

Detailed Income & Expenditure by Budget Heading 31/07/2021

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Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
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	9	250	241			3.5%	
Administration :- Income	290,608	581,549	290,941			50.0%	0
4000 Staff Costs	62,414	300,000	237,586		237,586	20.8%	
4001 Other Employment Costs	180	5,000	4,820		4,820	3.6%	
4002 website	240	5,000	4,760		4,760	4.8%	
4004 Health & Safety	1,122	2,000	878		878	56.1%	
4005 Training	560	5,000	4,440		4,440	11.2%	
4010 Travelling Expenses	0	750	750		750	0.0%	
4020 Miscellaneous Expenses	103	2,000	1,897		1,897	5.1%	
4023 Subscriptions	1,045	2,500	1,455		1,455	41.8%	
4025 Insurances	9,339	9,000	(339)		(339)	103.8%	
4027 Bookkeeping	1,445	1,250	(195)		(195)	115.6%	
4028 Office Internet	0	250	250		250	0.0%	
4029 Photocopier Usage Fee	9	2,500	2,491		2,491	0.4%	
4031 Computer	1,724	5,000	3,276		3,276	34.5%	
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	61	500	439		439	12.2%	
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	945	2,500	1,555		1,555	37.8%	
4122 Postages	0	500	500		500	0.0%	
4123 Stationery	103	2,000	1,897		1,897	5.1%	
4147 Photocopier Lease payments	695	1,500	805		805	46.3%	
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	528	500	(28)		(28)	105.6%	
4300 Premises Licence	0	500	500		500	0.0%	
Administration :- Indirect Expenditure	153,071	426,000	272,929	0	272,929	35.9%	0
Net Income over Expenditure	137,537	155,549	18,012				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 Street Lights							
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	7,349	30,000	22,651	0	22,651	24.5%	0
Net Expenditure	(7,349)	(30,000)	(22,651)				
113 Toilets							
1050 Income	2,306	0	(2,306)			0.0%	
Toilets :- Income	2,306	0	(2,306)				0
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	495	750	255		255	66.0%	
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	36	500	464		464	7.2%	
4255 Safety Checks	0	200	200		200	0.0%	
Toilets :- Indirect Expenditure	1,093	4,650	3,557	0	3,557	23.5%	0
Net Income over Expenditure	1,214	(4,650)	(5,864)				
114 Christmas Lights							
1050 Income	0	1,000	1,000			0.0%	
Christmas Lights :- Income	0	1,000	1,000			0.0%	0
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	0	11,000	11,000	0	11,000	0.0%	0
Net Income over Expenditure	0	(10,000)	(10,000)				
115 Archive							
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	9	450	441	0	441	2.0%	0
Net Expenditure	(9)	(450)	(441)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>116 Attleborough Neighbourhood Pla</u>							
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>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
<u>201 Open Spaces</u>							
1000 Booking Fees	290	500	210			58.0%	
1050 Income	186	2,000	1,814			9.3%	
1100 Allotment Income	7,823	1,300	(6,523)			601.8%	
1105 Burial Fees	6,560	15,000	8,440			43.7%	
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	200	0	(200)			0.0%	
Open Spaces :- Income	<u>15,088</u>	<u>19,800</u>	<u>4,712</u>			<u>76.2%</u>	<u>0</u>
4020 Miscellaneous Expenses	208	500	292		292	41.6%	
4022 Cemetery Refunds	80	0	(80)		(80)	0.0%	
4110 Rates	346	700	354		354	49.4%	
4112 Water	542	1,000	458		458	54.2%	
4113 Electricity	463	500	37		37	92.5%	
4123 Stationery	0	50	50		50	0.0%	
4140 Fuel	648	2,000	1,352		1,352	32.4%	
4143 Equipment Hire	0	750	750		750	0.0%	
4144 Tree Work	0	2,000	2,000		2,000	0.0%	
4145 Maintenance/Repairs	5,418	25,000	19,582		19,582	21.7%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4190 Equipment Purchase	61	3,000	2,939		2,939	2.0%	
4225 Refuse Collections	883	1,750	867		867	50.4%	
4230 Supplies	2,262	7,500	5,238		5,238	30.2%	
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	1,702	1,500	(202)		(202)	113.4%	
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>12,681</u>	<u>56,450</u>	<u>43,769</u>	<u>0</u>	<u>43,769</u>	<u>22.5%</u>	<u>0</u>
Net Income over Expenditure	<u>2,407</u>	<u>(36,650)</u>	<u>(39,057)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Attleborough in Bloom							
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>
Net Income over Expenditure	<u>(49)</u>	<u>0</u>	<u>49</u>				
211 Markets							
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>
Net Income over Expenditure	<u>0</u>	<u>(300)</u>	<u>(300)</u>				
290 Open Spaces Capital Exps.							
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>
Net Expenditure	<u>(2,842)</u>	<u>(41,500)</u>	<u>(38,658)</u>				
301 Town Hall							
1000 Booking Fees	2,172	5,000	2,829			43.4%	
1005 Office Rents	0	3,000	3,000			0.0%	
1007 Bar Rent	0	500	500			0.0%	
Town Hall :- Income	<u>2,172</u>	<u>8,500</u>	<u>6,329</u>			<u>25.5%</u>	<u>0</u>
4110 Rates	4,940	12,500	7,560		7,560	39.5%	
4111 Gas	1,007	1,500	493		493	67.1%	
4112 Water	275	1,000	725		725	27.5%	
4113 Electricity	580	3,000	2,420		2,420	19.3%	
4145 Maintenance/Repairs	523	3,500	2,978		2,978	14.9%	
4190 Equipment Purchase	666	2,000	1,334		1,334	33.3%	

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Month No: 4

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Cleaning	135	1,500	1,365		1,365	9.0%	
4225 Refuse Collections	2,692	2,000	(692)		(692)	134.6%	
4230 Supplies	221	1,500	1,279		1,279	14.8%	
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%	
Town Hall :- Indirect Expenditure	11,218	30,950	19,732	0	19,732	36.2%	0
Net Income over Expenditure	(9,047)	(22,450)	(13,403)				
311 TIC							
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%	
TIC :- Indirect Expenditure	0	180	180	0	180	0.0%	0
Net Expenditure	0	(180)	(180)				
501 Contingency							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
Contingency :- Indirect Expenditure	0	25,000	25,000	0	25,000	0.0%	0
Net Expenditure	0	(25,000)	(25,000)				
Grand Totals:- Income	310,174	612,599	302,425			50.6%	
Expenditure	188,312	633,230	444,918	0	444,918	29.7%	
Net Income over Expenditure	121,862	(20,631)	(142,493)				
Movement to/(from) Gen Reserve	121,862						

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Our Ref: H&S/QUOTATION

Attleborough Town Council
Town Hall, Queens Square
Attleborough
Norfolk
NR17 2AF
For the attention of: Mr Phil Leslie



Milne Marketing Ltd
Philip Ford Way
Silfield Road
Wymondham
NR18 9AQ
Tel: +44 (0)1953 607091
Fax: +44 (0)1953 603927
Web: www.milnesafety.co.uk
Email: office@milnesafety.co.uk

5th August 2021

Dear Phil,

Renewal of Health and Safety Retained Service Contract

Please find enclosed the revised quotation for the continuation of your Health and Safety Retained Service. Your current agreement with us is due for renewal on 29th September 2021.

The enclosed Quotation is open for acceptance for a period of thirty (30) days from the Quotation Date. In accepting such Quotation, you will be deemed to be accepting Milne Marketing's Terms and Conditions relating to the Health and Safety Retained Service (which expressly include Milne Marketing's Standard Terms of Business), as set out attached.

The whole payment is to be paid over 60 monthly instalments.

If you would like to continue with our services, please return the enclosed acceptance form duly signed and dated. A standing order form is enclosed for your use in respect of the monthly instalments.

I trust that the Quotation meets with your approval and if you have any queries please do not hesitate to contact me.

Assuring you of our best attention at all times.

Yours sincerely,

Mr David Field
Milne Marketing Ltd

Enc. Quotation

Health and Safety Retained Service Quotation

COMPANY NAME: Attleborough Town Council

Start Date: 30th September 2021

End Date: 29th September 2026

Our service will provide the following for your Company:

- Access to a competent Safety Advisor
- Provide a quarterly Health and Safety Newsletter emailed to your nominated persons within your Organisation
- Provide Safety advice via the phone or email
- Provide electronic copies of documentation, if requested

Access to the Members Area on our website where you will find downloadable samples of COSHH and Risk Assessments, various check sheets to assist with the management of your Health & Safety and historical copies of our Company newsletter. You will also be able to access all of your Company files that we have produced.

SCHEDULE OF WORK

YEAR ONE

- Visit your Offices, Groundsman shed and Cemetery area to complete an annual Health and Safety Inspection and provide a Report with Recommendations which are prioritised as high, medium or low
- Carry out an annual review and update to the Health and Safety Policy
- Carry out an annual review and update the Fire Risk Assessment Manual
- Review the Risk and COSHH Assessments
- Identify your training and Health Surveillance needs
- Visit the site to compile a bespoke Staff Handbook

YEAR TWO

- Visit your Offices, Groundsman shed and Cemetery area to complete an annual Health and Safety Inspection and provide a Report with Recommendations which are prioritised as high, medium or low
- Carry out an annual review and update to the Health and Safety Policy
- Carry out an annual review and update the Fire Risk Assessment Manual
- Review the Risk and COSHH Assessments
- Identify your training and Health Surveillance needs



Health and Safety Retained Service Quotation

YEAR THREE

- Visit your Offices, Groundsman shed and Cemetery area to complete an annual Health and Safety Inspection and provide a Report with Recommendations which are prioritised as high, medium or low
- Carry out an annual review and update to the Health and Safety Policy
- Carry out an annual review and update the Fire Risk Assessment Manual
- Review the Risk and COSHH Assessments
- Identify your training and Health Surveillance needs

YEAR FOUR

- Visit your Offices, Groundsman shed and Cemetery area to complete an annual Health and Safety Inspection and provide a Report with Recommendations which are prioritised as high, medium or low
- Carry out an annual review and update to the Health and Safety Policy
- Carry out an annual review and update the Fire Risk Assessment Manual
- Review the Risk and COSHH Assessments
- Identify your training and Health Surveillance needs

YEAR FIVE

- Visit your Offices, Groundsman shed and Cemetery area to complete an annual Health and Safety Inspection and provide a Report with Recommendations which are prioritised as high, medium or low
- Carry out an annual review and update to the Health and Safety Policy
- Carry out an annual review and update the Fire Risk Assessment Manual
- Review the Risk and COSHH Assessments
- Identify your training and Health Surveillance needs



Health and Safety Retained Service Quotation

COMPANY NAME: Attleborough Town Council

Please note that should the quotation be acceptable, it is your Company's responsibility to act upon the Advisors advice and recommendations and to adopt a proactive approach to Health and Safety. Both parties, the Service Provider (Milne Marketing Ltd) and the client (Yourselves), will work together to improve your Health and Safety culture. Our Advisors will visit your premises at an agreed frequency throughout the contract period to complete the work required.

Additional charges will be incurred where we are requested to liaise with other bodies including the enforcing authority; to assistance with prequalifying questionnaires; when asked to carry out additional work or visit a site which is not included in the schedule of this contract, e.g. assist with an accident investigation.

Should the client (Yourselves) not act upon advice provided by Milne Marketing, we will not be held responsible for any subsequent actions taken by the enforcing authorities or insurance companies. If the client (Yourselves) do not take a pro-active approach to managing its Health and Safety, Milne Marketing reserves the right to cancel the contract.

This Quotation will be held firmly for thirty (30) days from the origination date.

Milne Marketing Ltd will provide the above service to you for:

	NET £	VAT £	TOTAL £
CONTRACT PRICE (5 YEARS)	5,175.00	1,035.00	6,210.00
60 Monthly Instalments	86.25	17.25	103.50

All prices quoted are subject to VAT at current rates.

All training must be booked before the last date of this Contract. Milne Marketing will not give any refunds for training not carried out that is specified in this Schedule of Work. Please note that a cancellation fee of £200.00 is applicable to all cancellations received up to five working days before the visit. This will be charged at Milne Marketing's discretion.



Health and Safety Retained Service Quotation

ACCEPTANCE OF QUOTATION FOR: Attleborough Town Council

Thank you for choosing to accept your Health and Safety Contract with us. As you are aware it is standard practice in our profession to accept consultancy work by letter of engagement.

If the attached quotation for our Health and Safety Retained Service is agreeable, please sign below keeping a copy for your records and return this to us. We will issue monthly invoices accordingly.

Please note that should the quotation be acceptable, it is your Company's responsibility to act upon the Advisors advice and recommendations and to adopt a proactive approach to Health and Safety. Both parties, the Service Provider (**Milne Marketing Ltd**) and the client (**Yourselves**), will work together to improve your Health and Safety culture. Our Advisors will visit your premises at an agreed frequency throughout the contract period to complete the work required.

All training must be booked before the last date of this Contract. Milne Marketing will not give any refunds for training not carried out that is specified in this Schedule of Work. Please note that a cancellation fee of £200.00 is applicable to all cancellations received up to five working days prior to the visit. This will be charged at Milne Marketing's discretion.

Your New Contract

Start Date: 30th September 2021
End Date: 29th September 2026

	NET £	VAT £	TOTAL £	<input checked="" type="checkbox"/>
CONTRACT PRICE (5 YEARS)	5,175.00	1,035.00	6,210.00	
60 Monthly Instalments	86.25	17.25	103.50	

Please place a tick in the box of the option you would like to proceed with

Signature		Date	
Print Name		PO No.	



9f)

Thank you for taking the time to speak to me today (may I also add that it was a pleasure). Personally I thought it was very useful and allowed me to gain a much better understanding of your current H&S provisions. As promised, I have attached a Service Proposal which describes the main features of the services we discussed.

I sincerely believe that the EW service is the best on the market and the right one for Attleborough Town Council. We offer a sector specific service provided by a sector specific team to 150+ happy Town Councils up and down the UK. Our advisers are familiar with legislation governing your sector and have expansive knowledge of the green book. Further information is available on our website <https://elliswhittam.com/sectors/local-government-authorities/>

EW has conducted Job Evaluations for Councils and provided training bespoke to the sector and to RSO's, spoken at conferences, written and update SLCC advice notes and run CPD Training Courses.

Here is a selection of the many special attributes of our service which we offer as part of our Fixed Fee H&S proposition.

- Fixed fee service with no hidden charges
- Your own named, highly qualified, DBS checked Health & Safety Consultant performs your appropriate assessments and inspections and develops your Health & Safety Handbook and Action Plan
- Ellis Whittam acts as your legally required joint Competent Person
- Unlimited e-mail and telephone support
- Emergency assistance in the event of serious accidents and enforcement authority visits
- Investigation of serious accidents, dealing with the authorities and defending you against prosecution
- Optional - Legal Expenses Insurance (FCA regulated) to defend you in the case of prosecution and to pay any Fee for Intervention charges imposed by the HSE
- Regular email bulletins
- You will be granted secure access to our unique online system
- You have 24/7 access to records of all exchanges with your Health & Safety Consultant
- The system contains all your documents that have been prepared for you by EW such as policies, handbooks etc. and with a comprehensive library of guidance and template documents

I look forward to speaking to you on Wednesday 8th September @ 2.30 pm. In the meantime, if you require additional information or have any questions please do not hesitate to contact me.

Kind Regards,
Nimish

Nimish Sheth
Regional Business Director
Ellis Whittam Limited
Tel: 0345 226 8393
Mob: 07850 646844
DDI: 07850 646844
Web: www.elliswhittam.com

Fee Summary

60-month Support Agreement

Health & Safety
exclusive of VAT

£2,250 per annum

Other

Legal Expenses Administration Fee
Based on 8 employees, exclusive of VAT

£55.00 per annum

Legal Expenses Insurance (Health and Safety prosecution) optional
inclusive of Insurance Premium Tax

£4.44 per person per annum

Online Health & Safety Training 10 Users
exclusive of VAT

FREE for the first 12 months
then £436 per annum

FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at elarning@elliswhittam.com no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.

Our Terms

Our honest approach to doing business.

Our fees are as set out in the Fees Summary. Fees increase annually by 2% per annum.

Please find a copy of our full Service Agreement Terms [here](#). The document explains EW's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover offered. It is an important document and should be read and understood by you because it will form part of the agreement between us. EW is authorised and regulated by the Financial Conduct Authority, registration number 310779. Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover. You can access a full copy of our insurance terms [here](#).

Contact

To gain access to quality advice, brilliant service and professional support from day one, please contact me.

Nimish Sheth
Regional Business Director
 Telephone: 07850 646844
nimishsheth@elliswhittam.com

9-f)

Thanks for sending over the H&S information.

Citation H&S would offer all of what you currently receive and more !
Citation has been established since 1995 and employs over 100 H&S specialists who help our clients to be compliant with their H&S.

The main advantage Citation has is we provide a variety of e-Learning modules which are very easy to send to your employees to train/refresh them on all sorts of H&S modules such as Fire safety, Manual Handling, Lone working etc. (please see attached course list).
We also have a H&S web based platform called Atlas which was designed to make H&S paperwork a lot more manageable and easy to store and update relevant H&S docs. I've attached a short video demo of the Atlas software.

Essentially Citation would assign one of its H&S advisors to become Attleborough Town Council competent safety advisor, we would initially carry out H&S visits to inspect and familiarise ourselves with current H&S systems.

Where necessary we will update your H&S policy, H&S handbooks for staff and ensure your H&S management system is fully up to date.

A fire risk assessment is included and subsequent annual review (see attached) info.

We provide a 24/7 H&S advice line and will be onsite in the event of a serious H&S matter/incident. Another advantage we have over your current provider is that we protect the town council from ever being prosecuted by HSE, we would even go to court and defend any such action without any charge. This give piece of mind that the H&S policy/docs we provide for you are 100% right and its very unlikely that a HSE prosecution would happen.

Our Atlas system has a great risk assessment feature which makes the whole process of compiling risk assessments a lot easier.

Please see the attached H&S service documents for a breakdown of the H&S service.

The 5yr H&S package monthly fees based upon Attleborough Town Council current staff count of under 10 would be £200 per month plus vat.
Fees are paid monthly by DD and ex vat.

I have quoted as keenly as possible to try and remain competitive without taking away from the level of H&S service we provide.

James O'Hare
Business Development Director

M: 07899 668577
www.citation.co.uk

Registered Office: Kings Court, Water Lane, Wilmslow, Cheshire SK9 5AR, United Kingdom

Citation



Health & Safety

Health & Safety can be hard to keep on top of, and we really do understand that – that's why our industry-leading experts are here to help take the headache out of keeping you, your business and your employees safe.



Here's what we'll do for you:



Welcome to the team

As soon as you sign your agreement, we'll give you access to our 24/7 advice line, set you up on our online management platform – Atlas, and arrange your first consultant visit.



In-depth inspection report

During their first visit, your expert consultant will:

- Identify any hazards and risks
- Outline their findings in a detailed report
- Advise on improvements to be made
- Create a bespoke handbook.



Installation visit

During your installation visit, your consultant will:

- Put together your policies
- Demonstrate how to compliantly conduct assessments
- Run through Health & Safety awareness training
- Store copies in Atlas for you.



Risk assessments

We've lots of sector specific risk assessment templates in Atlas. They've been put together by experts, and will help you on the road to keeping you, your business and your employees safe. And if you need a hand filling it in, you'll have 24/7 support with our advice line.



Always up-to-date

We'll always inform you of legislation updates and incorporate relevant changes into your system. And if there are any changes to your business, just let us know and we'll reflect those in your documents too.



Here for you - 24/7

You and your nominated employees will have access to industry-leading Health & Safety specialists 24 hours a day, 365 days a year. We always provide advice bespoke to your business, and work alongside you to find the best solutions for your challenges.

Your annual inspection

Every year, we'll conduct a site visit to the same standard of an enforcing authority. On the back of this, we'll provide you with a detailed inspection report, which'll include things like your observance of policy, any changes needed, a review of records and procedures, and identification of any new hazards.

On-site support

We'll be by your side in the event of a major accident or emergency, to support with enforcing authorities and your risk management strategy.

Unlimited access

We'll make sure you're always clued up by giving you unlimited access to 100s of online tools and fact sheets.

Guaranteed advice

Providing you've followed our recommendations, take all our advice and notify us immediately, we'll pay the costs of defending safety prosecutions and actions taken by an enforcing authority. There's a limit of £150,000 per matter or series of related matters, and an annual limit of £1.5 million. More details can be found online.

Fire Risk Assessment

When it comes to keeping your business compliant, fire risk assessments are a legal must-have. Not only do they keep you on the right side of the law, but they're an essential part of keeping you, your employees and your business safe.

Fire risk assessments can be complicated, time consuming and require specialist input, so we understand it can be tricky to keep on top of them – and that's where we come in.

What you get

An expert assessor will visit your site(s) and:

- Conduct a robust overview of your existing fire hazards
- Identify any hazards within your building, explain the risks involved and how they can be controlled
- Create a bespoke action plan with recommendations for you to action on
- Provide you with an overall risk rating for your business
- Give you peace of mind that your business is fire-safe and meeting its legal obligations.



Why choose us?

- We conduct internal quality checks and all of our assessors are experienced, so you can be sure you're in safe hands.
- Your Fire Risk Assessment will be validated and reviewed by one of our specialist fire-risk auditors.
- We provide expert support and advice post-assessment, too.
- All our work is 100% warranted, and we're fully insured with public liability.
- We give all our advice and recommendations in plain English, so that everyone in your team can easily understand it.

All our partners are experienced and highly qualified:



Risk Assessment Support

Citation

We know risk assessments can be a struggle for businesses of all sizes and from all sectors, but they're a necessity to keep your site safe and legally sound.

So, to make sure your business and all its systems are operating to the highest safety standards - with minimal struggle, one of our Health & Safety experts will give you hands-on help with everything you need to know to competently complete a risk assessment from start to finish.

What you get

A highly qualified consultant will work alongside you to create legally compliant risk or COSHH assessments by:

- Reviewing your business' environment and systems of work
- Identifying and assessing any hazards
- Advising you of the best way to control or reduce any hazards identified
- Guiding you through the risk or COSHH assessment process in Atlas, our on-line portal
- Ensuring you fully understand the creation and reviewal process
- Educating you on your legal responsibilities, and the ramifications of getting it wrong.



Why choose us?

- All our consultants are qualified to either IOSH or IIRSM standards, and many are on the Occupational Safety & Health Consultants Register
- We come with more than 20 years' of Health & Safety experience, so you can be sure you're in safe hands
- We'll equip you with all the knowledge needed to be self-sufficient and replicate the risk assessment process confidently
- Our service works on a one-off basis, so you can lean on us for support as much or as little as you like, and only pay for what you need.

10a)

Subject: Matthew Homes - Streetlight proposals at Grampian Food Site, Buckenham Road, Attleborough

Phil,

We spoke a week or so ago about the delivery of street light columns on the development we are about to embark upon in Attleborough.

The attached drawings indicate the lighting column proposals.

As we discussed Norfolk County Council are not minded to adopt columns, which is frustrating as Matthew Homes would much prefer to see the new road network lit for all the reasons we are aware of.

It would be most useful if your Town Council would be willing to support the installation of columns and manage them going forward.

I look forward to your response.

Regards,

Gordon

Gordon Hodgkinson

Head of Technical

T: 01707 655550

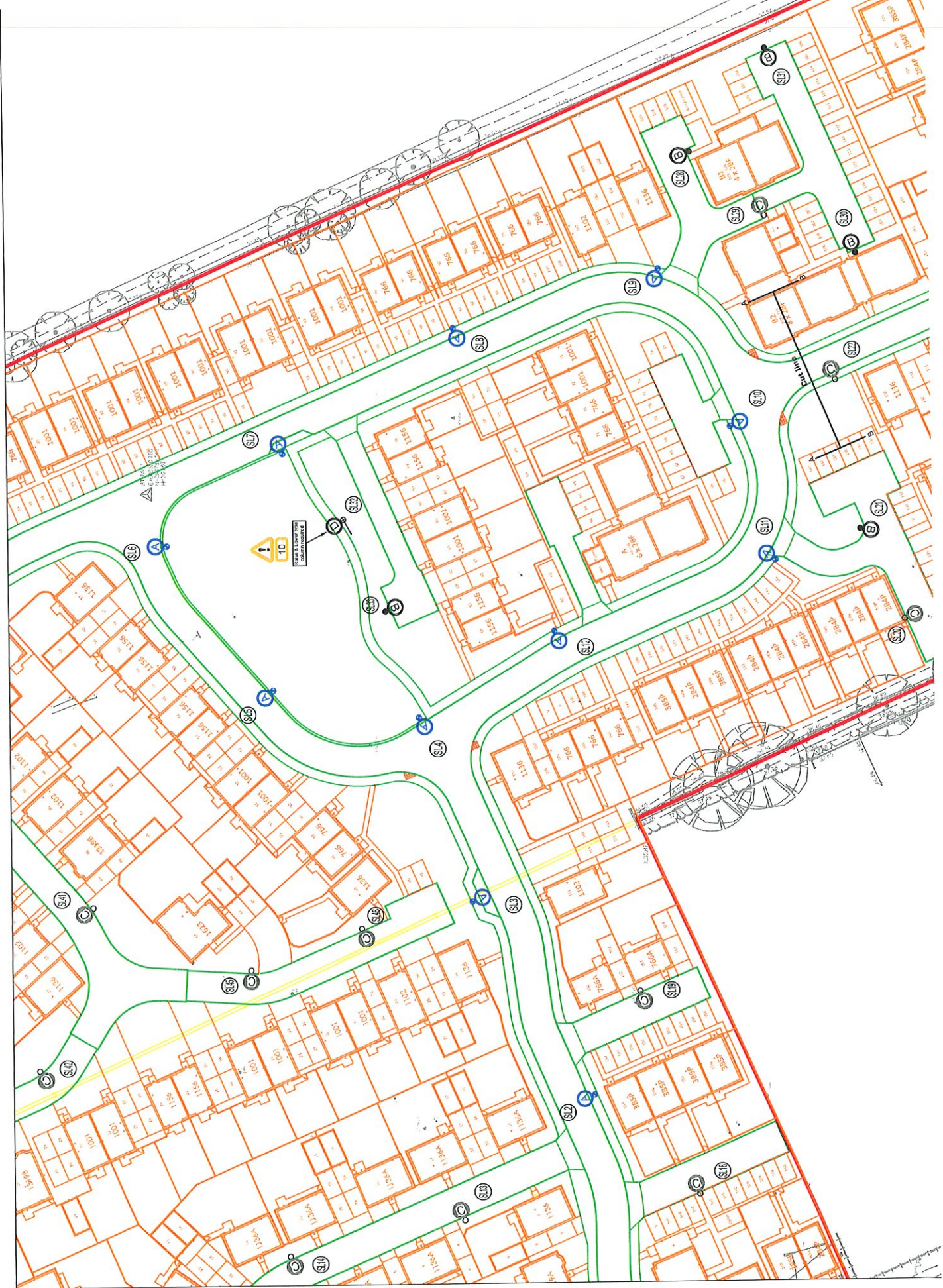
M: 07485 324431

www.matthew-homes.com





File ref - c:\users\122423\one\drive - amy\p\documents\001 ac-n folder\ac-n-667 atfeborouthhead drawing\ac-n-667 proposed lighting layout.dwg





File ref - c:\users\122423\onedrive - amey\picdocuments\001 ac-n folders\ac-n-667 atleborough\ac-n-667 proposed lighting layout.dwg



10b)

Request to use Queens Square

I was wondering who I contact in regards to arranging an event to be held in the little square in Attleborough for next March?

I hold annual events for the charity Endometriosis UK to help raise money and spread awareness for Endometriosis awareness month.

Every year, I body paint a model as a live public display of awareness and hold events that include a raffle, Q&A, entertainment and games. This year I was unable to do so as we were in lockdown so I did a virtual challenge on my own face which got the attention of our local press!

I already have a couple of local businesses interested in joining me in this event with donating prizes and sponsorship.

The model will be decently covered before paint (not nude) - please take a look at my website for the events I have held in the past

I look forward to hearing from you and hopefully start planning this wonderful event to help get the community and small local businesses together for a good cause.

Many thanks

Niki Etheridge

www.onceuponabody.co.uk

10c)

Dear Sir/Madam

During a recent inspection of the above-mentioned site regarding the casualty H. A. Edwards, grave reference: C.311, it came to our attention that the casualty is not adequately commemorated (Please see attached image).

The Commonwealth War Graves Commission would therefore like authority to erect a memorial in the form of a Commonwealth War Graves Commission Marker (Please see attached drawing) on the grave.

The Marker would be of Portland stone and erection work would be carried out on the understanding that if relatives ever objected the headstone would be removed entirely at our expense.

I would be grateful if you could confirm that you have no objection to this proposal and if you would, in this instance, waive the normal headstone erection fee.

If you are in agreement would you please fill in the attached non disturbance form, and return to me, or please send it to the email address on the form.

Yours sincerely,

Chris Hawes

Chris Hawes

Regional Manager, East



COMMONWEALTH
WAR GRAVES



Commonwealth War Graves Commission

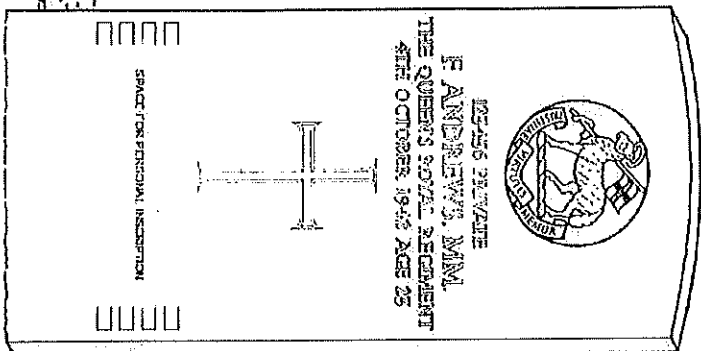
2 Marlow Road, Maidenhead, Berkshire, SL6 7DX, United Kingdom

Mobile: +44 7734 445013 | Website: www.cwgc.org



CWGC
Commonwealth War Graves Commission

STANDARD PATTERN WAR HEADSTONE



Example text

Description
Stone Marker

Height above ground
813mm

Width
381mm

Thickness
76mm

Standard Inscription
Badge
Religious emblem (where desired)
Service Particulars of the casualty in serif text

Personal Inscription
Maximum four lines
Maximum of 25 letters and spaces on each line

102)

Subject: The Queens Green Canopy

Dear Mayor Councillor

Please excuse this unsolicited contact but I thought it worth contacting you with regards to the above initiative (you may already be familiar with it, if so I am sorry!) I have been appointed by the Lord Lieutenant to be the 'lead' for Norfolk. The precis of the QGC is: The Queen's Green Canopy is an initiative to celebrate The Queen's Platinum Jubilee by encouraging people to plant and protect trees as a legacy to Her Majesty's Service to the Nation. The QGC will invite the four Nations of the United Kingdom to "Plant a Tree for the Jubilee" and will encourage people to plant well with healthy trees that will not only survive but thrive for generations to come. Everyone from community groups, schools, scout groups, corporates, counties, councils and parishes are encouraged to plant trees – from saplings to majestic avenues of significant trees – to mark this extraordinary occasion. As well as inviting people to plant new trees, existing woodland will also be dedicated to QGC by erecting commemorative plaques to mark the occasion and preserve forests for the future, in The Queen's name. The QGC was launched in May. I would welcome the opportunity to meet/zoom/ chat with you to discuss how Attleborough Town Council might become involved. There is an excellent website at www.queensgreencanopy.org which explains it all and how your trees can be recorded.

I hope this is of interest and makes sense.

Kind Regards

Thomas Courtauld DL

10 e)

Subject: Bakeaholics Christmas Fayre

Hello Phil,

I hope you are well!

I am coming to you with a little proposal! After attending an event at the weekend I noticed something that the town was lacking. I felt this really made everyone come together with a friendly spirit and I would love to be able to (with your permission) put on our first ever Christmas Food, Drink & Craft Fayre!

I would LOVE this event to be 2 days however I am willing to say 1 day/evening. I would love to have all the stalls outside the shop and in the green then potentially if we have a lot of interest the car park next to the doctors and the pharmacy.

The dates I am looking at are across the 17th of December to the Sunday the 19th.

Personally I think a Saturday or Sunday would be best! OR the best of both worlds and do BOTH!

I am more than happy to arrange all of this, get everyone's insurance and risk assessments and charge everyone a small pitch fee which we can then either donate towards the town council OR we can donate it to a chosen charity.

In my head full of bright ideas! I picture Carol singers, local food producers, nice local made grafts and gifts then to top it off with a nice warm mulled wine and now my next little plea (ha-ha) I am looking to make Attenborough's first Christmas grotto!

I have been speaking with my dad about him making a Pink and White Christmas grotto to sit outside our shop! I have already been in contact with a friend of mine who is an actor with a DBS check to play MR Christmas! I would then get all our staff to be elves. Which I would love to be able to run every weekend in December then be open with it outside from the 20th-24th of December.

Obviously I need all your and the lovely town council's permission to go ahead with this. Firstly, for the Christmas Fayre and what you think on dates etc. and then if I can have the lovely Christmas grotto outside the shop!

I can't wait to hear what you think!

Sorry for the ramble,

I am more than happy to speak on the phone as I know I'm a waffler!

Thank you so much,

Morgan,

Bakeaholics UK

Standing Order Review Committee

TERMS OF REFERENCE

Mandate

In accordance with Standing Orders (April 2021) clause D6, the mandate of the Committee is to keep the Council's Standing Orders under review.

To enable this, it has been granted delegated authority by the Council to consult with appropriate groups or individuals, and prepare reports and recommendations for the Council, subject to its not contravening the Council's wider policies.

It is required to make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that any proposed expenditure might exceed any limits set by the Council.

Its Chairman should provide a report, not less than annually, to a meeting of the Council.

In carrying out its mandate, the Committee is particularly responsible for:

- Reviewing the Council's Standing Orders and other related policies and procedures;
- Consulting with the Proper Officer on Standing Orders and other related policies and procedures;
- Making recommendations to the Council on any new material that needs to be added and any errors or omissions that need correction;
- Such other matters as may be delegated to it by the Council.

Membership

The Committee should comprise five members (to include the Mayor and Deputy Mayor) appointed by the Council for a four-year term to coincide with the Council election cycle. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings & Procedure

The Committee should meet as often as it deems necessary for the efficient and timely execution of its business, but not less than annually.

Unless otherwise directed by the Council, the Committee's Chairman and Vice-Chairman should be elected by its members at the first Committee meeting of each election cycle.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.

Members of the Council, not being members of the Committee, may request to attend all or part of any Committee meeting but may not do so unless a majority of the Committee consents. In the interests of efficiency, such requests and consents should be made and dealt with before the meeting takes place (by email or other expedient means). A confirmatory motion to approve any such attendance should be put at the meeting concerned. If it is passed, the Councillor concerned may participate in the discussion of the agenda item(s) for which he/she has been admitted but may not take part in any vote. Any Councillor so admitted shall not have access to any confidential papers unless the Committee decides otherwise but may be briefed before the meeting by its Chairman and/or the Town Clerk at their sole discretion.

The Committee, if at its sole discretion it deems it expedient, may invite outside specialists to attend and participate in (or to observe) all or part of any meeting on a non-voting basis.

All Councillors and staff attending a meeting of the Committee should be mindful at all times of the requirements of data protection legislation and of the need for confidentiality on any sensitive matter discussed there.

The agenda for any meeting should be prepared by the Town Clerk in consultation with the Committee Chairman (or in his/her absence, with its Vice-Chairman). Minutes of all Committee meetings should be taken, recorded in a transparent manner and permanently stored; and presented to the next meeting for approval. The agendas and minutes of all Committee meetings should be posted in a timely manner on the Council's website; but sensitive or confidential matters should first be summarised or redacted as appropriate.

Committee meetings may take place online to the extent that the law permits or requires it.

Events & Communication Committee

TERMS OF REFERENCE

Mandate

The mandate of the Committee is to explore, propose, organise, support, review and promote community events, as well as communicate public information from the Council.

To enable this, it has been granted delegated authority by the Council to consult with appropriate groups or individuals, prepare reports and proposals for the Council, and communicate public information from the Council via appropriate media, subject to its not contravening the Council's wider policies.

It is required to make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that any proposed expenditure might exceed any limits set by the Council.

Its Chairman should provide a report, not less than annually, to a meeting of the Council.

In carrying out its mandate, the Committee is particularly responsible for:

- Exploring and proposing possible community events;
- Organising, coordinating and/or supporting community events (after being approved by the Council);
- Reviewing existing events;
- Promoting events via appropriate media, in coordination with the Town Clerk;
- Communicating public information from the Council via appropriate media, in coordination with the Town Clerk;
- Such other matters as may be delegated to it by the Council.

Membership

The Committee should comprise five members appointed by the Council for a four-year term to coincide with the Council election cycle. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings & Procedure

The Committee should meet as often as it deems necessary for the efficient and timely execution of its business, but not less than quarterly.

Unless otherwise directed by the Council, the Committee's Chairman and Vice-Chairman should be elected by its members at the first Committee meeting of each election cycle.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.

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Committee meetings may take place online to the extent that the law permits or requires it.

Emergency Committee

In recent weeks there have been three incidents in the Town which should have, in my opinion, had a swift response from the Town Council. Above average rainfall caused flooding in parts of the town, Banham Poultry had an incident requiring road closures and someone got locked in the public loos at half eleven on a Friday evening which required them to call the Fire Brigade out – on this last occasion the Emergency telephone number on the Town Council Website got no response when called.

With the appointment of a new clerk the creation of an Emergency Committee will, I have been assured, be imminent. However, this will take time and cannot formally be adopted by Full Council until the October meeting at the earliest.

Requirements of a Town/Parish Council re Emergencies.

- Help the community to cope better with a disruptive event.
- Reassure the community.
- Co-ordinate response to an emergency.
- Provide the community and services with a local point of contact and assistance.
- Keep people informed so they know what to do and are able to respond – especially in the first few critical hours following an incident.
- Help those who are vulnerable by providing care, support, information or practical help.
- Represent the community.
- Community recovery.

Emergency Management Team responsibilities should also assess and maintain links with the emergency services.

Proposal.

My proposal is that in the interim 5 Councillors act as a Working Party to ensure that should the Town suffer any incidents requiring Emergency help from the Council there is a system in place.

Debbie Lane. August 2021