



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

Notice is hereby given that you are summoned by the Clerk to attend the next meeting of Redenhall with Harleston Town Council's Finance Committee which will be held at the Town Council Offices (Old Town Council Office) on Wednesday 20th November 2024 at 6.30pm

Members	Cllr. K. Harrison	Cllr. M. Scade
	Cllr. A. Brownsea	Cllr. L. Chenery
	Cllr. P. MBA	

Signed : Clare Crane - Town Clerk

Date: 15th 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 Finance Committee meeting on Wednesday 23rd October 2024 (copy herewith)
- 5) To note progress on decisions made at the last meeting of the Finance 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) Recommendation from the Town Council – Lease Arrangements (Copy herewith)
 - a. Determine the appropriate budget line or Ear-Marked Reserve (EMR) to fund this legal work, which includes fees of £1,200 plus VAT and estimated disbursements of approximately £20 for Land Registry documents.

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

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- 8) Recommendations from the Amenities Committee- Planters
 - a. Determine the appropriate budget line or Ear-Marked Reserve (EMR) for funding the purchase of the SLS Water Cart [Link to Product](#)
 - b. Recommend the purchase of the SLS water cart to the Town Council for approval.
 - c. Determine the appropriate budget line or Ear-Marked Reserve (EMR) for funding the purchase of the Garden Trolley [Link to Product](#)
 - d. Recommend the purchase of the Garden Trolley to the Town Council for approval.
- 9) Grants-To review the following grant applications and agree the level of support that will be offered to each applicant.
 - a. **Harleston Information Plus** (Copy herewith)
Amount requested - £700.00 for insurance costs
 - b. **Exchange 2** (Copy herewith)
Amount requested - £1250.00 - £750.00 for insurance costs and £500.00 for general building maintenance.
 - c. **Redenhall with Harleston and Wortwell PCC** (Copy herewith)
Amount Requested £1000.00 to offer a warm space and support for those in need
 - d. **Harleston and District Historical Society** (Copy herewith)
Amount requested – £260.00 for annual rent payment
 - e. **Harleston Grapevine** (Copy herewith)
Amount requested - £5000.00 to go towards the print costs for the year.
 - f. **Borderhoppa** (Copy herewith)
Amount requested - £2000.00 to go toward the core costs of the service including vehicle insurance, repair and fuel and office overheads
- 10)To receive and approve the contents of the Payments List in line with the Financial Regulations listed below.
 - a. 7th November (Copy herewith)
- 11)To receive and examine the contents of
 - a. Month 7 Income and Expenditure reports and formulate and agree any questions for the RFO (copy herewith)
- 12)To receive and examine the contents of
 - a. Month 7 Bank Reconciliation and formulate and agree any questions for the RFO (copy herewith)
- 13)To note the date of the next Finance Committee meeting to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm on Wednesday 11th December 2024.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Finance Committee Held at the Town Council Offices, Harleston at 6.30pm on Wednesday 23rd October 2024

Present: Councillors – Adrian Brownsea (Vice Chair), Lucy Chenery, Matt Scade

Also Present: Emma Chandler (Deputy Clerk)

Members of the Public: none

1. Welcome

In the absence of the Chairman, Cllr Brownsea, Vice Chairman 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 Mba due to being out of the Parish
Apologies were unanimously accepted.

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
None declared

4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 18th September 2024

Minutes were unanimously agreed and signed by the Vice Chairman

5. To note progress on decisions made at the last meeting of the Finance 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).
Not needed

7. To receive and note the Town CIL report for 24-25

Received and noted
The Deputy Clerk explained the document for councillors new to the Finance Committee for clarity.

8. To receive and approve the contents of the Payments List in line with the Financial Regulations listed below.

a) 27th September 2024

Received and approved

b) 10th October 2024

Received and approved

9. To receive and examine the contents of

a) Month 6 Income and Expenditure reports and formulate and agree any questions for the RFO

The report was scrutinised in detail. Queries included the Pride in Place income and expenditure lines, Dog bags and Car Parks.

The Deputy Clerk answered all queries at the meeting to satisfaction.

10. To receive and examine the contents of

a) Month 6 Bank Reconciliation and formulate and agree any questions for the RFO

Received and agreed for Cllr Harrison to sign off with the Finance Officer at an agreed time.

Action – Cllr Harrison

11. To review the draft budget for recommendation to the Amenities and Leisure Centre Management Committee.

Following the working party meeting where the budget was reviewed in detail, the Deputy Clerk clarified that further work had taken place regarding the salary budget and investigations were ongoing regarding utility bills.

The Deputy Clerk confirmed that the Amenities and Leisure Centre Management Committee's would review their devolved budgets at the next meetings which would then be finalised by the Finance Committee at the December meeting.

Action – Deputy Clerk

12. To note the date of the next Finance Committee meeting to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm on Wednesday 20th November 2024 at which the committee will review and approve the grant applications for payment in April 2025.

Noted and agreed.

Meeting closed at 19.29

Signed

Dated

Finance Committee – Progress Report – October 2024

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Finance	19 th June 2024 Item 15	Budgets	15. To agree that the Finance Committee consider the following and make their recommendations to Town Council at the 18th December 2024 meeting. a) prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget. b) annual budget proposals including recommendations for the use of reserves and sources of funding. c) set salary budgets annually for the following financial year as part of the budget-setting process and the salary budget shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of the salary component of their budget.	Town Clerk	December Finance Meeting	Ongoing
Finance	18 th September 2024 Item 13	Insurance Policy	Committee agreed to give feedback at the December meeting	Finance Committee	December 2024	Ongoing
Finance	23 rd October 2024 Item 10a	Bank Reconciliation	Received and agreed for Cllr Harrison to sign off with the Finance Officer at an agreed time.	Cllr Harrison	ASAP	Ongoing
Finance	23 rd October 2024 Item 11	Devolved Budget Setting	The Deputy Clerk confirmed that the Amenities and Leisure Centre Management Committee's would review their devolved budgets at the next meetings which would then be finalised by the Finance Committee at the December meeting.	Deputy Clerk	November and December Meetings	Added to Amenities and LCMC agendas Matter closed

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Stat Duty	HMRC	Employees NI/PAYE - October	TC	2487.40	£ 2,632.39	£ 76.93	£ 5,196.72		£ 5,196.72	4001/various
Lease	ASL	Photocopier 24/09/2024 - 14/10/2024	TC	£ 30.00			£ 25.00	£ 5.00	£ 30.00	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/10/2024 - 30/10/2024	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Stat Duty	Norfolk Pension	Employees Salary - October	TC	£ 3,239.84	£ 3,136.76	£ 110.95	£ 6,487.55		£ 6,487.55	4006/various
Obligation	Rejuvenate Yoga	Yoga Classes - October	LCMC		£ 258.00		£ 258.00		£ 258.00	4160 202
Contractual	Stonechild Meditation	Meditation Classes - September	LCMC		£ 135.00		£ 135.00		£ 135.00	4160 202
Contractual	Stonechild Meditation	Meditation Classes - October	LCMC		£ 132.00		£ 132.00		£ 132.00	4160 202
	Stonechild Meditation Total								£ 267.00	
Contractual	Top Garden Services	Grass Cutting - October	LCMC		£ 661.50		£ 551.25	£ 110.25	£ 661.50	4039 201
FR4.1	Coopers	Foxy Tornado Ultra Kitchen Roll (2) - Beach Party	TC	2.99			£ 2.49	£ 0.50	£ 2.99	4014 103
FR4.1	Coopers	Flat Paint brush	LCMC		£ 2.09		£ 1.74	£ 0.35	£ 2.09	4119 203
	Coopers Total								£ 5.08	
Contractual	Genesis	Annual Service contract for lift on site: 17/06/24 - 16/06/25	LCMC		£ 300.00		£ 250.00	£ 50.00	£ 300.00	4121 203
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
	Genesis Total								£ 894.00	
FR4.1	Force Fresh	Toilet cleaner, aircare refill, Handsanitiser and urinal blocks	LCMC		£ 197.22	£ -	£ 164.35	£ 32.87	£ 197.22	4047 203
FR4.1	Force Fresh	Toilet Rolls, gloves and hand towel	LCMC		£ 91.76		£ 76.47	£ 15.29	£ 91.76	4047 202
FR4.1	Force Fresh	Toilet roll, microfibre cloth, black sacks and soap	LCMC		£ 190.63		£ 158.86	£ 31.77	£ 190.63	4047 203
	Force Fresh Total								£ 479.61	
FR4.1	Workwear (East Anglia) Ltd	Hoodies - Member	LCMC		£ 121.36		£ 101.14	£ 20.22	£ 121.36	4086 202
FR4.1	Workwear (East Anglia) Ltd	Hoodies - Member	LCMC		£ 58.74	£ -	£ 48.96	£ 9.78	£ 58.74	4086 202
FR4.1	Workwear (East Anglia) Ltd	Hoodies + zipped hoodie - Member	LCMC		£ 75.24		£ 62.69	£ 12.55	£ 75.24	4086 202
FR4.1	Workwear (East Anglia) Ltd	Gym Member - Hoodie	LCMC		£ 49.88		£ 41.56	£ 8.32	£ 49.88	4166 202
FR4.1	Workwear (East Anglia) Ltd	Gym Member - Hoodie	LCMC		£ 24.27		£ 20.23	£ 4.04	£ 24.27	4166 202
	Workwear Total								£ 329.49	
FR4.1	UgoBuild Limited	Maintenance supplies	LCMC		£ 1.15		£ 0.96	£ 0.19	£ 1.15	4119 201
FR4.1	UgoBuild Limited	Cable Ties - Christmas Lights	TC	£ 14.85			£ 12.38	£ 2.47	£ 14.85	4119 101
FR4.1	UgoBuild Limited	Hose union bibcheck & Prima Plus comp wallplate elb - Dog pen	LCMC		£ 13.16		£ 10.96	£ 2.20	£ 13.16	4119 201
FR4.1	UgoBuild Limited	M20 Form A Washers - Zinc - Dog pen	LCMC		£ 1.26		£ 1.05	£ 0.21	£ 1.26	4119 201
FR4.1	UgoBuild Limited	Cable ties - Christmas	TC	£ 5.09			£ 4.24	£ 0.85	£ 5.09	4119 101
FR4.1	UgoBuild Limited	Credit note for invoice 20005307	TC						-£ 7.98	4119 101
	UgoBuild Limited Total								£ 27.53	
FR4.1	UgoBuild Limited	Rack bolt chrome 60mm PP	LCMC		£ 6.43		£ 5.36	£ 1.07	£ 6.43	4119 203
FR4.1	UgoBuild Limited	Barrier Tape 70mm x 500m Black/Yellow	LCMC		£ 12.48		£ 10.40	£ 2.08	£ 12.48	4119 203
	UgoBuild Limited Total								£ 18.91	

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