



ATTLEBOROUGH TOWN COUNCIL

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

You are summoned to the Meeting of Attleborough Town Council To be held on Monday 6th June 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
30th 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 Mayors Welcome

2 Apologies for Absence

To receive and accept apologies for absence.

3 Declarations of Interest

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

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

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

4 Public Participation (10 Minutes)

5 Minutes of the Annual Town Council meeting held on 9th May 2022

For acceptance and approval.

6 Planning Matters

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

b) Planning Applications (Not due yet)

3PL/2022/0531/HOU – ATTLEBOROUGH: Sandown, West Carr Road – single story front & rear extensions include new roof with first floor accommodation & change external finish from face brick to painted render

3PL/2022/0547/F – ATTLEBOROUGH: The Lighthouse Centre- Alterations to the external elevations of the existing two storey office unit and rear workshop

3PL/2022/0556/VAR – ATTLEBOROUGH: West Carr Road – Removal of Condition No 8 on

3PL/2021/1246/F- As agreed with highways, the works relating to this condition are no longer required.

3PL/2022/0554/HOU – ATTLEBOROUGH: Rosen House, Fiddlers Green – Erection of timber cart sheds.

3PL/2022/0558/HOU – ATTLEBOROUGH: Hill Common Farm Edwards Hill Common – Proposed single story side extension & double cart shed with tractor port (revision to planning ref

3PL/2021/1583/HOU which is currently under construction)

3OB/2022/0026/OB – Land North of Norwich Road- Application to discharge the planning obligation on 3PL/2013/1161/O – Fourth Schedule of the agreement: request that the council confirms the identity of the Community Land Nominated Body.

3PL/2022/0591/F – ATTLEBOROUGH: MBW Contractors Ellingham Road – Erection of 4 no. 4-bed houses with garages & gardens off private drive

3DC/2022/0128/DOC- ATTLEBOROUGH: Attleborough Sustainable Urban Development Land South of Attleborough – Discharge of Condition 5 on 3PL/2017/0996/O requiring the submission & approval of a design code

3DC/2022/0129/DOC - Attleborough Sustainable Urban Extension Land South of Attleborough - – Discharge of Condition 4 on 3PL/2017/0996/O requiring the submission & approval of a structure plan

3PL/2021/1668/VAR – ATTLEBOROUGH: OLD BUCKENHAM & BESTHORPE Attleborough Sustainable Urban Extension Land South of Attleborough - Variation of Condition No's 3,4,5,8 & 25 on 3PL/2017/0996/O for 4,000 houses & associated infrastructures.

7 Financial Matters

- a) To authorise payments – for acceptance and approval
- b) To agree direct debits – for acceptance and approval
- c) To receive Income – for acceptance and approval
- d) Petty Cash payments – for information
- e) Income & Expenditure April 2022 – for information

8 Conclusion of Financial Year 2021-22

- a) Internal Audit Report for the year ended 31 March 2022 – for acceptance and approval
- b) End of year financial reports 31 March 2022 – for acceptance and approval
- c) Completion of Annual Return 31 March 2022 – for resolution
 - Section 1 – Annual Governance Statement for Attleborough Town Council
 - Section 2 – Accounting Statements for Attleborough Town Council

9 Grounds Staff Equipment Requirement – for acceptance and approval

10 Councillors Report

11 Correspondence

- a) Hedgehogs R Us Highway Project – for acceptance and approval
- b) Attleborough Players Grant Application – for acceptance and approval
- c) Request from Attcare for Town Council website to promote findings of research – for acceptance and approval
- d) NARS Request for lifesaving donation – for acceptance and approval
- e) Request from AHG for £100 grant to cover costs for display items for Jubilee - for acceptance and approval
- f) Request for Attleborough Pride to use Queens Square for event on Saturday 6 August 2022 – for acceptance and approval

- g) Attleborough, Hargham Road: Extension of 30mph speed limit – for consideration
- h) Former Grampian Food Site, Attleborough - 3OB/2022/0009/OB - Discharge of Planning Obligations in relation to Open Space – for consideration
- i) NCC Warren's Lane & Ellingham Rd/Queens Rd 20 MPH Speed Limit Zone & 30mph speed Limit Amendment order 2022 – for consideration

12 Representatives on outside bodies Municipal Year 2022-2023

To nominate members for outside bodies:

- Attleborough Charities
- Attleborough Health Care and Well Being Trust (ATTCARE)
- Banham Poultry
- East Harling Drainage Board
- SNAP Police Liaison
- Education & Youth (Local Schools/ Pre Schools / YAB)
- Attleborough Community and Enterprise Centre (including the Library)

- Parish councils that boarder Attleborough Town Council:
 - Besthorpe
 - Deopham
 - Great Ellingham
 - Morley
 - Old Buckingham
 - Rocklands
 - Shropham
 - Snetterton
 - Quidenham

13 Public Participation (10 Minutes)

14 Any items which the Chairman decides are urgent

For discussion only.

15 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.

16 Future Attleborough Partnership Board Terms of Reference - for acceptance and approval

Expected Meeting Length is 2 Hours



ATTLEBOROUGH TOWN COUNCIL

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

**Minutes of the Annual meeting of the Attleborough Town Council
Held on Monday, 9th May 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 P Wenham
Cllr E Tyrer	Cllr S Mackinnon	Cllr R Bond	Cllr V Dale
Cllr R Redfern			

In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Dist. Cllr K Martin, Public x 8

001.22) Election of Chairman/Town Mayor for the municipal year 2022-2023

On the motion of Cllr Mackinnon, seconded by Cllr Westby, it was
RESOLVED to elect Cllr Leslie, as Chairman/Town Mayor of Attleborough Town Council for the municipal year 2022-2023.

002.22) Election of Deputy Chairman/Deputy Mayor for the municipal year 2022-2023

On the motion of Cllr Dale, seconded by Cllr Montague, it was
RESOLVED to elect Cllr Bond as Deputy Chairman/Deputy Town Mayor of Attleborough Town Council for the municipal year 2022-2023

Cllr Leslie thanked the previous Deputy Mayor Cllr Tyrer for his hard work and support during the previous term

003.22) Apologies for absence – none received

004.22) Declarations of Interest

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

Cllr Taylor – Item 21

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None

005.22) Councillor Co-Option Vacancy –

The current vacancy is being advertised for co-option at next meeting

006.22) Public Participation -

RESOLVED that the meeting be adjourned to allow the Public to speak – see notes attached

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

On the motion of Cllr Wenham, seconded by Cllr Montague, it was
RESOLVED - to accept the minutes of the Town Council meeting held on 4th April 2022.

ACTION: TOWN CLERK

008.22) Planning Matters

a) Planning Applications –

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

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 – No objections

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) – No objections

3PL/2022/0465/F – ATTLEBOROUGH: J M Gipson Ltd 3 Church Street – Erection of awning to front of premises – No objections

3PL/2022/0466/A – ATTLEBOROUGH: J M Gipson Ltd 3 Church Street – New shop sign ('Eddy's Café') with lighting bar above – No objections

On the motion of Cllr Leslie, seconded by Cllr Westby, it was
RESOLVED to accept with no objections

ACTION: TOWN CLERK

009.22) Financial Matters

a) To authorise payments –

On the motion of Cllr Lane, seconded by Cllr Mackinnon, it was
RESOLVED to accept and approve the following payment list dated 9th May 2022
Total £30,006.87

b) To agree direct debits –

On the motion of Cllr Westby, seconded by Cllr Taylor, it was
RESOLVED to approve and accept the direct debit list dated May 2022
Total £27,222.44

c) To receive Income –

On the motion of Cllr Montague, seconded by Cllr Dale, it was
RESOLVED to approve and accept the income list for April 2022
Total £336,123.41

d) Petty Cash payments – Noted for information

e) Income & Expenditure March 2022 – Noted for information

f) Annual review of Insurance schedule –

On the motion of Cllr Lane, seconded by Cllr Dale, it was
RESOLVED to accept and approve the annual review of insurance schedule

ACTION: TOWN CLERK

010.22) Ride on Mowers for Cemetery

Deferred to the next meeting

011.22) Correspondence

On the motion of Cllr Leslie, seconded by Cllr Lane, it was
RESOLVED to suspend Standing Orders to enable Fun Fest Representative to answer questions
The fireworks to be held on Sunday 6th November 2022 due to the pyrotechnic expert already booked for 5th November and also so as not to clash with other fireworks events.

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

On the motion of Cllr Bond, seconded by Cllr Taylor, it was
RESOLVED to donate £3,000 for the Fireworks event Sunday 6th November 2022 but to review ATC Grants Policy

ACTION: TOWN CLERK

012.22) Committee Terms of Reference for the municipal year 2022-23

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

On the motion of Cllr Taylor, seconded by Cllr Dale, it was
RESOLVED to accept and approve Terms of Reference for all of the above
ACTION: TOWN CLERK

013.22) Committee Members for the municipal year 2022-2023

To nominate members for the following committees:

- a) Environment

On the motion of Cllr Leslie, seconded by Cllr Westby, it was
RESOLVED to elect Cllrs Busk, Mackinnon, Dale, Leslie, Westby, Lane, Wenham, Taylor, Ellis, Bond, Redfern & Smith as members.

- b) Events & Communications

On the motion of Cllr Leslie, seconded by Cllr Ellis, it was
RESOLVED to elect Cllrs, Mackinnon, Dale, Lane, Wenham, Taylor, Ellis, Bond, Redfern & Smith as members.

- c) Standing Order Review

On the motion of Cllr Leslie, seconded by Cllr Westby, it was
RESOLVED to elect Cllrs, Mackinnon, Leslie, Westby, Taylor, & Bond, as members.
ACTION: TOWN CLERK

014.22) Meeting Schedule for Ordinary Meetings for the municipal year 2022-2023

On the motion of Cllr Dale, seconded by Cllr Smith, it was
RESOLVED to accept and approve without any amendments the meeting schedule for ordinary meetings for the municipal year 2022-23
ACTION: TOWN CLERK

015.22 Representatives on outside bodies Municipal Year 2022-2023

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was
RESOLVED to defer to the next Council meeting to consider guidelines for representations and partnerships going forward.

016.22) Annual Review of Documents

- 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

On the motion of Cllr Leslie, seconded by Cllr Dale, it was
RESOLVED to accept and approve annual review of all the above documents

017.22) Public Participation (10 Minutes) –

RESOLVED that the meeting be adjourned to allow the Public to speak – None

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

- We have been given some information on the temporary closure of the Post Office, this is displayed on our website with a link to give people the opportunity to make comments and I would encourage everyone to do so. Our Town Clerk will put together some information regarding what services are available and where. As a Council our Proper Officer will write to the Post Office regarding our concerns and on behalf of the public as well.
- We are also making enquiries regarding a mobile bank visiting the Town
- We are arranging a meeting for our Community groups with a provisional date during September 2022.

019.22) Exclusion of Press & Public

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

Cllr Taylor left the meeting

020.22) Heads of Terms UPP Broadband

On the motion of Cllr Leslie, seconded by Cllr Montague, it was
RESOLVED to accept and approve Heads of Terms UPP Broadband

021.22) Leases Update

Cllr Leslie gave an update

Meeting closed 8.40pm

Public Participation 1st Session

- A representative from the Fun Fest Team asked for support for their Fireworks event being held 6th November 2022 and asked the Council to consider favourably
Council Leslie discussed later in the meeting.
- Resident asked for confirmation for the hours the Skate Park allowed to operate
It was confirmed 9am – 9pm.
- Community car driver queried not much had happened in the previous 6 months to advertise the service.
Breckland Council would be contacted to ask them to advertise the scheme in their communications with the vulnerable. Also it would be decided where best to target advertising posters.
- Dist. Cllr advised of forthcoming Cabinet Meeting and would be nice to see Cllrs attend. Historical information regarding the Skate Park from Breckland would be useful. Also concerns regarding the Post Office closure.

Planning Applications received to-date

3PL/2022/0508/HOU - ATTLEBOROUGH: Foundary Corner, Khardean Buckenham Road – Proposed single story rear extension including demolition of existing garage – No objections

3PL/2022/0525/HOU – ATTLEBOROUGH: Elfin Dale, 29 Connaught Road – Proposed erection of porch to side of property. – No objections

3PL/2022/0534/F – ATTLEBOROUGH: 17 Maurice Gaymer Road – To erect a steel framed, composite panel clad extension to an existing factory – No objections

3OB/2022/0030/OB – ATTLEBOROUGH: Land at Haverscroft House Farm London Road- Discharge of Schedule 6, clauses 1.5 (i) & (ii) on 3PL/2016/0325/F: Schedule 6 Affordable Housing- No objections

3PL/2022/0535/HOU – ATTLEBOROUGH: 3 Bellibone Gardens – Erection of single storey garden room – No objections

6 b)

Anne Willett

From: Michelle Barron
Sent: 17 May 2022 15:24
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/0531/HOU

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 17 May 2022 14:19
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/0531/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2022/0531/HOU

PROPOSAL: Single storey front and rear extensions includes new roof with first floor accommodation and change external finish from face brick to painted render

LOCATION: ATTLEBOROUGH: Sandown, West Carr Road

APPLICANT: Mr Jamie Adcock

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](#)

Representations should be made either online on the Breckland website at:

<https://url6b.mailanyone.net/v1/?m=1nqx6J-0004nS-4k&i=57e1b682&c=Jj7KgeXHDEqjNxlleonMw2AJA5 tc XrHhr4l1wYOjLtLU0DAnGknIEO9Z-WjZjvBhzOaT4YaROe0OpDtYjxvS7h3Y65WQMYHHiqQDmFtHhkmdcx3bbIX9sqVSbZ3OnrzfQ-J8K9NPWraT KmKbgGk8NzWoUXVsIVQu4W0rqCXKYfjxoinxEaSsyvS4qesHFS1XnfB0fDZgNS1sLZuZj7CHlbce4lOpgnhrZ8SmX1PNA> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **9th June 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Anne Willett

From: Michelle Barron
Sent: 19 May 2022 09:06
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/0547/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 18 May 2022 16:34
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/0547/F

CONSULTATION - FULL

REFERENCE: 3PL/2022/0547/F

PROPOSAL: Alterations to the external elevations of the existing two storey office unit and rear workshop

LOCATION: ATTLEBOROUGH: The Lighthouse Centre

APPLICANT: Christ Community Church

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

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

Representations should be made either online on the Breckland website at:

https://url6b.mailanyone.net/v1/?m=1nrLgL-0009et-6C&i=57e1b682&c=gDWRDzbodudgtoOmaUF8uRQy7ha_DZLrBvpyf61eg3fvleXUnroGORLjje9mwKfrLNx6P4cOvL1p0YVgxn19CFLsirwgTZmpnXccW4DS8RvdOx7MjKDrKLLLeX-Juu5rQkt1R9WsbMtyG1gdg7O7FisM37eDfB3qO2dOreAI6oM0Bi0uhhrip4G2lz3IZyGFaoUVJJKOGGI6CU22ig-Q1K0ILX0OS-xjUEd_dXbtH4 or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **10th June 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Michelle Barron

From: planning@breckland.gov.uk
Sent: 20 May 2022 10:19
To: Michelle Barron
Subject: Planning Consultation PC 3PL/2022/0556/VAR

CONSULTATION - VARIATION OF COND'S

REFERENCE: 3PL/2022/0556/VAR

PROPOSAL: Removal of Condition No 8 on 3PL/2021/1246/F - As agreed with highways, the works relating to this condition are no longer required.

LOCATION: ATTLEBOROUGH: West Carr Road

APPLICANT: C/O Agora Architects

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](#)

Representations should be made either online on the Breckland website at:

[https://url6b.mailanyone.net/v1/?m=1nrymf-000365-3T&i=57e1b682&c=84YQ2X7nHkh-
uiavyIsU7stGnA287jSSyJdRj4_IB7CZsBtBqLMUvSF2gGdyXUn0749fORi3eogTILi8hKw3DylwZv-
jbxk9IkHLVLPQEPe2GgtQ7-
hnjxHVDgzrucj_XinIAHNa9RkgsfVXspzbV9TUUxQmUFEonfSTSlpn8oRsVKQ35ZbV8s99WaqitjsW52Wq3EiSkoHr-
6B8YaJZ5WQZPVehtkaTiUgOHm6Qa8](https://url6b.mailanyone.net/v1/?m=1nrymf-000365-3T&i=57e1b682&c=84YQ2X7nHkh-
uiavyIsU7stGnA287jSSyJdRj4_IB7CZsBtBqLMUvSF2gGdyXUn0749fORi3eogTILi8hKw3DylwZv-
jbxk9IkHLVLPQEPe2GgtQ7-
hnjxHVDgzrucj_XinIAHNa9RkgsfVXspzbV9TUUxQmUFEonfSTSlpn8oRsVKQ35ZbV8s99WaqitjsW52Wq3EiSkoHr-
6B8YaJZ5WQZPVehtkaTiUgOHm6Qa8) or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **12th June 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Any comments that the Town/Parish Council may wish to make should be received by **12th June 2022**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

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

[B]Please note - When receiving the planning application consultation email, please remove the live link (in blue) before replying or forwarding the email to a third party. This link gives anyone you forward it to the

Michelle Barron

From: planning@breckland.gov.uk
Sent: 20 May 2022 10:34
To: Michelle Barron
Subject: Planning Consultation PC 3PL/2022/0554/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2022/0554/HOU
PROPOSAL: Erection of timber cart sheds.
LOCATION: ATTLEBOROUGH: Rosen House, Fiddlers Green
APPLICANT: Mr Chris Webster

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](#)

Representations should be made either online on the Breckland website at:

https://url6b.mailanyone.net/v1/?m=1nrz1b-00092l-5Y&i=57e1b682&c=Q5yhjQLZWzzYmq1FJbAAyieQSocJmGd_ukA7ySAcdAeGR5dThZ6RvjlpyluztgFGitRsStIEXtOD3mhJeJ8qbJkEAfzf1zsvCt590lvBow1EePJ3J8rWeipsHb9GZv7wS7MAT4i2XGT8z-Yh55Sc-ct_ekY8tLe9PDZgWlk_S-Yu6AYuxcS7TkJwB4oPkht5bCW0lzpUgTEGSCvwAWnPBsLpleuHV5cLbg_vb3mpwl or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **12th June 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Any comments that the Town/Parish Council may wish to make should be received by **12th June 2022**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

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

Note: As this is a Householder Application, in the event of an appeal against a refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity for you to comment at appeal stage

Anne Willett

From: Michelle Barron
Sent: 23 May 2022 11:25
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/0558/HOU

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 23 May 2022 11:19
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/0558/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2022/0558/HOU

PROPOSAL: Proposed single storey side extension and double cart shed with tractor port (revision to planning reference 3PL/2021/1583/HOU which is currently under construction)

LOCATION: ATTLEBOROUGH: Hill Common Farm Edwards Hill Common

APPLICANT: Mr Justin Henry

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](#)

Representations should be made either online on the Breckland website at:

https://url6b.mailanyone.net/v1/?m=1nt59P-00037U-40&i=57e1b682&c=oDp87tzynQSwQ0a71u9L70qPfuJlpIWIJmNYfcjpKbzmSwh4shkK9Wr026wg8Fyf23fj8Jy2IJIQdc8IgzWhugfUFjGZ9xIL9A0t3EZSGcc5khi-ExQ2s-VrGj3A-CH2-qUYz0faPSnf_rBWJbThyFgCiCtcdp7-KfX9x_HJ9cSckoibxLC6l2hr5SYdOF6V0UWKb2SYDpp1AHtHxYBNTdxqrUI4MVFtUBLKifjttk or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **15th June 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Anne Willett

From: Michelle Barron
Sent: 23 May 2022 17:58
To: Anne Willett
Subject: FW: DC Consultations for Amendments

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 23 May 2022 14:34
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: DC Consultations for Amendments

002 - CONSULTATION AMENDMENTS - PLANNING OBLIGATION

REFERENCE: 3OB/2022/0026/OB

PROPOSAL: Application to discharge the planning obligation on 3PL/2013/1161/O - Fourth Schedule of the agreement: request that the council confirms the identity of the Community Land Nominated Body.

LOCATION: Land North of Norwich Road

APPLICANT: Latimer Hill Attleborough LLP

CASE OFFICER: Rebecca Collins

AMENDMENT: Additional Information - Email from Agent

The Council has received revised details for planning permission as shown above and would be pleased to receive any observations you may wish to make. You can view the application by clicking on the link below and use the 'Comment on this application' button to leave your observations.

[Click here to view the application documents](#)

To help us provide a more efficient service please use the quick consultee response link below

[Quick Consultees Register your comments here](#)

15th June.

PLEASE NOTE: Representations should be made either online on the Breckland website at:

<https://url6b.mailanyone.net/v1/?m=1nt8C6-0009NC-3M&i=57e1b682&c=cIBFJFg1wdhKNC2zAkDE9Q6gxTM-edfe2-YTUJCOVhg5a2xoEIQUvioENZJofHb4oyUBEtq1qt1aX9uuiglrDp5lffKthTC0zYSEmyR2gHcxLhqu5GlvVDfBJJo2Sc4e06Dxb0ZShf8KZHreky-0kOTUGsWfoTzilN0u8hcZzPniH1Dbr1QyUIDpNI-9wLNfwRgITML04hv7BXTmYFQBLFVHReMZ85C6Ufi077SZ> g or by email to planning@breckland.gov.uk

Michelle Barron

From: planning@breckland.gov.uk
Sent: 25 May 2022 11:19
To: Michelle Barron
Subject: Planning Consultation PC 3PL/2022/0591/F

CONSULTATION - FULL

REFERENCE: 3PL/2022/0591/F
PROPOSAL: Erection of 4 no. 4-Bed Houses with garages and gardens off private drive
LOCATION: ATTLEBOROUGH: M B W Contractors Ellingham Road
APPLICANT: Silkwin Homes

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](#)

Representations should be made either online on the Breckland website at:

https://url6b.mailanyone.net/v1/?m=1nto6X-0007Cr-4F&i=57e1b682&c=gsybKbRR9m-ECa2Wj59YkeuxOUfkFcJujNrrGL9cO-wqg-JLSKBX2-VKZZh0oJDFYTKy3UDoBrcRa0kXrcwwwUX6SRJ06uA2UYnbjem9Lvdb0S3RoRuRTz7Q_mfQsWYb-SjAJePpzgbah5TUZcjpNVP Ae5CCQkw5YExR892UttCxV5y05K4G_kfgGSHQkMMVI45mV5IBPwzDXKCKUk116iscRSI_yefpxo0o9VzbrmY or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **17th June 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Any comments that the Town/Parish Council may wish to make should be received by **17th June 2022**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

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

[B]Please note - When receiving the planning application consultation email, please remove the live link (in blue) before replying or forwarding the email to a third party. This link gives anyone you forward it to the ability to submit comments on behalf of your Parish Council. The live link has the Parish Council's details embedded into it, and must remain in your control only.[]

From: planning@breckland.gov.uk
Sent: 25 May 2022 15:34
To: Michelle Barron
Subject: Planning Condition Discharge 3DC/2022/0128/DOC

CONSULTATION ON DISCHARGE OF CONDITIONS

REFERENCE: 3DC/2022/0128/DOC

PROPOSAL: Discharge of Condition 5 on 3PL/2017/0996/O requiring the submission and approval of a design code

LOCATION: **ATTLEBOROUGH: Attleborough Sustainable Urban Development Land
South of Attleborough Attleborough**

APPLICANT: Refer to agent

CASE OFFICER: Michael Doyle

I write with reference to application 3PL/2017/0996/O that was granted planning permission on , subject to certain conditions of development.

I have now received details in accordance with condition 5. For your information the condition reads as follows:

A Design Code for each Contextual Area (e.g. neighbourhood), based upon the Structuring Plan document (detailed in condition 4 above) within which the phase, sub-phase or group of phases or sub phases is located shall be submitted to the Local Planning Authority within two years and four months of the date of this permission. The Design Code shall take account of Core Structuring Plan principles set out under condition 4 and for each Contextual Area (e.g. neighbourhood) relevant to the phase, sub-phase or group of phases or sub phases, will need to demonstrate that it substantially accords with the Structuring Plan and Development Parameters Plans listed in the table below. The Design Code for each Contextual Area (e.g. neighbourhood) relevant to the phase, sub-phase or group of phases or sub phases shall include the following: I. Confirmation of the extent of the Contextual Area (e.g. neighbourhood), its character, role, views, and relationship to other Contextual Areas (e.g. neighbourhoods); II. High-level block types and principles to establish its urban structure and built-form characteristics, building heights, building typologies, and structure of public spaces private spaces, leading to understanding of delivery of stated densities; III. Movement hierarchy, including principles of street hierarchy, adoption of highway infrastructure and typical street cross sections, building frontage and plot boundary set-backs, locations, variation and treatment; IV. Any key groupings /buildings at focal points including relevant key height, scale, form building materials and design features, and broad location of adaptable dwellings and self-build or custom-build dwellings; V. Design approach to open spaces and the public realm, including materials palette, signage, accommodating utilities and servicing (visual elements and locations) and for other street furniture, and the integration of green infrastructure; VI. Treatment of development edges along site boundaries and green spaces and interfaces with public roads and Public Rights of Way; VII. The overall approach to incorporation of ancillary infrastructure; VIII. Car and cycle parking layout principles for all uses and building types; IX. Design for servicing and public transport for all uses and development areas; X. Innovative solutions to a range of environmental issues, to maximise resource efficiency and climate change adaptation through external or internal features, passive means, such as: landscape contribution, layout/ orientation, massing, and external building features; XI. Details of measures to minimise opportunities for crime. Reason: To ensure a comprehensive development of the site and in accordance

with policies GEN02, GEN04 and COM1 of the Breckland Local Plan November 2019 and policy ESD.P3 of the Attleborough Neighbourhood Plan November 2017.

I would welcome your comments no later than **17th June 2022**, otherwise I will assume you have no objection and will discharge the condition/s accordingly.

You can inspect copies of the application, the plans and other documents via our website at https://url6b.mailanyone.net/v1/?m=1nts5J-00081n-6P&i=57e1b682&c=qBJSe6a0Ua2x3BVxt6k7B-rxZC0V180YF3LSxinmWJ9dYQvtZIDqk2xnS9yy2tYDjiDenW22vgp3ug8zZyTaatZQ3uB7C71GMW8W_rhWw43jokJmFmu2xNJJX2JDpvJbDF0FG_mzRlxoqVVR5bBDSO-IUN6y5AcEvqvmjP1qKYmQJ6WNVyh-SnMV0UKIHAO3xSQJ-K5T0TskpILTCRYFNAWJPbI2TPTSB6ttEj76ug8; Comments can be made on line by using the following link:

[Click here to leave your comments](#)

[Quick Consultees Register your comments here](#)

doc_ext

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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.

From: planning@breckland.gov.uk
Sent: 25 May 2022 15:34
To: Michelle Barron
Subject: Planning Condition Discharge 3DC/2022/0129/DOC

CONSULTATION ON DISCHARGE OF CONDITIONS

REFERENCE: 3DC/2022/0129/DOC
PROPOSAL: Discharge of Condition 4 on 3PL/2017/0996/O requiring the submission and approval of a structure plan.
LOCATION: ATTLEBOROUGH: Attleborough Sustainable Urban Extension Land South of Attleborough
APPLICANT: Homes England
CASE OFFICER: Michael Doyle

I write with reference to application 3PL/2017/0996/O that was granted planning permission on , subject to certain conditions of development.

I have now received details in accordance with condition 4. For your information the condition reads as follows:

A Structuring Plan covering the whole application area, including a separate inset structuring plan for the local centre (establishing the quantum of retail floor space in the local centre, and the balance of retail and non-retail uses and unit sizes) shall be submitted to the Local Planning Authority within two years and four months of the date of this permission. No reserved matters application shall be determined until the Structuring Plan (including local centre inset) is approved in writing by the Local Planning Authority. The Structuring Plan shall provide for the following "Core Structuring Plan Principles": · Definition of each character area having regard to those character areas set out in the approved design and access statement; · Block Structure and Character; · Route Hierarchy and Connectivity; · Spatial Hierarchy; · Green Infrastructure including ecological and biodiversity mitigation ; · Blue Infrastructure (SuDS); · Heritage; · Phasing (including identification of phase, sub-phase or group of phases or sub phases which shall be interpreted as including being able to comprise key strategic infrastructure including proposals for the timing of the provision of the Primary Schools); · Formal and informal indoor and outdoor sport and recreation provision · Management and delivery of the key infrastructure elements including flood and drainage mitigation and the link road; · Management and governance arrangements for the delivery of the Development as a whole; The development shall be implemented in accordance with the approved details and all reserved matters submissions shall be substantially in accordance with the agreed Structuring Plan. Reason: To ensure a comprehensive development of the site and in accordance with policies GEN02, GEN04 and COM1 of the Breckland Local Plan November 2019 and policy ESD.P3 of the Attleborough Neighbourhood Plan November 2017.

I would welcome your comments no later than **17th June 2022**, otherwise I will assume you have no objection and will discharge the condition/s accordingly.

You can inspect copies of the application, the plans and other documents via our website at <https://url6b.mailanyone.net/v1/?m=1nts5T-0001nH-49&i=57e1b682&c=SDFh3rnXuMMxcWnxurBrh-T9cwoNn7Z4gU3Z3Q5I28VakLHh5xAZFRS03fKatXo7MRiLHuefg9nqqEmHk3vBX6SsMEYDUUnU0j29EBx>

Anne Willett

From: Michelle Barron
Sent: 30 May 2022 09:35
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2021/1668/VAR

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 30 May 2022 08:04
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2021/1668/VAR

CONSULTATION - VARIATION OF COND'S

REFERENCE: 3PL/2021/1668/VAR

PROPOSAL: Variation of Condition No's 3,4,5, 8 & 25 on 3PL/2017/0996/O for 4,000 houses and associated infrastructure.

LOCATION: ATTLEBOROUGH: OLD BUCKENHAM & BESTHORPE Attleborough Sustainable Urban Extension Land South of Attleborough

APPLICANT: Homes England

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](#)

Representations should be made either online on the Breckland website at:

by 22nd June.

https://url6b.mailanyone.net/v1/?m=1nvZRT-0004y3-5U&i=57e1b682&c=eoov1N6BBUaQk6fhoZuArT0I1V0z6s83spkLfntJ-ZAWa0Km5XfrjZde9vj-BBwKMOXK3P2o59OYA8oE-SmZekajoTDiN09e8LnQ6qC6Hya2ICddfVUtoXRviSSTCh2YsElmgAYkYyXks6Cm7Njk2A3eRPD8tgOfPwksFpDMw7Y-1TCNVuhiraE_vj3TmYpDtdkp5N5Nii5i4LqWrRVcj7XWH6FqINNyb_gQnlUR3XQ or by email to planning@breckland.gov.uk

7a)

PAYMENTS 6 JUNE 2022		DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ
PAID TO			TH	£ 45.00	£ -	£ 45.00	BACS
ARROWCLEAN		WINDOW CLEANING MAY		£ 3,000.00	£ -	£ 3,000.00	BACS
ATTEBOROUGH FUN FEST		FIREWORKS EVENT DONATION	ADMIN	£ 359.30	£ 68.26	£ 427.56	BACS
BARCLAYCARD		JUBILEE CARDBOARD FLAGS, BANNERS, TROPHIES, ETC.	JUBILEE	£ 45.00	£ -	£ 45.00	BACS
COMMUNITY ACTION NORFOLK		NFK PLAYING FIELDS MEMBERSHIP	ADMIN	£ 275.00	£ -	£ 275.00	BACS
COMMUNITY CAR SCHEME		GRANT FROM BRECKLAND JUNE	ADMIN	£ 29.00	£ 5.80	£ 34.80	BACS
CITY PLUMBING		LEVER SINK TAPS	O/S	£ 500.00	£ 100.00	£ 600.00	BACS
ERNEST DOE		STIHL BATTERY X 2	O/S	£ 260.00	£ 52.00	£ 312.00	BACS
ERNEST DOE		SPRAYER 15L	O/S	£ 78.58	£ 15.72	£ 94.30	BACS
ERNEST DOE		20L JERRY CAN	O/S	£ 40.00	£ 8.00	£ 48.00	BACS
EFIRE		FIRE ALARM & EMERGENCY LIGHTING SERVICE	ARCHIVE	£ 107.36	£ 21.47	£ 128.83	BACS
ETS SALES & HIRE LTD		PA SYSTEM	JUBILEE	£ 95.00	£ -	£ 95.00	BACS
ICCM		MEMBERSHIP	ADMIN	£ 300.00	£ 60.00	£ 360.00	BACS
KERRY BUTCHER		INTERNAL AUDIT YEAR END 31 MARCH 2022	ADMIN	£ 584.91	£ 116.98	£ 701.89	BACS
MICROSHADE		HOSTED APPLICATION SERVICE	ADMIN	£ 1,895.00	£ 379.00	£ 2,274.00	BACS
M J TREE SERVICES		DEAD WOOD 17 LIMES CEMETERY	O/S	£ 49.50	£ 9.90	£ 59.40	BACS
MR OVERALLS		GLOVES	O/S	£ 155.97	£ 31.19	£ 187.16	BACS
NETCENTRAL		ICT SUPPORT & ZOOM	ADMIN	£ 60.00	£ -	£ 60.00	BACS
NORFOLK GEEKS		WEBSITE MAINTENANCE	ADMIN	£ 100.00	£ -	£ 100.00	BACS
NORFOLK INFLATABLES		HIRE OF BOUNCY CASTLE	JUBILEE	£ 260.00	£ 52.00	£ 312.00	BACS
SC FABRICATIONS		MOVE CONTAINER, TOWN HALL, TO RECREATION GROUND	O/S	£ 40.35	£ 8.11	£ 48.66	BACS
THURLOW NUNN		OIL, CUTTIER,	O/S	£ 124.93	£ 24.99	£ 149.92	BACS
VIKING		CLEANING PRODUCTS, TOILET ROLLS, INK CART	TH	£ 23.99	£ -	£ 23.99	BACS
VIKING		TEA BAGS	TH	£ 49.94	£ 9.99	£ 59.93	BACS
VIKING		BADGES, LAMINATING POUCHES,	TH	£ 2,957.40	£ 591.48	£ 3,548.88	BACS PAID 4 MAY
GIFTS2IMPRESS		BONDED LEATHER BOOKMARKS	JUBILEE	£ 115.19	£ -	£ 115.19	CHQ 000094
PETTY CASH		CASH TOP UP	ADMIN	£ -	£ -	£ -	
				£ 11,551.62	£ 1,554.89	£ 13,106.51	

7b)

DD JUNE 2022

Name	Description	Service	Bill Freq	Net	Vat	Total
Siemens	Photocopy service	Admin	Annual			
Vodafone	mobiles	Admin	Monthly	£ 4.73	£ 0.94	£5.67
Bank Charges	Barclays	TH	Monthly	£ 6.70	£ -	£6.70
Bank Charges	Lloyds	TH	Monthly	£ 18.47	£ -	£18.47
Biffa	Waste collection	Rec	Monthly	£ 171.50	£ 34.30	£205.80
Biffa	Waste collection	TH	Monthly	£ 201.54	£ 40.31	£241.85
Wave	Water	Gaymers Bowl	Quarterly	£ 45.12	£ 9.02	£54.14
Wave	Water	Pavilion	Quarterly	£ 88.45	£ 17.69	£106.14
BT	Telephone	TH	Quarterly			
Anglian Water	Water	Chapel Rd	Quarterly		£ -	
Anglian Water	Water	TH	Quarterly		£ -	
Breckland Council	Rates	TH	Monthly	£ 1,235.25	£ -	£1,235.25
Breckland Council	Rates	Cemetery	Monthly	£ 245.10	£ -	£245.10
Total Gas & Power	Electricity	Public Toilets	Quarterly			
Total Gas & Power	Elect Skate Park	OS	Quarterly			
Total Gas & Power	Gas	TH	Quarterly	£ 657.98	£ 32.90	£690.88
Total Gas & Power	Electricity	TH	Quarterly			
Phs Group	waste collection	TH	Annual			
Fuel Genie	Fuel	OS	Monthly			
						£2,810.00
HMRC Tax/Nic	BACS	HMRC Tax & N	Monthly	£ 4,654.18	£ -	£4,654.18
Norfolk Pension	BACS	Pension	Monthly	£ 3,987.63	£ -	£ 3,987.63
Staff Salary	BACS	Salaries	Monthly	£ 13,318.35	£ -	£ 13,318.35
TOTAL						£21,960.16
						£24,770.16

7c)

INCOME MAY 2022	
Banked Monies	
Car Scheme Fund Breckland May	£ 275.00
Hall Bookings	£ 415.00
Pavilion Water	£ 53.85
Pavilion water	£ 35.91
Memorial	£ 665.00
Jubilee Tombola donation	£ 40.00
Solicitor Settlement	£ 85,000.00
Total	£ 86,484.76

101

4-22-00 6-22-00 8-22-00 10-22-00

4-22-00	6-22-00	8-22-00	10-22-00	3-11	VAT		
ARCHIVE	OPEN SPACES	STATIONERY	MEETING REFRESHMENTS	MILEAGE	MARKET	ADMIN	TIC

-	-	-	5 19	-	-	70 00	-
-	-	-	-	-	-	70 00	-
-	-	-	-	10 80	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	10 80	-	70 00	-
-	-	-	5 19	10 80	-	140 00	-

11-22-00

11-22-00	1-22-00	3-22-00	5-22-00	7-22-00	9-22-00	11-22-00
REC'D	OUT	BALANCE	MISC	POSTAGE	TOWN HALL	

400 00	84 39	315 61	-	9 20	-	27
	70 00	245 61				
	19 99	225 62			16 66	
	10 80	214 82				3 33
	14 40	200 42			12 00	2 40
	115 19	200 42			28 66	5 73
400 00	115 19	200 42		9 20	28 66	5 73

1.5.22 BFWD

MEDICAL COMMUNITY CAR DRIVER

10.5.22 Lidl Tool kit

12.5.22 J. KETLEY OPEN CEMETERY GATES MILEAGE

25.5.22 C.J. WEBSTER COLours CHANGING BULBS

	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	305,643	611,286	305,643			50.0%	
1378 Grant payment Community Cars	275	3,960	3,685			6.9%	
1382 S106 Income Received	21,346	0	(21,346)			0.0%	
1391 interest received on saving ac	1	0	(1)			0.0%	
	<u>327,264</u>	<u>615,246</u>	<u>287,982</u>			<u>53.2%</u>	<u>0</u>
Administration :- Income							
4000 Staff Costs	22,293	300,000	277,707		277,707	7.4%	
4001 Other Employment Costs	0	2,000	2,000		2,000	0.0%	
4002 website	0	5,000	5,000		5,000	0.0%	
4004 Health & Safety	0	2,500	2,500		2,500	0.0%	
4005 Training	0	7,000	7,000		7,000	0.0%	
4010 Travelling Expenses	0	750	750		750	0.0%	
4020 Miscellaneous Expenses	0	2,000	2,000		2,000	0.0%	
4023 Subscriptions	591	2,500	1,909		1,909	23.6%	
4025 Insurances	1,617	10,000	8,383		8,383	16.2%	
4027 Bookkeeping	0	2,000	2,000		2,000	0.0%	
4029 Photocopier Usage Fee	(78)	2,500	2,578		2,578	(3.1%)	
4031 Computer	0	9,000	9,000		9,000	0.0%	
4040 Community Car Scheme	61	6,000	5,939		5,939	1.0%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	0	3,000	3,000		3,000	0.0%	
4051 Bank Charges	0	500	500		500	0.0%	
4055 Judicial Review Claim	0	3,000	3,000		3,000	0.0%	
4056 Consultancy	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees	(2,300)	2,500	4,800		4,800	(92.0%)	
4058 Legal Fees	(10,000)	15,000	25,000		25,000	(66.7%)	
4059 Civic Reception	0	1,000	1,000		1,000	0.0%	
4060 Civic Allowances	0	1,000	1,000		1,000	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	0	4,000	4,000		4,000	0.0%	
4122 Postages	9	500	491		491	1.8%	
4123 Stationery	0	2,000	2,000		2,000	0.0%	
4147 Photocopier Lease payments	0	1,500	1,500		1,500	0.0%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	
4230 Supplies	5	250	245		245	2.1%	
4231 Advertising	0	1,000	1,000		1,000	0.0%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	0	500	500		500	0.0%	
4503 Jubilee	189	0	(189)		(189)	0.0%	
	<u>12,387</u>	<u>394,500</u>	<u>382,113</u>	<u>0</u>	<u>382,113</u>	<u>3.1%</u>	<u>0</u>
Administration :- Indirect Expenditure							
Net Income over Expenditure	<u>314,877</u>	<u>220,746</u>	<u>(94,131)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 Street Lights							
4402 Public Lighting	(10,000)	25,000	35,000		35,000	(40.0%)	
Street Lights :- Indirect Expenditure	(10,000)	25,000	35,000	0	35,000	(40.0%)	0
Net Expenditure	10,000	(25,000)	(35,000)				
113 Toilets							
1050 Income	3	0	(3)			0.0%	
Toilets :- Income	3	0	(3)				0
4112 Water	0	750	750		750	0.0%	
4113 Electricity	0	1,786	1,786		1,786	0.0%	
4145 Maintenance/Repairs	0	500	500		500	0.0%	
4190 Equipment Purchase	0	100	100		100	0.0%	
4220 Cleaning	0	100	100		100	0.0%	
4230 Supplies	0	500	500		500	0.0%	
4255 Safety Checks	0	200	200		200	0.0%	
Toilets :- Indirect Expenditure	0	3,936	3,936	0	3,936		0
Net Income over Expenditure	3	(3,936)	(3,939)				
114 Christmas Lights							
4400 Events & Communication	0	20,000	20,000		20,000	0.0%	
Christmas Lights :- Indirect Expenditure	0	20,000	20,000	0	20,000		0
Net Expenditure	0	(20,000)	(20,000)				
115 Archive							
4121 Telephone	0	100	100		100	0.0%	
4145 Maintenance/Repairs	0	100	100		100	0.0%	
4230 Supplies	0	100	100		100	0.0%	
Archive :- Indirect Expenditure	0	300	300	0	300		0
Net Expenditure	0	(300)	(300)				
116 Attleborough Neighbourhood Pla							
4400 Events & Communication	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	0	5,000	5,000	0	5,000		0
Net Expenditure	0	(5,000)	(5,000)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>118 Events</u>							
1393 Income Events	72	0	(72)			0.0%	
Events :- Income	<u>72</u>	<u>0</u>	<u>(72)</u>				<u>0</u>
4400 Events & Communication	0	10,000	10,000		10,000	0.0%	
Events :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>		<u>0</u>
Net Income over Expenditure	<u>72</u>	<u>(10,000)</u>	<u>(10,072)</u>				
<u>201 Open Spaces</u>							
1000 Booking Fees	0	500	500			0.0%	
1050 Income	0	200	200			0.0%	
1100 Allotment Income	0	1,500	1,500			0.0%	
1105 Burial Fees	405	15,000	14,595			2.7%	
1106 Sports Letting	0	1,000	1,000			0.0%	
1150 Re-imburement of Utilities	(36)	100	136			(35.9%)	
1152 Repayment church wall damage	100	1,000	900			10.0%	
Open Spaces :- Income	<u>469</u>	<u>19,300</u>	<u>18,831</u>			<u>2.4%</u>	<u>0</u>
4020 Miscellaneous Expenses	0	700	700		700	0.0%	
4110 Rates	0	800	800		800	0.0%	
4112 Water	0	1,500	1,500		1,500	0.0%	
4113 Electricity	0	1,500	1,500		1,500	0.0%	
4140 Fuel	0	3,500	3,500		3,500	0.0%	
4143 Equipment Hire	0	750	750		750	0.0%	
4144 Tree Work	0	2,000	2,000		2,000	0.0%	
4145 Maintenance/Repairs	(290)	25,000	25,290		25,290	(1.2%)	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4190 Equipment Purchase	0	3,000	3,000		3,000	0.0%	
4225 Refuse Collections	(46)	2,000	2,046		2,046	(2.3%)	
4230 Supplies	(124)	7,500	7,624		7,624	(1.7%)	
4255 Safety Checks	0	1,000	1,000		1,000	0.0%	
4295 Cemetery expenses	0	1,000	1,000		1,000	0.0%	
4296 Company Vehicle	0	1,500	1,500		1,500	0.0%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	(180)	360	540		540	(50.0%)	
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	<u>(640)</u>	<u>59,610</u>	<u>60,250</u>	<u>0</u>	<u>60,250</u>	<u>(1.1%)</u>	<u>0</u>
Net Income over Expenditure	<u>1,110</u>	<u>(40,310)</u>	<u>(41,420)</u>				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Attleborough in Bloom							
4230 Supplies	0	250	250		250	0.0%	
4400 Events & Communication	0	500	500		500	0.0%	
Attleborough in Bloom :- Indirect Expenditure	0	750	750	0	750	0.0%	0
Net Expenditure	0	(750)	(750)				
211 Markets							
1050 Income	0	500	500			0.0%	
Markets :- Income	0	500	500			0.0%	0
4298 Covid General Expenses	0	200	200		200	0.0%	
4400 Events & Communication	0	500	500		500	0.0%	
Markets :- Indirect Expenditure	0	700	700	0	700	0.0%	0
Net Income over Expenditure	0	(200)	(200)				
290 Open Spaces Capital Exps.							
4190 Equipment Purchase	0	40,000	40,000		40,000	0.0%	
4194 Litter bins	0	3,000	3,000		3,000	0.0%	
Open Spaces Capital Exps. :- Indirect Expenditure	0	43,000	43,000	0	43,000	0.0%	0
Net Expenditure	0	(43,000)	(43,000)				
301 Town Hall							
1000 Booking Fees	1,927	8,000	6,073			24.1%	
1007 Bar Rent	(800)	500	1,300			(160.0%)	
Town Hall :- Income	1,127	8,500	7,373			13.3%	0
4110 Rates	1,235	13,000	11,765		11,765	9.5%	
4111 Gas	0	2,800	2,800		2,800	0.0%	
4112 Water	0	1,000	1,000		1,000	0.0%	
4113 Electricity	0	4,000	4,000		4,000	0.0%	
4145 Maintenance/Repairs	0	3,500	3,500		3,500	0.0%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	
4220 Cleaning	0	1,500	1,500		1,500	0.0%	
4225 Refuse Collections	1,446	5,000	3,554		3,554	28.9%	
4230 Supplies	(63)	1,500	1,563		1,563	(4.2%)	
4255 Safety Checks	0	600	600		600	0.0%	
4257 Major Repairs	0	20,000	20,000		20,000	0.0%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	0	250	250		250	0.0%	
Town Hall :- Indirect Expenditure	2,618	55,650	53,032	0	53,032	4.7%	0
Net Income over Expenditure	(1,490)	(47,150)	(45,660)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>311 TIC</u>							
4230 Supplies	0	100	100		100	0.0%	
TIC :- Indirect Expenditure	0	100	100	0	100	0.0%	0
Net Expenditure	0	(100)	(100)				
<u>501 Contingency</u>							
4400 Events & Communication	0	25,000	25,000		25,000	0.0%	
Contingency :- Indirect Expenditure	0	25,000	25,000	0	25,000	0.0%	0
Net Expenditure	0	(25,000)	(25,000)				
Grand Totals:- Income	328,935	643,546	314,611			51.1%	
Expenditure	4,365	643,546	639,181	0	639,181	0.7%	
Net Income over Expenditure	324,571	0	(324,571)				
Movement to/(from) Gen Reserve	324,571						

8a)

Attleborough Town Council

Annual Internal Audit Review at 31 March 2022

Thank you for allowing Kerry Butcher Accountancy Services (KBAS) to carry out the internal audit review of Attleborough Town Council at 31 March 2022.

The Internal Audit has been carried out over the past two weeks - according to the Local Councils' Governance and Accountability Guidance, the purpose of the internal audit is to review whether the all systems of control, financial and other are effective. As the internal auditors, we do not look for any fraudulent activities, nor do we give an opinion on the accounts.

The following checks were completed as part of the internal audit measures:

1 Proper Book keeping

The full nominal ledger has been checked and reviewed for any obvious anomalies. A random sample of income and expense transactions have been followed from the minutes, via the invoices, to the bank statements to the accounting ledger.

The VAT on these sample transactions has also been checked and traced back via the VAT returns.

The VAT returns are prepared quarterly and all four quarterly returns have been checked. The refunds due have been checked and traced back to the bank accounts. A random sample of refunds has been checked back to the bank statement to ensure the correct amounts were received.

2 Financial Regulations

The Section 137 Grants for the 21/22 year were reviewed as per the minutes and checked to the payment lists and bank statements. The amounts were as agreed.

Cheques are used for drawing petty cash which are signed by two Councillors.

These petty cash payments are included with all other payments, listed and presented to the Council Meetings. These lists are then approved within the meeting (minuted as such) then authorised via online payments where possible.

Bank Reconciliations are prepared monthly by Anne - they are matched using the accounting software and all outstanding banking's and expenditure are listed.

The bank statement is agreed and matched. I have checked all bank balances in the year and found these to be accurate. These are checked by Anne and the Clerk.

3 Risk Arrangements

I have reviewed all minutes of the meetings in the year and not found any evidence of unusual items.

The meetings are no longer virtual as Committees can meet again safely.

All financial and control matters raised within the minutes have been dealt with in an appropriate manner.

I have reviewed the Councils' risk documentation including all policies on Health and Safety, COVID 19 and the Financial Regulations and Procurement Policy, dated April 2021.

4 Budgetary Controls

The new Town Clerk Michelle Barron took her post in Sept 2021.

The Draft Budget and Precept were presented to the December 21 Council meeting by the Clerk and an increase was agreed for 2022/23.

I have looked at the variances between the budgeted and actual income and expenditure in the year. As we begin to return to a new normal variances are to be expected. There are no areas of concern.

The Councillors discuss the variances at the Council Meetings and budgetary controls are in place.

5 Income Controls

I have reviewed the bank accounts and the nominal ledgers to ensure the receipt of both precept instalments which I can confirm are all correct.

I have reviewed all income in the year and the summaries prepared by Anne.

I have reviewed the Income and Expenditure Account for the year ended 31 March 2022 and reviewed the comparatives - this all appears to be in good order.

6 Petty Cash

The petty cash expenditure, funds drawn and reconciliations have been reviewed in full. Checks were made on the funds drawn from the bank account by cheque and credited to the petty cash account. A sample of expenditure was checked from the petty cash accounts. The £400 maximum for monthly petty cash withdrawals remains.

7 Payroll

The monthly payroll is prepared by this firm using commercial software. The timesheets and hours are provided to this firm and payslips and summaries provided. The monthly totals for staff salaries, pensions and PAYE are approved as part of the payment lists approved at Full Council Meetings. All tax coding's are received independently by KBAS directly from HMRC and are applied to the software. The full payment of salaries made and reported by KBAS matches the amounts shown in the nominal ledger. A sample of total staff salaries, pension contributions and PAYE were checked from payroll information held back to the Direct Debit Lists approved by the Councillors at the Meetings and also to the accounting software. These were all found to be in order. The accounting software reports agreed to the payroll reports.

8 Asset Controls

All asset registers were reviewed and checked. The increases made during the 21/22 accounting year were reviewed and checked. The additions were checked to the nominal ledger. All supporting documentation was found to be in order with appropriate minutes made to report the equipment purchased.

9 Bank Reconciliations

Bank reconciliation's were checked on all accounts for April 2021 and March 2022. All closing balance reconciliations were checked and matched to statements. The balances on the reconciliations at 31 March 22 were checked to the final accounts for the year.

10 Year End Procedures

In order to check the year end procedures, having checked all aspects of the accounts the trial balance, accounts and nominal ledgers were then analysed in full. The bank reconciliations were all checked to the trial balance and accounts. The income was checked and the split between headings verified. The debtor and creditor information was reviewed and checked, this was also compared to the previous years figures. The creditors were noted to be higher again in the year - these were reviewed in detail but no significant or concerning amounts were found. Creditors includes invoices to Birkett's for Lease work, the work relating to the Christmas Lights and hedge cutting. No excessive or unusual amounts were found. The final refund due at 31 March 22 was checked - and it was noted that this refund has been reported in the income received in the month of April 22. All VAT returns have been signed and approved by either Councillor Leslie and latterly by the Clerk Michelle Barron. The Annual Return figures were all checked and agreed. The Assets were all checked and added to ensure balances agreed to figures in the accounts. All amounts tally and agree to nominal and accounts ledgers.

Summary

This is the second year that I have had the privilege of completing the internal audit for Attleborough Town Council. All of the work that I have prepared has been completed within the guidance provided and I have not found anything of any concern or have any points that I feel that I must raise.

My grateful thanks go again to Anne Willett for providing all of the documentation and information required to complete the task in hand.

The book keeping and accounts have been prepared at regular intervals all information is accurate and well documented and all matters noted as appropriate. I have no concerns or queries to be raised.

Kerry Hurn

Kerry Butcher Accountancy Services

17-May-22

8b)

27/04/2022

Attleborough Town Council Current Year

11:52

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
1,045	Debtors	1,110	
6,342	Vat Refunds	6,180	
4,419	Prepayments & Accrued Income	4,189	
650,675	Lloyds Current Account	658,703	
153,743	Current/Deposit Account	281,219	
82,073	Barclays Base Rate Reward	82,082	
317	Petty Cash	1	
25	TIC Cash Book	33	
<u>898,639</u>		<u>1,033,516</u>	
898,639	Total Assets	1,033,516	
Current Liabilities			
15,794	Creditors	25,762	
11,160	Accrued Expenses	12,300	
0	Receipts in Advance	391	
<u>26,954</u>		<u>38,453</u>	
871,685	Total Assets Less Current Liabilities	995,063	
Represented By			
516,205	General Reserve	639,582	
141,575	Earmarked Reserves Toilets	141,575	
84,232	New Cemetery Extension Reserve	84,232	
2,617	Machinery Reserve	2,617	
15,557	Play equipment reserves	15,557	
15,000	Town Hall Project Reserve	15,000	
7,500	Open Spaces for Tree Work Res	7,500	
80,000	Play Parks Commuted Sum	80,000	
9,000	S106 Grovner Park Commuted Sum	9,000	
<u>871,685</u>		<u>995,063</u>	

27/04/2022

Attleborough Town Council Current Year

11:52

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Attleborough Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2022

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	24/03/2022	Barcalys bpa -atc reserve	226,554.05
1	31/03/2022	Barclays Current Account	54,664.74
2	31/03/2022	Petty Cash	1.13
3	31/03/2022	TIC Cash Book	32.60
4	31/08/2020	Nat West Bond ATC	0.00
5	18/03/2022	Base Rate reward	82,081.58
6	21/03/2022	Lloyds Current Account	658,702.62
			1,022,036.72
<u>Other Cash & Bank Balances</u>			
		Cash Suspense	0.00
			0.00
			1,022,036.72
<u>Receipts not on Bank Statement</u>			
0	31/03/2022	All Receipts Cleared	0.00
			0.00
			1,022,036.72
<u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
1	Current/Deposit Account		281,218.79
2	Petty Cash		1.13
3	TIC Cash Book		32.60
4	NatWest Business Reserve		0.00
5	Barclays Base Rate Reward		82,081.58
6	Lloyds Current Account		658,702.62
		Other Cash & Bank Balances	0.00
Total Cash & Bank Balances			1,022,036.72

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 Earmarked Reserves Toilets	141,574.85		141,574.85
321 New Cemetery Extension Reserve	84,231.75		84,231.75
322 St Mary's Church Drive Reserve	0.00		0.00
323 Machinery Reserve	2,617.00		2,617.00
324 Mayor's Youth Project Reserve	0.00		0.00
325 AIB Reserve	0.00		0.00
326 AIB Reserve 2009	0.00		0.00
330 Town Hall Lighting Reserve	0.00		0.00
331 Community Notice Board Reserve	0.00		0.00
332 Play equipment reserves	15,557.00		15,557.00
333 Town Hall Project Reserve	15,000.00		15,000.00
334 Play Park Equipment Reserve	0.00		0.00
335 Open Spaces for Tree Work Res	7,500.00		7,500.00
336 Play Parks Commuted Sum	80,000.00		80,000.00
337 S106 Grovner Park Commuted Sum	9,000.00		9,000.00
	<u>355,480.60</u>	<u>0.00</u>	<u>355,480.60</u>

Attleborough Town Council Current Year
Income and Expenditure Account for Year Ended 31st March 2022

31st March 2021

31st March 2022

	Income Summary	
581,199	Precept	581,199
1,000	Covid-19 Community Response Fu	0
<u>582,199</u>	Sub Total	<u>581,199</u>
	Operating Income	
152,000	Administration	2,676
0	Toilets	2,306
0	Events	1,511
500	Restricted Funds	0
23,554	Open Spaces	41,973
50	Attleborough in Bloom	0
0	Markets	390
2,866	Town Hall	10,693
0	TIC	8
<u>761,169</u>	Total Income	<u>640,755</u>
	Running Costs	
367,853	Administration	382,195
16,349	Street Lights	23,455
4,795	Toilets	2,976
19,542	Christmas Lights	12,317
0	Archive	239
2,079	Restricted Funds	0
85,939	Open Spaces	59,300
(42)	Attleborough in Bloom	49
187	Markets	0
956	Open Spaces Capital Exps.	7,357
30,694	Town Hall	29,490
22,605	Contingency	0
<u>550,957</u>	Total Expenditure	<u>517,378</u>
	General Fund Analysis	
305,992	Opening Balance	516,205
761,169	Plus : Income for Year	640,755
<u>1,067,161</u>		<u>1,156,960</u>
550,957	Less : Expenditure for Year	517,378
<u>516,205</u>		<u>639,582</u>
0	Transfers TO / FROM Reserves	0
<u>516,205</u>	Closing Balance	<u>639,582</u>

Annual Governance and Accountability Return 2021/22 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2022**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.

NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2021/22 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2022. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2022**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22:

Total annual gross expenditure for the authority 2021/22:

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer Date

Signed by Chairman Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

as recorded in minute reference:

Generic email address of Authority

Telephone number

*Published web address

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

ATTLEBOROUGH TOWN COUNCIL
 attleboroughtc.org.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken 18 May 2022

Name of person who carried out the internal audit
 KERI HORN

Signature of person who carried out the internal audit
 KHUM

Date 18/5/22

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

*For any statement to which the response is 'no', an explanation must be published

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

and recorded as minute reference:

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

Chairman

Clerk

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

Section 2 – Accounting Statements 2021/22 for

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	661,473	871,685	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	581,199	581,199	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	179,970	59,556	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	284,870	233,920	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	266,087	283,457	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	871,685	995,063	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	886,833	1,022,037	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	2,557,486	2,594,410	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

Date

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

as recorded in minute reference:

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

9)

Grounds Staff Equipment Requirements

Multi Tool (KMA 135 Combi) x 1

Plant Trailer x 1

Commercial self-drive mulching mower x 1

Wright Sport zero turn Back Pack Batteries (AR3000L) + Harness & Connection Cable x 2

Equipment to trade in

Aerator (Slitter) x 1

Toro zero turn ride on x 2

Spreader/Hopper x 1

Chipper x 1

Stihl FSA 90 Strimmer x 1

Stihl 90r Bull Bar x 1

Stihl RMA 765 Mower x 1

Equipment to be scrapped

Petrol Generator x 1

Hayter Mowers x 2

Broken Nap Sacks x 2

11a)



Linda Cook
12 Richmond Close
Market Weighton
YO433EX

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!
I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With hedgehog numbers in decline and hedgehog awareness on the rise, there has never been a better time to get involved in hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates. A Highway surround raises awareness to their plight and encourages others to take part.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase just ONE box of hedgehog highway surrounds and make them available for their residents. These could be situated in a Town Council building, a Town Hall or even a Local Shop or Post Office?

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.



Depending on what your budget guidelines allow you to do, you could:

1. Give the highways to residents for free
2. Sell them for £3 each to regain your invested money
3. Sell for the suggested resale price of £5 and use the £100 profit for a community project / hedgehog project of your choice.

The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us

Attleborough Town Council

11b)

Grants for the benefit of Attleborough

Please read the Grant Awards Policy before completing this form

On completion please send this form to: The Town Clerk, Attleborough Town Council, Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

For further information, please contact the Town Clerk on 01953 456194

Section 1: Organisation

Name of Organisation: Attleborough Players
Primary contact name: Sharon Coppin
Position (within organisation): Chairperson
Contact Address: 99 Besthorpe Road Attleborough, Norfolk Postcode: NR17 2NJ
Telephone Numbers: 07766064007
E-mail address: shazcoppin@icloud.com
Date of Submission of application: 25/03/2022

Section 2: Details of Organisation

Brief description of your organisation's aims: To provide theatrical entertainment and education for the local community of Attleborough and helping with team building and confidence for all members.
Year Formed: 06/07/1978 Run by committee (Y)
Is membership open to all (N) If No, what are the restrictions? Members must be 10 years of age or older
How often do you meet and where are meetings held? Weekly meetings held at our temporary venue of Spooner Row Village Hall. (Due to Attleboroughs Connaught Hall being currently out of action due to Covid 19 vaccinations).
How many members are there? 25
Approximately how many (%) members live/work in Attleborough? 78%

Section 3: Purpose of Organisation

Please give a summary of the activities of your organisation during the last year. If you are a new organisation please give an idea of activities you plan to undertake:

During the last 6 months we have been busy rehearsing for our upcoming May panto 'Jack And The Beanstalk' (which was delayed due to the Omicron variant outbreak).

As well as public local community performances such as The Attleborough Christmas Carnival and The St Marys Church Fete. Both were very well attended.

Prior to this due to Covid cancelling our Summer cabaret we still kept busy during lockdown with a virtual song and video for members of the public reaching an amazing 16'900 views!

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation:

Other local community groups and care homes are invited to a private viewing prior to the public performances. This is always well attended and a atmosphere.

The community enjoy coming to see our shows and the confidence growing in our members year on year.

As well as benefiting from our singing and acting it's incredible to see our younger members build their self-assurance and independence on stage and off which I feel reflects highly on the community.

The most important our group brings to the community of Attleborough is a welcoming place where everyone feels like family and is well supported.

Section 4: Grant Request

Amount requested from the Town Council: £250

Please give details of what you wish to use the proposed grant award for:

For the hiring of stage lights due to our resident lights being in the Connaught which we cannot use.

Have you received or applied for funding from any other source for this project/purpose? If so, give details:

We are looking to apply for the Attleborough Land Charity Grant.

Section 5: Financial Details

Do you receive funding from other sources and if so where?

No

If you have previously received a grant from Attleborough Town Council in the past three years please give details:

Not applicable

Section 6: Supporting Information

Please tick the following:

I have read and agreed your policy and terms of grant awards.

I have enclosed the following supporting documentation:

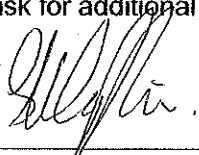
- A constitution or set of rules by which my organisation runs
- The latest set of current annual accounts
- Any other supporting information

If you are a new organisation please include evidence of a planned budget

Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application and in any supporting information is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signature:



Name of Signatory

Sharon Coppin

Position in organisation: Chairperson

Date: 1st April 2020

Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole.

Attleborough Players Accounts - 01/04/2021 -

Date	Description	Credit (Electronic)	Credit (Cash)	Credit (Cheque)	Debit Total	Total	Balance	
							£4,475.85	
	<i>Balance Brought Forward</i>					£5.00	£4,480.85	
01/04/2021	Subs	£5.00				£20.00	£4,500.85	
27/04/2021	Subs	£20.00						
					-£476.42	-£476.42	£4,024.43	
29/04/2021	NODA Insurance					£5.00	£4,029.43	
04/05/2021	Subs	£5.00				£5.00	£4,034.43	
10/07/2021	Smile Donation	£5.00				£5.00	£4,039.43	
01/06/2021	Subs	£5.00				£60.00	£4,099.43	
02/06/2021	Subs	£60.00				£20.00	£4,119.43	
15/06/2021	Subs	£20.00				£60.00	£4,179.43	
15/06/2021	Subs	£60.00				£5.00	£4,184.43	
01/07/2021	Subs	£5.00						
					-£254.00	-£254.00	£3,930.43	
12/07/2021	Costumes					£5.00	£3,935.43	
29/07/2021	Subs	£5.00				£40.00	£3,975.43	
29/07/2021	Subs	£40.00				£10.00	£3,985.43	
29/07/2021	Subs	£10.00				£40.00	£4,025.43	
29/07/2021	Subs	£40.00				£40.00	£4,065.43	
30/07/2021	Subs	£40.00				£10.00	£4,075.43	
30/07/2021	Subs		£10.00			£10.00	£4,085.43	
30/07/2021	Subs		£10.00			£5.00	£4,090.43	
01/08/2021	Subs	£5.00				£10.00	£4,100.43	
05/08/2021	Subs	£10.00				£5.00	£4,105.43	
01/09/2021	Subs	£5.00				£5.00	£4,110.43	
09/09/2021	Subs		£5.00			£10.00	£4,120.43	
09/09/2021	Subs	£10.00						
					-£305.25	-£305.25	£3,815.18	
24/09/2021	Panto Licence Fee					£5.00	£3,820.18	
01/10/2021	Subs	£5.00				£20.00	£3,840.18	
07/10/2021	Subs	£20.00						
					-£175.00	-£175.00	£3,665.18	
11/10/2021	Spooner Row Hire Fee's					£5.00	£3,670.18	
22/10/2021	Subs	£5.00				£60.00	£3,730.18	
25/10/2021	Subs	£60.00						
					-£160.00	-£160.00	£3,570.18	
26/10/2021	Garnier Hall Hire Fee's					£5.00	£3,575.18	
01/11/2021	Subs	£5.00				£20.00	£3,595.18	
03/11/2021	Subs	£20.00				£20.00	£3,615.18	
04/11/2021	Subs	£20.00				£5.00	£3,620.18	
04/11/2021	Subs	£5.00						
					-£175.00	-£175.00	£3,445.18	
08/11/2021	Spooner Row Hire Fee's					£5.00	£3,450.18	
10/11/2021	Subs	£5.00				£15.00	£3,465.18	
11/11/2021	Subs		£15.00			£15.00	£3,480.18	
15/11/2021	Subs	£15.00				£20.00	£3,500.18	
26/11/2021	Subs	£20.00				£20.00	£3,520.18	
29/11/2021	Subs	£20.00				£20.00	£3,540.18	
30/11/2021	Subs	£20.00				£5.00	£3,545.18	
01/12/2021	Subs	£5.00				£15.00	£3,560.18	
01/12/2021	Subs	£15.00						
					-£175.00	-£175.00	£3,385.18	
07/12/2021	Spooner Row Hire Fee's					-£43.09	-£43.09	£3,342.09
07/12/2021	Costumes					£20.00	£3,362.09	
08/12/2021	Subs	£20.00						
					-£5.59	-£5.59	£3,356.50	
13/12/2021	Props (Panto)					-£3.00	-£3.00	£3,353.50
13/12/2021	Props (Panto)					-£75.00	-£75.00	£3,278.50
20/12/2021	Garnier Hall Hire Fee's					-£3.00	-£3.00	£3,275.50
20/12/2021	Props (Panto)					£5.00	£3,280.50	
04/01/2022	Subs	£5.00						
					-£175.00	-£175.00	£3,105.50	
12/01/2022	Spooner Row Hire Fee's					£15.00	£3,120.50	
19/01/2022	Subs					£5.00	£3,125.50	
01/02/2022	Subs	£5.00						
					-£175.00	-£175.00	£2,950.50	
05/02/2022	Spooner Row Hire Fee's					£15.00	£2,965.50	
05/02/2022	Subs		£15.00					
					-£4.28	-£4.28	£2,961.22	
05/02/2022	Props (Panto)					£15.00	£2,976.22	
05/02/2022	Subs		£15.00					
						£5.00	£2,981.22	
24/02/2022	Subs	£5.00						

Attleborough Players

Constitution

Name

The Society shall be called Attleborough Players.

Objects

The objects of the Society shall be:

- To present, within Attleborough or suitable local performance venues, dramatic productions of the highest possible artistic merit. Attleborough Players seeks to promote and encourage all aspects of Theatrical Arts in an environment of friendship, support and responsibility amongst all members of the community.
- To educate the members who attend, developing self-esteem, self-confidence and self-awareness as well as teaching new drama based skills.

Other aims

We also aim:

- To provide a leisure and social activity, as well as reasonably priced entertainment.
- To raise funds and invite and receive contributions from any person or persons whatsoever by way of membership fee, donation or otherwise, provided that in raising funds the Society shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- To employ such staff (who shall not be members of the Management Committee) as necessary for the proper pursuit of the objects.

Membership and Eligibility for Membership

- Membership shall be open to young people aged from 10 years upwards who wish to join and who pay an annual membership fee. This includes members who act and non-acting members.
- Membership will be granted upon payment of the annual membership fee.
- The group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief or marital status.
- The Society is a non-profit making organisation. All money raised is reinvested into the Society.

Applications for Membership

Membership forms can be obtained from the management committee of Attleborough Players. Forms must be completed by the potential member, or by their parent/carer, if aged under 18, and handed to the committee along with the Membership fee.

Disciplinary Procedure

- The Management Committee may, by a majority vote, remove any Member who has persistently neglected the work undertaken by the Society or whose conduct it considers likely to endanger the welfare of the Society or its members.
- Minor infractions of the Code of Conduct will result in a verbal warning. Major infractions will result in a written warning and/or possible exclusion. A second written warning will usually recommend that the member leaves Attleborough Players (exclusion). If the society deems it necessary, it may ask a member to leave (exclusion) without prior written or verbal warnings.
- Members attend Attleborough Players at the discretion of the Management Committee. The Management Committee reserves the right to exclude members from Attleborough Players if they are unable to adhere to the Code of Conduct.
- If membership is terminated by expulsion, the Annual membership fee and/or any performance fees paid will be forfeited and will not be returned.

Membership fee and performance fee

- The Annual membership fee is due when joining, and is then payable every twelve months from the original joining date. Annual membership fees shall be paid to the Treasurer.
- The Annual membership fee will be reviewed and agreed by the management committee every year prior to the Annual General Meeting.

Management Committee

- The Society shall be managed by a Management Committee consisting of the following:
 - Chairperson
 - Vice Chairperson
 - Treasurer
 - Secretary
 - 2 or 3 non-positional committee members (optional)
- The Management Committee is to be elected by adult members of the society at the Annual General Meeting. All members of the Management Committee must be 18 years of age or older.
- A person may join the Management Committee by being co-opted by a majority decision of the existing Management Committee.
- A member of the Management Committee shall cease to hold office if he or she:
 - becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - is absent without the permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated;
 - notifies to the Management Committee a wish to resign (but only if at least three members of the Management Committee will remain in office when the notice of resignation is to take effect).
- The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member. No person shall be entitled to act as a member of the

Management Committee whether on a first or subsequent entry into office until after signing in the minute book of the Management Committee a declaration of acceptance and of willingness to act in the trusts of the Society.

Duties of the Management Committee

- To meet from time to time to manage the affairs of the Society, but at least 4 times per year.
- All significant proposals shall be brought before the Committee for discussion and approval.
- To administer and execute any project that may, from time to time, be approved by the society.
- To co-opt onto the committee any member of the society to fill any vacancy which may occur
- To co-opt onto the committee (as Hon. Member if necessary) any person from within or outside the Society, whose assistance, the committee may deem necessary or advantageous for the successful accomplishment of any specific project embarked on by the Society. Such co-opted committee members shall vote only on matters relating to the specific project for which they were co-opted.
- In the absence of the Chair at any Committee Meeting, those committee members present shall elect a Chair from their number for that specific meeting.
- In the absence of the Secretary those present shall elect a minute taker from their number who will submit a record of the meeting to the Secretary.
- The Management Committee shall be responsible for approving the works to be performed, the venues, the dates, the admission charges and the satisfactory presentation by the Society to the public.
- All divisions in the committee shall be decided by a simple majority. In the event of there being an equal division on any decision, the Chair shall have a casting vote.
- The management Committee shall have the power to fix a maximum number of members for each production, without prejudice to the previous production members

Meetings of Management Committee

- The Management Committee shall hold at least four ordinary meetings a year.
- Management meetings may be called by any member of the Management Committee to cover any topic that is necessary
- There shall be a quorum when at three fifths of the number of members of the Management Committee are present at a meeting.
- Every matter shall be determined by a majority vote of the members of the Management Committee present. In the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- The Management Committee shall keep minutes, of the proceedings of meeting of the Management Committee. These minutes shall be typed up by the secretary in the week following the meeting. They will then be made available to the other committee members for approval. One copy shall be printed off, signed by the secretary and one other member of the management committee at the next meeting and kept as a hard copy in the Attleborough Players file.

- The Management Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

Management Committee's Powers

The Management Committee shall have power to decide any questions arising out of these Rules and all other matters connected with the Society.

Financial control

- The funds of the Society shall be applied solely in furthering the objects of the Society.
- The funds of the Society, including all members' fees, donations, box office income and bequests, shall be paid into an account operated by the Management Committee in the name of the Society at such bank as the Management Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- No member of the Society shall receive payment directly or indirectly for services to the Society or for other than legitimate expenses incurred in its work.
- The Management Committee will not receive payment directly or indirectly for services to the Society. Expenses can be paid so that Management committee and members are not left out of pocket. Exclusion: Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Society: provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his her firm, is under discussion.
- No expenditure shall be incurred by any member of the Society without the authority in writing of the Treasurer and all accounts shall be sanctioned by the Management Committee.

Financial Year

The financial year of the Society shall commence on 1st April and an annual profit and loss account and balance sheet shall be prepared within two calendar months of this date each year.

Annual General Meeting

The Annual General Meeting of the Society shall be held in the month of May or as soon as practicable thereafter to transact the following business:

- To receive and approve the report of last year's activities.
- To elect the new Management Committee for the coming year.
- To co-opt Management Committee members for the ensuing year, where appropriate.
- To receive and approve the Treasurer's report, statement of income and expenditure and current balance.

- To agree levels of future membership.
- Members who have reached the age of 18 may attend the meeting. Members under the age of 18 may be represented by a parent/carer (one parent/carer per child)
- Notice of any particular resolution, which any member may wish to raise at the AGM, shall be given in writing to the Secretary at least six days before the meeting.
- Notice convening the AGM shall be given or sent in writing to members not less than 14 days before the meeting.
- There should be provision for Any Other Business to be discussed at an AGM, even if not notified in advance in writing. No resolution from such Any Other Business may be enacted before the next AGM or any earlier EGM called for that purpose.
- All the adult members of the Society shall be entitled to attend the meeting.
- The chairperson shall be the chair of the Annual General Meetings, but if he or she is not present, the persons present shall appoint a chairman of the meeting

Resolution at General Meeting

Unless otherwise provided by these Rules, all resolutions brought forward at a General Meeting shall be decided by the Management Committee voting by a simple majority vote, and in the case of an equality of votes the Chairman shall have a second or casting vote.

Dissolution of Society

Any money or property remaining after payment of debts will be given to a local group with similar objects to the society as seen fit by the Management Committee of the Society at the date of dissolution.

This constitution was agreed and adopted by Attleborough Players:-

Date:	Name:	Position in group	Signature
		Chairperson	

Date:	Name:	Position in group	Signature
		Treasurer	

Date:	Name:	Position in group	Signature
		Secretary	

11c)

Good afternoon, Michelle,

The trustees of Attcare are currently completing the final stages of the research project commissioned from Health Economic Consultancy at the University of East Anglia.

We are pleased with the work on this comprehensive market town health and care investigation which, although specifically concerning Attleborough, is a template for other market towns across the country and picks up on the essence of the Attleborough Neighbourhood Plan in the key areas of health facilities and healthy life style provision. It is particularly pertinent to the expansion about to get underway in the south of the town which, together with the additional houses in the surrounding villages, and not within the Neighbourhood Plan.

Attleborough Town Council is an important sponsor of this project but the local parish councils of Old Buckenham, Rocklands, Great Ellingham, New Buckenham and Morley have also backed us.

We are investigating the maximum publicity for the project and the objectives of Attcare through social media but wonder if a page within the Town Council website might be available to act as a notice board for our programme and to promote the findings of the research as it is published.

Could this be a possibility?

kind regards,

George Ridgway
Trustee
Attcare

11d)

Mrs. Michelle Barron
Clerk
Attleborough Town Council
Town Hall
Queens Square
Attleborough
NR17 2AF



Norfolk Accident Rescue Service
Millbanks
Hall Lane
Dereham
NR20 3GG

10th May 2022

Dear Mrs. Barron,

I am writing on behalf of Norfolk Accident Rescue Service (NARS), a charity providing emergency medical care to people in Norfolk who have suffered traumatic, life-threatening injuries or serious medical conditions, such as road traffic collisions.

NARS comprises of a voluntary team including doctors, paramedics and first responders operating across Norfolk; either from our Dereham base or their own homes, both day and night. NARS volunteers use state of the art rapid response vehicles to reach people quickly, treating patients with advanced medical equipment. NARS have been saving lives in Norfolk for over 50 years.

My reason for contacting Attleborough Town Council is to seek your continuing support. We rely on the generosity of voluntary donations to ensure our life-saving charity remains operational in Norfolk. Your previous donation of £250.00 in 2021 has contributed to sustaining NARS.

So far this year, NARS responders have treated many patients in cardiac arrest. They have used advanced medical equipment such as our LUCAS device which administers automatic chest compressions and helps improve patient survival chances.

In 2021 NARS responded to more than 2,100 calls. Our medical professionals provided critical and emergency care across Norfolk, from roadsides to workplaces, urban to rural areas, for people of all ages. Our data demonstrates the value of NARS to our local communities and there are many people in Norfolk today who are alive because of the work that we do.

Despite our lifesaving work in partnership with the NHS and Ambulance Trust, NARS rely entirely on donations from councils, trusts, individuals, and local businesses. The generosity of these people and groups maintains our vital service. This includes your previous donation. I would like to ask Attleborough Town Council that you represent, to please consider making a further lifesaving donation to NARS.

Thank you for taking the time to read this letter.

Kind regards,

Jess Moses
Fundraising Manager
E – jess.moses@nars.org.uk

11e)

JUBILEE 2022

We are hoping that we will be allowed into the Town Hall at the start of Jubilee Week to decorate the room with bunting etc. for the week. We were wondering if the Town Council would consider a grant of £100.00 to cover our costs, including the production of Display Items for the Saturday.

THURSDAY 2 June 2022

Attleborough Heritage Group.

Platinum Jubilee Talk with pictures on the big screen plus Afternoon Tea. Town Hall booked from 1130am to 6pm. Opening times for paying guests 2pm for 2.30pm, as this is a fundraising event, we accept that there could be a hire charge for the rooms.

SATURDAY 4 June 2022

Attleborough Heritage Group.

Jubilee Exhibition of Local Royal Celebrations and Town History and also displays provide by ATC and Writers Group. Access to the rooms will be required from 8am for us to be able to set up the displays and tables so as to relieve the caretaker of this responsibility. This event will be free to the public and refreshments will be on sale. As this is not a fundraising event, we hope that a charge for the rooms will not be made. Display material will be removed at close of play leaving the bunting in place for the Sunday.

MONDAY 6 June 2022

Depending on other bookings, we would need to access the rooms to remove the bunting etc. that will be put into storage in the first-floor store room for future use.

Subject: Attleborough Pride - Saturday 6th August

11f)

Good morning!

This is just a quick email in reference to the above. Would it be possible to have the forms for the following so that we can get all of the paperwork in place for Attleborough Pride this year please?

We need to apply for a:

Bar Licence

Use of the green (we will also need the electrical supply again this year)

Road closure

Best wishes,

Activities Coordinator

Pride Homecare Ltd



Norfolk County Council

119)

Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG

NCC contact number: 0344 800 8020
Text relay no.: 18001 0344 800 8020

Your Ref:
Date: 25 May 2022

My Ref: PRZ050/TWL/TL
Tel No.: 01603 224445
Email: Tom.Linford2@norfolk.gov.uk

Dear Ms Lopes

Attleborough, Hargham Road: Extension of 30mph speed limit

Norfolk County Council (NCC) is promoting a Traffic Regulation Order to implement an extension of the existing 30mph speed limit on Hargham Road southwards by approximately 84 metres as shown in the enclosed drawing no. PRZ50-HPD-001. The aim of this proposal is to reduce vehicular speed and achieve a good level of compliance of speed limit and to adhere to the Norfolk County Council's Speed Management Strategy.

The purpose of this letter is to seek initial views on the proposal and so I would be grateful to receive any comments by 15 June 2022. I shall assume that you have no adverse comments if you do not contact me by the above-mentioned timescale. If you require any further information regarding the proposal, please do not hesitate to contact me either by mail, email or telephone.

Yours sincerely

Tom Linford
Highways Technician
Encl Dwg. No. PRZ050-HPD-001

Continued.../

Reply Slip

Attleborough, Hargham Road: Extension of 30mph speed limit

From:

I / We have considered the above proposals and:

am/are in favour /
do not object

object

(please tick as appropriate)

Comments:

.....

.....

.....

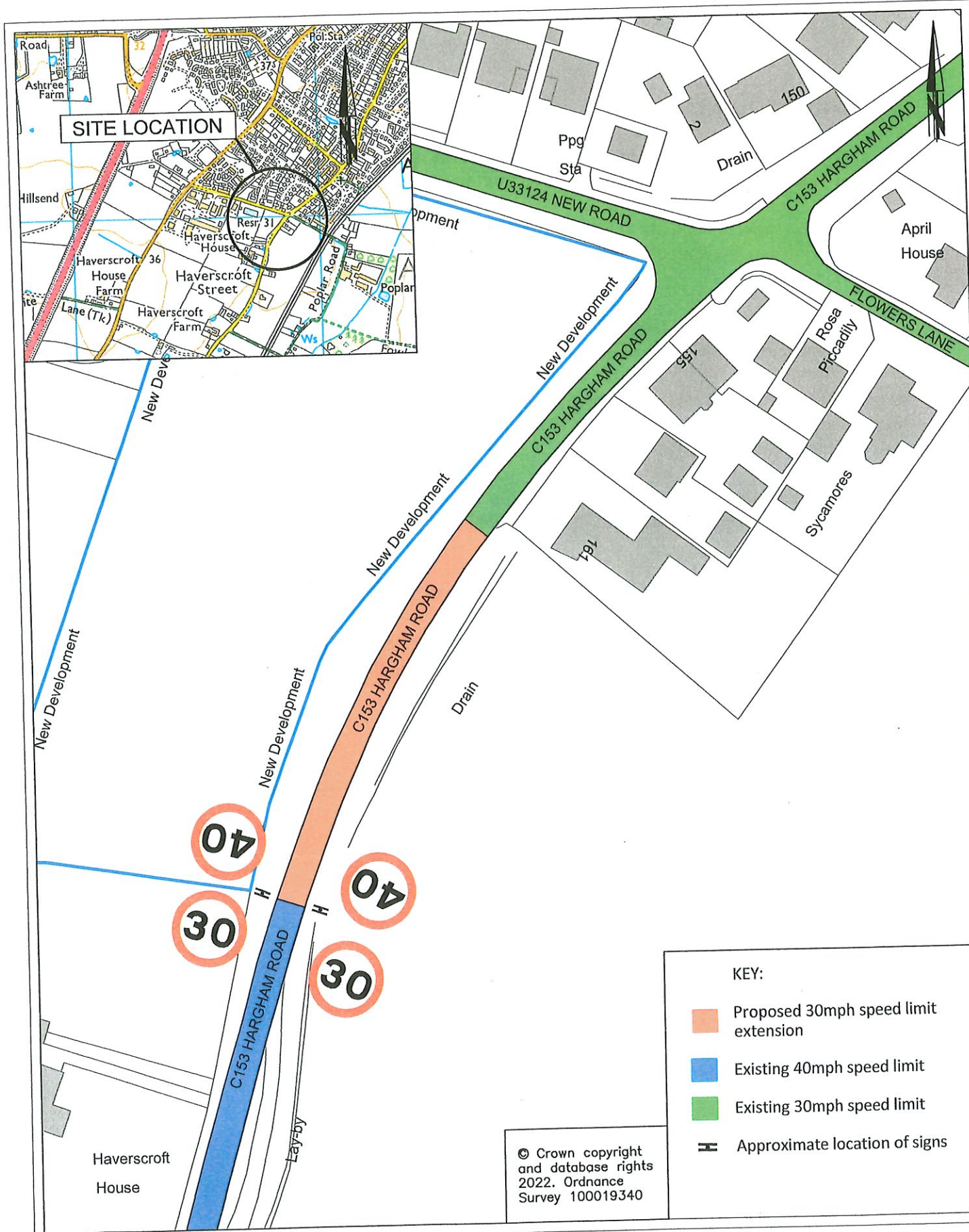
.....

.....

Signed: Dated:

Name (please print):

Please return by 15 June 2022 to:
Norfolk County Council
Department of Community and Environmental
Services
County Hall (2nd Floor)
Martineau Lane
NORWICH
NR1 2SG
For the attention of Tom Linford
Or email Tom.Linford2@norfolk.gov.uk



KEY:

- Proposed 30mph speed limit extension
- Existing 40mph speed limit
- Existing 30mph speed limit
- Approximate location of signs

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Norfolk County Council

DRAWING TITLE
 C153 Hargham Road, Attleborough
 S278 DDBA
 Traffic Regulation Order plan

Tom McCabe
 Executive Director of
 Community and Environmental Services
 Norfolk County Council
 County Hall
 Martineau Lane
 Norwich NR1 2SG

REV.	DESCRIPTION	DRAWN	CHECKED	DATE

INIT.	DATE
SURVEYED BY OS	2022
DESIGNED BY TWL	05/22
DRAWN BY TWL	05/22
CHECKED BY TL	05/22

DRAWING No. PRZ050-HPD-001	
PROJECT TITLE Attleborough, Hargham Road Traffic Regulation Order	
SCALE 1:1000 @ A4	FILE No. PRZ050

11 h)

Dear Attleborough Town Council,

I am dealing with the above application which relates to the residential development of the Former Grampian Foods site and in particular the Public Open Space provision on site.

The application seeks to discharge the requirements in the s.106 Agreement attached to the planning permission, in relation to the approval of the following matters of Open Space provision on site:

- Extent of Open Space Land which is 1.01 Ha as shown on the attached drawing;
- Open Space Works Specification.

As part of the process approval of the permanent open space land management regime is also sought and this will involve identifying the 'Nominated Body' to take on the responsibility for the maintenance of the open space.

Breckland Council do not wish to take on the public open space. We therefore need to understand if Attleborough Town Council wish to take on the ownership and maintenance of the public open space.

Please can you advise whether the Town Council would wish to take on the land?

The drawings showing the proposed specification of the public open space and the Management and Maintenance Plan prepared by the applicants can be found using the above reference at the following website:

<https://www.breckland.gov.uk/planning/search>

If you have any questions please don't hesitate to contact me as below. I look forward to hearing from you shortly.

Kind Regards,

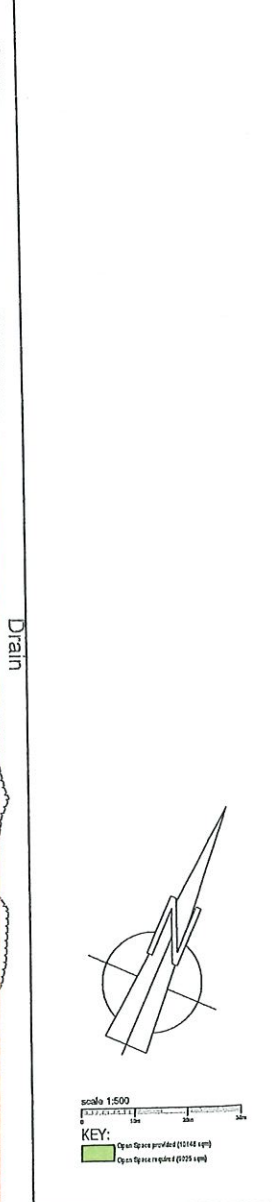
Christopher Hobson BSc MSc MA MRTPI
Principal Development Management Planner
Breckland Council



NOTES

This drawing is the copyright of Thrive Ltd ©. All rights reserved. Ordnance Survey Data © Crown Copyright. All rights reserved. Licence No. 100029253. DO NOT scale from this drawing. Contractors, Sub Contractors and Suppliers are to check all relevant dimensions and levels of the site and building before commencing any shop drawings or building work. Any discrepancies should be recorded to the Architect. Where applicable this drawing is to be read in conjunction with the Consultants' drawings.

REV	DESCRIPTION	DATE	APPROVED BY
A	Issued For Planning	28.09.19	PZ
	Updated to suit current Planning	16.01.19	FK
	Layout Updated to suit current Planning	01.05.19	ZC
	Layout		
	Issued for Planning	22.07.19	NC
B	Revised to suit updated Site	27.10.18	PS
	Layout		
C	Revised to suit updated Site	10.02.20	PS
	Layout		
D	Revised to suit updated Site	06.03.20	ZC
	Layout F8		
E	Revised to suit updated Site	25.03.20	ZC
	Layout F12		
F	Open space layout adjusted in line with new highway design	13.05.20	ZC
G	Updated to suit current Planning	04.06.20	CP/ZC
	Layout		
H	Updated to suit current Planning	14.07.20	CP
	Layout revision 11		



PLANNING

thrive.
architects

Romsey Office
Building 350, The Grange, Romsey Road, Michelmarsh, SO51
#01794 357053 | 01794 382076 | www.thrivearchitects.com

PROJECT
Land Off Buckenham Road
Attleborough

For: MATTHEW HOMES

DRAWING

(11)

Norfolk County Council
(Attleborough, Warren's Lane and Ellingham Road/Queens Road)
Proposed Traffic Orders Notice 2022

The Norfolk County Council proposes to make the following Orders under the Road Traffic Regulation Act, 1984, the effect of which will be to prohibit any vehicle from exceeding the speeds specified below as follows:

The Norfolk County Council (Attleborough, Warren's Lane)
(20 M.P.H. Speed Limit Zone) Order 2022

The effect of this Order will be to prohibit any vehicle from exceeding 20 miles per hour along the U33116 Warren's Lane from its junction with the B1077 Ellingham Road for 150 metres westwards and southwards.

The Norfolk County Council (Attleborough, Ellingham Road/Queens Road)
(30 M.P.H. Speed Limit) Amendment Order 2022

The effect of this Order will be to amend The Norfolk County Council (Attleborough, Various Roads) (30 m.p.h. Speed Limit) Consolidation Order 2019 by extending the current 30 miles per hour speed limit along the B1077 Ellingham Road/Queens Road from a point 87 metres northwest of its junction with U33116 Warren's Lane to its junction with B1077 Church Street/Exchange Street.

Copies of the Orders, a plan, a Statement of Reason for making the Orders along with a copy of the 2019 Order which is proposed to be amended may be viewed online at <https://norfolk.citizenspace.com/>. Copies may also be available for inspection at Norfolk County Council, County Hall, Norwich and at the offices of Breckland District Council, Elizabeth House, Walpole Loke, Dereham during normal office hours. However, during the current epidemic staffing levels have been reduced and viewing online would be recommended in keeping with the government guidelines.

Any objections and representations relating to the Orders must be made in writing and must specify the grounds on which they are made. All correspondence for these proposals must be received at the office of nplaw, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH, marked for the attention of Ms S Lowe by 21st June 2022. They may also be emailed to trafficorders@norfolk.gov.uk.

The Officer dealing with the public enquiries concerning these proposals is Mr T Linford, telephone 01603 224445 or 0344 800 8020.

DATED this 27th day of May 2022

Helen Edwards
Chief Legal Officer
County Hall
Martineau Lane
Norwich
NR1 2DH

Note: Information you send to the Council will be used for any purpose connected with the making or confirming of this Order and will be held as long as reasonably necessary for those purposes. It may also be released to others in response to freedom of information requests.

SHL/73619(AttleboroughPRZ026-30SLO&20mphSLzone)22