



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

You are cordially invited by the Clerk to attend the next meeting of Redenhall with Harleston Town Council's Amenities Committee which will be held at the Town Council Offices on Wednesday 6th November 2024 at 6.30pm

Signed : Clare Crane - Town Clerk

Date: 1st November 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 of the last Amenities Committee meeting on Wednesday 4th September 2024 (copy herewith)
5. To note progress on decisions made at the last meeting of the Amenities 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
 - a) To receive a presentation from Jamie Jordan regarding organised artisan Market Days
 - b) To receive a presentation from Events Co-Ordinator regarding the event calendar for 2025
7. **Events 2025**
 - a) To discuss and determine the council's approach to events for 2025. (Copy herewith)
 - b) To consider and agree the following requests for events from Harleston's Future
 - i. Easter Bonnet Workshop & Windows Competition – April 19th 2025(venue to be determined)
 - ii. Open Gardens – June 7th and 8th 2025
 - iii. Harleston & Waveney Festival – Bank Holiday Monday, August 25th 2025 (approved by the LCMC)
 - iv. Food & Drink Festival – Saturday, September 27th 2025
 - v. Christmas Market – Saturday, November 29th 2025
8. **Streetlights**
 - a) To review the street lighting electricity contract proposal from Drax due for renewal in October 2025 as advised by Utility Aid
 - b) To receive a brief on the five-year electrical testing of the streetlights and agree the contractor for recommendation to the Town Council.
 - c) To receive and consider agreeing a quote from Cozens to install timers to the lights on Bullock Fair Close following a request from a resident.
9. **Cemetery**
 - a) To review and approve for recommendation to the Town Council the revised Cemetery Fees and Charges and Rules and Regulations. (Copy herewith)
 - b) To receive and consider the draft proposal to be submitted to Wortwell Parish Council regarding the Cemetery (copy herewith)

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/>

10. **Planters**
 - a) **Request for SLS Water Cart**
 - i. Consider the Planter Group's request to purchase an SLS water cart for plant maintenance.
 - Cost: £555 + £65 delivery (net), totalling £620
 - Additional Information: [Link to Product](#)
 - ii. Agree to the purchase of an SLS water cart for plant maintenance as described at a Total Cost: £620 (including £65 delivery, net)
 - iii. Determine the appropriate budget line or Ear-Marked Reserve (EMR) for funding this purchase.
 - iv. Recommend the purchase of the SLS water cart for plant maintenance to the Finance Committee for approval.
 - b) **Request for Garden Trolley**
 - i. Consider the Planter Group's request to purchase a 400kg (880LB) garden trolley with liner and tool tray.
 - Cost: £133.33 (no delivery, net)
 - Additional Information: [Link to Product](#)
 - ii. Agree to the purchase of a garden trolley with liner and tool tray for plant maintenance as described at a Total Cost: £133.33 (no delivery, net)
 - iii. Determine the appropriate budget line or Ear-Marked Reserve (EMR) for funding this purchase.
 - iv. Recommend the purchase of the garden trolley with liner and tool tray for plant maintenance to the Finance Committee for approval
 - c) **Consideration of Alternative Planting Area**
 - i. Discuss and identify potential areas for growing / storing plants outside the current maintenance compound (issues with inadequate sunlight and limited maintenance support).
 - d) **Promotion for Volunteer Recruitment (March 2025)**
 - i. Agree a promotional campaign in March 2025 to recruit additional volunteers to assist with the planters.
 - e) **Annual Planting Schedule**
 - i. Assess if one annual plant change is sufficient to maintain the quality and appearance of the planter displays.
 - f) **Planter Group Budget Discussion**
 - i. Review and clarify budget allocations and expenses for the Planter Group, including:
 - g) **Allocation of Sponsorship Income:** Confirm the distribution of the £200 per planter sponsorship income, specifying the portions allocated to plant expenses and to administration and sponsorship-related costs.
11. To receive a brief on the location of refuse bins for two shops and discuss the feasibility of their location as recommended by South Norfolk District Council. (Copy herewith)
12. To receive and note the contents of an update report from the Operations Manager.
 - a) Consider and agree any requests for recommendations or approval. (Copy herewith)
 - b) To receive a report following the Clock Tower Survey from the Operations Manager and agree next steps (Copy Herewith)
13. **Budget**
 - a) To review the draft budget
 - b) To add any requests for specific budget lines
 - c) To agree the revised draft budget for approval at the Finance Committee
14. **Finance**
 - a) To receive, scrutinise and approve the Income and Expenditure report for month 6 (copy herewith)
 - b) To receive and note the contents of the Payments List
 - i. 9th September 2024 (Copy herewith)
 - ii. 27th September 2024 (Copy herewith)
 - iii. 10th October 2024 (Copy herewith)
15. To receive and note report from Graham Peers Economic Development Officer – Tourism SNDC in relation to the Corn Exchange Building. (Copy herewith)
16. To note that the Town Clerk attended the Norfolk Market Town Conference.
17. To note the trial of combined meetings starting in January with the first date being the 15th January 2025 starting at 6.30pm in the Social Room at the Memorial Leisure Centre.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes

Redenhall with Harleston Town Council's Planning and Development Committee held at the Council Offices, Memorial Leisure Centre at 10am on Monday 7th October 2024

In Attendance: Councillors: John Graham, Michael Hardy, Paul MBA, Shelagh West

Also present: Emma Chandler (Deputy Town Clerk) and Mrs Carolyn Malinowski (Planning Advisor)

Members of Public: no members of the public present

1. Welcome

Cllr Graham welcomed everyone to the meeting

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

No apologies were received.

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.

No declarations received

Note Cllr West joined the meeting at 10.10

4. To receive and approve the minutes of the last Planning and Development Committee meeting on Monday 2nd September 2024.

Minutes were approved and signed by Cllr Graham

5. To note progress on decisions made at the last meeting of the Planning and Development Committee.

The committee noted that the Deputy Clerk had a response regarding item 11, Infrastructure Planning in which it was confirmed that if development is 100% affordable housing it would not be liable for CIL or S106 contributions if however, infrastructure in Harleston is needed to support the development this can still be funded from the funds acquired through CIL on development more generally.

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 designate 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).

Not needed no public present

7. To receive and consider the new planning applications received and ratify comments and verdict. (copy herewith)

a) Application: 2024/2706

Applicant: Mr Richard Perfitt

Location: 16 Old Market Place Harleston Norfolk IP20 9BE

Proposal: Replacement windows, door and driveway surface. Internal alterations.

Removal of existing back door. Gas vent through external wall.

Application Type: Listed Building Consent

Committee Comment - In view of the level of listing of this building and it being within the conservation area we would be happy for this to be determined by the Conservation Officer.

b) Application: 2024/2629

Applicant: Mr Karl Mayhew

Location: 19 St Marys Close Harleston Norfolk IP20 9HS

Proposal: Demolition and re-build of rear extension

Application Type: Householder

Committee Comment - Noted that no application is available as regards to materials to be used. In light of this the committee would seek application of policy BU13 of the Redenhall with Harleston Design Guidance and Code.

c) Application: 2024/0409 2024/0410

Amended application received on 6th September 2024

Proposal: Rebuild of front boundary wall, installation of railings to coping of wall.

Replanting of hedge behind railings.

Location: 2 London Road Harleston Norfolk IP20 9BW

Applicant: Mr Daniel Green

Application Type: Listed Building Consent

Committee Comment - The Planning Committee, in principle, would support the new plan as set out in the Selbourne House Driveway document. However, there is a major inconsistency between that document and the elevation drawing and the detail provided in the planning application form with particular regard as to whether or not the vehicle gates and additional car parking at the front are being requested or not. We would also refer to the recent letter from the Highways department which seems to confirm there is an inconsistency.

However, alternatively if it is still planned to gain access to the property for cars from London Road our previous objection stand.

d) Extra Planning application received on 3rd October 2024

Application: 2024/2800

Applicant: Mr Alasdair Horner

Location: 17A Broad Street Harleston Norfolk IP20 9AZ

Proposal: Replacement door and windows, barge boards, fascias and soffits

Application Type: Listed Building Consent

Committee Comment - In view of the building being within the conservation area we would be happy for this to be determined by the Conservation Officer.

8. To receive and note planning decisions made by South Norfolk and other planning authorities since the last meeting

Noted

9. To receive and note the planning decisions which remain outstanding by South Norfolk and other planning authorities

Noted

10. To note the date of the next Planning and Development Committee meeting as Monday 4th November 2024 starting at 10am in the Meeting Room at the Memorial Leisure Centre.

Noted

11. 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

12. To receive confidential reports relating to enforcement cases (for information only)

Noted

Meeting Closed at 11.20am

Signed

Date

Amenities – Progress Report – for the 6th November 2024 Meeting

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

Amenities – Progress Report – for the 6th November 2024 Meeting

Amenities	3 rd July 2024 Item 12	Allotment Fees from 2025	Unanimously agreed that the new lease arranged by the Council be noted at the Town Council meeting and that all plots include the £13.00 uplift.	Town Clerk	August 2024	Letters sent along with the invoices for the allotments. Matter Closed
Amenities	3 rd July 2024 Item 13	Wortwell PC Cemetery agreement	Unanimously decided that Cllr Brownsea would try to locate the original agreement for review at the next Amenities meeting. If the original agreement cannot be found, the existing draft proposal will be reconsidered.	Cllr Brownsea and Town Clerk	September meeting	On november agenda Matter Closed
Amenities	3 rd July 2024 Item 14	Car park resurfacing	Agreed to invite the SNDC Market Town & Business Development Service Manager to an onsite meeting to inspect both Broad Street car park and the Town car park. During this meeting, discuss how the Town Council can move forward within the terms of the lease to consider any resurfacing.	Town Clerk	ASAP	Deputy Clerk met with the SDNC Market Town and Business Development Service Manager and will provide a report for the next. Ongoing
Amenities	3 rd July 2024 Item 24	Street signage	After a lengthy discussion, it was agreed that the Clerk would prepare a report for the Town Council to consider. This matter will fall under the Town Council's jurisdiction, with Councillor Graham as the lead on this priority.	Town Clerk		Matter Closed
Amenities	4 th September 2024 Item 9	Market Place	Cllr Scade requested that stewards be available on Armistice Day to ensure that traffic is controlled during the 2 minutes silence to ensure the safety of those attending the War Memorial to pay respects.	Deputy Clerk	11 th November 2024	Matter Closed
Amenities	4 th September 2024 Item 10a	Planters	The in-kind support of the Swan Hotel providing water for the planters was considered and unanimously agreed.	Administrator	ASAP	Logo etc requested from the Swan Hotel Matter Closed
Amenities	4 th September 2024 Item 13	Finance - Street Lighting	At the point of reviewing the Street Lighting costs Cllr Brownsea highlighted a light not working on Broad Street opposite the Indian Restaurant. Deputy Clerk to investigate and report to the appropriate authority.	Deputy Clerk	ASAP	All defects reported to the appropriate authority. Matter Closed

Amenities – Progress Report – for the 6th November 2024 Meeting

			Cllr Brownsea also highlighted a light on Mendham Lane that was buried in a large hedge. The light was pinpointed on the map and agreed for the Deputy Clerk to report to the Highways Department.			
Amenities	4 th September 2024 Item 15a	Budget	The committee agreed to arrange a date for an extra meeting when the Town Clerk was available.	Deputy Clerk	October	Finance committee have agreed the 19 th October. Matter Closed

Redenhall Municipal Cemetery and Garden of Remembrance

Bungay Road, Redenhall, Norfolk, IP20 9QS

A facility jointly owned by the Parishes of Redenhall with Harleston and Wortwell

The Cemetery and Garden of Remembrance is open all year round
from 8am and half an hour before sunset.

Contact:

Redenhall with Harleston Town Council

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk IP20 9DD

Tel/Fax: 01379 854519

E Mail: enquiries@harleston-tc.gov.uk

Fees, Payments and Sums

Fixed and settled pursuant to the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1974 and 1977.

General Guidelines:

- **Resident Fees** apply where the person to be interred or granted the Exclusive Right of Burial lived or was an elector in the Parishes of Redenhall with Harleston or Wortwell for at least six months before their death.
 - **Non-Resident Fees** apply in all other cases.
 - **Former Residents:** Those living in a retirement home outside the parishes but listed on the Register of Electors within the last five years will be treated as residents.
 - **Children's Funeral Fund:** Covers burial costs for children up to 18 years old; fees will be waived and met by the government.
 - **The Reservation** of Exclusive Right of Burial is not permitted unless, during the first interment, it is determined that obtaining a double plot is not feasible.
 - **The purchase of an Exclusive Right of Burial** and any associated fees are non-refundable.
-

Interments in Redenhall Municipal Cemetery

(Not including Grave Digging but inclusive of Exclusive Rights of Burial)

Redenhall with Harleston or Wortwell Parish Resident Only

Description	Single Plot	Double Plot
Any interment in a grave not exceeding 8 feet x 2 feet 6 inches for:		
A person aged 12 years or above	£400	£750
A person aged under 12 but greater than one year	£400	£750
A still-born child or a child whose age at death did not exceed one year	£200	£350
Transfer of Exclusive Right of Burial	£50	£50
Re-open of a double grave	N/A	£200

Interments in Redenhall Municipal Cemetery

(Not including Grave Digging and No Exclusive Rights of Burial)

Description	Resident Single Plot	Resident Double Plot	Non- Resident Single Plot	Non- Resident Double Plot
Interment in a grave not exceeding 8 feet x 2 feet 6 inches where Exclusive Rights of Burial are already purchased or not being purchased for:				
A person aged 12 years or above	£200	£350	£600	£1,050
A person aged under 12 but greater than one year	£200	£350	£600	£1,050
A still-born child or a child whose age at death did not exceed one year	£200	£350	£400	£700
Transfer of Exclusive Right of Burial	£50	£50	£50	£50
Re-open of a double grave	N/A	£200	N/A	£400

Interments of Cremated Remains in Redenhall Municipal Cemetery

In Redenhall Municipal Cemetery: You can purchase Exclusive Rights of Burial for interment of ashes in a regular grave plot where these rights are already purchased or can be purchased. If the Exclusive Rights of Burial for a grave have been purchased, ashes can be interred in the grave.

Description	Resident Single Plot	Resident Double Plot	Non-Resident Single Plot	Non-Resident Double Plot
In an existing grave where Exclusive Rights of Burial are already purchased	£150	N/A	£450	N/A
Plot digging charges to be paid to the Town Council (if required)	£85	N/A	£85	N/A

Burial Reservation - Exclusive Right of Burial

Reservations are not permitted unless, during the first interment, it is determined that obtaining a double plot is not feasible. In these instances, the Town Council will reserve an additional plot where exclusive rights of burial can be purchased.

Redenhall with Harleston or Wortwell Parish Resident Only

Description	Single Plot	Double Plot
Reservation including Exclusive Right of Burial for 100 years in a grave not exceeding 8 feet x 2 feet 6 inches for:		
A person aged 12 years or above	£200	£350
A person aged under 12 but greater than one year	£200	£350
A still-born child or a child whose age at death did not exceed one year	£0	£0
Transfer of Exclusive Right of Burial	£50	£50

Monuments in the Main Cemetery

Description	Resident Single Plot	Resident Double Plot	Non-Resident Single Plot	Non-Resident Double Plot
Lawn memorial as set out in the rules and regulations	£200	£200	£600	£600
Additional inscription(s)	£75	£75	£225	£225

Interments of Cremated Remains in Redenhall Municipal Garden of Remembrance

In Redenhall Garden of Remembrance: The Garden of Remembrance does not offer the ability to purchase Exclusive Rights of Burial. Instead, plots in the Garden of Remembrance are allocated in rotation without offering exclusivity.

Description	Resident Single Plot	Resident Double Plot	Non-Resident Single Plot	Non-Resident Double Plot
First interment of ashes	£200	£350	£600	£1,050
Interment of ashes of a spouse or relative under the same base	£100	N/A	£300	N/A
Plot digging charges to be paid to the Town Council (if required)	£85	£85	£85	£85

Monuments in Garden of Remembrance

Description	Resident Single Plot	Resident Double Plot	Non-Resident Single Plot	Non-Resident Double Plot
Memorial tablets/plaques as set out in the rules and regulations.	Included in interment fees	Included in interment fees	£100	£100
Additional inscription	N/A	£50	N/A	£50

Redenhall with Harleston Town Council adopted this document at the Town Council meeting held on DD Month YYYY

Signed (Chair)

Next Review is on or before Month YYYY

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E Mail: enquiries@harleston-tc.gov.uk

Rules and Regulations

1. For the purposes of this document
 - a. the term 'Clerk' refers to the Town Clerk
 - b. the term 'Council' refers to the Town Council
 - c. the term 'EROB' refers to Exclusive Right of Burial

2. Notice of Interment

Two clear days' notice must be given to the Clerk for an interment in an earthen grave. Saturdays, Sundays and public and bank holidays are excluded in reckoning the length of notice. This rule will not apply to those with religious beliefs which require burial within a limited number of hours, or in cases of death from infectious diseases where urgent burial is considered necessary upon medical certification.

3. Certification of Death

The certification for the disposal of a body, or in the case of an inquest, the Coroners Order for Burial, must be produced before interment and delivered to the Clerk. For the burial of a still-born child an appropriate certificate issued by the Registrar of Births and Deaths or the Coroner will be required.

4. Payment of Fees

All orders must be given, and fees and charges paid at the time of application or, in the case of headstones and memorials, before they are erected. Application forms, fees and payment details can be found on our website.

5. Time of Interment

The time fixed for the funeral must be that at which the procession is at the cemetery. No interment will take place on Saturdays, Sundays, Good Friday, Christmas Day or bank holidays, except on the certificate of a coroner or registered medical practitioner that immediate interment is necessary, or on specific religious grounds. Interment may otherwise take place at the cemetery on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays between the hours of 09:00 and 15:30 upon payment of the appropriate fees the Clerk must be notified of the time of the interment.

The interment of ashes will also be permitted between the hours of 09:00 and 12:00 on Saturdays.

6. Admission of Vehicles

Motor vehicles are prohibited from entering the cemetery. A few parking spaces for cemetery visitors are available on Bungay Road immediately outside the Redenhall Church.

7. Digging Graves

The Council does not have an appointed grave digger, as shown in the fees, and therefore this is the responsibility of the funeral director to make all necessary arrangements and notify the Clerk.

After the interment the Council will regularly check the grave for sinkage and when needed will contact the funeral director to top up the level of any grave that sinks in this way. Once it is determined suitable the Council may remove all mounds by contacting the funeral director.

8. Re-Opening of Graves

The owner or executor shall be responsible for the removal of all memorials on the re-opening of graves and the replacement of the same within 18 months. The cost of such removal must be borne by the owner, and the Council will not be responsible in the event of a monument or stone becoming broken or damaged, lost or destroyed during the work.

9. Depth of Graves

No grave shall be deeper than 8 feet, but the Council, if they find it impractical for any reason, reserve the right to specify the maximum depth to which the grave can be dug. No body shall be buried in a grave in such a manner that any part of the coffin is less than 3 feet below the level of any ground adjoining the grave.

10. Site Of Graves

Allocation of rights to grave plots and burials will be on application as per the plan kept by the Clerk.

11. Exclusive Right of Burial

The purchase of an EROB refers to the right to be buried in the grave space mentioned in the Exclusive Right Certificate and NOT the purchase of the land itself. It is only the Right of Burial which expires at the end of the term (currently 100 years) and present legislation does not allow any human remains to be disturbed unless with lawful authority. As registered Owner of the Grant of Exclusive Right of Burial, you have the automatic right to be buried in the grave, space permitting. You may also allow others to be buried in the grave (space permitting).

- a. The charge for an EROB is payable in addition to the interment fee and other fees, and entitles the person to whom the grant is made to the EROB in that grave for 100 years, after which time the Council may permit burials in any unused space. The Council will permit a memorial to be placed only over a grave in which an EROB has been granted, subject to the council's regulations and charges relating to memorials.
- b. Where no EROB has been purchased or the term of an EROB has expired the Council reserves the right to make further burials in the same grave at a later date and therefore it is not possible to permit the erection of any memorials as noted in section 11.
- c. No assignment of the EROB in a grave will be allowed unless the Deed of Grant has been properly endorsed by the Clerk following a lawful transfer process having been undertaken.
- d. Reservations are not permitted unless, during the first interment, it is determined that obtaining a double plot is not feasible. In these instances, the Council will reserve an additional plot where an EROB can be purchased.

12. Cemetery

- a. The grave will not exceed 8 feet x 2 feet 6".
- b. **Memorial information**
 - i. Lawn memorials can consist of a headstone or other shapes as appropriate and must be made of natural stone.
 - ii. The maximum dimensions permitted at ground level cannot exceed 3 feet and 6 inches (1.09 meters) in height or 3 feet 9 inches in height (1.19 meters) if including a base and must not exceed the width of the grave.
 - iii. Provision may be made in the base stone for up to two flower containers providing they are placed at the head of the grave and incorporated into the lawn memorial.
 - iv. No other type of memorial/monument may be erected on any grave other than one suitable headstone or one combined suitable headstone.
 - v. No freestanding containers or glass vases of any description are permitted. In addition, no glass in any form (vases, bottles, trinkets or any item) is allowed in the cemetery. If found the Council reserves the right to remove it.
 - vi. Kerbs, fences, flat stones, ledger slabs, boarder stone or the planting of any plants along the grave space are not permitted and the burial authority reserves the right to remove any such items in order properly to undertake their responsibilities for the care and maintenance of the Cemetery.
 - vii. Work on all lawn memorials must be carried out in accordance with best practice guidance as provided by the Association of Burial Authorities and have NAMM and/or BRAMM registered masons to fit memorials to current British Standards (BS8415:18).
 - viii. Any persons undertaking such works must use such means as are deemed necessary by the Council for the protection of the grass and the paths during the progress of the work. Such persons shall, upon completion of the work, clear away any materials not used, or any other rubbish deposited on the site of the works to the satisfaction of the Clerk or other such officer as may be nominated by the council.
 - ix. No lawn memorials of any sort will be allowed to be erected or placed on a grave in any part of the cemetery without the consent of the Clerk, and a copy of every lawn memorial and inscription proposed with a drawing, in duplicate, showing the form and dimensions proposed to be erected must be sent to the Council one month prior to installation for approval. Application forms and contact details are available on our website.
 - x. The grave reference number must be inscribed on all lawn memorials.
 - xi. All lawn memorials shall be the sole responsibility of the owner, and, after erection, they must be kept in good repair by the owner and unless this is done the Council reserves the right to cause them to be repaired or removed at the owners' expense. Damage to monuments is not covered by the council's insurance.
 - xii. No shrubs, plants or flowers may be planted within the cemetery or on any grave therein nor may any shrubs, plants or flowers be cut or carried away without consent. The Council reserves the right to prune, cut down or dig up and remove any shrub, plant or flower planted without authorisation or which, in the opinion of the council, has become unsightly or overgrown.
 - xiii. The Council does not accept any liability for items placed in the cemetery (and on graves in particular) without the express permission

of the Clerk. It is done so at the owners' risk and the Council reserves the right to remove any item which causes an obstruction to grass cutting or the general maintenance of the cemetery.

- xiv. No lawn memorial's will be allowed to be erected on any grave where an EROB have not been purchased. Permanent memorials may be placed only onto graves for which the burial rights have been purchased. Where the burial rights have not been purchased a wooden marker or cross (the cross not exceeding 30" x 24" overall) showing the name, age and date of death of the deceased may be permitted, subject to the Council's approval. The Council, on the expiry of the time after which the grave may be legally re-used, shall remove such a marker. The Council reserves the right to remove permanent memorials erected where the burial rights have not been purchased.

13. Gardens of Remembrance

- a. The size of a single plot shall not exceed 18" x 18" x 18" deep and after interment the ground will be restored by replacing the soil and turf.
- b. The size of a double plot shall not exceed 18" x 18" wide x 24" deep and after interment, the ground will be restored by replacing the soil and turf.
- c. This plot is for one interment, but a spouse or other close relative may be interred at a later date under the same base slab.
- d. No other ashes may be interred in the same plot without the express wish or consent of the nearest relative.
- e. There is no provision for an EROB and plots are allocated in rotation.
- f. The initial fee is for a period of 20 years and in the case of a double interment the period of 20 years begins from the date of the second interment.
- g. The plot may be secured for a further 20 years for half the original fee.

h. Memorial information

- i. A tablet/plaque memorial may be erected and are to be flat, horizontal tablets not more than 18" x 18", and not less than 2" thick. They must be made of natural stone and provision may be made in the tablet/plaque for a flower container.
- ii. No freestanding containers or glass vases of any description are permitted. In addition, no glass in any form (vases, bottles, trinkets or any item) is allowed in the cemetery. If found the Council reserves the right to remove it.
- iii. The tablet/plaque memorial may be lettered to allow, if desired, space for a second inscription.
- iv. A sketch of any proposed memorials with full details of dimension, materials and inscription may be submitted to the Council for approval before any arrangements are made. If approval is granted for a permanent suitable headstone the fee will be payable. The Council reserves the right to remove any memorial erected without written approval. Application forms are available on our website.
- v. Work on all tablet/plaque memorials must be carried out in accordance with best practice guidance as provided by the Association of Burial Authorities and have NAMM and/or BRAMM registered masons to fit memorials to current British Standards (BS8415:18).
- vi. Any persons undertaking such works must use such means as are deemed necessary by the Council for the protection of the grass and the paths during the progress of the work. Such persons shall, upon completion of the work, clear away any materials not used, or any other rubbish deposited on the site of the works to the satisfaction of the Clerk or other such officer as may be nominated by the council.
- vii. No tablet/plaque memorials of any sort will be allowed to be erected in any part of the garden of remembrance without the consent of the Clerk, and a copy of every lawn memorial and inscription proposed

with a drawing, in duplicate, showing the form and dimensions proposed to be erected must be sent to the Council office one month prior to installation for approval. Application forms and contact details can be found on our website.

- viii. The grave reference number must be inscribed on all lawn memorials.
- ix. All tablets/ plaque memorials shall be the sole responsibility of the owner, and, after erection, they must be kept in good repair by the owner and unless this is done the Council reserves the right to cause them to be repaired or removed at the owners' expense. Damage to monuments is not covered by the council's insurance.
- x. No shrubs, plants or flowers may be planted within the cemetery or on any grave therein nor may any shrubs, plants or flowers be cut or carried away without consent. The Council reserves the right to prune, cut down or dig up and remove any shrub, plant or flower planted without authorisation or which, in the opinion of the council, has become unsightly or overgrown.
- xi. The Council does not accept any liability for items placed in the cemetery (and on graves in particular) without the express permission of the Clerk. It is done so at the owners' risk and the Council reserves the right to remove any item which causes an obstruction to grass cutting or the general maintenance of the cemetery.

14. Register of Burials

A register of the burial is kept at the Council office where, at all reasonable times, searches may be made and photocopies obtained upon payment of the proper fees. Please contact enquiries@harleston-tc.gov.uk to arrange an appointment.

15. Plan of the Cemetery

A plan of the cemetery showing the situation of the graves and interments is kept at the Council offices and may be seen without charge during office opening hours. Please contact enquiries@harleston-tc.gov.uk to arrange an appointment.

16. Public Access

- a. The cemetery will be open to the public between 8am and half an hour before sunset.
- b. The cemetery is operational, and therefore from time-to-time access to graves may be precluded in order to conduct another burial service (i.e., soil may be on one grave if an adjacent grave is being dug).

17. Prohibitions

All visitors to the Cemetery should comply with the following:

- a. Children under the age of ten years of age will not be admitted, except under the care of a responsible person and all visitors will be expected to observe perfect decorum in all respects.
- b. Persons must not bring dogs (except guide dogs) into the cemetery, or permit dogs to run loose in the areas adjoining the cemetery.
- c. Smoking within the cemetery is strictly prohibited.
- d. Consumption of alcohol and drugs within the cemetery is strictly prohibited.
- e. The riding of horses, cycles and motorcycles within the cemetery is strictly prohibited.
- f. No persons shall be allowed to offer goods for sale or to solicit orders for the sale of any goods within the cemetery. Offenders will be liable to expulsion.

18. Conduct

Every person who shall wilfully destroy or injure any building, wall, or fence belonging to the council, or destroy or injure any tree or plant therein, or who shall daub or disfigure any wall thereof, or put up any bill therein or on any wall thereof, or wilfully destroy, injure, or deface any monument, tablet, inscription or gravestone, or do any other wilful damage, play at any game or sport, or discharge fire-arms (save at a military funeral) in the burial ground, or wilfully and unlawfully disturb any person assembled therein for the purpose of burying any body therein, or commit any nuisance within the grounds, is liable to prosecution.

19. Variation of Regulations

The Council reserves the right from time to time to make alterations or additions to the foregoing rules and regulations consistent with the Burial Acts. The regulations of Her Majesty's Secretary of State, under the Burial Acts and applicable to the cemetery must be considered as incorporated herewith.

20. Non-Compliance

- a. In the first instance the person holding the EROB will be written to, at the last known address, giving them one month's notice of a removal of the memorial if the regulations above have been contravened.
- b. Any vases or containers that are removed from graves will be retained by the Council for one month before disposal.
- c. If the person holding the EROB wishes to appeal, this should be submitted in writing to the Clerk to the Council.
- d. If still not satisfied with the outcome, the person holding the EROB will have the opportunity to discuss it with the Council; however the council's decision will be final.

Redenhall with Harleston Council adopted this document at the Council meeting held on DD Month YYYY

Signed (Chair)

Next Review is on or before Month YYYY

AMENITIES MAINTENANCE/H&S REPORT NOVEMBER 2024

Memorial: The Round Table will be attending the memorial to clean the paths before Remembrance Day.

Car Parks: Maintenance work has now started on the main car park. The grass has been cut around the toilet block area. We will endeavor to return to trim the hedge and cut the area around the trees near to the BT Exchange. There is a broken bollard at the recycle centre, but this repair is the responsibility of SN&BDC.

Cemetery: The hedges around the internment area have been overlooked and are now overgrown. This maintenance was scheduled for completion in September/October; however, unforeseen circumstances have delayed the work. Currently, our team is focusing on finishing the Christmas lights installation to meet the mid-November deadline.

I would like to request approval to obtain a quote from a contractor to address the hedge maintenance.

Allotments: I would like approval to use a small area at the entrance, near to the community greenhouse for a tree nursery. This is a South Norfolk tree wardens initiative, at no cost to the council. This will enable us to share stocked saplings with other tree wardens in the South Norfolk area. This will hopefully reduce purchasing new trees for Redenhall and Harleston and also prevent disease from imported trees.

Town Centre: The small planter at Old Post Office Court has now been repaired after it was hit by a vehicle.

The team have examined the finger post at Bullock Fair Close due to complaints of two missing signs, which have been broken off. After close inspection, the broken fingers have been found to be rusted and only can be removed by cutting with an angle grinder. I feel that these should be left alone as the inner surface is metal and not coloured, so would make the post look odd if they are removed. In my opinion, the broken signs are not noticeable how they are. What action would the Council like the team to take?

Toilets: Nothing to report.

Bus Shelter: Nothing to report.

Clock Tower report

Upon receipt of the Clock Tower report, it has been identified that the following needs further work.

This work will have to be undertaken by builders with grade 2 listed status.

The Clock Tower is in remarkably good structural condition for its age and has benefited from a Heritage Lottery Fund grant assisted restoration in the year 2000.

The Clock Tower does not display evidence of having suffered any significant structural movement or distortion since it was constructed, which is a testament to the quality of the original design and construction. No structural defects were observed that require immediate attention.

The high priority items requiring further investigation and remedial works are summarised as follows:

- ☐ Clear blockages and action repairs to the surface water drainage system as necessary to ensure it is free flowing and efficiently discharging rainwater away from the Clock Tower. (this was completed by the maintenance team)
- ☐ Remove the loose section of stucco render adjacent the rainwater pipe on the front elevation facing The Thoroughfare.
- ☐ Remove loose areas of render from the top faces of the perimeter cornice projection and repair, lead flash cover, to prevent water ingress causing future damage to the Clock Tower structure.
- ☐ Check security of the clock face fixings where the render finishes are cracked at the fixing points.
- ☐ Replace of the deteriorated and cracked viewing deck waterproofing finishes to prevent water ingress causing future damage to the Clock Tower structure.
- ☐ Remove the deteriorated decorative timber elements from the base of the spire and weather vane assembly which may become loose and fall off if not removed.
- ☐ Expose the timber roof and ceiling structure of the cupola to allow inspection for damage and deterioration associated with birds nesting and roosting inside. This will involve removal of the ceiling panels and replacing the underside of the roof.
- ☐ Commission a detailed structural inspection of the bell support timber headstock framing to ensure the bell support remains structurally sound and secure.
- ☐ Commission a specialist safety inspection of the lightning conductor system to ensure it is effectively protecting the Clock Tower from damage in the event of a lightning strike.
- ☐ Install fall protection measures and warning signage inside the Clock Tower to reduce and manage the risk of injury or death in the event of someone slipping, tripping or falling whilst working, climbing or descending the internal ladders and staircases.

The top and bottom doors are also in need of replacement due to rot.

I will now be obtaining quotes for the work to be carried out and will present this information to you at a future meeting.

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>121 Environmental</u>								
1083 Planter Sponsorship	0	600	0	(600)			0.0%	
Environmental :- Income	<u>0</u>	<u>600</u>	<u>0</u>	<u>(600)</u>				<u>0</u>
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	<u>60</u>	<u>340</u>	<u>4,430</u>	<u>4,090</u>	<u>0</u>	<u>4,090</u>	<u>7.7%</u>	<u>223</u>
Net Income over Expenditure	<u>(60)</u>	<u>260</u>	<u>(4,430)</u>	<u>(4,690)</u>				
6000 plus Transfer from EMR	0	223						
Movement to/(from) Gen Reserve	<u>(60)</u>	<u>483</u>						
<u>122 Street Lighting</u>								
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	<u>869</u>	<u>4,295</u>	<u>10,020</u>	<u>5,725</u>	<u>0</u>	<u>5,725</u>	<u>42.9%</u>	<u>0</u>
Net Expenditure	<u>(869)</u>	<u>(4,295)</u>	<u>(10,020)</u>	<u>(5,725)</u>				
<u>123 Car Parks</u>								
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	<u>2,818</u>	<u>18,983</u>	<u>35,075</u>	<u>16,092</u>			<u>54.1%</u>	<u>0</u>
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%	
4136 Car Park Lease	0	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	<u>1,357</u>	<u>26,840</u>	<u>55,770</u>	<u>28,930</u>	<u>0</u>	<u>28,930</u>	<u>48.1%</u>	<u>0</u>
Net Income over Expenditure	<u>1,461</u>	<u>(7,857)</u>	<u>(20,695)</u>	<u>(12,838)</u>				

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
124 Cemetery								
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						
125 Markets								
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)				
126 Allotments								
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%	
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)				

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
129 War Memorial								
4104 War Memorial - refurbishment	0	2,700	0	(2,700)		(2,700)	0.0%	2,700
4111 War Memorial Maintenance	0	3	0	(3)		(3)	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>2,703</u>	<u>0</u>	<u>(2,703)</u>	<u>0</u>	<u>(2,703)</u>		<u>2,700</u>
Net Expenditure	<u>0</u>	<u>(2,703)</u>	<u>0</u>	<u>2,703</u>				
6000 plus Transfer from EMR	0	2,700						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3)</u>						
130 Clock Tower								
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	<u>0</u>	<u>10,680</u>	<u>500</u>	<u>(10,180)</u>	<u>0</u>	<u>(10,180)</u>	<u>2136.0%</u>	<u>10,305</u>
Net Expenditure	<u>0</u>	<u>(10,680)</u>	<u>(500)</u>	<u>10,180</u>				
6000 plus Transfer from EMR	0	10,305						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(375)</u>						
131 Public Toilets								
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	<u>280</u>	<u>3,616</u>	<u>8,004</u>	<u>4,388</u>	<u>0</u>	<u>4,388</u>	<u>45.2%</u>	<u>0</u>
Net Expenditure	<u>(280)</u>	<u>(3,616)</u>	<u>(8,004)</u>	<u>(4,388)</u>				
Grand Totals:- Income	4,222	23,577	43,889	20,312			53.7%	
Expenditure	2,626	53,788	84,319	30,531	0	30,531	63.8%	
Net Income over Expenditure	<u>1,596</u>	<u>(30,211)</u>	<u>(40,430)</u>	<u>(10,219)</u>				
plus Transfer from EMR	0	17,240						
Movement to/(from) Gen Reserve	<u>1,596</u>	<u>(12,971)</u>						

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	

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		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 - Laura Mulley	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 - Clir Mo Mba	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

Graham Peers
Economic Development Officer - Tourism
South Norfolk District Council

Update to Redenhall with Harleston Town Council

As a council we recognise the need to have the Exchange building occupied and once again be a vibrant part of the Harleston town centre offering. To this end we met with the owners and viewed the building to investigate ways to bring the building back into use. The building is owned by a partnership looking to realise their retirement pot. Following discussions, it was clear that the said partnership is looking to sell outright and therefore a significant investment would be needed both in terms of capital and resource to secure and manage the building. Sadly, this isn't something that we can undertake at this time but will continue to monitor the situation. Jonathon, the letting agent, is trying to persuade the owners to let parts of the building piecemeal and if this transpires, we can look to support local businesses via our Business Builder Programme.