



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

You are cordially invited by the Clerk to attend the next meeting of **Redenhall with Harleston Town Council's Leisure Centre Management Committee** which will be held at the Town Council offices on **Wednesday 4th December 2024 at 6.30pm.**

Signed: Emma Chandler – Deputy Town Clerk

Date: 29th 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 from the last Leisure Centre Management meeting on Wednesday 9th October 2024 (copy herewith)
5. To note progress on decisions made at the last meeting of the Leisure Centre Management Committee (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To receive an update from the committee regarding visits to local Sheds
8. To receive an update from the Deputy Clerk regarding the electricity supply to the compound.
 - a) To receive the backdated bill and agree payment as soon as possible.
 - b) To note the setup of a one-year contract at a cost of £793.00.
9. To receive and note the contents of an update report from the Operations Manager.

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. To receive correspondence and quote from the Gym Repair Service.
 - a) Consider and agree to all repairs at a cost of £1462.39 + VAT using budget line 202 4123
 - b) To receive information on leasing cardiovascular equipment to replace aging or end-of-life assets.
 - c) Agree next steps
11. To receive and note the contents of an update report from the Leisure Centre Manager
 - a) Consider and agree any requests for recommendations or approval.
12. 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.
13. To receive, scrutinise and approve the Income and Expenditure report for months 7. (Copy herewith)
14. To receive and approve the contents of the Payments List
 - a) 10th October 2024 (Copy herewith)
 - b) 7th November 2024 (Copy herewith)
15. 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 of a meeting of Redenhall with Harleston Town Council's Leisure Centre Management Committee held at the Social Room at Harleston Leisure Centre on Wednesday 9th October 2024 at 6.30pm

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

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

Members of the Public: 3 members of the public (Harleston Shed representatives)

1) Welcome

Cllr Chenery welcomed everyone to the meeting

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

Apologies were received from Cllr Harrison due to work commitments.

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

Both apologies were unanimously accepted.

Cllr Mba arrived to the meeting at 18.36

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

None declared

4) To receive and approve the minutes from the last Leisure Centre Management meeting on Wednesday 14th August 2024.

Minutes were approved and signed by Cllr Chenery

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

Noted

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

Harleston Shed Committee Update

- **Visual Update:** Presented new design plans.
- **Site Visits:** Ditchingham and Fressingfield
- **Membership:** Now at 45 members.
- **Funding:** Ongoing discussions.
- **Facilities:** Toilets identified as needing further discussion
- **Rates/Lease:** Under review.

7) To receive an update from Harleston Shed

The committee thanked The Harleston Shed representatives for the update.

It was noted that councillors would visit the other local sheds in Ditchingham and Fressingfield to see a working shed.

A member of the shed will work with the Clerk regarding a lease for the project.

Information gathered to be viewed at the next meeting.

Action – Town Clerk and The Harleston Shed

- 8) To review the current list of fees and charges for the Gym, Leisure Centre and Recreation Ground and agree prices for 25-26**

Unanimously agreed to keep the fees and charges at the current levels.

- 9) To receive and note the contents of an update report from the Operations Manager and consider and agree the following.**

- a) To consider and agree as recommended by the Operations Manager to proceed with the yearly Tree Survey at a cost of £350.00 + VAT.**

Unanimously agreed

Action – Operations Manager

- b) To consider and agree to the Tomograph test on T6 Oak Tree at a cost of £310.00 plus VAT as advised by AT Coombes.**

Unanimously agreed

Action – Operations Manager

- c) To consider and agree the request from Flag Force to place a shed no bigger than 8 x 6 in the compound to store the flags and associated equipment.**

Unanimously agreed for the council to buy the shed for the group to store the flags.

Flag force will need to insure the contents independently.

Action – Operations Manager

- d) To consider and agree to open an account with Jonas King Locksmiths.**

Unanimously agreed

Action – Operations Manager

- e) To consider the highlighted notes by the operations manager in the terms relating to the EVCP and agree to continue with the application**

Clerk to email the EVCP team to inform them that the council do not wish to continue with the application due to being unable to secure the car park under the terms and conditions required.

Action – Town Clerk

- 10) To receive and note the contents of the Gym membership figures report**

Noted

- 11) To receive and note the contents of an update report from the Leisure Centre Manager**

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

The committee agreed to the indoor Cycling course for one member of staff and a Health and Safety Course for the Duty Manager.

Action – Leisure Centre Duty Manager

- 12) To receive information regarding the rateable value of the Leisure Centre and Recreation Ground increase due to the installation of the new football stand.**

- a) Agree next steps.**

Agreed to let the Clerk and Cllr Mba discuss this matter with HTFC.

Action – Town Clerk and Cllr Mba

- 13) To agree to nominate a councillor from this committee to review the Emergency Action Plan and risk assessments and make recommendations.**

The Deputy Clerk informed the committee that Cllr Harrison had been approached to review the above because he has expertise in this area.

The committee unanimously agreed to allow Cllr Harrison to undertake the review.

Action – Cllr Harrison

- 14) To consider and approve the request from Harleston's Future for the use of the Recreation Ground on Bank Holiday Monday in August 2025 for the Harleston Waveney Festival.**

Unanimously agreed subject to the Amenities Committees approval of the calendar of events for 2025.

Action – Amenities Committee

- 15) Deputy Clerk to give an update on the rough sleeper on the Recreation Ground site.**

a) Members to consider next step action

The Deputy Clerk gave an update on the incidents that had involved the rough sleeper over the summer. Following discussions with the police and the football club it was suggested that the away football changing rooms could be used at a set time each day, Monday to Friday, for the rough sleeper to make use of the shower facilities. Members were asked to consider the suggestion.

Members agreed with the suggestion and that the Deputy Clerk should liaise with the Police.

Action – Deputy Clerk

- 16) To note that a Smart meter has now been fitted in the Leisure Centre building by EDF.**

Noted

- 17) To agree the chair of this committee to attend the budget 25-26 meeting as recommended by the Finance Committee**

Unanimously agreed

Action – Cllr Chenery

- 18) To receive, scrutinize and approve the Income and Expenditure report for months 5 and month 6.**

The committee scrutinized and approved month 6

- 19) To receive and approve the contents of the Payments List**

a) 28th August 2024

Approved

b) 9th September 2024

Approved

c) 27th September 2024

Approved

- 20) To note the date of the next Leisure Centre Management Committee meeting as Wednesday 4th December 2024 starting at 6.30pm in the Meeting Room at the Memorial Leisure Centre**

Noted and agreed

Meeting closed at 20.15

Signed

Dated

Leisure Centre Management Committee – Progress Report – December 2024

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
LCMC	9/10/2024 Item 7	Harleston Shed	It was noted that councillors would visit the other local sheds in Ditchingham and Fressingfield to see a working shed. A member of the shed will work with the Clerk regarding a lease for the project. Information gathered to be viewed at the next meeting.	Committee, Clerk and Harleston Shed	December Meeting	
LCMC	9/10/2024 Item 9a	Tree Survey	To consider and agree as recommended by the Operations Manager to proceed with the yearly Tree Survey at a cost of £350.00 + VAT. Unanimously agreed	Operations Manager	ASAP	Completed Matter Closed
LCMC	9/10/2024 Item 9b	Tomograph test	To consider and agree to the Tomograph test on T6 Oak Tree at a cost of £310.00 plus VAT as advised by AT Coombes. Unanimously agreed	Operation Manager	ASAP	Completed Matter Closed
LCMC	9/10/2024 Item 9c	Flag Force Shed	To consider and agree the request from Flag Force to place a shed no bigger than 8 x 6 in the compound to store the flags and associated equipment. Unanimously agreed for the council to buy the shed for the group to store the flags. Flag force will need to insure the contents independently.	Operation Manager	ASAP	Shed ordered 14/11/2024 Matter Closed
LCMC	9/10/2024 Item 9d	Locksmith Account	Agreed for the Operations Manager to open an account with Jonas King Locksmiths	Operations Manager	ASAP	Completed Matter Closed
LCMC	9/10/2024 Item 9e	EVCP	To consider the highlighted notes by the operations manager in the terms relating to the EVCP and agree to continue with the application	Town Clerk	ASAP	Action Completed Matter Closed

Leisure Centre Management Committee – Progress Report – December 2024

			Clerk to email the EVCP team to inform them that the council do not wish to continue with the application due to being unable to secure the car park under the terms and conditions required.			
LCMC	9/10/2024 Item 11a	Gym Team training	The committee agreed to the indoor Cycling course for one member of staff and a Health and Safety Course for the Duty Manager.	Gym Manager	ASAP	Duty Manager enrolled on the online course. Indoor Cycling to be booked for January 2025 Matter Closed
LCMC	9/10/2024 Item 12	Business Rates	Agreed to let the Clerk and Cllr Mba discuss this matter with HTFC.	Town Clerk and Chairman	January 2025	
LCMC	9/10/2024 Item 13	Review of EAP and Risk assessments	The committee unanimously agreed to allow Cllr Harrison to undertake the review.	Cllr Harrison	January 2025	
LCMC	9/10/2024 Item 14	Waveney Festival	Unanimously agreed subject to the Amenities Committees approval of the calendar of events for 2025.	Amenities Committee	November meeting	Added to Amenities agenda Matter Closed
LCMC	9/10/2024 Item 15	Rough Sleeper	Committee agreed to the use of the away changing rooms. Deputy Clerk to inform the police	Deputy Clerk	ASAP	Deputy Clerk contacted police. Matter Closed
LCMC	9/10/2024 Item 17	Budget Meeting	Cllr Chenery to attend the budget meeting on Saturday 19 th October	Cllr Chenery	19 th October	Cllr Chenery attended. Matter Closes

08/11/2024

Redenhall With Harleston Town Council

Page 1

13:55

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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	33	79	60	(19)			131.9%	
1093 Chaplin Farrant - Pride- Grant	0	5,560	0	(5,560)			0.0%	
1099 Miscellaneous Income	193	332	0	(332)			0.0%	
1101 Christmas lights/donation	0	17	0	(17)			0.0%	17
1109 CiL Receipts	87,545	87,819	0	(87,819)			0.0%	274
1176 Precept	0	413,757	413,757	0			100.0%	
1190 Bank Interest/Rewards Received	4	3,152	1,000	(2,152)			315.2%	
1196 Apprenticeship Income	0	0	2,000	2,000			0.0%	
Administration :- Income	87,776	510,715	416,817	(93,898)			122.5%	291
4000 Salaries	10,547	71,373	119,745	48,372		48,372	59.6%	
4001 Paye/Ni	2,443	14,203	40,482	26,279		26,279	35.1%	
4006 Pension Contributions	3,195	18,383	45,327	26,944		26,944	40.6%	
4007 Bank Charges - ref Bank E	23	132	300	168		168	44.0%	
4010 Staff Training/ Conferences	0	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	77	77	100	23		23	77.4%	
4016 Members travel	0	20	100	80		80	20.0%	
4017 Chairman's Allowance	0	0	100	100		100	0.0%	
4018 Vehicle Fuel Costs	0	420	750	330		330	56.0%	
4020 Audit Fees - Internal	0	745	500	(245)		(245)	149.0%	
4021 Audit Fees - External	0	1,365	1,450	85		85	94.1%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4023 HR-Compliance	68	889	700	(189)		(189)	127.0%	
4025 Legal Fees	0	0	500	500		500	0.0%	
4026 Professional Fees	0	2	1,000	998		998	0.2%	
4029 Recruitment Costs	0	0	200	200		200	0.0%	
4031 Photocopying	33	664	1,200	536		536	55.4%	
4033 Subscriptions	0	1,351	1,500	149		149	90.1%	
4034 Licences	180	305	200	(105)		(105)	152.5%	
4035 IT Equipment	0	0	500	500		500	0.0%	
4036 IT Software	0	371	500	129		129	74.1%	
4037 IT Support and Consumables	0	825	700	(125)		(125)	117.9%	
4039 Sundries + centrefeed (202)	3	233	500	267		267	46.6%	
4040 Telephones/Broadband	82	588	800	212		212	73.5%	
4044 Hospitality	12	12	50	38		38	24.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4055 Electricity	0	520	1,200	680		680	43.3%	
4057 Advertising	0	418	500	82		82	83.6%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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 Chaplin Farrant - Pride- Grant	0	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 Risk 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	16,664	130,610	226,664	96,054	0	96,054	57.6%	7,000
Net Income over Expenditure	71,112	380,105	190,153	(189,952)				
6000 plus Transfer from EMR	0	7,000						
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	71,112	386,815						
103 Team Harleston								
1014 Town Events	145	867	0	(867)			0.0%	
1066 Gym - Room Hire	207	207	0	(207)			0.0%	
1081 Event Sponsorship	0	600	0	(600)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	352	1,874	0	(1,874)				0
4014 Town Events inc road closures	0	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 - inc road closure	0	100	500	400		400	20.0%	
4503 Christmas Events	0	0	500	500		500	0.0%	
Team Harleston :- Indirect Expenditure	0	6,538	6,300	(238)	0	(238)	103.8%	772
Net Income over Expenditure	352	(4,665)	(6,300)	(1,635)				
6000 plus Transfer from EMR	0	772						
Movement to/(from) Gen Reserve	352	(3,893)						
105 Grants & Donations								
4090 Grants + Donations exp	0	9,255	10,000	745		745	92.5%	
Grants & Donations :- Indirect Expenditure	0	9,255	10,000	745	0	745	92.6%	0
Net Expenditure	0	(9,255)	(10,000)	(745)				

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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	6	606	0	(606)			0.0%	
Environmental :- Income	6	606	0	(606)				0
4083 Planters (EMR 348)	0	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	3,038	3,038	3,000	(38)		(38)	101.3%	
4142 Litter Bin Purchases - 121 201	0	0	400	400		400	0.0%	
4143 Salt bin purchase	0	0	200	200		200	0.0%	
Environmental :- Indirect Expenditure	3,038	3,378	4,430	1,052	0	1,052	76.3%	223
Net Income over Expenditure	(3,032)	(2,772)	(4,430)	(1,658)				
6000 plus Transfer from EMR	0	223						
Movement to/(from) Gen Reserve	(3,032)	(2,548)						
122 Street Lighting								
4151 Street Lights Electricity	1,543	5,413	9,000	3,587		3,587	60.1%	
4152 Street Lights Maintenance	85	510	1,020	510		510	50.0%	
Street Lighting :- Indirect Expenditure	1,628	5,923	10,020	4,097	0	4,097	59.1%	0
Net Expenditure	(1,628)	(5,923)	(10,020)	(4,097)				
123 Car Parks								
1030 Car Park Donations - Business	68	651	4,000	3,349			16.3%	
1031 Car Park Donations - PC's	0	900	1,075	175			83.7%	
1032 Car Park Donations - Co op	0	17,500	30,000	12,500			58.3%	
Car Parks :- Income	68	19,051	35,075	16,024			54.3%	0
4051 Business Rates	1,357	9,501	15,100	5,599		5,599	62.9%	
4101 Hedge & Tree Maintenance	0	0	270	270		270	0.0%	
4113 Car Park Maintenance	0	197	2,000	1,803		1,803	9.8%	
4121 Maintenance - Contractors	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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	9,250	27,750	38,000	10,250		10,250	73.0%	
Car Parks :- Indirect Expenditure	10,607	37,447	55,770	18,323	0	18,323	67.1%	0
Net Income over Expenditure	(10,539)	(18,396)	(20,695)	(2,299)				
<u>124 Cemetery</u>								
1020 Cemetery - Burials	500	1,370	6,500	5,130			21.1%	
1021 Cemetery - Interment Of Ashes	0	50	0	(50)			0.0%	
1022 Cemetery - EROB	0	500	0	(500)			0.0%	
1023 Cemetery - Memorials	0	490	0	(490)			0.0%	
1026 Reservations Interment Ashes	0	50	0	(50)			0.0%	
Cemetery :- Income	500	2,460	6,500	4,040			37.8%	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	0	4,083	1,715	(2,368)	0	(2,368)	238.1%	4,011
Net Income over Expenditure	500	(1,623)	4,785	6,408				
6000 plus Transfer from EMR	0	4,011						
Movement to/(from) Gen Reserve	500	2,388						
<u>125 Markets</u>								
1040 Market Rents	165	1,195	430	(765)			277.9%	
Markets :- Income	165	1,195	430	(765)			277.9%	0
4053 Market Rates	28	195	330	135		135	59.2%	
4055 Electricity	0	137	100	(37)		(37)	137.2%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	28	131	430	299	0	299	30.4%	0
Net Income over Expenditure	137	1,064	0	(1,064)				
<u>126 Allotments</u>								
1000 Allotment Rent	790	1,794	1,884	90			95.2%	
Allotments :- Income	790	1,794	1,884	90			95.2%	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%	

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water Charges	0	89	1,000	911		911	8.9%	
4098 Refunds	50	100	0	(100)		(100)	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	<u>50</u>	<u>1,177</u>	<u>3,450</u>	<u>2,273</u>	<u>0</u>	<u>2,273</u>	<u>34.1%</u>	<u>0</u>
Net Income over Expenditure	<u>740</u>	<u>617</u>	<u>(1,566)</u>	<u>(2,183)</u>				
<u>129 War Memorial</u>								
4104 War Memorial - refurbishment	0	2,700	0	(2,700)		(2,700)	0.0%	2,700
4111 War Memorial Maintenance	0	3	0	(3)		(3)	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>2,703</u>	<u>0</u>	<u>(2,703)</u>	<u>0</u>	<u>(2,703)</u>		<u>2,700</u>
Net Expenditure	<u>0</u>	<u>(2,703)</u>	<u>0</u>	<u>2,703</u>				
6000 plus Transfer from EMR	0	2,700						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3)</u>						
<u>130 Clock Tower</u>								
4112 Clock Tower Maintenance	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>						
<u>131 Public Toilets</u>								
4000 Salaries	318	2,227	3,212	985		985	69.3%	
4001 Paye/NI	77	462	1,081	619		619	42.7%	
4006 Pension Contributions	111	666	1,191	525		525	55.9%	
4039 Sundries + centrefeed (202)	0	(30)	100	130		130	(30.2%)	
4047 Cleaning Material/Consum	0	317	400	83		83	79.3%	
4052 Water Charges	89	534	1,000	466		466	53.4%	
4055 Electricity	0	0	520	520		520	0.0%	
4071 Health & Safety - Compliance	7	7	0	(7)		(7)	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	<u>602</u>	<u>4,218</u>	<u>8,004</u>	<u>3,786</u>	<u>0</u>	<u>3,786</u>	<u>52.7%</u>	<u>0</u>
Net Expenditure	<u>(602)</u>	<u>(4,218)</u>	<u>(8,004)</u>	<u>(3,786)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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	1,080	1,800	720			60.0%	
1003 Ground Rent - Bowls	45	360	540	180			66.7%	
1005 Ground Rent - Other	(400)	100	0	(100)			0.0%	
1009 Recreation Ground Hire	500	500	500	0			100.0%	
1015 Recreation Ground Advertising	15	105	0	(105)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	310	2,145	3,340	1,195			64.2%	0
4000 Salaries	2,336	14,854	25,047	10,193		10,193	59.3%	
4001 Paye/Nl	627	3,190	8,056	4,866		4,866	39.6%	
4006 Pension Contributions	835	4,271	9,327	5,056		5,056	45.8%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	290	500	210		210	58.0%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries + centrefeed (202)	13	13	0	(13)		(13)	0.0%	
4040 Telephones/Broadband	10	60	130	70		70	46.2%	
4041 Mobile Phones	8	54	75	21		21	71.4%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4047 Cleaning Material/Consum	34	34	0	(34)		(34)	0.0%	
4052 Water Charges	0	23	500	477		477	4.5%	
4055 Electricity	0	156	600	444		444	26.0%	
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	441	3,437	4,100	663		663	83.8%	
4107 Leased Plant	0	1,920	3,500	1,580		1,580	54.9%	
4119 Maintenance - General	5	366	600	234		234	61.0%	
4121 Maintenance - Contractors	0	500	1,500	1,000		1,000	33.3%	
4122 Maintenance - Malicious Damage	0	0	100	100		100	0.0%	
4123 Equipment Servicing & Repairs	0	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	1,013	1,013	1,000	(13)		(13)	101.3%	
4145 Waste Removal	0	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	5,321	35,447	65,310	29,863	0	29,863	54.3%	0
Net Income over Expenditure	(5,011)	(33,302)	(61,970)	(28,668)				

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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	14,437	101,854	150,000	48,146			67.9%	
1060 Gym - Classes	376	2,012	5,000	2,988			40.2%	
1062 Gym - Food & Drink - Confectio	549	3,321	1,000	(2,321)			332.1%	
1063 Gym - Membership SO's	21	147	0	(147)			0.0%	
1064 Gym - Membership Cash	2,061	15,747	19,000	3,253			82.9%	
1065 Gym - Personal Training	248	2,389	4,000	1,611			59.7%	
1067 Gym - Squash Courts	862	4,040	8,000	3,960			50.5%	
1068 Gym - Tennis	94	1,877	2,000	123			93.8%	
1070 Protein Food and drink	651	3,547	3,000	(547)			118.2%	
1073 Re-sales	68	122	200	78			60.8%	
1075 Table Tennis	0	32	0	(32)			0.0%	
1086 Gym - Merchandise	150	331	0	(331)			0.0%	
Gym :- Income	19,516	135,418	192,200	56,782			70.5%	0
4000 Salaries	7,467	50,742	82,140	31,398		31,398	61.8%	
4001 Paye/Nl	1,453	9,969	23,929	13,960		13,960	41.7%	
4006 Pension Contributions	1,832	10,535	30,577	20,042		20,042	34.5%	
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	464	4,400	3,936		3,936	10.5%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	1,327	1,800	473		473	73.7%	
4039 Sundries + centrefeed (202)	223	559	1,200	641		641	46.6%	
4040 Telephones/Broadband	60	418	650	232		232	64.3%	
4041 Mobile Phones	10	61	100	39		39	60.5%	
4045 Insurance	0	1,096	1,050	(46)		(46)	104.4%	
4047 Cleaning Material/Consum	204	204	0	(204)		(204)	0.0%	
4054 Water Charges - building	0	1,328	2,090	762		762	63.6%	
4055 Electricity	0	884	2,500	1,616		1,616	35.4%	
4056 Gas	31	202	1,200	998		998	16.8%	
4057 Advertising	24	334	1,000	666		666	33.4%	
4071 Health & Safety - Compliance	138	195	1,000	805		805	19.5%	
4086 Gym - Merchandise	83	254	0	(254)		(254)	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	3	8	100	92		92	7.6%	
4121 Maintenance - Contractors	0	0	300	300		300	0.0%	
4123 Equipment Servicing & Repairs	0	1,164	3,500	2,336		2,336	33.2%	

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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	1,069	2,200	1,131		1,131	48.6%	
4129 Gym sundries PDQ machine	66	450	1,000	550		550	45.0%	
4159 Gym membership refunds	0	374	300	(74)		(74)	124.5%	
4160 Gym Class Fees	457	5,015	7,000	1,985		1,985	71.6%	
4162 Food & Drink For Resale	474	1,380	2,100	720		720	65.7%	
4163 Protein products	228	2,160	2,000	(160)		(160)	108.0%	
4166 Uniforms	0	36	350	314		314	10.2%	
4167 Gym DD Arrangement Fees	920	6,544	8,400	1,856		1,856	77.9%	
4168 Air Conditioning	0	317	500	183		183	63.4%	
Gym :- Indirect Expenditure	14,017	97,910	186,121	88,211	0	88,211	52.6%	0
Net Income over Expenditure	5,499	37,508	6,079	(31,429)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	508	5,727	3,000	(2,727)			190.9%	
Leisure Centre building :- Income	508	5,727	3,000	(2,727)			190.9%	0
4000 Salaries	1,663	11,303	20,911	9,608		9,608	54.1%	
4001 Paye/NI	345	2,254	5,615	3,361		3,361	40.2%	
4006 Pension Contributions	454	2,692	7,614	4,922		4,922	35.4%	
4034 Licences	170	170	0	(170)		(170)	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	79	634	1,500	866		866	42.3%	
4051 Business Rates	793	6,930	12,300	5,370		5,370	56.3%	
4055 Electricity	0	3,641	8,400	4,759		4,759	43.3%	
4056 Gas	124	808	6,000	5,192		5,192	13.5%	
4071 Health & Safety - Compliance	7	928	2,000	1,072		1,072	46.4%	
4072 Security	0	510	1,000	490		490	51.0%	
4119 Maintenance - General	44	248	1,000	752		752	24.8%	
4121 Maintenance - Contractors	0	2,113	3,000	887		887	70.4%	
Leisure Centre building :- Indirect Expenditure	3,679	35,520	72,640	37,120	0	37,120	48.9%	0
Net Income over Expenditure	(3,171)	(29,793)	(69,640)	(39,847)				
<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 31/10/2024

Month No: 7

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	109,991	680,985	659,246	(21,739)			103.3%	
Expenditure	55,634	397,453	660,157	262,704	0	262,704	60.2%	
Net Income over Expenditure	54,357	283,532	(911)	(284,443)				
plus Transfer from EMR	0	25,011						
less Transfer to EMR	0	290						
Movement to/(from) Gen Reserve	54,356	308,253						

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

Payment List 7th November 2024

[illegible]

Payment List 7th November 2024

FR4.1	Whartons	Whartons - Rose White Flower carpet	Amenities			£ 20.77	£ 17.31	£ 3.46	£ 20.77	4083 121
FR4.1		Amazon - Nemasys Vine Weevil Killer	Amenities			£ 53.12	£ 53.12		£ 53.12	4083 121
FR4.1		Nandini, Bellis, Violas, Cyclamen	Amenities			£ 99.69	£ 99.69		£ 99.69	4083 121
Contractual	Magnus PR	Event management and Marketing for Harleston Town Council -	TC	£ 1,600.00			£ 1,600.00		£ 1,600.00	4000 101 Paid in Oct Pay run
FR4.1	Magnus PR	Halloween Crafts, basket and decorations	TC	£ 120.88			£ 120.88		£ 120.88	4014 103
FR4.1 (over £250 approved at Finance Committee 18/09/24)	Magnus PR	Hire fee two witches on stilts	TC	£ 550.00			£ 550.00		£ 550.00	4014 103
	Magnus PR Total								£ 670.88	
FR4.1	David Bracey Play Safety Ins	Annual Play/Gym/Muga inspection at PF	LCMC		£ 240.00		£ 200.00	£ 40.00	£ 240.00	4171 201
FR4.1	ESPO	Paper clips, paper & p/pockets - TC stationery	TC	£ 62.64			£ 52.20	£ 10.44	£ 62.64	4039 101
FR4.1	Barclaycard - Argos	3 x MSI Pro MP251 24.5 Inch 100Hz IPS FHD Monitor	TC	£ 207.00			£ 207.00		£ 207.00	4035 101
FR4.1	Barclaycard - Card fee	Card fee	TC	£ 13.33			£ 13.33		£ 13.33	4007 101
FR4.1	Barclaycard - Coca-cola	Coca-cola - Food & Drink for Resale	LCMC	£ -	£ 176.50		£ 176.50		£ 186.50	4162 202
FR4.1	Barclaycard - Coca-cola	Coca-cola - Protein	LCMC	£ -	£ 57.00		£ 47.50	£ 9.50	£ 57.00	4163 202
FR4.1	Barclaycard - My Protein	Protein Products	LCMC		£ 220.22		£ 183.52	£ 36.70	£ 220.22	4163 202
FR4.1	Barclaycard - Spotify	Licence	LCMC		£ 11.99		£ 11.99		£ 11.99	4034 202
FR4.1	Barclaycard - Nespresso UK	Nespresso products	LCMC		£ 162.00		£ 162.00		£ 162.00	4162 202
FR4.1	Barclaycard - Cloud Next	Cloud Next	TC	£ 7.20		0	£ 6.00	£ 1.20	£ 7.20	4036 101
FR4.1	Barclaycard - Plastic cards	Plastic Card Experts - Gym Membership cards	LCMC		£ 268.80		£ 224.00	£ 44.80	£ 268.80	4129 202
FR4.1	Barclaycard - Argos	1 x MSI Pro MP251 24.5 Inch 100Hz IPS FHD Monitor	TC	£ 73.95			£ 69.00	£ 4.95	£ 73.95	4035 101
FR4.1	Barclaycard - Amazon	Amazon - Toner cartridge - Gym	LCMC		£ 38.97		£ 32.46	£ 6.51	£ 38.97	4039 202
FR4.1	Barclaycard - Smarty	Vodafone Hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Barclay Card Total								£ 1,256.96	
FR4.1 (over £250 approved at Finance Committee 14/02/24)	Danarbor Ltd	Hedge reduced	LCMC		£ 714.00		£ 595.00	£ 119.00	£ 714.00	4101 201
FR4.1	NALC	Whole Council Training - Standing Orders Training on 28 October 2024	TC	£ 240.00			£ 200.00	£ 40.00	£ 240.00	4011 101
FR4.1	Robinsons Traditional Stationery	Thermal Till Rolls 80x80 - Gym	LCMC		£ 32.00		£ 26.67	£ 5.33	£ 32.00	4039 202
Contractual	Chaplin Farrant	New Community Building	TC	£ 1,890.00			£ 1,575.00	£ 315.00	£ 1,890.00	Project 501
FR4.1	SLCC	Committees, Sub Committees and Working Group Training	TC	£ 9.00	£ 9.00		£ 7.50	£ 1.50	£ 9.00	4010 101

Requires Approval

Regulatory reason	Payee Name	Transaction Details	Commi	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Genesis	Investigation into lift noise - found screw to be dry - lubricated using specialist oil	LCMC	£ -	£ 594.00		£ 495.00	£ 99.00	£ 594.00	4121 203
FR4.1 (over £250 approved at Finance Committee 18/09/24)	Magnus PR	Hire fee two witches on stilts	TC	£ 550.00			£ 550.00		£ 550.00	4014 103
FR4.1 (over £250 approved at Finance Committee 14/02/24)	Danarbor Ltd	Hedge reduced	LCMC		£ 714.00		£ 595.00	£ 119.00	£ 714.00	4101 201