



## 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 7<sup>th</sup> June 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  
28<sup>th</sup> May 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 Declarations of Interest**

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

*(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)*

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

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

### **5 Minutes of the Town Council meeting held on 4th May 2021**

For acceptance and approval.

### **6 Planning Matters**

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

## **7 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 May 2021 – for information
- f) Annual Review of Insurance schedule – for acceptance and approval

## **8 Conclusion of Financial Year 2020-21**

- a) Internal Audit Report for the year ended 31 March 2021 – for acceptance and approval
- b) End of year financial reports 31 March 2021 – for acceptance and approval
- c) Completion of Annual Return 31 March 2021 – for resolution
  - Section 1 – Annual Governance Statement for Attleborough Town Council
  - Section 2 – Accounting Statements for Attleborough Town Council

## **9 Correspondence**

- a) Club 99 Donation letter of thanks – for information
- b) Resident concerns regarding parking near junction at Silver St end of Mill Lane – for consideration

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

Items for discussion only

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

Expected Meeting Length is 1 Hour



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**Minutes of the Virtual Annual meeting of the Attleborough Town Council  
Held on Tuesday, 4<sup>th</sup> 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 12<sup>th</sup> 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 12<sup>th</sup> 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 (Jan 2021)**
- 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 8<sup>th</sup> May at Queens Square.

a) **Press Release** – Cllr Leslie read out an official apology to Cllrs Tyrer & Taylor dated 4<sup>th</sup> 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 26<sup>th</sup> May 2021 at 7pm.

Meeting closed at 8:45pm

**Planning Applications received to-date.**

**3PL/2021/0576/HOU – ATTLEBOROUGH: 1 Queens Close, Attleborough – Single storey garden room with bi-fold doors to the rear – No comments**

**3PL/2021/0165/D – ATTLEBOROUGH: Hargham Road, Attleborough – Reserved Matters application for residential development of 48 dwellings following outline permission 3PL/2017/1171/O – No comments**

**3PL/2021/0627/HOU – ATTLEBOROUGH: Blenheim House, Foundry Corner Buckenham Road – Demolition of existing garage/store and erection of timber cart lodge – No comments**

**3PL/2021/0639/HOU – ATTLEBOROUGH: 83a New North Road, Attleborough – Single storey rear extension – No objections**

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

**3PL/2021/0660/D – ATTLEBOROUGH: Plot 2 Leys Lane – Application for all matters reserved following outline permission 3PL/2019/0693/O-Single Storey Dwelling & Detached Garage (plot 2) –no objections**

**3OB/2021/0024/OB – ATTLEBOROUGH: Land North of Norwich Road Attleborough - Application to modify the planning obligation on 3PL/2019/1153/VAR substitution of the revised plan to reverse the phases of the beginning of construction – No objections but several councillors requested more information and some clarification on the rephrasing of the Norwich Road development**

**3PL/2021/0679/HOU – ATTLEBOROUGH: West Farm West Carr Road – First floor rear extension No Objections**

**3PL/2021/0683/F – ATTLEBOROUGH: West Farm West Carr Road - Conversion of outbuilding to family residential annexe – No objections**

**3PL/2021/0682/LB - ATTLEBOROUGH: West Farm West Carr Road - First Floor Rear Extension to rear – No objections**

**3PL/2021/0687/PIP - ATTLEBOROUGH: Greenfields Crow Crows Hall Lane - Permission in Principle for the Erection of 2 detached dwelling and associated works and access. (Permission in Principle, Town and Country Planning Act 1990. Town and Country Planning (Permission in Principle) (Amendment) Order 2017. – No objections**

**3PL/2021/0710/HOU –ATTLEBOROUGH: 27 Fairfield Drive – Erection of flat roof single storey extension to existing garage incorporating raising of the roof and attached canopy – No objections.**

7a)

PAYMENTS 7 JUNE 2021						
PAID TO	DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ NO
ARROWCLEAN	WINDOW CLEAN MAY	TH	£ 45.00	£ -	£ 45.00	BACS
AMBEROL	HANGING BASKETS X 30	OPENSACES	£ 898.79	£ 179.76	£ 1,078.55	BACS
AMTECH UK	BARRIER TECH SANITISER	OPENSACES	£ 70.00	£ 14.00	£ 84.00	BACS
BEN BURGESS	VEE BELT	OPENSACES	£ 107.52	£ 21.50	£ 129.02	BACS
BRECKLAND TYRES	PUNCTURE REPAIR, X 4 MAXMILER TYRE + BALANCED,	OPENSACES	£ 303.70	£ 60.74	£ 364.44	BACS
BUSSEYS	VAN REPLACE DRIVE SHAFT, BATTERY, DOOR LOOM	OPENSACES	£ 1,151.78	£ 230.36	£ 1,382.14	BACS
COMMUNITY CAR SCHEME	GRANT JUNE	ADMIN	£ 330.00	£ -	£ 330.00	BACS
ERNEST DOE	RAINTITE JACKET & TROUSERS	OPENSACES	£ 48.34	£ 9.66	£ 58.00	BACS
EFIRE	FIRE ALARM & EMERGENCY LIGHTING SERVICE	TH	£ 180.00	£ 36.00	£ 216.00	BACS
GD TRANSPORT	VOLUNTARY TRANSPORT SERVICE	ADMIN	£ 380.00	£ -	£ 380.00	BACS
GLASDON UK	LITTER/DOG WASTE BINS X 6	OPENSACES	£ 2,841.90	£ 568.38	£ 3,410.28	BACS
GODFREY	ASSIGNMENT OF RIGHT OF BURIAL	ADMIN	£ 80.00	£ -	£ 80.00	BACS
HARLING ELECTRICAL	POWER & LIGHTING TO CHAPEL	CEMETERY	£ 2,017.08	£ 403.42	£ 2,420.50	BACS
KERRY BUTCHER	INTERNAL AUDIT	ADMIN	£ 335.00	£ 67.00	£ 402.00	BACS
AC LEIGH	EXTRA HIRE KEYS X 6	ADMIN	£ 55.50	£ 11.10	£ 66.60	BACS
MAYDAY	PHOTOCOPIER USAGE BLACK & COLOUR	ADMIN	£ 8.92	£ 1.79	£ 10.71	BACS
MICROSHADE	HOSTED APPLICATION SERVICE	ADMIN	£ 418.70	£ 83.74	£ 502.44	BACS
NETCENTRAL	SETUP & INSTALL WIFI ARCHIVE CENTRE	ADMIN	£ 215.00	£ 43.00	£ 258.00	BACS
NETCENTRAL	ICT SUPPORT & ZOOM MAY	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS
NORFOLK GEEKS	WEBSITE MAINTENANCE & SUPPORT	ADMIN	£ 60.00	£ -	£ 60.00	BACS
NFK PARISH TRAINING	CLLR PLANNING TRAINING	ADMIN	£ 44.00	£ -	£ 44.00	BACS
NFK PLAYING FIELDS ASSOC	ANNUAL SUBSCRIPTION	ADMIN	£ 45.00	£ -	£ 45.00	BACS
NUTS N BOLTS	SHOVEL, INSECT SPRAY, GRINDING DISCS, KEY CYC, ETC.	OPENSACES	£ 25.91	£ 5.19	£ 31.10	BACS
RAC	BREAKDOWN COVER TRANSIT VAN	ADMIN	£ 115.00	£ -	£ 115.00	BACS
ROGERS & NORTON	JUDICIAL REVIEW	ADMIN	£ 63,700.00	£ 7,240.00	£ 70,940.00	PAID BACS 20.5.21
THURLOW NUNN	BATTERY, HOSECLIPS, BOOTS, SAFETY GLASSES, EAR	OPENSACES	£ 268.31	£ 38.76	£ 307.07	BACS
ZURICH	INSURANCE RENEWAL	ADMIN	£ 7,573.26	£ -	£ 7,573.26	BACS
PETTY CASH	CASH TOP UP	ADMIN	£ 53.51	£ -	£ 53.51	CHQ 000080
			£ 81,528.19	£ 9,045.59	£ 90,573.78	

7b)

DD JUNE 2021

Name	Description	Service	Bill Freq	Net	Vat	Total
British Gas	Electricity	Chapel	Quarterly	£ 23.69	£ 1.18	£ 24.87
Vodafone	mobiles	Admin	Monthly	£ 120.06	£ 24.02	£144.08
Bank Charges	Barclays	TH	Monthly			
Bank Charges	Lloyds	TH	Monthly	£ 12.10	£ -	£12.10
Viridor	Waste collection	Rec	Monthly	£ 107.88	£ 21.58	£129.46
Viridor	Waste collection	TH	Monthly	£ 163.36	£ 32.67	£196.03
Anglian Water	Water	Public Toilets	Quarterly			
Anglian Water	Water	TH	Quarterly			
Anglian Water	Water	Pavilion Nursery	Quarterly	£ 28.47	£ 5.71	£34.18
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			
Total Gas & Power	Electricity	Public Toilets	Quarterly			
British Gas	Elect Skate Park	OS	Quarterly	£ 176.42	£ 8.82	£185.24
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	Cemetery	Annually			
Phs	Sanitary disposal	TH	Annually			
Fuel Genie	Fuel Feb/March	OS	Monthly	£ 192.68	£ 38.53	£231.21
						<b>£3,527.51</b>
HMRC Tax/Nic	BACS		Monthly	£ 3,696.05	£ -	£3,696.05
Norfolk Pension	BACS		Monthly	£ 3,463.10	£ -	£ 3,463.10
Staff Salary	BACS		Monthly	£ 11,148.43	£ -	£ 11,148.43
						<b>£18,307.58</b>
<b>TOTAL</b>						<b>£21,835.09</b>



7c)

INCOME MAY 2021	
Banked Monies	
Burials	£ 1,135.00
Church Wall damage repayment	£ 100.00
Hall Bookings	£ 288.00
Allotment Rent	£ 373.00
Allotment Refundable bond	£ 900.00
<b>Total</b>	<b>£ 2,796.00</b>

7d)

4230  
301

DATE	DETAILS	REC'D	OUT	BALANCE	4020 101 MISC	4122 101 POSTAGE	TOWN HALL
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1	1.5.21	BFWT.	316 76 60	45 256 31	3	45	—
1	13.5.21	PettyCash 000078	83 24	339 55			
2	"	PettyCash 000079	60 45	400 00			
2	29.4.21	Lidl Tea Coffee Biscuits		4 51 395 49	4	27	
2	5.5.21	Lidl milk		1 00 394 49	1	00	
	27.5.21	Staff Subsistence <sup>29 APRIL</sup> - 27 MAY		48 00 346 49			
1				53 51 346 49	5	27	—

2			460 45 53	51 346 49	8	72	—
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4230 115 ARCHIVE	4230 201 OPEN SPALES	4123 101 STATIONERY	4230 101 MEETING REFRESHERS	4010 101 MILEAGE	4230 211 MARKET ADMIN	4230 311 TIC	-	VAT
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9 00	-	-	-	-	-	48 00	-	-
								24
						48 00		24
9 00	-	-	-	-	-	96 00	-	24

7e)

	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			0.3%	
	<b>290,600</b>	<b>581,549</b>	<b>290,949</b>			<b>50.0%</b>	<b>0</b>
Administration :- Income							
4000 Staff Costs	25,558	300,000	274,442		274,442	8.5%	
4001 Other Employment Costs	48	5,000	4,952		4,952	1.0%	
4002 website	120	5,000	4,880		4,880	2.4%	
4004 Health & Safety	0	2,000	2,000		2,000	0.0%	
4005 Training	516	5,000	4,484		4,484	10.3%	
4010 Travelling Expenses	0	750	750		750	0.0%	
4020 Miscellaneous Expenses	88	2,000	1,912		1,912	4.4%	
4023 Subscriptions	965	2,500	1,535		1,535	38.6%	
4025 Insurances	1,766	9,000	7,234		7,234	19.6%	
4027 Bookkeeping	495	1,250	755		755	39.6%	
4028 Office Internet	0	250	250		250	0.0%	
4029 Photocopier Usage Fee	0	2,500	2,500		2,500	0.0%	
4031 Computer	575	5,000	4,425		4,425	11.5%	
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	24	500	476		476	4.8%	
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	(1,600)	2,500	4,100		4,100	(64.0%)	
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	705	2,500	1,795		1,795	28.2%	
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	40	500	460		460	8.0%	
4300 Premises Licence	0	500	500		500	0.0%	
	<b>103,559</b>	<b>426,000</b>	<b>322,441</b>	<b>0</b>	<b>322,441</b>	<b>24.3%</b>	<b>0</b>
Administration :- Indirect Expenditure							
<b>Net Income over Expenditure</b>	<b>187,041</b>	<b>155,549</b>	<b>(31,492)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## 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%	
	<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>
Street Lights :- Indirect Expenditure							
<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	0	750	750		750	0.0%	
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%	
	<u>385</u>	<u>4,650</u>	<u>4,265</u>	<u>0</u>	<u>4,265</u>	<u>8.3%</u>	<u>0</u>
Toilets :- Indirect Expenditure							
<b>Net Expenditure</b>	<u>(385)</u>	<u>(4,650)</u>	<u>(4,265)</u>				
<b>114 Christmas Lights</b>							
1050 Income	0	1,000	1,000			0.0%	
	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
Christmas Lights :- Income							
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%	
	<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>
Christmas Lights :- Indirect Expenditure							
<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%	
	<u>9</u>	<u>450</u>	<u>441</u>	<u>0</u>	<u>441</u>	<u>2.0%</u>	<u>0</u>
Archive :- Indirect Expenditure							
<b>Net Expenditure</b>	<u>(9)</u>	<u>(450)</u>	<u>(441)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## 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	0	500	500			0.0%	
1050 Income	0	2,000	2,000			0.0%	
1100 Allotment Income	6,409	1,300	(5,109)			493.0%	
1105 Burial Fees	1,535	15,000	13,465			10.2%	
1106 Sports Letting	0	1,000	1,000			0.0%	
1152 Repayment church wall damage	100	0	(100)			0.0%	
Open Spaces :- Income	<u>8,044</u>	<u>19,800</u>	<u>11,756</u>			<u>40.6%</u>	<u>0</u>
4020 Miscellaneous Expenses	0	500	500		500	0.0%	
4110 Rates	172	700	528		528	24.5%	
4112 Water	28	1,000	972		972	2.8%	
4113 Electricity	205	500	295		295	40.9%	
4123 Stationery	0	50	50		50	0.0%	
4140 Fuel	193	2,000	1,807		1,807	9.6%	
4143 Equipment Hire	0	750	750		750	0.0%	
4144 Tree Work	0	2,000	2,000		2,000	0.0%	
4145 Maintenance/Repairs	2,774	25,000	22,226		22,226	11.1%	
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	522	1,750	1,229		1,229	29.8%	
4230 Supplies	472	7,500	7,028		7,028	6.3%	
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	0	1,500	1,500		1,500	0.0%	
4298 Covid General Expenses	0	1,000	1,000		1,000	0.0%	
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>4,365</u>	<u>56,450</u>	<u>52,085</u>	<u>0</u>	<u>52,085</u>	<u>7.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>3,679</u>	<u>(36,650)</u>	<u>(40,329)</u>				

	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	0	1,500	1,500		1,500	0.0%	
Open Spaces Capital Exps. :- Indirect Expenditure	<u>0</u>	<u>41,500</u>	<u>41,500</u>	<u>0</u>	<u>41,500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(41,500)</u>	<u>(41,500)</u>				
<b>301 Town Hall</b>							
1000 Booking Fees	388	5,000	4,612			7.8%	
1005 Office Rents	0	3,000	3,000			0.0%	
1007 Bar Rent	0	500	500			0.0%	
Town Hall :- Income	<u>388</u>	<u>8,500</u>	<u>8,112</u>			<u>4.6%</u>	<u>0</u>
4110 Rates	2,470	12,500	10,030		10,030	19.8%	
4111 Gas	1,007	1,500	493		493	67.1%	
4112 Water	0	1,000	1,000		1,000	0.0%	
4113 Electricity	0	3,000	3,000		3,000	0.0%	
4145 Maintenance/Repairs	252	3,500	3,248		3,248	7.2%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Cleaning	45	1,500	1,455		1,455	3.0%	
4225 Refuse Collections	2,163	2,000	(163)		(163)	108.2%	
4230 Supplies	16	1,500	1,484		1,484	1.1%	
4231 Advertising	0	100	100		100	0.0%	
4255 Safety Checks	0	600	600		600	0.0%	
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>5,953</b>	<b>30,950</b>	<b>24,997</b>	<b>0</b>	<b>24,997</b>	<b>19.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,565)</b>	<b>(22,450)</b>	<b>(16,885)</b>				
<u>311 TIC</u>	0	10	10		10	0.0%	
4122 Postages	0	50	50		50	0.0%	
4123 Stationery	0	20	20		20	0.0%	
4127 Gifts	0	100	100		100	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>	0	25,000	25,000		25,000	0.0%	
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>299,032</b>	<b>612,599</b>	<b>313,567</b>			<b>48.8%</b>	
<b>Expenditure</b>	<b>121,671</b>	<b>633,230</b>	<b>511,559</b>	<b>0</b>	<b>511,559</b>	<b>19.2%</b>	
<b>Net Income over Expenditure</b>	<b>177,362</b>	<b>(20,631)</b>	<b>(197,993)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>177,362</b>						