



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
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**Minutes of the Virtual Annual meeting of the Attleborough Town Council
Held on Tuesday, 4th May 2021 at 7.00 pm**

Present:

Cllr P Leslie - presiding
Cllr J Ellis (arr. 8pm technical issues) Cllr V Dale Cllr L Grave
Cllr T Taylor Cllr E Tyrer Cllr A Westby Cllr J Francis
Cllr S Marsh Cllr A Smith

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

001.21) Election of Chairman/Town Mayor for the municipal year 2021/22

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

RESOLVED to elect Cllr Philip Leslie as Chairman/Town Mayor of Attleborough Town Council for the municipal year 2021-2022.

002.21) Election of Deputy Chairman/Deputy Town Mayor for the municipal year 2021/22

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

RESOLVED to elect Cllr Edward Tyrer as Deputy Chairman/Deputy Town Mayor of Attleborough Town Council for the municipal year 2021-2022.

Cllr Leslie thanked the previous Deputy Mayor Cllr Bulmer for her hard work and support during the previous term and then announced he had received her written resignation

003.21) Apologies for absence -

Cllr Montague – Unwell
Cllr Cousins – Technical issues

004.21) Declarations of Interest

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

None received

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

Cllr Tyrer – Item 8f

Cllr Taylor – Item 8f

005.21) Public Participation - Resident's Questions

RESOLVED that the meeting be adjourned to allow the Mayor to address questions submitted from various residents – None received

006.21a) Minutes of the Town Council meeting held on 12th April 2021

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

RESOLVED to accept the minutes of the meeting of the Town Council meeting held 12th April 2021.

ACTION: CEO

007.21) Planning Matters –

a) Planning Applications –

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

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

008.21) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 4 May 2021 Total £28,949.33

b) To agree direct debits –

On the motion of Cllr Westby, seconded by Cllr Taylor, it was
RESOLVED to approve and accept the direct debit list dated May 2021
Total £ 17,532.60

c) To receive Income –

On the motion of Cllr Dale, seconded by Cllr Francis, it was
RESOLVED to approve and accept the income list for April 2021
Total £302,113.09

d) Petty Cash payments – Noted for information

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

Cllr Leslie placed Cllrs Tyrer & Taylor in waiting room for Item 8f

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

On the motion of Cllr Grave, seconded by Cllr Dale, it was
RESOLVED – ratify acceptance of offer from Rogers & Norton regarding outstanding legal matters
Cllr Leslie admits Cllrs Tyrer & Taylor back into the meeting
ACTION: CEO

009.21) Correspondence

a) Residents request to start ladies only kickboxing/boxercise class

On the motion of Cllr Leslie, seconded by Cllr Marsh, it was
RESOLVED to approve the request to start ladies only kickboxing/boxercise class
ACTION: CEO

010.21) Committee Terms of Reference for the municipal year 2021-2022

a) Personnel

On the motion of Cllr Westby, seconded by Cllr Taylor, it was
RESOLVED – to accept the Terms of Reference

b) Attleborough Neighbourhood Plan

On the motion of Cllr Tyrer, seconded by Cllr Taylor, it was
RESOLVED – to accept the Terms of Reference

011.21 Committee Members for the municipal year 2021-2022

a) Personnel

On the motion of Cllr Taylor, seconded by Cllr Westby, it was
RESOLVED – to elect Cllr Ellis to Personnel Committee

b) Attleborough Neighbourhood Plan

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was
RESOLVED – to maintain elected committee members

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

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was
RESOLVED – to accept the meeting schedule and note June meeting would probably not take place

013.21 Representatives on outside bodies Municipal Year 2021-2022

- Attleborough Health, Care and Well Being Trust – Cllr Marsh
- Attleborough Charities – Cllr Dale & Cllr Francis
- Attleborough Heritage Group – Cllr Marsh
- Banham Poultry – Cllr Dale
- BDC Gypsy and Travellers Strategy – Cllr Grave
- Community Emergency Coordinator – Cllr Tyrer
- Connaught Hall – Cllr Francis
- East Harling Internal Drainage Board – Cllr Westby
- Snetterton Circuit Liaison Group – Cllr Leslie
- SNAP Police Liaison – Cllr Taylor & Cllr Smith
- Press & Media – Cllr Leslie
- Football Club – Cllr Ellis

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

RESOLVED – to approve the Representatives on outside bodies Municipal Year 2021-2022

014.21 Annual Review of Documents

- **Standing Orders (Apr 2021)**

On the motion of Cllr Taylor, seconded by Cllr Westby, it was
RESOLVED – to accept Standing Orders (Apr 2021)

- **Financial Regulations & Procurement Policy** (Apr 2021)
 - On the motion of Cllr Taylor, seconded by Cllr Dale, it was
 - **RESOLVED** – to accept Financial Regulations & Procurement Policy (Apr 2021)
- **Member Officer Protocol** (Oct 2020)
 - On the motion of Cllr Taylor, seconded by Cllr Westby, it was
 - **RESOLVED** – to accept Member Officer Protocol (Oct 2020)
- **Code of Conduct** (Apr 2021)
 - On the motion of Cllr Dale, seconded by Cllr Francis, it was
 - **RESOLVED** – to accept Code of Conduct (Apr 2021)
- **Meetings Protocol** (Apr 2021)
 - On the motion of Cllr Grave, seconded by Cllr Smith, it was
 - **RESOLVED** – to accept Meetings Protocol (Apr 2021)
- **Virtual Meetings Protocol** (Jan 2021)
 - On the motion of Cllr Taylor, seconded by Cllr Dale, it was
 - **RESOLVED** – to accept Virtual Meetings Protocol (Jan 2021)
- **Councillor Co-Option Procedure** (Jan2021)
 - On the motion of Cllr Taylor, seconded by Cllr Tyrer, it was
 - **RESOLVED** – to accept Councillor Co-Option Procedure (Jan 2021)
- **Grievance Policy & Procedure** (Oct 2020)
 - On the motion of Cllr Tyrer, seconded by Cllr Westby, it was
 - **RESOLVED** – to accept Grievance Policy & Procedure (Oct 2020)
- **Complaints Policy & Procedure** (Oct 2020)
 - On the motion of Cllr Westby, seconded by Cllr Taylor, it was
 - **RESOLVED** – to accept 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**
 - On the motion of Cllr Dale, seconded by Cllr Tyrer, it was
 - **RESOLVED** – to accept the existing policies but to review these as soon as possible
- **Freedom of Information Act 2000 – Policy & Procedure** (Apr 2021)
 - On the motion of Cllr Taylor, seconded by Cllr Westby, it was
 - **RESOLVED** – to accept Freedom of Information Act 2000-Policy & Procedure (Apr 2021)
- **Data Protection Policy** (Apr 2021)
 - On the motion of Cllr Taylor, seconded by Cllr Ellis, it was
 - **RESOLVED** – to accept Data Protection Policy (Apr 2021)

015.21) Any other items which the Chairman decides are urgent

Cllr Leslie announced Royal British Legion would be celebrating VE Day on Saturday 8th May at Queens Square.

a) Press Release – Cllr Leslie read out an official apology to Cllrs Tyrer & Taylor dated 4th May 2021 and stated it would be sent to the press for publication and be posted on the Town Council's website and social media. As Chair of the Council Cllr Leslie also apologised to the residents.

b) Potential Release Date of Judicial Review Investigation Report – with the formalised agreement in place a report would be issued once the legal position has been finalised.

016.21) Public Participation (10 Minutes)

Members of the public may now participate in the meeting and speak in this item.

None received

017.21 Date for Annual Assembly

In principle a date would be set for Wednesday 26th May 2021 at 7pm.

Meeting closed at 8:45pm