



ATTLEBOROUGH TOWN COUNCIL

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

You are summoned to the Annual Meeting of Attleborough Town Council To be held on Monday 9th May 2022 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
4th May 2022
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 **Election of Chairman/Town Mayor for the municipal year 2022-2023**
To receive nominations and elect the Chairman/Mayor.
- 2 **Election of Deputy Chairman/Deputy Mayor for the municipal year 2022-2023**
To receive nominations and elect the Deputy Chairman/Mayor.
- 3 **Apologies for Absence**
To receive and accept apologies for absence.
- 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 Councillor Vacancy – for Information

Can now be advertised for Co-Option

6 Public Participation (10 Minutes)

7 Minutes of the Town Council meeting held on 4th April 2022

For acceptance and approval.

8 Planning Matters

- a) **Planning Applications** (Applications agreed and responses made) – for confirmation by members
- b) **Planning Applications** (Not due yet)
 - 3PL/2022/0479/D – ATTLEBOROUGH: Land adjacent to Meadow Cottage – Reserved matters application for two detached houses & garages following Outline permission on 3PL/2020/0855/O
 - 3PL/2022/0257/F – ATTLEBOROUGH: Land south of West Carr Road – Change of use of land from agricultural land to B2 use (Non-waste storage area) (Part Retrospective)
 - 3PL/2022/0465/F – ATTLEBOROUGH: J M Gipson Ltd 3 Church Street – Erection of awning to front of premises
 - 3PL/2022/0466/A – ATTLEBOROUGH: J M Gipson Ltd 3 Church Street – New shop sign ('Eddy's Café') with lighting bar above

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 March 2022** – for information
- f) **Annual review of Insurance schedule** - for acceptance and approval

10 Ride on Mowers for Cemetery – for acceptance and approval

11 Correspondence

- a) Attleborough Fun Fest Team, Fireworks Event Sunday 6th Nov 2022, request for funding – for acceptance and approval

12 Committee Terms of Reference for the municipal year 2022-2023

To review the following terms of reference for acceptance and approval:

- a) Personnel
- b) Environment
- c) Events & Communications
- d) Standing Order Review

13 Committee Members for the municipal year 2022-2023

To nominate members for the following committees:

- a) Environment
- b) Events & Communications
- c) Standing Order Review

14 Meeting Schedule for Ordinary Meetings for the municipal year 2022-2023

For discussion and resolution.

15 Representatives on outside bodies Municipal Year 2022-2023

To nominate members for outside bodies:

- Attleborough Health, Care and Well Being Trust
- Attleborough Charities
- Attleborough Heritage Group
- Banham Poultry
- BDC Gypsy and Travellers Strategy
- Community Emergency Coordinator
- Connaught Hall
- East Harling Internal Drainage Board
- Snetterton Circuit Liaison Group
- SNAP Police Liaison
- Press & Media
- Town Archives
- Twinning Association
- Football Club

16 Annual Review of Documents

To review the following documents for acceptance and approval:

- Standing Orders
- Annual Review of Effectiveness of Internal Controls
- Financial Regulations & Procurement Policy
- Financial Risk Assessment
- Member Officer Protocol
- Code of Conduct
- Meetings Protocol
- Virtual Meetings Policy & Guidance
- Grievance Policy & Procedure
- Complaints Policy & Procedure
- Equality Policy
- Freedom of Information Act 2000 – Policy & Procedure
- Grants Awards Policy (noted as S137 payments)
- Lost/Found Child Policy
- The Flying of Model Planes & Drones on Council Land Policy
- Communication & Media Policy
- Smoke Free Policy
- Whistleblowing Policy
- Health & Safety Policy
- Data Protection Policy
- Document Retention & Disposal
- Co-Option Procedure

17 Public Participation (10 Minutes)

18 Any items which the Chairman decides are urgent

For discussion only.

19 Exclusion of Press & Public

To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

20 Heads of Terms UPP Broadband – for acceptance and approval

21 Leases update – for information

Expected Meeting Length is 2 Hours

7)



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 April 2022 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

	Cllr P Leslie - presiding		
Cllr J Ellis	Cllr A Westby	Cllr T Taylor	Cllr D Lane
Cllr K Montague	Cllr A Busk	Cllr A Smith	Cllr A Roberts
Cllr P Wenham	Cllr E Tyrer	Cllr S Mackinnon	Cllr R Bond

In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Public x 2, Joel Fayers, MPC

175.21) Mayors Welcome – Cllr Leslie apologised for the meeting not being live streamed due to technical problems and announced the Annual Town Assembly meeting would be held on Monday 25th April 7pm at the Town Hall.

176.21) Apologies for absence –
Cllr Dale – Holiday
Cllr Roberts – leaving early

177.21) Declarations of Interest

- a) To receive and consider declarations of interest in items below –
Cllr P Wenham – Item 9
Cllr T Taylor- Item 13a
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received

178.21) Councillor Co-Option Vacancy

On the motion of Cllr Lane, seconded by Cllr Busk, it was
RESOLVED to co-opt Rhys Redfern as Town Councillor who then took his seat with the members for the remainder of the meeting.

179.21) Public Participation - Resident's Questions –

RESOLVED that the meeting be adjourned to allow the Public to speak –

- Joel Fayers, MPC informed members work still ongoing with plans being drawn up for the next public engagement, details should be available to update everyone at the next Council meeting being held in May.
- Member of public stated she was shocked at how empty Queens Square car park had been and had spoken to a lady who didn't know how to use the ticket machine. Cllr Leslie replied all feedback would be passed on to Breckland but had noticed the car park 80% full by midday.

180.21) Minutes of the Town Council meeting held on 7th March 2022

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

RESOLVED - to accept the minutes of the Town Council meeting held on 7th March 2022.

ACTION: TOWN CLERK

181.21 New Wheelpark

Some positive feedback had been received but some tweaks needed. A conversation took place with the supplier about re-design and providing a more graphic design.

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

RESOLVED to amend and render design for the next Environment meeting.

ACTION: TOWN CLERK

182.21 New Website and Modernised Logo

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

RESOLVED to accept the modernised logo

ACTION: TOWN CLERK/PL

183.21) Edging for Queens Square –

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

RESOLVED to approve and accept 75mm or 65mm whichever is available

ACTION: TOWN CLERK

Cllr Roberts leaves the meeting at 7.45pm

184.21) UPP Superfast Broadband & Location –

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

RESOLVED to accept superfast Broadband project and location.

185.21) Planning Matters

a) Planning Applications –

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

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

b) Planning Applications (Not due yet)

3PL/2022/0277/VAR – ATTLEBOROUGH: Plot 2 Leys Lane – Variation of Condition No 2 on

3PL/2021/0660/D – Revised bungalow design

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

RESOLVED to accept with no comments

3PL/2022/0301/VAR – ATTLEBOROUGH: Land off Carvers Lane – Variation of Condition 3 on

3PL/2014/1264/F – change to materials due to shortage of supplies

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

RESOLVED to accept with no comments

ACTION: TOWN CLERK

186.21) Councillor Reports

- Cllr Lane informed members £807.51 had been raised from the recent Book Sale held at the Town Hall and another book sale being planned for 8th and 9th October 2022.
- Had also been in discussions about a Community Art Exhibition being held every August Bank Holiday at the Town Hall and Jubilee preparations were underway.
- Cllr Lane & Cllr Taylor had attended a meeting to discuss the “Hut” at the Recreation Ground and will be working closely with School Council and Parents Council.

Cllr Taylor leaves the meeting for Item 13a

187.21) Financial Matters

a) To authorise payments –

On the motion of Cllr Lane, seconded by Cllr Westby, it was
RESOLVED to accept and approve the following payment list dated 4th April 2022
Total £17,656.74

Cllr Taylor returns to the meeting

b) To agree direct debits –

On the motion of Cllr Westby, seconded by Cllr Wenham, it was
RESOLVED to approve and accept the direct debit list dated April 2022
Total £26,136.78

c) To receive Income –

On the motion of Cllr Leslie, seconded by Cllr Tyrer, it was
RESOLVED to approve and accept the income list for March 2022
Total £2,931.03

d) Petty Cash payments – Noted for information

e) Income & Expenditure February 2022 – Noted for information
ACTION: TOWN CLERK

188.21) Correspondence

a) St Mary's Church request to use Queens Square Good Friday 15th April 2022 –

On the motion of Cllr Smith, seconded by Cllr Westby, it was
RESOLVED to approve St Mary's Church request to use Queens Square

b) Development at Norwich Road, Attleborough, street lighting

On the motion of Cllr Leslie, seconded by Cllr Westby, it was
RESOLVED the policy of the Council is to decline
ACTION: TOWN CLERK

189.21) Public Participation (10 Minutes) –

RESOLVED that the meeting be adjourned to allow the Public to speak – No public wished to speak

190.21) Any other items which the Chairman decides are urgent –

- Mindful there is limited time before the Jubilee, so need to move on with preparations.
- The cigarette bin at the bus shelter need securing and youths are climbing on the roof.
- It was suggested to put a flower bed around the Town sign at Queens Square to stop people climbing on it and the water pump needs a new bolt.
- Tracy Turner Mental Health Awareness Course being held at the Town Hall 25th May & 21st July 2022, at a reduced cost. Please contact Town Clerk or Tracy Turner if interested.
- Plans to hold a non- scripted forum quarterly at the Town Hall to support what is already happening in the Community.

191.21) Exclusion of Press & Public

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was
RESOLVED – to exclude the press and public from the meeting given the sensitive nature of the business to be discussed.

Cllr Redfern signed his Declaration of Acceptance

192.21) Tenancy Agreements

Cllr Leslie gave an update.

Meeting closed 9pm

8a)

Planning Applications received to-date

3PL/2022/0401/VAR - ATTLEBOROUGH: Steeple House, 25 New Road – Variation of condition 10 on pp 3PL/2021/1222/F – changes to opening hours – No objections

3PL/2022/0409/HOU – ATTLEBOROUGH: 20 Connaught Road – Proposed single storey rear extension - No objections

3OB/2022/0023/OB – ATTLEBOROUGH: - Plots 6-1- Gaskin Way – Application to discharge of planning schedule 1.1 Re affordable housing provision on 3PL/202/1091/F – No objections

86)

Anne Willett

From: Michelle Barron
Sent: 26 April 2022 16:40
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/0479/D

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 26 April 2022 16:04
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/0479/D

CONSULTATION - RESERVED MATTERS

REFERENCE: 3PL/2022/0479/D
PROPOSAL: Reserved matters application for two detached houses and garages following Outline permission on 3PL/2020/0855/O
LOCATION: ATTLEBOROUGH: Land adjacent to Meadow Cottage
APPLICANT: Westport Developments Limited

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://url6b.mailanyone.net/v1/?m=1njMja-0005gs-43&i=57e1b682&c=FNr5jtjC3cY6gRaLsWR-8OOC8ZmnTwW1NVmmlIF1gdwUwgZJPXIMutsirPZ5Ald5Wb6hzYshDuJu2Wvm1_y65s1--kwvvjrL132HhKzTwiADDctg65cGHZqIG-0mu0MZKRDrf7KRI3tuipxk34AWlrAXG3iquxy7l_a6vKnQ5k1mUiTv8a1QA6mBk4Mgl0jkTnyP9Lzmyg_2Fcv7cJWUgUvy44pCFCJ6L-oPdYpAQE or by email to planning@breckland.gov.uk

Any comments that the Town/Parish Council may wish to make should be received by **18th May 2022**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Anne Willett

From: Michelle Barron
Sent: 29 April 2022 10:22
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/0257/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 29 April 2022 10:19
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/0257/F

CONSULTATION - FULL

REFERENCE: 3PL/2022/0257/F

PROPOSAL: Change of use of land from agricultural land to B2 use (Non-waste storage area) (Part Retrospective)

LOCATION: ATTLEBOROUGH: Land south of West Carr Road

APPLICANT: Anglian Demolition

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://url6b.mailanyone.net/v1/?m=1nkMmH-0002Jv-3b&i=57e1b682&c=ONeFBmzAL1wgGUYJiNWUcpKGwYCbe26AEY673J20KGTjFbE13u3R9EN3_Ns6QGd12kwJxmG8hCq5tGmZznOsAb1VugE4EyWoXeBugkNm2dOdtzbGBGxCCOo-f0YwJXoPZNoqVN9RKiO0NePMiZ9Hv56FNO4nT2byZbIRrvJaP_moZLNy3s6vGOzqTuuGI4b2DswxUpnYqgnL6FACO-qygG2augNTbQMLgT_9jX0CLKU or by email to planning@breckland.gov.uk

Any comments that the Town/Parish Council may wish to make should be received by **21st May 2022**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Anne Willett

From: Michelle Barron
Sent: 03 May 2022 09:12
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/0465/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 29 April 2022 15:04
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/0465/F

CONSULTATION - FULL

REFERENCE: 3PL/2022/0465/F
PROPOSAL: Erection of awning to front of premises
LOCATION: ATTLEBOROUGH: J M Gipson Ltd 3 Church Street
APPLICANT: Eddy's Cafe

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://url6b.mailanyone.net/v1/?m=1nkREB-0007SJ-5M&i=57e1b682&c=w1mnYbEfawjevD1ARCDhDyiAOhnZiDI0kzhquOGm8bK47UuMi6PGgJ2K9S_3jaA7DDqhljSCT74_OPrUnpZpkukPRRJKQ2lunr2vr981D9oiFIXnlt4EaBRIDDc0X2SS9e2RMK_iHAK5-Rf8QjG1hLSBAxiDPc1iGpSHYMc0sZGeeUNFnoiO-1xaNvevcFfy6n3WyhTK-G8D1gpY71ggEXKmeb0MvILkfxXTPIO3QaE or by email to planning@breckland.gov.uk

Any comments that the Town/Parish Council may wish to make should be received by **21st May 2022**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Anne Willett

From: Michelle Barron
Sent: 03 May 2022 08:44
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/0466/A

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 29 April 2022 15:04
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/0466/A

CONSULTATION - ADVERTISEMENT

REFERENCE: 3PL/2022/0466/A
PROPOSAL: New shop sign ('Eddy's Cafe') with lighting bar above
LOCATION: ATTLEBOROUGH: J M Gipson Ltd 3 Church Street
APPLICANT: Eddy's Cafe

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://url6b.mailanyone.net/v1/?m=1nkRE5-0004ro-3g&i=57e1b682&c=jyzENchcP2gL-7CT_tjZdxKMisN9zyTtgBuaFHdgvZn5xGGBUJ0BKjGhct6oeJjt1xz-CsyCWCGPg5euvdnPE7IIINLmpnTVHkZhsmr3d5eC60r0phETV32-py_Uo35FcGxt1fTzdYwxO8YJ171-gr2HYIH2pBVnepjOOMa6YmEJcNE_J_x06nrz7YhAg4yaKtpTSyVxauG5sACnQxq45PF30WNka2Eu59DPMGqOOA or by email to planning@breckland.gov.uk

Any comments that the Town/Parish Council may wish to make should be received by **21st May 2022**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

PAYMENTS 9 MAY 2022		DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ
PAID TO			TH	£ 45.00	£ -	£ 45.00	BACS
ARROWCLEAN		WINDOW CLEANING MARCH					BACS
BARCLAYCARD		EDGING QUEENS SQ. VECTORSTOCK MEDIA	O/S	£ 1,092.75	£ 73.95	£ 1,166.70	BACS
BRECKLAND COUNCIL		PREMISE LICENCE RECREATION GROUND	ADMIN	£ 180.00	£ -	£ 180.00	BACS
BROXAP		PICNIC BENCHES WHEELCHAIR ACCESS	O/S	£ 2,411.00	£ 482.20	£ 2,893.20	BACS
COMMUNITY ACTION NORFOLK		BRONZE MEMBERSHIP	ADMIN	£ 20.00	£ -	£ 20.00	BACS
CITY PLUMBING		ARMAFLEX PIPE INSULATION	O/S	£ 20.48	£ 4.10	£ 24.58	BACS
COMMUNITY CAR SCHEME		GRANT FROM BRECKLAND MAY	ADMIN	£ 275.00	£ -	£ 275.00	BACS
COMMUNITY CAR SCHEME		JOURNEYS MARCH	ADMIN	£ 284.15	£ -	£ 284.15	BACS
COMMUNITY CAR SCHEME		JOURNEYS APRIL	ADMIN	£ 355.25	£ -	£ 355.25	BACS
CREATIVE ARTS EAST		ANNUAL MEMBERSHIP	ADMIN	£ 50.00	£ -	£ 50.00	BACS
ERNEST DOE		MOLE TRAP, TRIMAX BLADE,	O/S	£ 311.21	£ 62.24	£ 373.45	BACS
FARBIBTS DIRECT LIMITED		130M MILD STEEL WIRE	O/S	£ 19.70	£ 3.94	£ 23.64	BACS
KIM FIRST AID		FIRST AID COURSE X 3	ADMIN	£ 244.50	£ -	£ 244.50	BACS
LONGWATER CONSTRUCTION		SAWN TREATED C24	O/S	£ 22.22	£ 4.44	£ 26.66	BACS
MAYDAY		PHOTOCOPIER USAGE MARCH	ADMIN	£ 43.27	£ 8.66	£ 51.93	BACS
MAYDAY		PHOTOCOPIER USAGE FEB	ADMIN	£ 77.89	£ 15.58	£ 93.47	BACS
MICROSHADE		HOSTED APPLICATION SERVICE	ADMIN	£ 570.91	£ 114.18	£ 685.09	BACS
NETCENTRAL		SUBSCRIPTION 2022/23	ADMIN	£ 384.00	£ -	£ 384.00	BACS
NETCENTRAL		ICT SUPPORT & ZOOM APRIL & MAY	ADMIN	£ 311.94	£ 62.38	£ 374.32	BACS
NETCENTRAL		HP PROBOOK, IT SUPPORT, POWER ADAPTER	ADMIN	£ 645.86	£ 129.17	£ 775.03	BACS
NORFOLK GEEKS		WEBSITE MAINTENANCE	ADMIN	£ 60.00	£ -	£ 60.00	BACS
NORFOLK PARISH TRAINING		COUNCILLOR INDUCTION & PLANNING TRAINING	ADMIN	£ 128.00	£ -	£ 128.00	BACS
NUTS N BOLTS		BRUSHES, HOSES, GATE LATCH, WHITE SPIRIT, ETC	O/S	£ 93.88	£ 18.78	£ 112.66	BACS
ONLINE PLAYGROUNDS		CRADLE SWING SEAT X 2	O/S	£ 186.00	£ 37.20	£ 223.20	BACS
IST ATT SCOUT GROUP		MIXED CONSTRUCTION WASTE (Scout Group)	O/S	£ 68.00	£ 13.60	£ 81.60	BACS
RIALTAS		YEAR END ACCOUNTS	ADMIN	£ 600.00	£ 120.00	£ 720.00	BACS
ROGERS & NORTON		EMPLOYMENT UNFAIR DISMISSAL	ADMIN	£ 10,000.00	£ 2,000.00	£ 12,000.00	BACS
THURLOW NUNN		SNAPHOOK, TAPE, TROUSERS, TYRE REPAIR KIT	O/S	£ 101.45	£ 20.29	£ 121.74	BACS
THURLOW NUNN		REPAIRS TO STIHL BATTERY MOWER	O/S	£ 141.80	£ 28.36	£ 170.16	BACS
VIKING		TOILET ROLLS, GLOVES, SURFACE CLEANER ETC.	TH	£ 157.48	£ 31.50	£ 188.98	BACS
VIKING		COFFEE	TH	£ 28.49	£ -	£ 28.49	BACS
WEBSTER		ASSTD LIGHT BULBS	TH	£ 63.40	£ 12.68	£ 76.08	BACS
ZURICH		INSURANCE RENEWAL	ADMIN	£ 7,583.60	£ -	£ 7,583.60	BACS
D HOLMES		COMMUNITY CAR DRIVER MEDICAL & EYE TEST	ADMIN	£ 80.00	£ -	£ 80.00	BACS
NORFOLK COUNTY COUNCIL		ROAD CLOSURE JUBILEE CELEBRATION	ADMIN	£ 22.00	£ -	£ 22.00	BACS
PETTY CASH		CASH TOP UP	ADMIN	£ 84.39	£ -	£ 84.39	CHQ 000092
				£ 26,763.62	£ 3,243.25	£ 30,006.87	

9b)

DD MAY 2022

Name	Description	Service	Bill Freq	Net	Vat	Total
Siemens	Photocopy service	Admin	Annual			
Vodafone	mobiles	Admin	Monthly	£ 136.63	£ 27.34	£163.97
Bank Charges	Barclays	TH	Monthly	£ 6.70	£ -	£6.70
Bank Charges	Lloyds	TH	Monthly	£ 26.93	£ -	£26.93
Biffa	Waste collection	Rec	Monthly	£ 171.50	£ 34.30	£205.80
Biffa	Waste collection	TH	Monthly	£ 201.54	£ 40.31	£241.85
Anglian Water	Water	Cemetery	Quarterly		£ -	
Anglian Water	Water	Public toilets	Quarterly		£ -	
BT	Telephone	TH	Quarterly	£ 704.76	£ 140.95	£845.71
Anglian Water	Water	Chapel Rd	Quarterly		£ -	
Anglian Water	Water	TH	Quarterly	£ 247.15	£ -	£247.15
Breckland Council	Rates	TH	Monthly	£ 1,235.25	£ -	£1,235.25
Breckland Council	Rates	Cemetery	Monthly		£ -	
Total Gas & Power	Electricity	Public Toilets	Quarterly	£ 483.97	£ 24.20	£508.17
Total Gas & Power	Elect Skate Park	OS	Quarterly	£ 391.23	£ 19.56	£410.79
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly	£ 1,384.80	£ 69.23	£1,454.03
Phs Group	waste collection	TH	Annual			
Fuel Genie	Fuel	OS	Monthly	£ 195.79	£ 39.16	£234.95
						£5,581.30
HMRC Tax/Nic	BACS	HMRC Tax & N	Monthly	£ 4,758.97	£ -	£4,758.97
Norfolk Pension	BACS	Pension		£ 73.36		£73.36
Norfolk Pension	BACS	Pension	Monthly	£ 4,178.14	£ -	£ 4,178.14
Staff Salary	BACS	Salaries	Monthly	£ 12,630.67	£ -	£ 12,630.67
						£21,641.14
TOTAL						£27,222.44

9c)

INCOME APRIL 22	
Banked Monies	
Toilets+ deposit refund	£ 85.80
Car Scheme Fund Breckland April	£ 275.00
Hall Bookings	£ 1,613.80
Allotment rent & Bond	£ 173.00
Radar Key	£ 3.00
Memorial	£ 429.00
Repayment Church wall	£ 100.00
Precept 1st Instalment	£ 305,918.00
Breckland Decoy Common	£ 21,345.65
VAT Reclaimed	£ 6,180.16
Total	£ 336,123.41

94)

4-230 4-230 4-230 4-230

4-230

DATE	DETAILS	REC'D	OUT	BALANCE	MISC	POSTAGE	TOWN HALL	4-230 ARCHIVE	OPEN SPACES	4-230 STATIONERY	MEETING REFRESHMENTS	101 MILEAGE	311 MARKET	ADMIN	TIC	VAT
11.4.22	BFWD	-	398 87	1 13	-	-	-	-	-	-	-	-	-	-	-	26
28.4.22	RECASH 000091	398 87		400 00												
20.4.22	LIBL OFFEE MILK BISCUITS		5 19	394 81							5 19					
30.4.22	POSTOFFICE RECORDED DELIVERY		6 85	387 96		6 85										
25.4.22	MEDICAL Community car Scheme Driver		70 00	317 96										70 00		
8.4.22	POSTOFFICE Roof of Delivery		2 35	315 61		2 35										
			84 39	315 61		9 20					5 19			70 00		
		400 00	84 39	315 61		9 20					5 19			70 00		

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	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	2,640	0	(2,640)			0.0%	
1390 Interest Received (Bond)	0	100	100			0.0%	
1391 interest received on saving ac	36	250	214			14.2%	
	583,875	581,549	(2,326)			100.4%	0
Administration :- Income							
4000 Staff Costs	233,920	300,000	66,080		66,080	78.0%	
4001 Other Employment Costs	180	5,000	4,820		4,820	3.6%	
4002 website	720	5,000	4,280		4,280	14.4%	
4004 Health & Safety	4,015	2,000	(2,015)		(2,015)	200.8%	
4005 Training	3,566	5,000	1,434		1,434	71.3%	
4010 Travelling Expenses	188	750	562		562	25.1%	
4020 Miscellaneous Expenses	958	2,000	1,042		1,042	47.9%	
4023 Subscriptions	2,529	2,500	(29)		(29)	101.2%	
4025 Insurances	9,339	9,000	(339)		(339)	103.8%	
4027 Bookkeeping	1,955	1,250	(705)		(705)	156.4%	
4028 Office Internet	0	250	250		250	0.0%	
4029 Photocopier Usage Fee	370	2,500	2,130		2,130	14.8%	
4031 Computer	7,267	5,000	(2,267)		(2,267)	145.3%	
4040 Community Car Scheme	2,482	6,000	3,518		3,518	41.4%	
4041 Grants S137	16	1,000	984		984	1.6%	
4042 Local Grants	10,623	3,000	(7,623)		(7,623)	354.1%	
4044 Highway Improvements	0	1,000	1,000		1,000	0.0%	
4051 Bank Charges	230	500	270		270	46.0%	
4055 Judicial Review Claim	64,456	45,000	(19,456)		(19,456)	143.2%	
4056 Consultancy	900	3,000	2,100		2,100	30.0%	
4057 Audit Fees	335	2,500	2,165		2,165	13.4%	
4058 Legal Fees	5,579	10,000	4,421		4,421	55.8%	
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	3,946	2,500	(1,446)		(1,446)	157.8%	
4122 Postages	6	500	494		494	1.2%	
4123 Stationery	279	2,000	1,721		1,721	13.9%	
4140 Fuel	287	0	(287)		(287)	0.0%	
4147 Photocopier Lease payments	1,345	1,500	155		155	89.7%	
4190 Equipment Purchase	539	2,000	1,461		1,461	26.9%	
4230 Supplies	344	250	(94)		(94)	137.6%	
4231 Advertising	384	1,000	616		616	38.4%	

12:03

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4298 Covid General Expenses	740	500	(240)		(240)	148.0%	
4300 Premises Licence	541	500	(41)		(41)	108.2%	
4503 Jubilee	189	0	(189)		(189)	0.0%	
Administration :- Indirect Expenditure	361,264	426,000	64,736	0	64,736	84.8%	0
Net Income over Expenditure	222,611	155,549	(67,062)				
<u>112 Street Lights</u>							
4400 Events & Communication	0	25,000	25,000		25,000	0.0%	
4402 Public Lighting	13,455	5,000	(8,455)		(8,455)	269.1%	
Street Lights :- Indirect Expenditure	13,455	30,000	16,545	0	16,545	44.8%	0
Net Expenditure	(13,455)	(30,000)	(16,545)				
<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	820	750	(70)		(70)	109.3%	
4113 Electricity	1,121	750	(371)		(371)	149.4%	
4145 Maintenance/Repairs	130	500	370		370	26.0%	
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	2,492	4,650	2,158	0	2,158	53.6%	0
Net Income over Expenditure	(185)	(4,650)	(4,465)				
<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 Events & Communication	12,317	10,000	(2,317)		(2,317)	123.2%	
Christmas Lights :- Indirect Expenditure	12,317	11,000	(1,317)	0	(1,317)	112.0%	0
Net Income over Expenditure	(12,317)	(10,000)	2,317				

Continued over page

	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	<u>239</u>	<u>450</u>	<u>211</u>	<u>0</u>	<u>211</u>	<u>53.1%</u>	<u>0</u>
Net Expenditure	<u>(239)</u>	<u>(450)</u>	<u>(211)</u>				
<u>116 Attleborough Neighbourhood Pla</u>							
4400 Events & Communication	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
<u>118 Events</u>							
1393 Income Events	1,511	0	(1,511)			0.0%	
Events :- Income	<u>1,511</u>	<u>0</u>	<u>(1,511)</u>				<u>0</u>
Net Income	<u>1,511</u>	<u>0</u>	<u>(1,511)</u>				
<u>201 Open Spaces</u>							
1000 Booking Fees	290	500	210			58.0%	
1050 Income	15,851	2,000	(13,851)			792.6%	
1100 Allotment Income	11,299	1,300	(9,999)			869.1%	
1105 Burial Fees	11,519	15,000	3,481			76.8%	
1106 Sports Letting	1,930	1,000	(930)			193.0%	
1107 Wayleaves	62	0	(62)			0.0%	
1150 Re-imburement of Utilities	212	0	(212)			0.0%	
1152 Repayment church wall damage	600	0	(600)			0.0%	
Open Spaces :- Income	<u>41,764</u>	<u>19,800</u>	<u>(21,964)</u>			<u>210.9%</u>	<u>0</u>
4020 Miscellaneous Expenses	845	500	(345)		(345)	169.0%	
4022 Cemetery Refunds	80	0	(80)		(80)	0.0%	
4110 Rates	868	700	(168)		(168)	124.0%	
4112 Water	1,517	1,000	(517)		(517)	151.7%	
4113 Electricity	1,050	500	(550)		(550)	210.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4123 Stationery	0	50	50		50	0.0%	
4140 Fuel	2,600	2,000	(600)		(600)	130.0%	
4143 Equipment Hire	0	750	750		750	0.0%	
4144 Tree Work	0	2,000	2,000		2,000	0.0%	
4145 Maintenance/Repairs	10,855	25,000	14,145		14,145	43.4%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4190 Equipment Purchase	4,876	3,000	(1,876)		(1,876)	162.5%	
4225 Refuse Collections	3,599	1,750	(1,849)		(1,849)	205.7%	
4230 Supplies	9,108	7,500	(1,608)		(1,608)	121.4%	
4255 Safety Checks	515	1,000	486		486	51.5%	
4295 Cemetery expenses	0	1,000	1,000		1,000	0.0%	
4296 Company Vehicle	21,225	1,500	(19,725)		(19,725)	1415.0%	
4298 Covid General Expenses	70	1,000	930		930	7.0%	
4300 Premises Licence	0	200	200		200	0.0%	
4400 Events & Communication	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	57,208	56,450	(758)	0	(758)	101.3%	0
Net Income over Expenditure	(15,444)	(36,650)	(21,206)				
<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 Events & Communication	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	390	1,000	610			39.0%	
Markets :- Income	390	1,000	610			39.0%	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 Events & Communication	0	500	500		500	0.0%	
Markets :- Indirect Expenditure	0	1,300	1,300	0	1,300	0.0%	0
Net Income over Expenditure	390	(300)	(690)				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
290 Open Spaces Capital Exps.							
4190 Equipment Purchase	540	40,000	39,460		39,460	1.4%	
4194 Litter bins	6,817	1,500	(5,317)		(5,317)	454.4%	
Open Spaces Capital Exps. :- Indirect Expenditure	<u>7,357</u>	<u>41,500</u>	<u>34,143</u>	<u>0</u>	<u>34,143</u>	<u>17.7%</u>	<u>0</u>
Net Expenditure	<u>(7,357)</u>	<u>(41,500)</u>	<u>(34,143)</u>				
301 Town Hall							
1000 Booking Fees	10,183	5,000	(5,183)			203.7%	
1005 Office Rents	0	3,000	3,000			0.0%	
1007 Bar Rent	0	500	500			0.0%	
Town Hall :- Income	<u>10,183</u>	<u>8,500</u>	<u>(1,683)</u>			<u>119.8%</u>	<u>0</u>
4020 Miscellaneous Expenses	75	0	(75)		(75)	0.0%	
4110 Rates	12,350	12,500	150		150	98.8%	
4111 Gas	2,625	1,500	(1,125)		(1,125)	175.0%	
4112 Water	1,028	1,000	(28)		(28)	102.8%	
4113 Electricity	2,208	3,000	792		792	73.6%	
4145 Maintenance/Repairs	1,296	3,500	2,204		2,204	37.0%	
4190 Equipment Purchase	998	2,000	1,002		1,002	49.9%	
4220 Cleaning	540	1,500	960		960	36.0%	
4225 Refuse Collections	5,840	2,000	(3,840)		(3,840)	292.0%	
4230 Supplies	1,803	1,500	(303)		(303)	120.2%	
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>29,124</u>	<u>30,950</u>	<u>1,826</u>	<u>0</u>	<u>1,826</u>	<u>94.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(18,941)</u>	<u>(22,450)</u>	<u>(3,509)</u>				
311 TIC							
1050 Income	8	0	(8)			0.0%	
TIC :- Income	<u>8</u>	<u>0</u>	<u>(8)</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>8</u>	<u>(180)</u>	<u>(188)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Contingency</u>							
4400 Events & Communication	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>				
Grand Totals:- Income	640,036	612,599	(27,437)			104.5%	
Expenditure	483,504	633,230	149,726	0	149,726	76.4%	
Net Income over Expenditure	<u>156,532</u>	<u>(20,631)</u>	<u>(177,163)</u>				
Movement to/(from) Gen Reserve	<u>156,532</u>						

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

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number YLL-2720845273

Insured Attleborough Town Council

Business Parish / Town Council

Period of Insurance
From 18th June 2022
To 17th June 2023
and any other period for which cover has been agreed.

Renewal Premium £ 7,583.60

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number 98769951

Long term agreement active until 18th June 2023

Preparation Date 30th April 2022

Prepared by Mr Jonathan Meiseles

Policy Form Reference MLAACE06

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Attleborough Football Clubhouse, Station Road, Attleborough, Norfolk, NR17 2AS	£366,598.03	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Cemetery Chapel, Queens Road, Attleborough, Norfolk, NR17 2BL	£147,450.64	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Thieves Lane Bowls, Thieves Lane, Attleborough, Norfolk, NR17 2AP	£91,987.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Connaughts Bowls Club, Station Road, Attleborough, Norfolk, NR17 2AS	£183,975.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Attleborough Pavilion, Thieves Lane, Attleborough, Norfolk, NR17 2AP	£91,987.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Public Toilet and Disabled Parking Spaces, Queens Square, Attleborough, Norfolk, NR17 2AF	£203,104.82	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7. Town	£1,045,893.68	N/A	£67,911.43	£0.00	£0.00	£2,909.07	£0.00	£0.00	£0.00

Hall, Queens Square, Attleborough, Norfolk, NR17 2AF									
8. 12m x 3.6m Jackleg building with disabled w/c & kitchen, Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF	£79,917.06	N/A	£0.00	£0.00	£11,592.74	£0.00	£0.00	£0.00	£0.00

For Premises: 8

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Variable contents excess active:

Premises	Contents	Excess
Premises 7: Queens Square, Attleborough, Norfolk, NR17 2AF	Furniture, Fixtures & Fittings	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£50,000	12	N/A		£5,415	12

For Premises: 8

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Railings at Queens Square	£29,851.31	£250
Flagpole at Queens Square	£597.02	£250
Street Furniture	£18,452.17	£250
Bus Shelters	£14,633.51	£250
War Memorial/Monuments	£38,929.59	£250
Play Equipment and Surfaces	£316,448.38	£250
Trim Trail Equipment	£12,350.91	£250
Acoustic Fence	£12,350.91	£250
Civic Regalia	£14,030.69	£100
Garden Equipment	£61,436.88	£100
Market Stalls	£17,910.78	£100
Town Sign	£5,820.72	£100
Tubs and Planters	£11,640.27	£100
Hidden Museum Handsets	£16,812.95	£100
2 x SAM2 Speed Indicator Devices	£7,071.57	£100
MUGA	£60,375.00	£100
Fencing	£11,013.11	£100
Grave Shuttering	£4,761.13	£100
Market Trolley	£1,318.09	£100
2 x 20ft Hi-Cube Containers	£5,796.38	£100
2 x CCTV Cameras	£869.46	£100
2 Trail Cameras	£568.05	£100
Mini Excavator	£18,852.28	£100
4 Derby Bins and 4 Cambourne Benches at Grosvenor Park	£3,309.00	£100
1 Centenary Bench on Queens Square	£720.33	£100
1 Ifor Williams Trailer K1163779 + Trailer ramps K1164862	£3,742.31	£100
2 Toro mowers HDXS4850 with 122 cm	£8,778.97	£100

4 silhouettes from the British Legion to commemorate 100 years' war	£1,125.51	£100
5 x brown benches	£1,710.78	£100
Wheelchair	£393.93	£100
Close Pale Palisade Fencing	£11,801.45	£100
Circular Bench	£1,104.75	£100
Church Wall	£150,298.04	£100
Photocopier- Agreement Number A9239209/001	£5,463.64	£100
Welfare Unit at Recreation Ground	£19,878.89	£100
CCTV and Lighting at the Recreation Ground	£1,458.79	£100
Trimax Snake Mower	£16,921.36	£100
Play Equipment at London Road	£24,359.21	£100
Tennis Courts including surfacing fencing and nets	£59,773.84	£100
various items and grounds equipment and tools	£5,217.98	£100
Makita 10 piece batteries tool kit	£1,039.27	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Dear Michelle

11 a)

I'd like to introduce myself, my name is Nigel Howes, I have run Cranks Bicycles here in Attleborough for 34 years and been treasurer of the FunFest Team for 7 years.

As treasurer of the Attleborough Fun Fest Team, I'm writing to you seeking the relative approval for the Fireworks Event that we are in the early stages of organizing for Sunday 6th November of 2022.

Previously Anna Lancaster (Myhils) was the lead organizer, but she and Tim Cobb (The Bakery) have recently resigned their positions.

Before he left Tim should have spoken to you about permissions, So I'm just confirming that there has been some contact. I realize that it's too late to be mentioned in this coming Monday's Council meeting but Tim said that the request has to be in writing. Hopefully there can also be some thought on the subject prior to The next meeting in May.

The Council has previously supported our efforts in this venture, in both allowing use of their land (The Recreation ground and the CarPark between The Football club and The Scout Hut.) and also, because it is a community event we have been given a grant to help with the Fireworks display cost. Last year the Council contributed £2,000 to the £4,000 for which we were truly grateful.

We are hoping to run the event in a very similar way as in 2021 utilizing the Football club and Scout buildings. Both of these organizations have been contacted and are provisionally booked for 6/11/22.

One of our large sponsors is Anglian Demolition, they are very keen to offer continued support to this community event in the form of much of the infrastructure needed such as barriers, rubbish bins, risk assessment and external lighting.

And we have also provisionally booked a range of food vendors for the car park and this year craft stalls to be in the Scout hut.

We will need some guidance regarding permissions such as the SAG event notice and any other relevant paperwork we need to be aware of. Because the previous organizer has unfortunately lost a lot of details.

Maybe a short Meeting to run through some details would be a good Idea.

Sincerely

Nigel Howes

This email has been scanned for spam & viruses. If you believe this email should have been stopped by our filters, [click here](#) to report it.

Hello Michelle

I hope you're well, I trust the Fireworks are on the agenda for this month's meeting. We have been talking to the Fireworks Technician who has told us about rising prices, but also we are looking to upgrade to a sound and light event. With background music and entertainer's before the firing.

With regard to this we are assuming that any PRS license held by the council would not be sufficient. But we have found that a single use PRS for events like this is only about £25 so that's not a problem.

But the upgrades are obviously more expensive £5,500-£6,000

With that in mind if there is some funding from the council available for the community event, that would be most helpful.

We have a social media page ready to start promoting the event once it's been given the council thumbs up.

We want this to be better than last year's event, and to become a thing people look forward to every year. Rather than going to surrounding villages fireworks.

We're a big town, we can sort it and provide the goods, we have many food vendors and stalls all in place awaiting the go ahead.

Thank you

Regards

From

Nigel and the rest of the Funfest team



ATTLEBOROUGH TOWN COUNCIL

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

Tel: 01953 456194 - email: enquiries@attleboroughtc.org.uk

www.attleboroughtc.org.uk

PERSONNEL COMMITTEE TERMS OF REFERENCE

Mandate

1. The mandate of the Committee is to effectively and efficiently discharge the Council's duties as an employer under the Employment Rights Act 1996 (as amended or replaced from time to time), also taking into account any other legislation impacting upon the employment of staff.
2. To enable this, it has been granted full delegated decision-making authority by the Council, subject to its not contravening the Council's wider policies.
3. 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; and it must do so in the event that:
 - Any proposed expenditure might exceed agreed limits set by the Council.
 - Permanent staff appointments following satisfactory probation periods.
4. Its Chairman should provide a report, not less than quarterly, to a meeting of the Council.
5. In carrying out its mandate, the Committee is particularly responsible for:
 - The monitoring, review, and approval of:
 - Terms and conditions of service and pay.
 - Contracts of employment.
 - Job descriptions and other employment documentation.
 - Staff training needs.
 - Staffing levels.
 - The recruitment and selection of staff.
 - Making appointment recommendations to the Council following satisfactory probation.
 - The fair and impartial handling of disciplinary matters.
 - The fair and impartial handling of staff grievances.
 - Such other matters as may be delegated to it by the Council.

Membership

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

Meetings and Procedure

7. The Committee should meet as often as it deems necessary for the efficient and timely execution of its business.
8. Unless otherwise directed by the Council, the Committee's Chairman and Deputy Chairman should be elected by its members at the first Committee meeting of each election cycle.
9. The quorum for a meeting of the Committee is three.
10. Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.
11. In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.
12. Members of the Council, not being members of the Committee, may request to attend all or part of any Committee meeting but may not do so unless a majority of the Committee consents. In the interests of efficiency, such requests and consents should be made and dealt with before the meeting takes place (by email or other expedient means). A confirmatory motion to approve any such attendance should be put at the meeting concerned. If it is passed, the Councillor concerned may participate in the discussion of the agenda item(s) for which he/she has been admitted but may not take part in any vote. Any Councillor so admitted shall not have access to any confidential papers unless the Committee decides otherwise but may be briefed before the meeting by its Chairman and/or the Clerk at their sole discretion.
13. The Committee, if at its sole discretion it deems it expedient, may invite outside specialists to attend and participate in (or to observe) all or part of any meeting on a non-voting basis.
14. No employee may service or attend any part of a Committee meeting at which his/her personal case is to be discussed, except to the extent that, and only for as long as, the Committee at its sole discretion deems it necessary or desirable for him/her to be present.
15. All Councillors and staff attending a meeting of the Committee should be mindful at all times of the requirements of Data Protection Act 2018 and of the need for confidentiality on any personal or otherwise sensitive matter discussed there; and of the Council's collective responsibilities under employment legislation.
16. The agenda for any meeting should be prepared by the Town Clerk in consultation with the Committee Chairman (or in his/her absence, with its Deputy Chairman). Minutes of all Committee meetings should be taken, recorded in a transparent manner, and permanently stored; and presented to the next meeting for approval. The agendas and minutes of all Committee meetings should be posted in a timely manner on the Council's website; but sensitive or confidential matters should first be summarised or redacted as appropriate.
17. Committee meetings may take place online to the extent that the law permits or requires it.

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 coordinated 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.

Events & Communication Committee

TERMS OF REFERENCE

Mandate

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

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

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

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

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

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

Membership

The Committee should comprise of at least five members appointed by the Council annually. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings & Procedure

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

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

The quorum for a meeting of the Committee is three.

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

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

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

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

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

Standing Order Review Committee

TERMS OF REFERENCE

Mandate

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

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

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

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

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

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

Membership

The Committee should comprise of at least five members (to include the Mayor and Deputy Mayor) appointed by the Council annually. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings & Procedure

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

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

The quorum for a meeting of the Committee is three.

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

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

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

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

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



14)

ATTLEBOROUGH TOWN COUNCIL
Town hall, Queens Square, Attleborough, NR17 1LN
Tel: 01953 456194 enquiries@attleboroughtc.org.uk

TOWN COUNCIL MEETING DATES FOR THE MUNICIPAL YEAR 2022/2023

Town Council meetings are open to the public and there is an opportunity for residents to ask questions during the "Public Participation" section. Meeting Agendas are posted on the Council noticeboards and also on the Councils website and, unless stated otherwise all meetings are held in the Town Hall, Queens Square, Attleborough.

9th May 2022 – ANNUAL COUNCIL MEETING

16th May 2022 – Environment Committee
23rd May 2022 – Events & Communications

6th June 2022 – FULL COUNCIL MEETING

13th June 2022 – Events & Communications
20th June 2022 – Environment Committee

4th July 2022 – FULL COUNCIL MEETING

11th July 2022 – Events & Communications
18th July 2022 – Environment Committee

1st August 2022 – FULL COUNCIL MEETING

8th August 2022 - Events & Communications
15th August 2022 – Environment Committee

5th September 2022 – FULL COUNCIL MEETING

12th September 2022-Event & Communications
19th September 2022 – Environment Committee

3rd October 2022 – FULL COUNCIL MEETING

10th October 2022 – Events & Communications
17th October 2022 – Environment Committee

7th November 2022 – FULL COUNCIL MEETING

14th November 2022 – Events & Communications
21st November – Environment Committee

5th December 2022 – FULL COUNCIL MEETING

12th December 2022 – Events & Communications
19th December 2022 – Environment Committee

9th January 2023 – FULL COUNCIL MEETING

16th January 2023 - Environment Committee
23rd January 2023 – Events & Communications

6th February 2023 – FULL COUNCIL MEETING

13th February 2023 – Events & Communications
20th February 2023 – Environment Committee

6th March 2023 – FULL COUNCIL MEETING

13th March 2023 – Events & Communications
20th March 2023 – Environment Committee

3rd April 2023 – FULL COUNCIL MEETING

11th April 2023 – Events & Communications
17th April 2023 – Environment Committee



Attleborough Town Council

STANDING ORDERS

2021

These standing orders replace all previous versions and remain in force until amended or replaced by resolution of the Town Council.

A The Context of Attleborough Town Council

- A1 The Council is a local authority constituted under the Local Government Act 1972.
- A2 It is a third-tier local authority, covering the parish of Attleborough. It therefore seeks to be community led and encourages community involvement.
- A3 The first-tier local authority for Attleborough is Norfolk County Council. The second-tier authority is Breckland Council. The three tiers sometimes work together but are independent of each other and for most purposes are not answerable to each other.
- A4 Unlike private-sector organisations, which have freedom to act as they please within the law, a local authority may only do such things as the law specifically permits or requires it to do. *This can be a source of frustration to those used to the private-sector way of doing things, but it is the legal framework within the Council operates.*
- A5 The Council comprises fifteen elected or co-opted councillors; or such other number as may be determined from time to time by Breckland Council (as electoral authority).
- A6 The Council, sitting as such, is the decision-making body (subject to Standing Order A7 below).
- A7 The Council may by resolution delegate individual functions (and decisions on them) to a committee, a sub-committee or to the Clerk; but not to any individual councillor, including the Chairman. *The Chairman is a 'first among equals' among Councillors but is not in any sense 'the boss' as he or she might be in the private sector. To the extent that there is a 'boss', it is the full Council, sitting as such.*
- A8 The Council is supported by a team of administrative and manual employees.
- A9 The Council's administration team is led by the Clerk (who is also the 'Proper Officer' for legal purposes) and a Responsible Financial Officer, who is usually the Clerk but need not be. These roles should only be undertaken by a Councillor in an emergency and even then, only on an unpaid basis (except for out-of-pocket expenses).
- A10 The Clerk is responsible for carrying out the Council's decisions and ensuring that it meets all its legal obligations in a timely manner.
- A11 The Clerk is answerable to the Council but not to any individual Councillor.
- A12 The Clerk and his/her staff should remain politically neutral in the execution of their duties and be impartial in all their dealings with Councillors.
- A13 Councillors may seek advice from the Clerk but are not answerable to him or her in any way and are responsible for their own conduct.
- A14 Councillors (especially when acting as such) should have regard to the Council's Code of Conduct in all their dealings with staff and others.
- A15 Councillors and staff should have regard to the Council's Member Officer Protocol in all their dealings with each other.
- A16 Press releases on behalf of Attleborough Town Council must be approved by the Council before being released.

B Meetings

- B1 Meetings of the Council shall normally be held monthly at 7.00 pm on the first Monday of the month; or if this is a bank or public holiday, on the second Monday, unless otherwise agreed by the Council.
- B2 Outside the normal meeting cycle in Standing Order B1, the Chairman (or any two councillors acting together) may convene an extraordinary meeting of the Council. The legal process for doing so will be found in the Council's Meetings Protocol.
- B3 Meetings of the Council shall normally be held in Attleborough Town Hall.
- B4 Meetings of the Council may in exceptional circumstances be held at such times and in such places (other than licensed premises) as it considers expedient.
- B5 Meetings of Council Committees, Sub-Committees and working parties may (unless otherwise directed by the Council) be held at such times and in such places as they consider expedient.
- B6 At the discretion of the Council, any meeting mentioned in Standing Orders B3 or B5 may alternatively take place online to the extent that the law permits it. In such a case, the Council's Virtual Meeting Protocol shall apply.
- B7 The Clerk should normally prepare the agenda for any Council, Committee or Sub-Committee meeting, in consultation with the relevant chairman. This should clearly indicate the time and venue and the business to be discussed or decided.
- B8 Any member may ask the Clerk to include an item of local concern on an agenda. This should be done in good time and should not be unreasonably refused.
- B9 The length of meetings shall be determined by the relevant Chairman and should be sufficient to transact the business listed on the agenda. Should the meeting exceed 2 hours any member may propose an adjournment to a later date.
- B10 The Clerk, at least three clear days before any meeting, shall give the relevant councillors or committee members and any invited guests notice of that meeting, by email where possible, in the form of a copy of the agenda and any supporting papers; shall also post these on the Council's website; and shall display the agenda on the Council's public notice boards and in such other places as he/she may consider expedient, or the Council may direct (including social media).
- B11 For the purposes of Standing Order B10, 'three clear days' does not include the day of the meeting, the day the agenda is published, a Sunday, any bank or public holiday or any day appointed for public mourning or thanksgiving.
- B12 Any Councillor or Committee member unable to attend a meeting should submit their apologies to the Chairman through the Clerk, stating the reason. This should be done before the meeting unless circumstances prevent it. Apologies and reasons should be recorded in the minutes of the meeting concerned.
- B13 The May meeting each year shall be the Council's Annual Meeting.
For the avoidance of doubt, this is not the same as the Annual Parish Meeting.
Notwithstanding Standing Order B1, the Annual Meeting in an election year shall not be held before the new Councillors take office but within fourteen days afterwards.

- B14 The first items of business at the Council's Annual Meeting shall be the election of a Chairman and Deputy Chairman, who in normal circumstances shall then remain in office until their successors have been elected at the following Annual Meeting.
- B15 The Chairman and Deputy Chairman may serve for more than one consecutive term but in order to do so must be re-elected annually at the Annual Meeting with a clear majority of those present and voting.
- B16 The Chairman and Deputy Chairman shall be designated the town's Mayor and Deputy Mayor respectively for the duration of their terms of office.
- B17 In the event of the resignation or death of the Chairman or Deputy Chairman, a replacement shall be elected at the next meeting of the Council and in normal circumstances shall serve for the remainder of their predecessor's term of office.
- B18 Meetings of the Council shall be chaired by the Chairman or in his absence by the Deputy Chairman. If both are absent or unable to act, those Councillors present shall elect one of their number as Acting Chairman for that meeting only. The Clerk should never take the chair.
- B19 Meetings of any Committee or Sub-Committee shall be chaired by the person elected or appointed as its Chairman under its terms of reference. If he or she is absent or unable to act, and unless those terms of reference direct otherwise, Standing Orders B15 and/or B16 (as appropriate) should be followed as if references to the Council were references to that Committee or Sub-Committee.
- B20 The Chairman of any meeting referred to in Standing Orders B18 and B19 may conduct it as formally or informally as he or she sees fit; but shall do so completely impartially and with full regard to these Standing Orders. In the event of any discord or difficulty, however, he or she (or the Council by resolution) may invoke the Council's Meetings Protocol for the agenda item concerned.
- B21 The Clerk (or a member of staff deputed by him/her) should be present at any meeting referred to in Standing Orders B18 and B19 in order to record it (see Standing Order B28) and to advise the Chairman on points of law and procedure.
- B22 No meeting shall take place without a quorum. In the case of the Council, the quorum is five Councillors. In the case of a Committee or Sub-Committee, it is the number specified in its terms of reference. If no number is specified there, it is one-third of those members entitled to vote at it, rounded up to the next whole number if this leaves a fraction (except that in no case should it be fewer than three).
- B23 In the interests of transparency, no decision shall be made on any significant item that is not clearly stated on the agenda.
- B24 All Councillors or Committee members must be allowed an equal opportunity to speak on any agenda item but should do so as briefly as possible. Except when a point of order is raised, the Chairman shall not allow heckling or interruptions.
- B25 Except where the law otherwise requires, all decisions shall be made by a majority vote on a motion that has been proposed and seconded. In the event of a tie, the Chairman may exercise a casting vote. If he or she elects not to do so, the motion fails and the status quo shall prevail.

- B26 Voting shall be by a show of hands or such other method as the Council, Committee or Sub-Committee deems expedient; but the Chairman shall at all times ensure that every Councillor or Committee member present has voted or abstained.
- B27 Any member may request a recorded vote on any agenda item at any meeting, in which case the Clerk (or such other person as may be keeping the official record) shall include in the minutes a list of all those voting on it and of which way they voted.
- B28 All decisions taken shall be minuted, along with the date, time, and nature of the meeting; details of those present (or absent with apologies to record); any declarations of interest made and any consequent withdrawals from the meeting; and public participation questions together with any subsequent answers given by the Council (if held).
To facilitate this, meetings shall be electronically recorded (and the recordings shall be securely retained for a minimum of twelve months after the date of the meeting).
- B29 The Clerk shall make the minutes of every meeting available to members of the Council (or of the relevant Committee or Sub-Committee) and publish them on the Council's website, no later than five working days after it has taken place.
- B30 The minutes of any meeting shall be placed on the agenda of the next following meeting for approval by resolution (subject to any agreed amendments) and for signature by the Chairman. In the case of any Committee or Sub-Committee that has been disbanded, they shall be approved at the next meeting of the Council (or Committee in the case of a Sub-Committee).
- B31 Subject to Standing Order B32, members of the press and public may attend any meeting and may film or record it to the extent permitted by law; but they may not participate in it except when invited to do so. The Clerk shall make appropriate provision for such participation on the agenda. Invited guests, including District and County Councillors, have no special privileges in this respect and should not attempt or be allowed to intervene except during any specific provision made for them on the agenda (unless the Council first resolves to suspend this Standing Order B31 for a particular agenda item or items). *For the sake of clarity, this restriction does not apply to District or County Councillors who are also members of the Town Council.*
- B32 Where business of a sensitive or confidential nature is to be transacted, the Council, Committee or Sub-Committee may resolve to suspend Standing Order B31 and exclude members of the press and public (including any guests) from all or part of the meeting concerned. Councillors are warned that it would be legally unwise (and potentially a breach of the Code of Conduct) to fail to do so. Whenever this seems likely to be necessary, the Clerk shall state the fact clearly on the agenda.
- B33 Standing Order B32 shall not apply in the case of any specialist invited by resolution of the Council to advise it on any matter to be discussed; but any such specialist may only remain during any agenda item for which his or her advice has been sought; and even then only for such part of it during which his or her input is needed.

C Committees, Sub-Committees & Advisory Committees

- C1 The Council may resolve to create a Committee to carry out any of its functions (excepting any proscribed by law).
- C2 The Council shall provide any such Committee with written terms of reference.

- C3 Terms of reference shall include clear details of the Committee's remit and membership and provision for it to submit a regular report to the full Council.
- C4 If permitted by its terms of reference, a Committee may appoint a Sub-Committee to help it meet its terms of reference; and shall do so if so directed by the Council.
- C5 A Committee shall include no less than two Town Councillors.
- C6 Other than a Finance Committee, a Committee's or Sub-Committee's membership may include non-members of the Council, but such members shall have no vote unless it is expressly permitted in the relevant terms of reference.
- C7 The Council (and any Committee or Sub-Committee if permitted by its terms of reference or authorised by resolution of the Council) may appoint Advisory Committees or Working Parties to report back to it on any aspects of its functions. These need not include any Councillors in their membership but shall be given clear written terms of reference, which shall not include any decision-making powers.
- C8 The Council may resolve at any time to dissolve any of its Committees, Sub-Committees, Advisory Committees or Working Parties. Unless otherwise directed by resolution of the Council, any Committee or Sub-Committee may do likewise.

D Standing Orders & Procedural Documents

- D1 This document constitutes the Council's principal procedural standing orders.
- D2 The Council may resolve to implement other standing orders, rules, regulations, or protocols to govern its activities; and shall do so where the law so requires.
- D3 Any document adopted under Standing Order D2 shall be deemed to constitute a sub-section of these Principal Standing Orders.
- D4 Except where the law otherwise requires, any Standing Order may by resolution of the Council (or Committee or Sub-Committee as the case may be) be temporarily suspended for the duration of a particular agenda item or items.
- D5 Any Standing Order not required by law may be revoked by resolution of the Council.
- D6 The Council shall appoint a Standing Orders Review Committee, to contain at least three Town Councillors and such other members as it may deem expedient, with a remit for it to keep the Council's Standing Orders under review and to meet not less than annually with a view to making recommendations to the Council on any new material that needs to be added and any errors or omissions that need correction.
- D7 The Clerk shall, without delay, provide a full set of the Council's Standing Orders (as defined in Standing Order D3) to all new Town Councillors on election or appointment, and to any existing Councillor on request.



ATTLEBOROUGH TOWN COUNCIL

Annual Review of the Effectiveness of Internal Control

Responsibilities:

The relevant body shall be responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk.

The relevant body shall conduct a review at least once in a year of the effectiveness of its system of internal control"

Internal Control:

The system of internal control is designed to reduce the financial risk of the Parish Council to an acceptable level.

- The budget position shall be reported to the General Purposes and Finance Committee/Full Council regularly.
- Bank reconciliations shall be performed monthly.
- S137 amounts shall be separately identified in the cash book.
- The limit allowed shall be calculated and never exceeded.
- Petty cash controls:
 - Payments & expenditure shall be entered into a petty cash book.
 - Receipts and vouchers shall be kept and VAT reclaimed.
 - Petty cash shall maintain a £800 float.
 - TIC petty cash shall have a float of £25 and be reconciled regularly.
- VAT shall be reclaimed when appropriate – usually quarterly and at least half-yearly.
- Outstanding and uncollectable amounts, including any bad debts shall not be submitted to the council for approval to be written off except with the approval of the RFO and General Purposes & Finance Committee.

Financial Management:

The Town Council has approved a set of Financial Regulations which set out the way that Council's finances are to be managed and a Financial Risk Assessment. These are reviewed and approved once a year.

The Town Clerk is the Responsible Financial Officer and is responsible for the day-to-day financial management of the Council.

The Council's budget shall be reviewed in detail every Autumn and a recommendation made to the full Council for the precept for the forthcoming year.

Two Councillors, out of the named signatories, must sign all cheques and other financial documents.

The Town Clerk and the committees may authorise payments up to £500 (up to £5,000 in approved circumstances) without prior reference to Full Council; all cheques must be ratified for payment by Full Council.

The cheque signatory shall check the supporting document at the time of signing, to ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice.

The cheque stub should also be initialled to record that the name on the cheque stub is the same as that on the cheque.

At the year-end, the Council shall ensure that the cash book totals are reconciled to the year-end bank statement and shall sign the cash book as evidence of this check.

Internal audit:

The Council has appointed an independent and competent internal auditor and carries out a review of the effectiveness of the internal audit once a year. The auditor reports his/her findings to the Full Council and completes the relevant document.

External audit:

The Council's external auditors complete the relevant document; their comments and recommendations are reported to the Full Council.

Review:

This review shall be carried out once a year and recorded in the Council's minutes.

Signed.....

Dated.....
Chairman

Signed.....

Dated.....
Responsible Financial Officer

Reviewed: 13 May 2019



ATTLEBOROUGH TOWN COUNCIL
Town Hall, Queens Square, Attleborough, Norfolk NR17 2AF
Tel: 01953 456194 - email: enquiries@attleboroughtc.org.uk
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FINANCIAL REGULATIONS & PROCUREMENT POLICY

1 Financial Regulations

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- b) The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- c) The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.

These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- d) At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- e) Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- f) Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- g) The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for Council and these regulations will apply accordingly.
- h) The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - in cooperation with members, determines on behalf of the Council its accounting records and accounting control systems;

- ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency, and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- i) The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with Accounts and Audit Regulations.
- j) The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- k) The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- l) The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.
- m) In addition, the Council must:
- determine and keep under regular review the bank mandate for all council bank accounts; approve any grant; or a single commitment in excess of £500; and

- in respect of the any employee have regard to recommendations about annual salaries of employees made by the Personnel Committee in accordance with its terms of reference.
- n) In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- o) In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners’ Guide (England).

2 Accounting & Audit (Internal & External) Regulations

- a) All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance, and proper practices.
- b) On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- c) The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- d) The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- e) The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- f) The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- g) Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- h) The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- i) The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or

report from internal or external auditors.

3 Annual Estimates (Budget) & Forward Planning

- a) The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- b) The Council shall consider annual budget proposals in relation to the council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- c) The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- d) The approved annual budget shall form the basis of financial control for the ensuing year.

4 Budgetary Control & Authority to Spend

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the Council for all items over £500;
 - the RFO, in conjunction with Chairman of Council where appropriate, for any items below £500.
- b) Contracts may not be disaggregated to avoid controls imposed by these regulations.
- c) No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- d) Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- e) The salary budgets are to be reviewed at least annually by February for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of the Personnel Committee.
- f) The RFO will inform the appropriate committees of any changes impacting on their budget requirement for the coming year in good time.
- g) In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the Council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The RFO shall report such action to the Chairman of the Council as soon as possible and to the Council as soon as practicable thereafter.
- h) No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- i) All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts. Please refer to the council's Procurement Policy, Thresholds & Process contained later within this document.

- j) The RFO shall provide the Council with a monthly statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget, with any relevant explanations of material variances in excess of £100 of the category budget.
- k) Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5 Banking Arrangements & Authorisation of Payments

- a) The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be annually reviewed for safety and efficiency.
- b) The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- c) All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods, or services to which each invoice relates has been received, carried out, examined, and represents expenditure previously approved by the Council.
- d) The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- e) The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;
 - fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- f) For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation Budgetary Controls are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- g) Payment of grants must be by the resolution of the full Council.
- h) Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- i) Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Chairman of the Council or the Council.

6 Banking Arrangements for Making Payments

- a) The council will make safe and efficient arrangements for the making of its payments.
- b) Following authorisation under Financial Regulation above, the Council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- c) All payments shall be made by cheque, BACS, or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council. (The purchase of goods and services may be made by use of the Council credit card in accordance with the other requirements of these financial regulations.)
- d) Cheques, BACS, or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by a member of the Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- e) Cheques, BACS, or orders for payment shall not normally be presented for signature other than at a Council or committee meetings (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- f) If thought appropriate by the Council, payment for utility supplies (energy, telephone, and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- g) If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- h) If thought appropriate by the Council payments may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- i) Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council or Deputy Chair in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council.
- j) No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- k) Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site or on a secure internet cloud account.
- l) The Council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware, and firewall software with automatic updates, together with a high level of security, is used.

- m) Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- n) Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work unless a secure password manager has been approved by resolution of the Council. Breach of this Regulation will be treated as a very serious matter under these regulations.
- o) Any Credit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council before any order is placed.
- p) A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.
- q) Any trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end.
- r) The council will keep a maximum £100 cash float. All cash received must be banked intact. Any payments made in cash (for example for postage or minor stationery items) shall be reported in detail to the Council.

7 Payment of Salaries

- a) As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Council, or duly delegated committee.
- b) Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- c) No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- d) The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- e) Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- f) Before employing interim staff, the Council must consider a full business case.

8 Loans & Investments

- a) All borrowings shall be made in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by the full Council.
- b) Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- c) The Council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the RFO.
- d) All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- e) All investments of money under the control of the Council shall be in the name of the Council.
- f) All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- g) Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

9 Income

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- b) Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- c) The Council will review all fees and charges at least annually, following a report of the RFO.
- d) Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- e) All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- f) The origin of each receipt shall be entered on the paying-in slip.
- g) The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- h) Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 Orders for Work, Goods & Services

- a) An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- b) Order books shall be controlled by the RFO.
- c) All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.
- d) A member may not issue an official order or make any contract on behalf of the Council.
- e) The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 Procurement Policy

- a) The Council will strive to attain best value for all goods, materials, and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services. The Council will operate a transparent procurement process in accordance with its financial regulations for all procurement.
- b) The Council will purchase locally wherever possible and where best value can be satisfied.
- c) In evaluating "best value", the past record of the supplier will be taken into account and this does not always mean that the Council should select the lowest quotation.
- d) The Council will purchase Fair Trade goods where possible.
- e) The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.
- f) Procurement activities will comply with the Council's Financial Regulations and follow guidance in the NALC Procurement Toolkit where possible.
- g) All tender opportunities with an estimated contract value of over £500 will be advertised on the Councils website to encourage tenders from local community and voluntary organisations and the local SME sector.

12 Procurement Thresholds & Process

Contract Value	Contract Requirements
Under £500	The RFO shall follow the principles listed in the procurement policy when selecting contracts and making payments under £500. Discretionary expenditure is limited to an accumulative total of £2,000 and £400 petty cash per month.
£500 to £9,999	The RFO shall strive to obtain 3 estimates detailing priced descriptions of the proposed supply.
£10,000 to £24,999	A formal tender process for contracts with an estimated value of over £10,000 for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:

	<p>a. A specification for the goods, materials, services, or the execution of works shall be drawn up.</p> <p>b. An invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process.</p> <p>c. The invitation to tender shall be advertised for all contracts over £10,000 on the Council website and any other manner that the Council considers is appropriate.</p> <p>d. Tenders are to be submitted to the RFO in writing (including email).</p> <p>e. After the deadline for submission of tenders has passed, all responses shall be reported to and considered by the appropriate meeting of the Council or a Working Group with delegated responsibility.</p> <p>f. Decisions on contracts awarded over £10,000 must be made by the full Council.</p> <p>g. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.</p>
£25,000 to OJEU	<p>Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by ("the Regulations") within The Public Contracts Regulations 2015 which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations. The regulations set out that:</p> <p><i>The Council must (within 24 hours) also advertise an invitation to tender on the Government's Contracts Finder website and must then have the contract details available on the internet AND there must be no pre-qualification stage in such a contract. After the contract has been awarded, whether or not it has been advertised it on Contracts Finder at the Invitation To Tender stage, the Council must publish on the UK Government's Contracts Finder Website: the name of the contractor; the date on which the contract was entered into; the value of the contract; and whether the contractor is an SME or a VCSE. Every public contract which a local council awards must contain the following 'suitable provisions': The authority must pay the contractor within 30 days of getting a valid and undisputed invoice. (And undue delay in considering and verifying an invoice is not to be regarded as sufficient justification for failing to regard an invoice as valid and undisputed.) Every contract which permits sub-contracting must contain similar 30-day-payment provisions - and the same for sub-sub-contracts.</i></p>
Over OJEU Threshold	<p>OJEU thresholds – European legislation must be followed until the Governments directs otherwise.</p> <p>Professional support required by procurement regulations to do a full tender according to the EU/UK regulations.</p> <p>EU Procurement Directive thresholds from the 1st January 2021:</p> <ul style="list-style-type: none"> • Supplies & Services: £164,176.00 • Works: £4,104,394.00

13 Assets, Properties & Estates

- a) The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- b) No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250. In each case a report in writing shall be provided to Council with a business case.
- c) No real property (interests in land) shall be sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- d) No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- e) The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14 Insurance

- a) Following the annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- b) The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- c) The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to the Council at the next available meeting.
- d) All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

15 Risk Management

- a) The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- b) When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16 Execution of Legal Deeds

- a) A legal deed shall not be executed on behalf of the council unless authorised by a resolution of the Council.
- b) Subject to 16(a) above, any two councillors may sign on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

17 Charities

- a) Where the Council is sole managing trustee of a charitable body, and unless otherwise directed by resolution of the Council, the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18 Suspension & Revision of Financial Regulations

- a) It shall be the duty of the Council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- b) The Council may, by resolution of the council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



ATTLEBOROUGH TOWN COUNCIL

Financial Risk Assessment

1. **Financial Records:** are maintained as required; cash books reconciled monthly with bank statements; invoices filed in cheque number order with cheque number added for reference, and receipts entered and numbered.
2. **Salaries, Pensions & Tax:** all employees taxed through PAYE code; salaries, tax, PAYE & pension deductions.
3. **Precept:** budget is calculated in Autumn and presented to Full Council for approval by December; precept is set to reflect the costs of running the town/parish.
4. **VAT:** tax reclaimed when appropriate, usually quarterly.
5. **S137:** amounts separately identified in cash book; limit is calculated and never exceeded.
6. **Borrowings:** none.
7. **Investments:** to be reviewed regularly as appropriate.
8. **Quotes & Expenditure:** powers delegated to CEO & Town Clerk and Committees to spend up to £5,000 per single item without approval of Full Council.
9. **Insurance:** cover maintained at all times and reviewed annually. A single policy covers assets and general council activities along with the Town Hall building and its functions.
10. **Legal Powers:** The CEO & Town Clerk receives regular training; Councillors are given the opportunity for training.
Reference Sources: "Parish Councillor's Guide", "Governance & Accountability in Local Councils in England & Wales – A Practitioner's Guide", Richards & Harrop "Local Council Finance", Arnold-Baker "Local Council Administration", "Clerk's Manual".
Sources of Advice: Norfolk Association of Local Councils, SLCC, Council's Solicitors
11. **Minutes:** initialled and signed by Chair of meeting; filed sequentially and kept safely indefinitely.
12. **Electors' Rights:** notice of audit posted on the Town Hall notice board and on website, accounts available on demand; minutes available in CEO and Town Clerk's Office and website; public welcome to attend all meetings; public participation at allocated time during Full Council/standing committee meetings.

- 13. Register of Interests:** Revised Code of Conduct adopted; all councillors signed a declaration of office including the code and completed a register of interests.
- 14. Document Control:** fire safe cabinets used to store documents. Computer records backed up once a week and kept safe. Data Protection legislation to be followed.
- 15. Internal Controls:** Cheques written by CEO's Assistant or CEO & Town Clerk and entered onto computer accounts; all cheques signed by two named signatories after checking supporting invoice, and cheque stub initialled; list of cheques presented to Full Council. CEO & Town Clerk ensures cheques are correct when presented and independent internal auditor appointed to review books and Council procedures.
- 16. Risk Assessments:** separate risk assessments of Council's assets and liabilities carried out. Financial Risk Assessment reviewed annually.
- 17. Register for documents held at solicitors** compiled.

Adopted: Full Council 11 April 2013
Reviewed: 13 May 2019