

DOORSTEP  
REMEMBRANCE

LEST WE  
FORGET

Sunday 8th November  
11am

#doorstepremembrance

8a)

8b)

Hi,

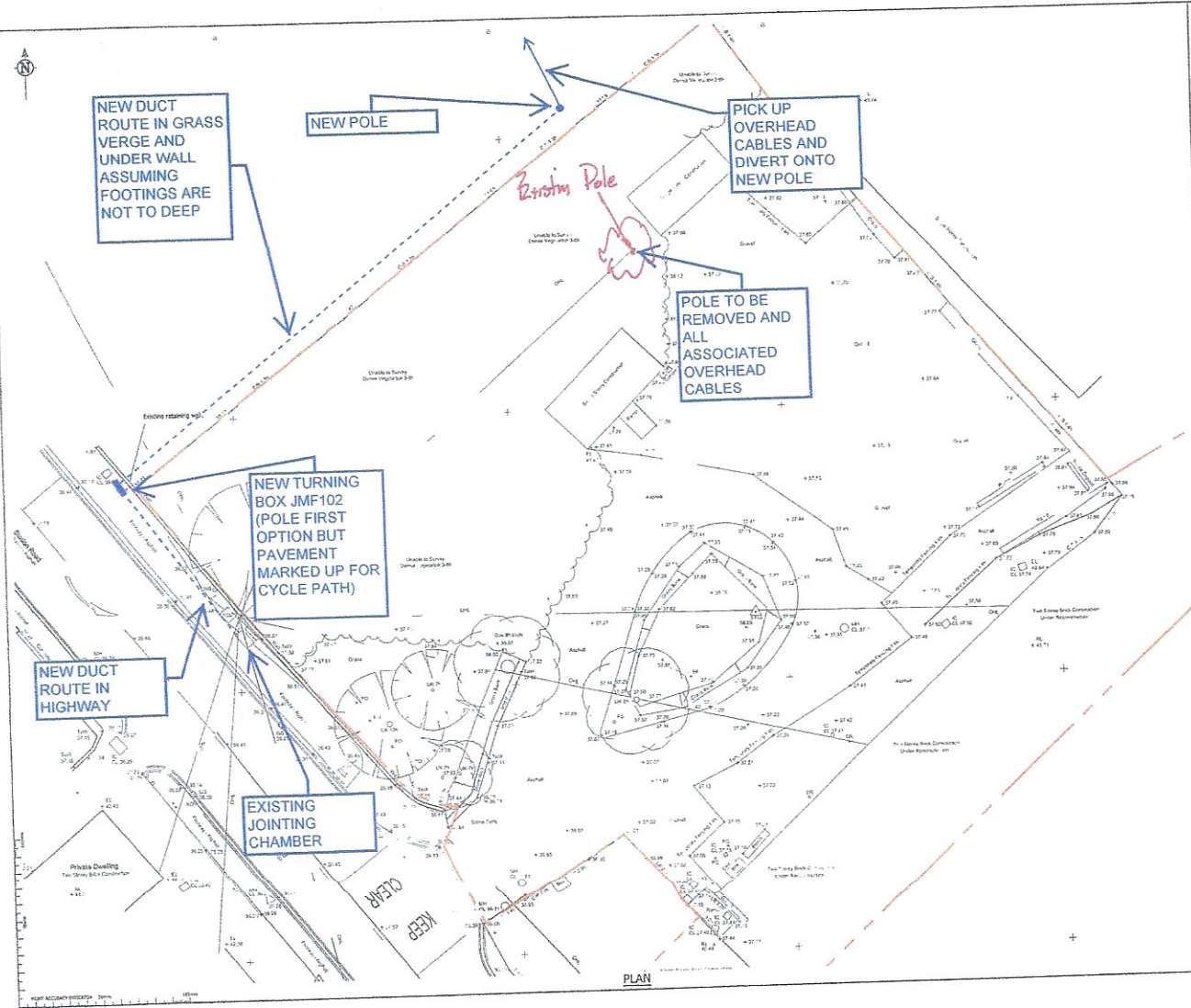
I work for Openreach and we need to install a new duct route and position a new 8m pole on some land you own to continue to be able to provide service to the Scout Hall, Football Club and Bowls Club next to the car park beside the train station. The reason for the work is to enable Openreach to remove the overhead wires crossing the car park.

Following a search of title deed NK491602 Attleborough Council are shown as owners of the land and we are seeking your agreement to the work as described below and shown on the attached plan.

1. Break ground and install one duct
2. Break ground and install one 8m pole

Please reply with agreement to the above or any questions you may have.

**Kind Regards**  
**Network Rearrangement Consultant**  
**Openreach**



**NOTES**

- This drawing is to be read in conjunction with the following:
  - Form 001 document ref. 400385-MLM-ZZ-XX-DR-R-0001.
  - Designers Site Information ref. 400385-MLM-ZZ-XX-DR-R-0001-0001.
  - Drawing no. 400385-MLM-ZZ-XX-DR-R-0001 to 0003.
- All dimensions are in metres and all levels are in metres, unless noted otherwise. Do not scale from this drawing.
- Drawing based on topographical survey by Survey Solutions. 400385-MLM-ZZ-XX-DR-R-0001 on 13/02/2020.

**LEGEND**

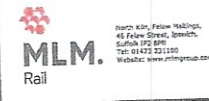
- Approximate extent of Greater Anglia lease boundary.

**TOPOGRAPHICAL & HEADLAMP BUILDING SURVEYS**

NO.	DESCRIPTION	DATE	BY
1	Topographical Survey	13/02/2020	Survey Solutions
2	Headlamp Building Survey	13/02/2020	Survey Solutions
3	Topographical Survey	13/02/2020	Survey Solutions
4	Headlamp Building Survey	13/02/2020	Survey Solutions
5	Topographical Survey	13/02/2020	Survey Solutions
6	Headlamp Building Survey	13/02/2020	Survey Solutions
7	Topographical Survey	13/02/2020	Survey Solutions
8	Headlamp Building Survey	13/02/2020	Survey Solutions
9	Topographical Survey	13/02/2020	Survey Solutions
10	Headlamp Building Survey	13/02/2020	Survey Solutions
11	Topographical Survey	13/02/2020	Survey Solutions
12	Headlamp Building Survey	13/02/2020	Survey Solutions
13	Topographical Survey	13/02/2020	Survey Solutions
14	Headlamp Building Survey	13/02/2020	Survey Solutions
15	Topographical Survey	13/02/2020	Survey Solutions
16	Headlamp Building Survey	13/02/2020	Survey Solutions
17	Topographical Survey	13/02/2020	Survey Solutions
18	Headlamp Building Survey	13/02/2020	Survey Solutions
19	Topographical Survey	13/02/2020	Survey Solutions
20	Headlamp Building Survey	13/02/2020	Survey Solutions

**OPENREACH PROPOSALS MARKED UP IN BLUE DATED 20/10/2020 REF 836393/RL**

FORM 001



greateranglia

ATTLEBOROUGH STATION CAR PARK

EXISTING GENERAL ARRANGEMENT

400385-MLM-ZZ-XX-DR-R-0001

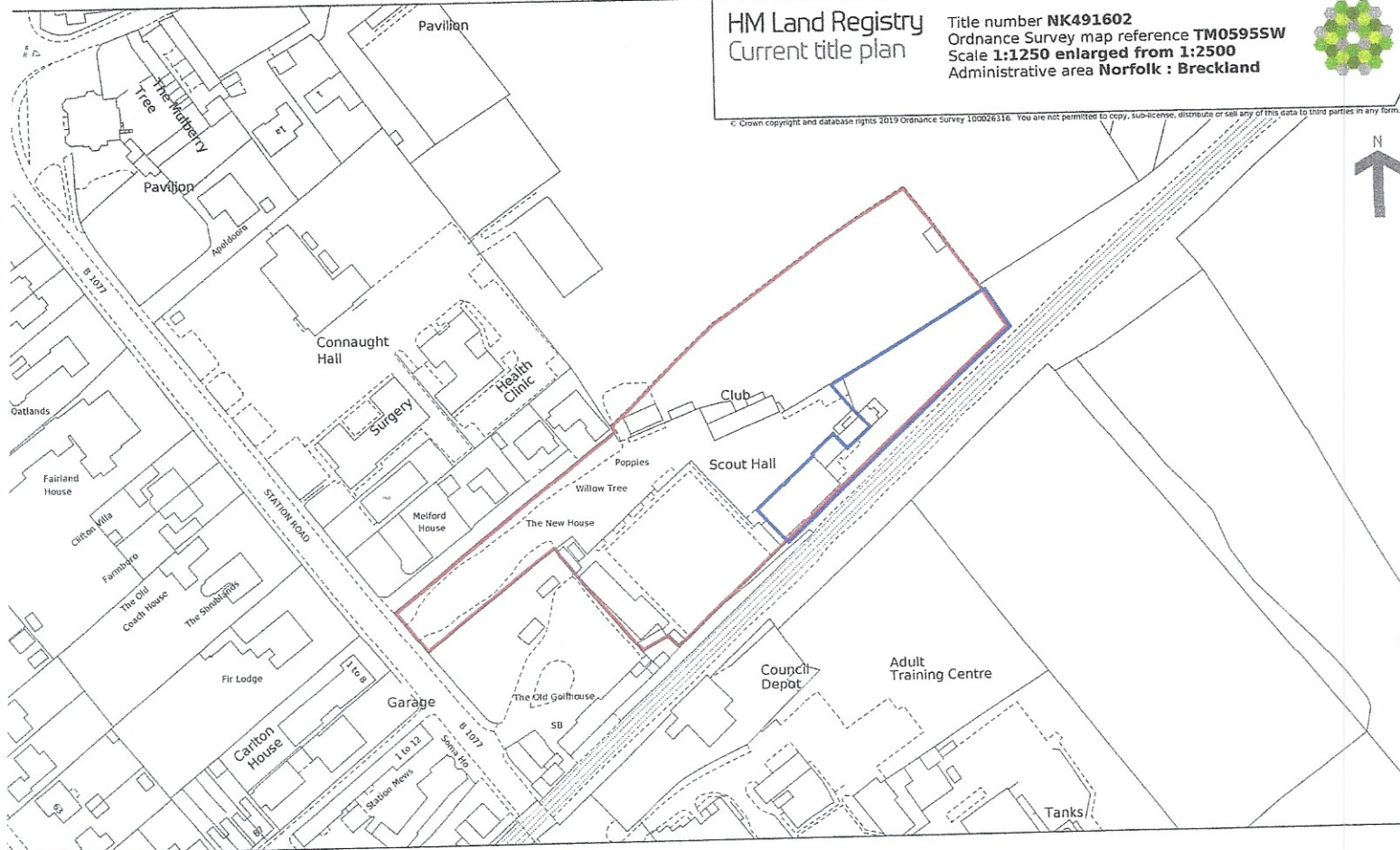
PLAN

HM Land Registry  
Current title plan

Title number **NK491602**  
Ordnance Survey map reference **TM0595SW**  
Scale **1:1250 enlarged from 1:2500**  
Administrative area **Norfolk : Breckland**



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This is a print of the view of the title plan obtained from HM Land Registry showing the state of the title plan on 20 October 2020 at 09:20:33. This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.

This title is dealt with by HM Land Registry, Kingston upon Hull Office.

THIS IS A PRINT OF THE VIEW OF THE REGISTER OBTAINED FROM HM LAND REGISTRY SHOWING THE ENTRIES SUBSISTING IN THE REGISTER ON 20 OCT 2020 AT 08:22:25. BUT PLEASE NOTE THAT THIS REGISTER VIEW IS NOT ADMISSIBLE IN A COURT IN THE SAME WAY AS AN OFFICIAL COPY WITHIN THE MEANING OF S.67 LAND REGISTRATION ACT 2002. UNLIKE AN OFFICIAL COPY, IT MAY NOT ENTITLE A PERSON TO BE INDEMNIFIED BY THE REGISTRAR IF HE OR SHE SUFFERS LOSS BY REASON OF A MISTAKE CONTAINED WITHIN IT. THE ENTRIES SHOWN DO NOT TAKE ACCOUNT OF ANY APPLICATIONS PENDING IN HM LAND REGISTRY. FOR SEARCH PURPOSES THE ABOVE DATE SHOULD BE USED AS THE SEARCH FROM DATE.

THIS TITLE IS DEALT WITH BY HM LAND REGISTRY, KINGSTON UPON HULL OFFICE.

TITLE NUMBER: NK491602

There is no application or official search pending against this title.

## A: Property Register

This register describes the land and estate comprised in the title.

NORFOLK : BRECKLAND

- 1 (17.05.2019) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being Land on the south-east side of Poppies, Station Road, Attleborough (NR17 2AS).
- 2 (17.05.2019) The mines and minerals are excepted.
- 3 (17.05.2019) The land has the benefit of any legal easements granted by the Conveyance dated 29 September 1978 referred to in the Charges Register but is subject to any rights that are reserved by the said deed and affect the registered land.
- 4 (17.05.2019) The Conveyance dated 29 September 1978 referred to above contains a provision as to light or air.

## B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (17.05.2019) PROPRIETOR: ATTLEBOROUGH TOWN COUNCIL of Town Hall, Queens Square, Attleborough NR17 2AF.
- 2 (17.05.2019) The value stated as at 17 May 2019 was £20,000.
- 3 (17.05.2019) The Transfer to the proprietor contains a covenant to observe and perform the covenants referred to in the Charges Register and of indemnity in respect thereof.

## C: Charges Register

This register contains any charges and other matters that affect the land.

- 1 (17.05.2019) A Conveyance of the land in this title dated 29 September 1978 made between (1) The British Railways Board and (2) The Parish Council of Attleborough contains restrictive covenants.

NOTE: Copy filed.

- 2 (17.05.2019) The parts of the land affected thereby are subject to the leases set out in the schedule of leases hereto.  
The leases grant and reserve easements as therein mentioned.

Title number NK491602

Schedule of notices of leases

	Registration date and plan ref.	Property description	Date of lease and term	Lessee's title
1	26.03.1992 Edged blue	The Scout Hut	02.12.1991 25 years from 1 October 1991	NK122014

End of register



Registered Charity in England & Wales  
No. 1054909

8c)  
Attleborough Day Centre  
St. Mary's Community Hall  
Church Street  
Attleborough  
NR17 2AH

Tel: 01953 454613

office@attleboroughdaycentre.co.uk

[REDACTED]  
Attleborough Town Council  
Town Hall  
Queens Square  
Attleborough  
Norfolk  
NR17 2AF

19<sup>th</sup> October 2020

Dear [REDACTED]

I hope you do not mind me approaching you again. The Town Council has awarded several grants to support our Day Centre activities over recent years and as you are aware, this year has been particularly challenging due to Covid-19 and the additional financial pressures that this has presented.

The most recent grant, awarded in April, has been used and the Day Centre is now preparing for a second wave of pandemic. We would be most grateful if there is any additional funding/grant monies available to help purchase essential supplies and equipment, to help us to continue to provide our services safely over the coming weeks and months.

I'd like to take this opportunity to thank you for supporting the Day Centre. If you require any further information, please do not hesitate to contact me.

Yours sincerely

Emma Callaghan  
Manager

providing quality Day Care for local people





8d)

# Thank You!

This is to certify that

*Attleborough Town Council*

supported The Fire Fighters Charity by

*donating £250.*

Thanks for caring about the UK fire services community as much as we do





8e)

### GRAMPIAN FOOD SITE FIRE

I have just taken a telephone call from a resident who lives opposite Grampian Food site where there was a massive fire last night. He has asked to speak to Councillors about how this has been allowed to happen, when it has been reported to police etc. on several occasions that youths gain entry and now a fire has put all their houses in danger.

a)



## ATTLEBOROUGH TOWN COUNCIL

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

# Draft Standing Orders

November 2020  
(ENGLAND)

# 1 Rules of Debate at Meetings

- a **Agenda items** shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- i Subject to standing order 1(j), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- j One or more amendments may be discussed together if the chairman of the meeting considers this **beneficial** but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- o During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- p A point of order shall be decided by the chairman of the meeting and his decision shall be final.

- q When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- r Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- s Excluding motions moved under standing order 1(q), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

## 2 Disordely Conduct at Meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may **propose** that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3 Meetings Generally

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. [Applicable to: Full Council meetings]
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. [Applicable to: Full Council meetings]

- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR (The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting). [Applicable to: Committee meetings]
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. [Applicable to: Full Council & Committee meetings]
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed two 10 minute sessions (one at the beginning of the meeting, and one at the end) unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question does not require a response or debate during the meeting although the chairman of the meeting may direct that a written or oral response be given.
- i Where appropriate, answers to questions will be placed on the Councils website (similar questions and answers may be grouped).
- j A person shall raise his hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- k A person who speaks at a meeting shall direct his comments through the chairman of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. [Applicable to: Full Council & Committee meetings]
- n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any). [Applicable to: Full Council meetings]
- o The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. [Applicable to: Full Council meetings]
- p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. [Applicable to: Full Council, Committee & Sub-committee meetings]
- q The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. [Applicable to: Full Council, Committee & Sub-committee meetings]  
See standing orders 6(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- s The draft minutes of a meeting should be prepared and made available to councillors within 10 working days of a meeting and shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. brief public participation notes;
  - vii. brief and precise discussion notes; and
  - viii. the resolutions made.
- t A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. [Applicable to: Full Council, Committee & Sub-committee meetings]
- u No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. [Applicable to: Full Council, Committee & Sub-committee meetings]
- v If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. [Applicable to: Full Council, Committee & Sub-committee meetings]
- w The expected length of a meeting is determined by the Chairman. If the meeting exceeds an expected period of 2 hours it will require approval to continue via resolution.
- x The Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations") provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may [Applicable to: Full Council, Committee & Sub-committee meetings]:
- i. film, photograph or make an audio recording of a meeting;
  - ii. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
  - iii. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

#### 4 Virtual Meetings

- a Virtual meetings are to be hosted by the Town Council, not a third party.
- b Virtual meetings which are open to the press and public are to be live streamed and recorded.

#### 5 Committees & Sub-committees

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall appoint the members of the committee;
  - ii. shall determine the committees terms of reference;
  - iii. shall determine the schedule of ordinary meetings of a committee up until the date of the next annual meeting of the Council;
  - iv. shall permit a committee to determine the number and time of its additional meetings;
  - v. shall permit a committee to appoint its own chairman at the first meeting of the committee;
  - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - vii. may dissolve a committee or a sub-committee, (in the case of the Attleborough Neighbourhood Plan committee public consultation will be sought).

#### 6 Ordinary Council Meetings

- a In an election, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:
- k In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
  - i. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - ii. Receipt of the minutes of the last meeting of a committee;
  - iii. Consideration of the recommendations made by a committee;
  - iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - v. Review of the terms of reference for committees;
  - vi. Appointment of members to existing committees;
  - vii. Appointment of any new committees in accordance with standing order 5;
  - viii. Review and adoption of appropriate standing orders and financial regulations;
  - ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - x. Review of representation on or work with external bodies and arrangements for reporting back;
  - xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xii. Review of inventory of land and other assets including buildings and office equipment;
  - xiii. Confirmation of arrangements for insurance cover in respect of all **insured** risks;
  - xiv. Review of the Council's and/or staff subscriptions to other bodies;
  - xv. **Review of the Council's complaints and grievance procedures;**
  - xvi. **Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;**
  - xvii. Review of the Council's policy for dealing with the press/media;



- xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

## 7 Extraordinary Meeting of the Council, Committes & Sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## 8 Previous Resultions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 10, or by a motion moved in recommendation of a committee or a sub-committee.
- b When a motion is moved in accordance with standing order 8(a) has been disposed of, no similar motion may be moved for a further six months.

## 9 Voting on Appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## 10 Motions & Agenda Items

- a motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, with written notice by at least 5 councillors made no less than five clear days before the relevant meeting, and should be given to the meeting chairman and Proper Officer.
- c No motion may be moved at a meeting unless it relates to the agenda item under debate.

- d Any agenda item requested by a councillor or committee member should be included unless it is legitimately deemed improper.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion **should** be included in the agenda or rejected.
- f The decision of the meeting Chairman as to whether or not to include the motion on the agenda shall be final, however if 5 or more councillors make written representation disagreeing with the Chairman's decision, the motion will be placed on the agenda for the following meeting.
- g Motions that are rejected shall be recorded by the Proper Officer with an explanation for their rejection.
- h Items for "information only" are to be emailed to councillors and where appropriate released to the public and are not to be included on agendas, except where it is deemed beneficial for the public by councillors
- i The following motions may be moved at a meeting without notice:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## 11 Management of Information

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## 12 Draft Minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place. [Applicable to: Full Council, Committee & Sub-committee meetings]
- f All meeting recordings (including those held virtually and/or live streamed) are to be kept for a minimum of six months and will only be destroyed if the accuracy of the minutes has been confirmed by resolution.

## 13 Code of Conduct & Dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's Code of Conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer and the relevant Chairman prior to the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e **The decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee, or sub-committee for which the dispensation is required.**
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or
  - iii. it is otherwise appropriate to grant a dispensation.

#### 14 Code of Conduct Complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11, report this to the Council. **If the Proper Officer is the complainant, the Proper Officer should notify the Chairman who will then provide the report.**
- ~~b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with~~

~~standing order 14(d).~~

~~e The Council may:~~

- ~~i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;~~
- ~~ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~

d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

## 15 Proper Officer

a The Town Clerk is the Proper Officer of the Council.

b When the Proper Officer is absent the Council will nominate an alternative staff member, or in exceptional circumstances, a councillor, to undertake the work of the Proper Officer.

c The Proper Officer shall:

- i. at least three clear days before a meeting of the council, a committee or a sub-committee, serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and agenda OR serve on all councillors a summons, by email, confirming the time, place and agenda provided any such email contains the electronic signature and title of the Proper Officer;
- ii. give public notice of the time, place and agenda at least three clear days before a meeting of the council, or a meeting of a committee or sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them)

See standing order 3(b) for the meaning of clear days for a meeting of a Full Council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- iii. convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under Freedom of Information 2000 and Data Protection Act 1998, in accordance with and subject to the Councils policies and procedures relating to the same.
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of relevant legislation.

- xi. arrange for legal deeds to be executed;  
(see also standing order 23);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. refer planning applications received by the Council to all councillors by email within two working days of receipt so as that members can give their consideration via email, except where it is deemed beneficial by councillors to facilitate a meeting for public discussion.
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council which shall not be used without a resolution to that effect.  
(see also standing order 23).

## 16 Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17 Accounts & Accounting Statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the

Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18 Financial Controls & Procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- c Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e Where possible the Council's preference will be to support local tenders.

- f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

## 19 Handling Staff Matters

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding long term absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel committee or, if he is not available, the vice-chairman (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The chairman of the Personnel Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Personnel Committee or in his absence, the vice-chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be dealt with under the Council's procedures and then reported back to the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised relates to the chairman or vice-chairman of the Personnel Committee this shall be communicated to another member of the Personnel Committee which shall be reported back and progressed by the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20 Responsibilities to Provide Information

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in



accordance with its publication scheme and respond to requests for information held by the Council.

- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## 21 Responsibilities under Data Protection Legislation

(Below is not an exclusive list)

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

## 22 Relations with the Press/Media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b All press statements released on behalf of the Council require approval by the majority of councillors prior to being made public.

## 23 Execution & Sealing of Legal Deeds

See also standing orders 15(c)(xi) and (xvi).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

## 24 Communicating with District & County ~~or Unitary~~ Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council ~~OR Unitary Council~~ representing the area of the Council.

- b District and County councillors are welcome to present reports during full Council meetings. In order to include the relevant agenda item written notice should be given to the Proper Officer and Council Chairman no less than 5 clear days before the meeting.
- c Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

## 25 Restrictions on Councillors Activities

- a Unless authorised by resolution, no councillor shall issue orders, instructions or directions.

## 26 Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, with written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 10.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

## UPDATE ON TRIP IN CHURCHYARD

- 16/09/2020 Email received from Pat Buttolph, St Mary's church informing they had received a letter from a Personal Injury Lawyer in connection with a lady involved in a tripping accident on 1 August 2020 in the churchyard.
- The lady was walking in the churchyard did not see a pothole and fell cutting her knee and spent 12 days in hospital
- 22/09/2020 I contacted our insurance company and was advised to contact their free legal advice helpline. As letter addressed to church they advised to wait until letter received addressed to Attleborough Town Council before acting.
- 30/09/2020 on receipt of same letter addressed to Attleborough Town Council I emailed to our insurance company.
- 9/10/2020 email from Zurich attached photograph from Claimant lawyer of hazard that caused her to fall.
- 19/10/2020 Emailed insurance company update from meeting held with Diocesan Registrar
- 23/10/2020 Emailed insurance company a copy of insurance renewal notice for St Mary's church.
- 27/10/2020 Zurich emailed and asked 1) Are we insured for this? 2) Was this due to the path not being properly maintained? Zurich reply  
*"I would say yes on both counts – the path edge has worn away – it needs to be maintained – personally if we are not contracted to undertake the inspection and repair and have never been asked by the church to do something about the pathway pre incident when we could have said this is not our remit, I would deny and redirect to the Church – for me that process was not in place and why should you and Zurich pick up the costs for something they failed to make clear or pay you for? I am guided by you however."*

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

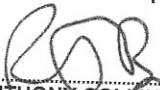
Account no. RGB/50248.0002  
 Invoice Reference 00336813  
 VAT registration no. GB 112 0288 22

Your Reference Gina Lopes  
 Invoice date 14-Oct-2020

**Judicial Review Claim brought by Councillor Taila Taylor**

	Value	VAT Value	Total £ GBP
<b>Fee Amount</b>			
To Fees in connection with the above matter - VAT @ 20 %	18,594.00	3,718.80	22,312.80
Administration Charge for Bank Transfer of Funds	18.00	3.60	21.60
<b>Fee Amount Totals</b>	<b>18,612.00</b>	<b>3,722.40</b>	<b>22,334.40</b>
<b>Disbursements</b>			
Bank Charge for Transfer of Funds	7.00	1.40	8.40
<b>Disbursements Totals</b>	<b>7.00</b>	<b>1.40</b>	<b>8.40</b>
	<b>18,619.00</b>	<b>3,723.80</b>	
		<b>Bill Total</b>	<b>22,342.80</b>
		<b>Less costs received on account</b>	<b>0.00</b>
		<b>Payable by you</b>	<b>22,342.80</b>

This amount is due for payment on or before 11-Nov-2020  
 Please make cheque payable to Anthony Collins Solicitors LLP

  
 ANTHONY-COLLINS SOLICITORS LLP

Anthony Collins Solicitors LLP is a limited liability partnership registered in England and Wales partnership number OC313432  
 The registered office is at 134 Edmund Street Birmingham B3 2ES where a list of members' names is available for inspection  
 Members of Anthony Collins Solicitors LLP will be referred to as partners

Regulated by the Solicitors Regulation Authority

PLEASE DETACH

Account no. RGB/50248.0002  
 Client / Matter Attleborough Town Council, Judicial Review Claim brought by Councillor Taila Taylor  
 Bill Amount £22,342.80  
 Invoice Ref. 00336813  
 Your Ref. Gina Lopes

**Payable by you £22,342.80**

Please detach this slip and enclose it with your payment to  
 Anthony Collins Solicitors LLP  
 134 Edmund Street  
 Birmingham  
 B3 2ES



**Narrative of invoice reference 00336813**

To our professional fees in connection with work done on the above matter.

See detailed timelines for further breakdown of time spent.

**Itemised List of Transactions**

<b>Date</b>	<b>Disbursements</b>	<b>Net</b>	<b>Rate</b>	<b>VAT</b>	<b>Total</b>
18-Aug-2020	Bank Transfer Fee	7.00	20.0%	1.40	8.40
	<b>Total for Disbursements</b>	<b>£7.00</b>		<b>£1.40</b>	<b>£8.40</b>

### Detailed Time Lines

Date	Earners	Activity	Narrative	Time
19-May-2020	OJD	PREP	attendance on call; emails; consideration; discussion with RB and PS	3:30
19-May-2020	RGB	MAN	Matter Management and Supervision - video conference with Phil and Olwen; strategy - basic acknowledgment re procedural points on LoC - i.e. not in good time, not prompt	0:30
20-May-2020	OJD	LET2	emails and consideration	1:12
20-May-2020	RGB	DRAFT	Drafting - response to letter before claim	0:48
20-May-2020	RGB	TEL2	Telephone Calls - Out - Pauline - Gina not available, agreed to email her	0:06
20-May-2020	RGB	LET2	Letters/Faxes/Emails - Out - To Gina - query re time line and service of court docs	0:12
20-May-2020	RGB	TEL1	Telephone Calls - In - Anne - Gina not picking up emails; adv queries re time line and service of docs; Anne to tel Gina and call back	0:12
20-May-2020	RGB	TEL1	Telephone Calls - In - Anne; confirmed timescales and instructions re service of court docs; adv that she has contact details for solicitor which she will forward to me.	0:06
20-May-2020	RGB	LET2	Letters/Faxes/Emails - Out - holding response sent to letter before claim	0:06
20-May-2020	RGB	LET1	Letters/Faxes/Emails - In - ack of holding response; adv that counsel drafting claim	0:06
21-May-2020	OJD	PREP	consideration	0:48
21-May-2020	RGB	LET2	Letters/Faxes/Emails - Out - FW emails to/ from R&N to Gina	0:06
21-May-2020	RGB	TEL1	Telephone Calls - In - Olwen - re contact with Nic Hancox	0:06
22-May-2020	OJD	ATT	Attendance on call with MH; consideration	0:48
22-May-2020	RGB	15DOC	Docs - Consideration - reviewing grounds for JR; letter from Cllr Montague; Unite letter; admin court guidance; PLC guidance re JR - promptness disputes; CPR 54.8(4)(a)(ia) - outcome would not be substantially different	1:00
22-May-2020	RGB	MAN	Matter Management and Supervision - video conference with Olwen; discussed documents received; evidence from Nick Hancox; claim form and JR; next steps; instructions; agenda for Thursday	1:06
22-May-2020	OJD	PREP	perusal of docs received from NH; consideration; email to RB	1:42
26-May-2020	OJD	PREP	consideration of documents; attendance with RB; emails to GL; consideration of progress and advice	2:24
28-May-2020	RGB	TEL2	Telephone Calls - Out - video conference with Tony, Keith, Beverley and Olwen. Overview of all issues, processes, initial view on merits of JR, possible strategy, harassment issues, employee grievances, negligent advice from Breckland, conflicts, delegations	1:48
28-May-2020	RGB	TEL2	Telephone Calls - Out - discussion with Olwen - agreed that Gina should instruct re JR and other matters, but conflicted re grievance; proposal for sub-committee of personnel committee to provide instructions on grievance issues	0:12
28-May-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Gina - proposing a meeting today	0:06
28-May-2020	OJD	PREP	attendance on call; consideration of documents, including JR papers; SO; FR, Breckland arrangements; emails	3:36
29-May-2020	RGB	TEL2	Telephone Calls - Out - video conference with Gina	1:54
29-May-2020	OJD	ATT	Attendance on call with GL; examination of papers and legislation; emails.	3:54
29-May-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Olwen - reflections on discussion with Gina	0:12
01-Jun-2020	MJG	MAN	Matter Management and Supervision discussing matter with Olwen ahead of Council meeting tonight	0:18
02-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - update to Olwen	0:06
02-Jun-2020	OJD	PREP	emails and call re council meeting	0:42
02-Jun-2020	RGB	TEL2	Telephone Calls - Out - Anne Willet - discussion re yesterday's council meeting; Cllr Bulmer to email and confirm	0:18
03-Jun-2020	RGB	TEL2	Telephone Calls - Out - discussion with Olwen; agreed outline for response to letter before claim	0:18

Date	Earners	Activity	Narrative	Time
03-Jun-2020	RGB	TEL1	Telephone Calls - In - Gina - discussion re council meeting; what was agreed; next steps; GL to send copy of recording to ascertain council resolution; then to determine the way forward; GL concern that lack of impartiality of Cllr Leslie and Cllr Dale; they will feedback to Cllr Taylor; believes Cllr's made decision under duress	0:42
03-Jun-2020	RGB	PREP	Prep/Perusal - listening to recording of council meeting and decision made in respect of delegation for cllrs to instruct ACS	0:36
03-Jun-2020	OJD	ATT	Attendance on call and consideration of JR issues	0:54
03-Jun-2020	RGB	DRAFT	Drafting - letter of response - version 1 - proposal to set aside decision	1:00
03-Jun-2020	RGB	PREP	Prep/Perusal - considering scheme of delegation and standing orders; plus Gina's job description - issue - whether Gina has power to set aside decision; research re JR's, costs, reconsidering decisions and premature claims	0:42
03-Jun-2020	RGB	DRAFT	Drafting - version 2 of letter of response - Decision to be reconsidered by full council	0:30
03-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - Emails to and from Gina re response to JR; sent both versions of letter; advised of issues; will discuss with Olwen tomorrow and will revert afterwards	0:30
04-Jun-2020	OJD	PREP	attendance with KM; discussion with RB; consideration of documents	2:24
04-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - with Olwen and Gina re final version of letter responding to LBC	0:18
04-Jun-2020	RGB	TEL1	Telephone Calls - In - discussion with Olwen re next steps; instructions from councillors; issue re confidentiality/ legal professional privilege; bests interests of Council	0:18
04-Jun-2020	RGB	DRAFT	Drafting - finalised letter of response, re next council meeting	0:06
04-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - letter of response to Rogers & Norton	0:06
04-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - emails to Gina; advice re confidentiality of letter of response; dealing with the press	0:36
05-Jun-2020	OJD	LET1	consideration of emails and attachments	0:36
08-Jun-2020	OJD	PREP	consideration of emails	0:30
08-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - from Philip Leslie; FW to Olwen	0:12
09-Jun-2020	OJD	PREP	call with RB; consideration and drawing up issues for consideration at meeting on 10/6; email advice re member emails to GL	1:18
09-Jun-2020	RGB	TEL2	Telephone Calls - Out - TC with Tony Crouch	0:48
09-Jun-2020	RGB	TEL1	Telephone Calls - In - TC with Cllr Montague	0:24
09-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - to cllrs - ack letter and emails; adv that I will arrange meeting and we can discuss tomorrow	0:12
09-Jun-2020	RGB	TEL2	Telephone Calls - Out - discussion with Olwen re instructions; process; agenda for tomorrow; letter from Rogers & Norton	0:30
09-Jun-2020	RGB	LET1	Letters/Faxes/Emails - In - from Rogers & Norton responding to our substantive response to letter before claim and setting out terms of proposed consent order	0:12
10-Jun-2020	OJD	ATT	Attendance on call and prep/follow up	2:06
10-Jun-2020	RGB	TEL2	Telephone Calls - Out - video conference with Olwen and Cllrs Leslie, Crouch, Dale and Montague.	1:42
10-Jun-2020	RGB	MAN	Matter Management and Supervision - dictating attendance note of meeting with Cllrs	0:42
10-Jun-2020	RGB	RESE	Research - prep re AoS; checking is any authority to extend time limit for AoS in light of PD re covid-19 and Council meeting for 22 June	0:30
11-Jun-2020	RGB	RESE	Research - admin court guide; ref to admin court guide and case law re - stay or dismissal of claim where pub auth reconsiders its decision; relevant authority found	0:30
11-Jun-2020	RGB	DRAFT	Drafting - began drafting summary grounds of response	2:00
11-Jun-2020	RGB	PREP	Prep/Perusal - reviewing attendance note; updating/ amending as appropriate	0:18
11-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Gina x2 - re Miles folder; re drafting AoS	0:12
11-Jun-2020	OJD	PREP	follow up from remote meeting	0:30
12-Jun-2020	OJD	PREP	note re meeting action points	0:36

Date	Earnar	Activity	Narrative	Time
12-Jun-2020	RGB	TEL1	Telephone Calls - In - Gina - confirmed instructions to draft AoS; discussed letter from R&N and issues; proposed response - reconsideration; process re permission stage; human rights claim should fall away as not able to pursue in JR proceedings on standalone basis; would leave negotiation re costs; TT could seek permission at oral hearing, if refused on paper; but little merit in doing so if Decision set aside by full Council at extraordinary meeting; put herself at risk of costs	1:30
12-Jun-2020	RGB	DRAFT	Drafting AoS/ summary grounds	
12-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Gina - AoS for her review	2:00
15-Jun-2020	OJD	PREP	Prep/Perusal of emails sent by KM; consideration	0:06
15-Jun-2020	RGB	DRAFT	Drafting - N462 form	0:30
16-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - confirming Edward Tyrer address; filing at court	0:18
16-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - Rogers & Norton; responding to claim that AoS out of time; confirming whether service via email accepted	0:12
16-Jun-2020	RGB	DRAFT	Drafting finalising bundle / AoS, emailing to Gina for confirmation re E Tyrer address	0:30
16-Jun-2020	AMC1	MAN	Matter Management and Supervision - with RGB re Administrative Court filing etc.	0:12
16-Jun-2020	AMC1	MAN	Matter Management and Supervision - tasking SS3 to call Court to check receipt of the AoS and Grounds.	0:06
16-Jun-2020	SS3	TEL2	Telephone Calls - Out - Multiple unsuccessful calls to London RCJ Administrative Court to check receipt of Acknowledgement of Service	1:00
16-Jun-2020	AMC1	MAN	Matter Management and Supervision - emails to/from SS3 re calls to Admin Court.	0:12
18-Jun-2020	RGB	DRAFT	Drafting - advice note on JR proceedings	2:30
18-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - emails with R&N - seeking AoS - sending AoS and inviting comments re consent order; response questing basis for contesting claim	0:24
19-Jun-2020	RGB	MAN	Matter Management and Supervision - drafting cover note with recommendation; discussing with Olwen; emailing to Olwen for disseminating to members	0:30
19-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - resent AoS to court office; acknowledgment received	0:12
22-Jun-2020	RGB	ATT	Attendance - at extraordinary meeting of full Council	1:00
22-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - served AoS on E Tyrer, by letter and email	0:12
23-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - to R&N - advising of outcome of EGM; response to email of 18 June	0:18
23-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - email to Cllr Tyrer - confirming outcome and fact that he may resume position on committees etc; acknowledgment received	0:06
23-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - to court - updating re outcome of EGM	0:06
24-Jun-2020	RGB	PREP	Prep/Perusal - reply to AoS; considered CPR 54.14; CPR 8.5; admin court guidance; recommendations agenda item 5; email to Olwen	1:12
24-Jun-2020	RGB	TEL2	Telephone Calls - Out - discussion with Olwen re Reply - procedural discrepancies - agreed that I should write to the court setting out response on procedural points - will update client next Monday	0:24
25-Jun-2020	RGB	DRAFT	Drafting - revised consent order (for clients approval) - to send to R&N on Tuesday after meeting with client	1:00
25-Jun-2020	RGB	DRAFT	Drafting - letter responding to claimant's reply to aos	2:00
25-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Court and R&N - response to reply	0:12
25-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - email to R&N - initial queries re proposed consent order	0:24
26-Jun-2020	RGB	LET1	Letters/Faxes/Emails - In - Phil Leslie - proposed press release; considered amendments	0:12



Date	Earned	Activity	Narrative	Time
26-Jun-2020	RGB	TEL1	Telephone Calls - In - Phil Leslie - adv to amend penultimate para of press release to say that the Committee will act impartially in considering the legal advice and deciding what action to take. Explained current position on JR and recent correspondence. PL reported that when the committee met informally there was a consensus that TT should not be out of pocket for Council's unlawful actions. Discussed poss announcement. RB to compile report, including draft announcement put together by R&N. Initial view is that statement should be bland; acknowledge that Council did not have the power to make the decision, but was acting on advice from external consultant. To discuss further on Monday evening.	0:24
26-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Phil Leslie - sending draft consent order/ agreed statement; agreed to send report by Monday morning	0:12
29-Jun-2020	RGB	DRAFT	Drafting - update on JR report for Investigation Committee	1:12
29-Jun-2020	RGB	ATT	Attendance - attended Committee Meeting; went through update on JR report; took instructions	1:48
29-Jun-2020	RGB	TEL2	Telephone Calls - Out - discussion with Olwen and Matthew - pre-committee meeting; went through our reports; agreed to make additions/ amendments	0:30
29-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - sent reports to investigation committee in prep for committee meeting tonight	0:06
30-Jun-2020	RGB	DRAFT	Drafting - drafting proposed consent order	0:24
30-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - to R&N, attaching proposed consent order and explaining rationale for proposals	0:12
30-Jun-2020	RGB	LET1	Letters/Faxes/Emails - In- court order	0:06
30-Jun-2020	RGB	RESE	Research - HRA damages - case law re liability and quantum; procedural issues; see Court of Appeal decision; Cross on Local Government Law para 10-171	1:00
30-Jun-2020	RGB	LET2	Letters/Faxes/Emails - Out - drafting email advice to client re latest offer; FW to OB to add comments re their fiduciary duties	1:00
01-Jul-2020	RGB	LET2	Letters/Faxes/Emails - Out - letter to councillors; revised draft sent to OB yesterday to include ref to latest offer from claimant's solicitors	0:36
01-Jul-2020	RGB	LET2	Letters/Faxes/Emails - Out - responding to Cllr Roped query	0:06
02-Jul-2020	RGB	LET2	Letters/Faxes/Emails - Out - ack instructions from committee; emailed R&N counter offer	0:30
03-Jul-2020	RGB	DRAFT	Drafting - note re litigation	0:30
06-Jul-2020	RGB	TEL2	Telephone Calls - Out - Phil Leslie re Cllr Tyrer - interest re litigation - adv to maintain stance - ET is interested party in ongoing JR therefore has an interest and should withdraw from discussion; re grievances - Gina should withdraw	0:12
06-Jul-2020	RGB	MAN	Matter Management and Supervision - prep briefing notes for council meeting; emails with MG and OB agreeing content; emails to cllrs	1:30
07-Jul-2020	RGB	LET2	Letters/Faxes/Emails - Out - to R&N - response to their request for agreement to interim payment of £3k towards costs; plus interim payment to damages	0:30
13-Jul-2020	AMC1	MAN	Matter Management and Supervision - with RGB re thoughts on costs position and Court Order. Interim payment, written submissions re costs, mitigation of loss due to connected Prof Neg. claim etc.	0:36
13-Jul-2020	RGB	LET2	Letters/Faxes/Emails - Out - revised offer from Cllr Taylor's solicitors; interim payment sought; checking CPR 44, re interim payments; discussed with Amy for second opinion; reflected on comments and sent email to client with 2 options for their consideration	2:00
15-Jul-2020	RGB	TEL2	Telephone Calls - Out - with Olwen; reviewing current position; discussion re costs and way forward on the JR; taking instructions committee	0:30
17-Jul-2020	RGB	LET1	Letters/Faxes/Emails - In - R&N requesting that we sign consent order	0:06
17-Jul-2020	RGB	LET2	Letters/Faxes/Emails - Out - to R&N adv that we don't have instructions to agree interim payment of costs; will revert next week after we've taken instructions	0:06
17-Jul-2020	RGB	DRAFT	Drafting - minutes of IC meeting; email to Olwen, with comments on minutes of meeting on 1.6.20 (responding to Gina's questions)	0:42

Date	Earners	Activity	Narrative	Time
17-Jul-2020	RGB	LET2	Letters/Faxes/Emails - Out - to R&N - confirming that rest of consent order agreed	0:06
21-Jul-2020	RGB	DRAFT	Drafting - report to investigation committee; emailed to Olwen to check content and comment before sending to committee	1:30
22-Jul-2020	RGB	MAN	Matter Management and Supervision - discussion with Olwen; final amendments to advice note and draft minutes; emailed to cllrs	0:24
22-Jul-2020	RGB	ATT	Attendance - video conference/ attendance at meeting of investigation committee	1:00
23-Jul-2020	RGB	DRAFT	Drafting - revising consent order as per instructions	0:12
23-Jul-2020	RGB	LET2	Letters/Faxes/Emails - Out - email to R&N - revised consent order, final offer	0:12
23-Jul-2020	RGB	DRAFT	Drafting - minutes of meeting	0:42
27-Jul-2020	RGB	LET1	Letters/Faxes/Emails - In - acceptance of consent order in terms proposed by council	0:06
27-Jul-2020	RGB	LET2	Letters/Faxes/Emails - Out - signed consent order, emailed to R&N	0:12
11-Aug-2020	RGB	TEL2	Telephone Calls - Out - Carin - Admin Court Officer - consent order granted; not sent to correct email address; resent; discussion re damages claim; not yet transferred; awaiting details of local county court	0:18
11-Aug-2020	RGB	LET1	Letters/Faxes/Emails - In - sealed consent order - reviewed and considered	0:06
11-Aug-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Gina - requesting payment on account re C's costs	0:12
12-Aug-2020	RGB	DRAFT	Drafting - report for committee meeting	1:00
13-Aug-2020	RGB	ATT	Attendance - Investigation Committee meeting	0:30
17-Aug-2020	RGB	LET2	Letters/Faxes/Emails - Out - CCL	0:18
17-Aug-2020	RGB	LET1	Letters/Faxes/Emails - In - confirming with Anne that payment made	0:12
18-Aug-2020	RGB	TEL2	Telephone Calls - Out - Phil Leslie; approved paying £25 for TT; requested letter of instructions and breakdown of costs	0:06
01-Sep-2020	RGB	DRAFT	Drafting - written cost submission and compiling bundle of relevant correspondence	3:30
01-Sep-2020	RGB	LET2	Letters/Faxes/Emails - Out - filed costs submission	0:06
01-Sep-2020	RGB	LET2	Letters/Faxes/Emails - Out - served cost submission	0:06
02-Sep-2020	RGB	TEL1	Telephone Calls - In - requested a report giving update on litigation for full council meeting on Monday	0:06
07-Sep-2020	RGB	DRAFT	Drafting - note for full council - emailed to Phil Leslie for circulation to members	0:30
09-Sep-2020	RGB	LET1	Letters/Faxes/Emails - In - from Rogers & Norton	0:06
11-Sep-2020	RGB	LET1	Letters/Faxes/Emails - In - Rogers & Norton requesting response	0:06
11-Sep-2020	RGB	TEL2	Telephone Calls - Out - Phil Leslie - agreed to extension; advised that full council had delegated decision making power to him in respect of procedural issues	0:06
11-Sep-2020	RGB	TEL2	Telephone Calls - Out - discussion with Alex Lawrence re decision making power of council in respect of procedural issue on JR; AL not sure individual members can have delegated powers to make decisions; RB to seek copy of minute from PL and to notify other side that we are seeking instructions	0:24
11-Sep-2020	RGB	LET2	Letters/Faxes/Emails - Out - to PL - req copy of minute re delegated authority	0:06
11-Sep-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Rogers and Norton re request for extension	0:18
14-Sep-2020	ADL	PREP	Prep/Perusal with RB re council decision making on timetable	0:42
14-Sep-2020	ADL	PREP	Prep/Perusal re instructions/delegation issue	0:24
14-Sep-2020	RGB	TEL2	Telephone Calls - Out - discussion with Alex Lawrence; agreed next steps given that it is unlikely an individual member can be given delegated authority	0:12
14-Sep-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Rogers and Norton - suggest they wait a day before applying for extension	0:06
14-Sep-2020	RGB	LET2	Letters/Faxes/Emails - Out - to investigation committee; explaining situation re request for extension; proposal to agree; req for any objections; if all agreed, can ratify decision at next meeting	0:18
14-Sep-2020	RGB	LET1	Letters/Faxes/Emails - In - from individual members of committee - agreeing to extension	0:06
14-Sep-2020	RGB	LET2	Letters/Faxes/Emails - Out - to Rogers & Norton - confirming agreement to extension	0:06

**Total** 97:24