



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

**You are Cordially invited by the Clerk to attend the
Town Council meeting of Redenhall with Harleston Town Council to be held in the Social
Room at the Leisure Centre, Harleston at 7pm on 27th November 2024**

Signed: Emma Chandler – Deputy Town Clerk

Date: 22nd November 2024

**Members of the press and public are welcome to attend – there will be an opportunity for
public participation agenda item 6.**

SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP

Agenda

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes of the Town Council meeting on Wednesday 30th October 2024 (copy herewith)
5. To note progress on decisions made at the last meetings of Council (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive highlights from County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To discuss and finalise a collective response to the [Open Consultation titled "Enabling Remote Attendance and Proxy Voting at Local Authority Meetings."](#) which remains open for submissions until 19 December 2024.
8. To note the Section 106 agreement for the development North of Spirketts Lane and consider the proposal for becoming the Nominated body for the Open Space. (circulated 5th November 2024)
 - a) To vote on becoming the Nominated body for the Open Space
9. To review information in relation to the change of the back-office accountancy system from Rialtas to Scribe. (Deputy Clerk to provide more information at the meeting)

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/>

- a) To agree registering to Scribe from April 2025 as detailed in the first draft budget from the Finance Committee.
 - b) To agree the length of term of the agreement for either three or five years.
 - c) To note that the premium price package for the basic price offer will be obtained if the sign up is completed by the 1st December.
- 10. Streetlights**
- a) To review and agree the street lighting electricity contract proposal from Drax due for renewal in October 2025 as advised by Utility Aid (Copy herewith)
 - b) To receive a brief on the five-year electrical testing of the streetlights and agree the use of the existing contractor (Cozens) as recommended by the Amenities Committee. (Copy herewith)
 - c) To note the public consultation regarding street lighting changes in the local area [Citizen Space platform](#)
- 11. Cemetery**
- a) To consider and approve the revised Cemetery Fees, Charges, and Rules and Regulations as recommended by the Amenities Committee, and to agree on the timeline and methods for public dissemination of this information.
- 12. Youth Forum**
- a) To consider the following motion as introduced by Cllr West and seconded by Cllr Wilkinson on the 4th November 2025.
 - b) Motion to establish a Youth Forum and allocate a start-up budget (Copy herewith)
- 13. To review the draft agreement between the Town Council and Harleston Town Football Club regarding the Leisure Centre Building security.**
- a) To make any amendments to the draft agreement for final consideration.
 - b) To approve the agreement for immediate implementation
- 14. To note that the Street Market proposal has been withdrawn.**
- 15. To note the change of date for the Pride Event in 2025 from the 12th July to the 5th July 2025.**
- 16. To receive the Local Government Services Pay Agreement 2024/25**
- a) To approve, as recommended by the Local Government Association (LGA), the implementation of the 2024/25 pay award.
 - b) To approve, as recommended by the Association of Local Councils (ALC), the backdated pay adjustment effective from 1st April 2024.
- 17. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only.**
- a) Chairman
 - b) Vice Chairman
 - c) Councillors
 - d) Deputy Town Clerk – Training report
- 18. To receive and note following finance information reviewed by the Finance Committee on 23rd October 2024.**
- a) Month 7 Income and Expenditure
 - b) Month 7 Bank Reconciliation
 - c) 7th November Payment List
- 19. To formally receive a note of thanks from the Royal British Legion for the collaboration on Remembrance Sunday and Armistice Day.**
- 20. To note information received from the SLCC regarding 'No Central Compensation for the Additional Costs of Employer's NIC'**

- 21.** To note the date of the next Town Council meeting on Wednesday 19th December 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.
- 22.** 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.
- 23.** HR Matters



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 30th October 2024 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Lucy Chenery, Keith Harrison, John Graham, Shelagh West

Also, present: Clare Crane (Town Clerk), Emma Chandler (Deputy Town Clerk)
County Councillor Martin Wilby and District Councillor Graham and one member of the public

- 1) **Welcome**
Cllr Mba welcomed everyone to the meeting
- 2) **To receive and consider accepting apologies from members unable to attend.**
Apologies were received from Cllr Brownsea, reason undisclosed.
Apologies were received from Cllr Hardy due to being out of the parish.
Apologies were received from Cllr Wilkinson due to medical issues.
Apologies were unanimously approved.
Apologies were also received from District Cllr Eddy.
- 3) **To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.**
Cllrs Scade for item 14
Cllr Graham item 9
- 4) **To receive and approve the minutes of the Town Council meeting on Wednesday 25th September 2024.**
Cllr Scade proposed to approve the minutes and Cllr Graham seconded the motion.
Unanimously approved.
The Chairman signed and dated the minutes.
- 5) **To note progress on decisions made at the last meetings of Council.**
Noted
- 6) **To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).**
Agreed to suspend Standing orders at 19.15
Cllr Wilby provided highlights of his report which can be found at appendix A

Cllr Wilby urged residents to share their concerns with Police and Crime Commissioner Sarah Taylor to help shape Norfolk's policing priorities by completing a short survey before the consultation closes at 5 p.m. on Friday, November 1, 2024: <https://www.smartsurvey.co.uk/s/NorfolkPCP2025>. The Clerk confirmed she would share this survey with residents via social media.

Cllr Graham provided highlights from his report which can be found at appendix B. Following Cllr Graham's update Cllr Scade inquired about CIL payments for the housing development south of Spirketts Lane. Cllr Graham confirmed that the development was 100% social/affordable housing and therefore was not liable for a CIL directly to the Town Council but did confirm that funds could be requested from the Greater Norwich Growth Board from a central CIL pot and that officers from SNDC could be available to help facilitate this.

Cllr Mba asked Cllr Graham if there had been any progress made in relation to opening Straight Lane. Cllr Graham did not have a further update, but it was agreed that the Deputy Clerk would forward correspondence as soon as possible for Cllr Graham to follow up with the planning department.

Action – Deputy Clerk

Cllr Eddy provided a report before the meeting which can be found at appendix C

19.20 Standing orders were reinstated

As the member of public present was present to hear item 14 Cllr Mba proposed to bring this item forward.

Unanimously agreed

Item 14

To receive and consider a request from the Harleston Pride Group for the use of the Recreation Ground for a family event on Saturday 12th July 2025 and support from the Town Council administration team regarding documentation for the Safety Advisory Board.

Cllr Scade gave a brief update

Cllrs Chenery, West and Harrison were all in favour of the request.

Cllr Graham asked if it would be a free event, Cllr Scade confirmed that it would be free to all attendees.

Cllr Mba expressed that this would not be a council led event and should run in the same manner as the Waveney Festival.

A vote was taken, and it was unanimously agreed, with one abstention, for the Harleston Pride Group to have the use of the Recreation Ground for the event.

19.28 Cllr Wilby, Cllr Graham and the member of the public left the meeting.

7) To receive and approve the CIL Policy

The policy had been circulated before the meeting.

Following a short discussion councillors agreed to option 1 which detailed that all CIL funding received from the new developments would be ringfenced for use on the potential new community building.

Action – Town Clerk

8) To receive and agree the proposed layout included in the information pertaining to the S38 agreement for street lighting on the development North of Spirketts Lane.

Unanimously agreed

Action – Town Clerk

- 9) **To receive the notice of the Premises Licence Application for Prime Convenience Store and consider if the Council would like to make representation.**
After discussion it was unanimously agree, with one abstention, to not make representation on this matter
- 10) **Deputy Clerk to provide an update on the Winter Pressures Grant.**
The Deputy Clerk confirmed that the Council would not be applying for the grant as the warm room had not been utilised at the Leisure Centre the previous year. There had also been an indication that funding would not be as widely available and multiple applications may limit success for other groups. The Deputy Clerk confirmed that she had reached out to St Johns and was included in the correspondence in order that the council can help with advertising of the facilities that will be on offer in the area over the winter months for those in need.
- 11) **To receive an update on the Harleston Town Football Club lease.**
The Clerk has been liaising with the solicitors who specialise in this type of lease and had provided information on the costs to the council.
Cllr West questioned why we would be paying for the lease.
It was agreed to proceed with the lease in principle but referred it to the Finance Committee to determine the source of funding.
- Action – Finance Committee**
- 12) **To receive an update on the feasibility study on the Memorial Leisure Centre.**
The Clerk confirmed that comments were still being received and this was just the first draft of a report. Updates would continue to be provided.
- Action – Town Clerk**
- 13) **To discuss the correspondence from Norfolk ALC, circulated to all councillors on the 18th October 2024 and agree a response.**
This matter was not discussed due to new information being received by the Clerk on the day of the meeting.
- 14) **To receive and consider a request from the Harleston Pride Group for the use of the Recreation Ground for a family event on Saturday 12th July 2025 and support from the Town Council administration team regarding documentation for the Safety Advisory Board.**
Discussed after item 6
- 15) **To receive and note following finance information reviewed by the Finance Committee on 23rd October 2024.**
The Deputy Clerk read a report received from the Vice Chairman of the Finance Committee who had chaired the last meeting. This confirmed that these items had been reviewed to satisfaction by the Finance Committee
- a) **Month 6 Income and Expenditure**
Noted
 - b) **Month 6 Bank Reconciliation**
Noted
 - c) **27th September Payment List**
Noted
 - d) **10th October Payment List**
Noted
- 16) **To receive Committee updates and report on any significant issues arising**
- a) **Planning Meeting - Last held on 7th October 2024**

The application for the development south of Spirketts Lane had been approved by SNDC. It was confirmed that the Planning committee had submitted an additional document, which was read at the meeting. The committee was satisfied that every effort had been made to highlight why the council was not in favour of the development.

b) Leisure Centre Management Meeting – Last held on the 9th October 2024

The Harleston Shed provided a new proposal for the committee. The committee would be visiting other local sheds to see how they work and were set up and the Clerk would be working with the group on possible lease options.

Noted that the committee had decided not to pursue the EVCP installation due to new information being released that did not align with the council's current procedure regarding the access to the car park.

Confirmed that following a request from the Flag Force team for an area to store the flags that the Operations Manager was sourcing a shed to be erected in the compound for this purpose and the Clerk had written to Harleston's Future to confirm that the shed would be available, but they would need to ensure that the contents was insured.

c) Finance Meeting - Last held on 23rd October 2024

Deputy Clerk had read the report at item 15

17) To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only.

a) Chairman

Chairman attended the police roadshow on the Market Place and was sad to see that there was a poor turn out.

He invited any councillors with any concerns to meet with him directly.

b) Vice Chairman

Advised he would be attending the Halloween event in town the following day.

c) Councillors (Christmas Market update)

Cllr West – provided an update on the youth forum.

Eye and Diss Town Councils are happy to help with advice on the set up of a youth forum.

Eye have done this through the school, but we are looking to open it up to a wider

audience. The Mayor of Diss is happy to have a meeting to help move this forward.

The working group is looking to set up a meeting with the children that are interested.

Cllr West provided information about the budgets used in both Eye and Diss

Agreed for the matter to be revisited formally at the next meeting.

Action – Town Clerk

18) To receive, note and agree next steps

a) Mendham Lane Correspondence

The Clerk spoken to the resident on 16th October and requested that photos be taken of where the proposed SAM2 could go. To date no response had been received.

b) Correspondence from Harleston Information Plus

Agreed to send a letter thanking them for the information and congratulating Harleston Information Plus on their successful funding bid.

Action – Town Clerk

c) Correspondence regarding the identity of Redenhall

Noted

Agreed to invite the parishioner, to the next neighbourhood plan review meeting.

Action – Town Clerk

19) To note the date of the next Town Council meeting on Wednesday 27th November 2024, 7.00pm start in the Social Room at the Memorial Leisure Centre.

Noted

- 20) **Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.**

Agreed

- 21) **HR Matters**

Confidential minutes found on page 6

Meeting Closed at 20.56

Signed

Date

County Councillor Report

November 2024

Norfolk county farms have welcomed four new tenants, as part of the council's ongoing efforts to encourage new entrants to the industry and support the rural economy. The new tenants, who have taken on farms ranging in size from 72 to 250 acres, will bring a diverse range of skills and experience to the county's agricultural community. Among the new tenants are Montana Moorse and Tyler Taylor who are just 21 and 22 years old. They both graduated from Easton College and have worked up their skills working on local farms and stables. The council's farms estate covers nearly 17,000 acres and has 95 farm tenants which makes it the second largest council-owned farm estate in the country. The farms provide opportunities for people to enter the farming industry, with a focus on supporting new and innovative approaches to agriculture. Find out more at www.norfolk.gov.uk/countyfarms

People have been warned not to abuse blue badges for disabled people, after officers took 13 people to court over reported misuse of the permits. Warnings were also issued to dozens and blue badges were destroyed because they had been wrongly used. More than 35,000 valid badges are held across the county, permitting holders to park on single or double yellow lines for up to three hours in vehicles they are driving or travelling in. Holders can also park for free in areas with on-street parking meters and pay-and-display machines.

As the nights draw in and temperatures fall, we know that cold weather and the risk of ice and snow can make getting around a challenge, whether you're driving walking or cycling. All of our salt/grit stores are full across the county and when the temperature drops below freezing our fleet of 47 gritting vehicles are ready to spread the salt on over 2,000 miles of our roads. We have many local farmers on standby to help with clearing the roads in snowy conditions. Also, we have around 2,000 yellow salt/grit bins across the county where the salt is spread across pavements and roads by local volunteers. Keep up to date with weather warnings, gritting and road safety advice at www.norfolk.gov.uk/norfolkwinter

The One Million Trees for Norfolk subsidised tree scheme is now open for individuals, parish councils, community groups, businesses, schools and landowners to apply for tree packs (and tree protection) at up to 50% off the original price. As well as the usual range of tree packs available, this year, for the first time there are a limited number of single Norfolk Oak Trees, grown at Gressenhall Community tree nursery, making it possible for more people to take part and be 'one in a million'. Those interested can apply for subsidised tree packs by visiting www.norfolk.gov.uk/subsidisedtreepacks Also NCC is once again partnering with Busseys, to launch the Busseys Community Grant. This initiative offers £10,000 in funding to support tree planting projects across Norfolk that gives tangible benefits to their local area. For all details visit www.norfolk.gov.uk/busseyscommunitygrant

Our annual Hazardous Waste Amnesty at Norwich South recycling centre takes place over the weekend of November 16th/17th 9am to 4pm where you can take such items as paint, thinners, weed killer, varnishes, wood preservatives, insecticides and special cleaning products.

My next surgery is at HIP on Saturday November 2nd 10am

Best Wishes

Martin

District Councillor Report

November 2024

I gave a brief presentation at a Nature Recovery seminar hosted by Harleston's Future at St Johns Church on 29 September. There were suggestions which I have been able to take to South Norfolk Council. In particular, a checklist to get young people involved; an offer from a local Men's Shed to build homes for wildlife; and creating a model biodiversity policy and a set of guidelines for parish councils. I have since been delighted to contribute to short video created by the Diocese of Norwich which shows the work of the Harleston community in local nature recovery: <https://www.youtube.com/watch?v=OOnZMp40vI8>. The people of Harleston are again leading from the front.

I opened a very well attended and supported post Heritage Open Days meeting arranged by the Historical Society in the Swan Hotel. I would like to express my gratitude to all the volunteer groups and people involved in creating such a successful program. Katie Ellis, the Event Promoter for Norfolk came along and gave her support to the work of our community. Feedback has been received from the national office with overwhelming compliments for the events. Groups are working on legacy for visitors to the town and there is an appetite to create a community program again next year Harleston may now be the model for other towns to follow.

I attended a Business Forum Breakfast meeting where we were sadly told that the Grapevine is struggling to survive due to financial pressures. I hope that a solution can be found to keep this important magazine alive.

This is a time of public involvement and consultation. A consultation is being held on the proposed solar park and battery storage facilities around Long Stratton, this is running from Wednesday 23 October to Friday 6 December 2024. It is great to see another being held by the Town Council on plans for the building on the recreation ground. This will hopefully demonstrate that the Town Council are seeking ways to deliver a desire which was highlighted during the creation of the Neighbourhood Plan and involving the community in any decision. It is essential that the people have a say in proposals as this is a community building and any work may result in a financial commitment for many years to come. I am available to offer support for any agreed proposals.

The planning application for land south of Spirketts Lane was approved at DMC with a vote of six in favour with three abstentions. I was able to obtain explanations for some points raised by the Town Council: healthcare capacity is based on available floor space, which is the reason for the inclusion of Paddock Road in the assessment; and SNC can help the Town Council in preparation of an application to GNGB for additional CIL funding. I asked for transparency on the calculation of current school capacity, hopefully this can be published for the benefit of all residents. I secured an addition to the lighting condition that the design must be agreed by the Town Council to retain consistency across the town.

There have been some successful actions relating to planning compliance within Harleston. However, there is recognition that improvements could be made to the planning compliance and enforcement process. A new Planning Compliance Manager has been appointed and an Enforcement Oversight Board has been established. The aim of the Board is to see improvement in the service area and an improved awareness by Members of the enforcement processes. There are five members on the Board, both Cllr James Eddy and I have been appointed, and I have been nominated as Vice Chairman.

There are major changes underway to recreate the original Norman layout of Norwich Castle through an £18m project mainly funded from the National Lottery Heritage Fund. As a member of the Norwich Area Museums Committee, I was fortunate to attend a viewing of the 'JMW Turner and changing visions of landscape' exhibition with an opportunity to see others. I wholeheartedly recommend a visit, and I look forward to the full restoration being open to the public.

The Council have released their Winter Pressures Fuel Grant to aid communities to support themselves with a focus on supporting the more vulnerable residents in their local area. I have been able to help various local groups who are looking to provide warm rooms over the winter coordinate their plans with a view of providing a consolidated calendar of days and maximise their grant applications, not just to SNC but to other providers. HIP, the Library, Swan Hotel, HIP, Foodbank, St Johns Church, Harleston Kindness Help Hub, and the Town Council are all working together. Another great example of the Harleston Team Collective.

Following an excursion to Wortwell to take my Councillor surgery on the road I will return to Harleston Information Plus on Exchange Street in Harleston on 9 November between 10:00 and 11:00. I hope to see you there.

Cllr Trevor Graham

South Norfolk Council,

Member for Harleston

District Councillor Report

November 2024

As many of you are aware, in the last year or so I have put a lot of focus into working to improve the condition of the graveyard at Redenhall Church. This has proven to be challenging and time-consuming but given the historical value of these graves and the personal importance that their proper upkeep has for many people locally, it is an undertaking that has great worth.

As any of you who have visited the graveyard recently can attest, I am happy to report that there has been a significant improvement in the physical state of the graveyard and the graves. I must therefore give enormous credit to those who have worked to make these improvements possible. Despite budget constraints and essentially having to learn on the job, officers at South Norfolk have been very helpful and willing to talk and find creative solutions to a problem that has really been there for years. In this way, the use of the probation service has proven invaluable, and I can attest anecdotally that this kind of work has, in this instance, proven to have value and provided a sense of accomplishment to those undertaking the work.

Susan Whymark Funeral Services have also had a hand in clearing one of the areas of the graveyard, while the Waveney Volunteers for Nature have spent several days clearing out vast swathes of grass and overgrowth in the last few months. Thanks, must also be given to the members of the public who have been highlighting this issue over several years and without whose persistence, none of these improvements would have happened.

Of course, this doesn't mean that the job is done. There are a number of challenges that still remain and there is a need for the work that has been done to be continued on a more consistent basis. However, I am confident that this will be the case moving forward.

I was pleased to attend the public consultation on the plans to redevelop Harleston Leisure Centre. This will be a hugely significant undertaking for the community and as such I was pleased to note how well attended the event was. A lot of work has clearly gone into the proposal and evidently there is much more still to be done. Naturally, I will be happy to assist in any way that I can with the delivery of the project and making sure that our leisure centre is an asset which benefits the whole community in the years to come.

As usual I can be contacted by email (james.eddy@southnorfolkandbroadland.gov.uk) or by visiting Harleston Information Plus on the last Saturday of each month between 10am and 12.

All the best,

James

Town Council – Progress Report – November 2024

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Full Council	28th February 2024 Item 8	London Road Parking Restrictions	Unanimously agreed for the Clerk to engage with the County Council regarding parking restriction on London Road.	Town Clerk	ASAP	The Clerk provided an update at the September TC meeting. Action is still outstanding with NCC. DC enquired with GO for an update on 16/10/24. Ongoing
Full Council	30 th October 2024 Item 6	Straight Lane	Deputy Clerk would forward correspondence as soon as possible for Cllr Graham to follow up with the planning department	Deputy Clerk	ASAP	Correspondence forward to the District Councillor Matter Closed
Full Council	30 th October 2024 Item 7	CIL Policy	Following a short discussion councillors agreed to option 1 which detailed that all CIL funding received from the new developments would be ringfenced for use on the potential new community building.	Town Clerk	ASAP	Draft updated and posted on the website Matter Closed
Full Council	30 th October 2024 Item 8	Street Lighting North of Spirkets Lane	S38 agreement for street lighting on the development North of Spirketts Lane was unanimously agreed	Town Clerk	ASAP	Response sent to the street lighting department Matter Closed
Full Council	30 th October 2024 Item 11	Football Club Lease	It was agreed to proceed with the lease in principle but referred it to the Finance Committee to determine the source of funding.	Town Clerk	Next Finance agenda	Added to agenda Matter Closed
Full Council	30 th October 2024 Item 17c	Youth Council/Forum	Agreed for the matter to be revisited formally at the next meeting.	Town Clerk	November meeting	Added to agenda Matter Closed

Town Council – Progress Report – November 2024

Full Council	30 th October 2024 Item 18b	HIP	Agreed to send a letter thanking them for the information and congratulating Harleston Information Plus on their successful funding bid.	Town Clerk	ASAP	Letter sent Matter Closed
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Quotation Summary

Energy Type	Meter Location	Meter Type	Quantity
Electricity	See Attached Quotation	Electricity : 01 Profile	1
Electricity	See Attached Quotation	Electricity : 03 Profile	1
Electricity	See Attached Quotation	Electricity : 08 Profile	1

Annual Consumption

Day	Night	Eve/Wknd	Total
26,311.5	0	0	26,311.5
147.6	0	0	147.6
2,849	0	0	2,849

Supplier Offers

Current Estimated Annual Spend £9,421.87

Drax, Term:36, Product:Fix Complete, Fuel:NHH	£9,797.26
Estimated Annual Increase	£375.39
Estimated Percentage Increase	-3.98%

Drax, Term:36, Product:Fix Complete, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>1013095484241</u>	 UNMETERED SUPPLY HARLESTON TOW	01/10/2025	34.700	0	0	0	55.000	Pence per day	2,849	0	0	2,849	£1,189.35
<u>1013095484473</u>	 UNMETERED SUPPLY HARLESTON TOW	01/10/2025	30.070	0	0	0	55.000	Pence per day	26,311.5	0	0	26,311.5	£8,112.62
<u>1050000964283</u>	 10 MARKET PLACE HARLESTON IP	01/10/2025	26.450	0	0	0	125.000	Pence per day	147.6	0	0	147.6	£495.29

Disclaimer, Please note; Utility Aid Limited (**UAL**) and the **Client**;

- This report and any communications in relation to the contents of this report are private, confidential, and intended for the client only.
- Prices are provided in accordance with UAL standard terms and conditions and do not include VAT.
- All prices include UAL commissions, unless agreed otherwise.
- Any supply contract entered into is a direct contract between the client and the selected energy supplier, and as such, the client will be bound by the terms and conditions provided by the energy supplier. It is the client's responsibility to ensure it has read, understood, and accepted the energy supplier's terms and conditions before accepting any contract.
- All offers made by the suppliers are subject to their terms and conditions, availability, and credit status. The suppliers reserve the right to vary or withdraw any offer at any time without prior notice.
- UAL is not liable for any damages or losses of any kind, whether foreseeable or not (including, but without limitation, financial loss, damages for loss in business projects, loss of profits, or other consequential losses) arising in contract, tort, or otherwise as a direct or indirect result from action taken or decisions made as a result of reliance on material, in whole or in part, contained in the report. Nothing contained in the report constitutes financial, legal, tax, or other advice, nor should any investment or any other decision be made solely based on the report content.
- Please note your supplier may require you to install a smart meter at the commence date of your contract, some suppliers can apply charges if this clause is not met. Please refer to the suppliers terms and conditions at point of agreeing a contract with your chosen supplier.
- It is the responsibility of the client to;
 - Ensure all the tendered properties are the responsibility of the client. If any sites are not the responsibility of the client, these should be immediately identified to UAL so that they can be removed from any future supply contracts.
 - Ensure all sites are eligible to transfer to a new supplier, including ensuring that termination notices have been issued in accordance with the incumbent energy supplier's terms and conditions and that any debt greater than 30 days old has been cleared.
 - Aware that any objections to the transfer could result in out-of-contract rates being applied by the incumbent supplier.
 - They understand all quotations are based on industry held data for the previous 12 months and it is the client's responsibility to check all site, meter, and consumption data for accuracy and completeness, raising any discrepancies prior to acceptance.
 - There are elements of cost and rates that could be PT (pass-through) within all supplier contracts that are potentially subject to change either before, during, or after the life of the contract. These charges are referred to as non-energy costs and include, but are not limited to metering, transportation, distribution, energy market reform, climate change levies (CCL), and any other third-party or pass-through charges. UAL has no responsibility over these changes should they occur and therefore cannot be held liable.

5 Year Electrical Test on the Steet Lights

Purpose of the Paper

- To provide Town Councillors with quotes to undertake the 5-year electrical test of all of the current street lighting that the council maintains.
- To consider adding the cost into the budget for 25-26
- To agree the contractor to undertake the project.

Two contractors provided quotes for the work which entails the following

- To carry out a structural column test of 305 streetlights
- To carry out an electrical test of 305 streetlights
- Provide a full report to the Council.

Quotes

Contractor	Net	VAT	Gross
Cozens	£3,660.00	£732.00	£4,392.00
TT Jones Electrical	£4,575.00	£915.00	£5,490.00

Quotes are available for scrutiny on request.

Motion to Establish a Youth Forum and Allocate a Startup Budget

Motion:

The Harleston Town Council hereby moves to establish a Youth Forum to promote youth engagement, representation, and involvement in community affairs. The Youth Forum will serve as a platform for young residents aged 10-16, to express their views, propose initiatives, and collaborate with local government to address issues impacting the youth population in our community.

Objectives:

To create a structured, ongoing dialogue between young residents and the Town Council, fostering an inclusive environment for ideas and contributions from the younger demographic.
 To empower youth to actively participate in decision-making processes that affect their lives and community.
 To encourage civic engagement and provide educational opportunities in leadership, government, and community service.
 To support youth-driven initiatives that promote well-being, sustainability, and community enrichment.
Proposal:

Establishment of a Youth Forum:

A Youth Forum committee will be formed, consisting of local youth members nominated by schools, community organizations, and the public, with guidance and support from Town Council members or designated officials.
 The Youth Forum will meet monthly or as needed to discuss issues, plan initiatives, and submit proposals to the Town Council.
Budget Allocation:

An initial startup budget of £1000 is proposed to cover:
 Marketing and outreach to raise awareness about the Youth Forum.
 Resources for forum meetings (e.g., space rental, materials, refreshments).
 Funding for youth-led projects approved by the Forum and supported by the Town Council.
 Administrative support and coordination.
Monitoring and Reporting:

The Youth Forum will provide biannual updates to the Town Council on its activities, outcomes, and budget usage.
 An annual review will assess the Forum's impact, budget utilisation, and potential future needs.

Funding Source:

The proposed startup budget of £1000 will be drawn from [Specify funding source, e.g.,

community development funds, council discretionary budget, etc. Jubilee fund].

Conclusion:

the Harleston Town Council demonstrates a commitment to fostering civic engagement among its younger residents and empowering them to contribute meaningfully to community life. The initial funding will provide the resources needed to launch and sustain the Forum in its formative stages, ensuring it is a vibrant, effective, and impactful initiative.

Voting Record:

Motion introduced by: Shelagh West

Seconded by: Eloise Wilkinson

This motion is hereby submitted for Council approval on 4th November 2024.

Report Summary

- **Background:**
Rachel and Jamie have proposed expanding their successful Bungay Street Markets to Harleston, suggesting two dates: Sunday, 6th April 2025, and Sunday, 17th August 2025. They will manage road closures, which legally require a minimum of three months' notice.
- **Key Points:**
- **Market Dates:** Proposed for 6th April and 17th August 2025.
- **Road Closures:** To be handled by Rachel and Jamie, with three months' prior notice.
- **First Aid:** Rachel can arrange two first aiders at a cost of £420 (including VAT), or Redenhall with Harleston Town Council (RwHTC) may choose to supply their own.
- **Other Provisions:**
 - Public toilets will need to be made available, with hours to be confirmed.
 - Approval is needed for traders to park on the Recreation Ground.
- **Next Steps:**
Harleston Town Council is asked to confirm their interest in proceeding with the market by 1st December 2024. A follow-up meeting is planned for early January to finalize the event's details.
- **Actions Required:**
- Confirm by 1st December 2024 if Harleston Town Council would like to proceed.
- Approve:
 - Access to public toilets for the event.
 - Trader parking on the Recreation Ground.
 - Provision of first aiders by HTC (if not arranged by Rachel and Jamie).

08/11/2024

Redenhall With Harleston Town Council

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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%	

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						
<u>103 Team Harleston</u>								
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)						
<u>105 Grants & Donations</u>								
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/Nl	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						

Date: 08/11/2024

Redenhall With Harleston Town Council

Page 1

Time: 13:45

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 1 - Current Community Bank Account**

User: TB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current account - Community Ac	31/10/2024		498,273.78
			<u>498,273.78</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			498,273.78
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			498,273.78
		Balance per Cash Book is :-	498,273.78
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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	

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 Station	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