ATTLEBOROUGH TOWN COUNCIL
Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
Tel: 01953 456194 - email:enquiries@attleboroughtc.org.uk

You are summoned to the Meeting of
Attleborough Town Council
To be held on Monday, 1 February 2021 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

Cllr Philip Leslie
26 January 2021
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 11 January 2021 **5 Mins**
– for acceptance and approval

6) Planning Matters **5 Mins**

a) Planning Applications – Applications agreed and responses made – for confirmation by members.

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 December 2020 – for information
f) Appointment of Internal Auditor - for resolution

8) Correspondence

a) Norfolk Citizens Advice, financial contribution – **5 Mins**
for consideration and resolution
b) Queens Rd/Church Street war memorial island - planters
for consideration

9) Virtual Meeting Protocol - for consideration and resolution **10 Mins**

10) Project- Website & Social Media - for consideration and resolution **15 Mins**

11) Any other items which the Chairman decides are urgent **10 Mins**
Any items for discussion only –

12) 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/

13) 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

14) Update from Investigation Committee **20 Mins**
a) Investigation Report
b) Judicial Review

MAXIMUM MEETING TIME TWO HOURS

5a)

ATTLEBOROUGH TOWN COUNCIL

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

Minutes of the Virtual meeting of the Attleborough Town Council Held on Monday, 11 January 2021 at 7.00 pm

Present:

Cllr P Leslie - presiding

Cllr K Montague	Cllr B Bulmer	Cllr J Ellis	Cllr V Dale
Cllr T Taylor	Cllr E Tyrer	Cllr A Westby	Cllr Grave
Cllr W Loades	Cllr J Roper	Cllr A Busk	Cllr B Cousins
Cllr T Crouch			

In attendance – Anne Willett – CEO's Assistant (minute taker)

104.20) Mayor's Welcome - Cllr Leslie welcomed and wished everyone a Happy New Year and stated how unfortunate it was to be in yet another lockdown. A huge thank you was extended to all involved in the vaccine rollout.

105.20) Apologies for absence - None received

106.20) Declarations of Interest

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

Cllr Taylor and Cllr Ellis - Agenda item 7a payment - Christmas Lights
Cllr Roper - Agenda item 7a payment - Councillor training health & well being

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

Cllr Taylor declared a pecuniary interest in Agenda Item 13b Judicial Review

107.20) 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.)

108.20a) Minutes of the Town Council meeting held on 7 December 2020

On the motion of Cllr Taylor, seconded by Cllr Grave, it was
RESOLVED to accept the minutes of the meeting of the Town Council meeting held on 7 December 2020.

108.20b) Minutes of the Personnel Committee meeting held on 14 December 2020 – noted for information
ACTION: CEO

109.20) Planning Matters –

109.20a) Planning Applications –

On the motion of Cllr Westby, seconded by Cllr Montague, it was
RESOLVED to approve and accept the following recommendations already agreed and submitted prior to meeting: -

110.20) Financial Matters

a) To authorise payments –

On the motion of Cllr Leslie, seconded by Cllr Bulmer, it was
RESOLVED to accept and approve the following payment list dated 11 January 2021 Total £11,746.47

b) To agree direct debits –

On the motion of Cllr Loades, seconded by Cllr Cousins, it was
RESOLVED to approve and accept the direct debit list dated January 2021 Total £ 24,532.78

c)To receive Income –

On the motion of Cllr Bulmer, seconded by Cllr Montague, it was
RESOLVED to approve and accept the income list for December 2020 Total £180.00

d) Petty Cash payments – Noted for information

e) Income & Expenditure Report November 2020 – Noted for information

ACTION: CEO

111.20) Precept Request for 2021/22 - for resolution

On the motion of Cllr Leslie, seconded by Cllr Bulmer, it was
RESOLVED that we do not increase the precept for the Year 2021/22
ACTION: PL

112.20) Correspondence

a) Residents proposal for Decoy Common, provide gate or style to improve access for dog walkers –

As Decoy Common is owned by the Charities Commission and the Town Council rents from the Church Cllr Tyrer will contact Revd Jackson and report back. In the long term could become part of the ANP and be community led. In short term suggest Grounds staff look at the ditches and Cllr Westby will look to see what can be done now to improve access.

ACTION: ET/AW

b) Larry Gray's funfair annual visit request Tuesday 4 May – Monday 10 May 2021-

On the motion of Cllr Leslie, seconded by Cllr Cousins, it was
RESOLVED to approve providing the relevant Covid restrictions are applied at the time of event

113.20) Any other items which the Chairman decides are urgent

- Coronavirus National Lockdown - A reminder to residents the Corona Virus Help Line 01953 686538 is still active for the vulnerable there is no need to put themselves at risk there are plenty of volunteers helping out. Cllr Leslie passed on thanks for all that do the excellent work.
- Breckland Council have grants available on their website for regenerating local business
- Concerns regarding Lidl not controlling numbers of people allowed in Attleborough store, Cllr Leslie will make representation on this to Breckland.
- Councillor Co-Option Procedure is about transparency, if members of the public would like to apply for the Councillor vacancy, information will be posted on our website under News section and on social media
  On the motion of Cllr Leslie, seconded by Cllr Grave, it was
  RESOLVED to adopt the new Councillor Co-Option Procedure and proceed to advertise the vacancy with the closure date of Friday 12th February 2021.

114.20) Public Participation
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/

115.20) Exclusion of Press and Public
On the motion of Cllr Leslie, seconded by Cllr Ellis, 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.

Member of staff left meeting

116.20) Update from Investigation Committee
a) Investigation Report
Cllr Leslie gave an update

Cllr Taylor declared her pecuniary interest in the Judicial Review Item 13b and left the meeting.

b) Judicial Review
Cllr Leslie gave an update

Meeting closed at 8:42pm

Notes of Residents' Questions
The Chairman read out questions, previously submitted and responded as below: -

It was agreed in the 2nd Public Participation to provide to list the full questions sent to the council as some had only been particularly raised in the meeting. See below:

Question 1
Can ATC get information on where Covid vaccinations will take place? I have only seen distant Poringland referred to earlier on the Attleborough Surgeries website. This is a nonsense with much closer (time/distance) hubs at Thetford, Cringleford, Bowthorpe or N & N. And why not Attleborough? The flu jabs system for us oldies worked brilliantly.
A) Cllr Leslie confirmed he had been in communications with Breckland Council and a site in Attleborough should be finalised shortly

Question 2
Thank you for getting back to me. I would like to ask a question, or rather for your help. I witnessed a very upsetting situation for the second time recently. As the shop is in our town I wanted to bring it to your attention. Shopkeepers demanding for customers to wear lanyards to say they are exempt from wearing masks in their shop and when not proved, removed from the shop. One customer rightly said she doesn't need to wear a land yard to show my disability, she is quite right, but was still asked to leave the shop. I have double checked on this and the doctor say you don't have to have proof of this. In this day and age, I think it's difficult and degrading that I witnessed this going on, not just once but twice. Could you please look into this to stop this discrimination?
A) There is a recommendation to wear a lanyard where possible to be easily identified but it is not law. As a Town Council we cannot instruct shops but we can report back to Breckland Council. We realise there are anxious members of the public who see people without a mask or lanyard but we also want to prevent discrimination, it is a delicate balancing act.

Question 3
Should Mr Crouch attend this evenings meeting I would like to direct the questions contained below to him and would ask that he makes a verbal response during the meeting.
As these questions will be raised during public participation, I would say that I am making these representations as an Attleborough resident and not as a councillor.

(1) Is it true that Mr Crouch's only intention behind attending this evening is to block his seat from becoming vacant?

Mr Crouch has shown no interest in Attleborough, it's residents, community or council since losing the role of Mayor back in July 2020. To my knowledge he has not attended any council meetings, he has not represented the council in any way and he has not engaged in any council correspondence or decision making.

It is my understanding that Mr Crouch also maintained his absence by falling silent through the investigation process and ghosted any attempts made to contact him in relation to this matter, despite being one of the key instigators and leading the council down a path that has resulted in tens of thousands of taxpayers pounds being spent.

(2) In what way does Mr Crouch therefore believe he has shown accountability to the public he serves?

It is well known that if a councillor fails to attend meetings without adequate apologies (for instance serious ongoing illness) for a period of six months they are automatically disqualified from holding their position.

I personally find it extremely coincidental that during his term as Mayor Mr Crouch did not miss a single full council meeting and yet he instantly became absent following the election of a new chairman in July and furthermore, that he is coincidentally back again and able to attend, on what would be the last opportunity to avoid disqualification.

This seems to be a clear, undeniable attempt to block a seat from becoming vacant, by a "councillor" who has failed to represent his constituents and community in any way for a period of six months, and who clearly has no interest in the role and that has abandoned the town entirely in its greatest moment of need.

(3) As a result will Mr Crouch kindly consider handing in his resignation to allow someone committed to the role the opportunity to fill the seat that he has left empty for so long?

A) Cllr Crouch stated he had not attended previous meetings as they clashed with his treatment.

Question 4
Cllr Crouch has not attended any meetings of Attleborough Town Council since he lost his position as Mayor on Monday 20th July 2020. On the 20th of this month, he will have been absent from his duties for a whole 6 months. He was elected to represent the community and for the last six months has failed to do so. What procedures are in place to ensure Cllr Crouch either meets his responsibilities as a Councillor or steps aside for someone who is willing to do so?
A) Cllr Crouch stated he had already given his reply.

Question 5
With the tender tab not working on the town council's website, how does the town council decide who should be approached for a quotation.
A) Cllr Leslie feels the Council is exposed as it does not have a robust transparent tendering process, this will be addressed and hope to have for next Council meeting being held in February.

6)

Planning Applications received to-date

3PL/2021/0043/D – Attleborough: Land Rear of White Pillars London Road – Reserved maters application for erection of two detached dwellings including garages & access following outline permission 3PL/2019/0715/O – Entrance close to other properties, one resident concern regarding flooding, proceed but with caution and adhere to consultee comments. Feel it is overdevelopment, decision to be made taking into consideration access, flooding and neighbour comments.

3PL/2020/1335/CU - ATTLEBOROUGH: Cakes Hill Barn, Ellingham Road - Temporary planning permission for the change of use agricultural dwelling to a holiday let –Please note, application has been referred to Planning Committee – The application has been APPROVED.

3PL/2019/0717/O – Attleborough- Land North of Blackthorn Road – Development of up to 18 dwellings with associated infrastructure, including access road, bunding, SUDs/Swale and landscaping- An appeal has been made to the Secretary of State against decision to refuse to grant planning permission. – All representations must be received by 11th February 2021.

7a)

PAYMENTS 1 FEB 2021						
PAID TO	DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ NO
ERNEST DOE	ZERO TURN RIDE ON WINTER SERVICE SERIAL NO 402800989	OPENSPACES	£ 594.13	£ 118.83	£ 712.96	BACS
ERNEST DOE	ZERO TURN RIDE ON WINTER SERVICE SERIAL NO 402800972	OPENSPACES	£ 556.41	£ 111.28	£ 667.69	BACS
ERNEST DOE	TRACTOR REPAIR TO HEATER	ADMIN	£ 93.65	£ 18.73	£ 112.38	BACS
GLASDON	DOG/LITTER WASTE BINS X 3 + POSTS AND STICKERS	OPENSPACES	£ 478.02	£ 95.60	£ 573.62	BACS
GOFF	ULS GAS OIL 1000	OPENSPACES	£ 528.60	£ 25.43	£ 554.03	BACS
HARLING ELECTRICAL	CONNECT SUPPLY FROM METER POSITION TO CHAPEL KIOSK	CEMETERY	£ 1,816.18	£ 363.24	£ 2,179.42	BACS
ICCM	CEMETERY MANAGEMENT & COMPLIANCE COURSE 2 DELEGATES	ADMIN	£ 270.00	£ 54.00	£ 324.00	BACS
JEWSON	SCAFFOLD BOARD X 6 FOR USE IN CEMETERY	OPENSPACES	£ 191.40	£ 38.28	£ 229.68	BACS
NORFOLK GEEKS	WEBSITE MAINTENANCE & SUPPORT FEB	ADMIN	£ 60.00	£ -	£ 60.00	BACS
PENTAGON	PLAYTURF OVERLAY CYGNET CLOSE	OPENSPACES	£ 7,259.00	£ 1,451.80	£ 8,710.80	BACS
SLCC	VIRTUAL NATIONAL CONFERENCE 12-16 OCTOBER 2020	ADMIN	£ 25.00	£ 5.00	£ 30.00	BACS
STAINES	SUPPLIES GLOVES, HOSE CLIPS ETC.	OPENSPACES	£ 36.20	£ 7.24	£ 43.44	BACS
THURLOW NUNN	DETERGENT, MINI BLADE FUSE, ETC.	OPENSPACES	£ 109.47	£ 21.89	£ 131.36	BACS
VIKING	FILES, PENS, MARKER PENS TIPPEX	ADMIN	£ 37.55	£ 7.51	£ 45.06	BACS
VIKING	HAND TOWELS	TH	£ 75.98	£ 15.20	£ 91.18	BACS
VIKING	DIVIDERS, PLANNER PEN KIT,	ADMIN	£ 36.68	£ 7.34	£ 44.02	BACS
VIKING	FURNITUR POLISH, DUSTERS	TH	£ 8.97	£ 1.79	£ 10.76	BACS
C J WEBSTER	240V LAMP X 4 LED CANDLE LAMP X 12	TH	£ 42.44	£ 8.49	£ 50.93	BACS
PETTY CASH	CASH TOP UP	ADMIN	£ 54.64	£ -	£ 54.64	CHEQUE 000076
			£ 12,274.32	£ 2,351.65	£ 14,625.97	

7b)

DD FEBRUARY 2021

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	£ 118.54	£ 23.71	£142.25
Viridor	Waste collection	TH	Monthly	£ 189.40	£ 37.88	£227.28
Anglian Water	Water	Cemetery	Quarterly		£ -	
Anglian Water	Water	Recreation Ground	Quarterly			
Anglian Water	Water	Chapel Road	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	£ 578.50	£ 115.57	£694.07
Total Gas & Power	Electricity	Public Toilets	Quarterly	£ 364.87	£ 18.25	£383.12
British Gas	Elect Skate Park	OS	Quarterly	£ 143.50	£ 7.17	£150.67
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly	£ 839.96	£ 42.00	£881.96
Siemens	Photocopier	TH	Quarterly			
Phs	Sanitary disposal	Cemetery	Annually			
Phs	Sanitary disposal	TH	Annually			
Fuel Genie	Fuel Dec & Jan	OS	Monthly			
						£4,123.58
HMRC Tax/Nic	BACS		Monthly	£ 4,629.16	£ -	£4,629.16
Norfolk Pension	BACS		Monthly	£ 2,712.55	£ -	£ 2,712.55
Staff Salary	BACS		Monthly	£ 13,278.41	£ -	£ 13,278.41
						£20,620.12
TOTAL						**£24,743.70**

7c)

	INCOME JANUARY 2021	
Banked Monies		
	Burials	£ 1,070.00
	Hall Bookings	£ 144.00
	Gaymers Bowls Water	£ 225.95
	Total	**£ 1,439.95**

7d)

DATE	DETAILS	REC'D	OUT	BALANCE	MISC	POSTAGE	TOWN HALL
1.1.21	B FWD.	1975 22	60 00	340 00	351 56	45 84	24 9
7.12.20	Lidl milk		1 60	338 40	1 60		
17.12.20	Lidl milk sugar/ coffee		3 04	335 36	3 04		
29.12.20	Lidl milk		1 00	334 36	1 00		
9.1.21	Lidl milk		1 00	333 36	1 00		
25.1.21	Staff Subsistence 31 Dec - 28 Jan		48 00	285 36			
25.1.21	Cash. cheque 000075	60 00		345 36			
			54 64	345 36	6 64	—	—
		2035 22	54 64	345 36	358 20	45 84	24 9

4230 115 ARCHIVE	4230 221 OPEN SPACES	4123 101 STATIONERY	4230 101 MEETING REFRESHMENTS	4010 101 MILEAGE	4230 [illegible] MARKET	ADMIN	4230 [illegible] TIC	—	VAT
—	129 82	8 13	—	168 30	—	828 00	—	—	78 59
									—
									—
									—
									—
						48 00			—
—	—	—	—	—	—	48 00	—	—	—
—	129 82	8 13	—	168 30	—	876 00	—	—	78 59

Attleborough Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2020

7e)

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration							
1050	Income	0	410	410			0.0%	
1171	London Road Play Area Section	94,043	0	(94,043)			0.0%	
1376	Precept	581,199	581,200	1			100.0%	
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	123	600	477			20.5%	
	Administration :- Income	**677,099**	**586,959**	**(90,140)**			**115.4%**	**0**
4000	Staff Costs	248,336	359,135	110,799		110,799	69.1%	
4001	Other Employment Costs	834	10,000	9,166		9,166	8.3%	
4002	website	1,100	1,986	886		886	55.4%	
4004	Health & Safety	1,282	2,101	819		819	61.0%	
4005	Training	32	7,000	6,968		6,968	0.5%	
4010	Travelling Expenses	168	1,104	936		936	15.2%	
4020	Miscellaneous Expenses	1,169	2,050	881		881	57.0%	
4023	Subscriptions	1,451	3,500	2,049		2,049	41.5%	
4025	Insurances	8,372	8,500	128		128	98.5%	
4027	Bookkeeping	585	1,336	751		751	43.8%	
4028	Office Internet	0	386	386		386	0.0%	
4029	Photocopier Usage Fee	188	3,500	3,312		3,312	5.4%	
4031	Computer	7,014	3,500	(3,514)		(3,514)	200.4%	
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	2,050	3,075	1,025		1,025	66.7%	
4044	Highway Improvements	0	1,025	1,025		1,025	0.0%	
4051	Bank Charges	304	500	196		196	60.7%	
4055	Judicial Review Claim	5,000	0	(5,000)		(5,000)	0.0%	
4056	Consultancy	1,327	10,000	8,673		8,673	13.3%	
4057	Audit Fees	(186)	2,165	2,351		2,351	(8.6%)	
4058	Legal Fees	34,459	13,000	(21,459)		(21,459)	265.1%	
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	2,961	2,428	(533)		(533)	121.9%	
4122	Postages	320	918	598		598	34.9%	
4123	Stationery	1,807	2,460	654		654	73.4%	
4147	Photocopier Lease payments	1,390	2,165	775		775	64.2%	
4190	Equipment Purchase	630	2,760	2,130		2,130	22.8%	
4230	Supplies	505	220	(285)		(285)	229.5%	
4231	Advertising	789	2,000	1,211		1,211	39.5%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4298	Covid General Expenses	586	0	(586)		(586)	0.0%	
4300	Premises Licence	441	0	(441)		(441)	0.0%	
	Administration :- Indirect Expenditure	**324,166**	**461,932**	**137,766**	**0**	**137,766**	**70.2%**	**0**
	Net Income over Expenditure	**352,933**	**125,027**	**(227,906)**				
112	Street Lights							
4400	Expenditure	(1,712)	30,000	31,712		31,712	(5.7%)	
4402	Public Lighting	9,061	0	(9,061)		(9,061)	0.0%	
	Street Lights :- Indirect Expenditure	**7,349**	**30,000**	**22,651**	**0**	**22,651**	**24.5%**	**0**
	Net Expenditure	**(7,349)**	**(30,000)**	**(22,651)**				
113	Toilets							
4110	Rates	1,729	2,508	779		779	68.9%	
4112	Water	517	1,025	508		508	50.4%	
4113	Electricity	424	1,025	601		601	41.4%	
4145	Maintenance/Repairs	360	974	614		614	37.0%	
4190	Equipment Purchase	0	111	111		111	0.0%	
4230	Supplies	368	866	498		498	42.5%	
4255	Safety Checks	30	180	150		150	16.7%	
	Toilets :- Indirect Expenditure	**3,428**	**6,689**	**3,261**	**0**	**3,261**	**51.2%**	**0**
	Net Expenditure	**(3,428)**	**(6,689)**	**(3,261)**				
114	Christmas Lights							
1050	Income	0	3,075	3,075			0.0%	
	Christmas Lights :- Income	**0**	**3,075**	**3,075**			**0.0%**	**0**
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	10,842	16,557	5,715		5,715	65.5%	
	Christmas Lights :- Indirect Expenditure	**10,842**	**20,751**	**9,909**	**0**	**9,909**	**52.2%**	**0**
	Net Income over Expenditure	**(10,842)**	**(17,676)**	**(6,834)**				
115	Archive							
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%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4123	Stationery	0	262	262		262	0.0%	
4230	Supplies	0	316	316		316	0.0%	
	Archive :- Indirect Expenditure	**0**	**1,118**	**1,118**	**0**	**1,118**	**0.0%**	**0**
	Net Expenditure	**0**	**(1,118)**	**(1,118)**				
116	Attleborough Neighbourhood Pla							
4400	Expenditure	0	10,506	10,506		10,506	0.0%	
	Attleborough Neighbourhood Pla :- Indirect Expenditure	**0**	**10,506**	**10,506**	**0**	**10,506**	**0.0%**	**0**
	Net Expenditure	**0**	**(10,506)**	**(10,506)**				
180	Restricted Funds							
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	**1,500**	**0**	**(1,500)**				**0**
4500	Covid-19 Community Response Fu	900	0	(900)		(900)	0.0%	
4502	VE Day Grant	1,179	0	(1,179)		(1,179)	0.0%	
	Restricted Funds :- Indirect Expenditure	**2,079**	**0**	**(2,079)**	**0**	**(2,079)**		**0**
	Net Income over Expenditure	**(579)**	**0**	**579**				
201	Open Spaces							
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	10,845	15,000	4,155			72.3%	
1106	Sports Letting	910	1,396	486			65.2%	
1150	Re-imbursement of Utilities	57	0	(57)			0.0%	
1152	Repayment church wall damage	100	0	(100)			0.0%	
	Open Spaces :- Income	**12,125**	**21,425**	**9,300**			**56.6%**	**0**
4020	Miscellaneous Expenses	45	433	388		388	10.4%	
4110	Rates	680	757	77		77	89.8%	
4112	Water	1,136	410	(726)		(726)	277.0%	
4113	Electricity	449	615	166		166	73.0%	
4123	Stationery	0	55	55		55	0.0%	
4140	Fuel	1,893	2,300	407		407	82.3%	
4143	Equipment Hire	543	800	257		257	67.9%	
4144	Tree Work	1,024	2,000	976		976	51.2%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4145	Maintenance/Repairs	17,760	30,000	12,240		12,240	59.2%	
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	1,327	1,891	564		564	70.2%	
4230	Supplies	6,173	8,657	2,484		2,484	71.3%	
4255	Safety Checks	575	2,050	1,476		1,476	28.0%	
4295	Cemetery expenses	8,735	0	(8,735)		(8,735)	0.0%	
4296	Van	1,773	1,500	(273)		(273)	118.2%	
4298	Covid General Expenses	4,451	0	(4,451)		(4,451)	0.0%	
4300	Premises Licence	180	325	145		145	55.4%	
4400	Expenditure	1,240	841	(399)		(399)	147.4%	
4501	Play Areas Consultancy	18,993	0	(18,993)		(18,993)	0.0%	
	Open Spaces :- Indirect Expenditure	**67,751**	**62,090**	**(5,661)**	**0**	**(5,661)**	**109.1%**	**0**
	Net Income over Expenditure	**(55,627)**	**(40,665)**	**14,962**				
210	Attleborough in Bloom							
1050	Income	50	892	842			5.6%	
	Attleborough in Bloom :- Income	**50**	**892**	**842**			**5.6%**	**0**
4230	Supplies	(42)	442	484		484	(9.5%)	
4400	Expenditure	0	526	526		526	0.0%	
	Attleborough in Bloom :- Indirect Expenditure	**(42)**	**968**	**1,010**	**0**	**1,010**	**(4.3%)**	**0**
	Net Income over Expenditure	**92**	**(76)**	**(168)**				
211	Markets							
1050	Income	0	1,200	1,200			0.0%	
	Markets :- Income	**0**	**1,200**	**1,200**			**0.0%**	**0**
4001	Other Employment Costs	0	630	630		630	0.0%	
4123	Stationery	0	55	55		55	0.0%	
4230	Supplies	0	55	55		55	0.0%	
4298	Covid General Expenses	187	0	(187)		(187)	0.0%	
4400	Expenditure	0	1,104	1,104		1,104	0.0%	
	Markets :- Indirect Expenditure	**187**	**1,844**	**1,657**	**0**	**1,657**	**10.1%**	**0**
	Net Income over Expenditure	**(187)**	**(644)**	**(457)**				
290	Open Spaces Capital Exps.							
4190	Equipment Purchase	0	48,310	48,310		48,310	0.0%	
4194	Litter bins	478	2,627	2,149		2,149	18.2%	
	Open Spaces Capital Exps. :- Indirect Expenditure	**478**	**50,937**	**50,459**	**0**	**50,459**	**0.9%**	**0**
	Net Expenditure	**(478)**	**(50,937)**	**(50,459)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	Town Hall							
1000	Booking Fees	2,422	8,000	5,578			30.3%	
1005	Office Rents	0	4,203	4,203			0.0%	
1007	Bar Rent	0	820	820			0.0%	
	Town Hall :- Income	**2,422**	**13,023**	**10,601**			**18.6%**	**0**
4050	Refund of Hall Hire monies	288	0	(288)		(288)	0.0%	
4110	Rates	11,115	15,375	4,260		4,260	72.3%	
4111	Gas	1,202	2,101	899		899	57.2%	
4112	Water	235	1,051	816		816	22.3%	
4113	Electricity	1,444	3,075	1,631		1,631	47.0%	
4145	Maintenance/Repairs	5,999	3,678	(2,321)		(2,321)	163.1%	
4190	Equipment Purchase	0	2,311	2,311		2,311	0.0%	
4220	Cleaning	450	2,000	1,550		1,550	22.5%	
4225	Refuse Collections	1,408	1,932	524		524	72.9%	
4230	Supplies	1,136	1,624	488		488	69.9%	
4231	Advertising	0	106	106		106	0.0%	
4255	Safety Checks	576	550	(26)		(26)	104.7%	
4257	Major Repairs	0	1,051	1,051		1,051	0.0%	
4298	Covid General Expenses	1,186	0	(1,186)		(1,186)	0.0%	
4300	Premises Licence	180	497	317		317	36.2%	
	Town Hall :- Indirect Expenditure	**25,219**	**35,351**	**10,132**	**0**	**10,132**	**71.3%**	**0**
	Net Income over Expenditure	**(22,797)**	**(22,328)**	**469**				
311	TIC							
4122	Postages	0	10	10		10	0.0%	
4123	Stationery	0	84	84		84	0.0%	
4127	Gifts	0	22	22		22	0.0%	
4230	Supplies	0	103	103		103	0.0%	
	TIC :- Indirect Expenditure	**0**	**219**	**219**	**0**	**219**	**0.0%**	**0**
	Net Expenditure	**0**	**(219)**	**(219)**				
501	Contingency							
4400	Expenditure	22,605	27,270	4,665		4,665	82.9%	
	Contingency :- Indirect Expenditure	**22,605**	**27,270**	**4,665**	**0**	**4,665**	**82.9%**	**0**
	Net Expenditure	**(22,605)**	**(27,270)**	**(4,665)**				

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Attleborough Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**693,196**	**626,574**	**(66,622)**			**110.6%**	
Expenditure	**464,062**	**709,675**	**245,613**	**0**	**245,613**	**65.4%**	
Net Income over Expenditure	**229,134**	**(83,101)**	**(312,235)**				
Movement to/(from) Gen Reserve	**229,134**						

8a)

Norfolk Citizens Advice – Norwich

The Forum, Millennium Plain, Norwich, NR2 1TF

A local charity for the whole community

To the Parish Clerk

26 January 2021

Dear Sir/Madam

I am writing to ask if you would consider supporting Norfolk Citizens Advice with a financial contribution. We have needed to adapt our service considerably over the last 12 months and have been able to provide our accredited advice to local people via phone, email and webchat as we rapidly scaled up our digital services. During August, some of our offices (where there was sufficient space for social distancing), re-opened to enable those who cannot access digital advice to meet with an advisor face to face once again. However, since the introduction of the latest lockdown we have had to revert to providing our support remotely and we can see that the need for this level of digital support will not drop over the coming months.

Over the full year of 2020, of which the nine months since the end of March have been severely impacted by the pandemic, we have supported 17,828 local people with 60,178 issues.

Over the last six months, we have seen a significant shift in the types of people who are wanting support, and the issues that they need help with. Our clients are now in the main people of working age – 75% are between the ages of 19 and 65, with a peak in need between the ages of 25 – 35. Almost a third of those contacting us need support with Universal Credit, with other common issues as employment and debt. It is also significant that by far the biggest need for help with all benefit queries is around making an initial claim.

We have been able to make a significant difference to our clients during the pandemic - *of the clients helped during 2020 we have enabled local people to gain over £3.6 million in income and helped to write off over £755,000 of debt.*

I would like to ask for your support whilst we continue to not only provide vital accredited advice but also consistently expand and adapt our work as circumstances evolve. If you would be able to support us we would be very grateful.

If you wish to receive a brief report on how many people we have supported within the Parish, please let us know.

With many thanks for your time and consideration.

[redacted]

[redacted] Chief Executive
Norfolk Citizens Advice 01603 273110 / 07715 653585 Email: j.cheyette@ncab.org.uk

Adviceline: 0800 144 88 48 **Admin:** 01603 273 120 **Business Email:** public@ncab.org.uk

@CAB_Norfolk @NorfolkCAB https://www.ncab.org.uk/

Norfolk CAB has a complaints handling procedure. To request a complaints leaflet please email public@ncab.org.uk.

Norfolk Citizens Advice
A charitable company limited by guarantee and registered in England & Wales
R/O: The Forum, Millennium Plain, Norwich, Norfolk, NR2 1TF
Company Registration No. 3617412 Charity Registration No.1071297 OISC No. N201400325 VAT No: 688 8997 22
Authorised and regulated by the Financial Conduct Authority FRN: 617678

8 b)

Subject: Queens Road / Church Street war memorial island - planters

Good morning,

I am emailing to follow up on a scheme Norfolk County Council recently completed in Attleborough, on Queens Road / Exchange Street / Church Street and throughout Queens Square.

One item picked up in the post-construction safety audit for this scheme was that the planters on the war memorial island may present a visual obstruction to drivers emerging onto Queens Square / Church Street from Queens Road, particularly as one of the planters is located close to the Give Way line. I have provided a photograph below. The specific issue is the planter on the eastern corner of the island, in the centre of the photo. As the decorations inside the planter grow in the spring and summer this could become a more noticeable issue, so I wanted to enquire as to whether Attleborough Town Council could relocate this planter to reduce the risk of any incidents occurring. It's a recommendation picked up by our independent safety auditors so we as designers would be unlikely to disagree with them without good cause – if you could raise it that would be much appreciated.

Happy to discuss if required.

Thanks and regards.

Kurt.

Attleborough Town Council

VIRTUIAL MEETING PROTOCOL & GUIDANCE

The guide below provides an overview of how to attend virtual meetings using the Zoom video and audio conferring tool.

Pre-requisites

Before you attend the virtual meeting, you should check the Zoom conferencing software is downloaded on your device. You can access the meeting from any internet connected device with audio and video capability.

Please ensure your device is fully charged before attending the meeting, and if possible, have it connected to a power supply throughout to avoid the possibility of the battery running low and your device turning off during the meeting.

Attending the Meeting – Zoom

An invite will be sent to you by email. The invite will include a link in the message to join the meeting or register prior to the meeting.

You can also join the meeting from any device with Zoom installed by typing in the unique 9-digit meeting code which will be included in your invite, or approved registration code.

When joining the meeting you may be held in the 'Waiting Room' and will be admitted to the meeting by the host/co-host, you will then be asked to provide your name. Please do so using your full forename and surname prefixed with the word "Cllr" as this will allow all participants to see who has joined the meeting.

Please be mindful of the physical location you are joining the meeting from.

Meeting Etiquette

The meeting will be live streamed on YouTube. Once you join the meeting please mute your microphone audio. This avoids unnecessary background noise disturbing the meeting. Controls to mute/unmute your audio will be displayed on the screen; however, you should only use this button in the circumstances mentioned below. Remember the public can hear and see you, even if you cannot see or hear them.

General Rules

- Please ensure your background, which will be visible on video, is suitable;
- Please ensure you dress appropriately;
- Please ensure you are sitting in clear view of the camera;
- Please close all doors to the room you are sitting in to avoid unnecessary interruptions;
- Please keep your mobile phone on silent to avoid unnecessary interruptions;
- Please ensure you read the agenda fully in advance of the meeting;
- Please prepare any notes prior to the meeting for ease of reference during the meeting – this may save you time when referring to the agenda during the meeting;
- You may find it useful, if you have 2 devices, to view your papers on one and the meeting on the other.
- Please ensure that no confidential papers can be seen on screen.
- Please join the meeting at least 10 minutes prior to the start to ensure any technical issues can be resolved;
- When discussing an exempt item, the Councillor/Officer must ensure that they are alone and cannot be overlooked/overheard.

Practical steps

1. Attendance at the meeting.
    a. When you join the meeting please ensure that your name appears correctly. You can 'rename' by clicking on the 'Participants' button and choosing the rename option.
    b. The Chairman will work through the agenda inviting the lead Councillor/Officer to introduce and speak on each item as appropriate. Any members who wish to ask a question will need to raise their hand.
    c. Remain on mute until invited to speak – and then to avoid feedback, re-mute after you have asked your question.
    d. The Chairman will seek Declarations of Interests in the usual manner. Members with a declaration should indicate this by raising their hand. The Chairman will invite the councillor to unmute and declare their interest. This councillor will, at the relevant item, be removed from the meeting and placed in the virtual waiting room until discussion and voting on that item has completed, after which they will return to the meeting.
2. Voting at the meeting.
    a. Once a motion/report has been discussed and all questions answered, the Chairman will ask for a proposer and a seconder (if required) – this again should be done by raising your hand – each councillor will then be invited to speak in turn.
    b. The Chairman will then invite the Councillors to vote, again by raising their hand.
    c. At the end of the votes the Chairman will read out the conclusion of the votes.
    d. A record of how each member voted will not be recorded unless a formal recorded vote has been requested in accordance with Standing Orders.
3. At the conclusion of the meeting the Chairman will formally close the meeting and all Councillors will need to leave the meeting.

9)

Attleborough Town Council
For consideration at the TC meeting on 1 February 2021

Code of Conduct : confidentiality requirements

It has come to light that the legal requirement of The Local Authorities (Model Code of Conduct) Order 2007 to include a confidentiality clause in the Code of Conduct to be observed by all Councillors is not reflected in the template previously used by Attleborough Town Council.

It is therefore proposed to insert a new sub-paragraph XI into paragraph 1.3, as set out below. The existing sub-paragraph XI will become sub-paragraph XII.

XI Not disclosing to anyone else any information given to me in confidence; nor disclosing any information coming into my possession (including at a meeting or committee meeting of the Council) which I believe or might reasonably be expected to believe to be of a confidential nature; except in one of the following circumstances :

- *i) I have received the consent of a person authorised to give it; or*
- *ii) I am required by law to do so; or*
- *iii) the disclosure is made to a third party for the purpose of obtaining professional advice, provided that the third party undertakes not to disclose the information to any other person; or*
- *iv) the disclosure is reasonable and in the public interest and made in good faith to comply with a reasonable requirement of the Council.*