



## ATTLEBOROUGH TOWN COUNCIL

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

## ATTLEBOROUGH ANNUAL TOWN ASSEMBLY

Held on Monday, 9 April 2018 at 8.00 pm  
at Attleborough Town Hall, Queens Square

### Present:

Mayor J Burton - presiding  
Cllr T Crouch                      Cllr V Dale                      Cllr A Busk                      Cllr J Ellis  
Cllr A Perkins                      Cllr J Williams                      Cllr B Bulmer  
In attendance – Gina Lopes - Clerk to Attleborough Town Council  
Anne Willett – Clerk's Assistant, Attleborough Town Council  
Trisha Drewery, Administration Assistant (minute taker)  
Barry Smart – Groundsman  
Reverend Matthew Jackson  
Dist. Cllr K Martin, Dist. Cllr T Ashby, Dist. Cllr A Stasiak  
16 X Public

### 2018/1) Welcome by the Chairman

The Mayor of Attleborough Town Council, Councillor Jeremy Burton, welcomed everyone to the meeting and gave apologies on behalf of Councillors, T Cobb, S Burns, S Taylor, R Bond, K Montague, T Taylor and E Tyrer.  
Further apologies were noted from Dist. Cllr S Askew.

### 2018/2) Minutes of the Annual Town Assembly held on 3 April 2017

On the motion of Cllr Dale, seconded by Cllr Crouch, it was  
**RESOLVED** to accept the minutes of the Annual Town Assembly held on 3 April 2017 as a true and accurate record of the meeting and they were duly signed by the Chairman.

### 2018/3) Mayor's Report

The Mayor, Jeremy Burton gave his report:

*"As you may be aware this last year has been my 2<sup>nd</sup> consecutive term as Mayor and my 3<sup>rd</sup> term as having the honour of being Attleborough Town Mayor.  
For me and the Town Council the undoubted Highlight of the Year was the passing of the Attleborough Neighbourhood Plan which was passed in November 2017 by way of a Public Referendum which voted nearly 93% in favour of the Plan. This was the culmination of over 5 years of hard work by the Town Council and members of the public. Broadly we accept the expansion of Attleborough Circa 5,000 houses over the next 20 years however this Plan will allow us to get the correct Road Infrastructure, Green Spaces, Sports Facilities, Public Buildings, designated Business Area's and high standard of quality of the houses.*

*I would like to thank the Attleborough Town Councillors & District Councillor heavily involved in the neighbourhood plan – Tony Perkins, Roger Bond, Vera Dale, Stuart Burns, Keith Martin,*

*Also, those individuals came to the fore from the Community during the Purdah period and organised a hugely successful campaign overnight - funding, venues, materials in zero time:*

*Colin Kilby, Valerie Watson – Brown, Elizabeth Burrows, Mary Ridgway, Phil Spiby, Cliff Amos, Terry Cracknell,*

*We now need to put effort and resource into bringing the ANP to fruition and to bring it to life. For example, the Linear Park is 92 hectares which is 10x the size of Gaymers – very complex to put in place and Developers will try to get away with the minimum.*

*Same applies to the Link Road, Sports Facilities & Public Buildings.*

*ANP – Journey not a destination – council has the foresight and bravery to deliver the ANP – not gather dust and all the blood, sweat and tears and 5 years work wasted.*

*Other highlights of the last year were:*

- *Town Archives, previously on 2<sup>nd</sup> floor of Town Hall moved into new offices at the back of the Town Hall – freed up space for Council offices.*
- *MUGA, - outdoor sport provision in Attleborough at a premium. With funding from Breckland new MUGA (Multi Use Games Area) on Recreation Ground – to be opened.*
- *Meetings - Allotments Meetings, Market, Meetings – productive and moving forward – purchased Market stalls and arranged specialist markets.*
- *New Businesses into Town – RG Carter bringing new jobs into town. Exciting plans for Eastern Attachments expanding in the Town.*
- *Precept – last 2 years worked within our precept and not needed to rely on reserves*
- *Christmas Lights were again magnificent in the Town and sponsored by Town Council*
- *Queens Square – looks a picture, the railings have been re-painted, the Town Council controversially excluded posters being displayed making the square Attleborough's Jewel in the Crown.*
- *There was a Town Festival last August*

*Work in Progress*

- *Gaymers Meadow – still work in progress – working together is the key. Linear Park & new sports facilities will solve this situation*
- *Cemetery – issues with water table. Little progress*
- *Sombre side – passing away of one of our Town Councillors a massive character of Attleborough - Councillor Geoff Ellis is remembered as a great servant of the Town and Town Council who put sparkle into the town every Christmas with the Lights.*

*Looking forward:*

- *There is a planned Firework Display in the Town, which Town Council is helping to Fund on Recreation Ground on Firework Night*
- *Royal Wedding Tea Party planned to be held on Queens Square*

*Thank you:*

- *I would like to start with Town Council Staff - Clerk Gina, Anne, Trisha and Sarah. As the Town expands and life in general becomes more complex they have to deal with a lot of diverse situations and challenges and keep us on the straight and narrow with the law and regulation changes.*

- *Ground Staff – Adrian, Barry and Tim do a wonderful job as face of the town in the community and are out in all weathers every day of the week. The Office receives lots of complimentary emails / letters in appreciation of what they do.*
- *Caretakers John and Reg do an excellent job in the Town Hall*
- *Fellow Town Councillors on Attleborough Town Council – especially Councillor Vera Dale - Deputy Mayor. Can be a lonely job as Town Mayor and Vera has been very supportive throughout the year.*
- *And a mention for Attleborough District Councillors who have helped me this year and working closer – Tristan Ashby, Rhodri Oliver, Keith Martin, Adrian Stasiak and Steve Askew.*
- *County Councillor Rhodri Oliver in particular is a good asset for the Town and works hard for the Town.*

*The Town of Attleborough remains a fantastic place with a great community spirit and I am proud to have served this year as Mayor and will look forward to working as a Town Councillor next year on the ‘back benches’. I like to think that my watch as Town Mayor for the last 2 years has been successful and productive and wish my successor for next year every success.”*

#### **2018/4) Attleborough Town Lands Charity Account**

Revd Matthew Jackson presented the financial statements for the year ended 31 December 2017 which were presented and accepted. (Appendix A).

- Revd Jackson informed those present; the main criteria for individual applications are genuine need, the receipt of state benefits and residency in the town.
- The Charity would encourage organisations serving the people of Attleborough to apply on behalf of clients who meet these criteria.
- Applications can be sent to the Secretary, Mrs P Bottolph, at the St Mary’s Church Office.
- Revd Jackson thanked the Trustees and Treasurer, who give freely of their time and expertise.

#### **2018/5) To discuss and receive questions on town affairs**

The Chairman invited members of the public to speak and comments received from residents included the following:

- Resident queried when the work will commence on Surrogate Street to make it 2-way. Councillors responded officials have been out marking the road and work is due to commence imminently.
- Volunteer Archivist queried whether the Town Council could increase the signage for the Archive Centre; stating signage would increase resident’s awareness as to there being an Archive Centre in the Town and direct residents to it.  
It was suggested this could be incorporated into a ‘finger sign’ for the Town Hall. Another option was to display the Archive Centre on the Town Council notice board and to include a map for ease of access.
- Mr Ron Marsh from Attleborough Athletics Academy thanked the Town Council for their support since September 2017; stating high hopes for future expansion.
- Mr Richard Harris queried future parking plans for Queens Square and the Railway Station. Councillors and District Councillors responded the Queens Square trial is imminent. This will include a 2-hour parking restriction to help identify whether the problem is caused by drivers parking there all day. These will be monitored by number plate recognition cameras.  
Following the trial there are also plans to invest in the car park to increase the number of spaces.

Abellio are considering a scheme to improve the existing Railway Station car park; a reconfiguration would enable additional parking spaces. Improvements are planned for 2019.

County Cllr R Oliver offered to send the plans to Mr Richard Harris, once available.

- In his capacity as Secretary for the Bowling Club, Mr Richard Harris raised members concerns regarding the potholes on the driveway leading up to the Recreation Ground.
- Cllr Williams queried progress regarding the renovation of the old Off Licence on the corner of Hargham Road; stating it is very unsightly as there has been no work done since the planning application was approved.
- Resident queried whether there are plans to infill the many potholes on the roads within the Town, saying some have white paint markings around them. Councillors responded the issue is the high number of potholes within the Town; informing those present, they could report them as urgent to Norfolk County Council Highways Department who would progress the repair as urgent if deemed to be a health and safety issue.
- Cllr Perkins stated his disappointment regarding the three empty shops in the Town, stating it would be lovely to see three good businesses come to the Town. ShopAppy is helping on an Internet level and Attleborough is one of the highest uptake. It was felt when the parking controls are in place the Town will undoubtedly help local businesses. The Business Rate Relief for new businesses should also assist.
- The 'Talking Newspaper' Chairman informed Members the 10<sup>th</sup> April 2018 will be their 20<sup>th</sup> Anniversary; the first edition being circulated on Good Friday 1988. The paper has achieved over 1,000 editions and have an extensive archive of previous editions.

This free service currently provides a valuable service in Wymondham, Attleborough and outlying villages.

The Chairman thanked the Town Council for their support and the Mayor for attending the Annual General Meeting.

The Chairman invited new listeners to receive a recording; if anyone knows of someone who would benefit from the service; also inviting any interesting local news items for use, by contacting the paper via their website:

<http://www.watn.org.uk/>.

- Resident queried whether the Town Council will fund any future editions of Attleborough Matters and was informed another edition is currently being developed.

The meeting closed at 8.55 pm

**Attleborough Town Lands Charity**  
**FINANCIAL STATEMENTS**  
**for the year ended 31 December 2017**

*Registered Charity no: 241062*

**Charity Information  
for the year ended 31 December 2017**

**Trustees:**

Revd Matthew Jackson

Mr Gavin Alston

Dr Leslie Cooper

Mr Anthony Crouch

Mrs Vera Dale

**Address:**

St Mary's Church Office

Church Street

Attleborough

NR17 2BW

Email: [attleboroughchurch@btinternet.com](mailto:attleboroughchurch@btinternet.com)

**Treasurer:**

Mr Robert Harris

Hill Cottage

Rogers Lane

Shotesham

NR15 1YJ

**Secretary:**

Mrs Patricia Buttolph

St Mary's Church Office

Church Street

Attleborough

NR17 2AH

**Treasurer's Report  
To the Trustees of Attleborough Town Lands Charity  
for the Year Ended 31 December 2017**

The financial statements of the charity for the year ended 31 December 2017 comprise the Statement of Financial Activities and related notes from the accounting records and information given by the trustees and the Statement of Assets and Liabilities at 31 December 2017. They are prepared on an accruals basis and include revaluation of the investment assets.

You have acknowledged in the Trustees Report for the year your duty to ensure the charity has kept proper accounting records and to prepare financial statements that give a true and fair view of the charity's financial activities.

Treasurer

Robert A Harris

Hill Cottage, Rogers Lane, Shotesham, Norwich NR15 1YJ

22 March 2018

## **Trustees' Report for the year ended 31 December 2017**

### **Trustees**

The trustees of the Charity in the year were as follows:

Revd Matthew Jackson        (*Chairman*)  
Mr Gavin Alston  
Dr Leslie Cooper  
Mr Anthony Crouch  
Mrs Vera Dale

### **Governance**

The Charity is governed by a Scheme sealed by Order of the Charity Commissioners dated 6 September 2010 when the various charities listed were formally amalgamated as Attleborough Town Lands Charity. The scheme supersedes the earlier scheme known as Attleborough Town Charities.

The Charity includes the following former Charities:

- 1 The Charity known as Town Lands
- 2 The Charity known as the Fuel Allotment
- 3 The Charity of Sir Francis Bickley
- 4 The Charity of Andrew Reader
- 5 The Charity of Revd Henry Nerford for Bread

### **Investment Powers**

Sums of cash at any time belonging to the Charity and not needed for immediate working purposes may be invested in the name of the Charity.

### **Objects**

The object of the Charity is the relief of people resident or ordinarily resident, in and around Attleborough who are in need, hardship or distress by way of grants of money or the provision of goods, services and other facilities.

### **Review of development, activities and achievements**

The financial position for the year ended 31 December 2017 is shown in the attached income and expenditure account and balance sheet.

### **Major risks**

The trustees have identified the major risks to the Charity and have set up systems to mitigate them.

## **Trustees' Report for the year ended 31 December 2017**

### **Trustees' responsibilities in relation to the financial statements**

Law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and so its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by the trustees and signed on their behalf by:

P Buttolph  
Secretary  
22 March 2018

## **Chairman's Report for the year ended 31 December 2017**

In the year income from rent, deposits and the investment portfolio managed by Barratt & Cooke was £26,118 compared to £24,627 in 2016.

The Trustees granted £5,680 to individuals and groups serving the community of Attleborough during the year, compared with £16,306 in 2016 and £15,040 in 2015.

The main criteria for individual applications are genuine need, the receipt of state benefits and residency in the town. We would encourage organisations serving the people of Attleborough to apply on behalf of clients who meet these criteria to the Secretary, Mrs P Buttolph, at the St Mary's Church Office.

I would like to thank the Trustees and Treasurer, who give freely of their time and expertise.

The Revd Matthew Jackson  
Chairman Attleborough Town Lands Charity

22 March 2018

Annual Town Assembly Mins 09.04.18

| <b>Attleborough Town Lands Charity</b>                         |       |                  |                |                                       |              |               |
|--|-------|------------------|----------------|---------------------------------------|--------------|---------------|
| FINANCIAL STATEMENT to 31 December 2017                        |       |                  |                | Accounts on accruals basis            |              |               |
| <b>Restricted Fund</b>   |       |                  |                |                                       |              |               |
| <b>Statement of Financial Activities</b>                       |       |                  |                |                                       |              |               |
| Receipts   |       | 2017             | 2016           | Payments                              | 2017         | 2016          |
|  |       | £                | £              |                                       | £            | £             |
| Rent Received Charity Lands                                    |       | 50               | 50             | Donations & Grants                    | 5,680        | 16,306        |
| Interest Received Charities funds                              |       | 23               | 21             | Professional fees & Advice            | -            | -             |
| Interest Received Government Stock                             |       | 337              | 801            | Administration Expenses               | 300          | 300           |
| Interest Received Community ac banks                           |       | 17               | 17             | Insurance for trustees liability      | 336          | 335           |
| Interest Received B & C  |       | 6                | 9              | Accountancy & Treasurer               | -            | -             |
| Interest Received Tracker a/c                                  |       | 2                | 7              |                                       |              |               |
| Dividends Received   |       | 25,681           | 23,724         |                                       |              |               |
| Sundry Income  |       | 0                | (2) *          |                                       |              |               |
| <b>Total Incoming Resources</b>                                |       | <b>26,118</b>    | <b>24,627</b>  | <b>Total Resources Expended</b>       | <b>6,316</b> | <b>16,941</b> |
| <b>Net Incoming Resources</b>                                  |       | <b>19,801</b>    | <b>7,686</b>   |                                       |              |               |
|  |       |                  |                | * UK Power Wayleaves                  |              | 48            |
| <b>Other recognised gains and losses</b>                       |       |                  |                | less write off 2014 charity land rent |              | (50)          |
| Revaluation  |       | 96,678           | 76,638         |                                       |              |               |
|  |       |                  |                |                                       |              |               |
| <b>NET MOVEMENT IN FUNDS</b>                                   |       | <b>116,479</b>   | <b>84,324</b>  |                                       |              |               |
| <b>BALANCES B/FWD 1 JAN.</b>                                   |       | <b>968,508</b>   | <b>884,184</b> |                                       |              |               |
| <b>BALANCES C/FWD 31 DEC</b>                                   |       | <b>1,084,987</b> | <b>968,508</b> |                                       |              |               |
| <b>Statement of Assets and Liabilities at 31 December 2017</b> |       |                  |                |                                       |              |               |
|  |       | 2017             | 2016           |                                       |              |               |
| Assets   |       | £                | £              |                                       |              |               |
| <b>Barclays Bank</b>   |       |                  |                |                                       |              |               |
| Business Base Rate Tracker account                             |       | 14,215           | 14,213         |                                       |              |               |
| Community Account  |       | 500              | 500            |                                       |              |               |
| Business Premium Account                                       |       | 54,371           | 34,428         |                                       |              |               |
|  | Total | 69,086           | 49,142         |                                       |              |               |
| <b>Barrett &amp; Cooke Portfolio</b>                           |       |                  |                |                                       |              |               |
| UK Government Stock  |       | 92,362           | 77,398         |                                       |              |               |
| Stocks & Shares  |       | 865,620          | 790,751        |                                       |              |               |
| Cash Balance   |       | 57,376           | 50,582         |                                       |              |               |
| <b>Total Barrett &amp; Cooke</b>                               |       | <b>1,015,358</b> | <b>918,731</b> |                                       |              |               |
|  |       |                  |                |                                       |              |               |
| The Rev Henry Nerford COIF investment                          |       | 692              | 635            |                                       |              |               |
| Debtor (Outstanding Rent)                                      |       | 50               |                |                                       |              |               |
|  |       |                  |                |                                       |              |               |
| <b>Total Gross Assets</b>                                      |       | <b>1,085,186</b> | <b>968,508</b> |                                       |              |               |
| <b>Liabilities</b>   |       |                  |                |                                       |              |               |
| Accrued Expenses   |       | 200              | 0              |                                       |              |               |
| (Honorium to secretary)  |       |                  |                |                                       |              |               |
|  |       |                  |                |                                       |              |               |
| <b>Total Net Assets</b>  |       | <b>1,084,986</b> | <b>968,508</b> |                                       |              |               |

Annual Town Assembly Mins 09.04.18

| Split of fund  |  |               |                |              |
|--|--|---------------|----------------|--------------|
|  |  | <b>Income</b> | <b>Capital</b> | <b>Total</b> |
| As at 31/12/2011   |  | 84,091        | 605,843        | 689,934      |
| Income in Year   |  | 7,039         |                | 7,039        |
| Valuation  |  |               | 36,446         | 36,446       |
| As at 31/12/2012   |  | 91,130        | 642,289        | 733,419      |
| Income in Year   |  | 4,038         |                | 4,038        |
| Valuation  |  |               | 97,430         | 97,430       |
| As at 31/12/2013   |  | 95,168        | 739,719        | 834,887      |
| Income in Year   |  | (812)         | 11,493         | 10,682       |
| Valuation  |  |               | 27,344         | 27,344       |
| As at 31/12/2014   |  | 94,356        | 778,556        | 872,912      |
| <b>Note:</b> The 'capital' increase of £11,493 is proceeds for sale of the land £12,548 less the professional fees |  |               |                |              |
| Income in Year   |  | 8,393         | -              | 8,393        |
| Valuation  |  |               | 2,879          | 2,879        |
| As at 31/12/2015   |  | 102,749       | 781,435        | 884,184      |
| Income in Year   |  | 7,686         | -              | 7,686        |
| Valuation  |  |               | 76,638         | 76,638       |
| As at 31/12/2016   |  | 110,435       | 858,073        | 968,508      |
| Income in Year   |  | 19,951        |                | 19,951       |
| Valuation  |  |               | 96,678         | 96,678       |
| As at 31/12/17   |  | 130,387       | 954,750        | 1,085,137    |

**Notes to the Financial Statements for the year ended 31 December 2017**

Fixed Assets

The freehold land held by the Charity in and around Decoy Common, Attleborough has no valuation and therefore is not included in the financial statement of assets.

The financial statements on pages 1-8 were approved by the trustees on 22 March 2018 and signed on their behalf by:

---

Revd Matthew Jackson  
Chairman

**Independent examiner's report on the accounts**



**CHARITY COMMISSION FOR ENGLAND AND WALES**

**Section A Independent Examiner's Report**

**Report to the trustees/ members of**

Attleborough Town Land Charity

**On accounts for the year ended**

31 December 2017

**Charity no (if any)**

241062

**Set out on pages**

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date:

Name:

Relevant professional qualification(s) or body (if any):

Address:

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).