



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
Tel: 01953 456194 - email: enquiries@attleboroughtc.org.uk

GENERAL PURPOSES & FINANCE COMMITTEE

**Minutes of the meeting of the General Purposes & Finance Committee
Held on Monday, 21 November at 5.00 pm in the Town Hall**

Present:

Cllr J Burton - presiding
Cllr T Crouch Cllr V Dale Cllr T Perkins Cllr A Busk
Cllr S Taylor Cllr G Ellis
In attendance – Gina Lopes – Clerk to Attleborough Town Council
Anne Willett – Clerk's Assistant
Trisha Drewery – Administration Assistant (minute taker)
Dist. Cllr T Ashby

25.16) Apologies for absence

None – All members present

26.16) Declarations of Interest

- a) To receive declarations of interest in agenda items - None
b) To receive and consider dispensations in relation to Disclosable Pecuniary Interests – Cllr Dale – Scout Lease

27.16) Public Participation

RESOLVED to adjourn the meeting to allow the public to speak – none present

28.16) Minutes of the meeting held on 19 September 2016

The minutes of the meeting held on 19 September 2016 were noted.

29.16) Quotes

- a) **Portacabin** – The Council discussed options for three units: -
- Queried if the quotes were inclusive of any necessary groundworks.
 - Were the units stackable to allow a second storey if needed in the future.
 - The intention is to move the Town Archive office into this space to allow for additional office space for the council staff
 - Cllr Burton confirmed he had spoken to Mrs Waters, Town Archivist regarding the proposals and she was happy with same
 - The Clerk advised that there may be additional costings such as electrics and planning permission

On the motion of Cllr S Taylor and seconded by Cllr Dale it was

RESOLVED to approve a budget of £51,000 and the Clerk, with Cllr Burton and Cllr Dale, are delegated to decide on the final design choice and progress this project to install the mobile office unit to the rear of the Town Hall asap

b) Sports Floodlights – The Council discussed the quotes for both static and mobile floodlights. Considerations raised were:

- What difference the wattage has in the brightness and their distance reach.
- Who would take responsibility for safe storage.
- Future plans for Gaymers Meadow concerning suitability of static versus mobile floodlighting for other sports.
- The need to check suitability and safety of existing electric cabling if static lights are to be replaced.
- Funding.

It was agreed that Cllr Burton would meet with Dist. Cllr Ashby to discuss potential sports funding grants and ways to take this proposal forward.

ACTION: CLERK/VD/JB

30.16) Scout Lease

(Cllr Dale left the room for this item)

The Council considered a request from Glynis Harrold, Chair of the 1st Attleborough Scouts for an extension to the proposed lease for the Scout Hut land. A short discussion took place and points raised included the following -

- To check whether the Scout Hut building is on the Attleborough Town Council insurance as members believed it was not owned by the Council and the Scouts must have their own insurance
- To ensure that if the Scout Group sub-lets the hut the hirers must adhere to anti-social behaviour rules.
- To investigate plastic safety anti-climb measures for the boundary fence
- Consider rent paid by other parties such as the Bowls Club
- The Solicitor to amend and re-issue the lease.

On the motion of Cllr S Taylor, seconded by Cllr Crouch, it was

RESOLVED to amend and re-issue the Scouts lease for a term of 25 years with annual rental in line with Bowls Club

ACTION: CLERK

31.16) Budget 2017/18 Precept Request

a) Allotment Fees – There was a lengthy discussion and Cllr Crouch made reference to minutes from 2012 and 2013 and the Clerk advised that neither she nor any of the present staff had been employed at the time. Cllr Burton queried the current rental and cost per square metre. The Clerk felt the potential adjustment of pence per metre would have little impact on the budget figures and suggested this could be discussed in detail at a different meeting. – Deferred to the Environment Committee

b) Town Hall Fees – On the motion of Cllr Ellis and seconded by Cllr Couch it was **RESOLVED** that the Town Hall hiring fees would remain the same for the next financial year.

c) Gravedigging and Cemetery – On the motion of Cllr Dale seconded by Cllr S Taylor it was

RESOLVED that Attleborough Town Council Groundsmen would commence grave digging at a charge of £265.00 per grave and shuttering equipment to be purchased as required to offer the service in the new year

d) Draft Budget 2017/18

Members considered the draft budget and supplementary papers as presented by the Clerk. Cllr Burton explained that he had reviewed the draft budget in detail with the Clerk including staffing costs and capital purchases. The Clerk also confirmed that she had an initial meeting with Cllr Crouch, Chairman of Environment and Personnel Committees, and Cllr Perkins, Deputy Chairman of General Purpose and Finance Committee (whilst Cllr Burton was on holiday) to identify the required costs including increased staffing and capital purchases for next year. The Clerk advised that the draft budget presented would result in a significant increase when compared to the current year's figures, however, members needed to consider the possibility of precept capping and their use of reserves. The Clerk advised the support grant had been reduced and would be reduced again next year and then withdrawn in 2019/20 and this should be considered as this alone would impact on the precept figure. The support grant for 2017/18 would be £13,807 and this would reduce the precept request. The Clerk suggested potential savings and amendments to the members as follows:-

£14,225 interest to be transferred to the Current Account would increase income.

The Attleborough Neighbourhood Plan budget of £30,000 could be reduced to £10,000 as there would be a slow period whilst the Plan was being made with little action required

The Open Spaces capital Machinery Budget could be reduced by £20,000.

Potential grave-digging income of approximately £13,000 will be additional income
With these amendments there would be an increase of 9%.on last year's budget

On the motion of Cllr S Taylor and seconded by Cllr Ellis it was

RESOLVED to accept the budget figures presented subject to the amendments outlined above and the Clerk to amend and present to full council in December for members to resolve the precept request for 2017/18

ACTION: CLERK

Meeting closed at 6.10pm