



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

Members of the public are cordially invited to attend the next meeting of **Redenhall with Harleston Town Council's Leisure Centre Management Committee** which will be held at the Leisure Centre Social Room on **Wednesday 9th October 2024 at 6.30pm.**

Signed: Clare Crane - Town Clerk

Date: 4th October 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 14th August 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
- 7) To receive an update from Harleston Shed
- 8) To review the current list of fees and charges for the Gym, Leisure Centre and Recreation Ground and agree prices for 25-26

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

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

- 9) To receive and note the contents of an update report from the Operations Manager and consider and agree the following.
 - a) To consider and agree as recommended by the Operations Manager to proceed with the yearly Tree Survey at a cost of £350.00 + VAT.
 - b) To consider and agree to the Tomograph test on T6 Oak Tree at a cost of £310.00 plus VAT as advised by AT Coombes.
 - c) To consider and agree the request from Flag Force to place a shed no bigger than 8 x 6 in the compound to store the flags and associated equipment.
 - d) To consider and agree to open an account with Jonas King Locksmiths.
 - e) To consider the highlighted notes by the operations manager in the terms relating to the EVCP and agree to continue with the application
- 10) To receive and note the contents of the Gym membership figures report (Copy herewith)
- 11) 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.
- 12) To receive information regarding the rateable value of the Leisure Centre and Recreation Ground increase due to the installation of the new football stand.
 - a) Agree next steps.
- 13) To agree to nominate a councillor from this committee to review the Emergency Action Plan and risk assessments and make recommendations.
- 14) To consider and approve the request from Harleston's Future for the use of the Recreation Ground on Bank Holiday Monday in August 2025 for the Harleston Waveney Festival.
- 15) Deputy Clerk to give an update on the rough sleeper on the Recreation Ground site.
 - a) Members to consider next step action
- 16) To note that a Smart meter has now been fitted in the Leisure Centre building by EDF.
- 17) To agree the Chair of this committee to attend the budget 25-26 meeting as recommended by the Finance Committee
- 18) To receive, scrutinise and approve the Income and Expenditure report for months 5 (Copy herewith) with month 6 (available at the meeting).
- 19) To receive and approve the contents of the Payments List
 - a) 28th August 2024 (Copy herewith)
 - b) 9th September 2024 (Copy herewith)
 - c) 27th September 2024 (Copy herewith)
- 20) To note the date of the next Leisure Centre Management Committee meeting as Wednesday 4th December 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 14th August 2024 at 6.30pm

Present: Councillors – Lucy Chenery (Chair), Matt Scade (Vice Chair), Paul MBA, Shelagh West, Keith Harrison.

Also Present: Emma Chandler (Deputy Clerk)

Members of the Public: None

- 1) **Welcome**
Cllr Chenery welcomed everyone to the meeting
- 2) **To receive and consider accepting apologies from members unable to attend.**
Apologies received from Cllr Wilkinson due to being out of 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.**
None declared
- 4) **To receive and approve the minutes from the last Leisure Centre Management meeting on Wednesday 12th June 2024.**
Minutes were approved and signed and dated by the Chairman
- 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 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.**
Received and noted
- 8) **To receive and note the contents of the Gym membership figures report**
Received and noted
- 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.**
Councillors reviewed the report and agreed to the following

- i. Equipment repairs at a cost of £567.89
- ii. Purchase of a leg press/hack squat machine at a cost of £1699.99 using the Equipment Purchase budget.

Action – Duty Manager

10) To review the renewal, offer from Crown Gas & Power before the existing contract expires on 30/09/2024 (Copy herewith)

a) Review the renewal offer and decide whether to proceed with it.

This item was not discussed as the gas contract was reviewed at the Town Council Meeting on the 27th March 2024 with councillors agreeing to a new contract with EDF to commence in September 2024.

11) To review the draft EVCP Grant Application Form and approve its submission

Reviewed and approved

Action – Town Clerk

12) To receive, scrutinise and approve the Income and Expenditure report for months 2 & 3 with month 4 (available at the meeting).

Reviewed and approved

13) To receive and approve the contents of the Payments List

a) 11th June

Reviewed and approved

b) 27th June

Reviewed and approved

c) 10th July

Reviewed and approved

d) 23rd July

Reviewed and approved

e) 12th August

Reviewed and approved

14) To discuss the potential usage of the Leisure Centre car park for food vendors and agree actions

Councillors discussed it in detail and agreed that the motion should be recommended to the Town Council for approval subject to the following information being sought.

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

Action - Deputy Clerk

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

Unanimously agreed

Action – Town Clerk

16) To agree to form a working party to draft the Leisure Centre Management budget for 2025/26

Agreed that all members of the committee would make up the Working Party

**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**

Noted

Cllr West confirmed that she would not be available for the next meeting due to being out of the parish.

Meeting ended at 7.20pm

Signed

Date

DRAFT

Leisure Centre Management Committee – Progress Report – October 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	On this agenda 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	Added to the DC notes for the budget meeting. Matter Closed
LCMC	14 th August 2024 Item 9a	Equipment Purchase	Councillors reviewed the report and agreed to the following ➤ Equipment repairs at a cost of £567.89 ➤ Purchase of a leg press/hack squat machine at a cost of £1699.99 using the Equipment Purchase budget.	Duty Manager	As and when	Duty Manager managing the logistics of selling equipment to make space for the new equipment. Purchase to be made once this is complete. Matter Closed
LCMC	14 th August 2024 Item 11	EVCP Grant Application	Approved – Clerk to send application	Town Clerk	ASAP	Completed Matter Closed
LCMC	14 th August 2024 Item 14	Food Vendors	Councillors discussed it in detail and agreed that the motion should be recommended to the Town Council for approval subject to the following information being sought. ➤ How much the vendors will be paying for the pitch on the car park (Minimum £25 per night) ➤ That the area was cleared of rubbish by the vendor each evening and they should be prepared to be off site by 8.30pm ➤ Proposed a three-month trial period	Deputy Clerk	September TC meeting	Added to agenda Matter Closed

Leisure Centre Management Committee – Progress Report – October 2024

LCMC	14 th August Item 15	Reviews	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	Town Clerk	October and March	Review completed Matter Closed
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Membership Report

September 2024

We have had 23 new Direct Debit sign ups this month, 19 of which are 6 month contracts with 11 of those being £32pm adult memberships. We have acquired 3 new direct debit members as a result of the free classes offer that we ran in September and we have had more participants say they are going to sign up also.

We have had a record month for £38pm adult pre pay. We have also had a junior pre pay member change to a £18pm junior 6 month direct debit contract

The majority of the cancellations this month are due to students going back to university, others relocating and time.

2022

Membership (6)	Price PM	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Promo	£24	14	10	0	0	0	0	0	0	0	0	0	0
Adult DD	£29	18	11	15	5	8	9	12	7	11	7	5	3
Concession DD	£23	8	6	7	0	0	2	1	3	1	2	4	2
Junior DD	£15	8	5	5	3	3	6	4	2	1	2	2	1
Corporate							1	1	1	3	3	3	1
Monthly													
Adult							4	9	7	2	4	2	1
Concessionary							1	1	1	1	0	0	1
Junior							0	1	1	2	3	2	0
Pre Pay													
Adult	£35	9	6	6	4	5	10	5	2	5	1	3	0
Concession	£26	1	0	0	0	4	6	1	1	0	0	1	0
Junior	£20	2	3	0	3	3	9	0	4	1	0	0	2
Weekly	£15	4	1	9	7	3	2	1	2	3	2	0	2
Promo						2	2	0	0	0	0	0	0
Overall Figures													
DD		366	386	391	395	397	407	408	427	420	412	410	410
S/O		2	2	2	2	2	2	2	2	2	2	2	2
PrePay		35	39	37	39	35	36	30	29	37	23	23	22
PAYG		17	19	21	21	21	22	22	22	10	10	10	10
Total		420	446	451	457	457	467	462	480	469	447	445	444
Cancellations		6	12	5	2	13	18	9	13	10	6	6	6

2023

Membership (6)	Price PM	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Promo	£24	31	11	0	0	0	1	21	19	0	0	0	0
Adult DD	£29	0	0	12	11	10	4	0	1	15	6	7	3
Concession DD	£23	3	4	4	2	3	1	1	4	3	2	3	2
Junior DD	£15	4	5	0	3	1	0	1	3	1	0	4	3
Corporate	£20	6	9	10	9	9	2	7	7	7	8	4	3
Monthly (zero contract)													
Adult	£32	7	6	3	6	10	1	1	3	2	6	6	5
Concessionary	£26	1	1	2	1	1	1	1	0	2	0	1	2
Junior	£17.50	2	0	3	1	3	0	2	0	2	0	1	0
Pre Pay													
Adult	£35	8	0	1	1	2	22	9	15	15	16	17	11
Concession	£29	0	0	1	0	0	10	6	6	4	2	7	7
Junior	£20	0	1	1	2	0	4	3	6	4	1	5	5
Weekly	£15	1	0	0	5	2	1	12	9	3	6	4	10
Promo									2	0	0	0	0
Overall Figures													
DD		413	444	478	490	512	513	515	532	531	519	541	553
S/O		2	2	2	2	2	2	2	2	2	2	2	2
PrePay		31	26	30	25	29	37	32	38	26	25	29	23
PAYG		10	10	10	10	10	10	10	10	5	5	5	5
Frozen											10	7	4
Total		456	482	520	527	553	562	559	573	564	561	584	587
Cancellations		1	14	5	6	12	14	2	7	11	13	20	9

2024

Membership (6)	Price PM	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Promo	£27	21	6	0	0	0	0	17	15	0			
Adult DD	£32	2	7	7	10	4	9	0	0	11			
Concession DD	£26	7	8	1	1	2	3	5	3	3			
Junior DD	£18	3	6	3	2	0	2	4	0	3			
Corporate	£23	7	7	1	2	1	3	1	3	2			
Monthly (zero contract)													
Adult	£35	3	13	6	10	5	3	2	4	3			
Concessionary	£29	3	1	1	1	1	3	0	0	1			
Junior	£20.50	1	5	2	4	3	0	2	2	0			
Pre Pay													
Adult	£38	13	14	22	20	20	14	17	13	24			
Concession	£32	10	6	13	13	8	11	7	7	4			
Junior	£23	3	1	4	2	2	4	3	4	1			
Weekly	£18	9	7	7	7	2	8	14	11	8			
Promo													
Overall Figures													
DD		0	564	567	575	551	543	555	549	548			
S/O		2	2	2	2	2	2	2	2	2			
PrePay		35	28	46	42	32	37	42	35	37			
PAYG		10	10	10	10	10	10	10	10	10			
Frozen			4	2	5	9	8	11	6	9			
Total		598	608	627	634	604	600	620	602	606			
Cancellations		6	19	12	11	30	9	13	16	19			

09/09/2024

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
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)				
Grand Totals:- Income	19,719	103,202	198,540	95,338			52.0%	
Expenditure	23,515	120,329	324,071	203,742	0	203,742	37.1%	
Net Income over Expenditure	(3,796)	(17,126)	(125,531)	(108,405)				
Movement to/(from) Gen Reserve	(3,796)	(17,126)						

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

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 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

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Cozens	Street Lighting - August	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Lease	Ben Burgess	Lease of John Deere - 01/09/2024 - 30/09/2024	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Obligation	Stonechild Meditation	Meditation Classes - September	LCMC		£ 143.00		£ 143.00		£ 143.00	4160 202
Contractual	Top Garden Services	Grass Cutting - August	LCMC		£ 664.50		£ 551.25	£ 110.25	£ 661.50	4039 202
Obligation	Magnus PR	Event management and Marketing for Harleston Town Council - September 2024	TC	£ 1,600.00			£ 1,600.00		£ 1,600.00	4000 101
Obligation		Yoga Classes - stand in	LCMC		254.00		£ 254.00		£ 254.00	4160 202
FR 4.1	ESPO	Calendar year Plan 2025 - Gym and Maintenance	LCMC		7.80		£ 6.50	£ 1.30	£ 7.80	4039 202
FR 4.1	NALC	10 Tools to Boost Productivity for Parish and Town Clerks - C Crane - Sept 2024	TC	12.00			£ 10.00	£ 2.00	£ 12.00	4010 101
FR 4.1	Force Fresh	Toilet rolls, Disinfectant and hand wash	Amenities		124.20		£ 103.50	£ 20.70	£ 124.20	4047 131
FR 4.1	Force Fresh	Hand, Hair & Bodywash	LCMC		7.82		£ 6.52	£ 1.30	£ 7.82	4047 203
	Force Fresh Total								£ 132.02	
FR 4.1	Dissigns Signmakers	Supply 2 x A5 aluminium composite sign + 1 x A5 aluminium composite sign	Amenities	57.60			£ 48.00	£ 9.60	£ 57.60	4083 121
FR 4.1		Discuss IT - troubleshoot OneDrive Sync and share folders, copy across data	TC	100.00			£ 100.00		£ 100.00	4037 101
FR 4.1		Allotment Plot 9A deposit refund	Amenities		50.00		£ 50.00		£ 50.00	4098 126
FR 4.1	Coopers	Whatmore Crystal Store Box + clear lid	TC	16.98			£ 14.15	£ 2.83	£ 16.98	4099 101
FR 4.1	Coopers	Castle Adhesive Letters and Number Digits	TC	5.31			£ 4.42	£ 0.89	£ 5.31	4119 201
	Coopers Total								£ 22.29	