



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting to Members of the Public and Press

Members of the public are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Wednesday 30th October at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 25th October 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 25th September 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 and approve the CIL Policy (copy herewith)
8. To receive and agree the proposed layout included in the information pertaining to the S38 agreement for street lighting on the development North of Spirketts Lane. (Copy herewith)
9. To receive the notice of the Premises Licence Application for Prime Convenience Store and consider if the Council would like to make representation.
10. Deputy Clerk to provide an update on the Winter Pressures Grant.

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/>

- 11.** To receive an update on the Harleston Town Football Club lease.
- 12.** To receive an update on the feasibility study on the Memorial Leisure Centre.
- 13.** To discuss the correspondence from Norfolk ALC, circulated to all councillors on the 18th October 2024 and agree a response.
- 14.** To receive and consider a request from the Harleston Pride Group for the use of the Recreation Ground for a family event on Saturday 12th July 2025 and support from the Town Council administration team regarding documentation for the Safety Advisory Board. (Copy herewith)
- 15.** To receive and note following finance information reviewed by the Finance Committee on 23rd October 2024.
 - a)** Month 6 Income and Expenditure (Copy herewith)
 - b)** Month 6 Bank Reconciliation (Copy herewith)
 - c)** 27th September Payment List (Copy herewith)
 - d)** 10th October Payment List (Copy herewith)
- 16.** To receive Committee updates and report on any significant issues arising³:
 - a)** Planning Meeting - Last held on 7th October 2024
 - b)** Leisure Centre Management Meeting – Last held on the 9th October 2024
 - c)** Finance Meeting - Last held on 23rd October 2024
- 17.** To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only.
 - a)** Chairman
 - b)** Vice Chairman
 - c)** Councillors – (Christmas Market update)
- 18.** To receive, note and agree next steps
 - a)** Mendham Lane Correspondence
 - b)** Correspondence from Harleston Information Plus
 - c)** Correspondence regarding the identity of Redenhall
- 19.** To note the date of the next Town Council meeting on Wednesday 27th November 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.
- 20.** 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.
- 21.** HR Matters

³ All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 25th September 2024 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Michael Hardy, Adrian Brownsea, Lucy Chenery, Keith Harrison, John Graham, Eloise Wilkinson

Also, present: Clare Crane (Town Clerk), Emma Chandler (Deputy Town Clerk)
County Councillor Martin Wilby.

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 Cllr Scade due to being out of the parish.

Apologies were received from Cllr West due to being out of the parish

Apologies were unanimously approved

Apologies were also received from both District Cllrs Graham and Eddy.

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 of the Town Council meeting on Wednesday 28th August 2024.

Unanimously approved and signed by the Chairman

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

The Clerk provided the following updates

London Road – Information has been received from NCC and they are now working out accurate maps and costings. They will inform the council of time scales in due course.

Cllr Brownsea mentioned that the parking is becoming more of an issue but there is also a lot of debris in the road which is obscuring the yellow lines.

A meeting has been held with Harleston Town Football Club. The council have been provided copies of leases from other local councils that have the same needs as Harleston. The Clerk has been in contact with the solicitors that have been used by other parishes for this work to see if we can work with them on a new lease for Harleston Town Football Club.

Cllr Chenery enquired about Straight Lane

The Deputy Clerk confirmed that the situation is ongoing but that regular contact has been established with the various parties involved in order that the council can keep residents informed when progress is made.

The Clerk confirmed that the food vendors that were agreed at the last meeting are currently on holiday, but a start date will be confirmed as soon as they return.

- 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).**

Cllr Wilby provided a report available at Appendix 1

Cllr Wilby addressed the following topics:

- Congratulations were extended to the organisers of the Heritage Open Days events and to everyone who participated in the Summer Ready Challenge.
- Norfolk County Council (NCC) has partnered with the Human Milk Foundation (HMF) to launch a new breastfeeding initiative aimed at promoting breastfeeding and expanding milk banking services across the county.
- Tree Packs are now available through the County Council, and the Your Norfolk publication is set to be delivered to all residents shortly.
Reports were also received before the meeting from District Councillors Graham and Eddy these can be found at Appendix 2 and 3 respectively.

- 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.**

Unanimously agreed

Action – Deputy Clerk

- 8) **To receive and note the External Auditors Report and Certificate and the Notice of Conclusion of Audit.**

Noted

Cllr Hardy requested to record thanks to the Office team for this achievement.

- 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.**

Unanimously agreed

Action: Town Clerk

- 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.**

Unanimously agreed

Meeting closed at 19.16

- 11) **Commercially sensitive documents.**

Meeting reconvened at 20.21

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

It was noted that the members reviewed the documents and six options in detail in a closed session.

b) To decide on the direction for further development work by Chaplin Farrant.

Options 1, 2, and 3 were discounted as they posed too high a financial risk and were deemed too expensive. They were not considered viable due to the significant borrowing required to fund them.

Option 6 was discounted at this stage as it did not offer long-term financial stability.

It was proposed that a case be built up for the following: -

Option 4 – now referred to as Option 1- Demolition, Refurbishment, and Single-Storey Small Extension

- Refurbished internal floor area
- Extension floor area
- Demolition of squash courts
- Refurbishment and internal reorganization, including a function room
- Small extension to replace entrance lobby
- Car park extension
- Along with
- Option 5 – now referred to as Option 1A - Similar to Option 1, but with an Upper Floor Gym and Changing Rooms
- New upper floor: for a gym
- Soft play area
- Café area
- Changing rooms
- Provisional allowance for lift and stairs:

Option 1A is contingent on being delivered in a single phase alongside Option 1.

A formal request will be made to initiate discussions with the District Council's Leisure Services regarding their potential involvement in operating a gym and other facilities on the current site.

Members requested the steering group take back the following comments to Chaplin Farrant for further review and consideration and to include the following points raised: -

- Could a toilet block be included for both internal and external use, so that public toilets remain accessible when the centre is closed?
- Regarding the car park extension, there is concern about the visual impact of adding more concrete. Could we explore using reinforced green parking (such as matting) to minimize the loss of green space?
- There is concern about the 'void' area. How much more would it cost to convert this into a usable space instead of leaving it as a void?

Unanimously agreed

c) To note the details of the public consultation showcasing the progress of the study.

Noted that councillors would like to review all details and artistic impressions before the consultation is made public.

Action – Town Clerk / Steering Group

- 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**
Unanimously agreed.

Action – Finance Officer

- 14) To receive and note following finance information reviewed by the Finance Committee on 18th September 2024.**

- a) Month 5 Income and Expenditure**
Noted
- b) Month 5 Bank Reconciliation**
Noted
- c) 9th August 2024 Payment List**
Noted
- d) 28th August 2024 Payment List**
Noted
- e) 9th September 2024**
Noted

- 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.**
Noted

- 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

Confidential minutes appear on page 5 of the minutes

Meeting Closed at 21.17

Signed

Date

SEPTEMBER MEETING 2024 COUNTY COUNCILLORS' REPORT

Congratulations to all the young people that took part in the Summer Reading Challenge which is organised by all our libraries across the county. A special mention for all that took part at Harleston Library and big thanks to all of the staff who made it work so well. Over 10,000 youngsters took part.

Norfolk County Council has been shortlisted in three categories at the national Social Worker of the Year Awards. The People from Abroad Team has been named as a finalist as Team of the Year in both Children's and Adult Services categories, and Ellie Vincent has been nominated for the Newly Qualified Social worker of the Year Award. The People from Abroad Team supports resettlement of refugees in Norfolk, helping people build new, independent lives, safe from the persecution they were forced to flee. Since being created in 2017, the team have supported more than 500 refugees, with 276 children at the time they arrived in the UK. Ellie Vincent is a member of the Learning Disabilities Community Social Work team in the east of Norfolk, supporting adults with disabilities to live independent, fulfilling lives.

NCC is on course to hit its 2030 carbon emissions savings target, according to the latest data. The council has reduced its emissions by 61% compared to the baseline from 2016/17. The council has achieved this impressive result by implementing a range of measures, such as improving energy efficiency in its buildings, switching from gas to electric heating and installing energy-efficient LED street lighting. In June 2023, NCC launched its Climate Strategy. This set out the council's approach to addressing its own estates emissions but also how it can support Norfolk's development as a low carbon and climate resilient place to live, visit and do business. The council's project to replace Norfolk's streetlights with energy-efficient LEDs has been a resounding success. To date, it has saved £16.5 million, 88.75 million kWh in energy and more than 26,000 tonnes of carbon. The project is now in its final phases, leaving the remaining 5% of streetlights to be converted by April 2025.

NCC and the Human Milk Foundation (HMF) have teamed up to launch a new breastfeeding programme to promote breastfeeding and to expand milk banking services across the county. The foundation will be able to support up to 120 families over the coming year. International Board-Certified Location Consultants (IBCLs) will work closely with families, providing information and postnatal support to help parents breastfeed, with access to donor milk if needed. Norfolk is the first county to pilot such a programme, as part of its Start for Life offer. Norfolk Blood Bikes provides efficient transport of donor milk to hospitals and families in the region.

Residents across Norfolk are being reminded of the importance of buying lithium-ion batteries for a range of everyday devices only from reputable and safe retailers, to ensure they meet UK safety standards and aren't a fire risk. Norfolk Fire and Rescue Service and NCC's Trading Standards team is investigating a house fire which believed to have been started by charging a battery which was purchased from an online retailer.

My next surgery is at HIP on Saturday October 5th at 10am

Best wishes

Martin

SEPTEMBER MEETING 2024 DISTRICT COUNCILLORS' REPORT

The Heritage Open Days programme has completed, and feedback forms are currently being collated by the national team. This may be the largest collective event put together within Harleston. The Round Table raised £161 at a quiz evening and Ladies Circle raised £261 at a bingo evening which they kindly donated to the Historical Society to help cover costs this year and contribute towards funding another programme for 2025. The large number of participating voluntary groups and organisations is a great advert for the community spirit of the people of Harleston. Legacy walks and trails will be available for future visitors. South Norfolk Council are proud to have supported Harleston Heritage Open Days.

Councillors who sit on the Development Management Committee were invited to visit development sites across the district to reflect on the success or otherwise in design terms of those schemes. This provided a great opportunity to see and discuss specific items of design in the real world.

Nearby, the Climate Change and Environment Team awarded £10,000 to Wortwell Community Centre and Wortwell Parish Council to contribute towards solar PV installation at the community centre as part of a sustainable energy initiative. They have also secured funding through South Norfolk Council's Pride in Place grant scheme, as well as from Norfolk County Council to carry out other aspects of the project, such as the installation of electric vehicle charge points and LED lighting. Also in Wortwell, I have offered my support to an application to list the Wortwell Bell as an asset of community value.

I gave an interview as part of a video being created by the Diocese of Norwich to promote nature recovery. This will highlight the concept initiated in Harleston which has now progressed to the Our Nature Recovery movement supported by South Norfolk Council and groups throughout the district and county. Brockdish and Thorpe Abbots parish council passed a resolution to endorse community based nature recovery and they have joined Our Nature Recovery movement with a page on the collective website.

The UK has set ambitious climate change targets to achieve net zero carbon emission. A new utility-scale solar and battery energy storage system Project is proposed on land near Long Stratton. This could provide approximately 500 megawatts of solar energy generation, supplying enough clean and affordable electricity to power approximately 115,000 homes. The developers have set up a project website which will be updated as more information becomes available, including details about upcoming engagement and consultation opportunities. The local community and interested individuals can register their details with through their project website www.eastpyesolar.co.uk if they would like to be updated directly as new information becomes available.

The leisure centres experienced a significant increase in membership income over the year. The Council continue to support the centres in their recovery from Covid. There have been some imaginative initiatives including an EGYM, cycling studio, soft play areas and café and the Council are working with Sancroft Academy to offer swimming facilities for Diss members while their facilities are being refurbished.

All Councillors have an annual budget of £1,000 to spend on projects within their wards. Last year I was able to assist the Harleston Players, Wortwell Bowls Club, and the Friends of Harleston Primary School. I am still to receive any request for support this year. I encourage people to have a look at the guidelines:
<https://www.southnorfolkandbroadland.gov.uk/downloads/file/1491/members-ward-ground-rules>
and get in touch if appropriate. I would like to help.

I have been addressing with many concerns raised by residents. From potholes to conservation issues, overhanging trees, and blocked drains. There is a wide range of issues. I appreciate that it can be very confusing with three layers of Council all with different roles and responsibilities. If you would like to discuss your concerns, please get in touch with me. I may not have the answer myself, but I may be able to find the person who does. I will try to help.

I am taking my Councillor surgery on the road and will hold my next surgery on Saturday 12 October at the Wortwell Community Centre between 10:00 and 12:00. Should this prove popular I hope to make this a regular feature along with visits to Needham to be better able to talk with residents across the whole Ward.

Cllr Trevor Graham
South Norfolk Council,
Member for Harleston

SEPTEMBER MEETING 2024 DISTRICT COUNCILLORS' REPORT

It's hard to believe that we are already heading towards autumn. The weather might not have been the best this year, but it has been another successful summer for community events in this part of the Waveney Valley. Amongst many other things we have had a Summer Solstice Street Food Festival, Harleston Beer Festival, the beach party on Harleston Marketplace, D-Day Commemorations, a car boot and volunteer fayre, the Harleston and Waveney Festival and the recent heritage open days. These have all been well supported by the people of our community and this once again shows the tremendous community spirit at the heart of our ward, from those who volunteer their time and efforts to put on these events to those who go to enjoy them.

The kindness of the people in our ward was further illustrated to me recently when I went online looking for help. After a lot of waiting, a lady living in the town had finally secured somewhere to live that was better suited to her physical needs. However, she required some help to actually conduct the move from one part of Harleston to another and having volunteered to help, I soon realised that I would also need some assistance. Luckily, as is so often the case, the people of our community swiftly came through with offers of their expertise and time. I am therefore happy to report that the lady successfully moved into her new home without any problems. Truly, we are lucky to live in an area where so many people are willing to go the extra mile for others.

I'd like to take this opportunity to draw your attention to my District Councillor Members Ward Grant, which is an annual fund of £1000 that I can use to support various local clubs and organisations that are based in the Harleston Ward. So, if your club or organisation needs some financial support of over £100 for a specific project then please let me know how much money you require and what it is specifically for. For this and any other queries then please get in contact by emailing me at james.eddy@southnorfolkandbroadland.gov.uk or pop in to see me at Harleston Information Plus on the last Saturday of every month between 10am and 12.

Cllr James Eddy
South Norfolk Council,
Member for Harleston

Town Council – 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>
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 Clerk provided an update at the September TC meeting. Action is still outstanding with NCC. DC enquired with GO for an update on 16/10/24. 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	On October agenda Matter Closed
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 club's request in the future.	Town Clerk	ASAP	On October agenda Matter Closed
Town Council	25 th September 2024 Item 7	Telephone and Broadband Contract	To agree to enter into a 24-month contract with Ocean Telecom for Telephone and Broadband for the Leisure Centre Site.	Deputy Clerk	ASAP	Actioned Matter Closed
Town Council	25 th September 2024 Item 9	Street Lighting Spirketts North	To agree the S38 agreement with Cripps and NCC Streetlighting regarding the street lighting layout and adoption for the development north of Spirketts Lane.	Town Clerk	ASAP	Actioned Matter Closed
Town Council	25 th September 2024 Item 12	Feasibility Study	To provide direction to Chaplin Farrant for further development work.	Town Clerk	ASAP	Actioned Matter Closed

Town Council – Progress Report – October 2024

Town Council	25 th September 2024 Item 13	VAT Refund	Finance officer to allocate refund to the General Reserve	Finance Officer	ASAP	Actioned Matter Closed
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Draft Policy Document- Section 106/ C.I.L. monies - September 2024

A Section 106 Agreement is a legally binding agreement or “Planning Obligation” between a Local Planning Authority and a property owner. The purpose is to mitigate the impact of a Development on the local community and infrastructure. The Agreement sets out the terms binding the owners or Developer to provide, facilitate or fund the provision of infrastructure or other measures that may be needed for a Development to be acceptable in planning terms; it may relate to matters on or off site. A good example is the requirement as part of the Briar Farm development to transfer to a Local Authority land for Allotments and Community Use.

Community Infrastructure Levy (CIL) by comparison is automatically triggered by the granting of Planning Permission and is paid over during the period of a Development to the local Planning Authority. These monies are shared with the relative Town and / or Parish Council, and in the case of RHWTC because we have an Adopted Neighbourhood Plan since October 2022 our proportion rises from the basic 15% to 25%. Payment is automatically made on two scheduled dates each year: April and October. Whilst the funds are held by SNDC they do not accrue interest. Town and /or Parish Councils are then free to use the funds as they see fit, provided they meet the eligibility criteria. Councils must publish and report their expenditures to SNDC annually. In some circumstances, prior access to anticipated funds can be negotiated, though this will involve paying interest. If SNDC reviews and finds the expenditures ineligible, or if a Town and / or Parish Council holds onto funds for more than five years, the District Council may request the return of the CIL monies. However, such cases are very rare. Not all developments are liable for CIL with exemptions given for self-builds, social housing and charities. More information about CIL can be found here [-What is Community Infrastructure Levy \(CIL\) – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk/what-is-community-infrastructure-levy-cil-broadland-and-south-norfolk)

CIL should be generated by new developments at Briar Farm (2022/0067), Spirketts Lane North (2023/1418), the Lidl store (2022/0015), McCarthy and Stone in Mendham Lane (2019/1618), and Railway Road (2019/2115) plus any future windfall sites. In the case of Spirketts Lane South (2023/3610), if as anticipated the entire development is formed of Social Housing, then an Exception from CIL is likely to be sought by the developer.

Appendix A shows a forecast of future CIL income noting that the Briar Farm project is spread over a relatively long number of years drawing out the period during which instalments would normally be received.

OPTION 1

Bearing in mind the current focus on proposals to deliver a new Community Building on our Wilderness Lane site it is recommended that both the current amount of CIL held in our earmarked reserves and all future payments received, unless otherwise resolved, are regarded as earmarked exclusively for that objective.

OPTION 2

Given the current focus on the new Community Building proposals for our Wilderness Lane site, it is recommended that all **CIL funds held in earmarked reserves**, as well as any future payments, be allocated primarily to this project. However, it is proposed that 1% of these funds be set aside for CIL compliant Community Projects. Expenditures from this separate allocation

should be reviewed by the finance committee before being submitted for approval by the Town Council. If the 1% reserved for Community Projects is not needed for other projects, it should be returned to the central Community Building fund at the end of each financial year.

In addition to the above, the Council will potentially receive a sum of c.£139,000 from the Developers of Spirketts Lane North (2023/1418) to reflect the shortfall in the provision of Public Open Space to be invested it is assumed in our current Recreation Ground but not the buildings, and £267,256.75 after the 38th unit is sold, from the Mendham Lane site (2019/1618) to reflect the loss of a Community Amenity due to the demolition of the former Apollo Rooms. These amounts would be held by SNDC as S106 in an index link account rising month on month.

Appendix A

Planning reference	Forecasted total CIL to SNDC	Notes
2022/0067 Briar Farm	£3,501,654.82	
2023/1418 Spirketts Lane North	£741,777.26	
2022/0015 Lidl Store	£70,962.55	
2019/1618 McCarthy and Stone	£314,763.29	
2019/2115 Station Road		Outline PP granted
2023/3610 Spirketts Lane South		Pending consideration

- S106 notes :

Planning Reference		Notes
2023/1418 – Spirketts Lane North	S106 not signed off as yet.	As the plans currently stand there is potentially an Off-site Open Space Contribution to be made by the Developer of £139,853.69 + Index linking. This £ must be

		spent on providing Open Space, as defined by our SPD. These monies, depending of wording in S106 would usually need to be spent within Harleston
2019/1618 – Former Apollo Club		Community Facility contribution: £267,256.75 + index linking. To be paid prior to occupation of 38th dwelling. For the provision or improvement of community facilities within Harleston. Any monies paid will need to be 1st agreed by SNDC.
2022/0067 – Mendham Lane		Community Land. 1.61 hectares of a serviced site. Allotments - .65 hectares



Infrastructure
County Hall
Martineau Lane
Norwich
NR1 2SG

via e-mail

Jamie Metcalf
Anglia Survey & Design
16A Bridge Street
Halesworth
IP19 8AQ

NCC contact number: 0344 800 8020

Textphone: 0344 800 8011

Your Ref:
Date: 3rd October 2024

My Ref: 9/7/23/1418
Tel No.: 01603 224314
Email: streetlighting.pt@norfolk.gov.uk

Dear Jamie

**Development at Spirketts Lane, Harleston.
By: Cripps**

I have received confirmation from the Town Council Clerk that the lighting on the above development is to be taken over by Harleston Town Council. It should be designed to a footway lighting standard as defined by Section 270 of the highways Act 1980:

a) Where no street lamp is mounted above 13 feet (3.9 metres) above ground level.

Or

b) Where no street lamp is mounted more than 20 feet (6 metres) above ground level and there is at least one interval of more than 50 yards (45.75 metres) between adjacent street lamps in the system.

I should be pleased if you would contact the Town Council Clerk to ascertain the Town Council's requirements and then let me have a copy of their proposals for our approval and records, as Highway Authority.

Yours sincerely

A handwritten signature in black ink, appearing to be "Daniel Marshall".

Daniel Marshall
Electrical Services Technician



DESIGN HAZARDS

(The following information has been collected from Preconstruction Information and Amey Process PLC-H&S-201 – Hazard Management for Designers.)

No High Risks Present

STREET LIGHTING KEY

Lantern Detail

14x
Urbis Axia 2.1, 16 LED lantern head, post top mounted, complete with 7 pin NEMA socket, & one part photo cell, 2.94Km output, 5165 optic setting, Warm white LED colour (2700K), with integrated lenses rear louvres. (file ref. 434262) 20.6watts
(AXIA 2.1 5165 16 OSLON SQUARE GIANT @400ma WW 727 230v)

Lantern to have 7 pin NEMA socket, complete with 1 part photo cell with a switching level of 35/18 lux.
(Zodion SS3 or similar approved)
Lantern head to be wired in black pvc/pvc 1.5mmsq 3 core flex, via a fused double pole isolator located in the base compartment of the lamp column.
Lantern to have manufacturer preset Dimming Profile: 50% output from Midnight to 05:30hrs applied at the factory
Lantern Colour: Standard Grey finish.
Light Shields to be fitted to columns 6,7,8,10,14

Column Detail

14x
Proposed 5m mounting height, galvanised tubular steel column.
(Norfolk PFI specification or similar approved)
Each lamp column to have a 230v single phase unmetered supply installed by DNO or ICP.
Install new LED lantern head as per above specification.

Concrete adoptable pad to be provided when no footpath is available.
See Note 3.

- STREET LIGHTING NOTES
- All works to comply with Harleston Town Council requirements for Street Lighting Works.
 - New column positions to be agreed with town council / site engineer prior to installation.
 - Typical Column setback:
 - Within footpath : Front or Back of Path
 - Where there is insufficient highway to accommodate a street lighting column, columns are to be located immediately behind the edge of the highway, are to be installed in an area approx 750mm x 450mm deep which is to be dedicated as part of the Highway.
 - All new street lights to be supplied by a new Unmetered service (direct connection to local DNO electricity main)
 - New Development site - developers responsibility to provide suitably positioned supply main at construction stage.
 - All electrical installation work to be carried out in accordance with the requirements of HEA, NICEIC and BS7671 (IET Wiring Regulations latest edition).
 - Electrical Installation Certificates to be forwarded to: Harleston Town Council offices.
 - Refer to Lighting Design Schedule for detailed apparatus specification.
 - Luminaires should include a 7pin NEMA socket with a One part photocell (On/Off : 35/18)

Notes:

**Proposal based upon customer drawing provided and no survey on site has been carried out.*

Utility information such as underground & over ground cables and gas pipes ect. will need to be checked on site by the installation contractor before excavations or installation works start on site for the street lighting equipment.

Rev	Revision details	Drwn	Chkd	Appd	Date
Designed:	LA				Date: 11/2024
Drawn:	LA				Date: 11/2024
Checked:					Date:
Approved:					Date:

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Client

CRIPPS DEVELOPMENTS

Project Name

OFF SPIRKETTS
HARLESTON, NORFOLK.
S38 NEW DEVELOPMENT

Drawing Title

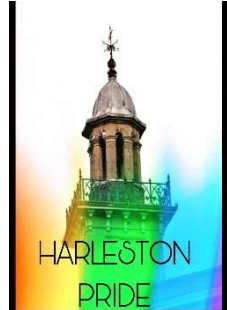
PROPOSED LIGHTING LAYOUT
PARISH ADOPTABLE
SHEET 1 OF 1

Original Drawing Size : A1	Scale : 1:500
Dimensions : -	

Drawing Status	Suitability
WORK IN PROGRESS	S0

Drawing No	Rev
AC-N-814	A

Harleston Pride
C/O 107 Bullfinch drive
Harleston
IP20 9FE
07484 394749



Redenhall with Harleston Town Council .

The Memorial Leisure Centre,

Wilderness Ln,

Harleston

IP20 9DD

Dear Town Council Members,

I hope this message finds you well. I am writing on behalf of the Harleston Pride group to request permission to use the recreation ground for a pride event on Saturday, 12th July 2025. This will be a free family friendly event and we are hopeful that you will be able to waive the normal hire charges.

We would like to ask for access to electricity during the event to support our activities and ensure a memorable experience for all attendees. Additionally, we would appreciate any assistance from the council's office concerning the Safety Advisory Group (SAG) or any related requirements to facilitate the event.

Thank you for considering our request. We believe that this event will foster inclusivity and celebrate diversity in our community. We are eager to work together to make this a successful occasion.

Please let us know if you require any further information or if there are forms we need to complete as part of this application process. I look forward to your positive response.

Warm regards,

Matt Scade on behalf of Harleston Pride Group

14/10/2024

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	4,247	5,560	0	(5,560)			0.0%	
1099 Miscellaneous Income	0	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	206,878	413,757	413,757	0			100.0%	
1190 Bank Interest/Rewards Received	1,566	3,147	1,000	(2,147)			314.7%	
1196 Apprenticeship	0	0	2,000	2,000			0.0%	
Administration :- Income	212,692	422,939	416,817	(6,122)			101.5%	291
4000 Salaries	10,433	60,826	119,745	58,919		58,919	50.8%	
4001 Paye/Ni	2,388	11,760	40,482	28,722		28,722	29.1%	
4006 Pension Contributions	3,130	15,188	45,327	30,139		30,139	33.5%	
4007 Bank Charges	23	109	300	191		191	36.3%	
4010 Staff Training/ Conferences	10	129	500	371		371	25.8%	
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	83	420	750	330		330	56.0%	
4020 Audit Fees - Internal	0	745	500	(245)		(245)	149.0%	
4021 Audit Fees - External	1,365	1,365	1,450	85		85	94.1%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4023 HR-Compliance	135	821	700	(121)		(121)	117.3%	
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	179	632	1,200	569		569	52.6%	
4033 Subscriptions	0	1,351	1,500	149		149	90.1%	
4034 Licences	20	125	200	75		75	62.5%	
4035 IT Equipment	0	0	500	500		500	0.0%	
4036 IT Software	106	371	500	129		129	74.1%	
4037 IT Support and Consumables	100	825	700	(125)		(125)	117.9%	
4039 Sundries	19	229	500	271		271	45.9%	
4040 Telephones/Broadband	88	506	800	294		294	63.2%	
4044 Hospitality	0	0	50	50		50	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4055 Electricity	74	520	1,200	680		680	43.3%	
4057 Advertising	157	418	500	82		82	83.6%	

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	2,147	5,560	0	(5,560)		(5,560)	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	0	317	500	183		183	63.4%	
4195 Insurance Claims Expenditure	0	784	0	(784)		(784)	0.0%	
4499 Project - parish partnerships	0	7,000	0	(7,000)		(7,000)	0.0%	7,000
Administration :- Indirect Expenditure	20,456	113,946	226,664	112,718	0	112,718	50.3%	7,000
Net Income over Expenditure	192,236	308,993	190,153	(118,840)				
6000 plus Transfer from EMR	0	7,000						
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	192,236	315,702						
<u>103 Team Harleston</u>								
1014 Town Events	167	722	0	(722)			0.0%	
1081 Event Sponsorship	0	600	0	(600)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	167	1,522	0	(1,522)				0
4014 Town Events	191	6,438	5,000	(1,438)		(1,438)	128.8%	772
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4082 Remembrance	100	100	500	400		400	20.0%	
4503 Christmas Events	0	0	500	500		500	0.0%	
Team Harleston :- Indirect Expenditure	291	6,538	6,300	(238)	0	(238)	103.8%	772
Net Income over Expenditure	(124)	(5,017)	(6,300)	(1,283)				
6000 plus Transfer from EMR	0	772						
Movement to/(from) Gen Reserve	(124)	(4,245)						
<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 30/09/2024

Month No: 6

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	0	4,402	8,803	4,401		4,401	50.0%	
Loan Repayments :- Indirect Expenditure	0	4,402	8,803	4,401	0	4,401	50.0%	0
Net Expenditure	0	(4,402)	(8,803)	(4,401)				
121 Environmental								
1083 Planter Sponsorship	0	600	0	(600)			0.0%	
Environmental :- Income	0	600	0	(600)				0
4083 Planters	60	340	500	160		160	68.1%	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	60	340	4,430	4,090	0	4,090	7.7%	223
Net Income over Expenditure	(60)	260	(4,430)	(4,690)				
6000 plus Transfer from EMR	0	223						
Movement to/(from) Gen Reserve	(60)	483						
122 Street Lighting								
4151 Street Lights Electricity	784	3,870	9,000	5,130		5,130	43.0%	
4152 Street Lights Maintenance	85	425	1,020	595		595	41.7%	
Street Lighting :- Indirect Expenditure	869	4,295	10,020	5,725	0	5,725	42.9%	0
Net Expenditure	(869)	(4,295)	(10,020)	(5,725)				
123 Car Parks								
1030 Car Park Donations - Business	318	583	4,000	3,417			14.6%	
1031 Car Park Donations - PC's	0	900	1,075	175			83.7%	
1032 Car Park Donations - Co op	2,500	17,500	30,000	12,500			58.3%	
Car Parks :- Income	2,818	18,983	35,075	16,092			54.1%	0
4051 Business Rates	1,357	8,144	15,100	6,956		6,956	53.9%	
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 30/09/2024

Month No: 6

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	26,840	55,770	28,930	0	28,930	48.1%	0
Net Income over Expenditure	1,461	(7,857)	(20,695)	(12,838)				
<u>124 Cemetery</u>								
1020 Cemetery - Burials	270	870	6,500	5,630			13.4%	
1021 Cemetery - Interment Of Ashes	0	50	0	(50)			0.0%	
1022 Cemetery - EROB	0	500	0	(500)			0.0%	
1023 Cemetery - Memorials	30	490	0	(490)			0.0%	
1026 Reservations Interment Ashes	0	50	0	(50)			0.0%	
Cemetery :- Income	300	1,960	6,500	4,540			30.2%	0
4018 Vehicle Fuel Costs	(52)	0	0	0		0	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	0	42	500	458		458	8.4%	
4130 Cemetery Income Share	0	0	715	715		715	0.0%	
Cemetery :- Indirect Expenditure	(52)	4,083	1,715	(2,368)	0	(2,368)	238.1%	4,011
Net Income over Expenditure	352	(2,123)	4,785	6,908				
6000 plus Transfer from EMR	0	4,011						
Movement to/(from) Gen Reserve	352	1,888						
<u>125 Markets</u>								
1040 Market Rents	100	1,030	430	(600)			239.5%	
Markets :- Income	100	1,030	430	(600)			239.5%	0
4053 Market Rates	28	167	330	163		163	50.7%	
4055 Electricity	33	137	100	(37)		(37)	137.2%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	61	103	430	327	0	327	23.9%	0
Net Income over Expenditure	39	927	0	(927)				
<u>126 Allotments</u>								
1000 Allotment Rent	1,004	1,004	1,884	880			53.3%	
Allotments :- Income	1,004	1,004	1,884	880			53.3%	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 30/09/2024

Month No: 6

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%	
4098 Refunds	50	50	0	(50)		(50)	0.0%	
4101 Hedge & Tree Maintenance	0	0	120	120		120	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	50	1,127	3,450	2,323	0	2,323	32.7%	0
Net Income over Expenditure	954	(123)	(1,566)	(1,443)				
<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	0	2,703	0	(2,703)	0	(2,703)		2,700
Net Expenditure	0	(2,703)	0	2,703				
6000 plus Transfer from EMR	0	2,700						
Movement to/(from) Gen Reserve	0	(3)						
<u>130 Clock Tower</u>								
4112 Clock Tower Maintenance	0	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	0	10,680	500	(10,180)	0	(10,180)	2136.0%	10,305
Net Expenditure	0	(10,680)	(500)	10,180				
6000 plus Transfer from EMR	0	10,305						
Movement to/(from) Gen Reserve	0	(375)						
<u>131 Public Toilets</u>								
4000 Salaries	318	1,909	3,212	1,303		1,303	59.4%	
4001 Paye/Ni	77	385	1,081	696		696	35.6%	
4006 Pension Contributions	111	555	1,191	636		636	46.6%	
4039 Sundries	0	(30)	100	130		130	(30.2%)	
4047 Cleaning Material/Consum- 4039	126	317	400	83		83	79.3%	
4052 Water Charges	89	445	1,000	555		555	44.5%	
4055 Electricity	0	0	520	520		520	0.0%	
4071 Health & Safety - Compliance	(440)	0	0	0		0	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	280	3,616	8,004	4,388	0	4,388	45.2%	0
Net Expenditure	(280)	(3,616)	(8,004)	(4,388)				

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	930	1,800	870			51.7%	
1003 Ground Rent - Bowls	45	315	540	225			58.3%	
1005 Ground Rent - Other	500	500	0	(500)			0.0%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	90	0	(90)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	710	1,835	3,340	1,505			54.9%	0
4000 Salaries	2,349	12,517	25,047	12,530		12,530	50.0%	
4001 Paye/Nl	583	2,564	8,056	5,492		5,492	31.8%	
4006 Pension Contributions	805	3,436	9,327	5,891		5,891	36.8%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	127	290	500	210		210	58.0%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries	(6)	0	0	0		0	0.0%	
4040 Telephones/Broadband	10	50	130	80		80	38.5%	
4041 Mobile Phones	8	46	75	29		29	61.1%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4052 Water Charges	23	23	500	477		477	4.5%	
4055 Electricity	22	156	600	444		444	26.0%	
4057 Advertising	(157)	0	0	0		0	0.0%	
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	
4084 Signage - Rec	0	0	250	250		250	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	551	2,996	4,100	1,104		1,104	73.1%	
4107 Leased Plant	640	1,920	3,500	1,580		1,580	54.9%	
4119 Maintenance - General	47	361	600	239		239	60.2%	
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	85	85	300	215		215	28.4%	
4124 Equipment Fuel & Oil	0	0	50	50		50	0.0%	
4125 Equipment purchase	0	72	300	228		228	23.9%	
4141 Dog Bin Servicing	0	0	1,000	1,000		1,000	0.0%	
4145 Waste Removal	450	1,303	2,340	1,037		1,037	55.7%	
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	5,537	30,125	65,310	35,185	0	35,185	46.1%	0
Net Income over Expenditure	(4,827)	(28,290)	(61,970)	(33,680)				

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	14,546	87,417	150,000	62,583			58.3%	
1060 Gym - Classes	33	1,637	5,000	3,363			32.7%	
1062 Gym - Food & Drink - Confectio	401	2,772	1,000	(1,772)			277.2%	
1063 Gym - Membership SO's	21	126	0	(126)			0.0%	
1064 Gym - Membership Cash	1,909	13,686	19,000	5,314			72.0%	
1065 Gym - Personal Training	263	2,141	4,000	1,859			53.5%	
1066 Gym - Room Hire	(72)	0	0	0			0.0%	
1067 Gym - Squash Courts	608	3,178	8,000	4,822			39.7%	
1068 Gym - Tennis	100	1,783	2,000	217			89.2%	
1070 Protein Food and drink	514	2,897	3,000	103			96.6%	
1073 Re-sales	19	53	200	147			26.7%	
1075 Table Tennis	7	32	0	(32)			0.0%	
1086 Gym - Merchandise	61	181	0	(181)			0.0%	
Gym :- Income	18,409	115,903	192,200	76,297			60.3%	0
4000 Salaries	7,583	43,276	82,140	38,864		38,864	52.7%	
4001 Paye/Ni	1,149	8,516	23,929	15,413		15,413	35.6%	
4006 Pension Contributions	1,722	8,703	30,577	21,874		21,874	28.5%	
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	452	4,400	3,948		3,948	10.3%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	1,147	1,800	653		653	63.7%	
4039 Sundries	248	336	1,200	864		864	28.0%	
4040 Telephones/Broadband	60	359	650	291		291	55.2%	
4041 Mobile Phones	10	50	100	50		50	50.5%	
4045 Insurance	0	1,096	1,050	(46)		(46)	104.4%	
4054 Water Charges - building	767	1,328	2,090	762		762	63.6%	
4055 Electricity	126	884	2,500	1,616		1,616	35.4%	
4056 Gas	29	171	1,200	1,029		1,029	14.2%	
4057 Advertising	35	310	1,000	690		690	31.0%	
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	473	1,164	3,500	2,336		2,336	33.2%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

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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	917	2,200	1,283		1,283	41.7%	
4129 Gym sundries	77	385	1,000	615		615	38.5%	
4159 Gym membership refunds	0	374	300	(74)		(74)	124.5%	
4160 Gym Class Fees	1,157	4,558	7,000	2,442		2,442	65.1%	
4162 Food & Drink For Resale	26	906	2,100	1,194		1,194	43.1%	
4163 Protein products	417	1,932	2,000	68		68	96.6%	
4166 Uniforms	0	36	350	314		314	10.2%	
4167 Gym DD Arrangement Fees	918	5,624	8,400	2,776		2,776	67.0%	
4168 Air Conditioning	0	317	500	183		183	63.4%	
Gym :- Indirect Expenditure	15,143	83,893	186,121	102,228	0	102,228	45.1%	0
Net Income over Expenditure	3,266	32,009	6,079	(25,930)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	635	5,219	3,000	(2,219)			174.0%	
Leisure Centre building :- Income	635	5,219	3,000	(2,219)			174.0%	0
4000 Salaries	1,620	9,640	20,911	11,271		11,271	46.1%	
4001 Paye/NI	305	1,909	5,615	3,706		3,706	34.0%	
4006 Pension Contributions	454	2,238	7,614	5,376		5,376	29.4%	
4039 Sundries	(138)	0	0	0		0	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	77	555	1,500	945		945	37.0%	
4051 Business Rates	1,212	6,137	12,300	6,163		6,163	49.9%	
4055 Electricity	518	3,641	8,400	4,759		4,759	43.3%	
4056 Gas	116	684	6,000	5,316		5,316	11.4%	
4071 Health & Safety - Compliance	613	921	2,000	1,079		1,079	46.1%	
4072 Security	0	510	1,000	490		490	51.0%	
4119 Maintenance - General	75	204	1,000	796		796	20.4%	
4121 Maintenance - Contractors	0	2,113	3,000	887		887	70.4%	
Leisure Centre building :- Indirect Expenditure	4,850	31,840	72,640	40,800	0	40,800	43.8%	0
Net Income over Expenditure	(4,215)	(26,621)	(69,640)	(43,019)				
<u>498 Section 106</u>								
4498 Section 106	0	8,031	0	(8,031)		(8,031)	0.0%	
Section 106 :- Indirect Expenditure	0	8,031	0	(8,031)	0	(8,031)		0
Net Expenditure	0	(8,031)	0	8,031				

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	236,835	570,994	659,246	88,252			86.6%	
Expenditure	48,904	341,819	660,157	318,338	0	318,338	51.8%	
Net Income over Expenditure	187,932	229,175	(911)	(230,086)				
plus Transfer from EMR	0	25,011						
less Transfer to EMR	0	290						
Movement to/(from) Gen Reserve	187,932	253,896						

Date: 02/10/2024

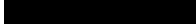
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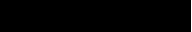
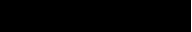
Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Community Bank Account

<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>
02/09/2024	DD002	216.37		216.37		R 	EZ-runner Systems Ltd
02/09/2024	DD002	297.71		297.71		R 	Biffa Waste Services Limited
02/09/2024	DD002	835.73		835.73		R 	SSE Energy Supply Ltd
02/09/2024	DD002	20.00		20.00		R 	South Norfolk Council
02/09/2024	STO002	183.33		183.33		R 	Gym Repair Services
02/09/2024	BACS002	19.41		19.41		R 	Ugobuild Limited
02/09/2024	BACS002	34.43		34.43		R 	Denmans Electrical
02/09/2024	BACS002	40.27		40.27		R 	Automated Systems Group Ltd
02/09/2024	TRF002	75.12		75.12		R 	Petty Cash
02/09/2024	BACS002	88.43		88.43		R 	GM Autotech
02/09/2024	BACS002	194.56		194.56		R 	Forcefresh Ltd
02/09/2024	BACS002	199.00		199.00		R 	
02/09/2024	BACS002	384.00		384.00		R 	Ben Burgess Garden Equip
02/09/2024	BACS002	567.89		567.89		R 	Gym Repair Services
02/09/2024	STO002		15.00	15.00		R 	Receipt(s) Banked
02/09/2024	STO002		21.00	21.00		R 	Receipt(s) Banked
02/09/2024	BACS002		20.00	20.00		R 	Receipt(s) Banked
02/09/2024	PDQ029		130.54	130.54		R 	Receipt(s) Banked
02/09/2024	PDQ030		162.97	162.97		R 	Receipt(s) Banked
02/09/2024	PDQ031		97.50	97.50		R 	Receipt(s) Banked
02/09/2024	STO002		9.00	9.00		R 	Receipt(s) Banked
03/09/2024	PDQ001		27.75	27.75		R 	Receipt(s) Banked
03/09/2024	101315		254.95	254.95		R 	Receipt(s) Banked
04/09/2024	PDQ002		296.39	296.39		R 	Receipt(s) Banked
04/09/2024	STO004		10.00	10.00		R 	Receipt(s) Banked
05/09/2024	DD005	9.29		9.29		R 	O2
05/09/2024	BANK005	23.08		23.08		R 	Barclays
05/09/2024	PDQ003		86.05	86.05		R 	Receipt(s) Banked
05/09/2024	BACS005		150.00	150.00		R 	Receipt(s) Banked
05/09/2024	BANK005		4.38	4.38		R 	Receipt(s) Banked
06/09/2024	PDQ004		137.70	137.70		R 	Receipt(s) Banked
09/09/2024	DD009	89.00		89.00		R 	Anglia Water
09/09/2024	PDQ005		131.90	131.90		R 	Receipt(s) Banked
09/09/2024	PDQ006		214.15	214.15		R 	Receipt(s) Banked
09/09/2024	PDQ007		82.96	82.96		R 	Receipt(s) Banked
09/09/2024	DFC009		473.98	473.98		R 	Receipt(s) Banked
09/09/2024	DFC009		12,846.63	12,846.63		R 	Receipt(s) Banked
09/09/2024	STO009		9.00	9.00		R 	Receipt(s) Banked
10/09/2024	7.20	7.20		7.20		R 	Cloud Next Limited
10/09/2024	BACS010	21.50		21.50		R 	Robinsons Traditional Statione
10/09/2024	TRF010	25.83		25.83		R 	Petty Cash
10/09/2024	BACS010	70.47		70.47		R 	ScrewFix
10/09/2024	BACS010	100.00		100.00		R 	Eyelid Productions
10/09/2024	BACS010	100.00		100.00		R 	RBL Poppy Appeal
10/09/2024	BACS010	102.10		102.10		R 	Linstead Farm & garden Machine
10/09/2024	BACS010	133.00		133.00		R 	
10/09/2024	BACS010	135.00		135.00		R 	
10/09/2024	BACS010	194.00		194.00		R 	Rejuvenate Yoga

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/09/2024	BACS010	200.00		200.00		R 	Magnus PR
10/09/2024	BACS010	207.00		207.00		R 	Tas Valley Fire (UK) Ltd
10/09/2024	BACSC010	234.00		234.00		R 	
10/09/2024	BACS010	648.50		648.50		R 	Barclaycard
10/09/2024	BACS010	2,576.70		2,576.70		R 	Chaplin Farrant
10/09/2024	BACS010	1,638.00		1,638.00		R 	PKF Littlejohn LLP
10/09/2024	BACS010	4,502.06		4,502.06		R 	HMRC Tax and NI
10/09/2024	BACS010	6,222.01		6,222.01		R 	Norfolk Pension Fund
10/09/2024	DD010	80.41		80.41		R 	Barclaycard Merchant
10/09/2024	DD010		80.41	80.41		R 	Receipt(s) Banked
10/09/2024	PDQ008		33.30	33.30		R 	Receipt(s) Banked
10/09/2024	DD010		-80.41	-80.41		R 	Receipt(s) Banked
11/09/2024	DD011	34.98		34.98		R 	SSE Energy Supply Ltd
11/09/2024	DD012	12.11		12.11		R 	EE Mobile
11/09/2024	PDQ009		97.55	97.55		R 	Receipt(s) Banked
11/09/2024	STO011		10.00	10.00		R 	Receipt(s) Banked
11/09/2024	101316		83.85	83.85		R 	Receipt(s) Banked
11/09/2024	101317		125.00	125.00		R 	Receipt(s) Banked
12/09/2024	BACS012		30.00	30.00		R 	Receipt(s) Banked
12/09/2024	PDQ010		182.07	182.07		R 	Receipt(s) Banked
12/09/2024	BACS012		225.00	225.00		R 	Receipt(s) Banked
13/09/2024	PDQ011		59.64	59.64		R 	Receipt(s) Banked
13/09/2024	BACS013		27.00	27.00		R 	Receipt(s) Banked
16/09/2024	DD016	151.73		151.73		R 	Crown Gas & Power
16/09/2024	DD016	28.00		28.00		R 	South Norfolk Council
16/09/2024	BACS016		30.00	30.00		R 	Receipt(s) Banked
16/09/2024	PDQ012		165.84	165.84		R 	Receipt(s) Banked
16/09/2024	PDQ013		143.55	143.55		R 	Receipt(s) Banked
16/09/2024	PDQ014		59.40	59.40		R 	Receipt(s) Banked
16/09/2024	DFC016		38.92	38.92		R 	Receipt(s) Banked
17/09/2024	BACS017		18.00	18.00		R 	Receipt(s) Banked
17/09/2024	PDQ015		58.80	58.80		R 	Receipt(s) Banked
17/09/2024	BACS017		62.00	62.00		R 	Receipt(s) Banked
17/09/2024	BACS017		32.00	32.00		R 	Receipt(s) Banked
17/09/2024	BACS017		32.00	32.00		R 	Receipt(s) Banked
18/09/2024	PDQ016		218.43	218.43		R 	Receipt(s) Banked
18/09/2024	STO018		10.00	10.00		R 	Receipt(s) Banked
18/09/2024	101318		100.00	100.00		R 	Receipt(s) Banked
18/09/2024	101319		456.10	456.10		R 	Receipt(s) Banked
19/09/2024	BACS019		32.00	32.00		R 	Receipt(s) Banked
19/09/2024	BACS019		82.00	82.00		R 	Receipt(s) Banked
19/09/2024	PDQ017		87.42	87.42		R 	Receipt(s) Banked
19/09/2024	BACS019		32.00	32.00		R 	Receipt(s) Banked
19/09/2024	BACS019		32.00	32.00		R 	Receipt(s) Banked
20/09/2024	DD020	177.66		177.66		R 	Ocean Telecom
20/09/2024	BACS020		32.00	32.00		R 	Receipt(s) Banked
20/09/2024	PDQ018		102.80	102.80		R 	Receipt(s) Banked
20/09/2024	EBACS020		211,125.66	211,125.66		R 	Receipt(s) Banked

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Community Bank Account

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20/09/2024	BACS020		270.00	270.00		R 	Receipt(s) Banked
20/09/2024	BACS020		62.00	62.00		R 	Receipt(s) Banked
23/09/2024	DD023	22.57		22.57		R 	Anglia Water
23/09/2024	DD023	887.80		887.80		R 	EDF Energy Customers Liimited
23/09/2024	PDQ019		143.30	143.30		R 	Receipt(s) Banked
23/09/2024	PDQ020		48.33	48.33		R 	Receipt(s) Banked
23/09/2024	PDQ021		42.65	42.65		R 	Receipt(s) Banked
23/09/2024	BACS023		62.00	62.00		R 	Receipt(s) Banked
23/09/2024	DFC023		87.26	87.26		R 	Receipt(s) Banked
24/09/2024	BACS024		20.00	20.00		R 	Receipt(s) Banked
24/09/2024	PDQ022		30.25	30.25		R 	Receipt(s) Banked
24/09/2024	BACS024		32.00	32.00		R 	Receipt(s) Banked
24/09/2024	BACS024		62.00	62.00		R 	Receipt(s) Banked
24/09/2024	BACS024		82.00	82.00		R 	Receipt(s) Banked
24/09/2024	BACS024		3,000.00	3,000.00		R 	Receipt(s) Banked
24/09/2024	BACS024		32.00	32.00		R 	Receipt(s) Banked
25/09/2024	DD025	259.00		259.00		R 	South Norfolk Council
25/09/2024	DD025	1,098.00		1,098.00		R 	South Norfolk Council
25/09/2024	DD025	1,211.58		1,211.58		R 	South Norfolk Council
25/09/2024	BACS025		92.00	92.00		R 	Receipt(s) Banked
25/09/2024	PDQ023		285.84	285.84		R 	Receipt(s) Banked
25/09/2024	STO025		10.00	10.00		R 	Receipt(s) Banked
25/09/2024	BACS025		62.00	62.00		R 	Receipt(s) Banked
26/09/2024	BACS026		18.00	18.00		R 	Receipt(s) Banked
26/09/2024	PDQ024		91.20	91.20		R 	Receipt(s) Banked
27/09/2024	BACS027	7.80		7.80		R 	ESPO
27/09/2024	BACS027	12.00		12.00		R 	Norfolk Association of Local
27/09/2024	BACS027	22.29		22.29		R 	Coopers
27/09/2024	BACS027	50.00		50.00		R 	
27/09/2024	BACS027	57.60		57.60		R 	Dissigns
27/09/2024	BACS027	100.00		100.00		R 	
27/09/2024	BACS027	102.00		102.00		R 	Cozens (UK) Limited
27/09/2024	BACS027	132.02		132.02		R 	Forcefresh Ltd
27/09/2024	BACS027	143.00		143.00		R 	
27/09/2024	BACS027	254.00		254.00		R 	
27/09/2024	BACS027	384.00		384.00		R 	Ben Burgess Garden Equip
27/09/2024	BACS027	661.50		661.50		R 	Top Garden Services
27/09/2024	BACS027		32.00	32.00		R 	Receipt(s) Banked
27/09/2024	BACS027		82.00	82.00		R 	Receipt(s) Banked
27/09/2024	PDQ025		117.10	117.10		R 	Receipt(s) Banked
27/09/2024	STO027		60.00	60.00		R 	Receipt(s) Banked
30/09/2024	BACS030	500.00		500.00		R 	L Gray Funfair
30/09/2024	BACS030	62.00		62.00		R 	
30/09/2024	BACS030	-62.00		-62.00		R 	
30/09/2024	BACS030	-500.00		-500.00		R 	L Gray Funfair
30/09/2024	DD030	174.00		174.00		R 	BNP Paribas Leasing Solutions
30/09/2024	BACS030	242.27		242.27		R 	Biffa Waste Services Limited
30/09/2024	DD030	766.88		766.88		R 	Anglia Water

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30/09/2024	BACS030	1,600.00		1,600.00		R ☒	
30/09/2024	BACS030	20,702.81		20,702.81		R ☒	Salaries
30/09/2024	BACS030		500.00	500.00		R ☒	Receipt(s) Banked
30/09/2024	BACS030		62.00	62.00		R ☒	Receipt(s) Banked
30/09/2024	STO030		45.00	45.00		R ☒	Receipt(s) Banked
30/09/2024	BACS030		20.00	20.00		R ☒	Receipt(s) Banked
30/09/2024	PDQ026		81.45	81.45		R ☒	Receipt(s) Banked
30/09/2024	PDQ027		92.55	92.55		R ☒	Receipt(s) Banked
30/09/2024	PDQ028		85.95	85.95		R ☒	Receipt(s) Banked
30/09/2024	BACS030		62.00	62.00		R ☒	Receipt(s) Banked
30/09/2024	BACS030		100.00	100.00		R ☒	Receipt(s) Banked
		<u>49,771.00</u>	<u>234,879.06</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	PHS	Sanitary Disposal - Annual Duty of Care - Building	LCMC		£ 8.59		£ 7.16	£ 1.43	£ 8.59	4071 203
Contractual	PHS	Sanitary Disposal - Annual Duty of Care - Toilets	Amenities		£ 8.59		£ 7.16	£ 1.43	£ 8.59	4071 131
Contractual	Cozens	Street Lighting - September	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122
Stat Duty	HMRC	Employees NI/PAYE - September	TC	£ 2,442.55	£ 2,425.02	£ 76.97	£ 4,944.54	£ -	£ 4,944.54	4001 Various
Lease	ASL	Photocopier - excess/arrears volume & charge	TC	£ 39.49			£ 32.91	£ 6.58	£ 39.49	4031 101
Stat Duty	Norfolk Pension	Employees Salary - September	TC	£ 3,194.87	£ 3,120.68	£ 110.94	£ 6,426.49		£ 6,426.49	4006 Various
Obligation	Rejuvenate Yoga	Yoga Classes - September	LCMC		£ 218.00		£ 218.00		£ 218.00	4160 202
Contractual	Classes	Yogalates Classes - September	LCMC		£ 239.00		£ 239.00		£ 239.00	4160 202
Contractual	Top Garden Services	Grass Cutting - September	LCMC		£ 529.20		£ 441.00	£ 88.20	£ 529.20	4039 202
FR4.1	Norvic Training	First Aid At Work - Requalification	LCMC		£ 165.60		£ 138.00	£ 27.60	£ 165.60	4071 202
FR4.1	Workwear (East Anglia) Ltd	Gym Member - T-Shirt Black	LCMC		£ 13.20		£ 11.00	£ 2.20	£ 13.20	4086 202
FR4.1	Workwear (East Anglia) Ltd	Gym Member - hoodies	LCMC		£ 37.48		£ 31.23	£ 6.25	£ 37.48	4086 202
FR4.1	Workwear (East Anglia) Ltd	Gym Member - hoodies	LCMC		£ 48.55		£ 40.46	£ 8.09	£ 48.55	4086 202
	Workwear Total								£ 99.23	
FR4.1	UgoBuild	FAI/Full P/Pack HSS Job Drill Prof	LCMC		£ 3.94		£ 3.28	£ 0.66	£ 3.94	4119 202
FR4.1 (over £250) Requires approval	Force Fresh	Centrefeed rolls, Black sacks, Kitchen Cleaner sanitiser	LCMC		£ 309.12		£ 257.60	£ 51.52	£ 309.12	4047 201 202
FR4.1	Force Fresh	Mini Jumbo roll , nitrile gloves Blue powder	LCMC		£ 241.07		£ 200.89	£ 40.18	£ 241.07	4047 202
	Force Fresh Total								£ 550.19	
FR4.1	Robinsons Traditional Stationers	A3 Colour - Gym	LCMC		£ 1.00		£ 0.83	£ 0.17	£ 1.00	4039 202
FR4.1	Denmans	Northgate 80W Corn Lamp E40	LCMC		£ 52.42	£ -	£ 43.68	£ 8.74	£ 52.42	4119 203
FR4.1		Mileage expenses	TC	£ 36.38			£ 36.38	£ -	£ 36.38	4015 101
FR4.1		Mileage expenses	TC	£ 41.06			£ 41.06	£ -	£ 41.06	4015 101
FR4.1		Allotment Plot 2b deposit refund	Amenities	£ -		£ 50.00	£ 50.00	£ -	£ 50.00	4098 126
FR4.1	Barclaycard - Coca-cola	Protein Products	LCMC		£ 230.91		£ 223.92	£ 6.99	£ 230.91	4162 4163 202
FR4.1	Barclaycard - Facebook	Facebook - Advertising	LCMC		£ 24.33		£ 24.33		£ 24.33	4057 202
FR4.1	Barclaycard - Spotify	Licence	LCMC		£ 11.99		£ 11.99		£ 11.99	4034 202
FR4.1	Barclaycard - Nespresso UK Ltd	Nespresso products	LCMC		£ 154.40		£ 154.40		£ 154.40	4162 202
FR4.1	Barclaycard - Amazon	Amazon - Paper cups, Heavy duty sack truck, Plastic cups	LCMC		£ 229.18		£ 210.02	£ 19.16	£ 229.18	4162 202 4047 203
FR4.1	Barclaycard - Amazon	Amazon - ABE Protein products	LCMC		£ 232.28		£ 192.82	£ 39.46	£ 232.28	4163 202
FR4.1	Barclaycard - Smarty	Vodafone Hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Barclaycard Total								£ 893.09	
FR4.1		HR Support - September 2024	TC	£ 67.50			£ 67.50		£ 67.50	4023 101
FR4.1		Business Forum Breakfast - October 2024 -	TC	£ 12.00			£ 12.00		£ 12.00	4044 101
FR4.1	Petty Cash - Gym & TC	Office sundries - September	LCMC/TC	£ 14.36	£ -				£ 14.36	4039/101/202
FR4.1	Petty Cash - Maintenance	Hose connections and sundries for workshop	LCMC/TC		£ 8.49		£ -		£ 8.49	4039 201 4119 201