

6a)

29.01.20

Councillors Report

The Community Event previously mentioned at the last FTC meeting will be held in the town hall on Tuesday 10th March from 10:30am-4pm.

The focus of this event is to look at addressing loneliness and social isolation in our community. Better Together and MissingKind will be in attendance and several existing groups that are already running in Attleborough.

This event is open to members of the public to come anytime in between those hours. There will be displays on show and an opportunity for the public to have a say on what other initiatives they would like to see in the town to support this issue.

Warm regards

Jacqueline Roper

CHEQUE LIST 3 FEB 2020						
PAID TO	DESCRIPTION	SERVICE	NET	VAT	TOTAL	CHQ NO
ARROWCLEAN	CLEANING	TH	£ 45.00	£ -	£ 45.00	110155
CCS	PHOTOCOPIER USE	ADMIN	£ 376.50	£ 75.30	£ 451.80	110156
COMMUNITY CAR	JOURNEYS JAN	ADMIN	£ 542.75	£ -	£ 542.75	110157
COMMUNITY CAR	NCF GRANT FEB	ADMIN	£ 375.00	£ -	£ 375.00	110158
CONNAUGHT HALL	WAGES OCT/NOV/DEC	ADMIN	£ 205.63	£ -	£ 205.63	110159
ERNEST DOE	JOHN DEERE SERVICE	OPEN SPACES	£ 518.57	£ 103.72	£ 622.29	110160
FENLAND	SWING SEAT	OPEN SPACES	£ 70.00	£ 14.00	£ 84.00	110161
FENLAND	REPAIR SKATE PARK	OPEN SPACES	£ 20,620.00	£ 4,124.00	£ 24,744.00	110162
KROWMARK	SUPPLIES	OPEN SPACES	£ 124.95	£ 24.99	£ 149.94	110163
A C LEIGH	SUPPLIES	TH	£ 54.50	£ 10.90	£ 65.40	110164
NETCENTRAL	WINDOWS 10 LICENCE	ADMIN	£ 625.00	£ 125.00	£ 750.00	110165
NETCENTRAL	IT SUPPORT	ADMIN	£ 120.00	£ 24.00	£ 144.00	110165
NFK PLAYING FIELDS ASSOC	MEMBERSHIP	ADMIN	£ 45.00	£ -	£ 45.00	110166
NORFOLK TRAILERS	SUPPLIES	OPEN SPACES	£ 7.95	£ 1.59	£ 9.54	110167
PETTY CASH	CASH	ADMIN	£ 195.35	£ -	£ 195.35	110168
THURLOW NUNN	SUPPLIES	OPEN SPACES	£ 67.57	£ 13.50	£ 81.07	110169
TRAVIS PERKINS	SUPPLIES	OPEN SPACES	£ 37.75	£ 7.55	£ 45.30	110170
VIKING	SUPPLIES	ADMIN	£ 32.98	£ 6.60	£ 39.58	110171
VIKING	STAMPS	ADMIN	£ 131.00	£ -	£ 131.00	110171
VIKING	SUPPLIES	ADMIN	£ 37.78	£ -	£ 37.78	110171
VIKING	SUPPLIES	TH	£ 101.09	£ 20.22	£ 121.31	110171
VIKING	STATIONERY	ADMIN	£ 116.93	£ 23.38	£ 140.31	110171
VIKING	SUPPLIES	ADMIN	£ 97.91	£ 19.58	£ 117.49	110171
ZURICH	CHURCH WALL	ADMIN	£ 209.92	£ -	£ 209.92	110172
JSP	LIGHTS/CCTC	OPEN SPACES	£ 635.00	£ 127.00	£ 762.00	110173
NORFOLK GEEKS	WEBSITE HOST	ADMIN	£ 60.00	£ -	£ 60.00	110174
NUTS N BOLTS	SUPPLIES	TH	£ 89.73	£ 17.94	£ 107.67	110175
ROBERT PALMER	HEDGE CUTTING	OPEN SPACES	£ 735.00	£ 147.00	£ 882.00	110176
RIALTAS	TRAINING	ADMIN	£ 497.10	£ 99.42	£ 596.52	110177
			£ 26,775.96	£ 4,985.69	£ 31,761.65	

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DD MEETING 3 FEB 2020

Name	Description	Service	Bill Freq	Net	Vat	Total
Vodafone	mobiles	Admin	Monthly	£ 92.89	£ 18.59	£111.48
Bank Charges	Barclays	TH	Monthly	£ 25.36	£ -	£25.36
Bank Charges	Lloyds	TH	Monthly			
Viridor	Waste collection	Rec	Monthly			
Viridor	Waste collection	TH	Monthly			
Anglian Water	Water	TH	Quarterly			
Anglian Water	Water	Cemetery	Quarterly			
Anglian Water	Water	Chapel Road	Quarterly			
Anglian Water	Water	Pavilion	Quarterly			
Anglian Water	Water	Public Toilets	Quarterly			
Breckland Council	Rates	TH	Monthly			
Breckland Council	Rates	Public Toilets	Monthly			
Breckland Council	Rates	Cemetery	Monthly			
BT	Telephones	TH	Quarterly	£ 712.72	£ 142.54	£855.26
Total Gas & Power	Electricity	Public Toilets	Quarterly	£ 478.64	£ 23.93	£502.57
British Gas	Elect Skate Park	OS	Quarterly			
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly			
Siemens	Photocopier	TH	Quarterly			
Phs	Sanitary disposal	Cemetery	Annually	£ 1,985.27	£ 397.05	£2,382.32
Phs	Sanitary disposal	TH	Annually	£ 384.75	£ 76.95	£461.70
Fuel Genie	Fuel	OS	Monthly	£ 157.52	£ 31.50	£189.02
						£4,527.71
HMRC Tax /NI	BACS		Monthly	£ 4,635.09	£ -	£ 4,635.09
Norfolk Pension	BACS		Monthly	£ 4,814.81	£ -	£ 4,814.81
Staff Salary	BACS		Monthly	£ 15,229.88	£ -	£ 15,229.88
						£ 24,679.78
TOTAL						£29,207.49

INCOME JANUARY 2020	
Banked Monies	
Burials	£ 1,545.00
Bookings	£ 588.00
NCF Grant Dec	£ 375.00
Allotment	£ 610.00
Gaymers Bowls Club Water	£ 21.98
Zurich Insurance Claim	£ 121.40
Total	£ 3,261.38

Detailed Income & Expenditure by Budget Heading 30/11/2019

8d)

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 Administration						
1050 Income	115	400	285			
1376 Precept	518,928	518,928	0			
1378 Grant payment Community Cars	2,250	0	(2,250)			
1390 Interest Received (Bond)	188	50	(138)			
1391 interest received on saving ac	676	246	(430)			
Administration :- Income	522,157	519,624	(2,533)			0
4000 Staff Costs	204,154	319,136	114,982		114,982	
4001 Other Employment Costs	599	20,000	19,401		19,401	
4002 website	420	1,938	1,518		1,518	
4004 Health & Safety	1,282	2,050	768		768	
4005 Training	4,603	3,500	(1,103)		(1,103)	
4010 Travelling Expenses	676	1,077	401		401	
4020 Miscellaneous Expenses	1,676	2,000	324		324	
4023 Subscriptions	2,853	2,100	(753)		(753)	
4025 Insurances	8,060	7,500	(560)		(560)	
4027 Bookkeeping	(30)	1,303	1,333		1,333	
4028 Office Internet	0	377	377		377	
4029 Photocopier Usage Fee	2,338	1,344	(994)		(994)	
4031 Computer	2,976	1,584	(1,392)		(1,392)	
4040 Community Car Scheme	5,047	9,500	4,453		4,453	
4041 Grants S137	500	1,000	500		500	
4042 Local Grants	1,000	3,000	2,000		2,000	
4044 Highway Improvements	0	1,000	1,000		1,000	
4051 Bank Charges	285	729	444		444	
4056 Consultancy	0	3,000	3,000		3,000	
4057 Audit Fees	515	2,112	1,597		1,597	
4058 Legal Fees	11,988	5,000	(6,988)		(6,988)	
4059 Civic Reception	639	1,200	561		561	
4060 Civic Allowances	1,146	1,098	(48)		(48)	
4099 Contingency	0	561	561		561	
4121 Telephone	2,041	2,369	328		328	
4122 Postages	571	896	325		325	
4123 Stationery	1,156	2,400	1,244		1,244	
4147 Photocopier Lease payments	1,147	2,112	965		965	
4190 Equipment Purchase	225	2,693	2,468		2,468	
4230 Supplies	946	215	(731)		(731)	
4231 Advertising	1,372	1,120	(252)		(252)	
Administration :- Indirect Expenditure	258,185	403,914	145,729	0	145,729	0
Net Income over Expenditure	263,972	115,710	(148,262)			

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
112 Street Lights						
4400 Expenditure	31,374	24,000	(7,374)		(7,374)	
4402 Public Lighting	(15,000)	0	15,000		15,000	
Street Lights :- Indirect Expenditure	<u>16,374</u>	<u>24,000</u>	<u>7,626</u>	<u>0</u>	<u>7,626</u>	<u>0</u>
Net Expenditure	<u>(16,374)</u>	<u>(24,000)</u>	<u>(7,626)</u>			
113 Toilets						
1050 Income	6	0	(6)			
Toilets :- Income	<u>6</u>	<u>0</u>	<u>(6)</u>			<u>0</u>
4110 Rates	1,512	2,447	935		935	
4112 Water	306	1,000	694		694	
4113 Electricity	805	1,000	195		195	
4145 Maintenance/Repairs	0	950	950		950	
4190 Equipment Purchase	0	108	108		108	
4220 Cleaning	305	0	(305)		(305)	
4230 Supplies	379	845	466		466	
4255 Safety Checks	154	65	(89)		(89)	
Toilets :- Indirect Expenditure	<u>3,461</u>	<u>6,415</u>	<u>2,954</u>	<u>0</u>	<u>2,954</u>	<u>0</u>
Net Income over Expenditure	<u>(3,455)</u>	<u>(6,415)</u>	<u>(2,960)</u>			
114 Christmas Lights						
1050 Income	0	3,000	3,000			
Christmas Lights :- Income	<u>0</u>	<u>3,000</u>	<u>3,000</u>			<u>0</u>
4230 Supplies	0	2,154	2,154		2,154	
4255 Safety Checks	0	1,938	1,938		1,938	
4400 Expenditure	8,003	16,153	8,150		8,150	
Christmas Lights :- Indirect Expenditure	<u>8,003</u>	<u>20,245</u>	<u>12,242</u>	<u>0</u>	<u>12,242</u>	<u>0</u>
Net Income over Expenditure	<u>(8,003)</u>	<u>(17,245)</u>	<u>(9,242)</u>			
115 Archive						
4010 Travelling Expenses	0	110	110		110	
4023 Subscriptions	49	33	(16)		(16)	
4121 Telephone	0	329	329		329	
4122 Postages	0	55	55		55	
4123 Stationery	0	256	256		256	
4230 Supplies	10	308	298		298	
Archive :- Indirect Expenditure	<u>59</u>	<u>1,091</u>	<u>1,032</u>	<u>0</u>	<u>1,032</u>	<u>0</u>
Net Expenditure	<u>(59)</u>	<u>(1,091)</u>	<u>(1,032)</u>			

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>116 Attleborough Neighbourhood Pla</u>						
4400 Expenditure	2,150	10,250	8,100		8,100	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>2,150</u>	<u>10,250</u>	<u>8,100</u>	<u>0</u>	<u>8,100</u>	<u>0</u>
Net Expenditure	<u>(2,150)</u>	<u>(10,250)</u>	<u>(8,100)</u>			
<u>201 Open Spaces</u>						
1000 Booking Fees	250	625	375			
1050 Income	368	3,000	2,632			
1100 Allotment Income	175	1,281	1,106			
1105 Burial Fees	15,215	11,000	(4,215)			
1106 Sports Letting	1,020	1,362	342			
1107 Wayleaves	219	0	(219)			
1150 Re-imbursement of Utilities	125	0	(125)			
Open Spaces :- Income	<u>17,372</u>	<u>17,268</u>	<u>(104)</u>			<u>0</u>
4020 Miscellaneous Expenses	10	422	412		412	
4110 Rates	516	739	223		223	
4112 Water	320	400	80		80	
4113 Electricity	0	600	600		600	
4123 Stationery	0	54	54		54	
4140 Fuel	2,308	1,500	(808)		(808)	
4143 Equipment Hire	543	538	(5)		(5)	
4144 Tree Work	1,663	1,100	(563)		(563)	
4145 Maintenance/Repairs	5,775	40,000	34,225		34,225	
4146 Play Equipment	(403)	6,150	6,553		6,553	
4190 Equipment Purchase	1,898	3,075	1,177		1,177	
4225 Refuse Collections	1,533	1,845	312		312	
4230 Supplies	5,217	8,446	3,229		3,229	
4255 Safety Checks	607	2,000	1,394		1,394	
4296 Van	1,473	1,200	(273)		(273)	
4300 Premises Licence	180	317	137		137	
4400 Expenditure	0	820	820		820	
Open Spaces :- Indirect Expenditure	<u>21,640</u>	<u>69,206</u>	<u>47,566</u>	<u>0</u>	<u>47,566</u>	<u>0</u>
Net Income over Expenditure	<u>(4,267)</u>	<u>(51,938)</u>	<u>(47,671)</u>			
<u>210 Attleborough in Bloom</u>						
1050 Income	850	870	20			
Attleborough in Bloom :- Income	<u>850</u>	<u>870</u>	<u>20</u>			<u>0</u>

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4230 Supplies	455	431	(24)		(24)	
4400 Expenditure	385	513	128		128	
Attleborough in Bloom :- Indirect Expenditure	840	944	104	0	104	0
Net Income over Expenditure	10	(74)	(84)			
<u>211 Markets</u>						
1050 Income	1,140	0	(1,140)			
Markets :- Income	1,140	0	(1,140)			0
4001 Other Employment Costs	0	615	615		615	
4123 Stationery	0	54	54		54	
4230 Supplies	0	54	54		54	
4400 Expenditure	0	1,077	1,077		1,077	
Markets :- Indirect Expenditure	0	1,800	1,800	0	1,800	0
Net Income over Expenditure	1,140	(1,800)	(2,940)			
<u>290 Open Spaces Capital Exps.</u>						
4190 Equipment Purchase	550	48,537	47,987		47,987	
4194 Litter bins	1,200	2,563	1,363		1,363	
Open Spaces Capital Exps. :- Indirect Expenditure	1,750	51,100	49,350	0	49,350	0
Net Expenditure	(1,750)	(51,100)	(49,350)			
<u>301 Town Hall</u>						
1000 Booking Fees	9,015	7,538	(1,477)			
1005 Office Rents	0	4,100	4,100			
1007 Bar Rent	640	800	160			
Town Hall :- Income	9,655	12,438	2,784			0
4110 Rates	9,722	15,000	5,278		5,278	
4111 Gas	387	2,050	1,663		1,663	
4112 Water	252	1,025	773		773	
4113 Electricity	2,422	3,000	578		578	
4145 Maintenance/Repairs	1,159	3,588	2,429		2,429	
4190 Equipment Purchase	1,012	2,255	1,244		1,244	
4220 Cleaning	1,070	666	(404)		(404)	
4225 Refuse Collections	1,576	1,885	309		309	
4230 Supplies	1,268	1,584	316		316	
4231 Advertising	0	103	103		103	
4255 Safety Checks	480	308	(172)		(172)	

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4257 Major Repairs	0	1,025	1,025		1,025	
4300 Premises Licence	180	485	305		305	
Town Hall :- Indirect Expenditure	<u>19,528</u>	<u>32,974</u>	<u>13,446</u>	<u>0</u>	<u>13,446</u>	<u>0</u>
Net Income over Expenditure	<u>(9,874)</u>	<u>(20,536)</u>	<u>(10,662)</u>			
<u>311 TIC</u>						
1050 Income	1	0	(1)			
TIC :- Income	<u>1</u>	<u>0</u>	<u>(1)</u>			<u>0</u>
4122 Postages	2	10	9		9	
4123 Stationery	0	82	82		82	
4127 Gifts	0	21	21		21	
4230 Supplies	0	100	100		100	
TIC :- Indirect Expenditure	<u>2</u>	<u>213</u>	<u>212</u>	<u>0</u>	<u>212</u>	<u>0</u>
Net Income over Expenditure	<u>(0)</u>	<u>(213)</u>	<u>(213)</u>			
<u>501 Contingency</u>						
4400 Expenditure	10,800	26,605	15,805		15,805	
Contingency :- Indirect Expenditure	<u>10,800</u>	<u>26,605</u>	<u>15,805</u>	<u>0</u>	<u>15,805</u>	<u>0</u>
Net Expenditure	<u>(10,800)</u>	<u>(26,605)</u>	<u>(15,805)</u>			
Grand Totals:- Income	551,181	553,200	2,019			
Expenditure	342,792	648,757	305,965	0	305,965	
Net Income over Expenditure	<u>208,389</u>	<u>(95,557)</u>	<u>(303,946)</u>			
Movement to/(from) Gen Reserve	<u>208,389</u>					

8e'i)

Attleborough Town Council
Town Hall
Queens Square
Attleborough
Norfolk
NR17 2AF

20th January 2020

Attleborough Church Wall - Quotation

Further to your recent enquiry to repair the boundary wall at the above we submit the following quote:

Repair to damaged boundary wall as looked at on 20/01/20

Complete rebuild in lime mortar to match existing including any flint or brick makeup.

Supply welfare facilities for duration of the work.

Cost of this work: £4635.00

Regards

All prices plus VAT.

Three quotations sought from Directory of Contractors authorised by Norwich Diocese. Only those on the list can be used.

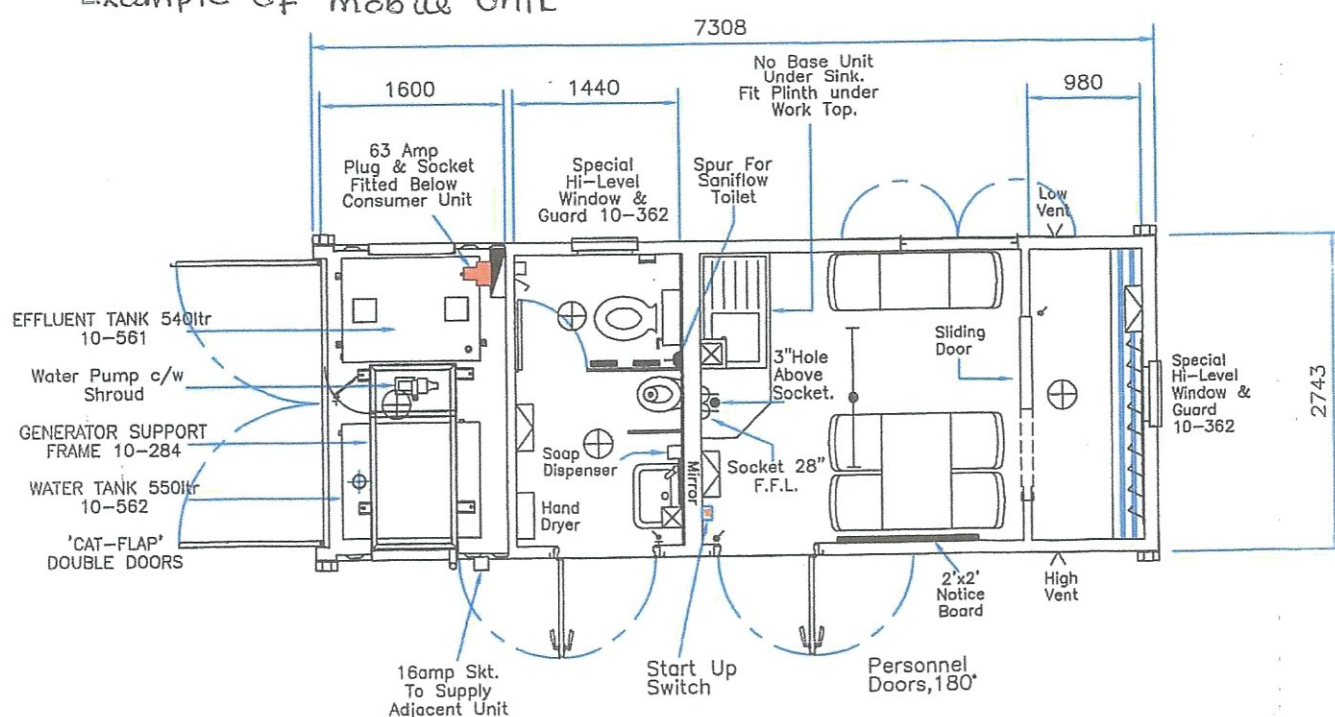
Two companies refused invitation to quote as distant outside their work area. All others were further away geographically, leaving one legal option.

8eii)

Quotations for Grounds Staff Welfare Unit

Quotation A (to build a Welfare Unit/shower/kitchen area)	
As included in the FC Meeting pack	£21,043.60 + VAT
Please Note: Quotation states 'At this stage this quote holds enough information to progress to next stage'. Potential to increase in cost if progressed	
Quotation B (To build a Welfare Unit/shower/kitchen area)	
As included in the FC meeting pack	£18,192.00 + VAT
Total for completion of works	
Quotation C (Rental of Welfare Unit – No shower facilities)	
12ft Mobile Unit - £210.00 per week (+VAT) (Delivery/collection £100.00 each way)	£10,920.00 per year
25ft Mobile Unit - £295.00 per week (+VAT) (Delivery/collection £150.00 each way)	£15,340.00 per year
Quotation D (Rental of Welfare Unit – No shower facilities)	
24ft Welfare - £220.00 per week (includes servicing once a week)	£11,440.00 per year
26ft Welfare - £240.00 per week (includes servicing once a week)	£12,480.00 per year

Example of mobile Unit



Quotation
"A"

8eii)

Quotation

Quote Number: 3
Quote Date: 27th Nov '19
Valid For: 30 Days
Account: GINA01
Quote Ref:

Town Hall
queens square
Attleborough
NR17 2AF
United Kingdom

Qty	Description	Rate	Total
1	as per discussions and site visit with head groundsman at green storage unit . creation of office unit within building . create a new shower room - separate toilet - kitchen and welfare area. dig in new water main from carpark - connect new main drain to sewer in carpark .All labour and materials are included in this initial stage quotation. bathroom - toilet - kitchen will be sourced locally from Coughtrey Bdk based in griston - All plumbing and electrics will be undertaken by fully insured and qualified tradesman. All Health & safety policies are available public & employers liability insurance certificates . if we are successful then a schedule of works will be in place . At this stage this quote holds enough info to progress to the next stage .	19,543.60	19,543.60

1	Fuse board pc sum	1,500.00	1,500.00
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The fuse board pc sum will not be applicable if there is no work needed to change it .

Quote Total: £21,043.60

Quotation
"B"
8eii)

Attleborough Town Council
Town Hall
Queens Square
Attleborough
Norfolk
NR17 2AF

Revised WC, shower and mess area at Attleborough Town football ground.

Alternative construction of above.

Construct back wall in 100 x 47mm sawn and treated timber studwork at 400mm centres to take ceiling joists. Fix ceiling joists at 400mm centres above studwork; fix chipboard for any loading of materials above. Sidewalls constructed as back wall at 600mm centres and construct partition wall as same. Sole plates to be fixed at 900mm centres with 100 x 10mm fischer fixing screws.

Front wall construct in 100mm Celcon blockwork, with 100 x 150mm metal box lintels over openings and tied into studwork. With blockwork built hard against sidewalls to form firestop, also the blockwall will provide better protection if hit from outside. Cut and fix 90mm IKO soild insulation between side and back wall studs and fix Celotex tapes to all joints and fix 12.5mm fireline plasterboard to stud walls

Fix 12.5mm plaster with wall compound to inside of front wall. Fit 100mm fibreglass between studs of partition wall and fix 12.5mm plaster to same.

This will make a saving of £378.00 from the estimate dated 12th November 2019

(18,192.00)

Attleborough Town Council
Town Hall
Queen's Square
Attleborough
Norfolk
NR17 2AF

Ref: Revised proposed WC, Shower and mess area in the existing building at Attleborough Town football ground.

Following our meeting with Barry at the above we enclose the following estimate to construct a WC, shower area and eating area in the existing metal building. To meet all welfare standards.

- 1] Construct mess room and shower/WC room, within building as discussed with Barry. 5.7m O/A wide x 3.4m deep, walls to be built in 100mm Celcon blocks to a height of 2.4m. With external side and back wall adjacent to Z purlins, with 100mm bent stainless steel wall ties. Fixed to zed purlins and built in divide wall to form 1.8m x 3.4m shower / Wc room. Form 2nr door openings with 100 x 100mm metal box lintels above same and 1nr 600x1050mm sw and glazed window in mess room as discussed with Barry.
- 2] Supply and fix 100 x 50mm sawn and treated wall plates. Cut and fix 47 x 175mm sawn and treated ceiling joists at 400mm centres. Fix 47 x 175mm sawn and treated noggins between floor joists. Supply and fix 18mm V313 chipboard on top of new floor joists. Supply and fix 25 x 225mm PSE fascia board to front face of joists.
- 3] Infill between floor joists with 150mm fibreglass and supply and fix 12.5mm fire lined plasterboard to underside of floor joists. Supply and fix 5 1/4 " sw door linings to door openings.

4] Supply and fix 12.5mm plasterboard with wall compound to internal walls with bonding compound. Skim coat plaster all walls and ceilings. Supply and fix 100 x 19mm softwood bullnosed skirtings to walls and 19 x 50mm bullnosed architraves. Supply and hang 2nr 2ft 9" x 6ft 6" x 44mm softwood half glazed doors pre glazed and hang on 1 1/2 pairs 100mm steel hinges, fitted with tubular latches with 1 pair brass lever latch handles and 1nr privy to Wc / shower room.

5] Allow a budget cost of £1,200.00 for altering existing electrical as necessary and new electrical ie lights, sockets, fan for shower, wiring shower fitting and sink heater etc.

6] Supply and fix in position 900 x 800mm shower tray, complete with panel and waste. Supply and fix 2nr white Nuance post formed shower panels. Fix 1nr 800mm clear glass shower side panel and 900mm clear CP pivot door. Supply and plumb in Mira 10.8KW sport electric shower. Supply and fit white pedestal 1 tap hole basin, 1nr low level WC suite complete and plumb in same. Supply and plumb in 3KW over sink tap. Form SVP stub stack from new drain point in floor to take WC, basin and shower wastes and fit Durgo air valve. Plumb new copper feed pipes to shower, WC and basin, fit new 25mm blue water pipe brought into building. Fix 2 rows of glazed tiles to basin.

7] Dig down and expose existing foul drainage run running along the fence in between the car park and bowling green. Cut out a section of foul drainpipe and install a inspection chamber base with 160mm inlet and outlet. Supply and install 450mm dia risers to existing car park level and fit a 5 ton inspection chamber lid and back fill around same and compact.

8] Dig trench from new inspection chamber to back right hand corner of metal building, where the proposed WC will be installed. Install new 110mm underground pipe from new chamber to corner of WC area. Install manhole chamber and lid 1m from fence line for rodding purposes. Pipes to be laid on and covered with 10mm shingle all to required levels. Kango up small area of existing concrete floor and dig out to required depth, for new incoming drain. Make good around pipe and to floor etc. Supply and lay in trench at same time 25mm blue water pipe into building, laid in 40mm duct pipe and laid and covered with sand. Whilst works are being carried out barriers and signs will be in place. With public access at all times. No trenches will be left open out of work hours. Back fill trench and around manhole with existing dig out material and compact same with vibrating plate. Supply and lay over trench area 25mm layer of 20mm round stone and compact.

9] Allow a budget cost of £1,000.00 for digging divert trench from new foul water trench in area near existing mains water manhole and dig and expose water pipes, feeding scout and football club house. Cut through metal water pipe and fit insert tee pipe to same. Connect up new 25mm water pipe to tee and build in new stopcock turn valve. Supply and fit a water meter in new feed pipe. Form concrete base and construct 600 x 450mm sectional concrete manhole and top with heavy duty cast iron cover and frame. Lay and cover pipe in sand and back fill trench and around manhole. Finish as main drain trench. Erect Harris safety fencing around hole whilst works are being carried out for health and safety.

9] Supply and install low P trap WC pan, complete with cistern and white WC seat. Install an Ideal Standard basin complete with wastes mono basin mixer tap. Supply and fit 1nr 900 x 800mm low profile shower tray and riser kit. Connect all sanitary ware wastes to new stack pipe in corner of WC building.

8] All debris to be removed to skip bins and all surplus soil etc to be removed from site. Leaving site clean and tidy on completion.

All for the sum of £18,570.00 plus vat



ATT CARE -- Charity registration -- 1173821
Attleborough Health, Care & Well-being Trust

8fi)

Ms Gina Lopes
Town Clerk & CEO
Attleborough Town Council
Town Hall
Queen's Square
Attleborough
Norfolk
NR17 2AF

28 FEB 2020

27 February 2020

Dear Ms Lopes

Application for Grant Bid Assistance for ATT CARE, a Charity operating for the benefit of all the people of Attleborough

The ATT CARE Charity was registered with the direct assistance and support of the Town Council in 2017 and a copy of our Aims & Objects is attached.

We have been pleased to report on our progress towards delivery of the eight key points which stem from the Health & Well-Being elements of the Attleborough Neighbourhood Plan and to ensure good quality and appropriate Health and Social Care services and facilities are delivered and maintained for the Attleborough area for the future.

Many of the aims and ambitions can only be achieved over a period and much is still to be done although we have been very pleased to have secured the site and investment in a proposed Care Village and associated services on Buckenham Road.

We have operated on a very tight and controlled budget with no unnecessary incurred costs. However, we remain concerned to maintain the imperus of our aims and are applying for further financial assistance from Attleborough Town Council in the sum of £2,800 to cover operational costs to 30 September 2021.

Yours sincerely

George Ridgway
Treasurer
ATT CARE

c/o Alma House, Station Road, Attleborough NR17 2AS
direct telephone line 01953 455995

www.attcare.org.uk

Attleborough Town Council

Grants for the benefit of Attleborough

Please read the Grant Awards Policy before completing this form

On completion please send this form to: The Town Clerk, Attleborough Town Council, Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

For further information please contact the Town Clerk on 01953 456194

Section 1: Organisation

Name of Organisation:	
ATTCARE (ATTLEBOROUGH HEALTH, CARE & WELL-BEING)	
Primary contact name:	
ELIZABETH BOURN	
Position (within organisation):	
CHAIR OF BOARD OF TRUSTEES	
Contact Address:	
Postcode:	
Telephone Numbers: Day	Evening:
E-mail address:	
Date of Submission of application:	
27 FEBRUARY 2020	

Section 2: Details of Organisation

Brief description of your organisation's aims:	
SEE ATTACHED ①	
Year Formed:	2017
Run by committee (Y/N)?	YES
Is membership open to all (Y/N)?	
If No, what are the restrictions?	
BOARD OF TRUSTEES OF CHARITABLE INCORPORATED ORGANISATION	
How often do you meet and where are meetings held?	
6 x PER YEAR PLUS SPECIFIC MANAGEMENT MEETINGS	
How many members are there?	
6 x TRUSTEES	
Approximately how many (%) members live/work in Attleborough?	
80	

Section 3: Purpose of Organisation

Please give a summary of the activities of your organisation during the last year. If you are a new organisation please give an idea of activities you plan to undertake:

SEE ATTACHED ②

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation:

OUR PRIMARY CHARITABLE OBJECT IS TO PROMOTE THE HEALTH, CARE AND WELL-BEING OF THE PEOPLE OF ATTLEBOROUGH & SURROUNDING COMMUNITIES

Section 4: Grant Request

Amount requested from the Town Council:	CONTRIBUTION TO £2,800
Please give details of what you wish to use the proposed grant award for:	BEING OPERATION COSTS FOR TWO YEARS TO 30TH SEPTEMBER 2021
Have you received or applied for funding from any other source for this project/purpose? If so, give details:	NO SPECIFIC GRANTS ARE CURRENTLY BEING SOUGHT FOR RESEARCH - RELATED PROJECTS

Section 5: Financial Details

Do you receive funding from other sources and if so where?	NO (see note SECTION 4 ABOVE)
If you have previously received a grant from Attleborough Town Council in the past three years please give details:	YES — JULY 2017 INITIAL FUNDING GRANT SEE ATE MINUTES - 05/DEC/2016 £5,000 (see ACCOUNTS)

Section 6: Supporting Information

Please tick the following:	
I have read and agreed your policy and terms of grant awards.	<input checked="" type="checkbox"/>
I have enclosed the following supporting documentation:	
A constitution or set of rules by which my organisation runs	<input checked="" type="checkbox"/> A
The latest set of current annual accounts	<input checked="" type="checkbox"/> B
Any other supporting information	<input checked="" type="checkbox"/> COVERING LETTER.
If you are a new organisation please include evidence of a planned budget	

Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application and in any supporting information is true and correct. I understand that you may ask for additional information at any stage of the application process.	
Signature	Name of Signatory GEORGE HIDEAWAY
Position in organisation:	TRUSTEE / TREASURER
Date:	27/02/2020
Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole.	



ATT CARE

Who we are

Attleborough Health Care and Well-being Trust [ATT CARE] is a charitable incorporated organisation registered with the Charities Commission (No. 1173821).

The Town itself is steeped in history. A market town dating back to, at least 1085, it is situated on the A11 between Norwich and Thetford. Our Trustees are passionate about our aim to enable the developments necessary to make sure relevant services work together to tackle ever increasing demand. We will not deliver services ourselves but will strive to co-ordinate the best for local people working in and across partnerships.

How We're Helping

We are a charitable trust set up to develop integrated health, social care and well-being for Attleborough and its surrounding area. The Town has a rapidly growing population whose needs and aspirations can be found within the Neighbourhood Plan. Our part is to stimulate the best possible service provision co-ordinating particularly across primary health care and social care. As with the rest of the country the age profile is increasing and so there is more to do to integrate support for dementia care and other special needs services for the elderly and most vulnerable.

What can I do to help?

Integrated health and social care might be a simple concept but the reality is different. There are various tiers to each stream and seemingly competing priorities. We will be clear about what is achievable and how partnership agendas can be prioritised to get the best for people in the area. For example, Hospital Trusts need help to create capacity and resilience so we place high importance on care facilities which will accommodate people discharged from Hospital at the earliest stage. We will always need help with expert advice, anything from relevant legal expertise to planning to aspects of health care provision. Above all we need the weight of your support to make things happen. Please sign up via our contact page and we will make sure you are kept informed.

ATTCARE aims and priorities

The Trust's Charitable Objectives

Our Objective is -

To establish an incorporated and charitable trust to facilitate the provision of integrated Health, Social Care and Well-Being for Attleborough and District.

To Achieve this, we set out a target list – in no particular order – so that we might pick off each to gain progress and apply our limited personal and financial resources. This we titled “Strategic Aims and Shopping list.”

1. To lead and co-ordinate a programme to support a new joint GP Surgery and Primary Care Centre suitable for the expected needs of the Town and district as envisaged in the expansion plans for the town to 2035 and beyond.
2. To lead and co-ordinate a programme for the provision of a suitable dual-registered care facility and other supported care / living. This may address the need to upgrade or replace existing provision as well as creating new provision of up to 65 places. See 7 & 8 below.
3. To lead and co-ordinate a programme for the creation of a Dementia care facility for high dependency users.
4. To lead and co-ordinate a programme for counselling and acute service facilities for Mental Health Care across the community, and particularly for young people.
5. To co-ordinate, in conjunction with Community Sport and Leisure providers, formal and informal fitness and well-being through recreation, open spaces, sport and other healthy physical and social activity.
6. To co-ordinate provision for Midwives, Health Visitors and children's healthy living and well-being.
7. To facilitate integrated home-based care services and data.
8. To identify and facilitate appropriate housing and support for the elderly, disabled and vulnerable throughout Attleborough and District.



ATT CARE – Charity registration – 1173821
Attleborough Health, Care & Well-being Trust

Summary of activities of ATT CARE in 2019:

The charity has continued to address the 8 specific aims designed in 2017 to achieve the overall objects and to facilitate the delivery of the goals within sections 5 and 6 of the Attleborough Neighbourhood Plan.

Although considerable time and effort has gone into the co-ordination of the programme for the provision of GP practice and Primary Care centre suitable to the expected demands of the area in the 15 years to 2035, this has been a detailed and sometimes frustrating process by the nature of the statutory bodies and professional interests involved. Progress has been made and contact with new appointments within the NHS and Care Commissioning bodies has made understanding clearer.

Delivery of the other, equally important, items on the target list has also progressed and the trustees have been aware that all elements need to be progressed and cannot wait upon delivery in strict order.

The introduction of parties and identification of a suitable site for target item 2 in early 2019 was a major success for the charity and initial site works for the expected facility in Buckenham Road will commence in early 2020.

A review of the co-ordinated research commissioned by the Attleborough Neighbourhood Plan Steering Group in 2015 has indicated the need for up to date information and collation of important further research to guide all parties to the delivery of a fit for purpose health and care service for Attleborough and surrounding area.

The trustees have investigated research organisations and are currently applying for specific grant funds to pay for a robust and comprehensive research report commissioned from the Medical Economics unit within the University of East Anglia. It is planned that this will take place in Summer 2020 subject to securing funding 40% of which has already been offered.

The trustees continue to investigate possible locations for the facilities needed for the comprehensive health and Care services as identification and acquisition of appropriate sites with the town and the new development area remains very important as positioning and suitability need to be addressed before merely domestic and commercial development goes ahead.

In Addition to the 8 key target items, the trustees are also examining the future provision of education, training and qualifications that will be required locally to sustain the objectives to 2035 and beyond.

12.01

From:

Sent: 16 January 2020 16:50

To: Attleborough Enquiries <enquiries@attleboroughtc.org.uk>

Subject: Fallen tree, and Hedge trimming.

I would just like to say Thank You to the ATC grounds team for removing a fallen tree, and trimming the hedge in Leys Lane,

It was all done in less than 24 hours, good work.

Regards Mrs