



You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 9th January 2023 at 7.00pm
This meeting will be held at the Town Hall

Michelle Barron
4th January 2023
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 Town Council meeting held on 5th December 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) – for consideration and resolution
3PL/2022/1413/EU – ATTLEBOROUGH: The Annexe Adjacent to Potmere Cottage
Hargham Road – Annexe used as an Independent Dwelling

3PL/2022/1300/F – ROCKLANDS: Land to South side of Swangey Lane - 8no. poultry houses with associated admin blocks, feed bins & ancillary development (Revised scheme)

3BT/2022/0008/BTM – ATTLEBOROUGH: Telecommunications Site Land at Pocket Saver Discounts Station Road – Prior approval for the removal & replacement of existing 15 metre high tower & 3 no. antennas with a 20 metre high monopole supporting 6 no. upgraded antennas and 1 no. 300mm transmission dish on a new headframe, removal & replacement of the existing cabinet & meter cabinet with 3 no. equipment cabinets & 1 no. upgraded meter cabinet & ancillary development thereto, including the relocation of 1 no. existing 300mm transmission dish & the installation of 1 no. GPS module, all located within a fenced compound.

3PL/2022/1441/HOU- ATTLEBOROUGH: Lyn Holme, 16 Dodds Road – Single Storey rear extension, façade upgrade/replacement fenestration & internal alterations.

3PL/2022/1421/F- ATTLEBOROUGH: The Hall, 31 Norwich Road – Construction of dairy heifer kennel building, feeding area, calf rearing building & roof water lagoon/pond. GP storage building.

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 November 2022** – for information

8 Budget for 2023/24 – for acceptance and approval

9 Attleborough Emergency Plan – for consideration and resolution

10 Councillors Reports

11 Correspondence

- a) Residents Request for a Walk in Centre – for consideration
- b) Feasibility study for pedestrian crossing Queens Road – for consideration and resolution

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 Breckland Request for Leisure Centre Funding – for consideration and resolution

16 Partnerships Manager Role – for consideration and resolution

17 Employment Tribunal Settlement – for consideration and resolution

Expected Meeting Length is 2 Hours

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF01953 456194
enquires@attleboroughtc.org.uk www.attleboroughtc.org.uk



Attleborough Town Council
Historic Market Town in the Heart of Norfolk

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

Present:

Cllr P Leslie - presiding
Cllr D Lane Cllr A Smith Cllr J Ellis Cllr V Dale Cllr S Mackinnon
Cllr T Taylor Cllr D De Souza
In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Public x 2

119.22) Mayors Welcome – Cllr Leslie welcomed everyone to the last meeting of the year which had passed too quickly and wished everyone a Merry Christmas.

120.22) Apologies for absence –

Cllr K Montague, Cllr E Tyrer, Cllr A Westby, Cllr R Redfern, Cllr P Wenham

121.22) Declarations of Interest

- a) To receive and consider declarations of interest in items below – None received
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – Cllr Leslie – Item 7a

122.22) Public Participation –

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

123.22) Minutes of the Town Council meeting held on 7th November 2022

On the motion of Cllr De Souza, seconded by Cllr Dale, it was

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

ACTION: TOWN CLERK

124.22) Planning Matters

Planning Applications (Not due yet)

3PL/2022/1270/F – ATTLEBOROUGH: Hill Common Farm (Free), Hill Common

Attleborough – The Demolition of existing dwelling & the erection of a replacement dwelling – No objections

3PL/2022/1289/F – ATTLEBOROUGH: 4 Garnier Meadow – Erection of orangery to no 4 (formerly Plot 6) on approved application 3PL/2021/1041/D – No objections

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

RESOLVED - to accept and approve the above comments
ACTION: TOWN CLERK

On the motion of Cllr Leslie, seconded by Cllr De Souza, it was,
RESOLVED to propose Cllr Mackinnon act as Chair while Cllr Leslie leaves the meeting.

125.22) Financial Matters

a) To authorise payments –

On the motion of Cllr Taylor, seconded by Cllr Smith, it was
RESOLVED to accept and approve the following payment list dated 5 December 2022
Total £84,593.34 with an amendment to state reimbursement for payment to Eastern Attachments.

Cllr Leslie returns to meeting

b) To agree direct debits –

On the motion of Cllr Dale, seconded by Cllr Lane, it was
RESOLVED to approve and accept the direct debit list dated December 2022
Total £27,268.40

c) To receive income –

On the motion of Cllr Lane, seconded by Cllr Mackinnon, it was
RESOLVED to approve and accept the income list for November 2022
Total £854.91

d) Petty cash – Noted for information

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

126.22) Quotations to Install CCTV Systems

a) Public Toilets, Queens Square –

On the motion of Cllr Mackinnon, seconded by Cllr Lane, it was
RESOLVED to accept quotation from NetCentral Solutions Ltd

b) Wheel Park, Recreation Ground, Station Road –

On the motion of Cllr Mackinnon, seconded by Cllr Taylor, it was
RESOLVED to accept quotation from NetCentral Solutions Ltd.
ACTION: TOWN CLERK

127.22) Hire Charges for the use of ATC Owned Facilities –

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was
RESOLVED – to accept Hire charges with following amendments - Charities qualify for 50% reduction and Community Causes more than 50% present to ATC meeting.
ACTION: TOWN CLERK

128.22) Charges for Attleborough Cemetery –

On the motion of Cllr Taylor, seconded by Cllr Lane, it was
RESOLVED to accept and approve with 1st January 2023 as a start date.
ACTION: TOWN CLERK

129.22) Kings Coronation –

In principle Town Council participates in Kings Coronation with office taking the lead. Contact community groups for example St Marys Church, Fun Fest and Christ Community Church to see what their plans are. It was suggested to hold an informal forum as done for the Jubilee

celebrations and publicly advertise. Add as an agenda item for the next Community Forum meeting.

130..22) Councillors Reports

- Cllr Lane had produced a report for Cllrs and stated after each event the committee held a debrief and made notes to learn from. There were some areas where we are a little weak but we are learning and these would be addressed in the future.

131.22) Correspondence

- a) Repairs on Southbound A11, resulting in using Attleborough as a 'rat run'
On the motion of Cllr Leslie, seconded by Cllr Dale, it was
RESOLVED – represent this concern to NCC Highways
- b) Disabled parking concerns
Hard to identify but would consider disabled parking as a priority in the future.
- c) Concerns regarding traffic and school children crossing Queens Road
Represent this concern to NCC Highways and request a pedestrian crossing
- d) Residents' concerns regarding Expansion Plan
Offer resident Help Line contact Tel No: for prescriptions

ACTION: TOWN CLERK

132.22) Public Participation (10 Minutes) –

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

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

134.22) Exclusion of Press & Public

On the motion of Cllr Leslie seconded by Cllr Dale, 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.

135.22) Attleborough Leisure Centre Funding

On the motion of Cllr De Souza, seconded by Cllr Ellis, it was
RESOLVED to offer £50,000

On the motion of Cllr Leslie, seconded by Cllr Mackinnon, it was
RESOLVED to offer £25,000

A vote was taken for £50,000 In favour Cllr De Souza, Cllr Dale, Cllr Ellis, Cllr Taylor
Against Cllr Smith

A vote was taken for £25,000 In favour Cllr Leslie, Cllr Mackinnon, Cllr Lane
Against Cllr Smith

The motion that was carried was for £50,000, four votes in favour, one against

Meeting closed 9pm

Public Participation 1st Session

- Cllr Dale asked on behalf of a resident if a parking enforcement officer could monitor parking at New North Road during school time as this was causing a problem to residents
- Clerk would contact parking operatives

Public Participation 2nd Session

- Resident queried cemetery charges if applied to pre-paid plots
- ATC no longer allows purchase of pre-paid plots
- Resident informed Gt. Ellingham have two crossing patrols
- ATC would enquire if NCC are still advertising for a replacement to patrol crossing on Queens Road and offer them any assistance.

6a)

Planning Applications received to-date

3PL/2022/1313/TDC - ATTLEBOROUGH: Greenfields Crows Hall Lane - Erection of 2 no. dwellings with associated external works and garage/workshop/store (Technical details consent) following receipt of permission in principle as per 3PL/2021/0687/PIP – No objections

3PL/2022/1329/VAR – ATTLEBOROUGH: Whitethorn Barn, West Carr Road – Variation of Condition 2 (Approved plans) on 3PL/2022/0673/HOU – to increase size of extension previously approved – No objections

3PL/2022/1331/VAR – ATTLEBOROUGH: Phase 3, 4, & 5 Land at Carvers Lane – Variation to Condition 12 (Off-site Highway Improvement Works) attached to planning permission Ref: 3PL/2014/1264/F – No objections

66)

Anne Willett

From: Michelle Barron
Sent: 22 December 2022 10:35
To: Anne Willett
Subject: FW: EU Consultation Letter - PC/WR

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 21 December 2022 18:51
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: EU Consultation Letter - PC/WR

CONSULTATION - CERT. LAW.EXIST.USE

REFERENCE: 3PL/2022/1413/EU
PROPOSAL: Annexe used as an Independent Dwelling
LOCATION: ATTLEBOROUGH: The Annexe Adjacent to Potmere Cottage Hargham Road
APPLICANT: Mr John Holdom

With reference to the above application.

This is not an application for planning permission for a building or for a change of use of land. In effect this is a claim that a use has existed for such a length of time, that the use is now the established or legal use.

The purpose of this letter is to request any historic information that you have which will either prove or disprove the statement made by the applicant. With an application of this type, the planning merits of the submission are not relevant, only whether the information supplied is correct or not.

I would welcome any information that you are able to supply by **14th January 2023**.

I trust this is of assistance.

[Click here to leave your comments](#)

[Quick Consultees Register your comments here](#)

Anne Willett

From: Michelle Barron
Sent: 19 December 2022 17:09
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/1300/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 19 December 2022 17:06
To: Michelle Barron <townclerk@attleboroughc.org.uk>
Subject: Planning Consultation PC 3PL/2022/1300/F

CONSULTATION - FULL

REFERENCE: 3PL/2022/1300/F

PROPOSAL: 8no. poultry houses with associated admin blocks, feed bins and ancillary development (Revised scheme)

LOCATION: ROCKLANDS: Land to South side of Swangey Lane

APPLICANT: P F Southgate 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=1p7JaW-0006uE-4E&d=4%7Cmail%2F90%2F1671469200%2F1p7JaW-0006uE-4E%7Cin6d%7C57e1b682%7C26595217%7C13522537%7C63A099FC99E789EA4784A3CC60D9211D&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=nhDapLTZ2J UVP7ReqJY6CQaPN0> 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 January 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Anne Willett

From: Michelle Barron
Sent: 21 December 2022 16:08
To: Anne Willett
Subject: FW: DC Consultations for Amendments

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 21 December 2022 12:06
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: DC Consultations for Amendments

002 - CONSULTATION AMENDMENTS - FULL

REFERENCE: 3PL/2022/1300/F

PROPOSAL: 8no. poultry houses with associated admin blocks, feed bins and ancillary development (Revised scheme) which is accompanied by an Environmental Statement and non-technical summary

LOCATION: Land to South side of Swangey Lane

APPLICANT: P F Southgate Ltd

CASE OFFICER: Gemma Manthorpe

AMENDMENT: Additional Information - Amended description and Environmental Statement submitted

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](#)

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

<https://url6.mailanyone.net/scanner?m=1p7xrX-0003vP-51&d=4%7Cmail%2F90%2F1671624000%2F1p7xrX-0003vP-51%7Cin6i%7C57e1b682%7C26595217%7C13522537%7C63A2F6BB4AE9C2C120DF9618164F9F9F&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=s67MWFtfg iVBKEK-nBAaWnB7g> or by email to planning@breckland.gov.uk

Anne Willett

From: Michelle Barron
Sent: 23 December 2022 09:33
To: Anne Willett
Subject: FW: BT Consultation Letter - PC/INT/STD/HWYC

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 22 December 2022 16:41
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: BT Consultation Letter - PC/INT/STD/HWYC

CONSULTATION - TELECOM 56 DAYS

REFERENCE: 3BT/2022/0008/BTM

PROPOSAL: Prior approval for the removal and replacement of existing 15 metre high tower & 3 no. antennas with a 20 metre high monopole supporting 6 no. upgraded antennas and 1 no. 300mm transmission dish on a new headframe, removal and replacement of the existing cabinet and meter cabinet with 3 no. equipment cabinets and 1 no. upgraded meter cabinet, and ancillary development thereto, including the relocation of 1 no. existing 300mm transmission dish and the installation of 1 no. GPS module, all located within a fenced compound

LOCATION: ATTLEBOROUGH: Telecommunications Site Land at Pocket Saver Discounts Station Road

APPLICANT: Cornerstone

A prior approval application for telecommunications development has been submitted to me for consideration at the above site. It is not a planning application as the development does not require planning permission, but the developer must apply to the Local Planning Authority for its determination as to whether prior approval will be required to the siting and appearance of the proposed development.

I would welcome any comments you may wish to make on the siting and appearance of the proposed development, you can make comments by clicking on the link below.

[Click here to view the application](#)

[Quick Consultees Register your comments here](#)

Due to the strict timescale imposed by the Regulations for consideration of these proposals, it is imperative that I receive your views by **15th January 2023** as I have no flexibility in extending this.

Anne Willett

From: Michelle Barron
Sent: 04 January 2023 09:18
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/1441/HOU

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 03 January 2023 10:50
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/1441/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2022/1441/HOU
PROPOSAL: Single storey rear extension, facade upgrade / replacement fenestration & internal alterations.
LOCATION: ATTLEBOROUGH: Lyn Holme, 16 Dodds Road
APPLICANT: Mr Palmer

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=1pCere-0000XS-3r&d=4%7Cmail%2F90%2F1672742400%2F1pCere-0000XS-3r%7Cin6f%7C57e1b682%7C26595217%7C13522537%7C63B4084E1453C522B5E1CD1D0DAF948E&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=RbOEmrZvlOgIVDScNGGAB9omQiU> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **24th January 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Anne Willett

From: Michelle Barron
Sent: 04 January 2023 09:19
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/1421/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 03 January 2023 10:35
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/1421/F

CONSULTATION - FULL

REFERENCE: 3PL/2022/1421/F

PROPOSAL: Construction of dairy heifer kennel building, Feeding area, Calf rearing building and roof water lagoon / pond. GP Storage Building

LOCATION: ATTLEBOROUGH: The Hall, 31 Norwich Road

APPLICANT: J&J Salter

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=1pCedD-00082k-4y&d=4%7Cmail%2F90%2F1672741800%2F1pCedD-00082k-4y%7Cin6k%7C57e1b682%7C26595217%7C13522537%7C63B404CF7CE46E37832698C51F57A75C&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvgninnal&s=CGx1RAFyt1ozZZLG6d5ZNic3reM> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **24th January 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

DD JANUARY 2023

Name	Description	Service	Bill Freq	Net	Vat	Total
Siemens	Photocopy service	Admin	Annual			
Vodafone	mobiles	Admin	Monthly	£ 53.20	£ 9.74	£62.94
Bank Charges	Barclays	TH	Monthly	£ 6.70		£6.70
Bank Charges	Lloyds	TH	Monthly	£ 22.47	£ -	£22.47
Biffa	Waste collection	Rec	Monthly	£ 108.48	£ 21.70	£130.18
Biffa	Waste collection	TH	Monthly	£ 193.68	£ 38.74	£232.42
Wave	Water	Town Hall	Quarterly	£ 261.32	£ -	£261.32
BT	Telephone	TH	Quarterly			
BT OnePhone	Mobiles/Broadband	OS	Dec & Jan	£ 667.26	£ 133.45	£800.71
Wave	Water	Public Toilets	Quarterly	£ 230.54	£ -	£230.54
Wave	Water	Cemetery	Quarterly	£ 568.78	£ -	£568.78
Anglian Water	Water	Chapel Rd	Quarterly	£ 356.02	£ -	£356.02
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			
Fuel Genie	Fuel	OS	Monthly	£ 304.13	£ 60.82	£364.95
						£4,515.03
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,800.37	£ -	£ 4,800.37
Norfolk Pension	BACS	Pension	Monthly	£ 4,397.32	£ -	£ 4,397.32
Staff Salary	BACS	Salaries	Monthly	£ 14,322.35	£ -	£ 14,322.35
						£ 23,520.04
TOTAL						£28,035.07

7c)

INCOME DECEMBER 2022		
Banked Monies		
Hall Bookings	£	1,067.00
Memorial	£	2,425.00
Bar	£	160.00
Community car grant Nov & Dec	£	550.00
Pavilion Water	£	105.85
Pavilion rent	£	500.00
Total	£	4,807.85

4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	4230	
ARCHIVE	OPEN SPACES	STATIONERY	MEETING REFRESHMENTS	MILEAGE	MARKET	ADMIN	TIC	JUBILEE	VAT	34	34	34	34	34	34	34	34	34	34	
—	93	—	97	43	—	140	—	110	35	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
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—	93	—	109	43	—	140	—	110	35	—	—	—	—	—	—	—	—	—	—	—

DATE	DETAILS	REC'D	OUT	BALANCE	MISC	POSTAGE	TOWN HALL
1.12.22	BTWD.	870	57	171	34	14	51
16.12.22	Amazon Charging Cables		17	153	17	—	
5.12.22	Lidl Asst Biscuits Milk		13	140	12	—	
19.12.22	Volunteers Biscuits + Flowers		52	87	76	—	
22.12.22	Milk Asst Biscuits		12	75	68	—	
			95	75	17	—	
870		57	95	75	130	14	20

7e)

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1050 Income	85,528	0	(85,528)			0.0%	
1105 Burial Fees	415	0	(415)			0.0%	
1376 Precept	611,286	611,286	0			100.0%	
1378 Grant payment Community Cars	1,925	3,960	2,035			48.6%	
1382 S106 Income Received	21,346	0	(21,346)			0.0%	
1391 Interest received on saving ac	191	0	(191)			0.0%	
	<u>720,690</u>	<u>615,246</u>	<u>(105,444)</u>			<u>117.1%</u>	<u>0</u>
Administration :- Income	182,672	300,000	117,328		117,328	60.9%	
4000 Staff Costs	0	2,000	2,000		2,000	0.0%	
4001 Other Employment Costs	460	5,000	4,540		4,540	9.2%	
4002 website	2,440	2,500	60		60	97.6%	
4004 Health & Safety	998	7,000	6,003		6,003	14.3%	
4005 Training	44	750	706		706	5.8%	
4010 Travelling Expenses	539	2,000	1,461		1,461	26.9%	
4020 Miscellaneous Expenses	1,220	2,500	1,280		1,280	48.8%	
4023 Subscriptions	9,201	10,000	799		799	92.0%	
4025 Insurances	510	2,000	1,490		1,490	25.5%	
4027 Bookkeeping	485	2,500	2,015		2,015	19.4%	
4029 Photocopier Usage Fee	5,272	9,000	3,728		3,728	58.6%	
4031 Computer	4,699	6,000	1,301		1,301	78.3%	
4040 Community Car Scheme	0	1,000	1,000		1,000	0.0%	
4041 Grants S137	3,950	3,000	(950)		(950)	131.7%	
4042 Local Grants	157	500	343		343	31.5%	
4051 Bank Charges	0	3,000	3,000		3,000	0.0%	
4055 Judicial Review Claim	0	3,000	3,000		3,000	0.0%	
4056 Consultancy	(100)	2,500	2,600		2,600	(4.0%)	
4057 Audit Fees	2,438	15,000	12,562		12,562	16.3%	
4058 Legal Fees	0	1,000	1,000		1,000	0.0%	
4059 Civic Reception	0	1,000	1,000		1,000	0.0%	
4060 Civic Allowances	9	0	(9)		(9)	0.0%	
4076 SumUP card charges	0	1,000	1,000		1,000	0.0%	
4099 Contingency	3,881	4,000	119		119	97.0%	
4121 Telephone	14	500	486		486	2.8%	
4122 Postages	535	2,000	1,465		1,465	26.8%	
4123 Stationery	41	0	(41)		(41)	0.0%	
4140 Fuel	885	1,500	615		615	59.0%	
4147 Photocopier Lease payments	984	2,000	1,016		1,016	49.2%	
4190 Equipment Purchase	392	250	(142)		(142)	156.7%	
4230 Supplies	664	1,000	336		336	66.4%	
4231 Advertising							

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	0	500	500		500	0.0%	
4503 Jubilee	4,715	0	(4,715)		(4,715)	0.0%	
Administration :- Indirect Expenditure	<u>227,103</u>	<u>394,500</u>	<u>167,397</u>	<u>0</u>	<u>167,397</u>	<u>57.6%</u>	<u>0</u>
Net Income over Expenditure	<u>493,587</u>	<u>220,746</u>	<u>(272,841)</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	421	750	329		329	56.1%	
4113 Electricity	652	1,786	1,134		1,134	36.5%	
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	103	500	397		397	20.6%	
4255 Safety Checks	35	200	165		165	17.5%	
Toilets :- Indirect Expenditure	<u>1,211</u>	<u>3,936</u>	<u>2,725</u>	<u>0</u>	<u>2,725</u>	<u>30.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,208)</u>	<u>(3,936)</u>	<u>(2,728)</u>				
<u>114 Christmas Lights</u>							
4400 Expenditure	15,000	20,000	5,000		5,000	75.0%	
Christmas Lights :- Indirect Expenditure	<u>15,000</u>	<u>20,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>75.0%</u>	<u>0</u>
Net Expenditure	<u>(15,000)</u>	<u>(20,000)</u>	<u>(5,000)</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>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>116 Attleborough Neighbourhood Pla</u>							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
<u>118 Events</u>							
1050 Income	158	0	(158)			0.0%	
1393 Income Events	1,286	0	(1,286)			0.0%	
Events :- Income	1,444	0	(1,444)				0
4400 Expenditure	176	10,000	9,824		9,824	1.8%	
Events :- Indirect Expenditure	176	10,000	9,824	0	9,824	1.8%	0
Net Income over Expenditure	1,269	(10,000)	(11,269)				
<u>201 Open Spaces</u>							
1000 Booking Fees	0	500	500			0.0%	
1050 Income	385	200	(185)			192.6%	
1100 Allotment Income	160	1,500	1,340			10.7%	
1105 Burial Fees	5,370	15,000	9,630			35.8%	
1106 Sports Letting	525	1,000	475			52.5%	
1150 Re-imbusement of Utilities	145	100	(45)			145.5%	
1152 Repayment church wall damage	300	1,000	700			30.0%	
Open Spaces :- Income	6,886	19,300	12,414			35.7%	0
4020 Miscellaneous Expenses	170	700	530		530	24.3%	
4110 Rates	1,217	800	(417)		(417)	152.1%	
4112 Water	884	1,500	616		616	58.9%	
4113 Electricity	580	1,500	920		920	38.7%	
4140 Fuel	3,492	3,500	8		8	99.8%	
4143 Equipment Hire	319	750	431		431	42.6%	
4144 Tree Work	2,925	2,000	(925)		(925)	146.3%	
4145 Maintenance/Repairs	2,483	25,000	22,517		22,517	9.9%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4189 Wheel Park	46,200	0	(46,200)		(46,200)	0.0%	
4190 Equipment Purchase	319	3,000	2,681		2,681	10.6%	
4199 Allotments	1,198	0	(1,198)		(1,198)	0.0%	
4225 Refuse Collections	1,294	2,000	706		706	64.7%	
4230 Supplies	4,940	7,500	2,560		2,560	65.9%	
4255 Safety Checks	643	1,000	358		358	64.3%	

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4295 Cemetery expenses	0	1,000	1,000		1,000	0.0%	
4296 Company Vehicle	585	1,500	915		915	39.0%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	0	360	360		360	0.0%	
4400 Expenditure	0	1,000	1,000		1,000	0.0%	
4501 Play Areas Consultancy	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	67,250	59,610	(7,640)	0	(7,640)	112.8%	0
Net Income over Expenditure	(60,364)	(40,310)	20,054				
<u>210 Attleborough in Bloom</u>							
4230 Supplies	0	250	250		250	0.0%	
4400 Expenditure	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 Expenditure	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	39,235	40,000	765		765	98.1%	
4194 Litter bins	385	3,000	2,615		2,615	12.8%	
Open Spaces Capital Exps. :- Indirect Expenditure	39,620	43,000	3,380	0	3,380	92.1%	0
Net Expenditure	(39,620)	(43,000)	(3,380)				
<u>301 Town Hall</u>							
1000 Booking Fees	7,515	8,000	485			93.9%	
1007 Bar Rent	160	500	340			32.0%	
Town Hall :- Income	7,675	8,500	825			90.3%	0
4110 Rates	9,880	13,000	3,120		3,120	76.0%	
4111 Gas	988	2,800	1,812		1,812	35.3%	
4112 Water	543	1,000	457		457	54.3%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4113 Electricity	1,640	4,000	2,360		2,360	41.0%	
4145 Maintenance/Repairs	73	3,500	3,427		3,427	2.1%	
4190 Equipment Purchase	188	2,000	1,812		1,812	9.4%	
4220 Cleaning	315	1,500	1,185		1,185	21.0%	
4225 Refuse Collections	2,813	5,000	2,187		2,187	56.3%	
4230 Supplies	705	1,500	796		796	47.0%	
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	17,472	55,650	38,178	0	38,178	31.4%	0
Net Income over Expenditure	(9,797)	(47,150)	(37,353)				
<u>311 TIC</u>							
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)				
<u>501 Contingency</u>							
4400 Expenditure	5,295	25,000	19,705		19,705	21.2%	
Contingency :- Indirect Expenditure	5,295	25,000	19,705	0	19,705	21.2%	0
Net Expenditure	(5,295)	(25,000)	(19,705)				
Grand Totals:- Income	736,699	643,546	(93,153)			114.5%	
Expenditure	383,161	643,546	260,385	0	260,385	59.5%	
Net Income over Expenditure	353,538	0	(353,538)				
Movement to/(from) Gen Reserve	353,538						

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**
Note: DRAFT BUDGET 2021/22

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	2021/22		2022/2023				2023/24		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Administration									
1050 Income	0	0	0	85,528	85,528	0	0	0	0
1105 Burial Fees	0	0	0	415	553	0	0	0	0
1376 Precept	581,199	581,199	611,286	611,286	611,286	0	685,556	0	0
1378 Grant payment Community Cars	0	2,640	3,960	1,925	2,566	0	3,300	0	0
1382 S106 Income Received	0	0	0	21,346	28,454	0	46,694	0	0
1390 Interest Received (Bond)	100	0	0	0	0	0	0	0	0
1391 interest received on saving ac	250	36	0	191	254	0	0	0	0
Total Income	581,549	583,875	615,246	720,690	728,641	0	735,550	0	0
4000 Staff Costs	300,000	233,920	300,000	204,643	272,789	0	375,000	0	0
4001 Other Employment Costs	5,000	180	2,000	0	0	0	20,000	0	0
4002 website	5,000	780	5,000	460	613	0	5,000	0	0
4004 Health & Safety	2,000	4,015	2,500	2,440	3,253	0	3,643	0	0
4005 Training	5,000	3,566	7,000	998	1,330	0	7,000	0	0
4010 Travelling Expenses	750	188	750	44	58	0	500	0	0
4020 Miscellaneous Expenses	2,000	958	2,000	564	751	0	2,000	0	0
4023 Subscriptions	2,500	1,989	2,500	1,270	1,693	0	2,500	0	0
4025 Insurances	9,000	7,722	10,000	9,201	9,201	0	13,000	0	0
4027 Bookkeeping	1,250	2,450	2,000	510	680	0	2,500	0	0
4028 Office Internet	250	0	0	0	0	0	0	0	0
4029 Photocopier Usage Fee	2,500	499	2,500	485	646	0	2,500	0	0
4031 Computer	5,000	7,833	9,000	5,272	7,027	0	9,000	0	0
4040 Community Car Scheme	6,000	2,766	6,000	5,363	7,148	0	7,840	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)
Note: DRAFT BUDGET 2021/22**

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	2021/22		2022/2023			2023/24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4041 Grants S137	1,000	16	1,000	0	0	0	1,000	0	0
4042 Local Grants	3,000	10,623	3,000	3,950	5,265	0	5,000	0	0
4044 Highway Improvements	1,000	0	0	0	0	0	8,000	0	0
4051 Bank Charges	500	264	500	157	210	0	300	0	0
4055 Judicial Review Claim	45,000	64,456	3,000	0	0	0	0	0	0
4056 Consultancy	3,000	900	3,000	500	667	0	3,000	0	0
4057 Audit Fees	2,500	2,635	2,500	-100	-133	0	2,800	0	0
4058 Legal Fees	10,000	24,710	15,000	2,438	3,250	0	10,000	0	0
4059 Civic Reception	1,000	0	1,000	0	0	0	1,000	0	0
4060 Civic Allowances	1,000	0	1,000	0	0	0	1,000	0	0
4061 Elections	0	3,036	0	0	0	0	12,150	0	0
4076 SumUP card charges	0	0	0	9	11	0	20	0	0
4099 Contingency	1,000	0	1,000	0	0	0	1,000	0	0
4121 Telephone	2,500	4,074	4,000	3,881	5,173	0	6,000	0	0
4122 Postages	500	6	500	14	19	0	100	0	0
4123 Stationery	2,000	279	2,000	535	714	0	2,000	0	0
4140 Fuel	0	287	0	41	55	0	0	0	0
4147 Photocopier Lease payments	1,500	1,345	1,500	885	1,180	0	1,500	0	0
4190 Equipment Purchase	2,000	539	2,000	984	1,311	0	2,000	0	0
4230 Supplies	250	344	250	392	522	0	700	0	0
4231 Advertising	1,000	384	1,000	664	885	0	1,000	0	0
4298 Covid General Expenses	500	740	500	0	0	0	0	0	0
4300 Premises Licence	500	541	500	0	0	0	0	0	0
4503 Jubilee	0	151	0	4,715	6,285	0	0	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**

Note: DRAFT BUDGET 2021/22

	2021/22		2022/2023			2023/24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	426,000	382,195	394,500	250,312	330,603	0	509,053	0	0
Movement to/(from) Gen Reserve	155,549	201,680	220,746	470,378	398,038		226,497		
112 Street Lights									
4400 Expenditure	25,000	0	0	0	0	0	0	0	0
4402 Public Lighting	5,000	23,455	25,000	18,627	18,627	0	25,000	0	0
Overhead Expenditure	30,000	23,455	25,000	18,627	18,627	0	25,000	0	0
Movement to/(from) Gen Reserve	(30,000)	(23,455)	(25,000)	(18,627)	(18,627)		(25,000)		
113 Toilets									
1050 income	0	2,306	0	3	4	0	0	0	0
Total Income	0	2,306	0	3	4	0	0	0	0
4001 Other Employment Costs	0	192	0	0	0	0	0	0	0
4110 Rates	1,750	193	0	0	0	0	0	0	0
4112 Water	750	820	750	421	0	0	750	0	0
4113 Electricity	750	1,605	1,786	652	0	0	1,786	0	0
4145 Maintenance/Repairs	500	130	500	0	0	0	0	0	0
4190 Equipment Purchase	100	0	100	0	0	0	0	0	0
4220 Cleaning	100	0	100	0	0	0	0	0	0
4230 Supplies	500	36	500	103	137	0	500	0	0
4255 Safety Checks	200	0	200	35	47	0	200	0	0
Overhead Expenditure	4,650	2,976	3,936	1,211	184	0	3,236	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)
Note: DRAFT BUDGET 2021/22**

	2021/22		2022/2023			2023/24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(4,650)</u>	<u>(669)</u>	<u>(3,936)</u>	<u>(1,208)</u>	<u>(180)</u>		<u>(3,236)</u>		
114 Christmas Lights									
1050 Income	1,000	0	0	0	0	0	0	0	0
	1,000	0	0	0	0	0	0	0	0
4230 Supplies	500	0	0	0	0	0	0	0	0
4255 Safety Checks	500	0	0	0	0	0	0	0	0
4400 Expenditure	10,000	12,317	20,000	15,000	15,000	0	15,000	0	0
	11,000	12,317	20,000	15,000	15,000	0	15,000	0	0
Overhead Expenditure	<u>(10,000)</u>	<u>(12,317)</u>	<u>(20,000)</u>	<u>(15,000)</u>	<u>(15,000)</u>		<u>(15,000)</u>		
Movement to/(from) Gen Reserve									
115 Archive									
4010 Travelling Expenses	100	0	0	0	0	0	0	0	0
4023 Subscriptions	25	0	0	0	0	0	0	0	0
4121 Telephone	100	0	100	0	0	0	100	0	0
4122 Postages	25	0	0	0	0	0	0	0	0
4123 Stationery	100	0	0	0	0	0	0	0	0
4145 Maintenance/Repairs	0	180	100	0	0	0	100	0	0
4230 Supplies	100	59	100	0	0	0	100	0	0
4255 Safety Checks	0	0	0	115	153	0	115	0	0
	450	239	300	115	153	0	415	0	0
Overhead Expenditure	<u>(450)</u>	<u>(239)</u>	<u>(300)</u>	<u>(115)</u>	<u>(153)</u>		<u>(415)</u>		
Movement to/(from) Gen Reserve									
116 Attleborough Neighbourhood Pla									

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Note: DRAFT BUDGET 2021/22

	2021/22		2022/2023				2023/24		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4400 Expenditure	5,000	0	5,000	0	0	0	5,000	0	0
Overhead Expenditure	5,000	0	5,000	0	0	0	5,000	0	0
Movement to/(from) Gen Reserve	(5,000)	0	(5,000)	0	0		(5,000)		
118 Events									
1050 Income	0	0	0	158	211	0	0	0	0
1393 Income Events	0	1,511	0	1,286	1,715	0	0	0	0
Total Income	0	1,511	0	1,444	1,926	0	0	0	0
4400 Expenditure	0	0	10,000	176	234	0	2,000	0	0
4504 Coronation	0	0	0	0	0	0	5,000	0	0
4505 Newsletter	0	0	0	0	0	0	5,000	0	0
Overhead Expenditure	0	0	10,000	176	234	0	12,000	0	0
Movement to/(from) Gen Reserve	0	1,511	(10,000)	1,269	1,692		(12,000)		
201 Open Spaces									
1000 Booking Fees	500	290	500	0	0	0	0	0	0
1050 Income	2,000	15,851	200	385	0	0	0	0	0
1100 Allotment Income	1,300	11,472	1,500	160	1,700	0	1,700	0	0
1105 Burial Fees	15,000	11,519	15,000	5,370	7,158	0	10,000	0	0
1106 Sports Letting	1,000	1,930	1,000	525	700	0	0	0	0
1107 Wayleaves	0	62	0	0	0	0	0	0	0
1150 Re-imbursment of Utilities	0	248	100	145	194	0	0	0	0
1152 Repayment church wall damage	0	600	1,000	300	400	0	0	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)
Note: DRAFT BUDGET 2021/22**

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	2021/22		2022/2023			2023/24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	19,800	41,973	19,300	6,886	10,152	0	11,700	0	0
4020 Miscellaneous Expenses	500	845	700	170	170	0	784	0	0
4022 Cemetery Refunds	0	80	0	0	0	0	0	0	0
4110 Rates	700	868	800	1,217	1,622	0	1,817	0	0
4112 Water	1,000	1,517	1,500	884	1,500	0	1,500	0	0
4113 Electricity	500	1,442	1,500	580	1,500	0	2,250	0	0
4123 Stationery	50	0	0	0	0	0	0	0	0
4140 Fuel	2,000	2,766	3,500	3,492	4,655	0	5,725	0	0
4143 Equipment Hire	750	0	750	319	426	0	750	0	0
4144 Tree Work	2,000	0	2,000	2,925	2,925	0	3,500	0	0
4145 Maintenance/Repairs	25,000	11,145	25,000	2,563	3,417	0	25,000	0	0
4146 Play Equipment	5,000	0	5,000	0	5,000	0	5,000	0	0
4189 Wheel Park	0	0	0	46,200	140,000	0	0	0	0
4190 Equipment Purchase	3,000	4,876	3,000	319	425	0	3,000	0	0
4199 Allotments	0	0	0	1,198	1,198	0	0	0	0
4225 Refuse Collections	1,750	3,862	2,000	1,294	1,725	0	2,250	0	0
4230 Supplies	7,500	9,910	7,500	4,940	6,585	0	7,500	0	0
4255 Safety Checks	1,000	515	1,000	643	856	0	1,000	0	0
4295 Cemetery expenses	1,000	0	1,000	0	0	0	0	0	0
4296 Company Vehicle	1,500	21,225	1,500	585	780	0	10,000	0	0
4298 Covid General Expenses	1,000	70	500	0	0	0	0	0	0
4300 Premises Licence	200	180	360	0	0	0	360	0	0
4400 Expenditure	1,000	0	1,000	0	0	0	1,000	0	0
4501 Play Areas Consultancy	1,000	0	1,000	0	0	0	1,000	0	0

Continued on next page

Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET 2021/22

	2021/22		2022/2023			2023/24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	56,450	59,300	59,610	67,330	172,784	0	72,436	0	0
Movement to/(from) Gen Reserve	(36,650)	(17,327)	(40,310)	(60,444)	(162,632)		(60,736)		
210 Attleborough in Bloom									
1050 Income	750	0	0	0	0	0	0	0	0
Total Income	750	0	0	0	0	0	0	0	0
4230 Supplies	250	0	250	0	0	0	250	0	0
4400 Expenditure	500	49	500	0	0	0	500	0	0
Overhead Expenditure	750	49	750	0	0	0	750	0	0
Movement to/(from) Gen Reserve	0	(49)	(750)	0	0		(750)		
211 Markets									
1050 Income	1,000	390	500	0	0	0	0	0	0
Total Income	1,000	390	500	0	0	0	0	0	0
4001 Other Employment Costs	500	0	0	0	0	0	0	0	0
4123 Stationery	50	0	0	0	0	0	0	0	0
4230 Supplies	50	0	0	0	0	0	0	0	0
4298 Covid General Expenses	200	0	200	0	0	0	0	0	0
4400 Expenditure	500	0	500	0	0	0	0	0	0
Overhead Expenditure	1,300	0	700	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(300)	390	(200)	0	0		0		
290 Open Spaces Capital Exps.									

Continued on next page

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)
Note: DRAFT BUDGET 2021/22**

	2021/22		2022/2023			2023/24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4190 Equipment Purchase	40,000	540	40,000	39,235	39,235	0	20,000	0	0
4194 Litter bins	1,500	6,817	3,000	385	513	0	1,000	0	0
	41,500	7,357	43,000	39,620	39,748	0	21,000	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	(41,500)	(7,357)	(43,000)	(39,620)	(39,748)		(21,000)		
301 Town Hall									
1000 Booking Fees	5,000	9,893	8,000	7,515	10,018	0	10,000	0	0
1005 Office Rents	3,000	0	0	0	0	0	0	0	0
1007 Bar Rent	500	800	500	160	213	0	500	0	0
	8,500	10,693	8,500	7,675	10,231	0	10,500	0	0
Total Income									
4020 Miscellaneous Expenses	0	75	0	0	0	0	0	0	0
4110 Rates	12,500	12,350	13,000	9,880	13,170	0	14,560	0	0
4111 Gas	1,500	2,625	2,800	988	2,800	0	4,200	0	0
4112 Water	1,000	1,028	1,000	543	1,000	0	1,000	0	0
4113 Electricity	3,000	3,593	4,000	1,640	4,000	0	4,000	0	0
4145 Maintenance/Repairs	3,500	1,296	3,500	113	151	0	3,500	0	0
4190 Equipment Purchase	2,000	998	2,000	188	251	0	2,000	0	0
4220 Cleaning	1,500	585	1,500	360	480	0	1,500	0	0
4225 Refuse Collections	2,000	4,557	5,000	2,813	3,750	0	5,000	0	0
4230 Supplies	1,500	2,024	1,500	705	939	0	1,500	0	0
4231 Advertising	100	0	0	0	0	0	1,000	0	0
4255 Safety Checks	600	180	600	146	195	0	600	0	0
4257 Major Repairs	1,000	0	20,000	0	0	0	30,000	0	0

Continued on next page

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)
Note: DRAFT BUDGET 2021/22**

	2021/22		2022/2023				2023/24		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4298 Covid General Expenses	500	0	500	0	0	0	0	0	0
4300 Premises Licence	250	180	250	180	240	0	0	0	0
Overhead Expenditure	30,950	29,490	55,650	17,557	26,976	0	68,860	0	0
Movement to/(from) Gen Reserve	<u>(22,450)</u>	<u>(18,797)</u>	<u>(47,150)</u>	<u>(9,882)</u>	<u>(16,745)</u>		<u>(58,360)</u>		
311 TIC									
1050 Income	0	8	0	0	0	0	0	0	0
Total Income	0	8	0	0	0	0	0	0	0
4122 Postages	10	0	0	2	2	0	0	0	0
4123 Stationery	50	0	0	0	0	0	0	0	0
4127 Gifts	20	0	0	0	0	0	0	0	0
4230 Supplies	100	0	100	0	0	0	0	0	0
Overhead Expenditure	180	0	100	2	2	0	0	0	0
Movement to/(from) Gen Reserve	<u>(180)</u>	<u>8</u>	<u>(100)</u>	<u>(2)</u>	<u>(2)</u>		<u>0</u>		
501 Contingency									
4400 Expenditure	25,000	0	25,000	5,295	7,058	0	25,000	0	0
Overhead Expenditure	25,000	0	25,000	5,295	7,058	0	25,000	0	0
Movement to/(from) Gen Reserve	<u>(25,000)</u>	<u>0</u>	<u>(25,000)</u>	<u>(5,295)</u>	<u>(7,058)</u>		<u>(25,000)</u>		

Continued on next page

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)
Note: DRAFT BUDGET 2021/22**

04/01/2023
16:31

	2021/22		2022/2023			2023/24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	612,599	640,755	643,546	736,699	750,954	0	757,750	0	0
Expenditure	633,230	517,378	643,546	415,244	611,369	0	757,750	0	0
Movement to/(from) Gen Reserve	(20,631)	123,378	0	321,455	139,585		0		

9)



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

If you are in immediate danger call 999

Attleborough Community Emergency Plan

Draft

Plan Distribution List

Name and Post	Date Issued
Attleborough Mayor - Cllr Phillip Leslie	
Attleborough Town Clerk – Michelle Barron	
Attleborough Emergency Co-ordinator -	
Attleborough Deputy Emergency Co-ordinator –	
Breckland Council Emergency Planning -	
Attleborough Town Council Website – <i>Public Sections only</i>	
Emergency services – Fire, Police, Ambulance Service	

Contents

Purpose of this plan
Emergency coordinator and emergency volunteers
Triggers for plan activation
Main Contacts – Co-ordinators and volunteers
When to activate?
Plan Actions
Key Locations
Community Risks
Local Skills and Resources
List of Community Organisations
Town Map

Appendix 1 - Call cascade
Appendix 2 - Contact list
Appendix 3 - Vulnerable people list
Appendix 4 - Log Sheet
Appendix 5 - First meeting Agenda

Purpose of this plan

The purpose of this plan is to assist in providing a coordinated approach to preparing and reacting to emergencies at Ground Level within the community.

- Providing a clear communication chain to ensure all relevant volunteers and key individuals are contacted in a timely manner.
- Identify resources that may be called on in times of emergency.
- Assist in the identification of vulnerable people.

This plan is NOT intended to conflict or in any way interfere with Regional or National Emergency plans. This plan is intended only for use by Attleborough Town Council for local use.

Emergency co-ordinator and community volunteer roles

The Emergency Co-ordinator and their deputy will provide an essential link for community groups, organisations and residents when planning for, and responding to an emergency situation.

- Maintain and review this community emergency plan as needed.
- Call a community meeting during an emergency if deemed necessary
- Provide a focal point for the community response to an emergency.

Community Emergency volunteers are volunteers who provide an essential link between the Emergency Co-ordinator and residents in their locality. Their primary role is to receive information from, and pass it on to residents in their area. Other duties may include

- Visiting and monitoring vulnerable people
- Assist with transport
- Pass messages in person when communications are down
- If First Aid trained you may be required to assist with injured until the emergency services arrive.

Main Contacts – Emergency Co-ordinators and Volunteers

Plan Co-ordinator and deputy

Co-ordinator	Address	Telephone	Email	First Aid Trained? Y/N
Deputy				

Volunteers

Name	Address	Telephone	Email	First Aid Trained? Y/N

When might this plan be activated?

- Environment Agency Flood Warning
- Met Office Severe Weather Warning
- Power Outage
- call from Police or other Emergency Service
- call from Local Authority
- contact from local resident or business

DRAFT

Plan Actions

	Instructions	Tick
1	Call 999 (unless already alerted) to ensure the emergency services are aware of the emergency. Follow any advice given.	
2	Ensure you are in no immediate danger.	
3	Review activation triggers and decide whether to activate this plan. Use the log sheet to record decisions made, who you spoke to and what you said.	
4	<p>Contact other members of the community that need to be alerted:</p> <ul style="list-style-type: none"> • The Parish/Town Council via the Clerk • Members of the Emergency Group • Those specifically under threat <p>Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action to be taken.</p>	
5	<p>Determine if a Community Emergency Meeting is necessary. If one is needed:</p> <ul style="list-style-type: none"> • Check the meeting venue is safe and people can get there safely • Contact the key holder for the building • Contact Community Emergency Volunteers via the call cascade, if not already done • Tell the community there will be a meeting (if appropriate) • Advise the District / Borough / City / Town Council you are holding a Community Emergency Meeting • Take a copy of the First Agenda to the meeting. 	

Key Locations

Locations identified by Attleborough Town Council as places of safety for evacuation or temporary accommodation.

Name	Address	Telephone	Other Info
Attleborough Town Hall	Queens Square NR17QP	07917 732952	Medium venue, heating water and cooking facilities
The LightHouse Centre	Halford Road, Attleborough		Large venue, heating water and cooking facilities
Christ Community Church	Hargham Road, Attleborough 01953 452865		Medium venue, heating water and cooking facilities
St Marys Church	Church Street Attleborough 01953 452865 01953 887183		Large venue, heating water and cooking facilities
Attleborough Academy	Norwich road, Attleborough		
Rosecroft primary School	London Road, Attleborough		

Community Risks

(Source – Norfolk prepared)

Catastrophic (5)						
Significant (4)						
Moderate (3)		<ul style="list-style-type: none"> Aviation crash 	<ul style="list-style-type: none"> Surface water flooding 	<ul style="list-style-type: none"> Heatwave 		
Minor (2)	<ul style="list-style-type: none"> Explosion at a high pressure gas pipeline 	<ul style="list-style-type: none"> Large toxic chemical release Maritime pollution Low temperatures and heavy snow 	<ul style="list-style-type: none"> Fire or explosion at a gas terminal or storage site Accident involving high consequence dangerous goods Drought Storms Outbreak of exotic notifiable disease in animals, including birds Industrial action (fuel supply) 	<ul style="list-style-type: none"> Food Supply Contamination 	<ul style="list-style-type: none"> Fires at scrap yards or waste sites 	
Limited (1)	<ul style="list-style-type: none"> Fire or explosion at a fuel distribution site Fire or explosion at an onshore fuel pipeline Reservoir / dam collapse 					
		Medium Low (2)	Medium (3)	Medium High (4)	High (5)	

Relative Impact



Relative Likelihood

Local Skills and Resources

Resource	Name	Contact	Info
1 st Aid Skills	Attleborough Town Council Tracey Turner	07917 732952 01953 456228	Emergency First Aid Health services
Transport – 4x4	Attleborough Town Council	07917 732952	4x4, trailers, tractor
Heat/ Light/ Food			
Emotional Support	Tracey Turner	01953 456228	Wellbeing services
Languages	Clerk	07917 732952	Can access translators in Turkish, Latvian and German
Generators	Attleborough Town Council Stuart Power	01953 454540	1 x Generator kept at the Rec Generator Hire. Happy to assist with Community issues.
Tools / Equipment	Attleborough Town Council		Digger, chainsaws, hedge cutters

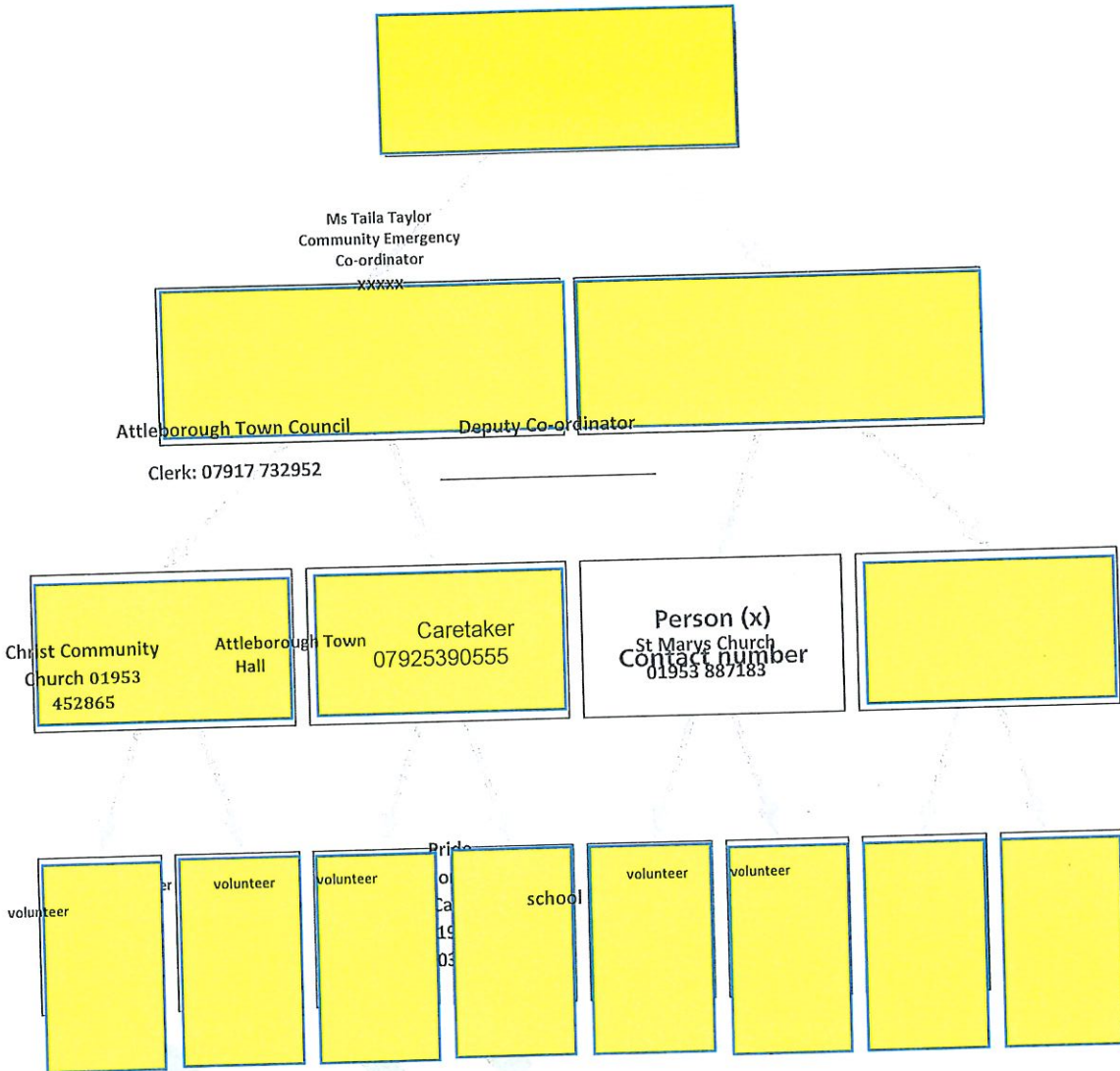
List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency.

Resource	Contact Name	Contact Number	Info
Attleborough Town Council	Christ Community Church 07917 732952 01953 452865	Caretaker 07925390555	Town hall available as a venue
Christ Community Church – The Lighthouse Centre	St Marys Church Sharon FitzGerald 01953 887183 Pride Home Care 01953 303288		Knowledge of Local Vulnerable People. Venue
St Marys Church	Rev'd Matthew Jackson		Knowledge of Local Vulnerable People. Venue
Pride Home Care	Daniel		Knowledge of Local vulnerable people

Town Map



Appendix 1
Call cascade



Appendix 2

Contact Lists

Service / Role	Additional info	Telephone number	Website / email
Emergency Services		999	
Police HQ	For non-999 calls	101	www.norfolk.police.uk
Fire Service HQ		01603 810351	www.norfolkfireservice.gov.uk
Coastguard (Maritime & Coastguard Agency)	Maritime Rescue Co-ordination Centre (9am-5pm) Control Room (24 hr)	01493 841300 01493 851338	www.dft.gov.uk/mca
Environment Agency	Floodline and Flood Warnings Direct	0845 988 1188	www.environment-agency.gov.uk
Breckland Council			
Norfolk County Council	Customer Service Centre number	0344 800 8020	www.norfolk.gov.uk
Attleborough Town Council		01953 456194	
Breckland Council	For homelessness and environmental health emergencies	01522 782246	www.breckland.gov.uk

List continues overleaf

Contacts list - continued

Service / Role	Additional info	Telephone number	Website / email
Water - Anglian Water	24hr Control	08457 145 145	www.anglianwater.co.uk
Electricity - National Grid	Infrastructure. 24hr reporting of hazards on or near overhead electricity lines	0800 40 40 90	www.nationalgrid.com/uk/
Electricity - UK Power Networks	Supply interruption. 24hr fault line	0800 783 8838	www.ukpowernetworks.co.uk
Electricity - UK Power Networks	Substation issues. (Vandalism or unauthorized entry)	0800 587 3243	www.ukpowernetworks.co.uk
Gas - National Grid	24hr emergency number for gas safety	0800 111 999	www.nationalgrid.com/uk
Telephones British Telecom	BT faults and all line faults	151	www.bt.com www.bt.com/consumerFaultTracking
NHS direct	24hr health advice and information	0845 46 47	www.nhsdirect.nhs.uk
Attleborough Surgeries	Queens square and station road sites	01953 453166	www.attleboroughsurgeries.com
Norfolk and Norwich University Hospital	Colney. Accident and Emergency dept	01953 286286	Nnuh.nhs.uk

Appendix 4

AGENDA

Date & time:
Meeting venue:
Attendees:

1. Briefing on the current situation. Issues to consider:

- Location
- Type of incident
- Numbers of people involved and their condition
- Threats to life
- Current and potential hazards
- Access to the scene
- Condition of utilities (electricity, gas, water, sewerage, telephones)
- Availability of fuel oil, coal etc
- Vulnerable people (e.g. very young/old, immobile, disabled, dementia, sensory impairment, recent operation, dependent on prescription medication, language issues, visiting the area, transient)

2. Immediate actions and resources to aid the response to the emergency

Issues to consider:

- Assistance that can be given to the emergency services / establishing contact with the emergency services if not already done
- The actions that can safely be taken - consider health and safety of all responders
- How the actions are to be co-ordinated within the emergency group and with emergency services
- Communication with the emergency services, Community Emergency Volunteers and the community
- Vulnerable people - welfare checks, language issues

3. Actions and resources required in the longer term to aid community recovery e.g. Advice, guidance, physical assistance

4. Who is going to take the lead for the agreed actions?

5. Any other issues?

6. Time, date and venue of next meeting

Appendix 5

EMERGENCY LOG

Date	Time	Information / Decisions / Actions	Initials

DRAFT

11 a)

Residents Request for a Walk in Centre

Dear Anne,

I hope you are doing well today, I have a suggestion for you last week I cut my hand while moving a washing machine, I got back to Attleborough and went to the surgery who said "we aren't a walk in Centre, go to a walk in Centre" sort of conversation, since I had no money for the travel and I don't drive, could Attleborough get a walk in service, maybe where the old library is, or at another location

11b)

Pedestrian Crossing

Sent: 14 December 2022 15:23

To: Anne Willett <anne@attleboroughtc.org.uk>

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

Subject: RE: Concerns regarding busy junction at Cyprus Road & Queens Road (Edwards Court)

Hi Anne,

The issue with cars using Attleborough as a rat run is an issue for our Streetworks team. It's not for us in maintenance but I have passed this to our Streetworks manager Harvey to look into for you.

With regards to the pedestrian crossing you will need to get a feasibility study done on the area. You will also need to fund this and the cost would be around 6k.

Please let me know if you would like to move this forward.

Kind Regards

Matt Lines, Highway Engineer South

Ketteringham Depot

Community and Environmental Services