



## **ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
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### **GENERAL PURPOSES & FINANCE COMMITTEE**

#### **Minutes of the meeting of the General Purposes & Finance Committee Held on Friday 27 September 2019 at 9.00 am in the Town Hall**

**Present:**

Cllr T Crouch    Cllr E Tyrer    Cllr B Bulmer    Cllr J Redmond  
In attendance – Gina Lopes – CEO/Town Clerk to Attleborough Town Council  
Anne Willett – CEO's Assistant (minute taker)  
10 x public

#### **20.19) Apologies for absence**

Apologies for absence were received and accepted as follows:  
Cllr Montague - Holiday

#### **21.19) 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 - None

#### **22.19) Public Participation**

**RESOLVED** to adjourn the meeting to allow the public to speak - See "Public Participation Notes" attached.

#### **23.19) Minutes of the meeting held on Thursday, 8 July 2019**

**RESOLVED** to approve and accept the minutes of the meeting held on Thursday, 8 July 2019 as a true and accurate record of the meeting, the Chairman signed the minutes.

#### **24.19) External Auditor's Report**

The External Auditor's Report was received and it was noted the Auditor confirmed the AGAR was in accordance with "Proper Practices" with no matters of concern raised. The CEO and her Assistant, Anne Willett, were thanked for their financial work during the year and audit.

On the motion of Cllr Redmond, seconded by Cllr Crouch it was

**RESOLVED** to approve and accept the External Auditor's Report for the year ended 31 March 2019.

#### **25.19) Skate Park**

The current budget figures were considered as well as funds in earmarked reserves. The CEO identified possible sources of funding for the necessary repairs to the

Skate Park and also the replacement park. Quotes were still awaited for the repair work and would need to be considered in due course, it was clarified Councillors were not being asked to approve repairs but to identify funding and there was some discussion.

On the motion of Cllr Bulmer, seconded by Cllr Crouch it was

**RESOLVED** to use budget funds allocated in Open Spaces Maintenance/Repairs, £38,464 available, for repairs; Open Spaces Capital of £47,987 and also some of the Earmarked Reserves for the planned replacement park.

**ACTION: CEO/ALL CLLRS**

#### **26.19) Brief for Gaymers Masterplan – Consultant costs**

There was a lengthy discussion, there was a query as to why Ian Barclay had been appointed. The CEO confirmed Mr Barclay had worked on the Neighbourhood Plan document and was originally sourced and appointed by the ANP Steering Group. It has been previously agreed he would assist the Council in S106/SUE discussions because of his knowledge of the ANP. It has been resolved at Council for Mr Barclay to produce the Masterplan. There was a request for additional Architects quotes to be sought.

*(Cllr Tyrer left the meeting at 9.45 am.)*

On the motion of Cllr Bulmer, seconded by Cllr Crouch it was

**RESOLVED** to approve and accept the Torkildsen Barclay fee and to request the provision of comparable quotes from additional Architects

**ACTION: CEO**

#### **27.19 Quotations**

##### **a) Pear Technology Cemetery Digital Mapping**

On the motion of Cllr Bulmer, seconded by Cllr Redmond, it was

**RESOLVED** to approve and accept quote dated 3 September 2019 from Pear Technology for Cemetery Digital Mapping package

##### **b) Chapel Roof repairs**

On the motion of Cllr Bulmer, seconded by Cllr Crouch, it was

**RESOLVED** to approve and accept Quote A from LA Shaw (£2,260) for Chapel Roof repairs

##### **c) Rebuilding wall between car park WC & disabled parking spaces**

On the motion of Cllr Crouch, seconded by Cllr Bulmer, it was

**RESOLVED** to approve and accept Quote A from LA Shaw (£1,500) to rebuild wall near public toilets.

**ACTION: CEO**

Meeting closed at 10.00am

**Public Participation Notes**

The Chairman invited members of the public to speak and points raised included the following:

- A resident stated the agenda was not clearly visible on the Town Council notice board
- It was queried why the meeting was being held at 9am as this may be difficult for people to attend – The Chairman advised the time was set when committee members were available and in line with other local authorities who held daytime meetings
- Students from the Academy said they had to leave lessons to attend and they needed to be there because of the skate park item – The CEO advised this was a finance meeting and the item relating to the skate park was purely to identify funds, their input would be welcome when the new skate park was considered and a consultation would be held
- Students from the Academy stated they had been asked to attend by certain committee members and they would not have known about the meeting otherwise – The CEO advised the Agenda is posted on the Town Council noticeboard, website and also social media. Cllr Tyrer assured the students they had been allocated a place on the Attleborough Neighbourhood Plan Committee and could attend future meetings
- Members were advised the youth of the Town were happy to fund raise for the skate park
- A resident queried if 3 quotes had been sought for the skate park repairs and objected this was not the case – The CEO advised Councillors were only being asked to identify funds not make an appointment at this time and quotes would be sourced in due course