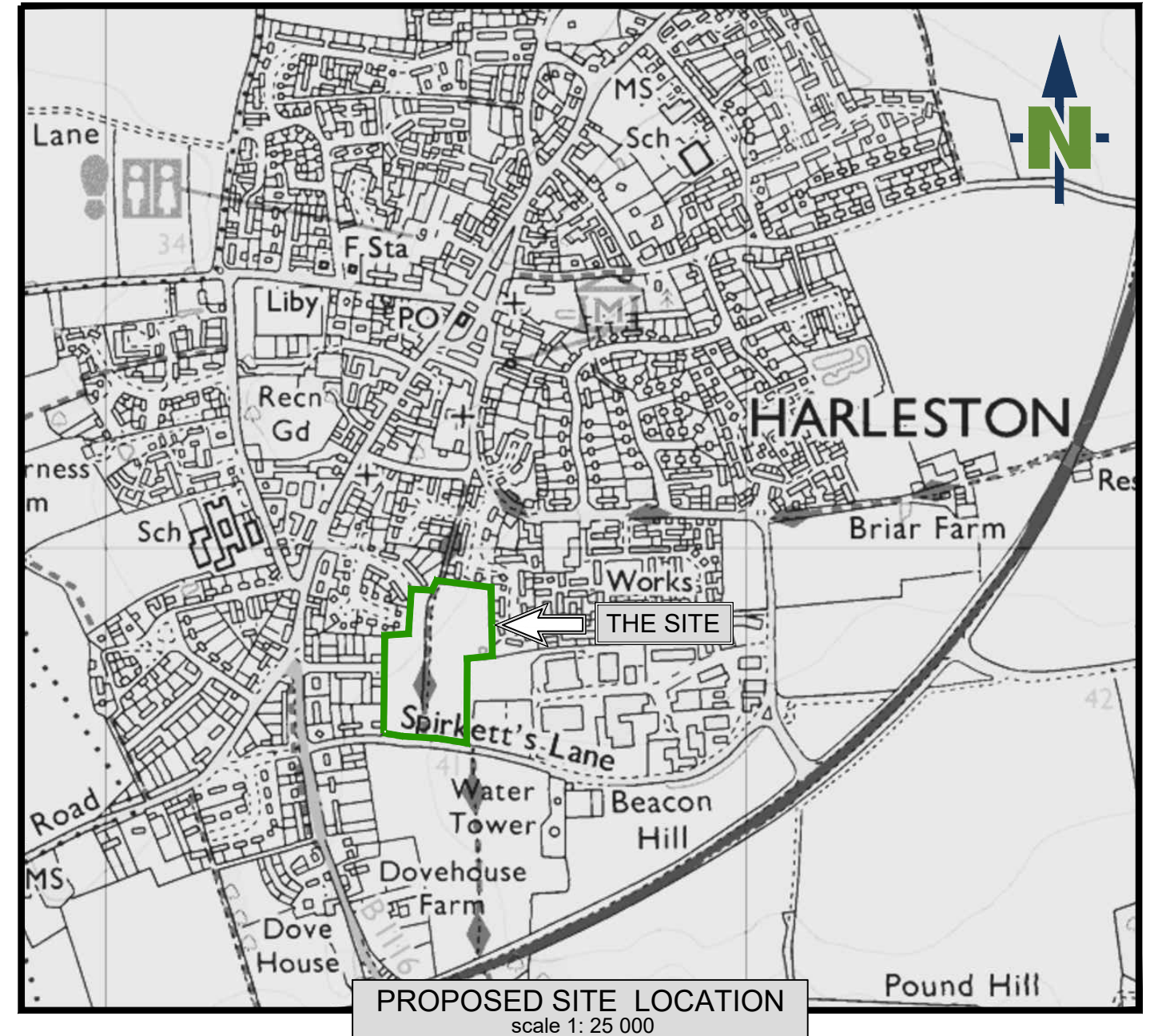
Just to be clear on a basic principle here, if the town did want to take on street lighting, we would include this in section 38 agreements. The developer would then be responsible for providing this lighting to your requirements. We are happy to offer advice if required.



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

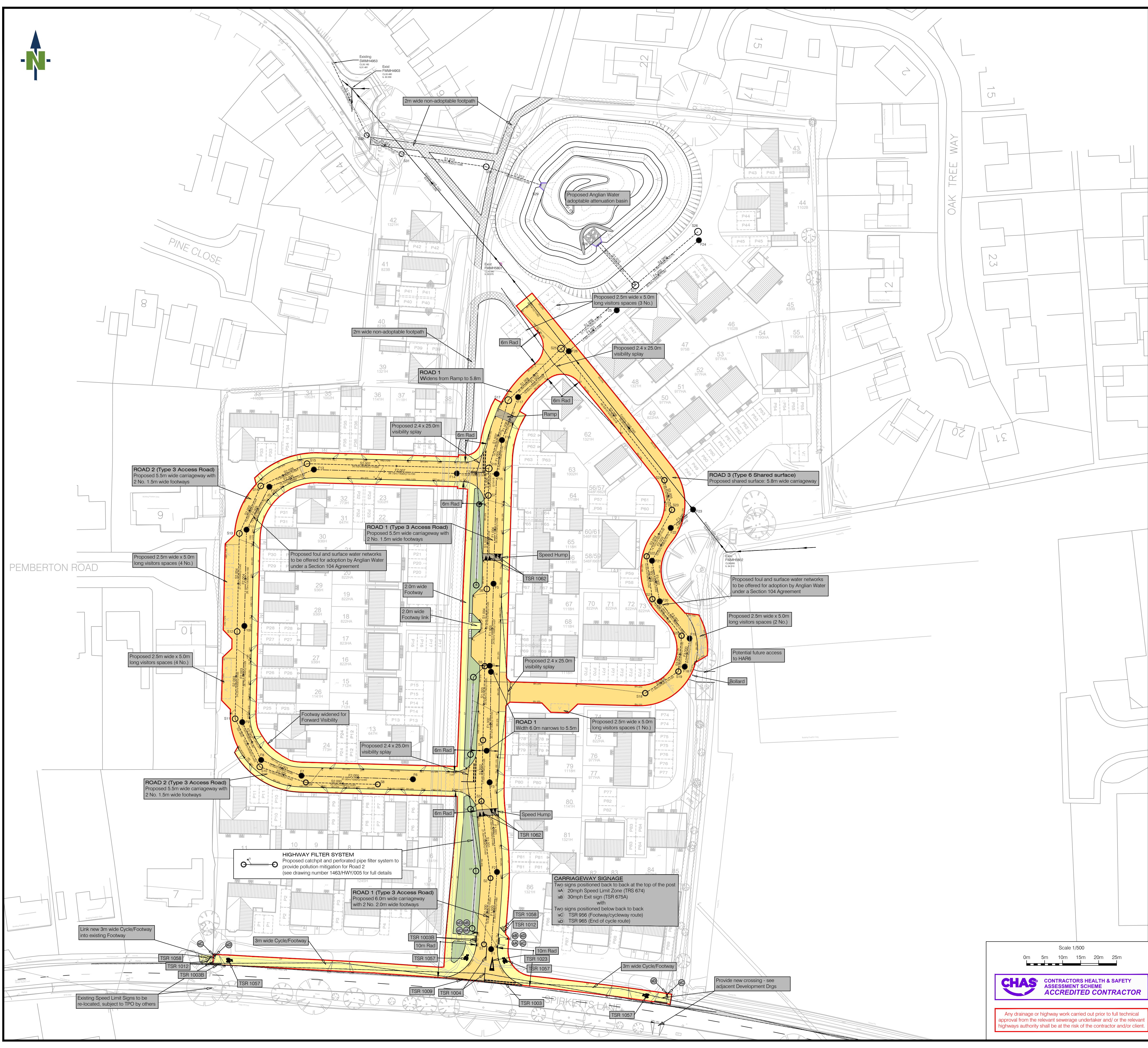


Any drainage or highway work carried out prior to full technical approval from the relevant sewerage undertaker and/ or the relevant highways authority shall be at the risk of the contractor and/or client.



Rev.	Revisions	Date
-	Original Drawing.	13.06.24
Job Title		
SPIRKETTS LANE, HARLESTON NORFOLK		
Drawing Title		
LOCATION PLAN		
Drawn By DH		
Checked By JPM		
Scale AS SHOWN (A3)		
Date 13 JUNE 2024		

Client	CRIPPS DEVELOPMENTS
Drawing Status	For Comment
ASD CONSULTANTS	
ASD Consultants 16A Bridge Street Halesworth Suffolk, IP19 8AQ	
Tel: 01986 872250 www.ASD-consultants.co.uk enquiries@ASD-consultants.co.uk	
Drg No. 1463/LOC/001	Rev. -



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

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

Doc No. 1465/HWT/001 Rev. -

10/09/2024

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1050 Sale Of Dog Bags	0	46	60	14			76.5%	
1093 Pride In Place - Grant	0	1,313	0	(1,313)			0.0%	
1099 Miscellaneous Income	139	139	0	(139)			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	2	1,581	1,000	(581)			158.1%	
1196 Apprenticeship	0	0	2,000	2,000			0.0%	
Administration :- Income	140	210,247	416,817	206,570			50.4%	291
4000 Salaries	10,241	50,393	119,745	69,352		69,352	42.1%	
4001 Paye/Ni	2,433	9,372	40,482	31,110		31,110	23.2%	
4006 Pension Contributions	3,162	12,058	45,327	33,269		33,269	26.6%	
4007 Bank Charges	14	86	300	214		214	28.6%	
4010 Staff Training/ Conferences	30	119	500	381		381	23.8%	
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	0	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	34	453	1,200	747		747	37.7%	
4033 Subscriptions	298	1,351	1,500	149		149	90.1%	
4034 Licences	0	105	200	95		95	52.5%	
4035 IT Equipment	0	0	500	500		500	0.0%	
4036 IT Software	0	265	500	235		235	52.9%	
4037 IT Support and Consumables	0	725	700	(25)		(25)	103.6%	
4039 Sundries	90	210	500	290		290	42.1%	
4040 Telephones/Broadband	90	417	800	383		383	52.2%	
4044 Hospitality	0	0	50	50		50	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4055 Electricity	77	446	1,200	754		754	37.2%	
4057 Advertising	0	0	500	500		500	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Health & Safety - Compliance	0	0	150	150		150	0.0%	
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4093 Pride In Place - Grant	1,313	3,413	0	(3,413)		(3,413)	0.0%	
4099 Miscellaneous Expenses	0	63	500	437		437	12.6%	
4101 Hedge & Tree Maintenance	0	0	300	300		300	0.0%	
4105 Tree Assessment survey	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4139 Dog Bags - purchase	0	67	60	(7)		(7)	111.1%	
4168 Air Conditioning	317	317	500	183		183	63.4%	
4195 Insurance Claims Expenditure	0	784	0	(784)		(784)	0.0%	
Administration :- Indirect Expenditure	18,099	86,229	226,664	140,435	0	140,435	38.0%	0
Net Income over Expenditure	(17,959)	124,018	190,153	66,135				
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	(17,959)	123,728						
<u>103 Team Harleston</u>								
1014 Town Events	130	555	0	(555)			0.0%	
1081 Event Sponsorship	0	600	0	(600)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	130	1,355	0	(1,355)				0
4014 Town Events	2,374	6,508	5,000	(1,508)		(1,508)	130.2%	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	2,374	6,508	6,300	(208)	0	(208)	103.3%	772
Net Income over Expenditure	(2,245)	(5,154)	(6,300)	(1,146)				
6000 plus Transfer from EMR	0	772						
Movement to/(from) Gen Reserve	(2,245)	(4,382)						
<u>105 Grants & Donations</u>								
4090 Grants	0	9,255	10,000	745		745	92.5%	
Grants & Donations :- Indirect Expenditure	0	9,255	10,000	745	0	745	92.6%	0
Net Expenditure	0	(9,255)	(10,000)	(745)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Loan Repayments								
4095 Loan Repayments	4,402	4,402	8,803	4,401		4,401	50.0%	
Loan Repayments :- Indirect Expenditure	4,402	4,402	8,803	4,401	0	4,401	50.0%	0
Net Expenditure	(4,402)	(4,402)	(8,803)	(4,401)				
121 Environmental								
1083 Planter Sponsorship	200	600	0	(600)			0.0%	
Environmental :- Income	200	600	0	(600)				0
4083 Planters	0	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	0	281	4,430	4,149	0	4,149	6.3%	223
Net Income over Expenditure	200	319	(4,430)	(4,749)				
6000 plus Transfer from EMR	0	223						
Movement to/(from) Gen Reserve	200	543						
122 Street Lighting								
4151 Street Lights Electricity	0	3,086	9,000	5,914		5,914	34.3%	
4152 Street Lights Maintenance	85	340	1,020	680		680	33.3%	
Street Lighting :- Indirect Expenditure	85	3,426	10,020	6,594	0	6,594	34.2%	0
Net Expenditure	(85)	(3,426)	(10,020)	(6,594)				
123 Car Parks								
1030 Car Park Donations - Business	18	265	4,000	3,735			6.6%	
1031 Car Park Donations - PC's	0	900	1,075	175			83.7%	
1032 Car Park Donations - Co op	5,000	15,000	30,000	15,000			50.0%	
Car Parks :- Income	5,018	16,165	35,075	18,910			46.1%	0
4051 Business Rates	1,357	6,787	15,100	8,313		8,313	44.9%	
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%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4136 Car Park Lease	0	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	1,357	25,483	55,770	30,287	0	30,287	45.7%	0
Net Income over Expenditure	3,661	(9,318)	(20,695)	(11,377)				
<u>124 Cemetery</u>								
1020 Cemetery - Burials	0	600	6,500	5,900			9.2%	
1021 Cemetery - Interment Of Ashes	50	50	0	(50)			0.0%	
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	50	1,660	6,500	4,840			25.5%	0
4018 Vehicle Fuel Costs	0	52	0	(52)		(52)	0.0%	
4099 Miscellaneous Expenses	0	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	42	42	500	458		458	8.4%	
4130 Cemetery Income Share	0	0	715	715		715	0.0%	
Cemetery :- Indirect Expenditure	42	4,135	1,715	(2,420)	0	(2,420)	241.1%	4,011
Net Income over Expenditure	8	(2,475)	4,785	7,260				
6000 plus Transfer from EMR	0	4,011						
Movement to/(from) Gen Reserve	8	1,536						
<u>125 Markets</u>								
1040 Market Rents	120	930	430	(500)			216.3%	
Markets :- Income	120	930	430	(500)			216.3%	0
4053 Market Rates	28	139	330	191		191	42.3%	
4055 Electricity	0	104	100	(4)		(4)	103.9%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	28	41	430	389	0	389	9.6%	0
Net Income over Expenditure	92	889	0	(889)				
<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	308	350	42		42	88.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	<u>0</u>	<u>1,077</u>	<u>3,450</u>	<u>2,373</u>	<u>0</u>	<u>2,373</u>	<u>31.2%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,077)</u>	<u>(1,566)</u>	<u>(489)</u>				
<u>129 War Memorial</u>								
4104 War Memorial - refurbishment	0	2,700	0	(2,700)		(2,700)	0.0%	2,700
4111 War Memorial Maintenance	0	3	0	(3)		(3)	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>2,703</u>	<u>0</u>	<u>(2,703)</u>	<u>0</u>	<u>(2,703)</u>		<u>2,700</u>
Net Expenditure	<u>0</u>	<u>(2,703)</u>	<u>0</u>	<u>2,703</u>				
6000 plus Transfer from EMR	0	2,700						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3)</u>						
<u>130 Clock Tower</u>								
4112 Clock Tower Maintenance	2	10,680	500	(10,180)		(10,180)	2136.0%	10,305
4119 Maintenance - General	0	0	0	(0)		(0)	0.0%	
Clock Tower :- Indirect Expenditure	<u>2</u>	<u>10,680</u>	<u>500</u>	<u>(10,180)</u>	<u>0</u>	<u>(10,180)</u>	<u>2136.0%</u>	<u>10,305</u>
Net Expenditure	<u>(2)</u>	<u>(10,680)</u>	<u>(500)</u>	<u>10,180</u>				
6000 plus Transfer from EMR	0	10,305						
Movement to/(from) Gen Reserve	<u>(2)</u>	<u>(375)</u>						
<u>131 Public Toilets</u>								
4000 Salaries	318	1,591	3,212	1,621		1,621	49.5%	
4001 Paye/NI	77	308	1,081	773		773	28.5%	
4006 Pension Contributions	111	444	1,191	747		747	37.3%	
4039 Sundries	0	(30)	100	130		130	(30.2%)	
4047 Cleaning Material/Consum- 4039	77	192	400	208		208	47.9%	
4052 Water Charges	89	356	1,000	644		644	35.6%	
4055 Electricity	0	0	520	520		520	0.0%	
4071 Health & Safety - Compliance	0	440	0	(440)		(440)	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	<u>672</u>	<u>3,335</u>	<u>8,004</u>	<u>4,669</u>	<u>0</u>	<u>4,669</u>	<u>41.7%</u>	<u>0</u>
Net Expenditure	<u>(672)</u>	<u>(3,335)</u>	<u>(8,004)</u>	<u>(4,669)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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	780	1,800	1,020			43.3%	
1003 Ground Rent - Bowls	45	270	540	270			50.0%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	75	0	(75)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	210	1,125	3,340	2,215			33.7%	0
4000 Salaries	2,279	10,169	25,047	14,878		14,878	40.6%	
4001 Paye/NI	575	1,980	8,056	6,076		6,076	24.6%	
4006 Pension Contributions	799	2,631	9,327	6,696		6,696	28.2%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	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	40	130	90		90	30.8%	
4041 Mobile Phones	8	38	75	37		37	50.8%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4052 Water Charges	0	0	500	500		500	0.0%	
4055 Electricity	23	134	600	466		466	22.3%	
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	0	31	0	(31)		(31)	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	882	2,445	4,100	1,655		1,655	59.6%	
4107 Leased Plant	320	1,280	3,500	2,220		2,220	36.6%	
4119 Maintenance - General	35	314	600	286		286	52.3%	
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	0	41	300	259		259	13.7%	
4141 Dog Bin Servicing	0	0	1,000	1,000		1,000	0.0%	
4145 Waste Removal	201	853	2,340	1,487		1,487	36.4%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	0	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	5,132	24,588	65,310	40,722	0	40,722	37.6%	0
Net Income over Expenditure	(4,922)	(23,463)	(61,970)	(38,507)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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	14,368	72,872	150,000	77,129			48.6%	
1060 Gym - Classes	235	1,604	5,000	3,396			32.1%	
1062 Gym - Food & Drink - Confectio	351	2,371	1,000	(1,371)			237.1%	
1063 Gym - Membership SO's	21	105	0	(105)			0.0%	
1064 Gym - Membership Cash	2,206	11,776	19,000	7,224			62.0%	
1065 Gym - Personal Training	323	1,879	4,000	2,121			47.0%	
1066 Gym - Room Hire	72	72	0	(72)			0.0%	
1067 Gym - Squash Courts	339	2,570	8,000	5,430			32.1%	
1068 Gym - Tennis	823	1,683	2,000	317			84.2%	
1070 Protein Food and drink	452	2,383	3,000	617			79.4%	
1073 Re-sales	8	34	200	166			17.1%	
1075 Table Tennis	12	25	0	(25)			0.0%	
1086 Gym - Merchandise	0	120	0	(120)			0.0%	
Gym :- Income	19,209	97,493	192,200	94,707			50.7%	0
4000 Salaries	7,159	35,692	82,140	46,448		46,448	43.5%	
4001 Paye/Ni	1,749	7,368	23,929	16,561		16,561	30.8%	
4006 Pension Contributions	1,588	6,981	30,577	23,596		23,596	22.8%	
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	0	505	1,000	495		495	50.5%	
4034 Licences	12	440	4,400	3,960		3,960	10.0%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	967	1,800	833		833	53.7%	
4039 Sundries	15	88	1,200	1,112		1,112	7.3%	
4040 Telephones/Broadband	60	299	650	351		351	46.0%	
4041 Mobile Phones	10	40	100	60		60	40.4%	
4045 Insurance	0	1,096	1,050	(46)		(46)	104.4%	
4054 Water Charges - building	0	561	2,090	1,529		1,529	26.9%	
4055 Electricity	131	758	2,500	1,742		1,742	30.3%	
4056 Gas	28	142	1,200	1,058		1,058	11.8%	
4057 Advertising	0	274	1,000	726		726	27.4%	
4071 Health & Safety - Compliance	0	57	1,000	943		943	5.7%	
4086 Gym - Merchandise	0	171	0	(171)		(171)	0.0%	
4099 Miscellaneous Expenses	0	253	100	(153)		(153)	252.9%	
4116 DBS Checks	0	63	130	67		67	48.5%	
4119 Maintenance - General	0	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%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4126 Gym Equipment Purchases	0	0	2,000	2,000		2,000	0.0%	
4128 Gym Contract Maintenance	153	764	2,200	1,436		1,436	34.7%	
4129 Gym sundries	73	307	1,000	693		693	30.7%	
4159 Gym membership refunds	0	374	300	(74)		(74)	124.5%	
4160 Gym Class Fees	854	3,401	7,000	3,599		3,599	48.6%	
4162 Food & Drink For Resale	280	880	2,100	1,220		1,220	41.9%	
4163 Protein products	366	1,515	2,000	485		485	75.8%	
4166 Uniforms	0	36	350	314		314	10.2%	
4167 Gym DD Arrangement Fees	930	4,707	8,400	3,693		3,693	56.0%	
4168 Air Conditioning	317	317	500	183		183	63.4%	
Gym :- Indirect Expenditure	13,905	68,750	186,121	117,371	0	117,371	36.9%	0
Net Income over Expenditure	5,304	28,743	6,079	(22,664)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	300	4,584	3,000	(1,584)			152.8%	
Leisure Centre building :- Income	300	4,584	3,000	(1,584)			152.8%	0
4000 Salaries	1,645	8,020	20,911	12,891		12,891	38.4%	
4001 Paye/NI	394	1,604	5,615	4,011		4,011	28.6%	
4006 Pension Contributions	458	1,785	7,614	5,829		5,829	23.4%	
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	0	478	1,500	1,022		1,022	31.8%	
4051 Business Rates	986	4,925	12,300	7,375		7,375	40.0%	
4055 Electricity	540	3,123	8,400	5,277		5,277	37.2%	
4056 Gas	113	568	6,000	5,432		5,432	9.5%	
4071 Health & Safety - Compliance	0	308	2,000	1,692		1,692	15.4%	
4072 Security	285	510	1,000	490		490	51.0%	
4119 Maintenance - General	57	129	1,000	871		871	12.9%	
4121 Maintenance - Contractors	0	2,113	3,000	887		887	70.4%	
Leisure Centre building :- Indirect Expenditure	4,477	26,990	72,640	45,650	0	45,650	37.2%	0
Net Income over Expenditure	(4,177)	(22,406)	(69,640)	(47,234)				
<u>498 Section 106</u>								
4498 Section 106	8,031	8,031	0	(8,031)		(8,031)	0.0%	
Section 106 :- Indirect Expenditure	8,031	8,031	0	(8,031)	0	(8,031)		0
Net Expenditure	(8,031)	(8,031)	0	8,031				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

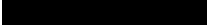
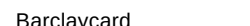
Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	25,377	334,159	659,246	325,087			50.7%	
Expenditure	58,607	285,915	660,157	374,242	0	374,242	43.3%	
Net Income over Expenditure	(33,230)	48,243	(911)	(49,154)				
plus Transfer from EMR	0	18,011						
less Transfer to EMR	0	290						
Movement to/(from) Gen Reserve	(33,230)	65,964						

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/08/2024	DD001	216.37		216.37		R 	EZ-runner Systems Ltd
01/08/2024	DD001	4,401.67		4,401.67		R 	Salix Loan Repayment
01/08/2024	STO001	183.33		183.33		R 	Gym Repair Services
01/08/2024	STO001		15.00	15.00		R 	Receipt(s) Banked
01/08/2024	STO001		21.00	21.00		R 	Receipt(s) Banked
01/08/2024	PDQ030		114.25	114.25		R 	Receipt(s) Banked
01/08/2024	STO001		9.00	9.00		R 	Receipt(s) Banked
02/08/2024	CHQ 703008	7,000.00		7,000.00		R 	Norfolk County Council
02/08/2024	DD008	89.00		89.00		R 	Anglia Water
02/08/2024	PDQ031		167.40	167.40		R 	Receipt(s) Banked
02/08/2024	BACS002		200.00	200.00		R 	Receipt(s) Banked
02/08/2024	STO002		60.00	60.00		R 	Receipt(s) Banked
02/08/2024	BACS002		72.00	72.00		R 	Receipt(s) Banked
05/08/2024	DD005	9.29		9.29		R 	O2
05/08/2024	DD005	241.61		241.61		R 	Biffa Waste Services Limited
05/08/2024	BANK005	14.23		14.23		R 	Barclays
05/08/2024	BACS005		20.00	20.00		R 	Receipt(s) Banked
05/08/2024	BACS005		80.00	80.00		R 	Receipt(s) Banked
05/08/2024	PDQ001		93.40	93.40		R 	Receipt(s) Banked
05/08/2024	PDQ002		111.30	111.30		R 	Receipt(s) Banked
05/08/2024	BACS005		150.00	150.00		R 	Receipt(s) Banked
05/08/2024	PDQ003		155.45	155.45		R 	Receipt(s) Banked
05/08/2024	BANK005		1.72	1.72		R 	Receipt(s) Banked
05/08/2024	BACS005		50.00	50.00		R 	Receipt(s) Banked
06/08/2024	PDQ004		41.50	41.50		R 	Receipt(s) Banked
07/08/2024	PDQ005		391.15	391.15		R 	Receipt(s) Banked
07/08/2024	BACS007		595.00	595.00		R 	Receipt(s) Banked
07/08/2024	STO007		10.00	10.00		R 	Receipt(s) Banked
08/08/2024	PDQ006		160.23	160.23		R 	Receipt(s) Banked
08/08/2024	DFC008		499.98	499.98		R 	Receipt(s) Banked
08/08/2024	DFC008		12,563.39	12,563.39		R 	Receipt(s) Banked
08/08/2024	BACS008		71,739.15	71,739.15		R 	Receipt(s) Banked
09/08/2024	PDQ007		83.47	83.47		R 	Receipt(s) Banked
09/08/2024	BACS009		77.50	77.50		R 	Receipt(s) Banked
09/08/2024	STO009		9.00	9.00		R 	Receipt(s) Banked
12/08/2024	DD012	75.55		75.55		R 	Barclaycard Merchant
12/08/2024	DD012	12.11		12.11		R 	EE Mobile
12/08/2024	BACS012	2.99		2.99		R 	Coopers
12/08/2024	BACS012	3.00		3.00		R 	Robinsons Traditional Statione
12/08/2024	BACS012	30.00		30.00		R 	Clinks Care Farm
12/08/2024	BACS012	36.00		36.00		R 	Norfolk Association of Local
12/08/2024	BACS012	41.15		41.15		R 	Automated Systems Group Ltd
12/08/2024	BACS012	42.49		42.49		R 	Ugobuild Limited
12/08/2024	BACS012	43.51		43.51		R 	Emorsgate Seeds
12/08/2024	BACS012	45.60		45.60		R 	ESPO
12/08/2024	BACS012	91.80		91.80		R 	Forcefresh Ltd
12/08/2024	BACS012	102.00		102.00		R 	Cozens (UK) Limited
12/08/2024	TRF012	114.49		114.49		R 	Petty Cash

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
12/08/2024	BACS012	160.00		160.00		R 	Party Tings
12/08/2024	BACS012	206.00		206.00		R 	
12/08/2024	BACS012	279.00		279.00		R 	Rejuvenate Yoga
12/08/2024	BACS012	369.00		369.00		R 	
12/08/2024	BACS012	298.00		298.00		R 	Society of Local Council Clerk
12/08/2024	BACS012	342.00		342.00		R 	Sonata security
12/08/2024	BACS012	360.00		360.00		R 	Elite TM Solutions Ltd
12/08/2024	BACS012	384.00		384.00		R 	Ben Burgess Garden Equip
12/08/2024	BACS012	760.80		760.80		R 	Fresh Air Company
12/08/2024	BACS012	1,058.40		1,058.40		R 	Top Garden Services
12/08/2024	BACS012	9,637.39		9,637.39		R 	Action Play & Leisure
12/08/2024	BACS012	1,575.00		1,575.00		R 	Chaplin Farrant
12/08/2024	BACS012	950.87		950.87		R 	
12/08/2024	BACS012	1,834.04		1,834.04		R 	Barclaycard
12/08/2024	BACS012	5,229.04		5,229.04		R 	HMRC Tax and NI
12/08/2024	BACS012	6,116.56		6,116.56		R 	Norfolk Pension Fund
12/08/2024	PC012	114.49		114.49		R 	Petty cash
12/08/2024	PC012	-114.49		-114.49		R 	Petty cash
12/08/2024	BACS012		20.00	20.00		R 	Receipt(s) Banked
12/08/2024	PDQ008		167.30	167.30		R 	Receipt(s) Banked
12/08/2024	PDQ009		128.37	128.37		R 	Receipt(s) Banked
12/08/2024	PDQ010		44.50	44.50		R 	Receipt(s) Banked
12/08/2024	BACS012		100.00	100.00		R 	Receipt(s) Banked
13/08/2024	PDQ011		133.02	133.02		R 	Receipt(s) Banked
13/08/2024	101312		136.31	136.31		R 	Receipt(s) Banked
13/08/2024	101311		167.60	167.60		R 	Receipt(s) Banked
14/08/2024	PDQ012		173.05	173.05		R 	Receipt(s) Banked
14/08/2024	STO014		10.00	10.00		R 	Receipt(s) Banked
15/08/2024	DD015	28.00		28.00		R 	South Norfolk Council
15/08/2024	PDQ013		254.54	254.54		R 	Receipt(s) Banked
15/08/2024	DFC015		130.40	130.40		R 	Receipt(s) Banked
16/08/2024	DD016	148.29		148.29		R 	Crown Gas & Power
16/08/2024	PDQ014		121.53	121.53		R 	Receipt(s) Banked
19/08/2024	BACS019		20.00	20.00		R 	Receipt(s) Banked
19/08/2024	PDQ015		47.20	47.20		R 	Receipt(s) Banked
19/08/2024	PDQ016		90.88	90.88		R 	Receipt(s) Banked
19/08/2024	PDQ017		23.00	23.00		R 	Receipt(s) Banked
20/08/2024	DD020	179.66		179.66		R 	Ocean Telecom
20/08/2024	PDQ018		51.43	51.43		R 	Receipt(s) Banked
21/08/2024	DD021	925.40		925.40		R 	EDF Energy Customers Liimited
21/08/2024	PDQ019		198.89	198.89		R 	Receipt(s) Banked
21/08/2024	STO021		10.00	10.00		R 	Receipt(s) Banked
22/08/2024	PDQ020		102.90	102.90		R 	Receipt(s) Banked
22/08/2024	DFC022		64.26	64.26		R 	Receipt(s) Banked
23/08/2024	PDQ021		48.80	48.80		R 	Receipt(s) Banked
27/08/2024	DD027	986.00		986.00		R 	South Norfolk Council
27/08/2024	DD027	259.00		259.00		R 	South Norfolk Council
27/08/2024	DD027	1,098.00		1,098.00		R 	South Norfolk Council

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
27/08/2024	BACS027		20.00	20.00		R ☐	Receipt(s) Banked
27/08/2024	PDQ022		164.06	164.06		R ☐	Receipt(s) Banked
27/08/2024	PDQ023		126.50	126.50		R ☐	Receipt(s) Banked
27/08/2024	92.93		92.93	92.93		R ☐	Receipt(s) Banked
27/08/2024	PDQ025		57.93	57.93		R ☐	Receipt(s) Banked
27/08/2024	101313		63.15	63.15		R ☐	Receipt(s) Banked
27/08/2024	101314		91.25	91.25		R ☐	Receipt(s) Banked
28/08/2024	PDQ026		57.40	57.40		R ☐	Receipt(s) Banked
28/08/2024	BACS028		6,000.00	6,000.00		R ☐	Receipt(s) Banked
28/08/2024	BACS028		138.51	138.51		R ☐	Receipt(s) Banked
28/08/2024	STO028		10.00	10.00		R ☐	Receipt(s) Banked
29/08/2024	STO029		45.00	45.00		R ☐	Receipt(s) Banked
29/08/2024	PDQ027		97.00	97.00		R ☐	Receipt(s) Banked
30/08/2024	BACS030	1,600.00		1,600.00		R ☐	
30/08/2024	BACS030	20,041.77		20,041.77		R ☐	Salaries
30/08/2024	BACS030		1,600.00	1,600.00		R ☐	Receipt(s) Banked
30/08/2024	BACS030		-1,600.00	-1,600.00		R ☐	Receipt(s) Banked
30/08/2024	PDQ028		381.03	381.03		R ☐	Receipt(s) Banked
30/08/2024	BACS030		60.00	60.00		R ☐	Receipt(s) Banked
		<u>67,622.41</u>	<u>97,139.63</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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 -	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	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 [REDACTED]	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

Payment List for the 28th August 2024

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Lease	ASL	Photocopier - 29/07/2024 - 21/08/2024	All	£ 40.27			£ 33.56	£ 6.71	£ 40.27	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/08/2024 - 31/08/2024			£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Obligation	Stonechild Meditation	Meditation Classes - July	LCMC		£ 199.00		£ 199.00		£ 199.00	4160 202
FR 4.1	Denmans	Floodlight LED 4000K 50W and Floodlight LED 4000K 10W with PIR	LCMC		£ 34.43		£ 28.69	£ 5.74	£ 34.43	4119 203
FR 4.1	UgoBuild Ltd	FLOPLAST 68 round 92.5"offset bend black	LCMC		£ 7.39		£ 6.16	£ 1.23	£ 7.39	4119 203
FR 4.1	UgoBuild Ltd	Wooden Handle Plunger lge 5"	LCMC		£ 3.82		£ 3.18	£ 0.64	£ 3.82	4119 203
FR 4.1	UgoBuild Ltd	Coach screws, square plate washers and shield Anchor Loose Bolts Yellow	LCMC		£ 8.20		£ 6.84	£ 1.36	£ 8.20	4119 203
	Total UgoBuild								£ 19.41	
FR 4.1	Force Fresh	Cleaning materials	LCMC		£ 186.74		£ 155.62	£ 31.12	£ 186.74	4039 202 4047 203
FR 4.1	Force Fresh	Cleaning materials	LCMC		£ 7.82		£ 6.52	£ 1.30	£ 7.82	4047 203
	Total Force Fresh								£ 194.56	
Payment approved at LCMC meeting 14th August 2024	GRS	Replacements parts for Rower and Spin Bike	LCMC		£ 567.89		£ 473.24	£ 94.65	£ 567.89	4123 202
FR 4.1	GM Autotech	MOT test	TC	88.43			£ 82.83	£ 5.60	£ 88.43	4018 101
FR 4.1	Petty Cash - Maintenance	Diesel for van £30.00 and John Deere £18.65 and petrol for plant £26.47	LCMC/TC		£ 75.12		£ 75.12		£ 75.12	4018/101/201/124

Payments List 9th September 2024

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Stat Duty	HMRC	Employees Salary - August	TC	£ 2,387.77	£ 2,037.35	£ 76.94	£ 4,502.06		£ 4,502.06	4001 Various
Stat Duty	Auditor - External	PKF Littlejohn LLP	TC	£ 1,638.00			£ 1,365.00	£ 273.00	£ 1,638.00	4021 101
Contractual	Cloud Next	Web Hosting	TC	£ 7.20			£ 6.00	£ 1.20	£ 7.20	4036 101
Contractual	Eyelid Productions	Website - Annual website support	TC	100.00			£ 100.00		£ 100.00	4036 101
Stat Duty	Norfolk Pension	Employees Salary - August	TC	£ 3,129.83	£ 2,981.24	£ 110.94	£ 6,222.01		£ 6,222.01	4006 Various
Obligation	Rejuvenate Yoga	Yoga Classs - August	LCMC		£ 194.00		£ 194.00		£ 194.00	4160 202
Obligation		Classes - August	LCMC		£ 234.00		£ 234.00		£ 234.00	4160 202
Obligation	Stonechild Meditation	Meditation Classes - August/September	LCMC		£ 133.00		£ 133.00		£ 133.00	4160 202
Contractual	Tas Valley Fire	Annual Fire Extinguisher Service and 2kg CO2 Fire Extingisher	LCMC		207.00		£ 172.50	£ 34.50	£ 207.00	4071 203
FR 4.1	Barclaycard - Amazon	Amazon - Milk Frother	LCMC		£ 30.98		£ 25.82	£ 5.16	£ 30.98	4162 202
FR 4.1	Barclaycard - My Protein	Protein products	LCMC		£ 159.61		£ 133.01	£ 26.60	£ 159.61	4163 202
FR 4.1	Barclaycard - Cheapestprintonline	Cheapestprintonline - Car Boot Sale posters/flyers for 22nd September	TC		£ 45.60		£ 41.00	£ 4.60	£ 45.60	4014 103
FR 4.1	Barclaycard - Facebook	Facebook - Advertising	LCMC		£ 25.46		£ 25.46		£ 25.46	4057 202
FR 4.1	Barclaycard - Spotify	Spotify - Licence	LCMC		£ 11.99		£ 11.99		£ 11.99	4034 202
FR 4.1	Barclaycard - Facebook	Facebook - Advertising	LCMC		£ 10.00		£ 10.00		£ 10.00	4057 202
FR 4.1	Barclaycard - Amazon	Amazon - Evergreen Goods (waterproof sheets, make your own stickers)	AMENITIES		£ 13.98		£ 11.65	£ 2.33	£ 13.98	4083 121
FR 4.1	Barclaycard - My Protein	Protein products	LCMC		£ 153.94		£ 128.28	£ 25.66	£ 153.94	4163 202
FR 4.1	Barclaycard - Amazon	Amazon - ABE Protein products	LCMC		£ 186.94		£ 155.78	£ 31.16	£ 186.94	4163 202
FR 4.1	Barclaycard - Smarty	Smarty - vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Total to Barclaycard								£ 648.50	
FR 4.1	Magnus PR	Beach Party Brochures & double sided Carboot sale/Volunteer flyers	TC	£ 200.00			£ 200.00		£ 200.00	4014 103
Contractual	Chaplin Farrant	New Community Building	TC	£ 1,575.00			£ 1,312.50	£ 262.50	£ 1,575.00	Project 501
Contractual	Chaplin Farrant	New Community Building	TC	£ 1,001.70			£ 834.75	£ 166.95	£ 1,001.70	Project 501
	Total to Chaplin Farrant								£ 2,576.70	
FR 4.1	HR	HR Support July & August 2024	TC	£ 135.00			£ 135.00		£ 135.00	4023 101
FR 4.1	Screwfix	Toilet Seat White	LCMC		£ 70.47		£ 58.73	£ 11.74	£ 70.47	4119 203
FR 4.1	Linstead Farm & Garden	Drive tube assembly & Drive shaft	LCMC		£ 102.10		£ 85.08	£ 17.02	£ 102.10	4123 201
FR 4.1	Robinsons Traditional Stationery	50 A5 D/S flyers - Gym & A4 Colour	LCMC		£ 21.50		£ 21.25	£ 0.25	£ 21.50	4039 202
FR 4.1	RBL Poppy Appeal	Remembrance wreath	TC	£ 100.00			£ 100.00	£ -	£ 100.00	4082 103
FR 4.1	Petty Cash - Gym & TC	Office sundries - Milk & Batteries - August	LCMC/TC	£ -	£ 25.83		£ 25.83		£ 25.83	4039/101/202