



## ATTLEBOROUGH TOWN COUNCIL

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

### You are summoned to the Meeting of Attleborough Town Council To be held on Monday 5<sup>th</sup> July 2021 at 7.00pm

This meeting will be held at the Town Hall and live streamed via YouTube  
(the YouTube link will be posted on [www.attleboroughtc.org.uk](http://www.attleboroughtc.org.uk))  
Due to coronavirus restrictions, there will be a limited capacity for public attendance

Clr Philip Leslie  
29<sup>th</sup> June 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 **Mayors Welcome**
- 2 **Apologies for Absence**  
To receive and accept apologies for absence.
- 3 **Councillor Co-Option Vacancy** – for consideration and resolution
- 4 **Parish Poll to be held on Tuesday 20th July 2021 at the Town Hall** – For information
- 5 **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.
- 6 **Public Participation (10 Minutes)**

## **7 Minutes of the Town Council meeting held on 7<sup>th</sup> June 2021**

For acceptance and approval.

## **8 Planning Matters**

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

## **9 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 June 2021 – for information
- f) Procurement of Battery Hand Tools Proposal - for consideration and approval

## **10 Correspondence**

- a) 1<sup>st</sup> Attleborough Scout Group request to plant trees for Queen's Canopy - for acceptance and approval
- b) Pride Home Care Open Day request to use Queens Square - for acceptance and approval
- c) Tracy Turner Kalidoscope fund raising fete request to use Queens Square - for acceptance and approval

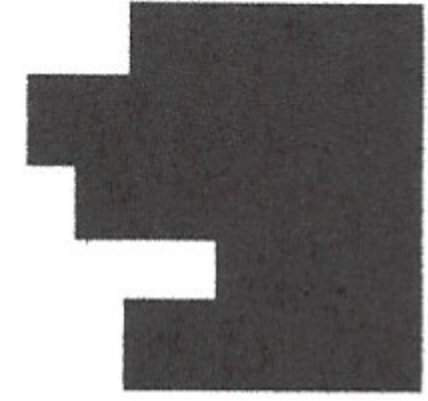
## **11 Any Other Items which the Chairman decides are urgent**

Items for discussion only

## **12 Public Participation (10 Minutes)**

Expected Meeting Length is 1 Hour

3)



June 14<sup>th</sup> 2021

**Councillor Vacancy Attleborough Town Council**

To the Acting Clerk to the Town Council,

With reference to the above vacancy please accept this as my application to be added to the list of candidates.

**Personal Background:**

My family first arrived in Attleborough in 1909 due to my Great Grandfather gaining work on the railways. This family link with the railway in Attleborough continued for over a hundred years until the automatic barriers were installed at the station. I was actually born in Buckinghamshire as my father was in the RAF and stationed there. We returned to Attleborough as a family when he was posted to Cyprus and I attended Attleborough Primary School and then Wymondham College. I have had a varied career starting in Retail with Top Shop at Oxford Circus which was great fun and then many happy years working on the Eastern Daily Press. At thirty I turned my hobby into a business and worked as a caterer feeding people in Motorsport. After marrying and having children I became a mature student studying History and Literature and am still working towards my long term goal of a PHD. My area of study and research is Victorian Underworld with a focus on prostitution and the role of women during the 'Long Century'.

**Specific reasons for wanting to become a councillor:**

- To help with the continuing improvements to our town.
- To help bring a better understanding to the electorate of the role and responsibilities of the Town Council.
- To engage and listen to the electorate and help to implement their requirements.
- To help and support local businesses.
- To help and support local clubs, societies and voluntary groups.
- To help bring more opportunities to the residents and businesses to enjoy living and working in Attleborough.
- To help make Attleborough a place where people want to come and live, shop and work.

**Previous relevant experience:**

- Parish Councillor
- Chair of Governors at Primary School
- Governor at High School
- Committee Member of Primary School Friends
- Committee Member of Grammar School PTA
- Committee Member of Riding Club
- Trainer of Governors
- Employment in service industries involving face to face contract negotiations.
- Business owner
- Committee member for various profit making community events ranging from Progressive Lunch to Easter Bingo.

**Other skills:**

- Very good at reading the small print.
- Years of research experience due to my studies.
- Analytical thinker.
- I'm a great believer in the Aristotle quote 'the mark of an educated mind is to be able to entertain a thought without accepting it'.
- I don't see problems I see unscheduled detours on the journey.
- Good communication skills be it in front of 5 or 500 people.

**Contact Details:**

Full name: Miss Deborah [REDACTED] Lane

Home Address:

[REDACTED]

Telephone: [REDACTED]

Email: [REDACTED]

Facebook: [REDACTED]

Instagram: [REDACTED]

Twitter: [REDACTED]

I hope this includes all information required for my application to go ahead but please contact me should you require anything further.

Kind regards,

Debbie Lane.



**ATTLEBOROUGH TOWN COUNCIL**

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Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

**Minutes of the meeting of the Attleborough Town Council  
Held on Monday, 7<sup>th</sup> June 2021 at 7.00 pm  
Held at the Town Hall, Queens square.**

**Present:**

		Cllr P Leslie - presiding	
Cllr J Ellis	Cllr V Dale	Cllr L Grave	Cllr B Cousins
Cllr T Taylor	Cllr E Tyrer	Cllr A Westby	Cllr J Francis
Cllr S Marsh	Cllr A Smith		

In attendance – Anne Willett – Clerks Assistant (minute taker)

**018.21) Mayors Welcome** – Cllr Leslie welcomed everyone and explained we have tried to make ourselves as accessible as possible but still comply with legal rules, so meeting will be short to minimise exposure and socially distanced. Cllr Taylor and Cllr Grave were thanked for their marvellous work in Queens Square as it looked amazing.

**019.21) Apologies for absence -**

Cllr Montague – Holiday  
Cllr Crouch – Unwell

**020.21) 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 Taylor – Item 7a

Cllr Tyrer – Item 7a

**021.21) Public Participation - Resident's Questions** - None present

**022.21a) Minutes of the Town Council meeting held on 4<sup>th</sup> May 2021**

On the motion of Cllr Westby, seconded by Cllr Ellis, it was  
**RESOLVED** to accept the minutes of the meeting of the Town Council meeting held 4<sup>th</sup> May 2021.

**ACTION: CEO**

**023.21) 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.

Cllrs Tyrer and Taylor left the meeting for item 7a

**024.21) Financial Matters**

**a) To authorise payments –**

On the motion of Cllr Ellis, seconded by Cllr Smith, it was **RESOLVED** to accept and approve the following payment list dated 7 June 2021 Total £90,573.78

**b) To agree direct debits –**

On the motion of Cllr Dale, seconded by Cllr Taylor, it was **RESOLVED** to approve and accept the direct debit list dated June 2021 Total £21,835.09

**c) To receive Income –**

On the motion of Cllr Taylor, seconded by Cllr Cousins, it was **RESOLVED** to approve and accept the income list for May 2021 Total £2,796.00

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

**e) Income & Expenditure Report May 2021 –** Noted for information

**f) Annual Review of Insurance schedule –**

On the motion of Cllr Dale, seconded by Cllr Cousins, it was **RESOLVED** – to accept and approve the annual review of insurance schedule

**025.21) Conclusion of Financial Year 2020-21**

**a) Internal Audit Report for the year ended 31 March 2021 –**

On the motion of Cllr Dale, seconded by Cllr Marsh, it was **RESOLVED** to accept and approve Internal Audit Report for year end 31 March 2021

**b) End of year financial reports 31 March 2021 –**

On the motion of Cllr Ellis, seconded by Cllr Francis, it was **RESOLVED** to accept and approve End of Year Financial Reports 31 March 2021

**c) Completion of Annual Return 31 March 2021 –**

- **Section 1 – Annual Governance Statement for Attleborough Town Council**
- **Section 2 – Accounting Statements for Attleborough Town Council**

On the motion of Cllr Westby, seconded by Cllr Tyrer, it was **RESOLVED** to accept and approve Completion of Annual Return 31 March 2021 Section 1 & Section 2.

**026.21) Correspondence**

**a) Club 99 Donation letter of thanks –** Noted for information

**b) Resident concerns regarding parking near junction at Silver St end of Mill Lane –** As this is outside of our boundaries we will pass onto Besthorpe Parish Council and recommend the resident contacts Breckland District Council.

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

- Anthony Collins are pursuing the claim against Nicholas Hancox
- We are experiencing excessive vandalism, littering and smashing of glass bottles.
- Also to prevent more damage to heras fencing the skate park has now been completely fenced off.
- Raising awareness on social media may help, engaging with younger people, going into schools and YAB may be a way of educating and encouraging better behaviour.



- Perhaps set up a committee made up with youths to give them a voice and offer them a project.
- Write to the Police Commissioner to ask for the return of Community Police Officers or some other form of help and support to tackle this very serious problem.

**028.21) Public Participation (10 Minutes)**

None present

Meeting closed at 7.47pm

**Planning Applications received to-date.**

**3PL/2021/0803/HOU – ATTLEBOROUGH: 24 Birch Drive, Attleborough**  
– Demolition of existing garage and construction of single-story rear/side extension with internal alterations – No objections

**3PL/2021/0811/F – ATTLEBOROUGH: land to rear of 42 & 44 New North Road –**  
Erection of new dwelling and garage (revised application) – No objections

**3PL/2021/0853/HOU – ATTLEBOROUGH: 20 Knevet Close – Two storey & single**  
storey rear extension – No objections

**3PL/2021/0836/F – ATTLEBOROUGH: The Piggeries Crows Hall Lane – Extension**  
to existing portal framed building to be used by the existing company that adapts road & performance cars for use by disabled drivers and performance stainless steel exhaust systems – No objections

**002 CONSULTATION AMENDMENTS – HOUSEHOLDER 3PL/2021/0591/HOU –**  
**ATTLEBOROUGH: 8 Franklin Way, Attleborough – Erection of an attached double**  
garage – No objections

**3PL/2021/0854/HOU-ATTLEBOROUGH: The Cherries West Carr Road Attleborough**  
– Amendments to approved Planning Application 3PL/2021/0178/HOU – removal of rear extension and various alterations – 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/2021/0924/HOU – ATTLEBOROUGH: 3 Arlington Gardens Attleborough –**  
single storey rear extension – No objections

**3PL/2021/0936/HOU – ATTLEBOROUGH: 6 Kent Close Attleborough- Single storey**  
rear extension front porch & internal alterations – No objections

**CONSULTATION – CERT.LAW.PROP.USE. 3PL/2021/0740/LU –**  
**ATTLEBOROUGH: 3 Kelling House Blenheim Drive, Attleborough- Single storey**  
rear extension- Not seeking your views as the application merely seeks a legal determination based on the scheme submitted. This will be considered solely against the tolerances set out in Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

9a)

PAYMENTS 5 JULY 2021						
PAID TO	DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ NO
ARROWCLEAN	WINDOW CLEAN JUNE	TH	£ 45.00	£ -	£ 45.00	BACS
BUSSEYS	VAN MOT & REPLACE TYRE	OPENSACES	£ 159.87	£ 21.00	£ 180.87	BACS
ERNEST DOE	REPAIR WATER PUMP CARBURETTOR	OPENSACES	£ 215.17	£ 43.04	£ 258.21	BACS
ERNEST DOE	TROUSERS x 2	OPENSACES	£ 31.66	£ 6.34	£ 38.00	BACS
ERNEST DOE	WORKSHORTS X 3	OPENSACES	£ 42.75	£ 8.55	£ 51.30	BACS
ERNEST DOE	HEARING PROTECTORS X 3	OPENSACES	£ 87.91	£ 17.58	£ 105.49	BACS
ERNEST DOE	BLADE MULCH X 6	OPENSACES	£ 135.22	£ 27.04	£ 162.26	BACS
EASTERN ATTACHMENTS	FRIDGE, LOCKS, CONFERENCE CAMERA	TH/OPENSACES	£ 780.11	£ 156.02	£ 936.13	BACS
EFIRE	EXTINGUISHER SEVICE WELFARE UNIT	OPENSACES	£ 30.00	£ 6.00	£ 36.00	BACS
EFIRE	EXTINGUISHER SEVICE TOWN HAL	TH	£ 107.00	£ 21.40	£ 128.40	BACS
EFIRE	EXTINGUISHER SERVICE TOILETS	PUBLIC TOILETS	£ 99.50	£ 19.90	£ 119.40	BACS
EFIRE	EXTINGUISHER SERVICE CHAPEL	CEMETERY	£ 35.00	£ 7.00	£ 42.00	BACS
EFIRE	SUPPLY FIRE ALARM	ARCHIVES	£ 514.05	£ 102.81	£ 616.86	BACS
GD TRANSPORT	VOLUNTARY TRANSPORT SERVICE	ADMIN	£ 108.00	£ -	£ 108.00	BACS
JEWSON	EUCA HW PLY	OPENSACES	£ 17.25	£ 3.45	£ 20.70	BACS
KERRY BUTCHER	PAYROLL, PENSION, SSP1 FORM,	ADMIN	£ 950.00	£ 190.00	£ 1,140.00	BACS
MICROSHADE	HOSTED APPLICATION SERVICE	ADMIN	£ 418.70	£ 83.74	£ 502.44	BACS
NETCENTRAL	ICT SUPPORT & ZOOM JUNE	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS
NORFOLK GEEKS	WEBSITE SUPPORT	ADMIN	£ 60.00	£ -	£ 60.00	BACS
NUTS N BOLTS	EXTENSION LEAD, ANGLE BRACKETS	OPENSACES	£ 8.38	£ 1.67	£ 10.05	BACS
PIGGOTTS FLAGS	UNION FLAG	TH	£ 69.56	£ 13.91	£ 83.47	BACS
RAC	BREAKDOWN COVER TRANSIT VAN	ADMIN	£ 115.00	£ -	£ 115.00	BACS
T STOCKS	REFUND ALLOTMENT RENT + DEPOSIT	OPENSACES	£ 187.00		£ 187.00	BACS
THURLOW NUNN	TROUSERS x 4, TWIST DRILL, BOLT HEX	OPENSACES	£ 91.04	£ 18.21	£ 109.25	BACS
UK SAFETY	PAT TESTING TOWN HALL	TH	£ 227.99	£ 45.60	£ 273.59	BACS
UK SAFETY	PAT TESTING ARCHIVES	ARCHIVES	£ 107.99	£ 21.60	£ 129.59	BACS
VIKING	FILES, A4 COPIER PAPER	ADMIN	£ 66.70	£ 13.34	£ 80.04	BACS
VIKING	HAND TOWELS, TOILET ROLLS	TH	£ 135.92	£ 27.18	£ 163.10	BACS
VIKING	CAREX, WASHING LIQUID, BLEACH, DISENFECTANT	OPENSACES	£ 71.22	£ 14.25	£ 85.47	BACS
VIKING	TOILET ROLLS	PUBLIC TOILETS	£ 35.97	£ 7.19	£ 43.16	BACS
PETTY CASH	CASH TOP UP	ADMIN	£ 57.96	£ -	£ 57.96	CHEQUE 000081
			£ 5,167.89	£ 908.01	£ 6,075.90	

96)

DD JULY 2021

Name	Description	Service	Bill Freq	Net	Vat	Total
British Gas	Electricity	Chapel	Quarterly	£ 27.71	£ 1.38	£ 29.09
Vodafone	mobiles	Admin	Monthly	£ 120.06	£ 24.02	£144.08
Bank Charges	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly	£ 7.00	£ -	£7.00
Viridor	Waste collection	Rec	Monthly	£ 100.40	£ 20.08	£120.48
Viridor	Waste collection	TH	Monthly	£ 163.47	£ 32.69	£196.16
Anglian Water	Water	Public Toilets	Quarterly	£ 176.33	£ -	£176.33
Anglian Water	Water	TH	Quarterly	£ 274.88	£ -	£274.88
Anglian Water	Water	Pavilion Nursery	Quarterly	£ 28.47	£ 5.71	£34.18
Anglian Water	Water	Chapel Road	Quarterly	£ 10.04	£ -	£10.04
Anglian Water	Water	Cemetery	Quarterly	£ 503.22	£ -	£503.22
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			
Total Gas & Power	Electricity	Public Toilets	Quarterly			
British Gas	Elect Skate Park	OS	Quarterly	£ 124.95	£ 6.24	£131.19
Total Gas & Power	Gas	TH	Quarterly	£ 1,006.77	£ 50.35	£1,057.12
Total Gas & Power	Electricity	TH	Quarterly			
Siemens	Photocopier	TH	Quarterly			
Phs	Sanitary disposal	TH	Annually			
Fuel Genie	Fuel Feb/March	OS	Monthly	£ 247.07	£ 49.40	£296.47
						<b>£4,499.86</b>
HMRC Tax/Nic	BACS		Monthly	£ 3,297.85	£ -	£3,297.85
Norfolk Pension	BACS		Monthly	£ 2,449.20	£ -	£ 2,449.20
Staff Salary	BACS		Monthly	£ 10,134.42	£ -	£ 10,134.42
						<b>£15,881.47</b>
<b>TOTAL</b>						<b>£20,381.33</b>

9c)

INCOME JUNE 2021	
Banked Monies	
Burials	£ 1,870.00
Larry Gray	£ 290.00
Pavilion Water	£ 28.47
Hall Bookings	£ 993.00
Recycling	£ 186.35
Allotment Rent	£ 169.00
Allotment Refundable bond	£ 900.00
<b>Total</b>	<b>£ 4,436.82</b>

1.6.21	BFWD.	460	45	53	51	346	49	8	72	—	—	9d)
16.6.21	Groundstaff Sunscreen x 4			9	96	336	53					
28.6.21	Staff Subsistence <sup>27 May</sup> - 24 June			48	00	288	53					
	Petty Cash 000080	53	51			342	04					
				57	96	342	04	—	—	—	—	—
		513	96	57	96	342	04	8	72	—	—	—

4230 115 ARCHIVE	4230 201 OPEN SPACES	4230 101 4123 STATIONERY	4230 101 MEETING REFRESHMENTS	4010 101 MILEAGE	4230 211 MARKET	ADMIN	4230 311 TIC	-	VAT
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9 00	-	-	-	-	-	96 00	-	-	16	24
	9 96					48 00				
-	9 96	-	-	-	-	48 00	-	-	-	
9 00	9 96	-	-	-	-	144 00	-	-	-	24

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

9e)

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>							
1376 Precept	290,600	581,199	290,600			50.0%	
1390 Interest Received (Bond)	0	100	100			0.0%	
1391 interest received on saving ac	1	250	249			0.6%	
Administration :- Income	<b>290,601</b>	<b>581,549</b>	<b>290,948</b>			<b>50.0%</b>	<b>0</b>
4000 Staff Costs	43,866	300,000	256,134		256,134	14.6%	
4001 Other Employment Costs	96	5,000	4,904		4,904	1.9%	
4002 website	180	5,000	4,820		4,820	3.6%	
4004 Health & Safety	0	2,000	2,000		2,000	0.0%	
4005 Training	560	5,000	4,440		4,440	11.2%	
4010 Travelling Expenses	0	750	750		750	0.0%	
4020 Miscellaneous Expenses	94	2,000	1,906		1,906	4.7%	
4023 Subscriptions	1,010	2,500	1,490		1,490	40.4%	
4025 Insurances	9,339	9,000	(339)		(339)	103.8%	
4027 Bookkeeping	495	1,250	755		755	39.6%	
4028 Office Internet	0	250	250		250	0.0%	
4029 Photocopier Usage Fee	9	2,500	2,491		2,491	0.4%	
4031 Computer	1,149	5,000	3,851		3,851	23.0%	
4040 Community Car Scheme	0	6,000	6,000		6,000	0.0%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	10,123	3,000	(7,123)		(7,123)	337.4%	
4044 Highway Improvements	0	1,000	1,000		1,000	0.0%	
4051 Bank Charges	37	500	463		463	7.5%	
4055 Judicial Review Claim	63,700	45,000	(18,700)		(18,700)	141.6%	
4056 Consultancy	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees	(1,265)	2,500	3,765		3,765	(50.6%)	
4058 Legal Fees	0	10,000	10,000		10,000	0.0%	
4059 Civic Reception	0	1,000	1,000		1,000	0.0%	
4060 Civic Allowances	0	1,000	1,000		1,000	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	825	2,500	1,675		1,675	33.0%	
4122 Postages	0	500	500		500	0.0%	
4123 Stationery	36	2,000	1,964		1,964	1.8%	
4147 Photocopier Lease payments	400	1,500	1,100		1,100	26.7%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	
4230 Supplies	0	250	250		250	0.0%	
4231 Advertising	0	1,000	1,000		1,000	0.0%	
4298 Covid General Expenses	420	500	80		80	84.0%	
4300 Premises Licence	0	500	500		500	0.0%	
Administration :- Indirect Expenditure	<b>131,075</b>	<b>426,000</b>	<b>294,925</b>	<b>0</b>	<b>294,925</b>	<b>30.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>159,526</b>	<b>155,549</b>	<b>(3,977)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>112 Street Lights</b>							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
4402 Public Lighting	7,349	5,000	(2,349)		(2,349)	147.0%	
Street Lights :- Indirect Expenditure	<u>7,349</u>	<u>30,000</u>	<u>22,651</u>	<u>0</u>	<u>22,651</u>	<u>24.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(7,349)</u>	<u>(30,000)</u>	<u>(22,651)</u>				
<b>113 Toilets</b>							
4001 Other Employment Costs	192	0	(192)		(192)	0.0%	
4110 Rates	193	1,750	1,557		1,557	11.0%	
4112 Water	176	750	574		574	23.5%	
4113 Electricity	0	750	750		750	0.0%	
4145 Maintenance/Repairs	0	500	500		500	0.0%	
4190 Equipment Purchase	0	100	100		100	0.0%	
4220 Cleaning	0	100	100		100	0.0%	
4230 Supplies	0	500	500		500	0.0%	
4255 Safety Checks	0	200	200		200	0.0%	
Toilets :- Indirect Expenditure	<u>561</u>	<u>4,650</u>	<u>4,089</u>	<u>0</u>	<u>4,089</u>	<u>12.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(561)</u>	<u>(4,650)</u>	<u>(4,089)</u>				
<b>114 Christmas Lights</b>							
1050 Income	0	1,000	1,000			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4230 Supplies	0	500	500		500	0.0%	
4255 Safety Checks	0	500	500		500	0.0%	
4400 Expenditure	0	10,000	10,000		10,000	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>11,000</u>	<u>11,000</u>	<u>0</u>	<u>11,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
<b>115 Archive</b>							
4010 Travelling Expenses	0	100	100		100	0.0%	
4023 Subscriptions	0	25	25		25	0.0%	
4121 Telephone	0	100	100		100	0.0%	
4122 Postages	0	25	25		25	0.0%	
4123 Stationery	0	100	100		100	0.0%	
4230 Supplies	9	100	91		91	9.0%	
Archive :- Indirect Expenditure	<u>9</u>	<u>450</u>	<u>441</u>	<u>0</u>	<u>441</u>	<u>2.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(9)</u>	<u>(450)</u>	<u>(441)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>116 Attleborough Neighbourhood Pla</b>							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
<b>201 Open Spaces</b>							
1000 Booking Fees	290	500	210			58.0%	
1050 Income	186	2,000	1,814			9.3%	
1100 Allotment Income	7,478	1,300	(6,178)			575.2%	
1105 Burial Fees	3,405	15,000	11,595			22.7%	
1106 Sports Letting	0	1,000	1,000			0.0%	
1150 Re-imburement of Utilities	28	0	(28)			0.0%	
1152 Repayment church wall damage	100	0	(100)			0.0%	
Open Spaces :- Income	<u>11,488</u>	<u>19,800</u>	<u>8,312</u>			<u>58.0%</u>	<u>0</u>
4020 Miscellaneous Expenses	0	500	500		500	0.0%	
4022 Cemetery Refunds	80	0	(80)		(80)	0.0%	
4110 Rates	259	700	441		441	37.0%	
4112 Water	542	1,000	458		458	54.2%	
4113 Electricity	357	500	143		143	71.5%	
4123 Stationery	0	50	50		50	0.0%	
4140 Fuel	440	2,000	1,560		1,560	22.0%	
4143 Equipment Hire	0	750	750		750	0.0%	
4144 Tree Work	0	2,000	2,000		2,000	0.0%	
4145 Maintenance/Repairs	5,203	25,000	19,797		19,797	20.8%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4190 Equipment Purchase	0	3,000	3,000		3,000	0.0%	
4225 Refuse Collections	629	1,750	1,121		1,121	36.0%	
4230 Supplies	1,713	7,500	5,787		5,787	22.8%	
4255 Safety Checks	0	1,000	1,000		1,000	0.0%	
4295 Cemetery expenses	0	1,000	1,000		1,000	0.0%	
4296 Van	1,152	1,500	348		348	76.8%	
4298 Covid General Expenses	70	1,000	930		930	7.0%	
4300 Premises Licence	0	200	200		200	0.0%	
4400 Expenditure	0	1,000	1,000		1,000	0.0%	
4501 Play Areas Consultancy	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	<u>10,445</u>	<u>56,450</u>	<u>46,005</u>	<u>0</u>	<u>46,005</u>	<u>18.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,043</u>	<u>(36,650)</u>	<u>(37,693)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Attleborough in Bloom</b>							
1050 Income	0	750	750			0.0%	
Attleborough in Bloom :- Income	<u>0</u>	<u>750</u>	<u>750</u>			<u>0.0%</u>	<u>0</u>
4230 Supplies	0	250	250		250	0.0%	
4400 Expenditure	49	500	451		451	9.8%	
Attleborough in Bloom :- Indirect Expenditure	<u>49</u>	<u>750</u>	<u>701</u>	<u>0</u>	<u>701</u>	<u>6.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(49)</u>	<u>0</u>	<u>49</u>				
<b>211 Markets</b>							
1050 Income	0	1,000	1,000			0.0%	
Markets :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4001 Other Employment Costs	0	500	500		500	0.0%	
4123 Stationery	0	50	50		50	0.0%	
4230 Supplies	0	50	50		50	0.0%	
4298 Covid General Expenses	0	200	200		200	0.0%	
4400 Expenditure	0	500	500		500	0.0%	
Markets :- Indirect Expenditure	<u>0</u>	<u>1,300</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(300)</u>	<u>(300)</u>				
<b>290 Open Spaces Capital Exps.</b>							
4190 Equipment Purchase	0	40,000	40,000		40,000	0.0%	
4194 Litter bins	2,842	1,500	(1,342)		(1,342)	189.5%	
Open Spaces Capital Exps. :- Indirect Expenditure	<u>2,842</u>	<u>41,500</u>	<u>38,658</u>	<u>0</u>	<u>38,658</u>	<u>6.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,842)</u>	<u>(41,500)</u>	<u>(38,658)</u>				
<b>301 Town Hall</b>							
1000 Booking Fees	1,381	5,000	3,619			27.6%	
1005 Office Rents	0	3,000	3,000			0.0%	
1007 Bar Rent	0	500	500			0.0%	
Town Hall :- Income	<u>1,381</u>	<u>8,500</u>	<u>7,119</u>			<u>16.2%</u>	<u>0</u>
4110 Rates	3,705	12,500	8,795		8,795	29.6%	
4111 Gas	1,007	1,500	493		493	67.1%	
4112 Water	275	1,000	725		725	27.5%	
4113 Electricity	0	3,000	3,000		3,000	0.0%	
4145 Maintenance/Repairs	523	3,500	2,978		2,978	14.9%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Cleaning	90	1,500	1,410		1,410	6.0%	
4225 Refuse Collections	2,327	2,000	(327)		(327)	116.3%	
4230 Supplies	16	1,500	1,484		1,484	1.1%	
4231 Advertising	0	100	100		100	0.0%	
4255 Safety Checks	180	600	420		420	30.0%	
4257 Major Repairs	0	1,000	1,000		1,000	0.0%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	0	250	250		250	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>8,122</b>	<b>30,950</b>	<b>22,828</b>	<b>0</b>	<b>22,828</b>	<b>26.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,741)</b>	<b>(22,450)</b>	<b>(15,709)</b>				
<u>311 TIC</u>							
4122 Postages	0	10	10		10	0.0%	
4123 Stationery	0	50	50		50	0.0%	
4127 Gifts	0	20	20		20	0.0%	
4230 Supplies	0	100	100		100	0.0%	
<b>TIC :- Indirect Expenditure</b>	<b>0</b>	<b>180</b>	<b>180</b>	<b>0</b>	<b>180</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(180)</b>	<b>(180)</b>				
<u>501 Contingency</u>							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
<b>Contingency :- Indirect Expenditure</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(25,000)</b>	<b>(25,000)</b>				
<b>Grand Totals:- Income</b>	<b>303,470</b>	<b>612,599</b>	<b>309,129</b>			<b>49.5%</b>	
<b>Expenditure</b>	<b>160,452</b>	<b>633,230</b>	<b>472,778</b>	<b>0</b>	<b>472,778</b>	<b>25.3%</b>	
<b>Net Income over Expenditure</b>	<b>143,018</b>	<b>(20,631)</b>	<b>(163,649)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>143,018</b>						

9 f)

Attleborough Town Council

Approval of New Battery Powered Hand Tools for Ground Staff

1 Introduction

It has been identified that the ground staff's petrol engine hand tools need to be replaced as they are coming to the end of their service life and are increasingly in need of repair work.

2 Proposal

Following a period of investigation by the ground staff and Cllr Philip Leslie, including a number of demonstrations, it was agreed that battery operated hand tools offered the best value for money, reduced the need for servicing, were safer to use, did not require petrol to be stored or transported, and dramatically reduced vibration – so could be used for more hours by staff, improving their efficiency and flexibility.

The following list of suitable Stihl equipment was produced. Stihl was selected as the town council already owned a number of attachments that could be used on this equipment, and they are considered to be one of the best brands for such tools.

- x2 KMA 135R Kombi Engine
- x3 HAS 86 Hedge Trimmer
- x1 HTA 86 Telescopic Pole Pruner
- x1 FSA 90 R Bushcutter
- x1 FSA 90 Bushcutter
- x2 BGA 86 Blower
- x1 TSA 230 Cut-Off
- x1 RMA 765V Mower
- x4 AP 300 S Battery
- x2 AR 3000 L Backpack Battery Pack
- Plus, suitable backpacks and x4 chargers

As required by ATC, this list was sent to 3 local dealers and quotes obtained.

The three quotes are:

Dealer A	£6,560 +VAT
Dealer B	£7,240 +VAT
Dealer C	£7,592 +VAT

3 Recommendation

I recommend that we procure these hand tools from Dealer A. However, the decision to approve this is for the Town Council to make.

The funding will be met through existing ATC budgets.

Cllr Philip Leslie  
Chair of Attleborough Town Council

29 June 2021

10 a)

Good Morning,

The group would like to participate in the Queen's Canopy for the jubilee. Could we have your permission to plant a small number of trees on the land. These would include species such as Crab apple, Hazel, and Rowan. They are envisioned to be planted close to the bottom of our field across the back fence area. We would maintain these, as we do the other trees on the site.

Thank you

**Executive Committee Chair  
1st Attleborough Scout Group**

10b)

Good afternoon

Request email to the ATC office.

Pride Home Care are currently based in Queens House, Queens Square, as they have been since the company's formation back 2019. As the business continues to grow, Pride Home Care are moving into larger ground floor premises, next door in the former Myhill's Pet & Garden Shop. Pride Home Care will take possession later this month and are moving in mid-July, and are planning to have an official opening ceremony for Saturday 31st July.

The official opening of the offices will be 11.00am, and it would be most appreciated if the ribbon be cut by either The Mayor or his Deputy.

The plan that day is the Pride Home Care Open Day, showcasing the business, and Attleborough Pride, hosting a Family / Community Day in Queens Square, 10.00am - 3.00pm, in the form of Children's Entertainment, Live Acts, Variety of Stalls, Raffles etc., BBQ, and fundraising for local causes.

We hope that ATC find our request to use Queens Square favourable, and that that The Mayor or Deputy are available for the Official Opening. As you would appreciate there is considerable work in organising, therefore an early response will be very much appreciated.

Kind Regards

Peter Neal

**Request for a Mini Fete on Queens Square**

10c)

Hi Phil

I hope all is ok

We want to do a fund raising event for a young lad who is trying to get finance to help with mobility.

The Kalidoscope team would like to do a mini fete on the Queens Square on 20.8.21 during our club time 10 am till 1 pm.

We are doing a raffle too so looking for prizes!

Please can you advise if this will be allowed to take place.

Thanks

Tracy