



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

Norfolk Accident Rescue Service
Millbanks
Hall Lane
Dereham
NR20 3GG

26th February 2021

Dear [REDACTED]

I am writing on behalf of Norfolk Accident Rescue Service (NARS), a charity providing emergency medical care to people in Norfolk who have suffered traumatic life-threatening injuries such as road traffic collisions, or serious medical conditions such as cardiac arrest.

NARS comprises of a voluntary team including doctors, paramedics and first responders operating across Norfolk; either from our Dereham base or their own homes, both day and night. NARS volunteers use state of the art rapid response vehicles to reach people quickly, treating patients with advanced medical equipment. NARS has been saving lives in Norfolk for over 50 years.

My reason for contacting Attleborough Parish Council is to seek your continuing support. We rely on the generosity of voluntary donations to ensure our life-saving charity remains operational in Norfolk. Your previous donation of £250 in 2020 has contributed to NARS patient care.

Last month NARS responded to local emergencies and saved the lives of Norfolk residents including a man trapped under a tonne of coal, a 13-year-old child having a seizure and a man in cardiac arrest. The son of the man in cardiac arrest later expressed his gratitude to NARS for saving the life of his Dad. In this case an automatic CPR machine was used by NARS responders to save his life. Successful fundraising has enabled us to purchase this vital piece of equipment.

In 2020 NARS responded to more than 1,700 calls, yet despite our lifesaving work in partnership with the NHS and Ambulance Trust, NARS rely entirely on donations from councils, trusts, individuals, and local businesses. The generosity of these people and groups maintains our vital service. This includes your previous donation. I would like to ask Attleborough Parish Council that you represent, to please consider making a further lifesaving donation to NARS.

I am available to share more information about NARS as well as answer any questions. Should you want to make a further donation to our service, we would very much appreciate your generosity. Thank you for taking the time to read this letter.

Kind regards,

Jess Moses
E - jess.moses@nars.org.uk

Attleborough Town Council

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: Norfolk Accident Rescue Service (NARS)
Primary contact name: Jess Moses
Position (within organisation): Fundraising Manager
Contact Address: NARS, Millbanks, Hall Lane, Dereham Postcode: NR20 3GG
Telephone Numbers: Day 01362 698007 Evening:
E-mail address: jess.moses@nars.org.uk
Date of Submission of application: 18.03.21

Section 2: Details of Organisation

Brief description of your organisation's aims: NARS provides a voluntary emergency medical service to the people of Norfolk. We support the NHS with a team of voluntary paramedics, doctors and first responders and provide them with advanced medical equipment to be able to treat patients. The aims of NARS are to continue providing our vital service to the people of Norfolk, when they need medical help most.
Year Formed: 1970 Run by committee (Y/N)? Y
Is membership open to all (Y/N)? Y – we help all patients N – NARS clinicians have to have certain levels of experience
If No, what are the restrictions? Dependant on the level of experience of the clinician
How often do you meet and where are meetings held? Monthly team meetings and quarterly volunteer member meetings - online
How many members are there? 40
Approximately how many (%) members live/work in Attleborough? One of our members covers to Attleborough area, responding primarily to cardiac arrest, falls and stroke in the area

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:

NARS has been responding to critical emergencies during the last year and has seen an increase in cardiac arrest and shortness of breath emergencies, directly related to the covid pandemic. NARS responders have been operating from our base in Dereham, covering the whole of Norfolk. We also have a team of home responders, including our colleague who lives in Wymondham and covers the Attleborough area. During 2020 our voluntary NARS responders were called out to 1,700 patients, with a wide range of medical emergencies.

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation:

Our voluntary first responders can reach patients in their local area quickly and are frequently first on scene, and our doctors and critical care paramedics are able to treat patients using advanced medical equipment and drugs. Our local first responder operates day and night in his spare time and would be able to help treat a cardiac arrest fall or stroke patient in the Attleborough area and help patients awaiting an ambulance.

Section 4: Grant Request

Amount requested from the Town Council: £500

Please give details of what you wish to use the proposed grant award for:
We wish to purchase an Aerogen Nebuliser which allows medicines to be administered as a mist (for example to asthmatics). The mist they produce is much finer than traditional nebulisers so the drug can penetrate further down into the lungs thus more effective. It is also much quieter in its operation which is beneficial to scared paediatric patients.

Have you received or applied for funding from any other source for this project/purpose? If so, give details:

Yes, we have applied to a small number of Parish/Town Councils.

Section 5: Financial Details

Do you receive funding from other sources and if so where?
We receive funding from other Parish/Town Councils, grant bodies

If you have previously received a grant from Attleborough Town Council in the past three years please give details: £250 in 2020 and £250 in 2019, both for general

charitable costs (I understand).

Section 6: Supporting Information

Please tick the following:

I have read and agreed your policy and terms of grant awards.

Yes

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

Any other supporting information

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:
Jess Moses

Name of Signatory
Jess Moses

Position in organisation: Fundraising Manager

Date: 22.03.2021

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.

Attleborough Town Council

89)

Grants for the benefit of Attleborough

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

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Section 1: Organisation

Name of Organisation: Club 99 Attleborough Summer Play Scheme	
Primary contact name: Alison Humphreys	
Position (within organisation): Trustee and committee member	
Contact Address: 53 Queens Road, Attleborough	
Postcode: NR17 2AQ	
Telephone Numbers: Day 07577157299	Evening: 01953 455724
E-mail address: alisonhumphreys26@gmail.com	
Date of Submission of application: 26/03/2021	

Section 2: Details of Organisation

Brief description of your organisation's aims: To provide disadvantaged children between 5 and 11 in our community with a programme of activities to enhance and enrich their summer holidays in a safe and caring environment. Among their problems may be poverty, dysfunctional family background, learning disabilities, or autism.	
Year Formed: 1999	Run by committee (Y/N)? Y
Is membership open to all (Y/N)? Yes	
If No, what are the restrictions?	
How often do you meet and where are meetings held? We meet about 8 times a year in the church hall of At Mary's Attleborough.	
How many members are there? 11	
Approximately how many (%) members live/work in Attleborough? All members either live or work or have very strong connections with Attleborough	

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: It was not possible to run the scheme in 2020 because of the pandemic. Since 1999 till last year we ran an annual 5 week programme during August for up to 70 children. This year we are working with Roots and Wings Forest School at Shropham to provide a safe but limited outdoor scheme for our most needy children. For two days a week during August, 8 days in all, 15 children per day
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will be transported to Hockham for a day of fun outdoor activities and then brought home again. There will be adequate shelter in case of rain, but we shall be avoiding any crowded situations indoors.

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation: In previous years the children benefited from the wide variety of activities we organise eg sport, cooking, swimming, craft. Visits to the forest, farms, riding stables and the seaside. Parents whose children need a great deal of care, or those who have to work during the holidays, know that their children will be enjoying themselves in a safe and caring environment. Many of the children are referred to us by local schools or Social Services. We would usually hire one of our Attleborough schools to hold the scheme, as most of the families live nearby. Club 99 was first started in Attleborough and has continued to be supported, run, and used by mainly local people.

Section 4: Grant Request

Amount requested from the Town Council: in your policy document you say the maximum amount available is £250. This will be a help towards the expected cost of £1200.

Please give details of what you wish to use the proposed grant award for: The hire of experienced taxis to safely transport the children individually (unless siblings) to and from the Forest school. We cannot yet be sure that the effects of the pandemic will be sufficiently reduced to take vulnerable children by any kind of communal transport.

Have you received or applied for funding from any other source for this project/purpose? If so, give details: Not for this purpose.

Section 5: Financial Details

Do you receive funding from other sources and if so where? We have in the past received grants via the Norfolk Community Fund. This year we have applied to their Covid relief fund and hope to hear by April if we have been successful. We also received a three year grant from Children in Need in 2018 specifically for the hiring of premises, and paying the salaries of our Scheme leaders. We still hold the final tranche of this grant, but have arranged with CIN to hold it over till next year, when we hope to be operating as normal. Other funding comes from local businesses and individuals.

If you have previously received a grant from Attleborough Town Council in the past three years please give details: Not to the best of my knowledge.

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 ✓

Any other supporting information

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:

Alison Humphreys

Name of Signatory

ALISON HUMPHREYS

Position in organisation: TRUSTEE and COMMITTEE MEMBER

Date: 26-03-2021

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.

Attleborough Town Council

8h)

Grants for the benefit of Attleborough

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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: Wymondham and Attleborough Talking Newspaper
Primary contact name: Tony Vale
Position: Chairman
Contact Address: 26 Sycamore Avenue, Wymondham Postcode: NR18 0HX
Telephone Numbers: Day 01953 605434 Evening: 01953 605434
E-mail address: tony@valemail.uk
Date of Submission of application: 12 March 2021

Section 2: Details of Organisation

Brief description of your organisation's aims: Providing a local audio news and information service for visually impaired people, including residents of Attleborough.
Year Formed: 1998 Run by committee (Yes)
Is membership open to all (No)? If No, what are the restrictions? The service is restricted to those with a visual impairment or those with a disability preventing the ability to read printed material.
How often do you meet and where are meetings held? Weekly local audio news service and monthly audio features magazine.
How many members are there? 40 plus listeners Approximately how many (%) members live in Attleborough? 40%

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: For the purchase of memory stick players, on which the recordings are played, which are provided free to the listeners.
Describe how the local community, in particular the residents of Attleborough, benefit

from your organisation:

The service keeps those who are largely housebound to keep in touch with events and activities which take place in and around the town.

Section 4: Grant Request

Amount requested from the Town Council: £245.40.

Please give details of what you wish to use the proposed grant award for:
Purchase of 10 memory stick players plus carriage. Request is 50% of the total cost of £490.80 (including VAT and carriage)

Have you received or applied for funding from any other source for this project/purpose? If so, give details:

Grant requested of Wymondham Town Council for the same sum i.e. 50% of the total cost of the equipment, plus carriage.

Section 5: Financial Details

Do you receive funding from other sources and if so where?
Occasional donations from listeners and community donors.

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. X

I have enclosed the following supporting documentation:

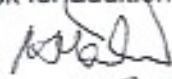
A constitution or set of rules by which my organisation runs X
The latest set of current annual accounts X
Any other supporting information X

If you are a new organisation please include evidence of a planned budget

N/A

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 A N D Vale

(Tony Vale)

Position in organisation: Chairman

Date: ~~18~~ March 2021

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.

8:)

From: Kerry | Kerry Butcher Accountancy Services
<kerry@kerrybutcher.co.uk>
Sent: 15 March 2021 14:24
To: Phil Leslie <phil@easternattachments.co.uk>
Subject: RE: Attleborough Town Council - Internal Audit Work

Hi Phil

Thank you for finding this out for me, it is greatly appreciated.

If I said that I estimate the cost to be between £275 and £335 + VAT would that be acceptable?

We work on a time cost basis noting every 15 mins of work – our charge out rates range from £18 to £37.50 + VAT and of course if the total was less than the £275 lower estimate, we would pass this on to the council.

Would this be sufficient information for you and the other Councillors?

Kind regards

Kerry

Kerry Hurn

From: Robin Goreham <roblinda200@live.co.uk>
Sent: 15 March 2021 11:17
To: Phil Leslie <phil@easternattachments.co.uk>
Subject: Re: Internal Auditor - Attleborough Town Council

Good morning, Phillip

Thanks so much for your kind enquiry.

I would be delighted to carry out the internal audit for Attleborough Town Council. I charge £16 per hour (no VAT, includes travelling) and will endeavour to keep my charges as low as possible. I prepare a full written report and am happy to carry out the audit virtually or "in person" depending on the prevailing restrictions. I am presently working with six or seven councils including Dereham Town Council.

I am a retired sub postmaster living in Dereham. I also worked in hospital administration for eleven years and as a Tax Officer for HMRC in my dim and distant past. I also had twenty years on the "other side of the fence" - as a Breckland Council and Dereham Town Council member, and four years on NCC.

Hope I can be of service.

Kind regards,

Robin

From: ROGER CANWELL <rogercanwell@btinternet.com>
Sent: 09 March 2021 23:08
To: Phil Leslie <phil@easternattachments.co.uk>
Subject: Re: Internal Auditor - Attleborough Town Council

Hello Phil,

Thank you for your message.

I would be happy to be considered for your Internal Auditor role. I already carry out a number of Parish Council audits from the large (eg Cromer) to the very small (eg Shelfanger). After examining your accounts on the Attleborough PC website I would envisage that my charge would be in the range of £200- 250.

I look forward to hearing from you in due course.

Kind regards

Roger Canwell



8j)
**NORFOLK PARISH
TRAINING & SUPPORT**

01603 857004
norfolkpts@gmail.com

25 March 2021

[REDACTED]
Attleborough Town Council

Dear [REDACTED]

Norfolk Parish Training & Support – Subscription 2021-22

We are looking forward to supporting Attleborough Town Council from 1 April 2021 to 31 March 2022. This letter confirms your benefits and explains what to expect next. Our invoice for £500 is attached.

Your subscription provides the following benefits:

- **Support** via email (norfolkpts@gmail.com) and telephone (01603 857004). We work as a team to answer and respond during office hours (Monday – Friday 9-5) using a shared email address and phone number
- **Training** discount of 20% on our advertised courses (see www.norfolkpts.org) and free attendance at our networking events
- **Document library** on our website including more than 200 model and template documents and topic briefings. We'll provide you with access in early April, in the meantime visit www.norfolkpts.org/subscribers
- **News updates** emailed to your inbox on a regular basis
- **Advice** from associates when you need an expert on subjects such as websites, HR, legal services and IT advice/training (these are paid-for services). Come to us first if you need to talk to an associate: www.norfolkpts.org/associates

We will treat your personal information with the greatest of care. You can refer to our privacy statement on our website for information on how your personal information is used.

Please do not hesitate to get in touch if you have any queries. We look forward to seeing your council's staff and councillors at our events and supporting you over the coming months.

Yours sincerely

Julie King, Luisa Cantera and Sara Campbell

Grants for the benefit of Attleborough

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For further information please contact the Town Clerk on 01953 456194

Section 1: Organisation

Name of Organisation: Attleborough fun Fest		
Primary contact name: Anna Lancaster		
Position (within organisation): Chairperson		
Contact Address: c/o A W Myhill, Exchange Street, Attleborough		
		Postcode: NR172AB
Telephone Numbers: Day	01953453107	Evening:
E-mail address: anna@Awmyhill.com		
Date of Submission of application: 30 th March 2021		

Section 2: Details of Organisation

Brief description of your organisation's aims:		
Year Formed:	2017	Run by committee (Y/N)? No
Is membership open to all (Y/N)?	Yes	
If No, what are the restrictions?		
How often do you meet and where are meetings held? Normally every few months		
How many members are there? 6		
Approximately how many (%) members live/work in Attleborough? All		

Section 3: Purpose of Organisation

<p>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:</p> <p>Putting on events for the Attleborough Town. Have organised 2 firework events which have both been very successful</p>
<p>Describe how the local community, in particular the residents of Attleborough, benefit from your organisation:</p> <p>Bringing the town together as a community and hoping to allow the town to have fun times</p>

Section 4: Grant Request

Amount requested from the Town Council: £2000.00

Please give details of what you wish to use the proposed grant award for:

This is a 50% contribution towards the firework event. I have already secured the other 50% by way of a sponsor. This is to hopefully be able to host the fireworks on 31st October – covid guidelines will be followed – and to try and bring an event to the town to celebrate the steps towards the most awful 13 months so far we have all endured.

Have you received or applied for funding from any other source for this project/purpose? If so, give details:

Yes 50% funding - £2000.00

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:

Section 6: Supporting Information

Please tick the following:

I have read and agreed your policy and terms of grant awards. YES

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
- Any other supporting information

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 Anna Lancaster

Position in organisation: Chairperson

Date: 30/03/21

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.

9a)

Good Morning

I am writing to you in the hope of being able to arrange a circus to visit your recreation ground. In light of the new government road map out of lockdown it allows circuses to open from May 17th (all being well of course) so we are in the process of booking in venues in the hope we can attend. We would love to visit from 14th until 20th June if at all possible. If you could get back to me on this, it would be great and we can discuss it further.

You can check out our website at www.russellscircus.co.uk where you can also see all of our COVID-19 guidelines we will have in place.

I look forward to hearing from you.

Alex Morley
Universal Productions
Where creativity has no limits!

-

9b)

From: Tracy Turner <tracy@tracyturnerltd.co.uk>
Sent: Saturday, March 13, 2021 9:10:39 AM
To: Phil Leslie <phil@easternattachments.co.uk>
Subject: Mental health

Hi Phil

I hope all is well

I am wanting to do something for Allleborough and wondered who I would need to contact.

I am proposing a 'drop in' coffee and cake morning. I would provide the beverages and cake - this would be to encourage people to talk about their mental health and be signposted to appropriate support groups.

My office is too small so was thinking about the town hall and wondered if I provided the service would the town hall provide the hall for free?

I am also open to ideas -

I also have a Facebook page opened since first lock down which has now approx 1500 people and offers support for those with poor mental health

I could offer talks as well on poor mental health during these drop ins if people thought this would help. Happy to give one: may be two days a month?

Kind regards

Tracy

From: Tracy Turner <tracy@tracyturnerltd.co.uk>
Sent: 15 March 2021 08:39
To: Phil Leslie <phil@easternattachments.co.uk>
Subject: RE: Mental health

Good morning Phil

I would like to do it every 2 weeks to start with 9.30 – 12.30 Fridays

The idea would be to promote it to start with just coffee/tea/ cake and chat – to get people confident with coming in

Then eventually have themed mornings relevant to what the people want to promote their mental health

May be speakers, hobbies etc

Just build it first and provide a safe place to come – if anyone wants a confidential talk and sign post we can arrange an area where this can take place at the venue

Kind regards

Tracy

From: Tracy Turner <tracy@tracyturnerltd.co.uk>
Sent: 15 March 2021 08:54
To: Phil Leslie <phil@easternattachments.co.uk>
Subject: RE: Mental health

Hi Phil

We will also do this under Tracy Turner Ltd so that I have insurance - we will not be doing it to promote our services though.

I know previously that there was some issue that as 'outsiders' were being invited we had to do a food hygiene course! – they did finally agree that if we were covered under our insurance this would not be an issues

Kind regards

Tracy

9c)

Sent: 26 March 2021 11:46

Subject: Archive Cabin and possible Town Hall bookings

Good morning

Archive Cabin

Thank you again for a very positive meeting on Wednesday. We have used the main points in our discussions as the initial template for our plans for the operation of the Town archives in partnership with yourselves. Would you like a copy of these notes for your records?

Town Hall Bookings

a) You indicated that the Town Hall is being booked now for post covid opening. Would the small committee room and kitchen be available for Heritage Group use on Wednesday and Friday mornings 09.30 - 13.00 w.e.f. when restrictions are lifted?

b) Heritage Open Days Weekend - AHG intends to hold its usual exhibition for the two weekends of the Heritage Open Days in September. We will hold the second event in St Mary's Church but the first weekend clashes with their own event. Would the Town Hall be available for us to use on Saturday 11 and Sunday 12 September?

I look forward to hearing from you.

From: "Phil Leslie" <phil@easternattachments.co.uk>

Sent: Monday, 29 Mar, 2021 At 14:16

Subject: RE: Archive Cabin and possible Town Hall bookings

We may have some bookings for Friday mornings – are you able to do another day?

Philip Leslie

Sent: 29 March 2021 15:25

To: Phil Leslie <phil@easternattachments.co.uk>

Cc: info@attleboroughheritage.org.uk

Subject: RE: Archive Cabin and possible Town Hall bookings

Thank you, Phil,

Not a problem.

We had the Wednesday / Friday pattern at the Enterprise Centre but we can be flexible to fit in with the Town Hall arrangements.

Would Tuesdays and Thursdays work better? Experience had taught us that afternoons were less successful, a gap between made "manning" easier and many told us to avoid Mondays.

kind regards,

9d)

Residents concern regarding car parking during school run at Rosecroft School

I've been advised to contact you regarding the school run parking around Haverscroft Industrial Est. (Please see below).

The parking in and around the junction to the estate is extremely dangerous. Parents have to park somewhere but they are "abandoning" cars right on the corners of the junctions, this in itself is illegal but it seems some don't know this or don't care

There are Van's lorries and HGV's coming in and out of the estate at various times during the day, and we have seen them try and manoeuvre round these vehicles on many occasion.
If some sort of parking restrictions is not put in place soon there is going to be a serious, if not worse, accident.

Kind Regards

9e)

Subject: St John Ambulance

Dear ,

XXXXXXX has given me your email and I think has contacted you about St John Ambulance. He will have mentioned the plan to light as many buildings as possible round the country green to celebrate the work our volunteers have done throughout the Covid pandemic on St John's Day, 24th June.

I very much hope Attleborough will take part and wonder if you can help with this or let me know if I need to contact anybody else.

Yours sincerely

ALLOTMENT TENANCY AGREEMENT

THIS AGREEMENT made on the [insert day] day of [insert month] 2021 between Attleborough Town Council of Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF ('the Council')

and [insert full name of tenant] of [insert tenant's address] ('the tenant') by which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at [insert full postal address] and referenced as [insert allotment number] in the Council's Allotment Register ('the Allotment Garden'), outlined in red for identification purposes only on the plan attached.
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the [insert day] day of [insert month and year] and thereafter from year to year unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent of £ [insert amount] whether demanded or not, which shall be payable in full on the [insert day] day of [insert month] 2021 and for every year after the first year of the tenancy on the first day of January. The water supply shall be included in the rental charge.
4. Six months' notice of rent increase will be given by the Council included in the renewal notice of the preceding year to take effect the following year.
5. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by him/herself and his/her family.
6. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable, and flowers in the Allotment Garden.
7. The tenant shall reside within Attleborough Town Council boundaries during the tenancy.
8. During the tenancy, the tenant shall:
 - a) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
 - b) not cause a nuisance or annoyance to other allotment tenants or the owners or occupiers of land adjoining the Allotment Garden;
 - c) not enter onto any other plot at any time without the permission of that plot holder;
 - d) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - e) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant;
 - f) ensure pegs, stakes or similar items to set them in such places and such ways that they do not overhang or obstruct adjacent plots;
 - g) ensure that tools and other equipment are not left unattended on common pathways or other areas nor left in any way which might cause accident or injury and also to ensure that tools and other equipment are used carefully and with due regard to the safety of others;
 - h) ensure that tools and other personal equipment are kept safe and secure when not in use and the plot holder acknowledges that the Council accepts no responsibility for the loss of or damage to such items however caused nor does the Council accept any responsibility for any injury caused by such items however caused;
 - i) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - j) not allow children under the age of 16 on to the site unless accompanied and supervised by the plot holders or other responsible adult;

- k) keep the Allotment Garden clean and in a good state of fertility and cultivation;
 - l) use watering cans for watering and report any malfunction or water leaks to the Council upon discovery (when hosepipes are used, they are to be supervised at all times and the washing of cars using water facilities at the Allotment Garden is prohibited);
 - m) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission (if these are permitted, pruning should be undertaken in a safe manner and any trees, shrubs, hedges or bushes will be kept to a maximum of 2.4m in height);
 - n) not keep livestock or poultry in the Allotment Garden other than reasonable numbers of hens which shall not be kept for a business or a trade;
 - o) report any incidence of vermin (rats) on the site to the Council;
 - p) not bring to or keep animals (including dogs) in the Allotment Garden except those referred to in (n) above;
 - q) shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission (subject to the Council's written consent, the maximum size of a permitted structure is 2.45m long x 2.45m wide x 1.95m high – written prior permission is required from the Council for the size and siting of a poly tunnel);
 - r) keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of the Council (failure to do so after a warning may result in an order by the Council to remove the structure);
 - s) not erect any notice or advertisement on the allotment plot without the prior consent of the Council;
 - t) not fence the Allotment Garden without first obtaining the Council's written consent;
 - u) not store or use barbed wire, razor wire, carpet or tyres on the Allotment Garden;
 - v) not bring asbestos, poisonous, and/or illegal chemicals onto the Allotment Garden;
 - w) not deposit nor allow to deposit upon the plot nor any part of the site any spoil, road sweepings, refuse or other materials, excepting only manure in quantities such as may reasonably be required for timely use in cultivation;
 - x) ensure that any waste generated by the plot holder is removed from the allotment garden and disposed of responsibly or is composted;
 - y) not light bonfires, as it is an offence to allow smoke from a bonfire to drift across a road or cause a nuisance;
 - z) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;
9. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.
 10. The Council shall pay all rates, taxes, dues, or other assessments which may at any time be levied or charged upon the Allotment Garden.
 11. The Council will maintain the pathways, hedges, fences and gates forming part of the Allotment Garden;
 12. The tenant is required to pay a deposit of £150 which will be refunded at the end of the tenancy subject to the plot being left in a clean and tidy state.
 13. If the tenant erects a shed or building with the permission of the Council, it is the tenant's responsibility to dismantle and remove any buildings when the tenancy is terminated.
 14. In any case of dispute between the tenant and any other occupier of an Allotment Garden, it shall be referred to the Council whose decision shall be final.
 15. The tenant shall inform the Council forthwith of any change of address (also see clause 7 of this agreement).

16. The Council may re-enter the allotment garden at any time after giving three months' notice in writing to the tenant on account of it being required for any purpose (except agriculture) for which it has been appropriated under any statutory provision, or for building, mining, or any other industrial purpose or for roads or sewers in connection with any of these purposes.
17. The tenancy of the allotment garden shall terminate on the death of the tenant and next of kin be given three months to clear the plot unless in exceptional circumstances the Council formally agrees to run the remaining term of the tenancy.
18. The tenancy shall terminate whenever the tenancy or right of occupation of the tenant terminates.
19. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
- the rent is in arrears for 40 days or;
 - the tenant has not observed the rules referred to in clause 8; or
 - the tenant breaches any of the preceding clauses; or
 - the tenant shall become bankrupt or compound with his/her creditors; or
 - the tenant lives outside Attleborough Town Council boundaries.
- Following the notice period, the tenancy shall terminate without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
20. The tenancy may be terminated (for other reasons than those in clause 19) by the Council serving on the tenant not less than twelve months' written notice.
21. The termination of the tenancy by the Council in accordance with clause 20 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
22. The tenancy may be terminated by the tenant by serving on the Council not less than three months' written notice to quit.
23. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant. If this has to be removed by the Council, the removal costs will be billed to the tenant. If an arrangement is made by a new tenant to retain any existing building on the plot, then he/she becomes similarly responsible.
24. In the event of the disposal of allotments by the Council for any reason then compensation will be payable to the outgoing tenant for crops or improvements on account of the allotment garden being required.
25. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Clerk.

Signed _____ by the Proper Officer on behalf on the Council

Signed _____ Tenant

Tennis Court Interim Proposal

- Ensure the tennis court is insured before accepting bookings.
- Keep a simple booking form (reservations to be made via email / telephone to the office).
- No charge for reservations (limited times and frequency of bookings).
- Install a key code lock for access onto the tennis court.

Tennis Court Project Proposal

Cllr Joshua Francis to be the project leader for the following:

- Explore Clubspark, as well as any possible LTA registration.
- Approach local coaches in regard to your suggestion.
- Gather information on covers and local companies that can offer maintenance / cleaning services.

Prepare a long term solution and proposal for the operation of the tennis court, including whether to charge for hiring the court.