



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 Monday, 8 July 2019 at 2.00 pm in the Town Hall

Present:

Cllr T Crouch Cllr B Bulmer Cllr J Redmond Cllr J Ellis
In attendance – Gina Lopes – CEO/Town Clerk to Attleborough Town Council
Anne Willett – CEO's Assistant (minute taker)
Dist. Cllr T Ashby 4 x public

10.19) Apologies for absence

Apologies for absence were received and accepted as follows:

Cllr Montague - prior engagement

Cllr Loades – other commitments

Cllr Tyrer – work commitments

11.19) 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

12.19) Public Participation

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

13.19) Minutes of the meeting held on Thursday, 30 May 2019

The minutes of the meeting held on Thursday 30 May 2019 were noted.

14.19) Lease and Solicitors Update

a) Social Club Lease: – No other clubs have access to the building and there are no welfare facilities for Grounds staff at this time.

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

RESOLVED to instruct solicitor to enable ATC management of the building

b) Portacabin at Gaymers: - No lease in place and building has drainage problems causing issues.

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

RESOLVED to instruct solicitor to issue a notice for Attleborough Football Club to remove their building. Assurance to be given of ongoing use of the building until a replacement is agreed. ATC to consider a replacement building within Gaymers Master Plan which would be suitable for all clubs to use and fit for purpose.

c) All other lease queries:-

None at this time

15.19) Hardware/Software quotes:-

After a short discussion

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

RESOLVED for CEO & Town Clerk to approve and order what is suitable from the quotes presented.

16.19) Data Protection Policy: -

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

RESOLVED to approve and accept Data Protection policy for ATC.

17.19 Bomb Threats Procedure: -

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

RESOLVED to upload procedure on website, display in Town Hall and add to Hall Hire information.

18.19) Business Fuel Card:-

Following a brief discussion

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

RESOLVED to apply for Business Fuel Card, request two cards, one for Senior Groundsman and one to be kept in Reception office.

19.19) 4 Year Business Plan & Schedule of Events: - noted

During the discussion Cllr Bulmer suggested a draft spread sheet for events is prepared detailing the type of event and a time line of what is required and when. CEO & Town Clerk suggested at the next meeting to make this a main item and circulate spreadsheet in advance for Cllrs consideration.

Meeting closed at 3.15pm

Public Participation Notes

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

- It was queried whether a Master Plan was available for Gaymers, it was confirmed a creative Master Plan had been agreed at Full Council meeting.
- It was queried why the meeting was being held during the day. Confirmed to accommodate majority of members. As meetings were becoming more frequent it may be incorporated into an evening schedule of committees which may need to be reviewed.