



ATTLEBOROUGH TOWN COUNCIL

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

You are summoned to the Meeting of Attleborough Town Council To be held on Monday 4th October 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)
Due to coronavirus, there will be a limited capacity for public attendance

Michelle Barron
29th September 2021
Town Clerk

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 Vacancies

Review current Councillor vacancies and consider appropriate action to fill them

4 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.

5 Public Participation (10 Minutes)

6 Minutes of the Town Council meeting held on 6th September 2021

For acceptance and approval.

7 Planning Matters

- a) **Planning Applications** (Applications agreed and responses made) – for confirmation by members
- b) **Planning Applications** (Not due yet)
 - 3PL/202/1246/F – ATTLEBOROUGH: Land opposite Oaktree West Carr Road- Development of 3 new build dwellings.
 - 3PL/2021/1317/HOU – ATTLEBOROUGH: 4 Arlington Close – Single Storey Front & Rear Extension & Two Storey Front Extension
 - 3PL/2021/ 1325/F – ATTLEBOROUGH: Land north of Unit 1 Focus Business Park – Erection of two new industrial buildings comprising Class B2, B8 & E with ancillary plant, external lighting, car parking, cycle parking & associated infrastructure.

8 Councillor Reports

Town, District and County Councillors can give a brief report on relevant information.

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 August 2021** – for information
- f) **Completion of Audit 2020-21 and External Auditors Report** – for acceptance and approval
- g) **Precept 2nd Instalment** – For information

10 Correspondence

- a) **Climate & Ecological Emergency (CEE) Bill** – for consideration
- b) **Proposed Plan for a Murder Mystery Trail around Attleborough** – for acceptance and approval
- c) **Application for a licence for the removal of buried human remains** – for acceptance and approval

11 Tenancy Report

Report on the Town Council leased properties for consideration

12 Any Other Items which the Chairman decides are urgent

Items for discussion only

13 Councillor Email Accounts

Microsoft 365 email accounts for Councillors – for consideration

14 Public Participation (10 Minutes)

15 Exclusion of Press and Public

To pass a resolution excluding the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed

16 Councillor Standards Complaint

To consider making a Standards complaint against 3 Councillors in relation to the Judicial Review Report

Expected Meeting Length is 2 Hours



Maxine O'Mahony, Returning Officer
General enquiries: 01362 656870
Email: elections@breckland.gov.uk

M Barron
Clerk to Attleborough Town Council
Town Hall
Queens Square
Attleborough
Norfolk
NR17 2AF

Our Ref: ATQ08092021
Date: Thursday, 16 September 2021

Dear Michelle,

Casual Vacancy: Attleborough Town Council – Queens Ward

I acknowledge receipt of the copy of the Notice of Vacancy dated **08/09/2021**.

The due date for receipt of requests to hold an election is **28/09/2021**, and I will notify you after that date as to whether I have received any requests for an election to fill the vacancy.

Yours sincerely,

A L Elliott

Alex Elliott
Electoral Services Officer





ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
Tel: 01953 456194 - email: enquiries@attleboroughtc.org.uk

**Minutes of the meeting of the Attleborough Town Council
Held on Monday, 6th September 2021 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

- Cllr P Leslie - presiding
- Cllr J Ellis Cllr L Grave Cllr J Francis Cllr S Marsh
- Cllr T Taylor Cllr E Tyrer Cllr A Westby Cllr A Busk
- Cllr D Lane Cllr A Smith Cllr V Dale Cllr K Montague
- In attendance – Michelle Barron – Town Clerk
- In attendance – Anne Willett – Clerks Assistant (minute taker)
- Joel Fayers (MPC), Jenny Orford (Homes England)
- Dist. Cllr K Martin, Sergeant Shelley, PC Damion Wicks, Beat Manger
- Public x 8

053.21) Mayors Welcome – Cllr Leslie welcomed everyone and asked the new Town Clerk Michelle Barron to introduce herself. Michelle explained she had relocated to Norfolk 10 years ago and had become involved in numerous Community Groups, managed Rocklands Community shop and is a Councillor for Gt Ellingham, previous experience had been in the transport sector. Michelle looked forward to become part of a team that would listen to its constituents and local businesses, support the Councillors and improve communication, having already met some local retailers today to start to build those relationships.

054.21) Apologies for absence -

- Cllr Crouch – Prior appointment
- Cllr Cousins – Resignation received

055.21) Declarations of Interest

- a) To receive and consider declarations of interest in items below –
Cllr Taylor, Cllr Tyrer, Cllr Montague, Cllr Busk – Item 18
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –
– None received

056.21) Public Participation - Resident’s Questions

RESOLVED that the meeting be adjourned to allow the Mayor to address questions submitted from various residents. (See Resident’s Questions Notes attached.) -

057.21) Minutes of the Town Council meeting held on 2nd August 2021

On the motion of Cllr Taylor, seconded by Cllr Grave, it was **RESOLVED** to amend Min 043.21) add making “It would be lawful for the Council to consider making a Standards Complaint.” Min 043.21) add” If the draft complaint is approved by members it will be made to the Monitoring Officer at Breckland Council for his consideration”.

On the motion of Cllr Westby, seconded by Cllr Lane, it was RESOLVED to accept the minutes of the Town Council meeting held 2nd August 2021 with the amendments to Min 043.21.

ACTION: TOWN CLERK

058.21) Homes England Presentation

Joel Fayers, MPC introduced himself and Jenny Orford, Senior Planning Manager, Homes England, MPC will be assisting Homes England on the Community engagement side of the project. Here to talk about the first phase of the development and will be attending your meetings regularly in the future. Jenny Orford explained Homes England are a housing accelerator bringing influence, expertise and resources to the project, who intervene to build more affordable homes where needed. Working on this project we are taking a market developer role focusing on design and delivery of infrastructure. A large consultant team has been appointed to bring the technical skills and Joel's part of that is on communication and engagement, one of the most important parts of the project. We collaborate closely with stakeholders and will be involving the Town Council. Joel thanked Jenny and explained time scales would be set out that needed to be met and any questions would be answered along the way. An event is to be held, a market stall outside the front of the Town Hall on Thursday 23rd September 8am-2pm, everyone welcome. We look to involve as many different groups as possible and will report back to the Council in November. Cllr Leslie and Cllr Tyrer thanked both representatives for attending the meeting.

059.21) Planning Matters–

a) Planning Applications –

On the motion of Cllr Tyrer, seconded by Cllr Westby, it was RESOLVED to approve and accept the following recommendations already agreed and submitted prior to meeting.

b) Planning Applications

3PL/2021/1191/F – ATTLEBOROUGH: Former Garden/Garage Driveway to Daglas House – The construction of a single storey one-bedroom dwelling with car parking on site, together with a private garden and the part demolition and rebuilding of a flint wall to Eden Lane. –

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

RESOLVED – No objections

ACTION: TOWN CLERK

060.21) Councillor Reports

- Dist. Cllr Martin reported new bus stop signs in place on Hargham Rd, New Rd & London Rd. Permission given for appeal decision Land North of Blackthorn Rd. Old Grampian Food site, 25% affordable housing allowed but still waiting for email confirmation. Old Hamilton Acorn Brush factory site has good community potential and a presentation to the Council may be arranged.
- Cllr Lanes report had been circulated in the meeting pack and no questions were raised
- Cllr Smith & Cllr Taylor in the company of Sgt Shelley and PC London had toured the town and everything was in order.
- Cllr Tyrer wanted to clarify for transparency his “behind the scenes” meetings with Home England was to outline the wishes of the Town and take it forward and would like approval from Cllrs to be able to have these discussions. Cllr Leslie stated as long as these meetings are productive conversations with key stakeholders to facilitate them coming to the table with offers for us, he was happy and we have Member Officer Protocol and Standing Orders to abide by. Cllr Taylor suggested in a public forum when referring to these meetings to avoid using the term “behind the scenes” from now on as gives the wrong impression.

061.21) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 6 September 2021 Total £7,758.57. It was noted RBL donation is usually brought to Council for approval

b) To agree direct debits –

On the motion of Cllr Ellis, seconded by Cllr Taylor it was
RESOLVED to approve and accept the direct debit list dated September 2021
Total £22,784.87

c) To receive Income –

On the motion of Cllr Taylor, seconded by Cllr Lane, it was
RESOLVED to approve and accept the income list for August 2021
Total £2,856.00

d) Petty Cash payments – Noted for information

e) Income & Expenditure July 2021 – Noted for information

f) Quotations for Renewal of Health & Safety Retained Service Contract

On the motion of Cllr Lane, seconded by Cllr Montague, it was
RESOLVED to accept and approve Milne Marketing quote £5,175 for 5 years
Cllr Dale abstained from vote due to already using one of the tenders.

ACTION: TOWN CLERK

062.21) Correspondence

a) Matthews Homes – Streetlight Proposals at Grampian Food Site –

On the motion of Cllr Tyrer, seconded by Cllr Westby, it was
RESOLVED Not to approve streetlight proposals.

b) Once Upon a Body – Charity Event Request to use Queens Square –

On the motion of Cllr Francis, seconded by Cllr Taylor, it was
Resolved to accept and approve.

c) Commonwealth War Graves Request to erect a memorial –

On the motion of Cllr Lane, seconded by Cllr Taylor, it was
Resolved to accept and approve.

d) The Queens Green Canopy -

On the motion of Cllr Leslie, seconded by Cllr Lane, it was
Resolved to accept and approve.

e) Bakeaholics Christmas Fayre & Christmas Grotto –

On the motion of Cllr Francis, seconded by Cllr Montague, it was
Resolved to accept and approve.

ACTION: TOWN CLERK

063.21) Standing Orders Review Committee

a) Standing Orders Review Committee Terms of Reference –

On the motion of Cllr Taylor, seconded by Cllr Westby, it was
RESOLVED to make amendments - the Committee should comprise of at least five members
& appointed by the Council annually and to remove paragraphs two & four on page 2
On the motion of Cllr Taylor, seconded by Cllr Westby, it was
RESOLVED to accept and approve amended document

b) Nominate and elect members of the Standing Orders Review Committee

On the motion of Cllr Taylor, seconded by Cllr Lane, it was
RESOLVED to appoint Cllr Taylor to the committee.
On the motion of Cllr Westby, seconded by Cllr Tyrer, it was
RESOLVED to appoint Cllr Westby to the committee.
On the motion of Cllr Taylor, seconded by Cllr Francis, it was
RESOLVED to appoint Cllr Marsh to the committee.

064.21) Events & Communication Committee

a) Events & Communication Committee Terms of Reference –

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

RESOLVED to make amendments the Committee should comprise of at least five members & appointed by the Council annually and to remove paragraphs three and five on page 2

On the motion of Cllr Taylor, seconded by Cllr Dale, it was
RESOLVED to accept and approve amended document

b) **Nominate and elect members of the Events & Communication Committee**

On the motion of Cllr Smith, seconded by Cllr Dale, it was
RESOLVED to appoint Cllr Smith as Committee member

On the motion of Cllr Taylor, seconded by Cllr Lane, it was
RESOLVED to appoint Cllr Taylor as Committee member

On the motion of Cllr Lane, seconded by Cllr Tyrer, it was
RESOLVED to appoint Cllr Lane as Committee member

On the motion of Cllr Ellis, seconded by Cllr Taylor, it was
RESOLVED to appoint Cllr Ellis as Committee member

On the motion of Cllr Dale, seconded by Cllr Smith, it was
RESOLVED to appoint Cllr Dale as Committee member

On the motion of Cllr Tyrer, seconded by Cllr Montague, it was
RESOLVED to appoint Cllr Tyrer as Committee member

065.21) Emergency Committee

After a discussion it was decided to set up an Emergency Committee would take time not really necessary when we have a Standing Order Review Committee already in place.

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

RESOLVED - Assign the plan to the Committee already set up but we make an assignment that the communications tree is put into place with the Town Clerk who can then communicate that to ourselves for approval to go to the public.

ACTION: TOWN CLERK

066.21) SNAP (Local Police) Meeting Recommendation

The Town Council will host the meetings once every three months and the Engagement Office Paula Gilluley will provide us with a list of agencies for attendance.

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

RESOLVED to host meetings, set agendas, prepare minutes and send out invitations.

067.21) Any other items which the Chairman decides are urgent

Cllr Leslie reported he had received a letter of resignation from Cllr Cousins and expressed his thanks to Cllr Cousins for being on the Council and wished him well for the future. The vacancy would be advertised in due course.

068.21) Public Participation (10 Minutes)

RESOLVED that the meeting be adjourned to allow the Mayor to address questions submitted from various residents. (See Resident's Questions Notes attached.)

069.21) Exclusion of Press & Public

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

RESOLVED – to exclude the press and public from the meeting given the sensitive nature of the business to be discussed.

070.21) Report on Potential Claim against Nicolas Hancox Solicitors –

On the motion of Cllr Philip Leslie, seconded by Cllr Andy Westby, it was

RESOLVED that the Council instruct Anthony Collins Solicitors to pursue items 7.2 and 7.3 of their report dated the 27 August 2020, in regard to the potential claim against Nicholas Hancox Solicitors.

Meeting closed 9.44pm

Public Participation 1st Section

- Resident queried whether by Cllr Crouch leaving the July meeting half way through had he forfeited his place on the Council, was this ever followed through?
- Yes, it was followed through and by attending the meeting even in part is considered an attendance
- Resident queried although Community Car Scheme had resume, a lot of people were not aware and needed to be advertised more widely
- Better communications needed and the new Events & Communications Sub-Committee would address such matters. Cllr Lane would contact the resident regarding the Community Car Scheme.
- Sergeant Shelley explained at present quarterly SNAP (Safer Neighbourhood Action Panel) meetings where community issues are raised is being police led and it shouldn't be, it should be police attended, so a request was made for a Chair and Vice Chair to run the meetings in conjunction with the police, volunteers willing to work with police to establish a SNAP in that format.
- Agenda Item 14a) recommendation will be made for Council to start hosting SNAP meetings
- Resident queried whether skate park had been approved
- The ambition of the Council is to have a new skate park by summer holidays 2022
- Resident concerned about the war memorial as in need of care and cleaning
- The war memorial will receive attention but we have to be careful in selecting the right specialist to ensure the memorial is not damaged.

Public Participation 2nd Section

- A student from the Academy asked why aren't Councils investing in hydrogen
- To produce hydrogen, it uses a lot of energy, so still 10-20 years away. Rolls Royce are working with Government to produce micro generators and seeking greater use of renewable energy and we are supporting solar energy.
- Any investigations into wind power?
- It is being explored, Homes England are reviewing it.
- A resident commented on the Emergency Plan, suggested exploring what is already out there and organise how to pull emergency services together

Planning Applications received to-date

3PL/2021/1182/F - ATTLEBOROUGH: 2nd Field North of Wroo Farm Wroo Road - Change of use of agricultural land for the standing of 1no. mobile home (residential use) – No comments

3PL/2021/1222/F - ATTLEBOROUGH: Steeple House 25 New Road - Extension and change of use to flexible Class E, B2 and B8, including external lighting, additional car parking and associated infrastructure. – No comments

3PL/2021/1202/VAR – ATTLEBOROUGH: Phase A Land north of Norwich Road Attleborough
- Variation of Condition No 2 on 3PL/2017/1615/D Erection of 327 residential dwellings, with associated attenuation areas, open space & infrastructure works. Revised layout & design - No comments

3PL/2021/1223/A – ATTLEBOROUGH: Steeple House 25 New Road – Erection of externally illuminated main sign - No comments

3PL/2021/1232/F – ATTLEBOROUGH: Phase B Land north of Norwich Road – Application for planning permission to create 196 new homes, associated infrastructure and open space (update to the scheme for Phase B approved under reference 3PL/2017/1615/D - No comments

3PL/2021/1230/LU – ATTLEBOROUGH: The Cannons West Carr Road- Conversion of single garage to bedroom for main dwelling (Certificate of lawfulness for proposed use) – Not seeking views as application merely seeks a legal determination based on the scheme submitted.

3PL/2021/1259/D - ATTLEBOROUGH: Land off Warrens Lane – Reserved matters application for 8 dwellings following outline/hybrid permission 3PL/2016/0486/H – No objections

3PL/2021/1155/HOU - ATTLEBOROUGH: 57 Blackthorn Road Attleborough – Single storey pitched roof extension to the rear. – No objections

3PL/2021/1281/F – ATTLEBOROUGH: Westward Care Home Ltd Long Street - Demolition of existing greenhouses with replacement poly tunnel & adaptation/conversion of existing office/storage building for therapy areas (art, crafts & drama) – No objections

7b)

Anne Willett

From: Michelle Barron
Sent: 27 September 2021 11:39
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2021/1246/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 23 September 2021 09:34
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2021/1246/F

CONSULTATION - FULL

REFERENCE: 3PL/2021/1246/F
PROPOSAL: Development of 3 new build dwellings.
LOCATION: ATTLEBOROUGH: Land opposite Oaktree West Carr Road
APPLICANT: Jock Properties

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

PLEASE NOTE: During the Covid-19 crisis we will not be able to accept any postal representations on planning applications. All representations must be made either online on the Breckland website at:

<https://www.breckland.gov.uk/planning> or by email to planning@breckland.gov.uk

Any comments that the Town/Parish Council may wish to make should be received by **14th October 2021**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Should the application require determination by the Planning Committee, a representative of the Town/Parish Council may speak at the meeting if your members consider it necessary.

Anne Willett

From: Michelle Barron
Sent: 27 September 2021 11:39
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2021/1317/HOU

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 23 September 2021 09:34
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2021/1317/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2021/1317/HOU
PROPOSAL: Single Storey Front & Rear Extension & Two Storey Front Extension.
LOCATION: ATTLEBOROUGH: 4 Arlington Close
APPLICANT: Mrs Liz Nenables

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

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Should the application require determination by the Planning Committee, a representative of the Town/Parish Council may speak at the meeting if your members consider it necessary.

Note: As this is a Householder Application, in the event of an appeal against a refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made

Anne Willett

From: Michelle Barron
Sent: 27 September 2021 13:14
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2021/1325/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 27 September 2021 13:04
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2021/1325/F

CONSULTATION - FULL

REFERENCE: 3PL/2021/1325/F

PROPOSAL: Erection of two new industrial buildings comprising Class B2, B8 and E with ancillary plant, external lighting, car parking, cycle parking and associated infrastructure.

LOCATION: ATTLEBOROUGH: Land north of Unit 1 Focus Business Park

APPLICANT: Mr D Lohan

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

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<https://www.breckland.gov.uk/planning> or by email to planning@breckland.gov.uk

Any comments that the Town/Parish Council may wish to make should be received by **18th October 2021**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Should the application require determination by the Planning Committee, a representative of the Town/Parish Council may speak at the meeting if your members consider it necessary.

9a)

PAYMENTS 4 OCT 2021		DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ
PAID TO			TH	£ 45.00	£ -	£ 45.00	BACS
ARROWCLEAN		WINDOW CLEAN SEPTEMBER					
ANTHONY COLLINS		FEE FOR NEGLIGENCE CLAIM AGAINST SOLICITOR	ADMIN	£ 2,489.00	£ 497.80	£ 2,986.80	BACS
COOLERAID		BOTTLE WATER DISPENSER	TH	£ 24.66	£ 4.93	£ 29.59	BACS
COMMUNITY CAR SCHEME		JOURNEYS JULY/AUG	ADMIN	£ 324.20	£ -	£ 324.20	BACS
ERNEST DOE		ERGO HELMET, BLUE NITRILE, V-BELT X 2	OPENSPPACES	£ 349.10	£ 61.94	£ 411.04	BACS
EVANS		SKIP HIRE	OPENSPPACES	£ 350.01	£ 69.99	£ 420.00	BACS
GD TRANSPORT		VOLUNTARY TRANSPORT SERVICE	ADMIN	£ 36.00	£ -	£ 36.00	BACS
IMPRINT SIGNS		A5 FLYERS 7500	ADMIN	£ 98.00	£ 19.60	£ 117.60	BACS
LONGWATER CONSTRUCTION		BALLAST, CEMENT	OPENSPPACES	£ 142.50	£ 28.50	£ 171.00	BACS
MAYDAY		PHOTOCOPY USAGE	ADMIN	£ 51.00	£ 10.20	£ 61.20	BACS
MICROSHADE		HOSTED APPLICATION SERVICE	ADMIN	£ 418.70	£ 83.74	£ 502.44	BACS
NETCENTRAL		DOMAIN RENEWAL, ICT SUPPORT SEPT	ADMIN	£ 335.92	£ 67.18	£ 403.10	BACS
NORFOLK GEEKS		WEBSITE SUPPORT OCTOBER	ADMIN	£ 60.00	£ -	£ 60.00	BACS
NFK PARISH TRAINING		COUNCILLOR TRAINING	ADMIN	£ 140.00	£ -	£ 140.00	BACS
NUTS N BOLTS		H&M VENT, FIRE CEMENT, BLACK PAINT, KETTLE	OPENSPPACES	£ 27.53	£ 5.51	£ 33.04	BACS
ONLINE PLAYGROUNDS		PARTS TO REPAIR CLIMBING FRAME	OPENSPPACES	£ 56.50	£ 11.30	£ 67.80	BACS
PKF LITTLEJOHN		AGAR RETURN YEAR END 31 MARCH 2021	ADMIN	£ 1,600.00	£ 320.00	£ 1,920.00	BACS
SCREWFIX		WD40, PLIERS, RESIN, GLOVES, SAFETY GLASSES	OPENSPPACES	£ 103.83	£ 20.77	£ 124.60	BACS
THURLOW NUNN		VARIOUS PIECES OF BATTERY POWERED EQUIP	OPENSPPACES	£ 5,066.50	£ 1,013.30	£ 6,079.80	BACS
THURLOW NUNN		MOLE TRAP, DRILL BIT SET, SLEDGE HAMMER	OPENSPPACES	£ 43.35	£ 8.67	£ 52.02	BACS
VIKING		TOILET ROLL, DUSTERS	TH	£ 107.88	£ 21.58	£ 129.46	BACS
PETTY CASH		CASH TOP UP	ADMIN	£ 13.20	£ -	£ 13.20	CHQ,000085
				£ 11,882.88	£ 2,245.01	£ 14,127.89	

9b)

DD OCT 2021

Name	Description	Service	Bill Freq	Net	Vat	Total
British Gas	Electricity	Chapel	Quarterly			
Vodafone	mobiles	Admin	Monthly	£ 128.37	£ 25.68	£154.05
Bank Charges	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly	£ 13.52	£ -	£13.52
Viridor	Waste collection	Rec	Monthly	£ 139.76	£ 27.95	£167.71
Viridor	Waste collection	TH	Monthly	£ 270.65	£ 54.13	£324.78
Anglian Water	Water	TH	Quarterly	£ 116.03		£116.03
Anglian Water	Water	Public Toilets	Quarterly	£ 178.13		£178.13
Anglian Water	Water	Cemetery	Quarterly	£ 201.06		£201.06
Breckland Council	Rates	TH	Monthly	£ 1,235.00	£ -	£1,235.00
Breckland Council	Rates	Cemetery	Monthly	£ 87.00	£ -	£87.00
Total Gas & Power	Electricity	Public Toilets	Quarterly			
British Gas	Elect Skate Park	OS	Quarterly			
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly			
Phs Group	waste collection	TH	Annual	£ 120.00	£ 24.00	£144.00
Fuel Genie	Fuel Feb/March	OS	Monthly	£ 177.59	£ 35.51	£213.10
						£2,840.78
HMRC Tax/Nic	BACS	HMRC Tax & Nic	Monthly	£ 4,052.63	£ -	£4,052.63
Norfolk Pension	BACS	Pension	Monthly	£ 3,111.25	£ -	£ 3,111.25
Staff Salary	BACS	Salaries	Monthly	£ 12,592.33	£ -	£ 12,592.33
						£19,756.21
TOTAL						£22,596.99

9c)

INCOME SEPT 2021	
Banked Monies	
Burials	£ 1,919.00
Gaymers Bowls Rent	£ 110.00
Gaymers Bowls Water	£ 52.65
Hall Bookings	£ 653.00
Breckland Community Car Fund	£ 330.00
Market	£ 80.00
Total	£ 3,144.65

9 d)

DATE	DETAILS	REC'D	OUT	BALANCE	MISC		POSTAGE	TOWN HALL	EXPENSES									
					4-230	4-231			4-230	4-231	4-232	4-233	4-234	4-235	4-236	4-237	4-238	
									ARCHIVE	OPEN SPACES	STATIONERY	MEETING RESOURCES	MILEAGE	TAXI	ADMIN	TIC	VAT	
1.9.21	BKWD	642	11 183 67	216 33	21	71	-	129 10	59 00	30 75	-	-	-	-	180 00	-	5 22	
"	Lidl Milk		1 30	215 03								1 30						
2.9.21	Lidl Milk		1 00	214 03								1 00						
6.9.21	Sainsbury Biscuits, Milk		10 10	203 93								10 10						
20.9.21	Lidl Milk			80	203 13							80						
22.9.21	Petty Cash 000084	183	67	386 80														
			13 20	386 80								13 20						
		825	78 13 20	386 80	21	71	=	129 10	59 00	30 75	-	13 20	-	-	180 00	-	5 22	

	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%	
1378 Grant payment Community Cars	330	0	(330)			0.0%	
1390 Interest Received (Bond)	0	100	100			0.0%	
1391 interest received on saving ac	9	250	241			3.8%	
	290,939	581,549	290,610			50.0%	0
Administration :- Income							
4000 Staff Costs	83,037	300,000	216,963		216,963	27.7%	
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	1,906	2,000	94		94	95.3%	
4005 Training	560	5,000	4,440		4,440	11.2%	
4010 Travelling Expenses	0	750	750		750	0.0%	
4020 Miscellaneous Expenses	107	2,000	1,893		1,893	5.3%	
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	2,299	5,000	2,701		2,701	46.0%	
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	86	500	414		414	17.1%	
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	1,655	2,500	845		845	66.2%	
4122 Postages	0	500	500		500	0.0%	
4123 Stationery	139	2,000	1,861		1,861	6.9%	
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	672	500	(172)		(172)	134.4%	
4300 Premises Licence	0	500	500		500	0.0%	
	175,970	426,000	250,030	0	250,030	41.3%	0
Administration :- Indirect Expenditure							
Net Income over Expenditure	114,969	155,549	40,580				

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	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	<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>
Net Expenditure	<u>(7,349)</u>	<u>(30,000)</u>	<u>(22,651)</u>				
113 Toilets							
1050 Income	2,306	0	(2,306)			0.0%	
Toilets :- Income	<u>2,306</u>	<u>0</u>	<u>(2,306)</u>				<u>0</u>
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	<u>1,093</u>	<u>4,650</u>	<u>3,557</u>	<u>0</u>	<u>3,557</u>	<u>23.5%</u>	<u>0</u>
Net Income over Expenditure	<u>1,214</u>	<u>(4,650)</u>	<u>(5,864)</u>				
114 Christmas Lights							
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>
Net Income over Expenditure	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
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	59	100	41		41	59.0%	
Archive :- Indirect Expenditure	<u>59</u>	<u>450</u>	<u>391</u>	<u>0</u>	<u>391</u>	<u>13.1%</u>	<u>0</u>
Net Expenditure	<u>(59)</u>	<u>(450)</u>	<u>(391)</u>				

Continued over page

	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	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
<u>201 Open Spaces</u>							
1000 Booking Fees	290	500	210			58.0%	
1050 Income	333	2,000	1,667			16.6%	
1100 Allotment Income	7,986	1,300	(6,686)			614.3%	
1105 Burial Fees	6,575	15,000	8,425			43.8%	
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	300	0	(300)			0.0%	
Open Spaces :- Income	15,512	19,800	4,288			78.3%	0
4020 Miscellaneous Expenses	395	500	105		105	79.0%	
4022 Cemetery Refunds	80	0	(80)		(80)	0.0%	
4110 Rates	433	700	267		267	61.8%	
4112 Water	684	1,000	316		316	68.4%	
4113 Electricity	487	500	13		13	97.4%	
4123 Stationery	0	50	50		50	0.0%	
4140 Fuel	935	2,000	1,065		1,065	46.7%	
4143 Equipment Hire	0	750	750		750	0.0%	
4144 Tree Work	0	2,000	2,000		2,000	0.0%	
4145 Maintenance/Repairs	5,879	25,000	19,121		19,121	23.5%	
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	1,100	1,750	650		650	62.9%	
4230 Supplies	3,452	7,500	4,048		4,048	46.0%	
4255 Safety Checks	515	1,000	486		486	51.5%	
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	15,792	56,450	40,658	0	40,658	28.0%	0
Net Income over Expenditure	(280)	(36,650)	(36,370)				

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Attleborough in Bloom</u>							
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>				
<u>211 Markets</u>							
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>				
<u>290 Open Spaces Capital Exps.</u>							
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>				
<u>301 Town Hall</u>							
1000 Booking Fees	3,258	5,000	1,743			65.2%	
1005 Office Rents	0	3,000	3,000			0.0%	
1007 Bar Rent	0	500	500			0.0%	
Town Hall :- Income	<u>3,258</u>	<u>8,500</u>	<u>5,243</u>			<u>38.3%</u>	<u>0</u>
4110 Rates	6,175	12,500	6,325		6,325	49.4%	
4111 Gas	1,450	1,500	50		50	96.7%	
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%	

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Cleaning	180	1,500	1,320		1,320	12.0%	
4225 Refuse Collections	2,855	2,000	(855)		(855)	142.7%	
4230 Supplies	523	1,500	977		977	34.9%	
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	180	250	70		70	72.0%	
Town Hall :- Indirect Expenditure	13,587	30,950	17,363	0	17,363	43.9%	0
Net Income over Expenditure	(10,330)	(22,450)	(12,120)				
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	312,015	612,599	300,584			50.9%	
Expenditure	216,741	633,230	416,489	0	416,489	34.2%	
Net Income over Expenditure	95,274	(20,631)	(115,905)				
Movement to/(from) Gen Reserve	95,274						

9f)

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

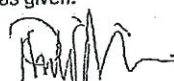
07/06/21

and recorded as minute reference:

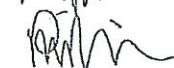
025.21 c

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



ACTING PROPER OFFICER

<https://attleboroughfc.org.uk>

Section 2 – Accounting Statements 2020/21 for

1. Balances brought forward	656,124	661,473	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	518,928	581,199	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	69,220	179,970	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	306,775	284,870	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan Interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	276,024	266,087	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	661,473	871,685	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	666,420	886,833	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,446,269	2,557,486	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	✓		The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

Date


- 9/6/21

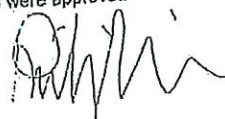
I confirm that these Accounting Statements were approved by this authority on this date:

07/06/21

as recorded in minute reference:

025-21 C

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2020/21

In respect of

Attleborough Town Council – NO0015

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Finance Officer before approval.

Section 1 and 2 has not been prepared in accordance with proper practices. The Chair has signed Section 1 and 2 twice, as Clerk/RFO and as Chair. If the Chair has temporarily been acting as RFO, then another member should sign on behalf of the smaller authority. Please ensure that an RFO is appointed in line with section 151 of the Local Government Act 1972 as soon as possible.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

20/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Attleborough Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Attleborough Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Attleborough Town Council on application to: (a) <u>MICHELLE BARRON</u> <u>TOWN CLERK .</u> <u>TOWN HALL</u> <u>QUEENS SQUARE, ATTLEBOROUGH</u> <u>NR17 2AF</u> (b) <u>10-2 MON-THURS</u> <u>10-12 FRIDAY</u>	(a) insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>M Barron 21st Sep 2021 .</u> <u>TOWN CLERK .</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>21.9.2021 .</u>	(e) Insert the date of placing of the notice

99)

Anne Willett

From: accountspayable@breckland.gov.uk
Sent: 28 September 2021 12:01
To: Attleborough Enquiries
Subject: Payment from Breckland Council by BACS on 28/9/2021
Attachments: ATT00001.txt

The following remittance details the payment made to 'ATTLEBOROUGH TOWN COUNCIL' on 28-SEP-2021 by BACSE

28-SEP-2021
12:01:18

Breckland Council - Integra 2

PL Payment Remittance



Header Details

Company Number:	1
Payment Reference:	BCE1017663
Sundry Account:	N
Payment Method:	BACSE
Supplier:	000228 ATTLEBOROUGH TOWN COUNCIL TOWN CLERK TOWN HALL QUEENS SQUARE ATTLEBOROUGH NORFOLK NR17 2AF
Payment Run Date:	28-SEP-2021
Payment Amount:	290,599.50

Line Details

Our Reference	Type	Narrative	Your Reference	Amount	Balance
0000192436	INV	Precept 2nd Instalment	PRECEPT_SEP21	290,599.50	290,599.50
Grand Total					290,599.50

Please Note:

The council will return all invoices unpaid where the invoice is not quoting a valid purchase order number

Please ensure all invoices and credit notes are received electronically to accountspayable@breckland.gov.uk

Email disclaimer:

The information contained in this email is confidential and intended only for the person or organisation to which it is addressed. If you have received it by mistake, please disregard and notify the sender immediately. Unauthorised disclosure or use of such information may be a breach of legislation or confidentiality and the content may be legally privileged. Any improper dissemination, forwarding, printing, or copying of this email is strictly prohibited. Emails sent from and received by employees of Breckland District Council may be monitored. They may also be disclosed to other people under legislation, particularly the Freedom of Information Act 2000, GDPR, the Data Protection Act 2018 and the Environmental Information Regulations 2004. If you have contacted the Council for a service any personal data you share will be used to help you access its services, or to answer your enquiry in line with our

Dear Cllr Leslie (Chairman), Attleborough Town Council

The CEE Bill Alliance recognises that Parish and Town Councils are incredibly influential with local authorities and elected politicians, and as 'local' organisations they are on the front line when it comes to protecting the places and communities we love and cherish.

We are writing to ask your council to join many others across the UK to support the [Climate and Ecological Emergency \(CEE\) Bill](#) and add your voice to those organisations calling for join-up action that responds to the emergency of our natural world, our parks, villages and towns, our landscapes and wildlife.

We have a draft [motion](#) which you may find useful to use, alongside a [briefing](#) document. If your council is supportive we are asking that after the motion is passed Council writes and requests your principal authorities and MP to also publicly support the Bill, if they have not already done so.

The Climate and Ecological Emergency Bill, if made law would ensure that:

1. the **ecological emergency is tackled shoulder to shoulder with the climate crisis** in a joined-up approach
2. the Paris Agreement is enshrined into law to ensure that UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement - **1.5°C**
3. the Leaders Pledge for Nature is enshrined into law to ensure that the **UK's ecosystems are protected and restored** with a focus on biodiversity, soils and natural carbon sinks.
4. the UK takes **full responsibility for our entire greenhouse gas footprint** (ie. consumption emissions plus passenger shipping, flights and land-based transport) by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume.
5. the UK takes **full responsibility for our ecological footprint** so that we protect health and resilience of ecosystems along both domestic and our global supply chains
6. an **emergency strategy** is drawn up via a temporary Climate and Nature Assembly representative of the UK population working directly with Government and Parliament to find a way forward.

A member of Zero Hour, the campaign for the CEE Bill would be happy to (virtually) attend a pre-Council meeting and answer questions about the proposed legislation, if that would be helpful. More information about the CEE Bill and supporting organisations can be found at www.CEEBill.uk, this [2 min video](#) or a [15 min presentation](#) may also prove useful. If you have any questions or require further information about the CEE Bill, please do get in touch.

On behalf of the CEE Bill Alliance

Sarah Lunnon
 CEE Bill Alliance: Co-founder
 07702-153584
www.CEEBill.uk
 @CEEBill_Now

Proposed plan for a Murder Mystery Trail around Attleborough.

By Adrian Kidd founder of Yellow Mysteries Entertainment.

I propose to host a fun Murder Mystery Trail event for all ages set around Attleborough.

The date proposed is the 30th October 2021 to align with Halloween.

I envision this event to be similar to a walking treasure hunt.

People will collect the trail sheet, follow directions, find the clues which links to a suspect or weapon and then solve the murder by the process of elimination. All the clues will be visible from the paths so residents will not be disturbed.

The start space would be in Queens Square, where myself and my support team will be waiting to explain what to do. The trail sheets will be given one per group not to individuals.

People will be informed that their safety will be their responsibility whilst on the trail.

People will also be reminded to stick to the green cross-code.

I have public liability insurance.

Queens Square will also be the finishing place. When people complete the trail, they will hand back their trail sheet with their answer and contact details. A winner will be picked out of a hat and informed later. Personal details will be kept confidential and shredded after the event.

I would charge £5 for a trail sheet information. Some of the money I would donate to a charity which maybe Chapel Green School Charity Shop. I work in a Special Needs setting myself and thought this would be fitting.

I also intend to get one or two sponsors from local businesses to advertise on the trail sheet. This will increase the money raised for charity.

I have outlined the area where the trail will go around Attleborough. Please see map. I have chosen a route not too long with some places of interest ... and others a little spooky. I will station some of my support team at the Church to ensure it is cared for.

Reasons for allowing the Murder Mystery Trail to go ahead ...

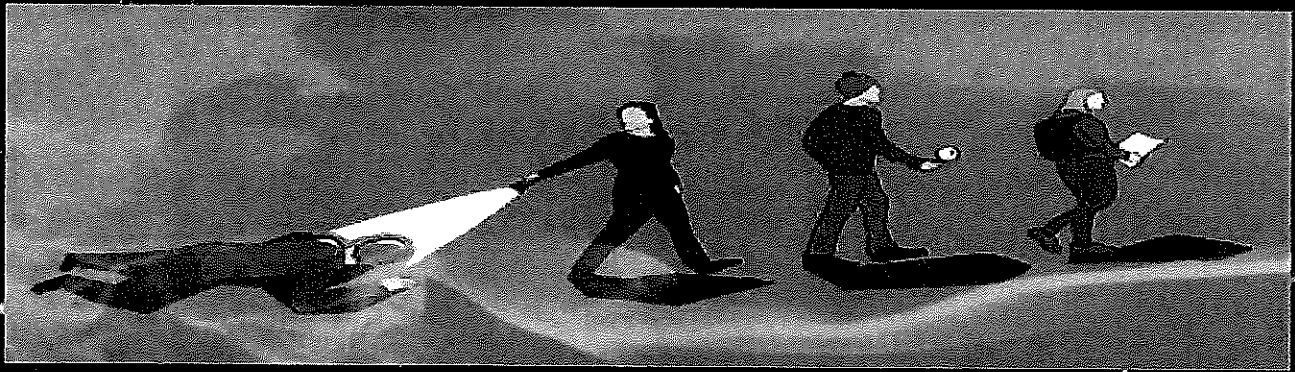
- It is giving a small business exposure.
- It is raising money for a worthy charity
- It is allowing people to see what Attleborough has to offer.
- It is a chance for local businesses to get cheaper advertising.
- Fun for all.



Example of planned poster if goes ahead ...

MURDER MYSTERY TRAIL

Follow the trail. Find the clues.
Solve a **MURDER.**



Collect trail sheets anytime
between 6:30 - 7:30 from

QUEENS SQUARE, AYLEBOROUGH
SATURDAY 30TH OCTOBER

Brought to you by ...

Raising money for ...



27-8-21

Dear Anne,

I lived in Attleborough for twenty-odd years and had my husband's ashes buried in your cemetery. I have recently moved to Maldon and cannot manage to ~~keep~~ keep popping up to Attleborough to look after the plot as I use to, so I am applying for, to have David's ashes and stone moved to the Maldon cemetery, but I have to have your permission to remove them, so if you say yes, could you please, fill the Burial Authority Declaration and sign it for me, so that I can send all the forms up to London to get it sorted. I'm getting on a bit now, and cannot drive. Attleborough cemetery was always kept lovely, I shall miss it, very peaceful.

Thank you for your help.

Yours faithfully.

(my husband was)
)

P.S. Enclose a stamped address envelope)

S.S.

(P.S. My address in Attleborough was .)
 (if you wanted it)



11)


ATC Property Tenancy Report (October 2021)



The following report was based on information available to the Town Council and is provided as part of the ongoing 'root and branch' review of the council's operations, and in preparation of a tenancy review.



Cllr Philip Leslie
Chairman of Attleborough Town Council

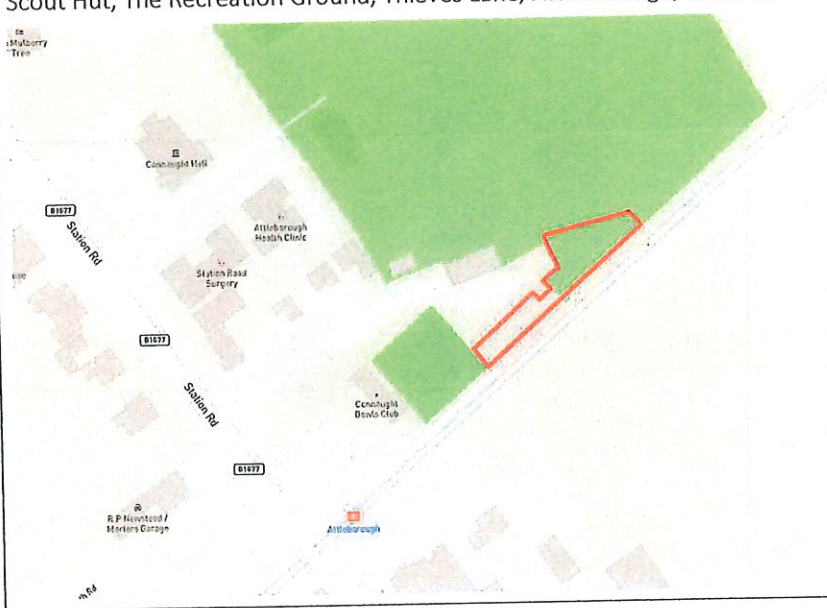

Site Name	Town Hall Bar
Location	Town Hall, Queens Square, Attleborough, NR17 2AF
Property Description	Licensed bar in Town Hall. 
Tenant	Adam Cossey (Ace Bars)
Usage	Operate bar in Town Hall
Agreement Term	14 Nov 2017 to 13 Nov 2020
Income per Annum	£160 per event
Rent Review	Lease has expired
Services Included	Water & Electric
Maintenance	Town Council responsible for building and the tenant for equipment
Other Information	



Site Name	Car Parking Area off Dairy Farm Court
Location	Rear of Fairfields, High Street, Attleborough, NR17 2BT 
Property Description	Rectangular piece of land accessed via Andy Free Ltd. Land is 981 sq ft 
Tenant	Andy Free Ltd
Usage	Car parking for the business purposes of the tenant
Agreement Term	5 years from 1 September 2014
Income per Annum	£400
Rent Review	Lease has expired
Services Included	None
Maintenance	Tenant responsible for maintenance
Other Information	Andy Free offered to buy the land in 2020 but the offer was rejected following a valuation which valued the land higher than Andy Free was prepared to pay. No further action has been taken to date.


Site Name	The Pavilion
Location	The Recreation Ground, Thieves Lane, Attleborough, NR17 2AP 
Property Description	Detached single storey sports pavilion style building and yard (with rights of access). Main nursery is 959 sq ft and ancillary is 313 sq ft. Total is 1,272 sq ft 
Tenant	V Dale & J C Hood (Pavilion Nursery)
Usage	Pre-school nursery and crèche
Lease Term	25 years from 29 Jun 2016 (Option to extend the lease by 10 years to 2051)
Income per Annum	£525
Rent Review	Every 3 years (overdue from 2019)
Services Included	None
Maintenance	Tenant responsible for maintenance
Other Information	The tenant has renovated the building with Town Council approval.



Site Name	Recreation Ground Bowling Green
Location	<p>The Recreation Ground, Thieves Lane, Attleborough, NR17 2AP</p> 
Property Description	<p>Rectangular parcel of land which the tenant has erected a basic timber pavilion (with rights of access over the grass from Thieves Lane).</p> <p>Land is 15,022 sq ft</p> 
Tenant	The Trustees of Ladies & Gaymers Bowls Club
Usage	Outdoor lawn bowling and club house
Agreement Term	7 years from the 1 April 2019
Income per Annum	£110
Rent Review	1 April 2024
Services Included	None
Maintenance	Tenant responsible for maintenance
Other Information	Agreement states the tenant is to remove all buildings at termination.

Site Name	Bowling Green & Club House
Location	Club House and Green, Station Road, Attleborough, NR17 2AS 
Property Description	Bowling green and club house, which was erected by the tenant with the agreement of the Town Council, accessed via Station Road. Land is 24,470 sq ft 
Tenant	Connaught Bowls Club
Usage	Outdoor and indoor lawn bowling and associated activities
Agreement Term	1 January 2009 to 31 March 2025 (Option to extend the lease by 16 years to 2041)
Income per Annum	£770
Rent Review	Every 5 years (overdue from 2019)
Services Included	None (Tenant to contribute towards upkeep of gate and roadway)
Maintenance	Tenant responsible for maintenance
Other Information	

Site Name	Scout Hut
Location	Scout Hut, The Recreation Ground, Thieves Lane, Attleborough, NR17 2AP 
Property Description	Elongated and irregular-shaped piece of land which includes a basic detached building and an open area of grass, accessed via Station Road. Basic store is 676 sq ft and the land is 17,219 sq ft 
Tenant	The Scout Association Trust Corporation
Usage	Scout and other club activities
Agreement Term	25 years from 1 October 1991. The Council agreed to extend this by 25 years (to 2041) on the 21 November 2016, with rent in line with Bowls Club. No formal agreement is signed.
Income per Annum	Nil (The Council resolution in November 2016 has not resulted in any rental income to date)
Rent Review	Every 4 years (overdue from 2020)
Services Included	None (Tenant to contribute towards upkeep of gate and roadway)
Maintenance	Tenant responsible for maintenance
Other Information	The main building (Scout Hut) is owned by the tenant, as is the climbing wall.

Site Name	Attleborough Football Club Building
Location	Social Club, Station Road, Attleborough, NR17 2AS 
Property Description	<p>Detached two-storey building accessed via a shared driveway from Station Road comprising of a social area upstairs and changing facilities / storage downstairs (rights of access and parking on allocated area).</p> <p>Ground floor is 1,558 sq ft and first floor is 1,524 sq ft. Total is 3,082 sq ft</p> 
Tenant	Trustees of Attleborough Football Club
Usage	Social club, changing rooms, toilets, and storage
Agreement Term	25 years from 21 June 1982 (Option to extend the lease by 16 years to 2023)
Income per Annum	£520
Rent Review	Every 4 years (overdue from 2019)
Services Included	None (Tenant to contribute towards upkeep of gate and roadway)
Maintenance	Tenant responsible for maintenance
Other Information	The tenant has extended and renovated the building with Town Council approval.

Site Name	Recreation Ground Playing Fields
Location	<p>The Recreation Ground, Thieves Lane, Attleborough, NR17 2AP</p> 
Property Description	<p>Playing fields on the Recreation Ground.</p> 
Tenant	Attleborough Football Club
Usage	Football training, matches and associated activities
Agreement Term	No agreement in place
Income per Annum	£250
Rent Review	No agreement in place
Services Included	None
Maintenance	n/a
Other Information	

Site Name	Gaymers Meadow Land and Playing Fields
Location	<p>The Recreation Ground, Thieves Lane, Attleborough, NR17 2AP</p> 
Property Description	<p>Site of football club owned changing facilities / storage on Gaymers Meadow field and use of playing fields.</p> <p>Land for portacabin changing rooms and storage is 1,894 sq ft</p> 
Tenant	Attleborough Football Club
Usage	Portacabin changing facilities, storage of equipment and football training/matches
Agreement Term	No agreement in place
Income per Annum	£110
Rent Review	No agreement in place
Services Included	None
Maintenance	Tenant responsible for maintenance
Other Information	No structure to be erected except a demountable temporary structure.