



**ATTLEBOROUGH TOWN COUNCIL**

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

**You are summoned to the Meeting of  
Attleborough Town Council  
To be held on Monday, 2 November 2020 at 7.00pm**

**THIS MEETING WILL BE HELD VIRTUALLY AND WILL BE STREAMED LIVE FOR THE PUBLIC TO VIEW VIA A LINK WHICH WILL BE AVAILABLE ON THE COUNCIL'S WEBSITE. THE LINK WILL BE ACTIVATED PRIOR TO THE START OF THE MEETING.**

**THIS MEETING IS IN LINE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020**

<http://www.legislation.gov.uk/uksi/2020/392/contents/made>

*Clr Philip Leslie*

28 October 2020

**Attleborough Town Mayor**

**AGENDA**

**To transact the undermentioned business; to receive the following reports and to make such orders or give such directions as necessary: -**

**1) Mayor's Welcome**

**2) Apologies for absence**

To receive and accept apologies for absence.

**3) Declarations of Interest**

**a) To receive and consider declarations of interest in items below**

*(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)*

**b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests.**

**4) Public Participation**

**10 Mins**

Members of the public may now participate in the meeting and speak in this item. The registration details will be available on the website. <https://attleboroughtc.org.uk/>

**5a) Minutes of the Town Council meeting held on 5 October 2020**

**5 Mins**

– for acceptance and approval

**5b) Minutes of Personnel Committee meeting held on 21 October 2020**

– for acceptance and approval

- 6) Planning Matters** **10 Mins**
- a) **Planning Applications** – Applications agreed and responses made – for confirmation by members.
  - b) **Planning Correspondence** – for consideration
    - i) **S106 Monies Available** – for consideration
- 7) Financial Matters** **15 Mins**
- a) **To authorise payments** – for acceptance and approval
  - b) **To agree direct debits** – for acceptance and approval
  - c) **To receive Income** – for acceptance and approval
  - d) **Petty Cash payments** – for information
  - e) **Income & Expenditure Report September 2020** – for information
  - f) **Connaught Hall Grant Application donation of £250** – for consideration
  - g) **Damage to church wall update** – for information
  - h) **Cygnets Close Play Area Quotations** – for consideration and approval
- 8) Correspondence** **15 Mins**
- a) **Remembrance Sunday, plans for Sunday including “Doorstep Remembrance** – for information
  - b) **Openreach Agreement for works at land off Station Road** – for resolution
  - c) **Attleborough Day Centre request for donation during second wave of Covid** – for acceptance and approval
  - d) **Fire Fighters Charity letter of thank you** – for information
  - e) **Grampian Site Fire** – for consideration
- 9) Project – Council Policies (cont.)-** **15 Mins**  
**Amended Standing Orders (Oct 2020)** – for consideration and resolution
- 10) Move outstanding Community Led Projects back by one month** **5 Mins**  
- for consideration and resolution
- a) **Website & Social Media – December 2020**
  - b) **Modernisation – January 2021**
- 11) Trip Incident at St Mary’s Church** – for consideration and approval **10 Mins**
- 12) Councillor Vacancy** - for consideration **5 Mins**
- 13) Any other items which the Chairman decides are urgent** **5 Mins**  
Any items for discussion only
- 14) Exclusion of Press and Public**  
To pass a resolution excluding the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed
- 15) Update from Investigation Committee** **20 Mins**
- a) **Judicial Review**
  - b) **Investigation Report**
  - c) **Staffing Support**

**MAXIMUM MEETING TIME TWO HOURS**



## ATTLEBOROUGH TOWN COUNCIL

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

### Minutes of the Virtual meeting of the Attleborough Town Council Held on Monday, 5 October 2020 at 7.00 pm

#### Present:

Cllr P Leslie - presiding  
Cllr K Montague      Cllr B Bulmer      Cllr B Cousins      Cllr J Ellis  
Cllr T Taylor      Cllr E Tyrer (arr. 7.45)      Cllr A Westby      Cllr V Dale  
Cllr W Loades      Cllr Grave      Cllr Roper      Cllr Busk  
In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council  
Anne Willett – CEO's Assistant (minute taker)

#### **056.20) Mayor's Welcome**

Cllr Leslie introduced the meeting and welcomed everyone. Acknowledged difficult times with potential fears of further lock downs with Covid and thanked those working to help.

#### **057.20) Resignation of Town Councillor –**

The resignation of Cllr Redmond was noted.

#### **058.20) Apologies for absence**

Apologies were received from Cllr Crouch  
Cllr Tyrer – Arriving late due to prior commitment

#### **059.20) Declarations of Interest**

##### **a) To receive and consider declarations of interest in items below –**

The following declarations of interest were received –

Cllr Ellis - Agenda item 11a Christmas Lights

Cllr Taylor- Agenda item 11a Christmas Lights

##### **b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –**

Cllr Taylor declared a pecuniary interest in Agenda Item 14a Litigation case.

#### **060.20) Resident's Questions**

**RESOLVED** that the meeting be adjourned to allow the Mayor to address questions submitted from various residents. (See Resident's Questions Notes attached.)

#### **061.20a) Minutes of the Town Council meeting held on 7 September 2020**

On the motion of Cllr Grave, seconded by Cllr Ellis, it was

**RESOLVED** to accept the minutes of the meeting of the Town Council meeting held on 7 September 2020.

#### **062.20b) Minutes of the Extraordinary Town Council meeting held on the 21 September 2020 –**

On the motion of Cllr Westby, seconded by Cllr Loades, it was

**RESOLVED** to accept the minutes of the meeting of the Extraordinary Town Council meeting held on 21 September 2020.

**ACTION: CEO**

**063.20) Planning Matters –**

**063.20a) Planning Applications -**

**RESOLVED** to approve and accept the following recommendations already agreed and submitted prior to meeting: -

**3PL/2020/0976/HOU – Attleborough: 58 Cedar Drive** – Single storey extension to the front & rear elevations - Withdrawn.

**3PL/2020/0987/HOU – Attleborough: Still Waters, Long Street** – Extensions and alterations to include first floor extension and provision of a garage. – No objections

**3PL/2020/0996/HOU – Attleborough: 21B Plasset Drive Attleborough** – Single storey Front Extension – No objections

**3PN/2020/0046/PNE – Attleborough: 4 Lushers Meadow** - Sun Room – No objections

**3PL/2020/0993/F- Attleborough: Land to rear of 1a-1c Connaught Plain** – First floor extension above existing single storey structure to rear of 1a-1c Connaught Plain to provide 2 no. residential units. – Parking- it seems more living accommodation is being proposed but no parking provision is stated on the application. Reservations about land at rear of Connaught Plain, this is over development and the lack of car parking provision is not acceptable.

**3SR/2020/0008/SCR – OLD BUCKENHAM: Land off Attleborough Road Old Buckenham and partly in Attleborough** – Request for a Screening Opinion for a Solar Farm – To alert you of a potential future application in your Ward/Town/Parish and it is for your information only.

**064.20b) Planning Correspondence –**

**i) Changes to the current planning system** – Cllr Tyrer making representation on behalf of Town with regards to this matter.

**ii) FUL/2020/0043 - Anglian Business Centre, West Carr Road, Attleborough** – No objections

**iii) Transport for Attleborough – London Road pedestrian & cycling improvements** – Cllr Tyrer to make representation on this – CEO requests to receive a copy

**iv) Planning White Paper consultation** – Breckland to make representation as consultees

**v) Electoral Review of Norfolk** – Closing date for consultation responses 23<sup>rd</sup> November 2020 – no comment

**vi) Attleborough London Road – Parking suspension and road closure** – Noted  
**ACTION: CEO/ET/CLLRS**

**065.20) Financial Matters**

**a) To authorise payments –**

On the motion of Cllr Montague, seconded by Cllr Roper, it was **RESOLVED** to accept and approve the following payment list dated 5 October 2020 Total £6,078.39

**b) To agree direct debits –**

On the motion of Cllr Dale, seconded by Cllr Cousins, it was **RESOLVED** to approve and accept the direct debit list dated October 2020 Total £28,505.94

**c) To receive Income –**

On the motion of Cllr Bulmer, seconded by Cllr Loades, it was **RESOLVED** to approve and accept the income list for September 2020 Total £2,855.00

**d) Petty Cash payments** – Noted for information

**e) Income & Expenditure Report August 2020** – Noted for information

**f) Royal British Legion Poppy Appeal Donation of £250** –

On the motion of Cllr Cousins, seconded by Cllr Busk, it was

**RESOLVED to increase donation to £300.00**

**ACTION CEO:**

**Town Council wreaths** – Cllr P Leslie & Cllr E Tyrer will represent the Town

On the motion of Cllr Montague, seconded by Cllr Grave, it was

**RESOLVED to approve use of area by Poppy Memorial**

**ACTION: PL/ET**

**Request for gazebo on Queens Square on 30 & 31 October 2020 for Poppy appeal**

On the motion of Cllr Cousins, seconded by Cllr Westby, it was

**RESOLVED to approve request for gazebo on Queens Square**

**ACTION: CEO**

**g) Damage to church wall** – use of a payment plan to recover costs from first driver to hit wall

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was

**RESOLVED** In principle to agree payment plan for the recovery of funds but to be circulated to Councillors before issue

Further long discussion took place regarding recovery of costs from second driver who hit wall via small claims court

On the motion of Cllr Leslie, seconded by Cllr Loades, it was,

**RESOLVED** The Town Council to attempt recovery of the funds of the second incident in the small claims court without the help of a solicitor, Cllr Montague to assist with claim process

**ACTION: CEO/KM**

**h) Receipt of Precept 2<sup>nd</sup> Instalment £290,599.50** - Noted

#### **066.20) Project – Council Policies**

**a) Complaints Policy & Procedure (Oct 2020)**

**b) Grievance Policy & Procedure (Oct 2020)**

**c) Disciplinary Policy & Procedure (Oct 2020)**

**d) Member/Officer Protocol (Oct 2020)**

**e) Personnel Committee Terms of Reference (Oct 2020)**

On the motion of Cllr Taylor, seconded by Cllr Grave, it was

**RESOLVED to accept all the policies presented.**

**ACTION: ALL CLLRS**

#### **067.20) Personnel Committee Membership**

It was noted the new Terms of Reference had a membership of 5 to include the Mayor & Deputy Mayor.

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

**RESOLVED to appoint Cllr Westby, Cllr Dale, Cllr Roper as Personnel Committee members.**

**ACTION: PL/BB/AW/VD/JR**

#### **068.20) Correspondence**

- a) **Christmas Lights "Switch On"** – Cllr Ellis confirmed light switch on will be Sunday, 29 November 2020 at 4.15pm and will pursue the suggestion of inviting a person from working in the NHS to switch on the lights.
- b) **Locations for new cycle racks** – suggested sites, around Queens Square, by railings from Toms Fish Bar and card shop or outside Big C charity shop. Agreed Cllr Tyrer will consider the different options and report back to Council of best site for new cycle racks.
- c) **ATTCARE request for agreement of support from Attleborough Town Council of a funding application and project –**  
On the motion of Cllr Leslie, seconded by Cllr Montague, it was **RESOLVED** to accept the request in principle  
**ACTION: ET/JE/ALL CLLRS**

**069.20) Any other items which the Chairman decides are urgent**

Finalising programme for the next consultation on London Road park towards end of October and will make a public statement and invite people to participate in this consultation

**ACTION: PL**

**070.20) Exclusion of Press and Public**

On the motion of Cllr Leslie, seconded by Cllr Bulmer, it was **RESOLVED** to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

Cllr Taylor declared her pecuniary interest in the Litigation Item and would leave the meeting but return for Staff Grievances.

9.pm Members of Town Council staff left for the remainder of the meeting.

On the motion of Cllr Montague, seconded by Cllr Loades, it was **RESOLVED** to extend meeting by 15 minutes

**071.20) Update from Investigation Committee/Solicitor**

- a) Litigation – discussed for information only
- b) Staff Grievances – it was agreed this item will not appear on future agendas

Meeting closed at 9.15pm

### Notes of Residents' Questions

The Chairman read out questions, previously submitted and responded as below: -

#### Question 1

The Town Council is to be congratulated on the culture change that has evolved since the EGM on 20th July, & the 'Recommended changes to council policies and procedures - for consideration and resolution' appearing later on the Agenda are very encouraging.

Please could you provide an update in as far as confidentiality allows, on the investigation into whether the Council was previously following its then current rules & procedures – as per the question unanimously approved at the Parish Poll at the open meeting at Connaught Hall on 12th March?

- A) We are conducting an investigation into all matters leading up to and including Parish Poll and will be able to make public within next 4-6 weeks. Parish Poll submitted to Breckland there is no recourse for this not happening but is very much Covid depending potentially May

#### Question 2

Councillors' Apologies for absence

!) How many times may a Councillor send his or her Apologies for absence to a Full Council Meeting?

!!) Is the existence of a 'Standing Apology' legally valid unless for medical reasons?

- A) There is a six-month rule according to Section 85 of the Local Government Act 1972

#### Question 3

Hi. I have just read an article that the town council has paid for the repair of the church wall after it was destroyed by an uninsured driver. Could you explain why it is the responsibility of the town council and not the church and why couldn't they claim on their insurance?

- A) It has been a long standing agreement with the Church to maintain the wall. The car drivers involved were not insured, this will be discussed in Item 8 on tonight's agenda, the church wall was not insured and this matter will also be part of the investigation.

#### Question 4

1) From the documents released (very late I would add) for tonight's meeting I note Judicial Review, whilst I appreciate full disclosure might be possible, Pandora's box has been opened so some form explanation is reasonable. What have ATC done now at is so awful it warrants judicial review!

2) What is, or is there, a timeframe for the release of notice/documents relating to council meetings? If such timeframes are in existence, are these by agreement of the full council or is there a regulatory element? As three working days leaves little time to digest fully and/or react, i.e. pose relevant, searching or valid questions to council.

A) Court case should be concluded within next two weeks, action taken against Councillors earlier last year unlawful. An appeal launched and conceded, a report will be issued sometime in the future.

A) Statutory period 3 days, will look as a Council to improve this



**ATTLEBOROUGH TOWN COUNCIL**

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

**Minutes of the Virtual meeting of the Personnel Committee  
Held on Wednesday, 21 October 2020 at 7.00pm**

**Present:**

Cllr A Westby (Presiding upon election)  
Cllr P Leslie                      Cllr B Bulmer                      Cllr J Roper  
Cllr V Dale  
In attendance – Anne Willett – CEO's Assistant (minute taker)

**006.2020) Election of Committee Chairman for the remainder of the municipal year 2020-21**

On the motion of Cllr Dale, seconded by Cllr Leslie, it was  
**RESOLVED** to elect Cllr Westby as Committee Chairman for the year 2020-21  
On the motion of Cllr Westby, seconded by Cllr Leslie, it was  
**RESOLVED** to elect Cllr Dale as Committee Deputy Chairman for the year 2020-21

**007.2020) Apologies for absence**

Apologies were noted from Gina Lopes, CEO & Town Clerk on annual leave.

**008.2020) Declarations of Interest**

- a) To consider declarations of interest in respect of items below – None received
- b) To receive any requests for dispensation of Disclosable Pecuniary Interest – None received

**009.2020) Minutes of meeting of the Personnel Committee held on 18 June 2020**

The minutes of the meeting of Personnel Committee meeting held on 18 June 2020 were noted.

**010.2020) Exclusion of Press and Public**

On the motion of Cllr Westby, seconded by Cllr Bulmer, it was  
**RESOLVED** under Standing Order 10a subsection Clause 6 to change the order of business on agenda and move Item 6 and parts of Item 7 above the line.

On the motion of Cllr Westby, seconded by Cllr Dale, it was  
**RESOLVED** meeting duration extended to 1 hour.

**011.2020) Staff Review Project –**

On the motion of Cllr Westby, seconded by Cllr Leslie, it was  
**RESOLVED** to carry the staff review forward as per agenda item.

**ACTION: PL/AW/VD/JR**



**012.2020) Staff Matters**

a) Resignation of staff member –

Cllr Leslie confirmed a member of staff Trisha Drewery had resigned, a letter had been sent as part of this meeting which broke protocol and procedures. A staff vacancy is available.

On the motion of Cllr Leslie, seconded by Cllr Westby, it was

**RESOLVED** We in a timely manner as a personnel Committee explore what roles ensuring any new staff can fulfil requirements after an appraisal of the situation.

**ACTION:PL/AW**

As a number of complaints had been received about staff

On the motion of Cllr Leslie, seconded by Cllr Westby, it was

**RESOLVED** the three standing members of the Personnel Committee, Cllr Westby, Cllr Dale, Cllr Roper to form the Complaints sub-committee and thereafter if necessary become the Disciplinary sub-committee if action needed to be taken.

On the motion of Cllr Roper, seconded by Cllr Dale, it was

**RESOLVED** to elect Cllr Westby Chair of the sub-committee

**ACTION:AW/VD/JR**

**013.2020) Exclusion of Press and Public**

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

**RESOLVED** to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

Meeting closed at 7.35pm

**Planning Applications received to-date**

**3PL/2020/0961/HOU – Attleborough: 4 Holly Road** – Single storey side extension – No objections

**3PL/2020/1031/HOU – Attleborough: Cwmanne Cottage, Hargham Road** – First floor rear extension above existing single storey extension – No objections

**3PL/2020/1091/F- Attleborough: Plot 6 to 10, Gaskin Way** – Proposed erection of 5 Detached 2 storey dwellings with garage & associated parking – No objections

**3PL/2020/1022/HOU – Attleborough: 71 Thorpe Drive** - Erection of a 2 story side extension, with double garage linking existing detached garage and erection of new 2000mm brick wall to front and side of existing property – No objections

**3PL/2020/1111/HOU – Attleborough: Linden, 50 Norwich Road** – Demolition of garage and erection of kitchen/utility garage extension & Attic Conversion to Dwelling – No objections

**3PL/2020/1113/LU – Attleborough: 24 Hargham Road** – Current driveway access to be extended onto grass driveway/parking area. Dropped kerb to be extended by Norfolk highways contractor to allow suitable entry and exit to extended driveway. Work to include landscaping current grass parking area and laying permeable driveway surface. All other work to Kerb and pavement carried out by NCC highways. - Not seeking views

(b)i

Please note any application submitted will need to be emailed to me.  
As the S106 Monitoring Officer, I am contacting you to inform you that we are holding S106 money, which can be used for recreational projects in Attleborough.  
The amounts we currently hold are below, please note the spend by date for the application highlighted in red.

Reference	Amount	Spend By	Obligation Summary
3PL/2008/1083	£9,980.00	No spend by date	To be used for the improvement of off-site open space in the vicinity of the development (Bryony Way/Carvers Lane)
3PL/2010/0518	£9,152.00	Spend by 8/10/2022	Recreation contribution to be used for the provision or enhancement of recreational facilities within the locality of the development (Teasel Road)
3PL/2011/0398	£46,694.84	Spend by 06/01/2024	Provision or enhancement of recreation facilities within the Parish or a nearby Parish or Town
3PL/2010/0033	£21,346.65	Spend by 28/07/2021	There are no restrictions in the S106 agreement on what the recreation contribution should be spent on.
3PL/2010/1041	£34,017.48	Spend by 8/2/2023	For the provision by the Town Council of open space, cemeteries or allotments.
3PL/2012/1259	£73,122.00 for Blackthorn Way	Spend by 14/09/2026	For the provision or enhancement and maintenance and management of recreational facilities at Blackthorn Way Attleborough

All projects must comply with the obligation contained in the relevant S106 agreement, and must be approved by the Council.

I am attaching an application form for applying for funds, if you intend to do so, please also send as much supporting information as possible. Should you need to contact me for more information on what the funds can be spent on, please email me at [S106@breckland.gov.uk](mailto:S106@breckland.gov.uk)

Charlotte Brennan S106 Monitoring & Compliance Officer, Breckland Council



76)

DD NOVEMBER 2020

Name	Description	Service	Bill Freq	Net	Vat	Total
British Gas	Electricity	Chapel	Quarterly			
Vodafone	mobiles	Admin	Monthly	£ 118.50	£ 23.73	£ 142.23
Bank Charges	Barclays	TH	Monthly			
Bank Charges	Lloyds	TH	Monthly			
Viridor	Waste collection	Rec	Monthly	£ 126.94	£ 25.39	£ 152.33
Viridor	Waste collection	TH	Monthly	£ 194.89	£ 38.98	£ 233.87
Anglian Water	Water	TH	Quarterly			
Anglian Water	Water	Cemetery	Quarterly			
Anglian Water	Water	Public Toilets	Quarterly			
Breckland Council	Rates	TH	Monthly	£ 1,235.00	£ -	£ 1,235.00
Breckland Council	Rates	Public Toilets	Monthly	£ 192.00	£ -	£ 192.00
Breckland Council	Rates	Cemetery	Monthly	£ 75.00	£ -	£ 75.00
BT	Telephones	TH	Quarterly	£ 566.01	£ 113.20	£ 679.21
Total Gas & Power	Electricity	Public Toilets	Quarterly	£ 141.80	£ 7.10	£ 148.90
British Gas	Elect Skate Park	OS	Quarterly	£ 25.36	£ 1.26	£ 26.62
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly	£ 320.91	£ 16.05	£ 336.96
Siemens	Photocopier	TH	Quarterly			
Phs	Sanitary disposal	Cemetery	Annually			
Phs	Sanitary disposal	TH	Annually			
Fuel Genie	Fuel	OS	Monthly	£ 104.93	£ 20.99	£ 125.92
HMRC Tax/Nic	BACS		Monthly	£ 4,305.69	£ -	£ 3,348.04
Norfolk Pension	BACS		Monthly	£ 4,206.89	£ -	£ 4,305.69
Staff Salary	BACS		Monthly	£ 12,964.15	£ -	£ 4,206.89
<b>TOTAL</b>						<b>£ 21,476.73</b>
						<b>£ 24,824.77</b>

7c)

INCOME OCTOBER 2020	
Banked Monies	
Burials	£ 790.00
Hall bookings	£ 456.00
Precept	£ 290,599.50
VAT repayment	£ 5,971.00
<b>Total</b>	<b>£ 297,816.50</b>

7d)

4230  
311

DATE	DETAILS	REC	D	OUT	BALANCE	MISC	POSTAGE	TOWN HALL					
1-10	20 BFWD.	1874	46	124	70	487	38	336	62	42	64	24	98
6-10	20 Lidl Milk				1	30	486	08	1	30			
13-10	20 Lidl milk, Biscuits				5	10	480	98	5	10			
28-10	20 Staff Subsistance 1-29 OCT				72	00	408	98					
27-10	20 Besthorpe Farm Shop. Winter pansies				25	00	383	98					
26-10	20 Post office				1	70	382	28		1	70		
					105	10	382	28	6	40	1	70	—
		1874	46	105	10	382	28	343	02	44	34	24	98

7d)

4230 115 ARCHIVE	4230 201 OPEN SPACES	4230 101 STATIONERY	4230 101 MEETING ROOMS	4230 101 MILEAGE	4230 211 MARKET ADMIN	4230 311 TIC	VAT
------------------------	-------------------------------	---------------------------	---------------------------------	------------------------	--------------------------------	--------------------	-----

—	79 82	8 13	—	168 30	—	648 00	—	—	78 59	8
						72 00				
	25 00									
—	25 00	—	—	—	—	72 00	—	—	—	
—	104 82	8 13	—	168 30	—	720 00	—	—	78 59	



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

7e)

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>							
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	118	600	482			19.6%	
<b>Administration :- Income</b>	<b>386,494</b>	<b>586,959</b>	<b>200,465</b>			<b>65.8%</b>	<b>0</b>
4000 Staff Costs	157,516	359,135	201,619		201,619	43.9%	
4001 Other Employment Costs	654	10,000	9,346		9,346	6.5%	
4002 website	510	1,986	1,476		1,476	25.7%	
4004 Health & Safety	247	2,101	1,854		1,854	11.8%	
4005 Training	0	7,000	7,000		7,000	0.0%	
4010 Travelling Expenses	168	1,104	936		936	15.2%	
4020 Miscellaneous Expenses	1,011	2,050	1,039		1,039	49.3%	
4023 Subscriptions	679	3,500	2,821		2,821	19.4%	
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	4,268	3,500	(768)		(768)	121.9%	
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	215	500	285		285	43.0%	
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	(186)	2,165	2,351		2,351	(8.6%)	
4058 Legal Fees	6,194	13,000	6,806		6,806	47.6%	
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	2,034	2,428	394		394	83.8%	
4122 Postages	43	918	875		875	4.6%	
4123 Stationery	1,407	2,460	1,053		1,053	57.2%	
4147 Photocopier Lease payments	800	2,165	1,365		1,365	37.0%	
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%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## 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	466	0	(466)		(466)	0.0%	
Administration :- Indirect Expenditure	<u>194,247</u>	<u>461,932</u>	<u>267,685</u>	<u>0</u>	<u>267,685</u>	<u>42.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>192,247</u>	<u>125,027</u>	<u>(67,220)</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>
<b>Net Expenditure</b>	<u>1,712</u>	<u>(30,000)</u>	<u>(31,712)</u>				
<u>113 Toilets</u>							
4110 Rates	1,153	2,508	1,355		1,355	46.0%	
4112 Water	517	1,025	508		508	50.4%	
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	149	866	717		717	17.2%	
4255 Safety Checks	30	180	150		150	16.7%	
Toilets :- Indirect Expenditure	<u>2,131</u>	<u>6,689</u>	<u>4,558</u>	<u>0</u>	<u>4,558</u>	<u>31.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,131)</u>	<u>(6,689)</u>	<u>(4,558)</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>
<b>Net Income over Expenditure</b>	<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>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,118)</u>	<u>(1,118)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>116 Attleborough Neighbourhood Pla</b>							
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>
<b>Net Expenditure</b>	<u>0</u>	<u>(10,506)</u>	<u>(10,506)</u>				
<b>180 Restricted Funds</b>							
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>
<b>Net Income over Expenditure</b>	<u>(204)</u>	<u>0</u>	<u>204</u>				
<b>201 Open Spaces</b>							
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	9,145	15,000	5,855			61.0%	
1106 Sports Letting	910	1,396	486			65.2%	
1150 Re-imburement of Utilities	57	0	(57)			0.0%	
Open Spaces :- Income	<u>10,325</u>	<u>21,425</u>	<u>11,100</u>			<u>48.2%</u>	<u>0</u>
4020 Miscellaneous Expenses	0	433	433		433	0.0%	
4110 Rates	455	757	302		302	60.1%	
4112 Water	582	410	(172)		(172)	142.0%	
4113 Electricity	123	615	492		492	20.1%	
4123 Stationery	0	55	55		55	0.0%	
4140 Fuel	1,391	2,300	909		909	60.5%	
4143 Equipment Hire	58	800	742		742	7.3%	
4144 Tree Work	295	2,000	1,705		1,705	14.8%	
4145 Maintenance/Repairs	14,001	30,000	15,999		15,999	46.7%	
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	772	1,891	1,119		1,119	40.8%	
4230 Supplies	4,146	8,657	4,511		4,511	47.9%	
4255 Safety Checks	575	2,050	1,476		1,476	28.0%	
4295 Cemetery expenses	8,735	0	(8,735)		(8,735)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## 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	4,422	0	(4,422)		(4,422)	0.0%	
4300 Premises Licence	180	325	145		145	55.4%	
4400 Expenditure	620	841	221		221	73.7%	
4501 Play Areas Consultancy	18,993	0	(18,993)		(18,993)	0.0%	
<b>Open Spaces :- Indirect Expenditure</b>	<b>56,937</b>	<b>62,090</b>	<b>5,153</b>	<b>0</b>	<b>5,153</b>	<b>91.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(46,613)</b>	<b>(40,665)</b>	<b>5,948</b>				
<u>210 Attleborough in Bloom</u>							
1050 Income	50	892	842			5.6%	
<b>Attleborough in Bloom :- Income</b>	<b>50</b>	<b>892</b>	<b>842</b>			<b>5.6%</b>	<b>0</b>
4230 Supplies	(42)	442	484		484	(9.5%)	
4400 Expenditure	0	526	526		526	0.0%	
<b>Attleborough in Bloom :- Indirect Expenditure</b>	<b>(42)</b>	<b>968</b>	<b>1,010</b>	<b>0</b>	<b>1,010</b>	<b>(4.3%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>92</b>	<b>(76)</b>	<b>(168)</b>				
<u>211 Markets</u>							
1050 Income	0	1,200	1,200			0.0%	
<b>Markets :- Income</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>			<b>0.0%</b>	<b>0</b>
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%	
<b>Markets :- Indirect Expenditure</b>	<b>187</b>	<b>1,844</b>	<b>1,657</b>	<b>0</b>	<b>1,657</b>	<b>10.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(187)</b>	<b>(644)</b>	<b>(457)</b>				
<u>290 Open Spaces Capital Exps.</u>							
4190 Equipment Purchase	0	48,310	48,310		48,310	0.0%	
4194 Litter bins	478	2,627	2,149		2,149	18.2%	
<b>Open Spaces Capital Exps. :- Indirect Expenditure</b>	<b>478</b>	<b>50,937</b>	<b>50,459</b>	<b>0</b>	<b>50,459</b>	<b>0.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(478)</b>	<b>(50,937)</b>	<b>(50,459)</b>				
<u>301 Town Hall</u>							
1000 Booking Fees	1,102	8,000	6,898			13.8%	
1005 Office Rents	0	4,203	4,203			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## 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	<u>1,102</u>	<u>13,023</u>	<u>11,921</u>			<u>8.5%</u>	<u>0</u>
4050 Refund of Hall Hire monies	288	0	(288)		(288)	0.0%	
4110 Rates	7,410	15,375	7,965		7,965	48.2%	
4111 Gas	904	2,101	1,197		1,197	43.0%	
4112 Water	235	1,051	816		816	22.3%	
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	225	2,000	1,775		1,775	11.3%	
4225 Refuse Collections	906	1,932	1,026		1,026	46.9%	
4230 Supplies	960	1,624	664		664	59.1%	
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	1,119	0	(1,119)		(1,119)	0.0%	
4300 Premises Licence	180	497	317		317	36.2%	
Town Hall :- Indirect Expenditure	<u>19,056</u>	<u>35,351</u>	<u>16,295</u>	<u>0</u>	<u>16,295</u>	<u>53.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(17,954)</u>	<u>(22,328)</u>	<u>(4,374)</u>				
<u>311 TIC</u>							
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	<u>0</u>	<u>219</u>	<u>219</u>	<u>0</u>	<u>219</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(219)</u>	<u>(219)</u>				
<u>501 Contingency</u>							
4400 Expenditure	20,466	27,270	6,804		6,804	75.1%	
Contingency :- Indirect Expenditure	<u>20,466</u>	<u>27,270</u>	<u>6,804</u>	<u>0</u>	<u>6,804</u>	<u>75.1%</u>	<u>0</u>
Net Expenditure	<u>(20,466)</u>	<u>(27,270)</u>	<u>(6,804)</u>				
Grand Totals:- Income	<u>399,471</u>	<u>626,574</u>	<u>227,103</u>			<u>63.8%</u>	
Expenditure	<u>298,093</u>	<u>709,675</u>	<u>411,582</u>	<u>0</u>	<u>411,582</u>	<u>42.0%</u>	
Net Income over Expenditure	<u>101,378</u>	<u>(83,101)</u>	<u>(184,479)</u>				
Movement to/(from) Gen Reserve	<u>101,378</u>						

# Attleborough Town Council

7f)

## Grants for the benefit of Attleborough

Please read the Grant Awards Policy before completing this form

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

For further information please contact the Town Clerk on 01953 456194

### Section 1: Organisation

Name of Organisation:	Connaught Hall.		
Primary contact name:	PETER THATCHER		
Position (within organisation):	Trustee chairman		
Contact Address:	CONNAUGHT HALL STATION ROAD, ATTLEBOROUGH, NORFOLK		
Postcode:	NR17 2AS		
Telephone Numbers: Day	01953 452523	Evening:	SAME
E-mail address:	connaughthall1@gmail.com		
Date of Submission of application:	24-9-2020		

### Section 2: Details of Organisation

Brief description of your organisation's aims:	To <del>be</del> Provide the Community with leisure & Social Activities		
Year Formed:		Run by committee (Y/N)?	<input checked="" type="checkbox"/>
Is membership open to all (Y/N)?	N/A		
If No, what are the restrictions?	N/A		
How often do you meet and where are meetings held?	In the hall, quarterly		
How many members are there?	12		
Approximately how many (%) members live/work in Attleborough?	90%		

### Section 3: Purpose of Organisation

Please give a summary of the activities of your organisation during the last year. If you are a new organisation please give an idea of activities you plan to undertake:	We hire the hall out for different local events & activities with the recent Covid situation we have not had much on this year.		
Describe how the local community, in particular the residents of Attleborough, benefit from your organisation:	Because we hire the hall out for Weddings, Funeral Wakes, Quizzes, Leisure Activities ie: Keepfit, Local Amateur Dramatic Society for Shows etc.		

7f)

### Section 4: Grant Request

Amount requested from the Town Council:	£250
Please give details of what you wish to use the proposed grant award for:	NEW LIGHTS OUTDOOR & INDOOR PAINT.
Have you received or applied for funding from any other source for this project/purpose? If so, give details:	NO


### Section 5: Financial Details

Do you receive funding from other sources and if so where?	NO
If you have previously received a grant from Attleborough Town Council in the past three years please give details:	NO

### Section 6: Supporting Information

Please tick the following:
I have read and agreed your policy and terms of grant awards.
I have enclosed the following supporting documentation:
A constitution or set of rules by which my organisation runs ✓ The latest set of current annual accounts these are with the Accountants Any other supporting information due to covid not had back as yet, can send on as soon as we have them.
If you are a new organisation please include evidence of a planned budget

### Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application and in any supporting information is true and correct. I understand that you may ask for additional information at any stage of the application process.	
Signature: 	Name of Signatory P.S THATCHER
Position in organisation: CHAIRMAN	
Date: 24/9/2020	
Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole.	

### UPDATE ON CHURCH WALL INCIDENT

- A meeting was held on Friday 16 October with Diocesan Registrar, Stuart Jones.
- A schedule of insurance has been requested and sent to our Insurance claims department.
- It was discussed to progress a formal agreement so both parties are clear on their responsibilities, whilst the Town Council services the site regarding grass cutting and tree work it has not taken a management role so this needs to be defined.
- It was resolved at the Council meeting held on 5 October to reclaim cost from first driver via a payment plan. A letter has been sent requesting a direct debit is set up and our bank details have been given.
- It was also resolved to reclaim costs from second driver via small claims court. After further investigation the insurance company of the second driver has been contacted asking them to accept liability.
- 27 Oct Our insurers received telephone call from second car driver's insurers, they have been passed letter before action and have confirmed indemnity has been granted in respect of this matter. Further evidence will be emailed that went with this letter as they don't have a copy.



7h)

## FENLAND LEISURE PRODUCTS LTD

Please find attached two quotations for the replacement wetpour at Cygnet Close, the office will send out a full Quotation Pack in the post.

I have provided a quotation to replace all three pads in one quotation, as requested by Barry. The other option is to replace the swing wetpour pad, but to overlay the Springers and the Multiplay Unit pads. This is to give you an option if budget is restrictive. The wetpour pad beneath the swings has had too many repairs carried out before and I would not recommend overlaying this particular one.



Fenland Leisure Products Ltd  
Fenland House Padgetts Road,  
Christchurch, Wisbech,  
Cambridgeshire PE14 9PJ

T: +44 (0)1354 638 359  
E: sales@fenlandleisure.co.uk

www.fenlandleisure.co.uk  
www.onlineplaygrounds.co.uk

## Project Quotation No.: 48591

Thursday, 15 October 2020

Removal and Re-installation of Wetpour				
Code	Product	Qty	Each	Value
BASE07	Removal of Wetpour per m2. (Excluding disposal of waste)	110	10.00	£1,100.00
BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	110	14.00	£1,540.00
WETEX	Wetpour impact surfacing consisting of SBR base layer and a 20mm EPDM wearing course. 27m2 @ 40mm 42m2 @ 50mm 41m2 @ 70mm	1	7,185.00	£7,185.00
Subtotal:				£9,825.00

Preliminaries and Site set up				
Code	Product	Qty	Each	Value
BASE31	To carry out site set up and preliminaries including setting up area and marking up site for installation.	1	75.00	£75.00
BASE47	To hire, erect and remove Fencing per panel including block feet and clips - per panel (3.5m)	10	15.00	£150.00
BASE43-SML	To prepare and submit Risk Assessments and Method Statements covering maintenance works to client hand over. - Small Projects	1	65.00	£65.00
BASE50	Return to site and collect security fencing once concrete foundations have cured / project is complete	1	0.00	£0.00
Subtotal:				£290.00

Net Total	£10,115.00
VAT	£2,023.00
Gross Total	£12,138.00





Fenland Leisure Products Ltd  
 Fenland House Padgetts Road,  
 Christchurch, Wisbech,  
 Cambridgeshire PE14 9PJ

T: +44 (0)1354 638 359  
 E: sales@fenandleisure.co.uk

www.fenandleisure.co.uk  
 www.onlineplaygrounds.co.uk

Ms Anne Willett  
 Attleborough Town Council  
 Town Hall  
 Queens Square  
 Attleborough  
 Norfolk  
 NR17 2AF  
 England

Ref: 48592  
 Thursday, 15 October 2020

Dear Ms Willett

**Playground Maintenance Estimate for Cygent Close, NR17 2RP.**



Thank you for your enquiry regarding our maintenance services, we now have pleasure in enclosing our estimate for this work as requested.

All our maintenance work is carried out to the European Playground Standards of EN1176 and EN1177. FLP is accredited to both ISO9001:2015 (Quality Assurance), ISO 45001:2018 (Health and Safety Systems) and all our inspectors / field engineers also hold DBS certificates so you can be assured your repairs will be carried out to the highest possible standards providing both in terms of quality and safety.

**Maintenance Estimate No.: 48592**

Swing Wetpour Full replacement				
Code	Product	Qty	Each	Value
BASE07	Removal of Wetpour per m2. (Excluding disposal of waste)	42	10.00	£420.00
BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	42	17.00	£714.00
Subtotal:				£1,134.00



Company Registration Number: 3515119 / VAT Registration Number: 711 2062 93 / Registered in England



Fenland Leisure Products Ltd  
Fenland House Padgetts Road,  
Christchurch, Wisbech,  
Cambridgeshire PE14 9PJ

T: +44 (0)1354 638 359  
E: sales@fenlandleisure.co.uk

www.fenlandleisure.co.uk  
www.onlineplaygrounds.co.uk

Edge preparation for overlay to Springer and Multiplay Unit Pads				
Code	Product	Qty	Each	Value
BASE10	Edge preparation to receive wetpour repair in Linear metres consisting of cutting back 200mm of rubber, base consolidation and edge priming per L/m	51	19.00	£969.00
BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	10	17.00	£170.00
Subtotal:				£1,139.00

New Wetpour Surfacing				
Code	Product	Qty	Each	Value
WETEX	Wetpour impact surfacing consisting of SBR base layer and a 20mm EPDM wearing course. 42m2 @ 50mm 68m2 @ 20mm overlay	1	4,720.00	£4,720.00
Subtotal:				£4,720.00

Preliminaries and Site Set up				
Code	Product	Qty	Each	Value
BASE31	To carry out site set up and preliminaries including setting up area and marking up site for installation.	1	75.00	£75.00
BASE47	To hire, erect and remove Fencing per panel including block feet and clips - per panel (3.5m)	10	15.00	£150.00
BASE43-SML	To prepare and submit Risk Assessments and Method Statements covering maintenance works to client hand over. - Small Projects	1	65.00	£65.00
BASE50	Return to site and collect security fencing once concrete foundations have cured / project is complete	1	0.00	£0.00
Subtotal:				£290.00

Net Total	£7,283.00
VAT	£1,456.60
Gross Total	£8,739.60



Company Registration Number: 3515119 / VAT Registration Number: 711 2062 93 / Registered in England

7h)

## WICKSTEED

### Cygnets Close:

#### Swings:

To dig out and remove the existing Wetpour surfacing @ £1,176

To supply and install 42m<sup>2</sup> of 70mm thick EcoFleck Wetpour surfacing onto the existing bases @ £3,801

#### Springers:

To dig out and remove the existing Wetpour surfacing @ £728

To supply and install 26m<sup>2</sup> of 50mm thick EcoFleck Wetpour surfacing onto the existing bases @ £2,028

#### Multi-Unit:

To dig out and remove the existing Wetpour surfacing @ £1,344

To supply and install 48m<sup>2</sup> of 50mm thick EcoFleck Wetpour surfacing onto the existing bases @ £3,744

Sub-total - £ 12,821

Discount - £1,282.10

Total - £11,538.90 exclude. VAT

Please note the above quotation is based on the assumption:

- the existing bases and edging are suitable to re-use. On digging up the existing Wetpour surfacing, if any ground preparation is required there will be an additional charge.
- There are nearby welfare facilities our installers can use and no heras fencing or storage is required.
- All the works will be carried out at the same time. If you wish to repair 1 surface pad at a time, please note that there is a minimum charge for surface projects at £1,200 + VAT

### **Jodie Midlane**

Area Sales Manager

Wicksteed Playgrounds

Digby Street, Kettering, Northants, NN16 8YJ

Web: [www.wicksteed.co.uk](http://www.wicksteed.co.uk)



100 YEARS OF PLAY  
- SINCE 1918 -

# CERTIFICATE OF GUARANTEE

Wicksteed is proud of its reputation and uses only the highest quality materials in its equipment. Wicksteed was founded in 1876 and is still Great Britain's leading playground manufacturer. This underlines our ability to fulfill promises and obligations arising from our guarantees. Below are the key terms and limitations of each of the guarantees provided by Wicksteed Leisure Limited ("Wicksteed") in respect of our equipment and products. If you need any further information or have any questions please contact us at sales@wicksteed.co.uk

### Our Guarantees

(See overleaf for specific terms & conditions)

**25 year guarantee** against structural failure of steel components manufactured by Wicksteed.

**15 year guarantee** against structural failure of steel components manufactured by Wicksteed on certain Dynamic Products.

**10 year guarantee** against cracking, splitting and delamination on Densetec high density polyethylene panels that form part of the Wicksteed manufactured and supplied products.

**7 year guarantee** against corrosion of Wicksteed manufactured painted steel components.

**5 year guarantee** against corrosion of Wicksteed manufactured Multi Use Games Areas and fencing

**5 year guarantee** of our artificial grass.

**2 year guarantee** against structural failure of consumable parts and components.

**15 year guarantee** against rot and insect infestation of machine rounded structural timber components with steel shoes used on playground equipment.

**10 year guarantee** against rot and insect infestation on laminated pine supports with steel shoes. Also on machine rounded timber installed directly into the ground. These both apply when the timber is used on playground equipment.

**5 year guarantee** against rot and insect infestation on machine rounded timber installed directly into loose fill surfacing.

**2 year guarantee** against rot and insect infestation on timber used for landscaping purposes including timber used on revetments and mounds.

**5 year guarantee** on Wet Pour surfacing and rubber tiles against faulty materials and workmanship.

**2 year guarantee** on Eco-Tumble surfacing against faulty materials and workmanship.

**1 year guarantee** on Wet Pour repairs and overlays carried out by approved Wicksteed personnel.

**1 year guarantee** on Installation works against faulty materials and workmanship.

Signed: *Katherine Perkins* Dated 12 February 2020

Katherine Perkins - Administrative Director



## **Our Guarantees**

### *Specific terms and conditions*

The steel components covered by our **25 year structural failure guarantee** are:

- Uprights
- Decks
- Poles
- Bridges
- Castings

Certain Dynamic units have a **15 year structural failure guarantee**. These units are the: 6040-115 Pendulum Swing and 6060-114 Spin-a-bounce

Our **10 year Densetec guarantee** covers all Densetec high density polyethylene panels that form part of Wicksteed manufactured and supplied products.

The steel components covered by our **7 year corrosion protection guarantee** are Wicksteed manufactured steel products that are protected with the application of an externally coated zinc metal thermal spray pre-treatment applied in accordance with B.S.5493, prior to polyester powder coat painting. All paintwork repairs must be carried out promptly as per Wicksteed's maintenance instructions, using only approved materials, in order to maintain the original level of anti-corrosion protection.

The steel components covered by our **5 year corrosion protection guarantee** are Wicksteed manufactured products which are hot dip galvanized prior to polyester powder coat painting.

Our **5 year artificial grass guarantee** covers:

- Colour fastness and UV stability
- Deterioration of yarn due to water
- Dimensional stability of the carpet
- Yarn tuft lock

Our **2 year structural failure guarantee for consumable parts and components** covers:

- Bearings
- Ropes
- Swing chains
- Fixings
- Springs

The consumable parts and components are not covered by our 5 year corrosion protection guarantee.

Our **15 year, 10 year, 5 year, and 2 year timber guarantees** are against rot and insect infestation which impairs the structural integrity of the product. Untreated timber and cosmetic damage (such as cracks under 8mm), are not covered. Wicksteed uses water based staining products on our timbers which can be subject to some seepage in wet weather during the early stages after installation. This can easily be washed away and is not covered by this guarantee.

Our **5 year Wet Pour guarantee** applies in cases where Wet Pour is laid onto a Wicksteed approved base with concrete pin kerb or block pave edgings. Where Wet Pour is laid onto an existing surface, such as tarmac, the guarantee only covers the Wet Pour itself and does not cover where the surface has been chase cut; the chase cut is guaranteed for 1 year. Where Wet Pour is laid onto existing bases the guarantee only covers the Wet Pour itself and not the integrity of the bases. Wet Pour repairs carried out by authorised Wicksteed personnel are guaranteed for 1 year

The **2 year Eco-Tumble guarantee** does not cover colourfastness as transfer of colour can occur. Where Eco-Tumble is laid onto existing bases the guarantee only covers the Eco-Tumble itself and not the integrity of the bases.

#### Additional terms of cover:

All of our guarantees are subject to the following limitations.

1. The guarantees apply from the date of installation and are subject to provision of proof of the purchase date.
2. The guarantees cover only defects in materials and Wicksteed's liability under the guarantees is limited to repair or replacement of defective products or equipment, at Wicksteed's discretion.
3. The guarantees only apply if the products and equipment have been installed in accordance with Wicksteed's instructions, if all replacement parts are Wicksteed approved and provided that the equipment has been inspected and maintained in accordance, where applicable, with BSEN1176 and Wicksteed's 'Guide to the Inspection and Maintenance of Play Areas/ Inspection Check Lists' which can all be downloaded from [www.wicksteed.co.uk/playscape-inspection.html](http://www.wicksteed.co.uk/playscape-inspection.html).
4. Our guarantees do not cover any damage caused by normal wear and tear, abnormal or improper use, acts of vandalism, accidental damage, fire or flood, ground heave or sub-base movements of any nature, failure to properly maintain or inspect, negligence or subsidence. Our guarantees do not cover discolouration (other than as specifically provided for in our terms) or cosmetic changes, including changes in the colour of wood. Products and equipment which are subjected to the effects of salt spray are excluded from all guarantees.
5. The guarantees are in addition to and do not affect your legal rights and are subject to Wicksteed's general terms and Wicksteed's instructions for installation.
6. The defect must be reported to a member of the Customer Service Team at Wicksteed as soon as it is discovered.
7. The guarantees only apply to products manufactured by Wicksteed Leisure Ltd. In cases where items have been sourced from alternative manufacturers our guarantees will not apply and you will have to rely on the guarantee provided by the manufacturer of the product.



7h)

# FLIGHTS OF FANTASY

CREATIVE PLAY

## Attleborough Town Council Play area Safety Flooring Quotation

19/10/2020

To remove and dispose of all existing fall surfaces to 3 areas.

To lay 50-80mm sub-base rubber chip 4mm-100mm

To lay 15mm-20mm coloured rubber chip safety flooring.

£18,930.00 plus vat

Flights of Fantasy Creative Play Ltd.  
[www.flightsoffantasy.co.uk](http://www.flightsoffantasy.co.uk)

Unit 2, Fern Hill, Dersingham, King's Lynn, Norfolk. PE31 6HT  
Tel: +44 (0) 1485 544114 | Mobile: 07876 220268  
Email: [info@flightsoffantasy.co.uk](mailto:info@flightsoffantasy.co.uk)  
Company registration No: 7832859  
VAT No: 123 7495 11

