



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 1st November 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
26th October 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 Co-Option Vacancies – for consideration and resolution

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 4th October 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/2021/1410/HOU- ATTLEBOROUGH: 14 Buckenham Road – Replace rear conservatory with flat roof garden on same foot print.

3PL/2021/1425/F – ATTLEBOROUGH: The Mulberry Tree Station Road – Proposed conversion of store & garage into a residential dwelling.

3PL/2021/1409/F – Attleborough: Acorn Decorating Products Halford Road – Change of Use of the existing Hamilton Acorn Factory to a Place of Worship with associated meeting & events space, café & offices & Ancillary Community Facilities, community garden, children's play area.

3PL/2021/1437/F – ATTLEBOROUGH: 142 Hargham Road - Conversion of a detached double garage to a new dwelling with insertion of dormer and rooflight at first floor.

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 September 2021 – for information

10 Correspondence

- a) Request to evaluate Bar Tender Fee
- b) Request from resident regarding landscaping of new station car park
- c) Request from resident regarding cycle racks at Rosecroft School
- d) Email from Cllr Montague on behalf of a resident regarding poor bus service.
- e) New Trustee for Attleborough lands charity

11 Rent Review

To consider tenders received for updated valuation and agree next steps.

12 New Website

To consider quotes received for the implementation of the new website.

13 Dissolve the ANP Committee

Proposal from the ANP Committee 18.10.21 - To dissolve the ANP committee, and to reinstate the Environmental Committee. To look at options for a new delivery method for the Neighbourhood Plan.

14 Public Participation (10 Minutes)

15 Any items which the Chairman decides are urgent

For discussion only.

16 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

17 Appointment of Solicitor

Expected Meeting Length is 2 Hours

My name is Sue Mackinnon and I've lived in Attleborough for nearly 9 years. I have always been interested and involved in my local community. When I moved here from Cringleford in 2013 I had completed 16 years on their Parish Council, the last 6 as Chairman.

I have been retired for 10 years but my working life was as a project manager for a software company. I have an honours degree in business studies and qualified as a Prince 2 project manager.

Attleborough is now my home and I really love living here. Attleborough is quite rightly proud of being a town but it very much has a village feel when it comes to supporting and caring for each other.

Attleborough is expanding and developing in line with the Neighborhood Plan and the needs of the community and I feel I have experience in this area as I was heavily involved with the expansion of Cringleford with the Round House Park development.

Like most of the residents I was very concerned at the disarray the Town Council found itself in a while ago. I attended the Parish Meeting in the Connaught Hall and was one of those who put their hand up to volunteer to help. I would now like to honour that offer.

Should I be accepted I would be pleased to serve and support the Town Council in whatever capacity I can.

Sue

Dear Mr Leslie,

I am writing to apply for co-option onto Attleborough Town Council as Town Councillor. I understand that there are 3 vacancies.

I am a new resident to the Town, having moved here in August 2020. I have found the people to be very welcoming and the Town itself to be a lovely, pleasant place to live.

My reasons for applying are to assist the Town Council in any way I can, using my knowledge and experience as an ex-Councillor of Brundall Parish Council, and now the Clerk to that same Council.

I am a qualified Clerk (Cilca) and have been active in local council life since 2006, all with Brundall.

From 2009 until 2018 I was both Clerk/RFO, but following a serious illness, when I returned to work, the council created a new role of Deputy Clerk/RFO separate to the Clerk. Therefore, I am still responsible for all council duties and responsibilities including that of the RFO/Deputy Clerk, but, of course, reporting to the Council.

Prior to 2007 I was also a Secretary at Brundall School and have also been on various pre school and nursery committees whilst bringing up my 3 children. (All over 21 now). I have had experience in the insurance world locally, working for Sedgwick Brokers from 1987 to 1999.

I have an BTEC HND in Business and Finance but that was whilst at Plymouth Polytechnic from 1983 to 1985.

During my parish council work over the last 14 years, I have gained experience in and co-ordinated/advised on the following:

- Playground project work
- Parish Plan (village survey)
- Neighbourhood Plan (adopted in 2016),
- Planning policy including the Greater Norwich Local Plan
- Local council policies/contractual obligations/regulations
- Grant funding and applying for various funding streams
- Employment/payroll matters
- Precept budget setting
- Village hall constitutions
- Public rights of way
- GDPR
- Allotments and land/woodland management - allotments and 1600 trees planted to create a new park/woodland set up in 2014 and a new water meadow in 2015)

Currently, I am working on the creation of a new Community Sports Hub with 3G pitches/community building, car park and flood-lighting using S106 monies and CIL funding. I have also been involved in fighting for two parcels of land for recreational development, one of which involved a compulsory purchase process against the developers. Another project I am working on is the creation and costing of new cycleways. Also I am becoming more familiar with net carbon zero initiatives.

In my spare time I am currently helping to set up a new football club, Brundall FSC as there has been no club in the parish for decades.

I am hoping that I can now use this experience and knowledge for the good of Attleborough Town Council and for the benefit of the Town itself. I have already signed up to the Sports and Recreation Committee for ATC.

Yours sincerely,

Sharon Smyth.



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, 4th October 2021 at 7.00 pm Held at the Town Hall, Queens Square.

Present:

Cllr P Leslie - presiding
Cllr J Ellis Cllr S Marsh Cllr A Westby Cllr V Dale
Cllr T Taylor Cllr E Tyrer (Arrived 8.05pm) Cllr A Busk
Cllr D Lane Cllr A Smith Cllr V Dale
In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Public x 2

071.21) Mayors Welcome –

Cllr Leslie welcomed everyone and started the meeting due to a full agenda

072.21) Apologies for absence –

Cllr Crouch – health reasons

073.21) Councillor Vacancies

Three vacancies were announced due to the resignations of Cllr Cousins, Cllr Francis and Cllr Grave. A short discussion took place on how to recruit more candidates, several good suggestions including looking at the demographics were made which the Town Clerk will put in place.

ACTION: TOWN CLERK

074.21) Declarations of Interest

- a) To receive and consider declarations of interest in items below – None received
b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –
Cllr Dale – Item 11 – Tenancy Report
Cllr Taylor – Item 16 – Councillor Standards Complaint
Cllr Taylor – Item 9a) – Anthony Collins fee for negligence claim
Cllr Busk – Item 16 – Councillor Standards Complaint

075.21) Public Participation – Resident's Questions – None received

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

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

RESOLVED to accept the minutes of the Town Council meeting held 6th September 2021

ACTION: TOWN CLERK

077.21) Planning Matters –

a) Planning Applications –

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

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

b) Planning Applications

Planning Applications (Not due yet)

3PL/202/1246/F – ATTLEBOROUGH: Land opposite Oaktree West Carr Road- Development of 3 new build dwellings – No objections

3PL/2021/1317/HOU – ATTLEBOROUGH: 4 Arlington Close – Single Storey Front & Rear Extension & Two Storey Front Extension – No objections

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 – No objections.

ACTION: TOWN CLERK

078.21) Councillor Reports

- Cllr Leslie informed members on behalf of Dist. Cllr Martin who was absent, there had been planning progress on the "Old Grampian" site.
- Cllr Dale informed Breckland have their five-year land supply and have to build 612 houses per year, to make up for the shortfall over previous years, it worked out at 3,800 over the next five years.
- Cllr Westby, Chair of Personnel reported current staffing levels would be maintained. There was a vacancy for one member of Grounds staff and a part-time Caretaker. Michelle, Town Clerk would commence her training after initial six month settling in period.
- Cllr Lane reported the first meeting of the Events & Communications Committee had taken place and draft minutes had been circulated.

079.21) Financial Matters

a) To authorise payments –

On the motion of Cllr Marsh, seconded by Cllr Lane, it was
RESOLVED to accept and approve the following payment list dated 4 October 2021 Total
£14,127.89.

To agree direct debits –

On the motion of Cllr Westby, seconded by Cllr Dale, it was
RESOLVED to approve and accept the direct debit list dated October 2021
Total £22,596.99

c) To receive Income –

On the motion of Cllr Leslie, seconded by Cllr Ellis, it was
RESOLVED to approve and accept the income list for September 2021
Total £3,144.65

d) Petty Cash payments – Noted for information

e) Income & Expenditure August 2021 – some queries but noted for information

f) Completion of Audit 2020-21 and External Auditors Report –

On the motion of Cllr Taylor, seconded by Cllr Lane, it was
RESOLVED to accept and approve Completion of Audit 2020-21 and External Auditors Report

g) Precept 2nd Instalment – Noted for information

ACTION: TOWN CLERK

080.21) Correspondence

a) Climate & Ecological Emergency (CEE) Bill –

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was
RESOLVED – we won't be supporting this bill but we will proactively look at the environmental management of the Council.

b) Proposed Plan for a Murder Mystery Trail around Attleborough –

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

RESOLVED – to accept and approve the Proposed Plan for a Murder Mystery Trail around Attleborough

c) Application for a licence for the removal of buried human remains –

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

RESOLVED – to accept and approve the application for a licence for the removal of buried human remains.

ACTION: TOWN CLERK

Cllr Dale left the meeting at 7.50pm.

081.21) Tenancy Report

- Discussions took place regarding various leases, it was noted some had expired and any future leases would be discussed at ATC full Council meetings.
- New valuations would need to be carried out, it was asked why leases had been allowed to expire. There had been references in the GP&F (General Purpose & Finance) minutes for actions to be done that were not followed through. It was during the period ATC were having issues and these took precedent, as a result action had already been taken against previous Clerk and ATC had to wait for a new legal officer to be appointed.
- No rent was charged on advice from solicitor, had rent been charged it would effectively unilaterally be agreeing with extension rules and ATC would lose the right to evict or renegotiate.

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

RESOLVED – to obtain three tenders to carry out valuations on all properties and have it presented for the selection of that person at the next meeting

ACTION: TOWN CLERK

- Rents were queried at being set too low. Improvements had been made to the Pavilion Pre-School Nursery and since 1984 £12,000 had been spent on it to make it habitable with other improvements over the years totalling £28,500. It was suggested ATC carry out a root and branch assessment to get an understanding of what rent had been paid and what rent should have been paid to enable a proper assessment.
- Once we have new valuations we approach the tenants to provide evidence of expenditure for upkeep etc. allowing us to make an informed decision about levels of rental and the type of controls we want going forward. Hope to conclude by Spring 2022.

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

RESOLVED – following the valuation we will gather information together of the relevant sites that we can make an informed decision and then appoint the legal processes to get the leases in place.

ACTION: TOWN CLERK/ALL CLLRS

082.21) Any other Items which the Chairman decides are urgent

Town Council intend to purchase a 55" Television + stand for under £500 as per Financial Regulations, to enable people to join the meeting virtually, it could also be used to display agendas and other items.

083.21 Councillor Email Accounts

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

RESOLVED – All Cllrs to be added to Microsoft 365 email account with automatic backup to Cloud

084.21) Public Participation (10 Minutes) – None received

085.21) 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.

Cllr Taylor left the meeting

086.21) Councillor Standards Complaint –

Cllr Busk noted that he had an interest in Item 16, gave a brief statement and left the meeting.

Cllr Leslie requested a recorded vote.

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

RESOLVED – to send the proposed Standards Complaint to Breckland Council's monitoring officer.

Approved by Cllrs Lane, Smith, Westby, Ellis, Marsh, Dale, Tyrer and Leslie.

There were no opposed votes and no abstentions.

ACTION: PL

Meeting closed 9.39 pm

7a)

Planning Applications received to-date

3PL/2021/1375/F - ATTLEBOROUGH: 4 Atling Way – Proposed single storey dwelling - Having looked at plans & Google maps the planned building is too large for the space, there will be little space between dwellings. Not keen on this one it looks like a quart into a pint pot, however similar developments nearby have been granted which sets a precedent. Trying to squeeze 3 bedrooms into the design which increases market potential which goes against statement "reasoned justification" of a need for low cost housing in Attleborough.

76)

Anne Willett

From: Michelle Barron
Sent: 19 October 2021 10:52
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2021/1410/HOU

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 18 October 2021 16:19
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2021/1410/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2021/1410/HOU

PROPOSAL: Replace rear conservatory with flat roof garden room on same foot print.

LOCATION: ATTLEBOROUGH: 14 Buckenham Road

APPLICANT: Mrs Jean Devine

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 **8th November 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.

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: 20 October 2021 13:56
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2021/1425/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 20 October 2021 13:19
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2021/1425/F

CONSULTATION - FULL

REFERENCE: 3PL/2021/1425/F
PROPOSAL: Proposed Conversion of Store and Garages Into a Residential Dwelling.
LOCATION: ATTLEBOROUGH: The Mulberry Tree Station Road
APPLICANT: Milligan

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 **10th November 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: 25 October 2021 10:03
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2021/1409/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 22 October 2021 16:49
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2021/1409/F

CONSULTATION - FULL

REFERENCE: 3PL/2021/1409/F

PROPOSAL: Change of Use of the existing Hamilton Acorn Factory to a Place of Worship with associated meeting and events space, cafe and offices, and Ancillary Community Facilities, community garden, childrens play area.

LOCATION: ATTLEBOROUGH: Acorn Decorating Products Halford Road

APPLICANT: Christ Community Church

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](#)

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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 **12th November 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: 26 October 2021 11:02
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2021/1437/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 25 October 2021 17:04
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2021/1437/F

CONSULTATION - FULL

REFERENCE: 3PL/2021/1437/F

PROPOSAL: Conversion of a detached double garage to a new dwelling with insertion of dormer and rooflight at first floor.

LOCATION: ATTLEBOROUGH: 142 Hargham Road

APPLICANT: Mr Mark Philpot

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 **15th November 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 1 NOV 2021						
PAID TO	DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ
ARROWCLEAN	OCTOBER WINDOW CLEANING	TH	£ 45.00	£ -	£ 45.00	BACS
BLOCKBUSTER	CLEAR BLOCKAGE SYSTEM RESTORED FULL FLOW	PUBLIC TOILETS	£ 130.00	£ 26.00	£ 156.00	BACS
BOILER CARE	GAS BOILER SERVICE, THERMOCOUPLE	TH	£ 73.07	£ 14.61	£ 87.68	BACS
BRECKLAND COUNCIL	1ST INSTALMENT OF PUBLIC LIGHTING	STREET LIGHTS	£ 6,105.47	£ 1,221.09	£ 7,326.56	BACS
BRECKLAND TYRES	PUNCTURE REPAIR + TYRE & TUBE FITTING	OPENSACES	£ 129.80	£ 25.96	£ 155.76	BACS
COMMUNITY CAR	SEPTEMBER JOURNEYS	ADMIN	£ 285.13	£ -	£ 285.13	BACS
COMMUNITY CAR	GRANT SCHEME SEPTEMBER	ADMIN	£ 330.00	£ -	£ 330.00	BACS
ERNEST DOE	SAFETY WELLY BOOTS X 2	OPENSACES	£ 68.00	£ 13.60	£ 81.60	BACS
ERNEST DOE	MINI ESCAVATOR SERVICE /TRAILER SERVICE	OPENSACES	£ 721.06	£ 144.22	£ 865.28	BACS
EFIRE	SUPPLY/INSTALL SPEECH DIALLER	ARCHIVES	£ 362.00	£ 72.40	£ 434.40	BACS
EFIRE	FIRE ALARM CALL OUT DUE TO POWER CUT	TH	£ 90.00	£ 18.00	£ 108.00	BACS
EVANS	SKIP HIRE	OPENSACES	£ 116.67	£ 23.33	£ 140.00	BACS
JLE	INSTALL XMAS LIGHTS	CHRISTMAS LIGHTS	£ 2,830.00	£ 566.00	£ 3,396.00	BACS
KERRY BUTCHER	PAYROLL JUL/AUG/SEPT + PENSION SUBMISSION	ADMIN	£ 255.00	£ 51.00	£ 306.00	BACS
MAYDAY	PHOTOCOPIER USAGE + SUPPORT	ADMIN	£ 57.31	£ 11.47	£ 68.78	BACS
MICROSHADE	HOSTED APPLICATION SERVICE	ADMIN	£ 476.94	£ 95.39	£ 572.33	BACS
MILNE MARKETING	1 OF 5-1 RETAINED HEALTH & SAFETY SERVICES	ADMIN	£ 1,035.00	£ 207.00	£ 1,242.00	BACS
A W MYHILL	LINSAR 58" LED TV	ADMIN	£ 332.50	£ 66.50	£ 399.00	BACS
NETCENTRAL	ICT SUPPORT + ZOOM SUBS	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS
NORFOLK GEEKS	WEBSITE SUPPORT	ADMIN	£ 60.00	£ -	£ 60.00	BACS
NORFOLK PARISH TRAINING	INDUCTION FOR CLERKS & CLLRS	ADMIN	£ 40.00	£ -	£ 40.00	BACS
NOTICEBOARD COMPANY	EXTERNAL LOCKABLE PIN BOARD WOOD FRAME	OPENSACES	£ 325.00	£ 65.00	£ 390.00	BACS
NUTS N BOLTS	PAINT, NUTS, PLUGS, BOLTS, BATTERIES, CUTTING DISK	OPENSACES	£ 68.87	£ 13.77	£ 82.64	BACS
PAVILION PRE-SCHOOL	RENT PAID TWICE	ADMIN	£ 525.00	£ -	£ 525.00	BACS
A SADD	DAMAGE DEPOSIT HALL HIRE REFUND	ADMIN	£ 75.00	£ -	£ 75.00	BACS
SLCC	QUALIFICATION FEE (FILCA)	ADMIN	£ 120.00	£ 24.00	£ 144.00	BACS
THURLOW NUNN	MINI BLADE FUSE	OPENSACES	£ 2.14	£ 0.43	£ 2.57	BACS
VIKING	SIGN, LADDERS, URN, POLISH, BLEACH	TH	£ 188.76	£ 37.76	£ 226.52	BACS
VIKING	WHEELY BIN LINERS, LIQ SOAP, TOILET ROLLS	TH	£ 144.02	£ 28.80	£ 172.82	BACS
VIKING	DIARY X 4	ADMIN	£ 12.36	£ 2.48	£ 14.84	BACS
PETTY CASH	CASH TOP UP	ADMIN	£ 84.77	£ -	£ 84.77	CHQ 000086
			£ 15,244.84	£ 2,760.00	£ 18,004.84	

9 b)

DD NOV 2021

Name	Description	Service	Bill Freq	Net	Vat	Total
Siemans	photocopier lease	Admin	Quarterly	£ 295.00	£ 59.00	£ 354.00
Vodafone	mobiles	Admin	Monthly	£ 128.37	£ 25.68	£154.05
Bank Char	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Char	Lloyds	TH	Monthly	£ 8.55	£ -	£8.55
Viridor	Waste collection	Rec	Monthly	£ 115.58	£ 23.12	£138.70
Viridor	Waste collection	TH	Monthly	£ 163.36	£ 32.67	£196.03
Anglian W	Water	TH	Quarterly			
BT	Telephone	TH	Quarterly	£ 662.14	£ 132.42	£794.56
Anglian W	Water	Cemetery	Quarterly			
Breckland	Rates	TH	Monthly	£ 1,235.00	£ -	£1,235.00
Breckland	Rates	Cemetery	Monthly	£ 87.00	£ -	£87.00
Total Gas	Electricity	Public Toi	Quarterly	£ 216.19	£ 10.85	£227.79
British Gas	Elect Skate Park	OS	Quarterly			
Total Gas	Gas	TH	Quarterly			
Total Gas	Electricity	TH	Quarterly	£ 498.14	£ 24.91	£523.05
Phs Group	waste collection	TH	Annual	£ 718.91	£ 143.78	£862.69
Fuel Genie	Fuel Feb/March	OS	Monthly	£ 259.42	£ 51.89	£311.31
						£4,899.13
HMRC Tax	BACS	HMRC Tax	Monthly	£ 4,352.79	£ -	£4,352.79
Norfolk Pe	BACS	Pension	Monthly	£ 4,899.87		£ 4,899.87
Staff Salar	BACS	Salaries	Monthly	£ 12,246.72		£ 12,246.72
						£21,499.38
TOTAL						£26,398.51

9c)

	INCOME SEPT 2021	
Banked Monies		
	Burials	£ 655.00
	Connaught Bowls Rent	£ 770.00
	Precept 2nd instalment	£ 290,599.50
	Market	£ 100.00
	Car Scheme Fund Breckland	£ 330.00
	Hall Bookings	£ 779.00
	Wayleaves UK Power	£ 62.40
	Pavilion Water	£ 65.81
	Pavilion Rent	£ 525.00
	Pavilion Rent paid twice (to be refunded)	£ 525.00
	Total	£ 294,411.71

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DATE	DETAILS	REC'D	OUT	BALANCE	MISC	POSTAGE	TOWN HALL					
1.10.21	B.F.W.D.	825	78	13	20	386	80	21	71	—	129	10
1.10.21	PUBLIC TOILETS B.S.MART COVERING FOR CARETAKER			12	60	374	20					
20.10.21	GLOBAL UK TV STAND			63	99	310	21					
21.10.21	Lidl Milk				50	309	71					
1.10.21	Lidl Milk			1	80	307	91					
4.10.21	Lidl Milk			1	65	306	26					
14.10.21	Lidl Sugar Coffer Milk			3	54	302	72					
17.10.21	Attleborough Co-operative Store Milk				69	302	03					
				84	77	302	03			—	53	3

9e)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1376 Precept	581,199	581,199	0			100.0%	
1378 Grant payment Community Cars	660	0	(660)			0.0%	
1390 Interest Received (Bond)	0	100	100			0.0%	
1391 interest received on saving ac	15	250	235			6.1%	
Administration :- Income	<u>581,874</u>	<u>581,549</u>	<u>(325)</u>			<u>100.1%</u>	<u>0</u>
4000 Staff Costs	102,609	300,000	197,391		197,391	34.2%	
4001 Other Employment Costs	180	5,000	4,820		4,820	3.6%	
4002 website	360	5,000	4,640		4,640	7.2%	
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	53	2,500	2,447		2,447	2.1%	
4031 Computer	2,873	5,000	2,127		2,127	57.5%	
4040 Community Car Scheme	330	6,000	5,670		5,670	5.5%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	10,373	3,000	(7,373)		(7,373)	345.8%	
4044 Highway Improvements	0	1,000	1,000		1,000	0.0%	
4051 Bank Charges	106	500	394		394	21.1%	
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%	
4061 Elections	3,036	0	(3,036)		(3,036)	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	1,783	2,500	717		717	71.3%	
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	13	250	237		237	5.3%	
4231 Advertising	0	1,000	1,000		1,000	0.0%	
4298 Covid General Expenses	728	500	(228)		(228)	145.6%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Premises Licence	0	500	500		500	0.0%	
Administration :- Indirect Expenditure	200,114	426,000	225,886	0	225,886	47.0%	0
Net Income over Expenditure	381,761	155,549	(226,212)				
<u>112 Street Lights</u>							
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)				
<u>113 Toilets</u>							
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	354	750	396		396	47.3%	
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	1,271	4,650	3,379	0	3,379	27.3%	0
Net Income over Expenditure	1,036	(4,650)	(5,686)				
<u>114 Christmas Lights</u>							
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)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Archive</u>							
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%	
4145 Maintenance/Repairs	180	0	(180)		(180)	0.0%	
4230 Supplies	59	100	41		41	59.0%	
Archive :- Indirect Expenditure	239	450	211	0	211	53.1%	0
Net Expenditure	(239)	(450)	(211)				
<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	8,494	15,000	6,506			56.6%	
1106 Sports Letting	1,160	1,000	(160)			116.0%	
1150 Re-imbursement of Utilities	147	0	(147)			0.0%	
1152 Repayment church wall damage	300	0	(300)			0.0%	
Open Spaces :- Income	18,709	19,800	1,091			94.5%	0
4020 Miscellaneous Expenses	545	500	(45)		(45)	109.0%	
4022 Cemetery Refunds	80	0	(80)		(80)	0.0%	
4110 Rates	520	700	180		180	74.3%	
4112 Water	922	1,000	78		78	92.2%	
4113 Electricity	487	500	13		13	97.4%	
4123 Stationery	0	50	50		50	0.0%	
4140 Fuel	1,697	2,000	303		303	84.8%	
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%	

20/10/2021

Attleborough Town Council Current Year

16:10

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Refuse Collections	1,300	1,750	450		450	74.3%	
4230 Supplies	4,914	7,500	2,586		2,586	65.5%	
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	18,690	56,450	37,760	0	37,760	33.1%	0
Net Income over Expenditure	20	(36,650)	(36,670)				
<u>210 Attleborough in Bloom</u>							
1050 Income	0	750	750			0.0%	
Attleborough in Bloom :- Income	0	750	750			0.0%	0
4230 Supplies	0	250	250		250	0.0%	
4400 Expenditure	49	500	451		451	9.8%	
Attleborough in Bloom :- Indirect Expenditure	49	750	701	0	701	6.6%	0
Net Income over Expenditure	(49)	0	49				
<u>211 Markets</u>							
1050 Income	80	1,000	920			8.0%	
Markets :- Income	80	1,000	920			8.0%	0
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	0	1,300	1,300	0	1,300	0.0%	0
Net Income over Expenditure	80	(300)	(380)				
<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	2,842	41,500	38,658	0	38,658	6.8%	0
Net Expenditure	(2,842)	(41,500)	(38,658)				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Town Hall</u>							
1000 Booking Fees	4,055	5,000	946			81.1%	
1005 Office Rents	0	3,000	3,000			0.0%	
1007 Bar Rent	0	500	500			0.0%	
Town Hall :- Income	<u>4,055</u>	<u>8,500</u>	<u>4,446</u>			<u>47.7%</u>	<u>0</u>
4110 Rates	7,410	12,500	5,090		5,090	59.3%	
4111 Gas	1,450	1,500	50		50	96.7%	
4112 Water	391	1,000	609		609	39.1%	
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%	
4220 Cleaning	225	1,500	1,275		1,275	15.0%	
4225 Refuse Collections	3,186	2,000	(1,186)		(1,186)	159.3%	
4230 Supplies	743	1,500	757		757	49.6%	
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	<u>15,534</u>	<u>30,950</u>	<u>15,416</u>	<u>0</u>	<u>15,416</u>	<u>50.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,480)</u>	<u>(22,450)</u>	<u>(10,970)</u>				
<u>311 TIC</u>							
1050 Income	2	0	(2)			0.0%	
TIC :- Income	<u>2</u>	<u>0</u>	<u>(2)</u>				<u>0</u>
4122 Postages	0	10	10		10	0.0%	
4123 Stationery	0	50	50		50	0.0%	
4127 Gifts	0	20	20		20	0.0%	
4230 Supplies	0	100	100		100	0.0%	
TIC :- Indirect Expenditure	<u>0</u>	<u>180</u>	<u>180</u>	<u>0</u>	<u>180</u>		<u>0</u>
Net Income over Expenditure	<u>2</u>	<u>(180)</u>	<u>(182)</u>				
<u>501 Contingency</u>							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
Contingency :- Indirect Expenditure	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>25,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(25,000)</u>	<u>(25,000)</u>				

20/10/2021

Attleborough Town Council Current Year

Page 6

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Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- income	607,027	612,599	5,572			99.1%	
Expenditure	246,087	633,230	387,143	0	387,143	38.9%	
Net Income over Expenditure	<u>360,939</u>	<u>(20,631)</u>	<u>(381,570)</u>				
Movement to/(from) Gen Reserve	<u>360,939</u>						

REQUEST TO EVALUATE BAR TENDER FEE

10a)

Hi Paula, booking form received thank you.

Unfortunately, again the numbers of guests attending are very low and we will struggle to cover our costs plus the fixed tender fee charged.

I would really appreciate the tender fee being looked at if we are to be expected to offer a free bar hire service moving forward. Or by all means the possible other options available. I'm sure the council can appreciate it's a business and although I don't expect to make a healthy profit every event it needs to be viable. I know it's not your fault personally, I just feel it needs addressing sooner rather than later.

I'd be more than happy to discuss this with Michelle if needs be.

Kindest Regards

Adam Cossey
Cossey Leisure Ltd
Event Bar Hire

106)

REQUEST FROM RESIDENT

Good morning! I received the following correspondence from a resident yesterday and wondered whether or not we could add it to next month's agenda or email Greater Anglia in the hope of getting some kind of update on the work?

Hi not sure if you're the right person to contact. I live in Station Road near the station and have been following the slow progress of the new station car park. It appears to be now open but not from my point of view properly finished. In particular, there is now a ditch between the old flint wall by the pavement and a new retaining wall for the car park. I get the impression that no further work will be done on this so will become a place where people will throw litter and then attract rats. I've been in contact with greater Anglia who don't seem very responsive. GA also said there will be some landscaping done but there's no evidence of this atm. Have you get any further info or can you suggest what I should do?
Many thanks, Rob

10C)

Good Afternoon,

We have an allotment and our daughter goes to Rosecroft Primary School. Se we have started using the back entrance to enter and exit into the school. When we cycle there is nowhere to park up and lock our bikes. Is there any plans to put a cycle rack near there so we can encourage people to bike to school please? The litter bins near the park and tennis courts are fabulous. Just wondering if a bike rack could be considered please?

Many thanks

Katherine

10 d)

Email from Cllr Montague on behalf of a resident regarding poor bus service

Good Afternoon

A resident of Attleborough, phoned me to ask if the Council would take up with the bus company "First" the extremely poor Saturday service on route 13. She is 91 years of age and has had to give up driving so relies on the bus to take her into Attleborough and Norwich. She has lived in the same house for nearly 50 years and now feels isolated with no reliable bus service. Apparently last Saturday both the 12.00 and 12.30 services from Queens Square to Norwich were cancelled. Emails below for reference.

Good afternoon

Thank you for your email. Following the telephone conversation, I had with your mother, I have previously made the Mayor and Councillors aware of the poor number 13 bus services and the impact it is having on your mother. I have also forwarded your email sent to me earlier this afternoon to the Mayor, Councillors and the Town Clerk. The subject is down for discussion at the next full Council meeting on Monday 1 November and I will ask the Town Clerk to update you on progress. I have, purely as an individual, spoken to the bus company and been told that they have been dealing with a severe driver shortage, road works which have delayed services and on one occasion a vehicle breakdown.

Let us hope that between us all we can get some improvement to our local bus service.

Kind regards,

Cllr Keith Montague

On Fri, 22 Oct 2021 at 14:26, wrote:

Hello Keith,

I'm sending this on behalf of my mother. She contacted you a couple of weeks ago regarding the unreliable bus service which services the town. I believe that your wife has also experienced their unreliability. You had told her that you would look into the situation at a town council meeting but she has heard nothing. Things are still bad. This week Mum had an appointment at the doctors for her annual check-up & has had to reschedule as two consecutive buses failed to arrive. This made her late & you must realise how difficult it is to get seen there. This Monday she has an appointment for her Covid-19 booster & is planning to have a taxi to take her so that she can arrive on time. Mum is 91 years old & had a minor stroke earlier this year from which she has made a good recovery. I'm not sure if she told you this in her phone call. This is why she no longer drives. Her independence is very important to her & she has to be respected for that. When a bus is meant to go past her house during the day every 30 minutes you expect to be able to use it. As an aside, how about providing a few bus shelters in the town especially at the top of Hargham Road & on New Road, as they are very exposed sites. All those new houses ought to have provided something for the town purse. Mum & I appreciate your attention to this very annoying situation. Regards

Would it be possible for the Council to formally take this complaint up with the bus company please? Regards Cllr Keith Montague

10e)

New Trustee for Attleborough Town Lands Charity

Dear

Hope all is well.

We have been informed that Joshua Francis is no longer a member of the Attleborough Town Council and has therefore resigned as a trustee of the Attleborough Town Lands Charity.

I would appreciate it if you would let us know who the new trustee may be and would like the Council to be aware that the trustee does not need to be a councillor but just a local resident that the council recommends and respects.

With thanks and best wishes

Pat

Secretary

Attleborough Town Lands Charity

11)

Anne Willett

From: Robert Flint <Robert.Flint@Brown-co.com>
Sent: 25 October 2021 11:28
To: Anne Willett
Cc: Andrew Haigh; John Mansfield
Subject: RE: Attleborough Town Council

Dear Anne,

Thank you for the below and the opportunity to quote on this work.

Having reviewed the contents, we unfortunately don't think we are best placed to act on this occasion. However, we would welcome the opportunity to quote on further projects.

Best wishes,

Robert

Robert Flint, MRICS
Commercial Surveyor, Divisional Partner



For full details of all our services, please visit our [Website](#)

For and on behalf of Brown & Co - Property & Business Consultants LLP

T 01603 598438 | **M** 07957 616290 | **F** 01603 616199  

Norwich Office, The Atrium, St. George's Street, Norwich, Norfolk, NR3 1AB, United Kingdom

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From: Anne Willett <anne@attleboroughtc.org.uk>
Sent: 22 October 2021 10:46
To: Andrew Haigh <Andrew.Haigh@Brown-co.com>
Subject: RE: Attleborough Town Council
Importance: High

Dear Andrew

I have attached further information regarding survey and valuation. I know the deadline is very tight but Councillors were hoping to be able to make a resolution at the next Council meeting.

Regards

Anne

Anne Willett

Anne Willett

From: Lee Turner <l.turner@watsons-property.co.uk>
Sent: 25 October 2021 10:20
To: Anne Willett
Subject: RE: Survey & Valuation required

Good morning Anne,

I have heard back from Ray and our commercial surveyor Ruth. They have gone through it this morning but advised they are unable to carry this out.

Apologies that we are unable to assist in this instance.

Kind regards,

Lee

Lee Turner

Customer Services Executive

Phone: 01603 751577 |

Email: l.turner@watsons-property.co.uk

Web: www.watsons-property.co.uk

1 Bank Plain, Norwich, NR2 4SF

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From: Anne Willett <anne@attleboroughtc.org.uk>
Sent: 22 October 2021 11:10
To: Survey <survey@watsons-property.co.uk>
Subject: Survey & Valuation required
Importance: High

Anne Willett

From: Anne Willett
Sent: 22 October 2021 10:36
To: 'Dermot'
Subject: RE: my details
Attachments: TENDER NOTICE.pdf; ATC Tenancy Report - October 2021_.pdf

Importance: High

Dear Dermot
I have attached further information regarding survey and valuation. I know the deadline is very tight but Councillors were hoping to be able to make a resolution at the next Council meeting.

Regards

Anne

Anne Willett
Clerks Assistant
Attleborough Town Council
Town Hall
Queens Square
Attleborough
Norfolk
NR17 2AF

anne@attleboroughtc.org.uk
www.attleboroughtc.org.uk
Main: 01953 456194
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From: Dermot <Dermot@oachapman.co.uk>
Sent: 20 October 2021 16:27
To: Anne Willett <anne@attleboroughtc.org.uk>
Subject: my details

Dermot Chapman
O A Chapman and Son

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TENDER NOTICE

Survey and Valuation

For more information, please contact Michelle Barron, Town Clerk, Telephone 01953 456194

Introduction

Attleborough town Council is looking to appoint a Chartered Surveyor to produce a Valuation Report for a series of council owned properties. These properties generally comprise of non-specialised office, nursery, leisure and amenity premises held on a freehold basis. This report should be produced in accordance with RICS Valuation – Global Standards 2020 – UK National Supplement.

The timetable for this procurement is:

Issue of Invitation to Tender, 21 October 2021

Submission of Bids, 12pm Wednesday 27 October 2021

Tenders will be submitted to councillors on Friday 27th October 2021, for consideration at the Full Council Meeting on Monday 1st November 2021

Anticipated date of award of Contract, 1st November 2021

Contract commencement, November 2021 (preferred)

Your bid must be returned no later than the date and time stated in this timetable.

Further information on the how to submit bids is set out further in this document. Bids received after this date will not be considered.

Specification

The appointed person/company will need to conduct site visits at the following premises in the company of the Clerk or Clerks Assistant.

- 1st floor vacant office/storage space at the Town Hall
- Pavilion Nursery – Thieves Lane
- Gaymers Bowls Club – Thieves Lane
- Attleborough Football Club social club – Station Road
- Attleborough Football Pitches, Station Road
- Scout Hall and Land – Station Road
- Connaught Bowls Club – Station Road
- Attleborough Football Club – Gaymers Meadow
- Attleborough Football Club pitches – Gaymers Meadow
- Land off Dairy Farm Court – High Street

To produce a full Valuation Report stating the leasehold interest of the above properties. Further information is included in the attached Tenancy Report.

Please submit applications to the following address:

enquiries@attleboroughtc.org.uk

or buy post to:

Michelle Barron

Town Hall

Queens Square

Attleborough

NR172AF

Our ref: PR/

paul@merrifields.co.uk

18 October 2021

Attleborough Town Council
Town Hall
Queens Square
Attleborough
Norfolk
NR17 2AF

by e-mail only

Dear Madam,

Supplemental Valuation Advice for Internal Reporting Purposes; Property in Attleborough

Thank you for your instruction for us to provide valuation advice in respect of the above mentioned property. We have set out below the basis on which the task is to be undertaken.

It is important that we understand your needs and requirements and fully appreciate the purpose for which you require the valuations in order that we can provide you with the appropriate advice. Please contact us immediately should you wish to discuss these and any other alterations or further reports you may require.

We confirm your agreement to our fee of £375 plus VAT and any required disbursements. In accordance with our normal practice we would be grateful if you would sign a copy of this letter which both confirms your acceptance to the terms upon which we are undertaking the valuation and our Terms of Engagement. Please return it to us as soon as possible.

Unless agreed otherwise our policy is to release the completed advice upon payment of the agreed fee (a VAT invoice will be issued).

This instruction for the provision of valuation advice, together with your undertaking to pay the agreed fee, may only be amended if agreed in writing by Merrifields, or upon our non-completion of the report within any pre-agreed timescale.

In some cases it is not always practical for you to return the copy letter before we undertake our inspection of the property, however our Valuation Report will not be despatched until we have received the signed copy letter and fee.

Terms of Engagement for producing Valuation Reports on Commercial Property



Regulated by the RICS

Merrifields is a trading name of Merrifields Limited - Company No. 5401232

1. The advice is being undertaken for Attleborough Town Council.
2. The supplemental letter is being undertaken for internal reporting purposes. Valuations are required for many purposes and it is essential that we have this information so that the appropriate basis of value is adopted.
3. The subject property to be valued is various properties in Attleborough including land at/occupied by Citizens Advice Bureau, Attleborough Football Club, Gaymers Bowls Club, Connaught Bowls Club, Pavilion Pre-school and car park.

If additional properties are to be the subject of our advice, or if we have misunderstood the properties to be included in this instruction, the fee quoted above may be subject to revision immediately following our inspection.

Trade fixtures, machinery, furnishings and other equipment will be excluded from the valuation unless we are directed otherwise. If the property is tenanted, tenant's improvements will need to be identified. Items of plant and machinery will not be included within our valuation.

4. The Report is to provide valuation advice in respect of the leasehold interest in connection with internal reporting purposes. It will not be able to be used for any other purpose.

You will provide us with copies of any tenancy agreements in place at the properties.

As instructed, this will be a desktop exercise with no property inspections being carried out. Our advice should be read in conjunction with our report dated 8 February 2020.

5. You require assessment of Market Rent.

"Market Rent" is defined by RICS Valuation – Global Standards 2020 - UK National Supplement (Red Book) as;

"The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion".

6. The properties comprise non-specialised office accommodation and also specialised amenity premises which are held on a freehold basis for investment/local authority purposes.
7. The valuation date is to be the date of our report.
8. The valuer, Paul D Robbins MRICS, has previously provided valuation advice at these properties.

The valuer has no conflict of interest in undertaking this report.

The valuer is an independent valuer.

The valuer will be acting for and on behalf of Merrifields Ltd and is a RICS Registered Valuer.

9. All values will be reported in UK Sterling.
10. In reporting, the valuer will meet the relevant requirements of the RICS Valuation - Professional Standards, but will make the following assumptions, which the valuer will be under no duty to verify. Following an inspection of the property, or further investigations, the valuer will contact you if they feel the assumptions are inappropriate or should be special assumptions. Assumptions are to be made under the following headings.

- (a) **Title.** We must have information on the essential details of the interest being valued, maybe in the form of a synopsis from the client, or third party, or copies of the relevant documents, however unless provided with a current detailed report on title by the clients lawyers we will rely upon the information that we have been given.

We would assume that good title can be shown and that the property is not subject to any unusual or specific, especially onus restrictions, encumbrances, or outgoing. We will make assumptions about the interpretation of legal documents, however it must be appreciated that the interpretation of legal documents is a matter for the clients lawyers.

It is further assumed that the property and its value are unaffected by any matters which will be revealed by a local search and replies to usual enquiries, or by any statutory notice and that neither the properties nor their condition, nor use, nor intended use is, or will be, unlawful.

- (b) **Condition of Buildings.** We will not undertake a building survey to establish the details of any building defects or disrepair. It is assumed that the building will be in good repair, except for any defects specifically noted. We will have regard to the superficial state of repair and condition of the property, but we will not inspect those parts that are uncovered, unexposed or inaccessible. Such parts will be assumed to be in good repair and condition. The valuer will not be under any duty to arrange the testing of electrical, heating or other services unless specifically requested to be so.
- (c) **Services.** It will be assumed that the services and any associated controls or software are in working order and are free from defect.
- (d) **Planning (Zoning).** In our report we will clearly advise whether assumptions have been made in respect of the Statutory Consents and Zoning Policies for the area the property sits in, or we will make specific comments on definitive information retrieved from the local authority. Obtaining such information can incur delays and disbursements. We would assume that the property has been built and has not been altered in breach of any building regulations since its construction.
- (e) **Contamination and Hazardous Substances.** We will comment on the potential that may exist for contamination and how this may have an impact on value and marketability. We will not however make detailed investigations to reveal contamination or hazardous substances. You should provide a copy of your asbestos survey and management plan to us along with any other information you have available in respect of hazardous substances that may have been used in the construction of the building.

(f) **Environmental Matters.** We will not make any investigations in respect of environmental matters, but where they are known they will be reported accordingly.

(g) It is assumed that no radon gas is present in the property.

We have not been instructed to adopt any special assumptions.

11. The valuers investigations will include a desktop research of the property to include rateable values and listing status. Physical inspections of the property will be carried out to establish the characteristics of the surrounding area and the property, the dimensions and areas of the land and buildings, the construction type, the use of the land and buildings, the description of the accommodation, installations and amenities, the qualification of plant and equipment which would normally form an integral part of the buildings, the apparent state of repair and condition. We will also investigate the physical restrictions on future development.
12. The valuer will safely rely upon information supplied by the client and/or their advisors and would assume that it is correct and that no further investigations are necessary or required.
13. Neither the whole nor any part of the valuation report, or any reference to it, may be included in any published documents, circulars or statements, or published in any way without the valuers consent in writing.
14. This valuation advice is for the sole use of the client and no other party. The advice will be undertaken in accordance with the RICS Valuation – Global Standards 2020.
15. Merrifields Limited is registered for regulation by the RICS and as such the firm adopts a Complaints Handling Procedure. A copy of our Complaints Handling Procedure is available upon request.
16. Our valuation advice to you may be investigated by the RICS for the purposes of the administration of the Institutions Conduct and Disciplinary Regulations.
17. The valuer shall carry out such inspections and investigations as are at the valuers judgement appropriate and possible in the particular circumstances.
18. We confirm that we have the appropriate Professional Indemnity Insurance in place.
19. Merrifields Limited is regulated by RICS for the provision of surveying services. This means we agree to uphold the RICS Rules of Conduct for Firms and all other applicable mandatory professional requirements of RICS, which can be found at www.rics.org. As an RICS regulated firm we have committed to co-operating with RICS in ensuring compliance with its standards. The firm's nominated RICS Responsible Principal is Gordon Ellis MRICS Director (Office 01284 700700 Mobile 07753 446681 Email gordon@merrifields.co.uk).

We trust the above Terms of Engagement clarifies our position in respect of providing you with the valuation advice you require, but if you have any queries whatsoever please do not hesitate to contact us.

Thank you for your kind instruction.

Yours faithfully,

1/10/21

Paul Robbins MRICS
RICS Registered Valuer
Consultant
07826 543594

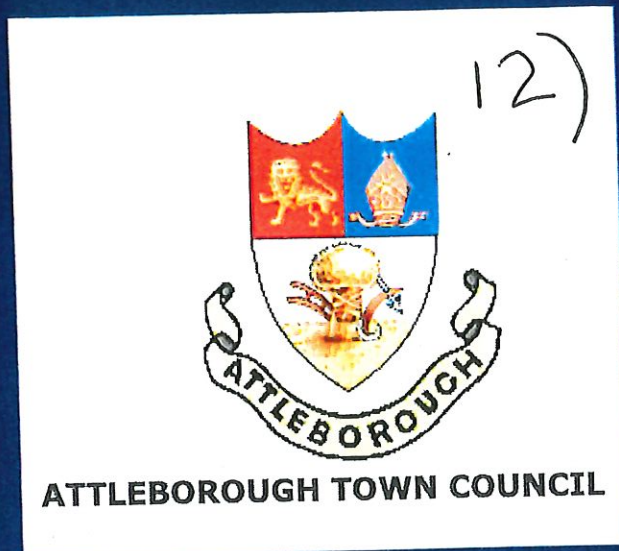
Confirmation:

I/we confirm that we have read, understood and accept the Terms of Engagement and the fees proposed.

Signed *M. Barron*
On behalf of Attleborough Town Council

Names *M. BARRON*

Date *18/10/21*



Attleborough Town Council

Website Refresh Proposal

</nine2>

Objectives

In response to your enquiry Nine2 proposes to provide Attleborough Town Council with a new website.

The website will focus on being user friendly and accessible to Attleborough's constituents.

We will utilise the popular content management system, WordPress and will be able to provide ongoing support following the website build in the form of training and updates if required.

The website will closely follow the designs submitted by you already and will require being 'signed off' prior to us building the website for you.

The website will be built to all modern web standards and will be fully responsive across desktop devices as well as tablet and mobiles.

Website hosting can be added should you require it and is provided by us utilising our own custom solution dedicated for WordPress websites powered by the Google Cloud Network.

Our Business

Nine2 was founded at the start of 2017 by Norfolk-born owner, Ashley Cashfield. Ashley has worked in the web and digital marketing sector since 2012 and has helped multiple clients grow their online businesses through the use of creative and intuitive digital solutions.

The team now comprises of design, development and online marketing professionals with the aim of offering a complete 'in-house' solution for businesses and professions on both a local and national basis.

We strongly believe that owning and maintaining a website should not be painstaking. We aim to offer expert help and advice at every stage throughout our process whilst maintaining a friendly and simplified way of explaining the 'geek speak'.

We also care about local business and community and are proud to sponsor Norwich's Hostry Festival. An annual event focussed around celebrating arts and entertainment across Norwich and Norfolk.

We couldn't recommend Ashley and Nine2 any more highly! They provided and continue to provide much needed support and guidance on all aspects of our company websites from design, hosting and Online Marketing. We've had so many clients compliment us on how easy our new website is to use which I think, is a huge testament to our success - a huge thanks!

Steve Cook | Operations Manager
Britannia Safety & Training



01603 339092 | www.nine2.co.uk
14 Chapel Field North, Norwich, Norfolk, NR2 1NY

Your Investment

We see every project as an investment into your business and ours. Through our continued work we thrive on expanding our knowledge and expertise to deliver exciting projects just like this.

To achieve the Objectives set out we propose a project budget* as follows;

Bespoke WordPress Website from supplied designs	£1,800
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Hosting for the project can be provided on an ongoing basis starting at £29.99 per month.

More information on this is available on request.

What Happens Next...

In order to proceed with this proposal please sign and date below then return a completed copy to us via email.

Signature: _____

Name: _____ Date: _____

Payment Terms

We suggest staged-payment terms which are, as follows;

- 25% - due upon agreeing to and signing this proposal.
- 25% - due upon sign-off of planning and wire-framing.
- 25% - due upon sign-off of designs.
- 25% - due upon completion of build and prior to going live.

*Please note any hosting or website maintenance packages are only due once your website is live!

Payment Details

Account name: Nine2 Web & SEO

Account number: 37758133

Sort Code: 60-83-71

Branch: Starling Bank, 2 Finsbury Avenue, London, EC2M 2PP



Ashley Cashfield - Owner
ashley@nine2.co.uk | 01603 339092

I'll be your key point of contact throughout this project, if there's anything you need please don't hesitate to contact me directly.

</nine2>

01603 339092 | www.nine2.co.uk
14 Chapel Field North, Norwich, Norfolk, NR2 1NY



01603 339092 | www.nine2.co.uk
14 Chapel Field North, Norwich, Norfolk, NR2 1NY

Michelle

From: Adam Engledow <info@design-vibe.co.uk>
Sent: 28 September 2021 18:11
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Re: WEB FORM ENQUIRY | Design Vibe Creative

No problem!

Having looked at your design ideas the cost to design and build would be £1400.

The website would be fully manageable so you can update everything yourself.

Please let me know if you have any questions.

Kind Regards,

Adam



Design Vibe Creative

2A St Johns Close
Norwich
Norfolk
NR1 2AD

Email: info@design-vibe.co.uk

Web: <http://www.design-vibe.co.uk>

CONFIDENTIAL COMMUNICATION

Michelle Barron

From: Adam Engledow <info@design-vibe.co.uk>
Sent: 29 September 2021 12:29
To: Michelle Barron
Subject: Re: WEB FORM ENQUIRY | Design Vibe Creative

Hi Michelle,

Yes I always offer free support if you get stuck with anything.

Alternatively if you would like me to host and manage the website for you this costs £30 per month.

Kind Regards,

Adam



Design Vibe Creative

2A St Johns Close

Norwich

Norfolk

NR1 2AD

Email: info@design-vibe.co.uk

Web: <http://www.design-vibe.co.uk>

CONFIDENTIAL COMMUNICATION

This electronic mail message and any attachments are intended only for the use of the addressee(s) named above and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not an intended recipient, or the employee or agent responsible for delivering this email to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you received this email in error, please immediately notify the sender by replying to this message.

On Wed, 29 Sept 2021 at 11:13, Michelle Barron <townclerk@attleboroughtc.org.uk> wrote:

Thank you for this Adam,

Would there be an option to contact for support as and when we might need it?

Kind Regards

Michelle Barron
Attleborough Town Council
Town Hall
Queens Square
Attleborough
Norfolk NR17 2AF

fluffyegg.

fluffyegg Limited
6 Upper King Street
Norwich
Norfolk
NR3 1HA
hello@fluffyegg.com
fluffyegg.com
01603 561 138
VAT: 154492206

Quote Q1767 • 29 September 2021 •

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Website Development	1,600.00	20%	1,600.00

To develop a responsive WordPress website from the 9 design templates provided, ensuring compliance with the latest Google guidelines. Training provided on how to use content management system so that the client can edit and update content themselves.

fluffyegg Lifetime Warranty included: covers fixes to any bugs in original code for the lifetime of the site.

This quotation is subject to our Terms of Business.

Estimated timeframe for September 2021:
3 - 4 weeks

Net Total	1,600.00
VAT	320.00

GBP Total	£1,920.00
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Company Registration
Number:
8308677

Michelle Barron

From: Ben Weston <ben@fluffyegg.com>
Sent: 29 September 2021 09:22
To: Michelle Barron
Cc: chloe@fluffyegg.com
Subject: Re: Website quote
Attachments: fluffyegg-Limited_Quote_Q1767.pdf

Morning Michelle

Thank you for sending your designs through.

Please find our quotation for developing these into a responsive (mobile and tablet-friendly) website that meets the latest Google requirements. It also includes our Lifetime Warranty that covers free repairs to any bugs in the original code and training on how to use the system prior to launch.

If you have any questions, please do let me know.

I look forward to hearing from you.

Best,

Ben Weston

Managing Director

T: 01603 561 138 / **E:** ben@fluffyegg.com / **W:** fluffyegg.com

fluffyegg.

Top Floor, 6 Upper King Street, Norwich, NR3 1HA
fluffyegg Limited – Reg. No. 08308677. VAT No. 154 4922 06.

Coronavirus (COVID-19) Statement: fluffyegg employees are currently working remotely and are therefore only accepting meetings via phone or conference call for the time being. As a digital business, we are fully setup for remote working so we continue to operate as normal.

On Tue, 28 Sept 2021 at 12:05, Michelle Barron <townclerk@attleboroughtc.org.uk> wrote:

Hi Chloe,

Following our telephone conversation please find attached a brief for our new website.

Kind regards

Michelle Barron

Environment Committee Terms of Reference

Mandate

The mandate of the Committee is to monitor, review and ensure the delivery of environmental services, activities and projects in a co-ordinated and timely manner. To enable this, the Committee has been granted full delegated decision-making authority by the Council.

It may nevertheless make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting. Its Chairman should provide a report, not less than quarterly, to a meeting of the Council.

It should regularly review its budget requirements and agree them as appropriate with the Council, having regard to the Council's own budgetary timescales.

It may seek legitimate alternative funding opportunities and is encouraged to do so. In carrying out its functions, the Committee should have regard to the need for transparency and to the desirability of the Council to be community led.

In particular the committee shall:

- Receive a report on the annual external inspection and shall keep under review the Council's play area inspection and maintenance schedules to ensure that all play areas and equipment and the wheel park are safe and fit for purpose.
- Keep under review and monitor the inspection and maintenance schedules of all the public open spaces owned or managed by the Town Council and oversee grass cutting, other maintenance and equipment.
- Monitor the management arrangements of the cemetery and closed churchyard.
- Monitor the management arrangements of the allotments (except in relation to rents) and endeavour to provide adequate allotment provision for the whole community.
- Monitor the management arrangements for all Attleborough Town Council owned and/or managed open spaces generally.
- Monitor the management arrangements relating to the Queens Square public toilets.
- Oversee the provision of litter bins, dog bins and other street furniture and bus shelters, and of litter control generally.
- Oversee maintenance of all flora and fauna within the Councils responsibility.

Membership

The Committee should comprise at least five Town Councillors appointed by the Town Council and may welcome non-councillors appointed by the Committee. The non-councillors may include local residents, representatives from local businesses and community groups and other key stakeholders. At the Committee's discretion, they may be appointed by invitation or by a written or verbal recruitment process.

All committee members will be expected to abide by the Council's Standing Orders and in particular to declare personal interests whenever they are relevant to any item under discussion.

Meetings and Procedure

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

The Committee's Chairman should be elected by it from among the Town Councillors.

The quorum for a meeting of the Committee is five, to include no less than three of the Town Councillors. No decisions may be made without a quorum.

Committee decisions should be made by a majority of those present, entitled to vote and voting. In the event of a tied vote, the Committee's Chairman shall have a casting vote.

Legally, only members of the Council may vote.