



ATTLEBOROUGH TOWN COUNCIL

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

You are summoned to the Annual Meeting of Attleborough Town Council To be held on Tuesday 4th May 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/ukxi/2020/392/contents/made>

Cllr Philip Leslie
27th April 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 Election of Chairman/Town Mayor for the municipal year 2021-2022

To receive nominations and elect the Chairman/Mayor. As this is a virtual meeting, signing the Declaration of Acceptance of Office will happen as soon as responsibly possible after the meeting.

2 Election of Deputy Chairman/Deputy Mayor for the municipal year 2021-2022

To receive nominations and elect the Deputy Chairman/Mayor. As this is a virtual meeting, signing the Declaration of Acceptance of Office will happen as soon as responsibly possible after the meeting.

3 Apologies for Absence

To receive and accept apologies for absence.

4 Declarations of Interest

1 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)

2 To receive and consider dispensations in respect of Disclosable Pecuniary Interests.

5 Public Participation (10 Minutes)

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/>

6 Minutes of the Town Council meeting held on 12th April 2021

For acceptance and approval.

7 Planning Matters

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

8 Financial Matters

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 March 2021** – for information

f) **Acceptance of offer from Rogers & Norton regarding outstanding legal matters** – for ratification

9 Correspondence

a) **Residents request to start ladies only kickboxing/boxercise class** – for consideration and resolution

10 Committee Terms of Reference for the municipal year 2021-2022

To review the following terms of reference for acceptance and approval:

a) **Personnel**

b) **Attleborough Neighbourhood Plan**

11 Committee Members for the municipal year 2021-2022

To nominate members for the following committees:

c) **Personnel**

d) **Attleborough Neighbourhood Plan**

12 Meeting Schedule for Ordinary Meetings for the municipal year 2021-2022

For discussion and resolution.

13 Representatives on outside bodies Municipal Year 2021-2022

To nominate members for outside bodies:

- Attleborough Health, Care and Well Being Trust
- Attleborough Charities
- Attleborough Heritage Group
- Banham Poultry
- BDC Gypsy and Travellers Strategy
- Community Emergency Coordinator
- Connaught Hall
- East Harling Internal Drainage Board
- Snetterton Circuit Liaison Group
- SNAP Police Liaison
- Press & Media
- Town Archives
- Twinning Association
- Football Club

14 Annual Review of Documents

To review the following documents for acceptance and approval:

- Standing Orders (Apr 2021)
- Financial Regulations & Procurement Policy (Apr 2021)
- Member Officer Protocol (Oct 2020)
- Code of Conduct (Apr 2021)
- Meetings Protocol (Apr 2021)
- Virtual Meetings Protocol (Jan 2021)
- Councillor Co-Option Procedure (Jan 2021)
- Grievance Policy & Procedure (Oct 2020)
- Complaints Policy & Procedure (Oct 2020)
- Equality Policy
- Grants Awards Policy (noted as S137 payments)
- Lost/Found Child Policy
- The Flying of Model Planes & Drones on Council Land Policy
- Social Media & Electronic Communication Policy
- Smoke Free Policy
- Whistleblowing Policy
- Freedom of Information Act 2000 – Policy & Procedure (Apr 2021)
- Data Protection Policy (Apr 2021)

15 Any Other Items which the Chairman decides are urgent

Any items for discussion only.

- a) Press Release – Official Apology to Cllrs Tyrer & Taylor (to be read out and released)
- b) Potential Release Date of Judicial Review Investigation Report (for discussion)

16 Public Participation (10 Minutes)

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/>

17 Date for Annual Assembly

For discussion and resolution.

Maximum Meeting Time is 2 Hours



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, 12 April 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 L Grave
Cllr J Francis			

In attendance – Anne Willett – CEO's Assistant (minute taker)
Andrew Smith, Sue Marsh

147.21) Mayor's Welcome – Cllr Leslie announced a one-minute silence for HRH The Prince Philip, Duke of Edinburgh, a remarkable person. Condolences were also expressed for Terry Cracknell who had recently passed away, like Prince Philip he spoke his mind and a remarkable powerhouse. An acknowledgement was made for the tremendous support received from the Coronavirus Helpline who had now received it's one thousand call, as well as the tremendous success of Bakeaholics, an inspiration that really showed community spirit. Things will get better and move forward.

148.21) Apologies for absence -

Cllr Crouch – Unwell

Cllr Cousins - Unwell

149.21) Councillor Co-Option –

It was confirmed that two applications had been received for the existing two vacancies for Town Councillors.

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

RESOLVED by a majority to co-opt Mr Andrew Smith as Town Councillor

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

RESOLVED by a majority to co-opt Mrs Sue Marsh as Town Councillor. Declaration of Acceptance Office forms would be emailed to each for signatures. Cllr Smith and Cllr Marsh then took their seats with the members for the remainder of the meeting.

ACTION: CEO

150.21) Declarations of Interest

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

Cllr Ellis & Cllr Taylor - Item 8a Christmas Lights.

Cllr Francis – Item 8h Wymondham & Attleborough Talking Newspaper

Cllr Francis - Item 9e St John Ambulance, Celebrate the work volunteers have done during Covid

Cllr Leslie – Item 8a Eastern Attachments

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received

151.21) Public Participation - 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.)

152.21a) Minutes of the Town Council meeting held on 1 March 2021

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

RESOLVED to accept the minutes of the meeting of the Town Council meeting held on 1 March 2021.

ACTION: CEO

153.21) Planning Matters –

153.21a) Planning Applications –

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

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

154.21) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 12 April 2021

Total £25,114.44

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated April 2021

Total £ 16,793.85

c) To receive Income –

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

RESOLVED to approve and accept the income list for March 2021

Total £65,378.54

d) Petty Cash payments – Noted for information

e) Income & Expenditure Report February 2021 – Noted for information

f) NARS Grant Application –

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

RESOLVED to approve donation for £250

g) Club 99 Attleborough Summer Play Scheme Grant Application –

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

RESOLVED to approve donation for £250

h) Wymondham & Attleborough Talking Newspaper Grant Application –

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

RESOLVED to accept 50% of donation request and approve £122.70

i) Appointment of Internal Auditor –

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

RESOLVED to appoint Kerry Butcher Accountancy as Internal Auditor

j) Norfolk Parish Training & Support –

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

RESOLVED to ratify this decision

k) Fun Fest Team Firework Display 31st October 2021 Use of Recreation Ground & request for financial support of £2,000 –

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

RESOLVED to approve use of Recreation Ground and financial support of £2,000

ACTION: CEO

155.21) Correspondence

a) Russells International Circus request to visit Recreation Ground –

On the motion of Cllr Grave, seconded by Cllr Bulmer, it was **RESOLVED** to approve request providing strict Covid 19 guidelines are followed at the time, to charge a nominal rent plus use of electric and take a refundable damage deposit.

b) Tracy Turner request to use Town Hall FOC –

On the motion of Cllr Bulmer, seconded by Cllr Westby, it was **RESOLVED** to accept and approve the application made

c) Attleborough Heritage Group Use of Town Hall –

On the motion of Cllr Leslie, seconded by Cllr Tyrer, it was **RESOLVED** in principal agree subject to looking at the hall booking diary

d) Concern Regarding Car Parking Rosecroft School – Notify Police and pursue conversations with relevant parties to find a solution

e) St John Ambulance, Celebrate the work volunteers have done during Covid

On the motion of Cllr Leslie, seconded by Cllr Grave, it was **RESOLVED** in principal to support this and explore details possibly with St Mary's Church

ACTION: CEO

156.21a) Taylor Wimpey Allotment Tenancy Agreement –

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was **RESOLVED** to accept the new tenancy agreement and allocate as per waiting list

b) Tennis Court Proposal –

On the motion of Cllr Bulmer, seconded by Cllr Francis, it was **RESOLVED** to accept and approve both proposals

ACTION: CEO/JF

157.21) VE Day –

Cllr Tyrer gave an update – The British Legion would want to participate this year and would probably do something similar to last year on Queens Square and would be working on a program over the next two weeks to hopefully involve the Attleborough Academy as well.

On the motion of Cllr Tyrer, seconded by Cllr Westby, it was **RESOLVED** to approve the use of Queens Square and roads around it on VE Day.

ACTION: ET

158.21) Any other items which the Chairman decides are urgent

No other items

159.21) Public Participation

Cllr Leslie acknowledged receiving an email regarding parking which would be fed in with the other discussions taking place.

160.21 Date for Annual Meeting

On the motion of Cllr Grave, seconded by Cllr Dale, it was **RESOLVED** to set a date for Tuesday 4th May 2021 at 7pm

Meeting closed at 8:46pm

Notes of Residents' Questions

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

Question

- 1) Having received my council tax statement for the coming year, what is the community going to see completed and benefit from 2021/2022 from the monies collected on our behalf? I.e. The mythical new Skate Park springs instantly to mind. (I may have missed any update this?)
- A) Corrective work is going to be carried out – ANP will evaluate and is on their project list. We didn't raise our precept this year.

Question

- 2) Is ATC complaints procedure now fit for purpose?
- A) Yes it is fit for purpose

Question

- 3) Are you able at least to publish an "interim" report on the ATC debacle set in motion by your predecessor and previous clerk?
- A) Not yet until we have the legal situation concluded as could prejudice any outcome.

Question

- 4) Are you able to confirm when ATC Tree Stock review is taking place? The hedge I look onto looks very different from your side!
- A) A Tree survey was carried out during 2019 the next one is due during 2022

7)

Planning Applications received to-date.

3PL/2021/0542/HOU – ATTLEBOROUGH: 38 Springfields – single storey side extension – No Objections

3PL/2021/0536/VAR – ATTLEBOROUGH: Land to the South West of Ellingham Road – Variation of Condition No 3 on 3PL/2018/0791/O – Access & layout revised – No objections

3PL/2021/0554/F – ATTLEBOROUGH: Unit 6 of Industrial Building Bunns Bank Road – Full planning for the change of use application for Unit 6 within industrial building from B2 General Industrial to E (d) Indoor sports, recreation & fitness, & associated internal works. – No objections – more of a question to Breckland in terms of how it will maintain a level of available B2/B8 facilities in the town?

3PL/2021/0330/F – ATTLEBOROUGH: Telephone Exchange High Street Attleborough – Provision of a standard 20ft shipping container at the rear of the Telephone exchange within service yard. The container is to house materials & equipment to support the roll out of fibre broadband in the area – No objections

3PL/2021/0398/HOU – ATTLEBOROUGH: 10 Ash Tree Close, Attleborough – Single storey side extension – No objections

1

PAYMENTS 4 MAY 2021						
PAID TO	DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ NO
ARROWCLEAN	APRIL CLEAN WINDOWS	TH	£ 45.00	£ -	£ 45.00	BACS
ABACUS	REPLACE BATTERIES X 4 + SIM CARD	OPENSACES	£ 91.67	£ 18.33	£ 110.00	BACS
AGROVISTA	ROSATE 5 LTR	OPENSACES	£ 196.00	£ 39.20	£ 235.20	BACS
AMBEROL	WICKER HANGING BASKET SAMPLE	OPENSACES	£ 49.25	£ 9.85	£ 59.10	BACS
BRECKLAND COUNCIL	PUBLIC LIGHTING 2nd INSTALMENT	STREET LIGHTS	£ 16,349.05	£ 3,269.81	£ 19,618.86	BACS
CLUB 99 ATT PLAY SCHEME	GRANT DONATION	ADMIN	£ 250.00	£ -	£ 250.00	BACS
ERNEST DOE	MEASURINGWHEEL	OPENSACES	£ 41.25	£ 8.25	£ 49.50	BACS
EVANS	SKIP HIRE	OPENSACES	£ 116.67	£ 23.33	£ 140.00	BACS
FUN FEST TEAM	FIREWORKS GRANT DONATION	ADMIN	£ 2,000.00	£ -	£ 2,000.00	BACS
ICCM	ANNUAL SUBSCRIPTION	ADMIN	£ 95.00	£ -	£ 95.00	BACS
JLE CONTRACTORS	INVESTIGATE & REPAIR EXTERNAL LIGHTING COMPOUND	OPENSACES	£ 125.70	£ 25.14	£ 150.84	BACS
KERRY BUTCHER	PAYROLL JAN/FEB/MAR PENSION YEAR END	ADMIN	£ 495.00	£ 99.00	£ 594.00	BACS
MICROSHADE	HOSTED APPLICATION SERVICE	ADMIN	£ 418.70	£ 83.74	£ 502.44	BACS
MW SURFACING	SURFACING WORKS CHURCH PATHWAYS	OPENSACES	£ 2,557.00	£ 511.40	£ 3,068.40	BACS
NARS	GRANT APPLICATION	ADMIN	£ 250.00	£ -	£ 250.00	BACS
NORFOLK GEEKS	WEBSITE SUPPORT & MAINTENANCE APRIL	ADMIN	£ 60.00	£ -	£ 60.00	BACS
NOFOLK PARISH TRAINING	VARIOUS COUNCILLOR TRAINING	ADMIN	£ 516.00	£ -	£ 516.00	BACS
RIALTAS	YEAR END CLOSEDOWN	ADMIN	£ 560.00	£ 112.00	£ 672.00	BACS
STAINES	PAPER TOWELS	TH	£ 39.05	£ 7.81	£ 46.86	BACS
THURLOW NUNN	TURNING LIGHT,2 STROKE OIL, LINE BULK	OPENSACES	£ 144.18	£ 28.83	£ 173.01	BACS
VIKING	A4 COPIER, FOLD BACK CLIPS	ADMIN	£ 35.66	£ 7.18	£ 43.06	BACS
VIKING	FACE MASKS	TH	£ 39.97	£ 7.99	£ 47.96	BACS
VIKING	SUPPLIES	OPENSACES	£ 5.58	£ 1.11	£ 6.69	BACS
VIKING	TOILET ROLLS	TH	£ 26.88	£ 5.38	£ 32.26	BAC
WYM & ATT TALKING NEWS	GRANT DONATION	ADMIN	£ 122.70	£ -	£ 122.70	BACS
PETTY CASH	CASH TOP UP	ADMIN	£ 60.45	£ -	£ 60.45	CHQ 000079
			£ 24,690.76	£ 4,258.35	£ 28,949.33	

8b)

DD MAY 2021

Name	Description	Service	Bill Freq	Net	Vat	Total
British Gas	Electricity	Chapel	Quarterly	£ 4.61	£ 0.17	£ 4.78
Vodafone	mobiles	Admin	Monthly	£ 120.06	£ 24.02	£144.08
Bank Charges	Barclays	TH	Monthly	£ 7.45	£ -	£7.45
Bank Charges	Lloyds	TH	Monthly	£ 14.00	£ -	£14.00
Viridor	Waste collection	Rec	Monthly	£ 136.14	£ 27.23	£163.37
Viridor	Waste collection	TH	Monthly	£ 189.40	£ 37.88	£227.28
Anglian Water	Water	Chapel Road	Quarterly		£ -	
Breckland Council	Rates	TH	Monthly	£ 1,235.25	£ -	£1,235.25
Breckland Council	Rates	Public Toilets	Monthly	£ 193.15	£ -	£193.15
Breckland Council	Rates	Cemetery	Monthly	£ 84.82	£ -	£84.82
BT	Telephones	TH	Quarterly	£ 585.30	£ 117.06	£702.36
Total Gas & Power	Electricity	Public Toilets	Quarterly	£ 585.05	£ 29.26	£614.31
British Gas	Elect Skate Park	OS	Quarterly	£ 351.27	£ 70.25	£421.52
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly	£ 767.46	£ 38.38	£805.41
Siemens	Photocopier	TH	Quarterly			
Phs	Sanitary disposal	Cemetery	Annually			
Phs	Sanitary disposal	TH	Annually			
Fuel Genie	Fuel Feb/March	OS	Monthly			
						£4,617.78
HMRC Tax/Nic	BACS		Monthly	£ 2,368.15	£ -	£2,368.15
Norfolk Pension	BACS	March upaid	Monthly	£ 37.13	£ -	£ 37.13
Norfolk Pension	BACS		Monthly	£ 2,218.76	£ -	£ 2,218.76
Staff Salary	BACS		Monthly	£ 8,290.78	£ -	£ 8,290.78
						£12,914.82
TOTAL						
						£17,532.60

8c)

	INCOME APRIL 2021	
Banked Monies		
Burials	£	1,145.00
VAT repayment	£	6,341.59
Hall Bookings	£	400.00
Allotment Rent	£	757.00
Allotment Refundable bond	£	2,870.00
Precept 1st Instalment	£	290,599.50
Total	£	302,113.09

8d)

4230
301

DATE	DETAILS	REC'D	OUT	BALANCE	4020	4122	TOWN
					101	101	
					MISC	POSTAGE	HALL

1.4.21	BFWD		83 24 316 76	=	=		
6.4.21	Lidl milk & Sugar		1 45 315 31	1 45			
15.4.21	Lidl milk.		1 00 314 31	1 00			
23.4.21	Lidl milk.		1 00 313 31	1 00			
16.4.21	Soleman Archive keys		9 00 304 31				
26.4.21	Staff Subsistence 1 April - 29 April		48 00 256 31				
			60 45 256 31	3 45			

4230	4230	4230	4230	4230	4230	4230	4230	4230
115	201	101	101	211	311			
ARCHIVE	OPEN SPACES	STATIONERY	MEETING REQUESTS	TRAVEL	MARKET	ADMIN	TIC	VAT

9 00

9 00

48 00

48 00

14

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

8e)

	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%	
1170 Commuted Sums	56,095	0	(56,095)			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	128	600	472			21.3%	
Administration :- Income	733,199	586,959	(146,240)			124.9%	0
4000 Staff Costs	284,870	359,135	74,265		74,265	79.3%	
4001 Other Employment Costs	975	10,000	9,025		9,025	9.8%	
4002 website	1,220	1,986	766		766	61.4%	
4004 Health & Safety	1,282	2,101	819		819	61.0%	
4005 Training	327	7,000	6,673		6,673	4.7%	
4010 Travelling Expenses	168	1,104	936		936	15.2%	
4020 Miscellaneous Expenses	1,407	2,050	643		643	68.6%	
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	7,528	3,500	(4,028)		(4,028)	215.1%	
4040 Community Car Scheme	1,250	9,738	8,488		8,488	12.8%	
4041 Grants S137	0	1,025	1,025		1,025	0.0%	
4042 Local Grants	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	363	500	137		137	72.6%	
4055 Judicial Review Claim	23,619	0	(23,619)		(23,619)	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	15,840	13,000	(2,840)		(2,840)	121.8%	
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	3,894	2,428	(1,466)		(1,466)	160.4%	
4122 Postages	320	918	598		598	34.9%	
4123 Stationery	1,905	2,460	555		555	77.5%	
4147 Photocopier Lease payments	1,745	2,165	420		420	80.6%	
4190 Equipment Purchase	630	2,760	2,130		2,130	22.8%	
4230 Supplies	505	220	(285)		(285)	229.5%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4231 Advertising	789	2,000	1,211		1,211	39.5%	
4298 Covid General Expenses	758	0	(758)		(758)	0.0%	
4300 Premises Licence	441	0	(441)		(441)	0.0%	
Administration :- Indirect Expenditure	363,626	461,932	98,306	0	98,306	78.7%	0
Net Income over Expenditure	369,572	125,027	(244,545)				
<u>112 Street Lights</u>							
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)				
<u>113 Toilets</u>							
4110 Rates	1,921	2,508	587		587	76.6%	
4112 Water	646	1,025	379		379	63.0%	
4113 Electricity	789	1,025	236		236	77.0%	
4145 Maintenance/Repairs	360	974	614		614	37.0%	
4190 Equipment Purchase	0	111	111		111	0.0%	
4230 Supplies	464	866	402		402	53.6%	
4255 Safety Checks	30	180	150		150	16.7%	
Toilets :- Indirect Expenditure	4,210	6,689	2,479	0	2,479	62.9%	0
Net Expenditure	(4,210)	(6,689)	(2,479)				
<u>114 Christmas Lights</u>							
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	14,934	16,557	1,623		1,623	90.2%	
Christmas Lights :- Indirect Expenditure	14,934	20,751	5,817	0	5,817	72.0%	0
Net Income over Expenditure	(14,934)	(17,676)	(2,742)				
<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%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	1,118	1,118	0	1,118	0.0%	0
Net Expenditure	0	(1,118)	(1,118)				
<u>116 Attleborough Neighbourhood Pla</u>							
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)				
<u>180 Restricted Funds</u>							
1383 Covid-19 Community Response Fu	1,000	0	(1,000)			0.0%	
1384 VE Day Grant	500	0	(500)			0.0%	
Restricted Funds :- Income	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				
<u>201 Open Spaces</u>							
1000 Booking Fees	0	641	641			0.0%	
1050 Income	212	3,075	2,863			6.9%	
1100 Allotment Income	823	1,313	490			62.7%	
1105 Burial Fees	15,475	15,000	(475)			103.2%	
1106 Sports Letting	910	1,396	486			65.2%	
1150 Re-imbursement of Utilities	454	0	(454)			0.0%	
1152 Repayment church wall damage	4,935	0	(4,935)			0.0%	
Open Spaces :- Income	22,809	21,425	(1,384)			106.5%	0
4020 Miscellaneous Expenses	45	433	388		388	10.4%	
4110 Rates	755	757	2		2	99.7%	
4112 Water	1,329	410	(919)		(919)	324.2%	
4113 Electricity	829	615	(214)		(214)	134.8%	
4123 Stationery	0	55	55		55	0.0%	
4140 Fuel	2,633	2,300	(333)		(333)	114.5%	
4141 Container	20	0	(20)		(20)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4143 Equipment Hire	543	800	257		257	67.9%	
4144 Tree Work	1,024	2,000	976		976	51.2%	
4145 Maintenance/Repairs	28,079	30,000	1,921		1,921	93.6%	
4146 Play Equipment	0	6,304	6,304		6,304	0.0%	
4190 Equipment Purchase	1,131	3,152	2,021		2,021	35.9%	
4225 Refuse Collections	2,164	1,891	(273)		(273)	114.5%	
4230 Supplies	6,822	8,657	1,835		1,835	78.8%	
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	81,322	62,090	(19,232)	0	(19,232)	131.0%	0
Net Income over Expenditure	(58,513)	(40,665)	17,848				
<u>210 Attleborough in Bloom</u>							
1050 Income	50	892	842			5.6%	
Attleborough in Bloom :- Income	50	892	842			5.6%	0
4230 Supplies	(42)	442	484		484	(9.5%)	
4400 Expenditure	0	526	526		526	0.0%	
Attleborough in Bloom :- Indirect Expenditure	(42)	968	1,010	0	1,010	(4.3%)	0
Net Income over Expenditure	92	(76)	(168)				
<u>211 Markets</u>							
1050 Income	0	1,200	1,200			0.0%	
Markets :- Income	0	1,200	1,200			0.0%	0
4001 Other Employment Costs	0	630	630		630	0.0%	
4123 Stationery	0	55	55		55	0.0%	
4230 Supplies	0	55	55		55	0.0%	
4298 Covid General Expenses	187	0	(187)		(187)	0.0%	
4400 Expenditure	0	1,104	1,104		1,104	0.0%	
Markets :- Indirect Expenditure	187	1,844	1,657	0	1,657	10.1%	0
Net Income over Expenditure	(187)	(644)	(457)				

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
290 Open Spaces Capital Exps.							
4190 Equipment Purchase	0	48,310	48,310		48,310	0.0%	
4194 Litter bins	956	2,627	1,671		1,671	36.4%	
Open Spaces Capital Exps. :- Indirect Expenditure	956	50,937	49,981	0	49,981	1.9%	0
Net Expenditure	(956)	(50,937)	(49,981)				
301 Town Hall							
1000 Booking Fees	2,566	8,000	5,434			32.1%	
1005 Office Rents	0	4,203	4,203			0.0%	
1007 Bar Rent	0	820	820			0.0%	
Town Hall :- Income	2,566	13,023	10,457			19.7%	0
4050 Refund of Hall Hire monies	288	0	(288)		(288)	0.0%	
4110 Rates	12,350	15,375	3,025		3,025	80.3%	
4111 Gas	2,081	2,101	20		20	99.1%	
4112 Water	388	1,051	663		663	36.9%	
4113 Electricity	2,284	3,075	791		791	74.3%	
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	495	2,000	1,505		1,505	24.8%	
4225 Refuse Collections	4,068	1,932	(2,136)		(2,136)	210.6%	
4230 Supplies	1,300	1,624	324		324	80.1%	
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	31,196	35,351	4,155	0	4,155	88.2%	0
Net Income over Expenditure	(28,629)	(22,328)	6,301				
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)				

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Contingency</u>							
4400 Expenditure	22,605	27,270	4,665		4,665	82.9%	
Contingency :- Indirect Expenditure	<u>22,605</u>	<u>27,270</u>	<u>4,665</u>	<u>0</u>	<u>4,665</u>	<u>82.9%</u>	<u>0</u>
Net Expenditure	<u>(22,605)</u>	<u>(27,270)</u>	<u>(4,665)</u>				
Grand Totals:- Income	760,124	626,574	(133,550)			121.3%	
Expenditure	528,422	709,675	181,253	0	181,253	74.5%	
Net Income over Expenditure	<u>231,702</u>	<u>(83,101)</u>	<u>(314,803)</u>				
Movement to/(from) Gen Reserve	<u>231,702</u>						

Residents Request

Dear Sirs

I have been informed by Donna that I need to bring it to the council to ask permission to start ladies only kickboxing / boxercise class using a local playing field or town council hall once indoor classes are allowed.

I am fully qualified and insured for this purpose and have gathered significant local interest already.

Could it please be noted that I am a local resident who was made redundant just before the Covid outbreak.

Regards