

86)

DD OCTOBER 2020						
Name	Description	Service	Bill Freq	Net	Vat	Total
British Gas	Electricity	Chapel	Quarterly	£ 16.62	£ 0.83	£ 17.45
Vodafone	mobiles	Admin	Monthly	£ 123.92	£ 24.81	£ 148.73
Bank Charges	Barclays	TH	Monthly	£ 7.98	-	£ 7.98
Bank Charges	Lloyds	TH	Monthly	£ 94.48	£ 18.90	£ 113.38
Viridor	Waste collection	Rec	Monthly	£ 144.08	£ 28.81	£ 172.89
Viridor	Waste collection	TH	Quarterly	£ 232.04	-	£ 232.04
Anglian Water	Water	TH	Quarterly	£ 219.79	-	£ 219.79
Anglian Water	Water	Cemetery	Quarterly	£ 299.48	-	£ 299.48
Anglian Water	Water	Public Toilets	Quarterly	£ 1,235.00	-	£ 1,235.00
Breckland Council	Rates	TH	Monthly	£ 192.00	-	£ 192.00
Breckland Council	Rates	Public Toilets	Monthly	£ 75.00	-	£ 75.00
Breckland Council	Rates	Cemetery	Monthly	£	-	£
BT	Telephones	TH	Quarterly			
Total Gas & Power	Electricity	Public Toilets	Quarterly			
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	£ 59.25	£ 11.85	£ 71.10
Phs	Sanitary disposal	TH	Annually	£ 59.25	£ 11.85	£ 71.10
Fuel Genie	Fuel	OS	Monthly			£ 2,855.94
						£ 5,167.89
HMRC Tax/Nic	BACS		Monthly	£ 5,167.89	-	£ 5,167.89
Norfolk Pension	BACS		Monthly	£ 5,122.43	-	£ 5,122.43
Staff Salary	BACS		Monthly	£ 15,359.68	-	£ 15,359.68
TOTAL						£ 28,505.94

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4230
31

DATE	DETAILS	REC	D	OUT	BALANCE	MISC	POSTAGE	TOWN HALL
1.9.20	BFW.D.	1745	89	187	92483	51	331	92 42 64 24 98
3.8.20	Cheque 000072	128	57		612	08		
20.8.20	Lidl milk				1	30	610	78 1 30
29.8.20	Lidl milk				1	30	609	48 1 30
7.9.20	Lidl Milk				2	10	607	38 2 10
29.9.20	Staff Subsistance ^{27 AUG} - 1 Oct				120	00	487	38
					124	70	487	38 4 70 — —
					1874	46	124	70 487 38 336 62 42 64 24 98

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4230 16 ARONE	4230 20 OPEN SALES	4230 101 SATURDAY	4230 101 METING REASPER	4230 101 MILEAGE	4230 24 MARET	4230 ADMIN	4230 TIC	VAT
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—	79 82 8 13	—	168 30	—	528 00	—	—	78 59
—	—	—	—	—	120 00	—	—	—
—	—	—	—	—	120 00	—	—	—
—	79 82 8 13	—	168 30	—	648 00	—	—	78 59

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29/09/2020

Attleborough Town Council Current Year

15:07

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1050 Income	0	410	410			0.0%	
1171 London Road Play Area Section	94,043	0	(94,043)			0.0%	
1376 Precept	290,600	581,200	290,601			50.0%	
1378 Grant payment Community Cars	1,667	4,500	2,833			37.0%	
1390 Interest Received (Bond)	67	249	182			26.8%	
1391 interest received on saving ac	60	600	540			10.0%	
	386,436	586,959	200,523			65.8%	0
Administration :- Income							
4000 Staff Costs	132,128	359,135	227,007		227,007	36.8%	
4001 Other Employment Costs	534	10,000	9,466		9,466	5.3%	
4002 website	510	1,986	1,476		1,476	25.7%	
4004 Health & Safety	0	2,101	2,101		2,101	0.0%	
4005 Training	0	7,000	7,000		7,000	0.0%	
4010 Travelling Expenses	168	1,104	936		936	15.2%	
4020 Miscellaneous Expenses	318	2,050	1,732		1,732	15.5%	
4023 Subscriptions	544	3,500	2,956		2,956	15.5%	
4025 Insurances	8,372	8,500	128		128	98.5%	
4027 Bookkeeping	330	1,336	1,006		1,006	24.7%	
4028 Office Internet	0	386	386		386	0.0%	
4029 Photocopier Usage Fee	79	3,500	3,421		3,421	2.2%	
4031 Computer	3,223	3,500	277		277	92.1%	
4040 Community Car Scheme	1,250	9,738	8,488		8,488	12.8%	
4041 Grants S137	0	1,025	1,025		1,025	0.0%	
4042 Local Grants	1,250	3,075	1,825		1,825	40.7%	
4044 Highway Improvements	0	1,025	1,025		1,025	0.0%	
4051 Bank Charges	193	500	307		307	38.7%	
4055 Judicial Review Claim	5,000	0	(5,000)		(5,000)	0.0%	
4056 Consultancy	1,327	10,000	8,673		8,673	13.3%	
4057 Audit Fees	(1,486)	2,165	3,651		3,651	(68.6%)	
4058 Legal Fees	3,555	13,000	9,445		9,445	27.3%	
4059 Civic Reception	0	1,230	1,230		1,230	0.0%	
4060 Civic Allowances	0	1,125	1,125		1,125	0.0%	
4099 Contingency	0	2,000	2,000		2,000	0.0%	
4121 Telephone	1,895	2,428	533		533	78.0%	
4122 Postages	43	918	875		875	4.6%	
4123 Stationery	1,234	2,460	1,226		1,226	50.2%	
4147 Photocopier Lease payments	695	2,165	1,470		1,470	32.1%	
4190 Equipment Purchase	630	2,760	2,130		2,130	22.8%	
4230 Supplies	(17)	220	237		237	(7.7%)	
4231 Advertising	0	2,000	2,000		2,000	0.0%	

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Attleborough Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4298 Covid General Expenses	333	0	(333)		(333)	0.0%	
Administration :- Indirect Expenditure	<u>162,108</u>	<u>461,932</u>	<u>299,824</u>	<u>0</u>	<u>299,824</u>	<u>35.1%</u>	<u>0</u>
Net Income over Expenditure	<u>224,328</u>	<u>125,027</u>	<u>(99,301)</u>				
<u>112 Street Lights</u>							
4400 Expenditure	(1,712)	30,000	31,712		31,712	(5.7%)	
Street Lights :- Indirect Expenditure	<u>(1,712)</u>	<u>30,000</u>	<u>31,712</u>	<u>0</u>	<u>31,712</u>	<u>(5.7%)</u>	<u>0</u>
Net Expenditure	<u>1,712</u>	<u>(30,000)</u>	<u>(31,712)</u>				
<u>113 Toilets</u>							
4110 Rates	961	2,508	1,547		1,547	38.3%	
4112 Water	218	1,025	807		807	21.2%	
4113 Electricity	282	1,025	743		743	27.5%	
4145 Maintenance/Repairs	0	974	974		974	0.0%	
4190 Equipment Purchase	0	111	111		111	0.0%	
4230 Supplies	52	866	814		814	6.0%	
4255 Safety Checks	30	180	150		150	16.7%	
Toilets :- Indirect Expenditure	<u>1,543</u>	<u>6,689</u>	<u>5,146</u>	<u>0</u>	<u>5,146</u>	<u>23.1%</u>	<u>0</u>
Net Expenditure	<u>(1,543)</u>	<u>(6,689)</u>	<u>(5,146)</u>				
<u>114 Christmas Lights</u>							
1050 Income	0	3,075	3,075			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>3,075</u>	<u>3,075</u>			<u>0.0%</u>	<u>0</u>
4230 Supplies	0	2,208	2,208		2,208	0.0%	
4255 Safety Checks	0	1,986	1,986		1,986	0.0%	
4400 Expenditure	4,640	16,557	11,917		11,917	28.0%	
Christmas Lights :- Indirect Expenditure	<u>4,640</u>	<u>20,751</u>	<u>16,111</u>	<u>0</u>	<u>16,111</u>	<u>22.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,640)</u>	<u>(17,676)</u>	<u>(13,036)</u>				
<u>115 Archive</u>							
4010 Travelling Expenses	0	113	113		113	0.0%	
4023 Subscriptions	0	34	34		34	0.0%	
4121 Telephone	0	337	337		337	0.0%	
4122 Postages	0	56	56		56	0.0%	
4123 Stationery	0	262	262		262	0.0%	
4230 Supplies	0	316	316		316	0.0%	
Archive :- Indirect Expenditure	<u>0</u>	<u>1,118</u>	<u>1,118</u>	<u>0</u>	<u>1,118</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,118)</u>	<u>(1,118)</u>				

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Attleborough Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>116 Attleborough Neighbourhood Pla</u>							
4400 Expenditure	0	10,506	10,506		10,506	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>0</u>	<u>10,506</u>	<u>10,506</u>	<u>0</u>	<u>10,506</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(10,506)</u>	<u>(10,506)</u>				
<u>180 Restricted Funds</u>							
1383 Covid-19 Community Response Fu	1,000	0	(1,000)			0.0%	
1384 VE Day Grant	500	0	(500)			0.0%	
Restricted Funds :- Income	<u>1,500</u>	<u>0</u>	<u>(1,500)</u>				<u>0</u>
4500 Covid-19 Community Response Fu	525	0	(525)		(525)	0.0%	
4502 VE Day Grant	1,179	0	(1,179)		(1,179)	0.0%	
Restricted Funds :- Indirect Expenditure	<u>1,704</u>	<u>0</u>	<u>(1,704)</u>	<u>0</u>	<u>(1,704)</u>		<u>0</u>
Net Income over Expenditure	<u>(204)</u>	<u>0</u>	<u>204</u>				
<u>201 Open Spaces</u>							
1000 Booking Fees	0	641	641			0.0%	
1050 Income	212	3,075	2,863			6.9%	
1100 Allotment Income	0	1,313	1,313			0.0%	
1105 Burial Fees	6,470	15,000	8,530			43.1%	
1106 Sports Letting	910	1,396	486			65.2%	
1150 Re-imburement of Utilities	57	0	(57)			0.0%	
Open Spaces :- Income	<u>7,650</u>	<u>21,425</u>	<u>13,775</u>			<u>35.7%</u>	<u>0</u>
4020 Miscellaneous Expenses	0	433	433		433	0.0%	
4110 Rates	380	757	377		377	50.1%	
4112 Water	326	410	84		84	79.5%	
4113 Electricity	99	615	516		516	16.1%	
4123 Stationery	0	55	55		55	0.0%	
4140 Fuel	1,333	2,300	967		967	58.0%	
4143 Equipment Hire	58	800	742		742	7.3%	
4144 Tree Work	0	2,000	2,000		2,000	0.0%	
4145 Maintenance/Repairs	13,683	30,000	16,317		16,317	45.6%	
4146 Play Equipment	0	6,304	6,304		6,304	0.0%	
4190 Equipment Purchase	775	3,152	2,377		2,377	24.6%	
4225 Refuse Collections	415	1,891	1,476		1,476	22.0%	
4230 Supplies	3,609	8,657	5,048		5,048	41.7%	
4255 Safety Checks	575	2,050	1,476		1,476	28.0%	
4295 Cemetery expenses	8,735	0	(8,735)		(8,735)	0.0%	

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Attleborough Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4296 Van	814	1,500	686		686	54.3%	
4298 Covid General Expenses	4,277	0	(4,277)		(4,277)	0.0%	
4300 Premises Licence	180	325	145		145	55.4%	
4400 Expenditure	620	841	221		221	73.7%	
4501 Play Areas Consultancy	15,277	0	(15,277)		(15,277)	0.0%	
Open Spaces :- Indirect Expenditure	51,154	62,090	10,936	0	10,936	82.4%	0
Net Income over Expenditure	(43,505)	(40,665)	2,840				
<u>210 Attleborough in Bloom</u>							
1050 Income	50	892	842			5.6%	
Attleborough in Bloom :- Income	50	892	842			5.6%	0
4230 Supplies	(42)	442	484		484	(9.5%)	
4400 Expenditure	0	526	526		526	0.0%	
Attleborough in Bloom :- Indirect Expenditure	(42)	968	1,010	0	1,010	(4.3%)	0
Net Income over Expenditure	92	(76)	(168)				
<u>211 Markets</u>							
1050 Income	0	1,200	1,200			0.0%	
Markets :- Income	0	1,200	1,200			0.0%	0
4001 Other Employment Costs	0	630	630		630	0.0%	
4123 Stationery	0	55	55		55	0.0%	
4230 Supplies	0	55	55		55	0.0%	
4298 Covid General Expenses	187	0	(187)		(187)	0.0%	
4400 Expenditure	0	1,104	1,104		1,104	0.0%	
Markets :- Indirect Expenditure	187	1,844	1,657	0	1,657	10.1%	0
Net Income over Expenditure	(187)	(644)	(457)				
<u>290 Open Spaces Capital Exps.</u>							
4190 Equipment Purchase	0	48,310	48,310		48,310	0.0%	
4194 Litter bins	0	2,627	2,627		2,627	0.0%	
Open Spaces Capital Exps. :- Indirect Expenditure	0	50,937	50,937	0	50,937	0.0%	0
Net Expenditure	0	(50,937)	(50,937)				
<u>301 Town Hall</u>							
1000 Booking Fees	922	8,000	7,078			11.5%	
1005 Office Rents	0	4,203	4,203			0.0%	

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29/09/2020

Attleborough Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1007 Bar Rent	0	820	820			0.0%	
Town Hall :- Income	922	13,023	12,101			7.1%	0
4050 Refund of Hall Hire monies	120	0	(120)		(120)	0.0%	
4110 Rates	6,175	15,375	9,200		9,200	40.2%	
4111 Gas	904	2,101	1,197		1,197	43.0%	
4112 Water	2	1,051	1,049		1,049	0.2%	
4113 Electricity	1,123	3,075	1,952		1,952	36.5%	
4145 Maintenance/Repairs	5,311	3,678	(1,633)		(1,633)	144.4%	
4190 Equipment Purchase	0	2,311	2,311		2,311	0.0%	
4220 Cleaning	180	2,000	1,820		1,820	9.0%	
4225 Refuse Collections	551	1,932	1,381		1,381	28.5%	
4230 Supplies	714	1,624	910		910	44.0%	
4231 Advertising	0	106	106		106	0.0%	
4255 Safety Checks	396	550	154		154	72.0%	
4257 Major Repairs	0	1,051	1,051		1,051	0.0%	
4298 Covid General Expenses	335	0	(335)		(335)	0.0%	
4300 Premises Licence	180	497	317		317	36.2%	
Town Hall :- Indirect Expenditure	15,992	35,351	19,359	0	19,359	45.2%	0
Net Income over Expenditure	(15,069)	(22,328)	(7,259)				
311 TIC							
4122 Postages	0	10	10		10	0.0%	
4123 Stationery	0	84	84		84	0.0%	
4127 Gifts	0	22	22		22	0.0%	
4230 Supplies	0	103	103		103	0.0%	
TIC :- Indirect Expenditure	0	219	219	0	219	0.0%	0
Net Expenditure	0	(219)	(219)				
501 Contingency							
4400 Expenditure	20,466	27,270	6,804		6,804	75.1%	
Contingency :- Indirect Expenditure	20,466	27,270	6,804	0	6,804	75.1%	0
Net Expenditure	(20,466)	(27,270)	(6,804)				
Grand Totals:- Income	396,558	626,574	230,016			63.3%	
Expenditure	256,040	709,675	453,635	0	453,635	36.1%	
Net Income over Expenditure	140,518	(83,101)	(223,619)				
Movement to/(from) Gen Reserve	140,518						

8f)

Subject: ATTLEBOROUGH TOWN - REMEMBRANCE SERVICE - SUNDAY 8TH NOV 2020 - QUEENS SQUARE

Dear all,

There have been a number of enquiries to RBL branch members as to what is happening this year with the towns act of remembrance in the light of the Covid restrictions. The RBL National guidance is fluid at present with no clear direction, but this will be closely monitored.

We as a branch held a mtg yesterday to discuss the safest way forward ensuring this annual fitting tribute is observed albeit modified. This is a difficult time for all and we have a sense that it is important that such key events in the nations calendar are continued to show resolve in the face of adversity not unlike those served in armed conflict.

We concluded that a short socially distanced event similar to that of the recent VJ Day service was the best way forward.

The short service lasting 20 mins (approx.) will take place on Queens Square around the pebbled poppy. The main participants in the service will be within a socially distanced cordon around the poppy i.e. Vicar, Bugler, Parade Martial, Standard bearers, Mayor, RBL Chairman and RBL President.

Representatives of the town who wish to lay a wreath should form a socially distanced semi-circle facing in wards immediately outside the cordon. They should hold on to their respective wreaths and lay them individually in their own time at the war embroil after the service concludes.

Members of the public whilst welcomed are responsible for their own actions and are to encouraged to observe the service whilst adhering to the current national guidance for the control of the pandemic. A YouTube recording is being considered to ensure people are able to see the service from the safety of their homes etc.

DRAFT Outline plan:

10:35 Arrive On Sq. (RBL Parade Martial to allocate designated areas for main participants and control the cordon)

10:45 Service begins - RBL Branch Chair/Deputy Chair Introduction and explanation of the service and safety.

10:48 Prayers - Prayers and reading by representative of the Church.

10:56 Standard Bearers carry Standards.

10:58 "Ode to remembrance" - RBL Branch President.

11:00 Last Post - Bugler Elizabeth Abbott

11:00 2 min silence - All

11:02 Reveille - Bugler Elizabeth Abbott.

11.03 "The Kohima" - RBL Branch President

11: 04 Towns Mayor lays a wreath on the Pebble Poppy

11:05 RBL Branch Chair/Deputy Chair to close the service (inviting those with wreaths to place them at the war memorial.

This is a draft outline and requires further polishing but I'm eager to know all those in the distribution and Cc'd for their thoughts.

The key thing that needs to happen ASAP, once the outline is approved, is the communication of the event and how it is to be managed this must be widely communicated to the towns folk, ideas as to best achieve this are welcomed.

Let's see what you think and work from there.

Regards RBL Branch President

8f)

Subject: POPPY WREATH

We have received a request from the representative for the RBL who would like to know if she could set her gazebo up in the Town Square on the weekend of 30/31st of October to sell her poppies.

This will be weather permitting and also COVID regulations allowing.

I cannot see an issue but please advise by return if you have any objections.

First and foremost, I'd like to just give my absolute sincere apology for an incident which happened on 01/09/2019 regarding St Mary's Church wall, I lost control of my vehicle and sadly ended up crashing into the wall of it (as I'm sure you're aware). In all honesty, I had entirely forgotten about the whole entire situation after having been penalised and banned from driving for 12 months by the court, which obviously has had a whole host of knock on effects such as losing my job, my licence, my freedom.

All of which are my fault and I am the first to admit that due to my carelessness and irresponsible behaviour that I am indeed actually lucky that no one was hurt in the incident, for which I have had tons of time to reflect and look back on with nothing but shame and guilt.

After losing all of the above, I've desperately tried to get myself back on track and have been making promising progress, however I've just received the bombshell of a letter demanding damages for the wall. I totally and utterly understand that I am liable and I openly confess that it's 100% my fault. I don't, however, have any savings, or a job currently as a mixture of no transport and coronavirus has left me pretty much stranded at home the entire duration.

I'm not entirely sure what I'm asking, but I guess I'm asking for time before demanding the payment so I can try and get a job, and/or is there some kind of payment plan you'd accept? £8500 For someone that has absolutely nothing is mind boggling and I cannot even fathom where to begin with that. Or absolutely any other thing I can do for you or aid with in any way to try and reduce this number, any charity or sponsorship work, anything?

I truly truly am so sorry.

Subject: Advice re church wall - update and instructions required [BIRKETTS-LEGAL.FID9321377]

Morning

I have an update for you on the church wall incidents. Mr XXXX (the first incident) has responded, acknowledging responsibility and offering to pay, on receipt of the relevant invoices.

Are you happy for me to send a copy of the attached to Mr XXXXX? I suggest that you also let me have bank details so Mr XXXX can settle the matter directly with ATC.

Unfortunately, Mr XXXXX (second incident) has not responded to the letter of claim. The next step would be to issue proceedings for the debt in the small claims court.

In order for these proceedings to be successful you will need to prove causation (that the wall was damaged by Mr XXXX) duty of care and loss. This matter would be trickier than the first incident as there was no police involvement (albeit we do have photographic evidence which places his car at the scene of the incident). As the matter will be heard in the small claims court ATC might not be able to recover their legal fees. It is difficult to estimate how much these would be, but they could easily exceed the amounts you are seeking to recover. Alternatively, we could assist with preparation of the paperwork, and you could manage the case yourself, which may help to keep costs down.

In terms of our fees to date, my work in progress stands at £1,131.50 exc VAT, which is just under my original estimate of £1,250 plus VAT. If any substantial work is required of us then I will need to revise my fee estimate, but I am happy to have a free of charge call to speak about ATC's options.

Let me know how you would like to proceed. It seems like the XXXX incident will be able to be cleared up fairly easily, but the council will want to consider how to deal with XXXX incident.

Kind regards,

Property Disputes Team | Birketts LLP www.birketts.co.uk

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29-SEP-2020
15:59:07

Breckland Council - Integra 2

PL Payment Remittance

Header Details					
Company Number:	1				
Payment Reference:	BCE1014875				
Sundry Account:	N				
Payment Method:	BACSE				
Supplier:	000228 ATTLEBOROUGH TOWN COUNCIL TOWN CLERK TOWN HALL QUEENS SQUARE ATTLEBOROUGH NORFOLK NR17 2AF				
Payment Run Date:	29-SEP-2020				
Payment Amount:	290,599.50				
Line Details					
Our Reference	Type	Narrative	Your Reference	Amount	Balance
0000186624	INV	Precept 2nd Instalment	PRECEPT_SEP20	290,599.50	290,599.50
Grand Total					290,599.50