



**You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 3rd October 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
28th September 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 5th September 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/2022/1014/F – ATTLEBOROUGH: Banham Poultry Ltd, Station Rd – Demolition of existing stores & security buildings. Erection of new holding lairage, new site reception, security & office building. Extension to lairage & vehicle washdown facility.

3PL/2022/1042/O – ATTLEBOROUGH: Plots 11 to 19 Gaskin Way – Outline Planning Permission (all matters reserved) for the erection of 9no. detached dwellings with garages, 5no. two storey dwellings and 4no. single storey dwellings.

3PL/2022/1075/HOU – ATTLEBOROUGH: 12 Franklin Way – Addition of garage to existing house (revised scheme)

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 – for information
- e) Income & Expenditure August 2022 – for information
- f) Completion of Audit 2021-22 & External Auditors Report & Reconsider Opt-Out of SAAA Option – for acceptance and approval
- g) Precept 2nd Instalment – For information

8 Decoy Common footpath improvement quotations – for acceptance and approval

9 Topographical Survey Land off B1077 Station Rd – for acceptance and approval

10 Councillors Reports

11 Correspondence

- a) Residents' Concerns Speeding Hargham Rd – for consideration
- b) Grant Application – St. Marys Church - for acceptance and approval
- c) Resident Concern Queens Road crossing for children – for consideration
- d) Request for key to Recreation Ground – for acceptance and approval

12 Public Participation (10 Minutes)

13 Any items which the Chairman decides are urgent

For discussion only.

14 Exclusion of Press & Public

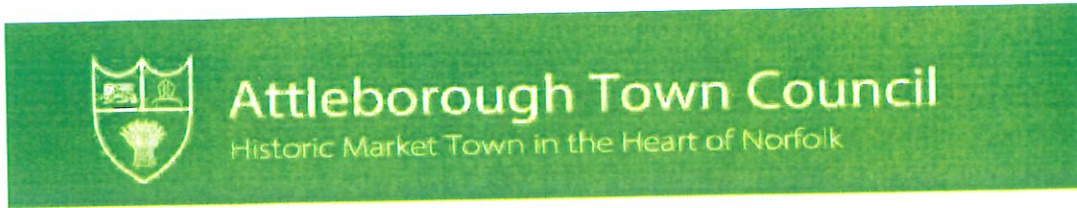
To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

15 Attleborough Leisure Centre Project – for consideration and approval

Expected Meeting Length is 2 Hours

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

01953 456194 enquires@attleboroughtc.org.uk www.attleboroughtc.org.uk



**Minutes of the meeting of the Attleborough Town Council
Held on Monday, 5th September 2022 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr P Leslie - presiding
Cllr A Westby Cllr D Lane Cllr R Redfern Cllr A Smith Cllr J-Ellis Cllr V Dale
Cllr E Tyrer Cllr T Taylor Cllr S Mackinnon Cllr K Montague Cllr D De Souza
Cllr A Busk

In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Dist. Cllr K Martin, Dist. Cllr T Ashby, A Holdsworth, Breckland Council, Public x 7

067.22) Mayors Welcome – Cllr Leslie welcomes everyone and states there is a very full agenda

068.22) Apologies for absence –

Cllr Bond
Cllr Wenham

069.22) Declarations of Interest

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

Cllr Taylor- Item 10 – Christmas Lights

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

Cllr Ellis – Item 10 – Christmas Lights

070.22) Public Participation - None

071.22) Minutes of the Town Council meeting held on 1st August 2022

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

RESOLVED - to accept the minutes of the Town Council meeting held on 1st August 2022

ACTION: TOWN CLERK

072.22) Planning Matters

a) Planning Applications –

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

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

b) Planning Applications

Planning Applications (Not due yet)

3PL/2022/0906/F – ATTLEBOROUGH: The Hall, 31 Norwich Road – Construction of building for dairy cow kennels, silage storage pad & slurry lagoon - No comments.

3PL/2022/0839/A – Junction of Carvers Lane & Blackthorn Road – Advert consent for one New Homes Development Signs for Places for People - No comments

3PL/2022/0685/A – Land at West Carr Road & Carvers Lane - Advert consent for one New Homes Development Signs for Places for People - No comments

3PL/2022/0942/D – ATTLEBOROUGH: Land East of Hargham Road – Reserved Matters application following outline permission 3PL/2019/0500/O for residential development of 100 dwellings - No comments

3OB/2022/0049/OB – ATTLEBOROUGH: Land South of New Road & Hargham Road – Modify the planning obligation on 3PL/2017/1171/O – To change tenure on 5 units from shared ownership to social rent - No comments.

3OB/2022/0050/OB- ATTLEBOROUGH: Land at Haverscroft House Farm, London Road - Application to discharge the planning obligation on 3PL/2016/0325/F – S106 Agreement, Schedule 3 – Education Contribution Clause 1.1 & 1.2 – Payment of 100% Primary Education Payment - No comments

3PL/2022/0971/EU – ATTLEBOROUGH: The Cabin Hargham Road – Building used as an independent dwelling – certificate of lawfulness – existing use- Request for any historic information - No comments

ACTION: TOWN CLERK

073.22) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 5 September 2022

Total £64,023.60

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated September 2022

Total £51,143.24

c) To receive Income –

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

RESOLVED to approve and accept the income list for August 2022

Total £3299.41

d) Petty cash – Noted for information

e) Income & Expenditure July 2022 – Noted for information

f) Option to opt out of the SAAA central external auditor appointment arrangements –

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

RESOLVED – to opt out of the SAAA central external auditor appointment arrangements

ACTION: TOWN CLERK

074.22) New Water Connection Queens Square –

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

RESOLVED – to accept and approve new water connection Queens Square at a cost of £3,725.80

ACTION: TOWN CLERK

075.22) Attcare Presentation –

AttCare Trustee, George Ridgway gave a detailed update for their registered charity AttCare that was set up in 2017. The objects of the Trust are to deliver Themes 5 & 6 of the

Attleborough neighbourhood Plan, that is Health & Social Care and Sports and Community facilities. The objectives continue to be the facilitation of increased health and social provision for the rapidly growing expansion of Attleborough and surrounding villages. From a long list of strategic aims we realised our research and information was already out of date so we raised funding and commissioned a team from UEA Health Economic Unit (HEC) to provide a sustainable report for 2021-2036, this was completed May 2022. I have spoken recently with the Mayor and presented that report to the Council so that it can be incorporated in the delivery plan for the Town of Attleborough.

Cllr Leslie thanked George Ridgway for his presentation and informed Council a date had been set for Monday 26th September 7pm at the Town Hall (invite only) for the official launch of that document.

Cllr Ellis left the meeting

076.22) Proposal for a contribution request towards the costs of the Christmas Lights –

On the motion of Cllr Mackinnon, seconded by Cllr Lane, it was
RESOLVED – to accept and approve a contribution of £15,000 towards the costs of the Christmas Lights.

ACTION: TOWN CLERK

Cllr Ellis returned to the meeting

077.22) Proposal to go to tender for a single CCTV company to provide a solution for coverage for Wheel Park, Public Toilets, Queens Square –

On the motion of Cllr Dale, seconded by Cllr Westby, it was
RESOLVED - to go to tender for a single CCTV company.

ACTION: TOWN CLERK

078.22) Anti-Social Behaviour –

Item 15e) brought forward to this item. After a discussion indicative votes were taken

- Street drinking order – gather information to discuss at next ATC meeting
- Public toilets – in principle in favour to continue to lock until CCTV installed
- The Dell – not in favour to continue locking Dell

Regarding the correspondence from resident regarding anti-social behaviour which included incidences of arson, unfortunately the Town Council would be unable to take any action and the Police would be the best people to pursue this.

079.22) Community Car Scheme –

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

RESOLVED – to bring the Community Car Scheme in house

ACTION: TOWN CLERK

080.22) Councillors Reports

- Cllr Lane reported the Art Exhibition had been very well received. Another book sale coming up in October. Newsletter and website launch date 1st November 2022. It has now been twelve months since the formation of the Events & Communications Committee, I will be presenting a report at the end of the year to take into account all what has been happening to the end of 2022.
- Dist. Cllr Martin reported a planning meeting with a very full agenda being held at Breckland Tuesday 6th September. A Hymn marathon had taken place at St Marys Church and he had spoken to Director of Music about the possibility of obtaining some funding and would pursue this.

081.22) Correspondence

- a) **Request from Edwards Court –**
On the motion of Cllr Leslie, seconded by Cllr Taylor, it was **RESOLVED** - to make representation to NCC Highways
- b) **Request potential speed limit on Long Street –**
On the motion of Cllr Lane, seconded by Cllr Ellis, it was **RESOLVED** - to make representation to NCC Highways
- c) **Local Flavours 2022 –** Noted for information
- d) **Request from resident for Cygnet Close Play Area –**
Clerk will prioritise and add to schedule
- e) **Residents' concerns regarding The Dell –** Discussed during Item 12
- f) **Request from St Marys Church for Funding for Community Projects –** Send Grant form to Revd Jackson
- g) **Request for Litter Picking Equipment –**
On the motion of Cllr Smith, seconded by Cllr Taylor, it was **RESOLVED** – to replace Litter Picking Equipment
- h) **Re-organisation of Community Governance order – Attleborough/Gt Ellingham –** Noted for information
- i) **Resident request regarding street light –** the policy of the Council is to decline, but we do support resident's concern and suggest they contact Norfolk County Council
- i) **Request to Use Gaymers Meadow –** It was suggested to give contact details of the person organising Park Run.

082.22) Public Participation (10 Minutes) –

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

083.22) Any other items which the Chairman decides are urgent – None

084.22) Exclusion of Press & Public

On the motion of Cllr Lane, seconded by Cllr Mackinnon, it was **RESOLVED** - to pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

085.22) Attleborough Leisure Centre Project –

On the motion of Cllr Taylor, seconded by Cllr Dale, it was **RESOLVED** - to defer to an EGM

086.22) Breckland proposal for Gaymers –

On the motion of Cllr Taylor, seconded by Cllr Redfern, it was **RESOLVED** - in principle we accept and agree points 1-4 in proposal put forward by Breckland.

Meeting closed 9.45pm

Public Participation 2nd Session

- Volunteer car drivers queried what would be happening to Community Car Scheme
- Cllr Leslie informed them and the Clerk confirmed she would discuss the organisation with them going forward.

DRAFT

6a)

Planning Applications received to-date

3PL/2022/0965/F - ATTLEBOROUGH: Queens House, Church Street – Conversion of existing office building to 2 separate A5 shops (Ground Floor) with 4 two bed residential flats above (First & second floor) & new external stairs cases to serve the flats - No objections

3PL/2021/1668/VAR – OLD BUCKENHAM & BESTHORPE Attleborough SUE Land South of Attleborough – Variation of Condition No's 3,4,5,8, & 25. On 3PL/2017/0996/O for 4,000 houses & associated infrastructure - No objections.

3DC/2022/0128/DOC – 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 - No objections.

3DC/2022/0129/DOC – Attleborough Sustainable Urban Development Land South of Attleborough – Discharge of Condition 4 on 3PL/2017/0996/O requiring the submission & approval of a structure plan - No objections.

3PL/2022/0742/O ATTLEBOROUGH: Kingsmere Carvers Lane- Outline application for residential development - No objections.

3PL/2022/1031/HOU - ATTLEBOROUGH: 56 Cyprus Road – Single storey rear flat roof extensions – No objections

3PL/2022/1030/F – ATTLEBOROUGH: Land adjoining 4 Atling Way – Proposed single storey dwelling with attached garage – No objections.

3PL/2022/0968/F – ATTLEBOROUGH: Land adjoining 6 Foundry Corner, Buckenham Rd – Proposed new two storey attached dwelling with single storey rear extension – No objections.

6b)

Anne Willett

From: Michelle Barron
Sent: 13 September 2022 12:09
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/1014/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 13 September 2022 12:05
To: Michelle Barron <townclerk@attleboroughc.org.uk>
Subject: Planning Consultation PC 3PL/2022/1014/F

CONSULTATION - FULL

REFERENCE: 3PL/2022/1014/F

PROPOSAL: Demolition of existing stores and security buildings. Erection of new holding lairage, new site reception, security and office building. Extension to lairage and vehicle washdown facility.

LOCATION: ATTLEBOROUGH: Banham Poultry Ltd, Station Road

APPLICANT: Banham Poultry Ltd

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://url6.mailanyone.net/scanner?m=1oY3in-0001fO-4O&d=4%7Cmail%2F90%2F1663066800%2F1oY3in-0001fO-4O%7Cin6m%7C57e1b682%7C26595217%7C13522537%7C632063D5417B2987CDD4CB3A942F56FD&s=5i44soC-wzoaotBTs0iCNlc9zbg&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvgninnal> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **4th October 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

6 b)

Anne Willett

From: Michelle Barron
Sent: 15 September 2022 14:02
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/1042/O

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 15 September 2022 13:50
To: Michelle Barron <townclerk@attleboroughc.org.uk>
Subject: Planning Consultation PC 3PL/2022/1042/O

CONSULTATION - OUTLINE

REFERENCE: 3PL/2022/1042/O

PROPOSAL: Outline Planning Permission (all matters reserved) for the erection of 9no. detached dwellings with garages, 5no. two storey dwellings and 4no. single storey dwellings

LOCATION: ATTLEBOROUGH: Plots 11 to 19 Gaskin Way

APPLICANT: Mr & Mr Anthony & John Gaskin

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://url6.mailanyone.net/scanner?m=1oYoJi-0002bm-5c&d=4%7Cmail%2F90%2F1663246200%2F1oYoJi-0002bm-5c%7Cin6g%7C57e1b682%7C26595217%7C13522537%7C63231F7EC054C2CB5C613C22A17011E5&s=2-nD12N7dTrUW60YuWnQHSW4biM&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **6th October 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

6b)

Anne Willett

From: Michelle Barron
Sent: 27 September 2022 15:37
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/1075/HOU

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 27 September 2022 14:50
To: Michelle Barron <townclerk@attleboroughc.org.uk>
Subject: Planning Consultation PC 3PL/2022/1075/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2022/1075/HOU
PROPOSAL: Addition of garage to existing house (Revised scheme)
LOCATION: ATTLEBOROUGH: 12 Franklin Way
APPLICANT: Adam Baker

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://url6.mailanyone.net/scanner?m=1odAyT-00038J-3X&d=4%7Cmail%2F90%2F1664286600%2F1odAyT-00038J-3X%7Cin6h%7C57e1b682%7C26595217%7C13522537%7C6332FF9560A25C41CE569FB37E5D57DB&s=xUudGh0e47v-4SOcztUD0T-3ho&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **18th October 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 **18th October 2022**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

76)

DD OCTOBER 2022

Name	Description	Service	Bill Freq	Net	Vat	Total
Siemans	Photocopy service	Admin	Annual			
Vodafone	mobiles	Admin	Monthly	£ 70.74	£ 9.74	£80.48
Bank Charges	Barclays	TH	Monthly	£ 6.70	£ -	£6.70
Bank Charges	Lloyds	TH	Monthly	£ 7.00	£ -	£7.00
Biffa	Waste collection	Rec	Monthly	£ 108.48	£ 21.70	£130.18
Biffa	Waste collection	TH	Monthly	£ 194.10	£ 38.82	£232.92
Wave	Water	Town Hall	Quarterly	£ 274.81	£ -	£274.81
BT	Telephone	TH	Quarterly			
BT OnePhone	Mobiles	OS	Monthly	£ 190.00	£ 38.00	£228.00
BT OnePhone	Broadband	OS	Monthly	£ 135.90	£ 27.18	£163.08
Wave	Water	Cemetery	Quarterly	£ 97.63	£ -	£97.63
Wave	Water	Public Toilets	Quarterly	£ 240.86	£ -	£240.86
Anglian Water	Water	Chapel Rd	Quarterly		£ -	
Breckland Council	Rates	TH	Monthly	£ 1,235.00	£ -	£1,235.00
Breckland Council	Rates	Cemetery	Monthly	£ 243.00	£ -	£243.00
Total Gas & Power	Electricity	Public Toilets	Quarterly			
Total Gas & Power	Elect Skate Park	OS	Quarterly			
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly			
Phs Group	waste collection	TH	Annual	£ 79.80	£ 15.96	£95.76
Fuel Genie	Fuel	OS	Monthly	£ 357.95	£ 71.59	£429.54
						£3,464.96
HMRC Tax/Nic	BACS	HMRC Tax & N	September	£ 4,194.02	£ -	£ 4,194.02
Norfolk Pension	BACS	Pension	September	£ 3,596.47	£ -	£ 3,596.47
Staff Salary	BACS	Salaries	September	£ 13,835.72	£ -	£ 13,835.72
						£ 21,626.21
TOTAL						£25,091.17

7c)

INCOME SEPTEMBER 2022	
Banked Monies	
Car Scheme Fund Breckland	£ 275.00
Hall Bookings	£ 979.23
Pavilion Rent	£ 525.00
Memorial	£ 15.00
Pavilion Water	£ 27.22
Bar Rent	£ 800.00
Precept 2nd Instalment	£ 305,643.00
Art Exhibition	£ 192.00
Gaymers Bowls Water	£ 30.99
Total	£ 308,487.44

7e)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1050 Income	85,528	0	(85,528)			0.0%	
1376 Precept	305,643	611,286	305,643			50.0%	
1378 Grant payment Community Cars	1,375	3,960	2,585			34.7%	
1382 S106 Income Received	21,346	0	(21,346)			0.0%	
1391 interest received on saving ac	41	0	(41)			0.0%	
Administration :- Income	<u>413,933</u>	<u>615,246</u>	<u>201,313</u>			<u>67.3%</u>	<u>0</u>
4000 Staff Costs	113,931	300,000	186,069		186,069	38.0%	
4001 Other Employment Costs	0	2,000	2,000		2,000	0.0%	
4002 website	250	5,000	4,750		4,750	5.0%	
4004 Health & Safety	1,105	2,500	1,395		1,395	44.2%	
4005 Training	573	7,000	6,428		6,428	8.2%	
4010 Travelling Expenses	44	750	706		706	5.8%	
4020 Miscellaneous Expenses	154	2,000	1,846		1,846	7.7%	
4023 Subscriptions	1,220	2,500	1,280		1,280	48.8%	
4025 Insurances	9,201	10,000	799		799	92.0%	
4027 Bookkeeping	255	2,000	1,745		1,745	12.8%	
4029 Photocopier Usage Fee	303	2,500	2,197		2,197	12.1%	
4031 Computer	3,789	9,000	5,211		5,211	42.1%	
4040 Community Car Scheme	3,156	6,000	2,844		2,844	52.6%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	3,700	3,000	(700)		(700)	123.3%	
4051 Bank Charges	100	500	400		400	20.0%	
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	(1,400)	2,500	3,900		3,900	(56.0%)	
4058 Legal Fees	1,342	15,000	13,658		13,658	8.9%	
4059 Civic Reception	0	1,000	1,000		1,000	0.0%	
4060 Civic Allowances	0	1,000	1,000		1,000	0.0%	
4076 SumUP card charges	3	0	(3)		(3)	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	2,120	4,000	1,880		1,880	53.0%	
4122 Postages	14	500	486		486	2.8%	
4123 Stationery	362	2,000	1,638		1,638	18.1%	
4147 Photocopier Lease payments	590	1,500	910		910	39.3%	
4190 Equipment Purchase	984	2,000	1,016		1,016	49.2%	
4230 Supplies	164	250	86		86	65.7%	
4231 Advertising	122	1,000	878		878	12.2%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	0	500	500		500	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4503 Jubilee	4,715	0	(4,715)		(4,715)	0.0%	
Administration :- Indirect Expenditure	<u>146,796</u>	<u>394,500</u>	<u>247,704</u>	<u>0</u>	<u>247,704</u>	<u>37.2%</u>	<u>0</u>
Net Income over Expenditure	<u>267,137</u>	<u>220,746</u>	<u>(46,391)</u>				
<u>112 Street Lights</u>							
4402 Public Lighting	9,918	25,000	15,082		15,082	39.7%	
Street Lights :- Indirect Expenditure	<u>9,918</u>	<u>25,000</u>	<u>15,082</u>	<u>0</u>	<u>15,082</u>	<u>39.7%</u>	<u>0</u>
Net Expenditure	<u>(9,918)</u>	<u>(25,000)</u>	<u>(15,082)</u>				
<u>113 Toilets</u>							
1050 Income	3	0	(3)			0.0%	
Toilets :- Income	<u>3</u>	<u>0</u>	<u>(3)</u>				<u>0</u>
4112 Water	180	750	570		570	24.0%	
4113 Electricity	401	1,786	1,385		1,385	22.4%	
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	35	200	165		165	17.5%	
Toilets :- Indirect Expenditure	<u>616</u>	<u>3,936</u>	<u>3,320</u>	<u>0</u>	<u>3,320</u>	<u>15.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(613)</u>	<u>(3,936)</u>	<u>(3,323)</u>				
<u>114 Christmas Lights</u>							
4400 Events & Communication	0	20,000	20,000		20,000	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(20,000)</u>	<u>(20,000)</u>				
<u>115 Archive</u>							
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%	
4255 Safety Checks	115	0	(115)		(115)	0.0%	
Archive :- Indirect Expenditure	<u>115</u>	<u>300</u>	<u>185</u>	<u>0</u>	<u>185</u>	<u>38.3%</u>	<u>0</u>
Net Expenditure	<u>(115)</u>	<u>(300)</u>	<u>(185)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
116 Attleborough Neighbourhood Pla							
4400 Events & Communication	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
118 Events							
1050 Income	158	0	(158)			0.0%	
1393 Income Events	82	0	(82)			0.0%	
Events :- Income	<u>240</u>	<u>0</u>	<u>(240)</u>				<u>0</u>
4400 Events & Communication	156	10,000	9,844		9,844	1.6%	
Events :- Indirect Expenditure	<u>156</u>	<u>10,000</u>	<u>9,844</u>	<u>0</u>	<u>9,844</u>	<u>1.6%</u>	<u>0</u>
Net Income over Expenditure	<u>84</u>	<u>(10,000)</u>	<u>(10,084)</u>				
201 Open Spaces							
1000 Booking Fees	0	500	500			0.0%	
1050 Income	166	200	34			83.1%	
1100 Allotment Income	160	1,500	1,340			10.7%	
1105 Burial Fees	4,540	15,000	10,460			30.3%	
1106 Sports Letting	0	1,000	1,000			0.0%	
1150 Re-imburement of Utilities	87	100	13			87.3%	
1152 Repayment church wall damage	200	1,000	800			20.0%	
Open Spaces :- Income	<u>5,154</u>	<u>19,300</u>	<u>14,146</u>			<u>26.7%</u>	<u>0</u>
4020 Miscellaneous Expenses	150	700	550		550	21.4%	
4110 Rates	731	800	69		69	91.4%	
4112 Water	350	1,500	1,150		1,150	23.3%	
4113 Electricity	288	1,500	1,212		1,212	19.2%	
4140 Fuel	2,158	3,500	1,342		1,342	61.7%	
4143 Equipment Hire	260	750	490		490	34.7%	
4144 Tree Work	1,895	2,000	105		105	94.8%	
4145 Maintenance/Repairs	1,150	25,000	23,850		23,850	4.6%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4190 Equipment Purchase	0	3,000	3,000		3,000	0.0%	
4199 Allotments	1,198	0	(1,198)		(1,198)	0.0%	
4225 Refuse Collections	614	2,000	1,386		1,386	30.7%	
4230 Supplies	2,863	7,500	4,637		4,637	38.2%	
4255 Safety Checks	643	1,000	358		358	64.3%	
4295 Cemetery expenses	0	1,000	1,000		1,000	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4296 Company Vehicle	129	1,500	1,371		1,371	8.6%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	0	360	360		360	0.0%	
4400 Events & Communication	0	1,000	1,000		1,000	0.0%	
4501 Play Areas Consultancy	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	12,428	59,610	47,182	0	47,182	20.8%	0
Net Income over Expenditure	(7,274)	(40,310)	(33,036)				
<u>210 Attleborough in Bloom</u>							
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)				
<u>211 Markets</u>							
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)				
<u>290 Open Spaces Capital Exps.</u>							
4190 Equipment Purchase	30,996	40,000	9,004		9,004	77.5%	
4194 Litter bins	0	3,000	3,000		3,000	0.0%	
Open Spaces Capital Exps. :- Indirect Expenditure	30,996	43,000	12,004	0	12,004	72.1%	0
Net Expenditure	(30,996)	(43,000)	(12,004)				
<u>301 Town Hall</u>							
1000 Booking Fees	5,535	8,000	2,465			69.2%	
1007 Bar Rent	(800)	500	1,300			(160.0%)	
Town Hall :- Income	4,735	8,500	3,765			55.7%	0
4110 Rates	6,175	13,000	6,825		6,825	47.5%	
4111 Gas	807	2,800	1,993		1,993	28.8%	
4112 Water	268	1,000	732		732	26.8%	
4113 Electricity	830	4,000	3,170		3,170	20.8%	

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4145 Maintenance/Repairs	0	3,500	3,500		3,500	0.0%	
4190 Equipment Purchase	188	2,000	1,812		1,812	9.4%	
4220 Cleaning	180	1,500	1,320		1,320	12.0%	
4225 Refuse Collections	2,413	5,000	2,587		2,587	48.3%	
4230 Supplies	442	1,500	1,058		1,058	29.5%	
4255 Safety Checks	146	600	454		454	24.3%	
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	180	250	70		70	72.0%	
Town Hall :- Indirect Expenditure	11,629	55,650	44,021	0	44,021	20.9%	0
Net Income over Expenditure	(6,894)	(47,150)	(40,256)				
311 TIC							
4122 Postages	2	0	(2)		(2)	0.0%	
4230 Supplies	0	100	100		100	0.0%	
TIC :- Indirect Expenditure	2	100	98	0	98	1.6%	0
Net Expenditure	(2)	(100)	(98)				
501 Contingency							
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	424,064	643,546	219,482			65.9%	
Expenditure	212,655	643,546	430,891	0	430,891	33.0%	
Net Income over Expenditure	211,409	0	(211,409)				
Movement to/(from) Gen Reserve	211,409						

7f)



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

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
22 September 2022

Our Ref:
NO0015

SAAA Ref:
SB00419

Attleborough Town Council
Completion of the limited assurance review for the year ended 31 March 2022

Dear Ms Barron

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Attleborough Town Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference NO0015 or Attleborough Town Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Attleborough Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

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

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Attleborough Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Attleborough Town Council on application to:</p>	
<p>(a) <u>MICHELLE BARRON, TOWN HALL,</u> <u>QUEENS SQUARE, ATTLEBOROUGH</u> <u>NR17 1LN</u> <u>01953 456194</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>(b) <u>10-2 MONDAY TO THURSDAY</u> <u>10-12 FRIDAY</u></p>	<p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>MICHELLE BARRON,</u> <u>TOWN CLERK.</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>22-09-22.</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of: **ATTLEBOROUGH TOWN COUNCIL**.

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:

	Answer			Yes means that the 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.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
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.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*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:

06 06 2022

and recorded as minute reference:

029.22 (c)

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

Chairman

Clerk

[Handwritten signatures]

Other information required by the Transparency Code (not part of the Annual Governance Statement)		Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.		✓	

www.attleborough-tc.org.uk

Section 2 – Accounting Statements 2021/22 for

ATTLEBOROUGH TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	661,473	871,685	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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

M. Bann

10 06 2022 .

Date

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

06 06 2022.

as recorded in minute reference:

029.22 (c)

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

P. H. M.

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Attleborough Town Council – NO0015

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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

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

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

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

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

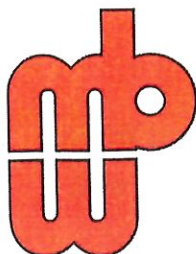
External Auditor Signature

Date

20/09/2022

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

8)



MBW CONTRACTORS/Civil Engineers

CADES HILL FARM - ELLINGHAM ROAD - ATTLEBOROUGH - NORFOLK NR17 1AE

TELEPHONE: (01953) 453050 FAX: (01953) 453979

EMAIL: info@mbwcontractors.co.uk

WEBSITE: www.mbwcontractors.co.uk

Attleborough Town Council
Town Hall
Queens Square
Attleborough
NR17 2AF

14th September 2022

For the attention of Michelle Barron

Dear Michelle,

Re – Proposed Footpath Improvements, Decoy Common

Further to your enquiry in connection with the above we take pleasure in submitting our quotation as detailed below.

Quotation based on ATC Scope of Works and BHA Drawing ATC/100 Rev P1

To supply all necessary plant, labour and materials.

Option 1a

For the sum of £9,173.00 plus vat

Option 1b

For the sum of £7,923.00 plus vat

Option 2a

For the sum of £10,503.00 plus vat

Option 2b

For the sum of £9,253.00 plus vat

Please Note

1. All surplus excavated material to be stockpiled on site.
2. Quotation allows only for specification provided. No allowance has been made for any additional material to make up levels. Additional type one material required to correct soft spots will be charged at £88.00m³ (import, level and consolidate)
3. We accept no responsibility for damage to underground services unless all relevant drawings are in our possession.
4. No allowance has been made for the raising, lowering or rerouting of any existing services.
5. Quotation is based on all works being carried out.
6. Quotation valid for 14 days.

I trust I have understood your requirements correctly, but should you have any queries please don't hesitate to contact me.

Yours faithfully

Justin Wilkins

L H Contractors (East Anglia) Ltd

Unit 4, Hackford Business Centre
Hingham Road,
Hackford NR18 9HF



www.lhcontractors.com
Email Enquiries@lhcontractors.com
01953 882519



8.9.2022

Dear Sirs

Re : Decoy Common, Attleborough

Thank you for your enquiry regarding the footpath improvements at the above location. We have now visited the site and are pleased to offer the following quotations based on your specifications and for the area of 150 x 3 metres :

- | | |
|--|-------------------------------------|
| • Option 1A, road plannings and timber edgings | Our price for this £ 14162 plus vat |
| • Option 1B, road plannings, NO timber edgings | Our price for this £ 11217 plus vat |
| • Option 2A, type one and timber edgings | Our price for this £14548 plus vat |
| • Option 2B , type one, NO timber edgings | Our price for this £ 11424 plus vat |

The above prices are based on the requested 150 m length and we will be pleased to confirm prices for different area/surfaces on request.

I hope this is helpful and please do give me a call if you need any more information or I can be any further help.

Best wishes

L H Contractors (East Anglia) Ltd



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME
Accredited Contractor
www.chas.gov.uk



City & 
Guilds
Qualified

- *All work is subject to VAT at the standard rate wherever applicable.*
- *All rates quoted are strictly Net unless specifically stated otherwise.*
- *Payment terms for account customers are 30 days from date of invoice/application for payment. You do not have the right to operate on a pay when paid basis. Non account customers to pay on receipt of a pro-forma invoice or upon completion of work; exact option to be agreed prior to commencement of work.*
- *Although open for acceptance for 3 months, prices quoted cannot be fixed, due to the volatile nature of the world oil market, Material prices can be subject to fluctuations, usually at short notice.*
- *Prices are based on information available at the time of quotation. We reserve the right to change our rates at any time if information provided to us is changed or proved to be incomplete at time of tender*
- *All goods supplied by this company will remain the property of the company until such times that payment is received in full. Failure to pay for such materials may result in them being removed by this company at its own discretion.*
- *In order to conform to our Quality Assurance Procedures, a written order must be received at this office prior to commencement of work.*
- *Whilst we endeavour to meet target dates/programme, we cannot be held responsible, financially or otherwise, for any costs or charges incurred by yourselves due to our lack of attendance.*
- *Prices quoted allow for work being undertaken Mon-Fri 0800 - 1700hrs. Works carried out at alternative hours may be subject to additional charges.*
- *Rates quoted are based on suitable access/egress for all plant, machinery and materials.*
- *A nearby water supply must be made available by you to this company for the duration of the works.*
- *We can accept no liability for damage to newly laid Material if it is trafficked during its curing period.*
- *All works carried out will carry a guarantee.*
- *Any works undertaken by this company is subject to all of the above terms and conditions. Acceptance of quotation automatically signifies acceptance of terms and conditions.*



Surfacing Ltd

Domestic & Commercial Surfacing



FOR QUALITY DRIVEWAYS FOOTPATHS AND TRENCH REINSTATEMENTS

Decoy Common
Footpath scheme

20th September 2022
Our Ref: SM4669

RE: New Footpath Scheme

Dear Sir/Madam

Further to our recent conversation & my site visit, please accept our quotation for your consideration to carry out the following works;

- To supply a full set of Health & Safety RAMS to cover the scope of the works below
 - To supply and install a welfare unit for the duration of the works + a site compound for storage of materials
 - To supply and use a CAT-Scan on the area to establish any underground services & supplies before excavating the area
 - To supply and use a 3-Ton digger to remove the existing sub-soil to a depth of 150mm and move to an agreed location on site (maximum 500 meters)
 - To supply and use an industrial weed killer on the 465 Sqm area
 - To supply and lay a terram geotextile membrane to the entire area
 - To supply and install 316 meters of 25x150 treated timber edging, secured to the ground using a treated timber peg (every 1-meter)
 - To supply, lay and roll screened road plainings to the 465 Sqm area at an average depth of 150mm
 - To sweep all work areas clean and leave site tidy
- For the Sum of £18,725.00 + VAT**

If you would like the waste material from site this will cost an extra £2412.00 + VAT

Yours faithfully

Stuart Mills
07584665238

Tel **01953459778**

Fax **01953459778**



Michelle Baron

By e-mail to:-
townclerk@attleboroughtc.org.uk

1 Chestnut Place
Cringelford
Norwich
Norfolk
NR4 7BD

t: 01603 507917

m: 07786 388175

e: barry@bbsurveys.co.uk

Date: 6th September 2022
Our Ref: 2219-3611-QUO1

Dear Michelle,

Re Topographic Survey – Land off B1077 Station Road, Attleborough

Further to your recent email regarding a quotation for survey works at the above site, please see to follow our price to carry out the survey works as per your plans and requirements:

Topographic Survey

The topographic survey would show all features within the boundary of the property. Features to be shown would include but not be limited to, all buildings, street furniture, site access and all changes of surface. Manholes would be shown with cover level only. Any trees on the site with a trunk diameter above 150mm would be shown, with trunk diameter, canopy size and approximate height. Any adjacent buildings would be shown (nearest flank walls only) with levels to ridges and eaves, subject to lines of sight from site and the public highway. No underground services will be surveyed. The site would be levelled at all points of detail and generally on a 5-10m grid across the site. All levels and coordinates would be related to Ordnance Survey and fixed locally to a Scale Factor of 1.

To provide survey information as requested:
Topographic Survey

£500.00 + VAT

Any additional days outside of the original scope of works will be charged at:

£500.00 + VAT per day
£300.00 + VAT per ½ day

At present we require a 10-14 day lead in period prior to commencing any survey works and we would anticipate approximately 10-14 working days to issue all drawings following completion of site survey works.

All drawings would be produced in AutoCAD 2016, at suitable scales. The digital information would be supplied via email, and if required, a USB stick can be supplied. To help reduce our carbon footprint, paper plots will be available on request only at an additional cost.

Our standard conditions of contract (overleaf) would apply to these works. Should you wish to make any amendments to these, please inform us in writing. Our quotation assumes free and unhindered access to the site at all times. Should you wish to proceed with this quotation, could you please fill out and return the attached Instruction form.

I trust that this meets with your approval, and I look forward to hearing from you in the near future.

Yours sincerely,



Barry Burrows
Senior Surveyor



BB SURVEYS LTD - CONDITIONS OF CONTRACT 2018

1. For the purpose of these Conditions of Contract, BB Surveys is referred to as 'The Company'.
2. This proposal is valid for a period of 1 month unless stated otherwise.
3. 50% of the site works total will be charged in the event of a confirmed project booking being cancelled within 48 hours of the agreed start date.
4. The proposal is based upon information, plans, maps and reports supplied to The Company by The Client about site conditions and topography. Should these prove to be incorrect, any delay thus caused may be subject to additional costs.
5. Any delivery schedule submitted prior to the award of the contract is given in good faith at the time of submitting the offer and is subject to confirmation upon acceptance of the offer.
6. Where the Client is providing support to the survey parties, either by provision of transport, labour, accommodation or by the issue of data information and this support is delayed or is not of the type or nature agreed, then any delays thus caused to the survey team(s) will be subject to charges at specified day rates.
7. Information or data issued to The Company by The Client is assumed to have been verified before issue. The Company will not carry out any checks on the data unless specifically required to do so by the contract. Any delays caused by erroneous data will be charged for as per our additional rates.
8. Unless specified otherwise, all data information, reports and plans will be issued according to The Company's standard format.
9. Where a proposal is made in terms of a unit rate, or where the nature and size of the survey requirement is specified, the quoted costs and durations are only applicable to that project. Should the quantity of the survey be varied, then the unit rate(s) in the proposal may be subject to revision.
10. Where a survey is required to be undertaken in a different number of phases or to a different time schedule to that stated in the proposal, there may be a revision necessary in the quoted prices.
11. The Client warrants that he has obtained permission of access to carry out the survey over all of the contract area(s).
12. The Client shall report any errors or omissions to The Company within one calendar month from receipt of the completed survey. The Company will then, at its own expense, rectify any omissions or errors in the survey, which are shown to be in excess of the tolerance stated in the specification. The Company shall not, however, be held responsible for any consequential loss, damage or delay arising from any work undertaken by it after this time.
13. The prices quoted are for surveying the detail that exists at the time of the survey team(s) observations. Any development subsequent to this date will be added, if requested, and the cost of the extra work involved will be charged at a rate to be agreed.
14. It has been assumed in calculating the quotations that delays will not be experienced by the survey team(s) due to weather, access on and to site, agreement with others on work to be done, site clearance, demolition, obstructions to the survey by vegetation or buildings, other than that specifically allowed for and, therefore, stated as part of the proposal.
15. The Company shall not be responsible for delays arising due to matters beyond its control.
16. Any estimate of cost is based upon the assumption that the survey will be granted free and unhindered access to all areas of the works and be able to proceed in the most efficient and logical manner possible, allowance has not been made for any delays that may be experienced due to restricted access, or only small sections of the work being required, or that the work is ordered out of sequence, whether chronological or geographical.
17. Any work in addition to that stated in the proposal, will require a written instruction to be issued to the survey team(s), the costs of which will either be at an agreed rate which will be stated in the instructions, or failing this based upon the team day rates for all time involved and for any delays incurred.
18. Unless specifically stated to the contrary, it is assumed that the survey control markers will consist of Mag nails or wooden pegs in soft ground with a Mag nail. Allowance has not been made for any costs involved in installing ground anchors or providing additional referencing or protection.
19. If applicable, The Company shall use a reputable carrier for the delivery of data or plans with such items consigned to a suitable class of service. The Company, however, cannot be held liable for any loss, damage or delay, either to the data or plans whilst in the care of the carrier. The delivery having been effected once the data is consigned to a reputable carrier for delivery to The Client.
20. The Company retains the Copyright of all maps, plans, reports, and data produced under this contract unless otherwise stated.
21. The Company reserves the right to alter the deployment of personnel or equipment on this contract at any time during its tenancy.
22. The Client is responsible for obtaining from the appropriate Government Department all necessary permits, licences, etc., for The Company's unit to undertake the survey and The Company agrees to give every assistance in the submission of the necessary applications.
23. It shall be The Company's responsibility to insure against all risks of loss or damage to the records during transit and at all times during the course of carrying out the contract work save where data or plans have been passed to a reputable carrier.
24. Any customs duties, sales or other taxes payable by The Company or its personnel in respect of the contract work or supplied materials, etc. under contract shall be recharged to The Client.
25. The Company shall not be responsible for failing to perform the obligation hereunder in the event that performance is delayed or frustrated by the following causes: Act of God, war (whether declared or not), civil war, civil commotion riot, legal restraint, Governmental or like interference, sabotage, strikes, lock-outs, labour trouble (all except for those caused by The Company), flood, lightning, droughts, earthquake, fire, explosion, blight, epidemic disease, or any other event or circumstance beyond the control of The Company and/or Client. In the event of this contract being delayed or frustrated by any of the above causes then The Company shall be paid (a) in the case of delay any additional cost incurred by reason thereof or (b) in the case of frustration the cost of all work done up to the date of the frustrating event plus all legal additional costs incurred directly attributable to the early termination of this agreement.
26. Any dispute and/or differences of any kind whatever arising out of the contract which cannot be settled by two arbitrators (one being appointed by each party) shall be referred to an umpire to be agreed upon by the arbitrators. Any such arbitration shall be deemed to be a reference to arbitration under the provision of the Arbitration Act 1950 or any statutory modifications thereof.
27. The Company and The Client shall indemnify the other of them from and against any claims arising out of loss, damage, death and/or injury to their respective personnel, equipment and other property unless due to or directly arising from the negligence or wilful misconduct of the other of them or their personnel notwithstanding that the same are in the others' care custody and control.
28. The Client accepts the terms of this proposal unless notified in writing and all invoices will be delivered to The Client. All invoices shall be payable within 14 days.



BB Surveys – Instruction for Topographic Survey

Please sign and complete this order form at your earliest convenience.

The project can only be started upon receipt of this signed order, by email or by post.

Project Location	Land off B1077 Station Road, Attleborough		
Quote Number	2219-3611 QUO1	Survey Value	Topo £500.00 plus VAT

Signed	Print Name
Company	Date
Additional Comments	

Invoice Address including Contact Name, Email and Telephone

Michelle Barron

From: Plandescil - PDC <PDC@plandescil.co.uk>
Sent: 14 September 2022 10:48
To: Michelle Barron
Cc: Plandescil - Carl Jenkins; Plandescil - PDC
Subject: FW: Plandescil fee estimate - Station Road Car Park, Attleborough, NR17 2AS
Attachments: Charge Out Rates From 1st July 2022.pdf

Importance: High

Dear Madam

Thank you for your emailed enquiry dated 06 September 2022. Based on a review of your requirements for a Topographical Survey of land at Station Road Car Park, Attleborough, NR17 2AS, we would be pleased to assist you and provide our survey specification with cost estimate for your approval.

Plandescil Topographical Survey Specification

Survey Control,

Survey to be recorded to Ordnance Survey derived GPS level datum and grid, OSGB32(36) translated from ETRS89 and using OSGM15 and OSTN15 models

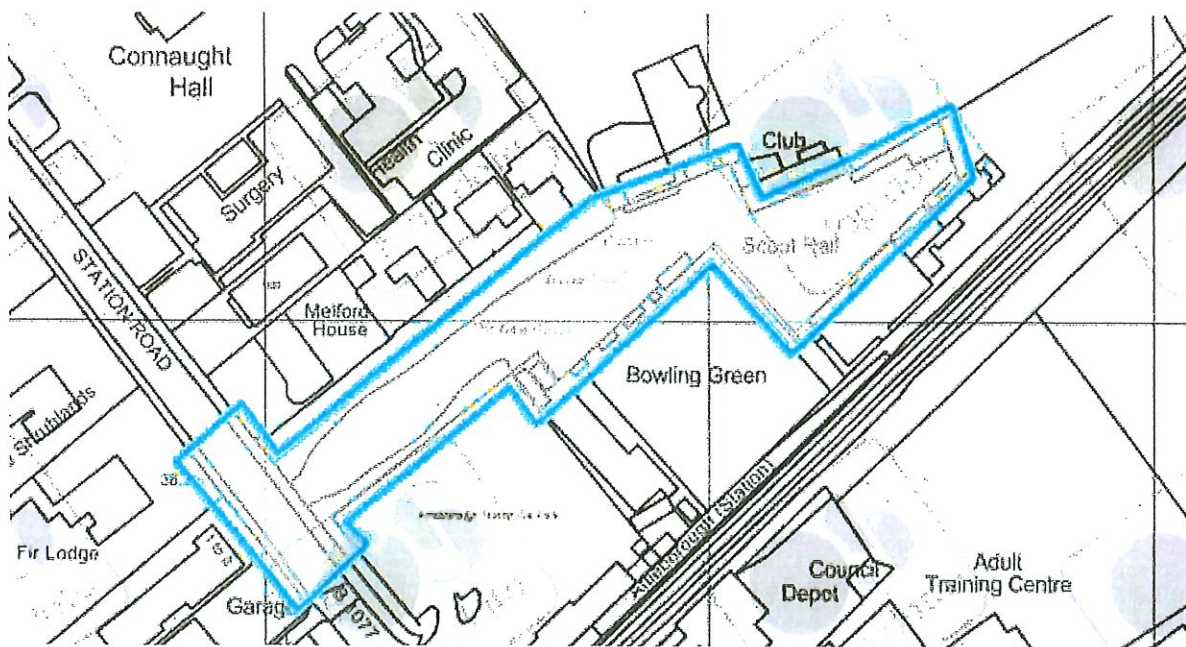
- Levels on control stations stated to three decimal places, site levels to two decimal places.
- Grid lines shown at 100m intervals.
- Contours shown at 0.5m intervals if appropriate.

Survey Detail

- Levels taken between 1m and 20m intervals. Levels to be more concentrated around depressions, raised areas and immediate changes surface level.
- Fence boundaries recording type and heights or top levels.
- Hedge positions recorded by footprint and noting heights to level datum along its length at various positions.
- Buildings and structures measured by footprint recording levels at main corners. Eaves and ridge levels recorded to all main buildings. Adjacent building ridge, eave and window levels recorded.
- Constructed surfaces and their extent recorded and type noted including manholes, gullies, slot drains and all visible utility covers / poles etc. We have not allowed for lifting manhole sewer covers. Services that are obscured by equipment, vehicles or overgrowth may be missed in our survey although every effort will be taken to record all covers and overhead lines. Plandescil can provide an additional Utilities Survey using GPR, CAT, CCTV and Sonar detection equipment to track and plot the position of below ground drainage and services. Survey results are plotted over the Topographical Survey and can be quoted separately if required.
- Mature trees recorded by position of trunk and average canopy spread (150mm dia minimum tree trunk). Levels recorded at trunk base and top of tree canopy to main trees. Dense tree planting or overgrowth recorded by its extents and general height. Species of trees are not recorded.

Client specifications and requirements

- Survey of land defined by blue line boundary on plan, see below as reference
- Drone aerial imagery of the site area is recorded and provided for you to download at the issue of the survey



Drawing Specifications.

- Drawings issued in AutoCAD dwg format and Adobe Acrobat pdf.
- Drawings supported by a record of site photographs if required, please advise.
- AutoCAD drawings issued where one drawing unit equals 1 metre. Drawings to be set on Ordnance Survey grid and level coordinates.
- Survey to be merged with Ordnance Survey Sitemap digital mapping, used as background detail and Location Plan
- Topographical survey drawings to be issued at a scale of 1:250 in paper space / model space format

Topographical Survey Costs

We estimate our costs to carry out the works in accordance with our Topographical Survey Specification to be **£625+VAT**, based on the time required on site to complete the works and our standard hourly rates, which we attach for your information. It is assumed the site is clear and accessible for surveyors, areas that cannot be reasonably

accessed will be noted accordingly on the drawing. Should our surveyors require a subsequent visit to complete the survey due to obstruction additional costs will be confirmed with the client.

Ordnance Survey mapping costs

Plandescil site measured survey to be merged with Ordnance Survey Mastermap Data to include detail outside of the surveyed area providing reference non-site surveyed digital mapping. Cost to supply approximately **£25+VAT** (provides 1 Year Licence) subject to confirmation of area. The order of Ordnance Survey mapping is not necessary addition to the work we propose to carry out but we would strongly advise this purchase as it supports the off site adjacent detail we would record such as roof and window levels of adjacent buildings. We also use the mapping to provide a location plan on the survey

Timescales and Availability.

Currently we require two weeks lead in from instruction before attending site. We anticipate surveyors being on site for one day to carry out all surveying. Issue of the CAD drawings via email within three to five working days of our visit.

We trust our estimate meets with your approval, should you have any queries please do not hesitate to call or email

Kind regards

Carl Jenkins MRICS, MCInstCES, MICE
Director – Surveying
Tel 01953 452001
Mob 07771 892761

plandescil
consulting engineers

Plandescil is proud to be employee owned.

From: Michelle Barron <townclerk@attleboroughtc.org.uk>

Sent: 06 September 2022 12:06

To: Plandescil - PDC <PDC@plandescil.co.uk>

Subject: Quote for station road car park

Good morning,

As discussed last week could you please provide a quote for a topographical survey on the Town Council owned car park on station road that leads up to the football club and scout hut.

The post code for this is NR17 2AS

Thank you

Michelle Barron

Town Clerk

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

townclerk@attleboroughtc.org.uk

Charge Out Rates From 1st July 2022

Title			Rate per Hour*
			Ranges between
Senior Director/Chartered Engineer			£84.00 - £100.00
Engineers			
Structural/Civil Engineers			£50.00 - £80.00
Technician Engineers			£34.00 - £52.00
Surveyors			
Chartered Surveyor			£84.00 - £100.00
Surveyors			£40.00 - £48.00
Assistant Surveyors			£22.00 - £36.00
Environmental Consultants			
Environmental Consultants			£46.00 - £84.00
Support			
Technical Support			£80.00
Planning Co-ordinator			£40.00
Project Assistant/Assistant Co-ordinator			£30.00 - £34.00
Disbursements			
Plots, prints, photocopies - per copy	BLACK	COLOUR	
A0	£2.50	£6.00	
A1	£1.80	£4.00	
A2	£1.50	£3.00	
A3	£0.15	£1.00	
A4	£0.05	£0.60	
Mileage		£0.60	per mile
Drone		£25.00	per hour
Ground Penetrating Radar (GPR)		£25.00	per hour
Scanner - Charge dependent on complexity of survey - please ask for price			
Additional Reports - Charge dependent on size - please ask for price.			
Other disbursements as required.			

* Rate per hour shows a range of charges, dependent upon seniority and experience of individuals.

All Charges are subject to VAT at the prevailing rate.

TERMS AND CONDITIONS OF BUSINESS

Plandescil provides services as Consulting Civil, Structural, Environmental Engineers and Surveyors and in related disciplines. Whilst we make every effort to check and validate information supplied by clients and third parties, we cannot be responsible for errors arising directly or indirectly from incorrect information supplied to us.

As our client, responsibility for the payment of fees and expenses rests with you or your business, unless a third party has agreed in writing with Plandescil Ltd to be responsible.

We will often not be able to gauge accurately the amount of time needed for a consultancy task until the work is underway. The estimate of likely cost given to a potential client before work begins should therefore be regarded as a guide figure and not a fixed price, unless specified otherwise.

Our fees are based on hourly charge rates. These take into account the level of seniority and experience of the consultants who are working for you and also the degree of responsibility and skills needed. Travelling time is charged at the full rate. Secretarial time and disbursements are also an additional charge.

All fees payable to Plandescil are exclusive of VAT, out of pocket expenses and travelling expenses, unless otherwise stated. We reserve the right to invoice for fees and associated expenses monthly. Whenever work is ongoing we may ask for payments on account.

Fees become due within 30 days from the invoiced date. Where an account remains outstanding for more than 14 days after this date we reserve the right to levy interest of 8% above base until the account is paid in full.

Any additional work will be agreed with the client before commencement. Any additional fees will be invoiced as previously agreed.

Fees are reviewed annually and the client will be informed of any changes either verbally or in writing.

T&C98/99 – revised October 2019



Registered in England No 1447113

Plandescil Ltd
Connaught Road, Attleborough
Norfolk NR17 2BW

civil / structural / environmental / surveying

11 a)

Residents' Concerns Hargham Road – Speeding

Good afternoon,

My name is XXXX, a twenty-year Attleborough resident and would like to report excess speeding offences on Hargham Road. I would be grateful if someone would contact me so we can chat about what could be done to reduce average speeds of circa 40 MPH to make the road safe for residents and other road users alike. I look forward to hearing from you at the first opportunity.

May I also add –

- 1) A traffic survey was carried out autumn 2021 for the bus stop at the Hargham Road/Dodds Road junction by Norfolk County Council, which will include average vehicular speeds for reference.
- 2) There are no 30mph signs along Hargham Road, which is being used as a rat run to avoid the highly visible speed restrictions on London Road.
- 3) Speeds of up to 70mph have been estimated by various vehicles, one being a liveried Royal Mail van.
- 4) I have contacted the Police twice in the past, but nothing seems to be done.
- 5) Any contact would be welcome.

With best regards

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:	TABLE	
ST. MARY'S CHURCH - DROP IN AND SHARE		
Primary contact name:	JACQUELINE MAS CHERRY SAUNDERS	
Position (within organisation):	CHURCH WARDEN	
Contact Address:	34 LARK DRIVE ATTLEBOROUGH	Postcode: NR17 1NZ
Telephone Numbers: Day	01953-798236	Evening: 07581612412
E-mail address:	cherrysaunders624@gmail.com	
Date of Submission of application:	12th September 2022	

Section 2: Details of Organisation

Brief description of your organisation's aims:	TO GIVE A LITTLE EXTRA HELP TO THOSE WHO ARE STRUGGLING FINANCIALLY VIA COMMONLY SHARING TABLE	
Year Formed:	2022	Run by committee (Y/N)?
Is membership open to all (Y/N)?	Y	
If No, what are the restrictions?		
How often do you meet and where are meetings held?	WEEKLY IN THE CHURCH ON THURSDAYS 11am - 12 noon	
How many members are there?	UNKNOWN AS NEW PROJECT	
Approximately how many (%) members live/work in Attleborough?		

Section 3: Purpose of Organisation

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

I can't because we rely on donations -

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:

Jacqueline Cherry Saunders

Name of Signatory

JACQUELINE CHERRY
SAUNDERS

Position in organisation:

CHURCH WARDEN

Date:

12th SEPTEMBER 2022

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

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:
 WE PLAN TO SHARE DONATED FOOD ITEMS WITH THOSE IN NEED AND TO PREVENT FOOD WASTE BY ENCOURAGING DONATIONS NEAR THEIR USE BY DATE

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation:
 BY HAVING SOME EXTRA FOOD PROVIDED AT NO COST WHICH WILL HELP BUDGETS STRETCH FURTHER.

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:
 MAINLY FOOD ITEMS BUT ALSO EQUIPMENT LIKE GLOVES, cleaning materials AND LABELLING ITEMS

Have you received or applied for funding from any other source for this project/purpose? If so, give details:
 £0 donation for the purchase of food items

Section 5: Financial Details

Do you receive funding from other sources and if so where?
 No. This is a new venture which relies on donations to share. It starts 22nd September

If you have previously received a grant from Attleborough Town Council in the past three years please give details:
 No

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 There are no accounts except PCC

Any other supporting information

Drop in and Share

Are you finding it difficult to make ends meet? Housekeeping budget eaten up by bills? Is life just so busy that you find you are binning foodstuffs that have gone past their use by date? Do you have tins, herbs and spices lurking at the back of the cupboard that you know in your heart you are unlikely to use? Have you got fresh produce that has cropped well giving you a surplus ?

To help address some of these issues, there will be a free sharing table at the back of St. Mary's Church on Thursday mornings open from 11am - 12 noon where you can share in date, packaged food items, / fresh produce that you don't need, and also take an item you can use. It is hoped that this initiative will be a small way of helping each other through hard times and also preventing food waste. It is not expected that you have to bring an item to be able to take an item.

Items can be left on the table prior to the Thursday 10 am service or the marked box at the back of the church on Wednesdays.

The sharing table is for everyone to use, young and old alike. Drop in and Play Mums are particularly invited to share nappies that their child has grown out of.

Items that are not taken on the morning will be re directed to the Trussell Trust food bank collection point in the Link and/or left in the Church Porch free to take.

Suggestions for sharing include:

TINNED AND PACKAGED GOODS:

*Like vegetables, fruits, custard powder,
Pastas, tinned meats and pies*

FRESH PRODUCE:

Like Carrots, courgettes, tomatoes, lettuce and greens, chillies and peppers apples

Account of Financial Activities to PCC for the period to 31st July 2022

St Mary's Church, Attleborough

FINANCIAL STATEMENT for the Year to 31 July 2022

Unrestricted Funds Statement of Financial Activities

	Budget	31.07.22 31.12.21	
		£	£
General fund			
INCOMING RESOURCES			
Collections	5,000	3,580	4,582
Non-Gift Aid planned giving	2,750	1,454	2,222
Collections Gift Aid	5,500	2,700	5,603
Standing Order Gift Aid	30,000	17,158	28,469
Standing Order Non Gift Aid	4,700	2,671	4,476
Tax refund on Gift Aid	12,000	2,585	11,902
Fees Weddings	2,500	2,539	1,278
Funeral Services & memorials	5,500	2,291	2,736
Utilities	620	450	480
Donations wall safe & candles	1,000	490	980
Donations Give a Little via website (SumUp)	3,500	2,154	3,303
Donations Give a Little via card reader (SumU	670	661	657
Other donations	2,900	1,364	2,525
Donations Gift Aid	2,500	505	2,400
Donations for Charities	1,000	626	1,259
Dividends/Interest (deposit a/c's)	350	177	330
Donations for Virtual Fete		0	0
Bazaar & other fundraising	5,500	4,303	5,407
Patronal Festival		0	320
Magazines and cards etc	1,300	794	1,289
Magazines advertising	1,750	1,920	0
Donations for printing	100	6	8
Other Income		0	0
Hire/Donations for use of church	1,000	530	0
Boiler grant		0	0
Church Admin. salaries furlough payments		0	351
Norwich diocese grant for children's activities		0	450
Transfer from Designated Legacies Fund		0	5,000
Transfer from Designated Hall Fund (Parish Share)		0	1,000
TOTAL Incoming Resources	89,840	48,960	87,027
NET INCOMING RESOURCES		8,127	1,107
Cash BALANCES B/FWD 1 JANUARY		10,102	
Cash BALANCES C/FWD 31 JULY		18,230	

	Budget	31.07.22 31.12.21	
		£	£
RESOURCES EXPENDED			
Parish share	56,552	23,000	55,503
Clergy expenses	850	520	618
Other Clergy Costs	1,600	1,485	1,633
Church Admin. salaries & NI	8,200	4,283	7,750
Stationery, postage, misc.admin.	5,500	2,854	5,708
Insurance & Associated Costs	2,500	1,679	2,843
Heating & Lighting	3,500	1,320	1,959
Cleaning/Misc. minor maint.	500	0	255
Norwich Dioc. Assoc. of Bells	10	10	10
Director of music	6,600	4,231	6,237
Other Music expenses	800	110	559
Stewardship expenses	170	82	111
Online Worship		144	198
Donations to charities	1,500	442	1,456
Fund raising Expenses	300	134	0
Patronal Festival Expenses		0	265
Church magazine and cards	520	486	460
Publicity	350	0	0
Donations & gifts	130	52	19
Miscellaneous	200	0	0
Boiler		0	339
Youth & Children's Work		0	0
Transfer to Youth fund		0	0
TOTAL Resources Expended	89,782	40,833	85,921

Note:
Services in Crematorium
Contributions to Parish Share: 180

	31.07.22 31.12.21	
	£	£
Designated Legacies Fund		
INCOMING RESOURCES		
Legacies	27,758	28,437
Interest (deposit a/c's)	96	14
Online worship streaming installation		
Online worship - Att Town Lands Charity grant	0	14,295
Online worship - Allchurches Trust grant	0	4,550
TOTAL INCOMING RESOURCES	27,854	47,296
NET INCOMING RESOURCES	21,626	22,369
BALANCES B/FWD 1 JANUARY	67,496	
BALANCES C/FWD 31 JULY	89,122	

	31.07.22 31.12.21	
	£	£
RESOURCES EXPENDED		
Electrical testing & certification	5,461	1,195
Piano/organ/microphone	767	743
Transfer to General Fund	0	5,000
Online worship - installation	0	15,098
Online worship - Allchurches Trust grant	0	2,892
TOTAL RESOURCES EXPENDED	6,228	24,927

Designated Hall Fund		31.07.22	31.12.21	RESOURCES EXPENDED		31.07.22	31.12.21
INCOMING RESOURCES		£	£			£	£
Day Care Hire fees		11,871	21,005	Administration salaries & NI		8,267	13,433
Community Luncheon Club		0	704	Insurance & Associated Costs		730	2,843
Coffee & Chat		240	191	Heating & Lighting		2,639	3,918
Slimming World		1,634	1,634	Water		377	485
Dementia Café		0	0	Cleaning & misc. & sundries		1,001	1,287
Other Hire fees		1,231	754	Repairs and Hall upkeep		0	1,891
Other Income		0	0	Health & Safety		463	870
Dividends & Interest		86	17	Donations to charities		0	0
Administration salaries & NI furlough payments		0	2,680	Transfer to General Fund (Parish Share)		0	1,000
TOTAL INCOME RESOURCES		15,061	26,986	TOTAL RESOURCES EXPENDED		13,477	25,728
NET INCOMING RESOURCES		1,585	1,258				
BALANCES B/FWD 1 JANUARY		30,497					
BALANCES C/FWD 31 JULY		32,082					

Restricted Funds Statement of Financial Activities

Fabric & Heating Fund		31.07.22	31.12.21	RESOURCES EXPENDED		31.07.22	31.12.21
INCOMING RESOURCES		£	£			£	£
Interest (deposit a/c's) Fabric		93	24	Architects fees		0	0
Legacy		860	0	Structural Engineers fees		0	0
Donations		0	0	Church Heating/New Boiler		0	0
Grant for feasibility study of church & rooms		0	1,900	Church & rooms feasibility study, CAD & Planning		600	9,000
Grant for VAT on feasibility study		1,465	0	Transfer to Window Fund		0	0
TOTAL INCOMING RESOURCES		2,418	1,924	TOTAL RESOURCES EXPENDED		600	9,000
NET INCOMING RESOURCES		1,818	(7,076)				
BALANCES B/FWD 1 JANUARY		40,191					
BALANCES C/FWD 31 JULY		42,010					

Other Restricted Funds		31.07.22	31.12.21	RESOURCES EXPENDED		31.07.22	31.12.21
INCOMING RESOURCES		£	£			£	£
Flowers donations		208	40	Flowers		189	100
Choir Fund		300	299	Choir expenses		113	164
Community Lunch		1,058	503	Community Lunch Expenses		612	508
Messy Church Fund		0	0	Messy Church Fund Expenses		0	0
Uf PCC Resolution to Friday Fun Club		0	0	Friday Fun Club		82	90
Friday Fun Club		97	6	Drop In & Play		258	439
Grant for Friday Fun Club		0	0	Mother's Union Expenses		33	0
Drop In & Play		423	163	Organ Fund		0	0
Drop In & Play donations		50	97	Music Project Fund		1,942	849
Mother's Union		62	0	Music Outreach Worker Expenses		302	0
Organ Fundraising		0	0	Window Fund		0	0
Organ Fund donations		440	493	Bells expenses		0	0
Music Project Fundraising		1,528	5	TOTAL RESOURCES EXPENDED		3,531	2,149
Music Project Fund donations		876	3,000				
Grant for Music Outreach Worker		15,000	0				
Donations to Window Fund		0	0				
Donations to Window Fund tax refund on Gift Aid		0	0				
Grant for VAT on Window Restoration		0	0				
Transfer from Fabric & Heating Fund		0	0				
Interest (deposit a/c's) Bells		6	1				
TOTAL INCOMING RESOURCES		20,047	4,607				
NET INCOMING RESOURCES		16,516	2,458				
BALANCES b/fwd 1 JANUARY		8,451					
BALANCES c/fwd 31 JULY		24,966					

Analysis of 'Other' restricted funds					Messy	Youth Work/		Mother's	Organ	Music	Music	TOTAL
FUND	Bells	Flower	Community	Choir	Church	Friday Fun	Drop in &	Union	Fund	Project	Outreach	TOTAL
Year		Fund	Lunch		Fund	Club	Play			Fund	Worker	Other
31.07.2022	1,840	605	731	488	651	773	600	29	1,935	2,618	14,698	24,967
31.12.2021	1,835	586	284	300	651	758	386	0	1,495	2,156	0	8,451

11c)

Resident concern Queens Road crossing for Children

Hi I am very concerned about the queens road crossing for children this is a very busy road that our children have to cross to get to school . Is there going to be a new crossing person before October and the nights get dark sooner.

Mrs XXXXX

Hello, I sent an email to Attleborough Town Council and Norfolk County Council regarding concerns at the junction of Queens Road/Cyprus Road particularly for our young people at school times, however I have not received a response from my email to Attleborough Town Council. Norfolk County Council have provided me with an email address as the necessary one for my concerns to be sent to (see email below), however this email has returned as undeliverable.

I would like to make Attleborough Town Council aware of the dangerous road & pedestrian situation we have in Attleborough. At the junction of the B1077 and Cyprus Road (Edwards Court) there is no safe crossing patrol for our school children. There is no signage either indicating to road users that there are pedestrians crossing at this particular site. During term times this crossing is extremely busy for children age 4 to 16+, and their carers, parents, grandparents who are trying to safely walk children to school. This road is extremely busy, usually with buses and articulated lorries, and we are finding it very unsafe to cross this road to our schools. Please can a safe place to cross and/or road signage be put in place to prevent any unnecessary casualties or harm from being caused?
Many thanks for your help.

XXXXXXXXXXXX

Sent: 26 September 2022 11:50

To: townclerk@attleboroughtc.gov.uk <townclerk@attleboroughtc.gov.uk>

Subject: SCHOOL CROSSING CONCERNS QUEENS ROAD/CYPRUS ROAD (General enquiry (reference number: OLE453504309) - ENQ-587927-K7X1C6)

From: Information <information@norfolk.gov.uk>

Sent: 24 September 2022 09:49

Dear ,

Thank you for contacting Norfolk County Council.

Please contact Attleborough Town Council directly to chase an update with them regarding the school patrol crossing.

Please see the relevant contact details you will require below:

Town Clerk: Mrs Michelle Barron, **Telephone:** [01953 456194](tel:01953456194) **Email:** townclerk@attleboroughtc.gov.uk

Please do not hesitate to contact us again if we can be of further assistance.

Kind Regards,

Bronwyne Smith, Customer Service Assistant Tel - [0344 800 8020](tel:03448008020)

Email – information@norfolk.gov.uk

County Hall, Martineau Lane, Norwich, NR1 2DH

11d)

Request for Recreation Ground Key

At a recent Council meeting it was resolved

064.22) Correspondence

- a) Request to use the Recreation ground for exercise classes –

On the motion of Cllr Montague, seconded by Cllr Tyrer, it was RESOLVED – to approve in principle, to recommend they contact Football Club or Scouts regarding storage, also ensure correct insurance etc. in place.

Regarding the above, storage space is no longer needed and we have received correct insurance etc.

They plan to use the Recreation Ground on Wednesday 6-8pm and Saturday 8.30-10.30am as the gates are locked at these times they would require a key which their trainers would be responsible for.