



**You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 6th February 2023 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) and is opened to the public

Michelle Barron
31st 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 Future Breckland Town Delivery Plan - for information

5 Public Participation (10 Minutes)

6 Minutes of the Town Council meeting held on 9th January 2023

a) Minutes of the Town Council Extraordinary meeting held on 23rd January 2023

For acceptance and approval.

7 Planning Matters

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

**b) Planning Applications (Not due yet) – for consideration and resolution
3PL/2023/0016/VAR – ATTLEBOROUGH: Former Garden/Garage Driveway to Daglas House –
Variation of Conditions 2 & 3 on 3PL/2021/1191/F – Changes to roof construction material.
Additional area to extend the dwelling footprint to be able to incorporate an additional bedroom & inclusion of a new window to front elevation.**

3PL/2022/0904/O – ATTLEBOROUGH: Dorengo, Carvers Lane – Outline Planning Permission required for Residential Development

3PL/2023/0057/VAR – ATTLEBOROUGH: Land Located on West Carr Road – Variation of Condition No 2 on 3PL/2021/1246/F – Bat boxes to be added to side elevations of House Types A & B with minor repositioning to the windows. Roof above master suite, above carport, on House Type B will be redesigned with skylights, roof angles & heights.

3PL/2023/0065/O – ATTLEBOROUGH: Land Adjacent to Rosecroft Primary School London Road – Outline planning application for the erection of 8 dwellings & associated works with all matters reserved, except access.

3PL/2023/0043/VAR – ATTLEBOROUGH: Hill Common Farm Edwards Hill Common – Variation of Condition 2 on 3PL/2019/0993/F – Relocation of cart shed & discharge of conditions 4, 10 & 12

8 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 December 2022** – for information
- f) **Appointment of Internal Auditor** – for consideration and resolution

9 London Road Play Area – Additional Fencing Quotation – for consideration and resolution

10 Recording of meetings: - for consideration and resolution To consider workable and reliable options whilst retaining transparency.

11 Jubilee Woodland - for consideration and resolution

- a) To agree next steps and funding options.
- b) To form a working group or sub-committee for this project.

12 Process for Voluntary Groups working on council land – for consideration and resolution

- To create a process/policy of coordination/co-operation and to mitigate risk.

13 Policies – for consideration and resolution

14 Wheel/Skate Park – for consideration and resolution

- Management of gate closure
- Time restrictions

15 Attleborough Christmas Lights – for consideration and resolution

16 Councillors Reports

17 Outstanding Settlement Agreement Matter – for consideration and resolution To consider/report on clause 1.4 of the Settlement Agreement (May 2021), which states “the First Claimant [Cllr Taylor] shall pay the sum of £10,000 to a charity or project based in Attleborough of the First Claimant’s choice within 12 months of this Agreement.”

18 Decoy Common Bonfires - for consideration and resolution

19 Correspondence

- a) Decoy Common burning green waste – for consideration
- b) Rosecroft School Parking – for consideration
- c) Correspondence from George Freeman MP's constituent – for consideration

20 Public Participation (10 Minutes)

21 Any items which the Chairman decides are urgent

For discussion only.

22 Exclusion of Press & Public

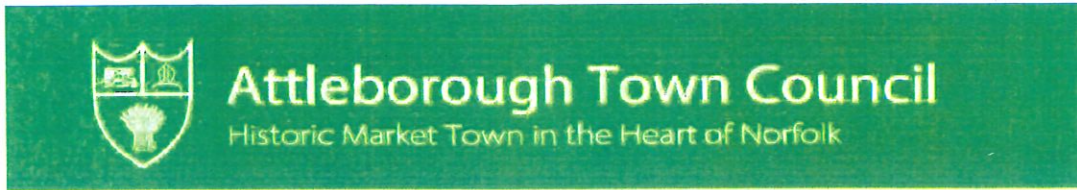
To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

23 Employment of Town Council Solicitors – for consideration and resolution

24 To discuss safeguards for staff and councillors – for consideration and resolution

Expected Meeting Length is 2 Hours

6)



**Minutes of the meeting of the Attleborough Town Council
Held on Monday, 9th January 2023 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 Cllr K Montague Cllr E Tyrer Cllr A Busk
Cllr R Bond Cllr R Redfern Cllr P Wenham Cllr A Westby
In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
James Ingham, Community Liaison Manager UPP, Dist. Cllr Martin, Public x 2

136.22) Mayors Welcome – Cllr Leslie welcomed everyone and thanked Cllrs for their work during previous year stating projects were being delivered and the new Wheel/skate park neared completion.

137.22) Apologies for absence – None received

138.22) Declarations of Interest

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

Cllr Tyrer – Item 6b 3PL/2022/1414/EU

Cllr Taylor – Item 7a

Cllr Taylor- Item 15,16,17

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

None received

139.22) Public Participation –

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

140.22) Minutes of the Town Council meeting held on 5th December 2022

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

RESOLVED - to accept the minutes of the Town Council meeting held on 5th December 2022 with amendment to **Public Participation 1st Session** - omit "North" from " parking at New North Road"

ACTION: TOWN CLERK

141.22) Planning Matters

a) Planning Applications –

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

Cllr Tyrer leaves the meeting

b) Planning Applications (Not due yet)

3PL/2022/1413/EU – ATTLEBOROUGH: The Annexe Adjacent to Potmere Cottage Hargham Road – Annexe used as an Independent Dwelling – No objections

Cllr Tyrer returns to meeting

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) – No objections

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 – No objections.

3PL/2022/1441/HOU- ATTLEBOROUGH: Lyn Holme, 16 Dodds Road – Single Storey rear extension, façade upgrade/replacement fenestration & internal alterations – No objections.

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 – No objections.

On the motion of Cllr Bond, seconded by Cllr Mackinnon it was **RESOLVED** to accept and approve the above comments

ACTION: TOWN CLERK

Cllr Taylor leaves the meeting

142.22) Financial Matters

a) To authorise payments –

On the motion of Cllr Westby, seconded by Cllr Dale, it was **RESOLVED** to accept and approve the following payment list dated 9 January 2023
Total £185,164.58

Cllr Taylor returns to meeting

b) To agree direct debits –

On the motion of Cllr De Souza, seconded by Cllr Montague, it was **RESOLVED** to approve and accept the direct debit list dated January 2023
Total £28,035.07

c) To receive Income –

On the motion of Cllr Dale, seconded by Cllr Montague, it was **RESOLVED** to approve and accept the income list for December 2022
Total £4,807.85

d) Petty cash – Noted for information

e) Income & Expenditure November 2022 – Noted for information

ACTION: TOWN CLERK

143.22) Budget for 2023/24 –

Town Clerk gave a report on the Budget explaining it had been difficult to predict how much costs would increase. The increase to the precept would be 12.1%. After further discussion it was thought to be reasonable. Cllr Mackinnon congratulated Town Clerk on her work with the budget

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

RESOLVED to accept and approve Budget for 2023/24

ACTION: TOWN CLERK

144.22) Attleborough Emergency Plan –

The plan was well received, it was thought to be practical and contained a lot of common sense.

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

RESOLVED – for Cllr Taylor to take Lead Co-Ordinator and Cllr De Souza to be Deputy Co-Ordinator

ACTION: TOWN CLERK

145.22) Councillors Reports

- Dist. Cllr Martin attended Cabinet meeting with Budget on agenda and Local Plan update. Update due on Abbey Farm with developers.
- Cllr Taylor reported during the last litter pick at Decoy Common a lot of gas canisters had been found. Also, at Queens Square approx. 1500-2000 additional bulbs had been planted.
- Cllr Lane gave update on Events, a provisional schedule had been put together for coming year, first event being Shrove Tuesday during February Half Term. Cllr Lane thanked Cllr Dale for all her work involved in Christmas Crafternoon and the Cinemas had been well received. A seasonal Spring addition of newsletter planned and London Road Play area grand opening planned February Half Term. Regular Cllrs café meetings planned to take place one week before ATC Council to be held in downstairs front office with a minimum of two Cllrs.
- Dist. Cllr Martin had spoken with Paul Hewitt and the reports with recommendations regarding Queens Square car park will be discussed at next Scrutiny meeting. Cllr Leslie asked if the Town Council could be kept informed.

146.22) Correspondence

a)Residents Request for a Walk in Centre –

After a discussion all agreed this was a good idea.

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

RESOLVED to respond to resident – we support a walk in Centre locally and extra provision, the Healthcare Report demonstrates a need for it and we are doing what we can with key stakeholders to see if these sorts of provisions can be done.

b)Feasibility study for pedestrian crossing Queens Road – It was decided for the Clerk to look at various options, including Breckland Future Market Town Project and bring back to Council.

ACTION: TOWN CLERK

147.22) Public Participation (10 Minutes) –

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

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

Cllr Leslie announced Friday 24th February 2023 for a Civic Reception and Local Hero Awards.

149.22) Exclusion of Press & Public

On the motion of Cllr Leslie, seconded by Cllr De Souza, 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.

Cllr Taylor left the meeting and did not return

150.22) Breckland Request for Leisure Centre Funding –

A special motion was proposed by Cllr Leslie, seconded by Cllr MacKinnon and it was **RESOLVED** to void the previous motion held in regards to the Attleborough Leisure Centre project.

On the motion of Cllr Leslie, seconded by Cllr Bond, it was, **RESOLVED** to contribute the sum of £50,000 towards the estimated 27k shortfall in the 3G pitch monies, with any remainder towards the emergency access road. The triangle piece of cemetery land, which has significant value to the project will gifted to this project. All of the above is agreed on the condition that the Leisure centre project and sports provision is included in the coordination of the Attleborough Development Partnership board.

151.22) Partnerships Manager Role –

No resolution – The Clerk would go back to Breckland with suggested amendments and also ask for feedback on the Terms of Reference for the new partnership.

152.22) Employment Tribunal Settlement –

Cllr Leslie reminded members that information relating to this matter must remain strictly confidential

On the motion of Cllr Dale, seconded by Cllr Westby, it was, **RESOLVED** to agree settlement with [REDACTED]

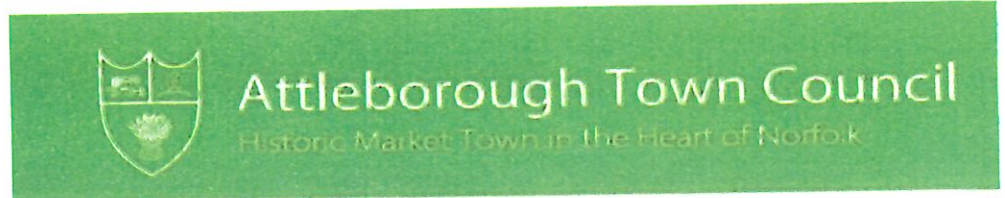
Meeting closed 9.20pm

Public Participation 1st Session

- James Ingham, Liaison Manager with UPP thanked the Town Council for the opportunity to speak and for their support. The aim is to bring superfast Broadband to market towns and surrounding villages and there would be updates on this in the coming weeks and are very keen to engage with the local community.
- Cllr Lane as Chair of Events and Communications stated it would be beneficial to make the public aware of what UPP were doing and she would provide a list of Events, the first one being Shrove Tuesday if they wanted to become involved. Information would also be put into the next Newsletter.
- Resident asked for information on how to advertise on recently installed electronic board
- Enquiries would be made at Breckland
- Resident had enquired if live streaming of meetings would return
- Technical issues were being resolved

Public Participation 2nd Session

- It was suggested to add a section in the Town Council's Emergency Plan to include recognised sections of the community that it could be essential to contact, which could include Schools, Nurseries, Sheltered Housing, Nursing Homes and other Assisted Living Units.
- Cllr Taylor read out correspondence from resident who was appalled at Attleborough Surgery's response to resident who was told to go to a Walk in Centre when he needed help. Also asked if council meetings could be live streamed.



Minutes of the meeting of the Attleborough Town Council Extra-ordinary meeting.
Held on Monday, 23rd January 2023 at 6.30 pm
Held at the Town Hall, Queens Square.

Present:

		Cllr P Leslie - presiding	
Cllr A Westby	Cllr D Lane	Cllr R Redfern	Cllr K Montague
Cllr A Busk	Cllr V Dale	Cllr S MacKinnon	Cllr J Ellis
Cllr R Bond	Cllr T Taylor	Cllr De Souza	

In attendance – Michelle Barron – Town Clerk

153.22) Mayors Welcome -

Cllr Leslie opened the meeting.

154.22) Apologies for absence –

Cllr Wenham, Cllr Tyrer, Cllr Smith

155.22) Declarations of Interest

a) To receive and consider declarations of interest in items below – none

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

Cllr Montague noted an incorrect date on the Agenda/Summons, which was noted by the Clerk

156.22) Precept

On the motion of Cllr Dale, seconded by Cllr Montague it was,
RESOLVED to reduce the precept to a 6% increase.

ACTION: CLERK

Meeting closed

Planning Applications received to-date

3PL/2022/1447/HOU - ATTLEBOROUGH: Dixon Cottage, 2 Millers Square – Replacement of existing conservatory with solid structure, infill of garage & provision of front porch – No objections, one comment would liked to have seen pictures, the description of proposals suggests changes that could influence street scene?

3PN/2022/0043/PV – ATTLEBOROUGH: Archive Logistics, 15 Maurice Gaymer Road – Prior approval for the installation of a Solar photovoltaic System on roof of non-domestic building (Town & Country Planning (General Permitted Development) Order 2015 schedule 2, Part 14, Class J) – Prior approval is not required

76)

Anne Willett

From: Michelle Barron
Sent: 19 January 2023 06:49
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2023/0016/VAR

Follow Up Flag: Follow up
Flag Status: Flagged

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 18 January 2023 14:20
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0016/VAR

CONSULTATION - VARIATION OF COND'S

REFERENCE: 3PL/2023/0016/VAR
PROPOSAL: Variation of Conditions 2 & 3 on 3PL/2021/1191/F - Changes to roof construction material. Additional area to extend the dwelling footprint to be able to incorporate an additional bedroom and inclusion of a new window to front elevation
LOCATION: ATTLEBOROUGH: Former Garden/Garage Driveway to Daglas House
APPLICANT: Mr Louis Richards

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=1pl9I5-0001Ki-5L&d=4%7Cmail%2F90%2F1674051600%2F1pl9I5-0001Ki-5L%7Cin6j%7C57e1b682%7C26595217%7C13522537%7C63C80005B0B1593387B18381E28828AA&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvggninnal&s=6NZNlyazzieFG4G58dSiPWe9oig> or by email to planning@breckland.gov.uk

Anne Willett

From: Michelle Barron
Sent: 19 January 2023 10:52
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2022/0904/O

Follow Up Flag: Follow up
Flag Status: Flagged

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 19 January 2023 10:05
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2022/0904/O

CONSULTATION - OUTLINE

REFERENCE: 3PL/2022/0904/O
PROPOSAL: Outline Planning Permission required for Residential Development
LOCATION: ATTLEBOROUGH: Dorengo, Carvers Lane
APPLICANT: Mr William Seymour

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=1plRmp-0001mh-62&d=4%7Cmail%2F90%2F1674122400%2F1plRmp-0001mh-62%7Cin6k%7C57e1b682%7C26595217%7C13522537%7C63C915BF48514B3F85FCC3696E69A96E&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvgninnal&s=N5CyKPaekWL-4yjZlfh9j3B_36Y or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **9th February 2023**, 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 **9th February 2023**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Anne Willett

From: Michelle Barron
Sent: 26 January 2023 13:04
To: Anne Willett
Subject: Fwd: Planning Consultation PC 3PL/2023/0057/VAR

Sent from my iPhone

Begin forwarded message:

From: planning@breckland.gov.uk
Date: 26 January 2023 at 12:35:41 GMT
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0057/VAR

CONSULTATION - VARIATION OF COND'S

REFERENCE: 3PL/2023/0057/VAR

PROPOSAL: Variation of Condition No 2 on 3PL/2021/1246/F - Bat boxes to be added to side elevations of House Types A & B, with minor repositioning to the windows. Roof above master suite, above carport, on House Type B will be redesigned with skylights, roof angles & heights

LOCATION: ATTLEBOROUGH: Land Located on West Carr Road

APPLICANT: Jock Properties

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](#)

16th Feb

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=1pL1Tf-0009SJ-60&d=4%7Cmail%2F90%2F1674736200%2F1pL1Tf-0009SJ-60%7Cin6k%7C57e1b682%7C26595217%7C13522537%7C63D2739B3D4C4AEB6785907BE6632C7>

Anne Willett

From: Michelle Barron
Sent: 26 January 2023 11:40
To: Anne Willett
Subject: Fwd: Planning Consultation PC 3PL/2023/0065/O

Sent from my iPhone

Begin forwarded message:

From: planning@breckland.gov.uk
Date: 26 January 2023 at 11:05:57 GMT
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0065/O

CONSULTATION - OUTLINE

REFERENCE: 3PL/2023/0065/O

PROPOSAL: Outline planning application for the erection of 8 dwellings and associated works with all matters reserved, except access

LOCATION: ATTLEBOROUGH: Land Adjacent to Rosecroft Primary School London Road

APPLICANT: Breckland Construction Limited

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

16 Feb

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<https://url6.mailanyone.net/scanner?m=1pL04R-000390-6K&d=4%7Cmail%2F90%2F1674730800%2F1pL04R-000390-6K%7Cin6m%7C57e1b682%7C26595217%7C13522537%7C63D25E7B84DA3BABC7E71046ED7C0315&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=wG5riJOfp1hbBEB3f20aXq8nBbc> or by email to planning@breckland.gov.uk

Anne Willett

From: Michelle Barron
Sent: 26 January 2023 11:40
To: Anne Willett
Subject: Fwd: Planning Consultation PC 3PL/2023/0043/VAR

Sent from my iPhone

Begin forwarded message:

From: planning@breckland.gov.uk
Date: 26 January 2023 at 11:05:23 GMT
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0043/VAR

CONSULTATION - VARIATION OF COND'S

REFERENCE: 3PL/2023/0043/VAR
PROPOSAL: Variation of Condition 2 on 3PL/2019/0993/F - Relocation of cart shed and discharge of conditions 4, 10 & 12
LOCATION: ATTLEBOROUGH: Hill Common Farm Edwards Hill Common
APPLICANT: Norfolk Barns 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](#)

16 Feb.

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

https://url6.mailanyone.net/scanner?m=1pL04C-0007Wg-4t&d=4%7Cmail%2F90%2F1674730800%2F1pL04C-0007Wg-4t%7Cin6d%7C57e1b682%7C26595217%7C13522537%7C63D25E6BCA5EC70313CD2A2971DCD46&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=t15luQOJryBsZuJhXuK_frd3KJU
by email to planning@breckland.gov.uk

DD FEBRUARY 2023

Name	Description	Service	Bill Freq	Net	Vat	Total
Siemens	Photocopy service	Admin	Annual	£ 355.00	£ 71.00	£ 426.00
Vodafone	mobiles	Admin	Monthly	£ 53.20	£ 9.74	£62.94
Bank Charges	Barclays	TH	Monthly	£ 6.40		£6.40
Bank Charges	Lloyds	TH	Monthly	£ 7.00		£7.00
Biffa	Waste collection	Rec	Monthly	£ 135.60	£ 27.12	£162.72
Biffa	Waste collection	TH	Monthly	£ 206.70	£ 41.34	£248.04
Wave	Water	Town Hall	Quarterly			
BT	Cloud	TH	Quarterly	£ 342.06	£ 68.41	£410.47
BT OnePhone	Mobiles/Broadband	OS	Monthly	£ 326.06	£ 65.21	£391.27
Wave	Water	Public Toilets	Quarterly			
Wave	Water	Cemetery	Quarterly			
Anglian Water	Water	Chapel Rd	Quarterly			
Breckland Council	Rates	TH	Monthly	£ 1,235.00	£ -	£1,235.00
Breckland Council	Rates	Cemetery	Monthly		£ -	
Total Gas & Power	Electricity	Public Toilets	Quarterly	£ 376.98	£ 18.86	£395.84
Total Gas & Power	Elect Skate Park	OS	Quarterly	£ 381.98	£ 19.10	£401.08
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly	£ 1,509.05	£ 75.45	£1,584.50
Phs Group	waste collection	TH	Annual	£ 1,777.84	£ 355.57	£2,133.41
Fuel Genie	Fuel	OS	Monthly			
						£7,464.67
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,415.11	£ -	£ 4,415.11
Norfolk Pension	BACS	Pension	Monthly	£ 4,618.39	£ -	£ 4,618.39
Staff Salary	BACS	Salaries	Monthly	£ 15,526.91	£ -	£ 15,526.91
						£ 24,560.41
TOTAL						£32,025.08

8c)

INCOME JANUARY 2023		
Banked Monies		
	Hall Bookings	£ 1,165.00
	Repayment church wall	£ 100.00
	Memorial	£ 2,495.00
	Allotment rent	£ 1,065.30
	Community car grant Jan	£ 275.00
	Connaught Bowls Rent	£ 787.50
	Pavilion rent	£ 500.00
	VAT Repayment	£ 26,453.54
	Total	£ 32,841.34

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

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	2,475	3,960	1,485			62.5%	
1382 S106 Income Received	21,346	0	(21,346)			0.0%	
1391 interest received on saving ac	516	0	(516)			0.0%	
	<u>721,565</u>	<u>615,246</u>	<u>(106,319)</u>			<u>117.3%</u>	<u>0</u>
Administration :- Income							
4000 Staff Costs	204,643	300,000	95,357		95,357	68.2%	
4001 Other Employment Costs	0	2,000	2,000		2,000	0.0%	
4002 website	530	5,000	4,470		4,470	10.6%	
4004 Health & Safety	2,805	2,500	(305)		(305)	112.2%	
4005 Training	1,068	7,000	5,933		5,933	15.3%	
4010 Travelling Expenses	44	750	706		706	5.8%	
4020 Miscellaneous Expenses	581	2,000	1,419		1,419	29.1%	
4023 Subscriptions	1,542	2,500	958		958	61.7%	
4025 Insurances	9,201	10,000	799		799	92.0%	
4027 Bookkeeping	510	2,000	1,490		1,490	25.5%	
4029 Photocopier Usage Fee	485	2,500	2,015		2,015	19.4%	
4031 Computer	5,428	9,000	3,572		3,572	60.3%	
4040 Community Car Scheme	5,363	6,000	638		638	89.4%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	3,950	3,000	(950)		(950)	131.7%	
4051 Bank Charges	186	500	314		314	37.3%	
4055 Judicial Review Claim	0	3,000	3,000		3,000	0.0%	
4056 Consultancy	500	3,000	2,500		2,500	16.7%	
4057 Audit Fees	(100)	2,500	2,600		2,600	(4.0%)	
4058 Legal Fees	2,438	15,000	12,562		12,562	16.3%	
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	9	0	(9)		(9)	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	4,274	4,000	(274)		(274)	106.9%	
4122 Postages	14	500	486		486	2.8%	
4123 Stationery	686	2,000	1,314		1,314	34.3%	
4140 Fuel	41	0	(41)		(41)	0.0%	
4147 Photocopier Lease payments	885	1,500	615		615	59.0%	
4190 Equipment Purchase	984	2,000	1,016		1,016	49.2%	
4230 Supplies	530	250	(280)		(280)	212.0%	
4231 Advertising	664	1,000	336		336	66.4%	

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	251,975	394,500	142,525	0	142,525	63.9%	0
Net Income over Expenditure	469,591	220,746	(248,845)				
<u>112 Street Lights</u>							
4402 Public Lighting	18,627	25,000	6,373		6,373	74.5%	
Street Lights :- Indirect Expenditure	18,627	25,000	6,373	0	6,373	74.5%	0
Net Expenditure	(18,627)	(25,000)	(6,373)				
<u>113 Toilets</u>							
1050 Income	3	0	(3)			0.0%	
Toilets :- Income	3	0	(3)				0
4112 Water	651	750	99		99	86.8%	
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	1,441	3,936	2,495	0	2,495	36.6%	0
Net Income over Expenditure	(1,438)	(3,936)	(2,498)				
<u>114 Christmas Lights</u>							
4400 Expenditure	15,000	20,000	5,000		5,000	75.0%	
Christmas Lights :- Indirect Expenditure	15,000	20,000	5,000	0	5,000	75.0%	0
Net Expenditure	(15,000)	(20,000)	(5,000)				
<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	115	300	185	0	185	38.3%	0
Net Expenditure	(115)	(300)	(185)				

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

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 Expenditure	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	1,286	0	(1,286)			0.0%	
Events :- Income	<u>1,444</u>	<u>0</u>	<u>(1,444)</u>				<u>0</u>
4400 Expenditure	176	10,000	9,824		9,824	1.8%	
4505 Newsletter	1,096	0	(1,096)		(1,096)	0.0%	
Events :- Indirect Expenditure	<u>1,271</u>	<u>10,000</u>	<u>8,729</u>	<u>0</u>	<u>8,729</u>	<u>12.7%</u>	<u>0</u>
Net Income over Expenditure	<u>173</u>	<u>(10,000)</u>	<u>(10,173)</u>				
201 Open Spaces							
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	7,765	15,000	7,235			51.8%	
1106 Sports Letting	1,025	1,000	(25)			102.5%	
1150 Re-imburement of Utilities	251	100	(151)			251.3%	
1152 Repayment church wall damage	400	1,000	600			40.0%	
Open Spaces :- Income	<u>9,987</u>	<u>19,300</u>	<u>9,313</u>			<u>51.7%</u>	<u>0</u>
4020 Miscellaneous Expenses	170	700	530		530	24.3%	
4110 Rates	1,217	800	(417)		(417)	152.1%	
4112 Water	1,809	1,500	(309)		(309)	120.6%	
4113 Electricity	580	1,500	920		920	38.7%	
4140 Fuel	3,796	3,500	(296)		(296)	108.5%	
4143 Equipment Hire	400	750	350		350	53.4%	
4144 Tree Work	2,925	2,000	(925)		(925)	146.3%	
4145 Maintenance/Repairs	2,563	25,000	22,437		22,437	10.3%	
4146 Play Equipment	9,590	5,000	(4,590)		(4,590)	191.8%	
4189 Wheel Park	85,800	0	(85,800)		(85,800)	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	1,530	2,000	470		470	76.5%	
4230 Supplies	5,546	7,500	1,954		1,954	73.9%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4255 Safety Checks	643	1,000	358		358	64.3%	
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	118,671	59,610	(59,061)	0	(59,061)	199.1%	0
Net Income over Expenditure	(108,684)	(40,310)	68,374				
210 Attleborough in Bloom							
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)				
211 Markets							
1050 Income	0	500	500			0.0%	
Markets :- Income	0	500	500			0.0%	0
4298 Covid General Expenses	0	200	200		200	0.0%	
4400 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)				
290 Open Spaces Capital Exps.							
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)				
301 Town Hall							
1000 Booking Fees	8,613	8,000	(613)			107.7%	
1007 Bar Rent	320	500	180			64.0%	
Town Hall :- Income	8,933	8,500	(433)			105.1%	0
4110 Rates	11,115	13,000	1,885		1,885	85.5%	
4111 Gas	988	2,800	1,812		1,812	35.3%	

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4112 Water	805	1,000	195		195	80.5%	
4113 Electricity	1,640	4,000	2,360		2,360	41.0%	
4145 Maintenance/Repairs	113	3,500	3,387		3,387	3.2%	
4190 Equipment Purchase	188	2,000	1,812		1,812	9.4%	
4220 Cleaning	360	1,500	1,140		1,140	24.0%	
4225 Refuse Collections	2,993	5,000	2,007		2,007	59.9%	
4230 Supplies	965	1,500	535		535	64.4%	
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	19,494	55,650	36,156	0	36,156	35.0%	0
Net Income over Expenditure	(10,561)	(47,150)	(36,589)				
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 Expenditure	10,222	25,000	14,778		14,778	40.9%	
Contingency :- Indirect Expenditure	10,222	25,000	14,778	0	14,778	40.9%	0
Net Expenditure	(10,222)	(25,000)	(14,778)				
Grand Totals:- Income	741,933	643,546	(98,387)			115.3%	
Expenditure	476,437	643,546	167,109	0	167,109	74.0%	
Net Income over Expenditure	265,496	0	(265,496)				
Movement to/(from) Gen Reserve	265,496						

8 f)



ATTLEBOROUGH TOWN COUNCIL

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

11th February 2022

Kerry Butcher Accountancy Services
Exchange House Centre
Exchange Street
Attleborough
Norfolk NR17 2AB

Internal Audit 2021/22

Dear Kerry

The Council has resolved to appoint you to carry out the internal audit this year.

As last year the audit will be carried out from your offices and we are looking at the period between 3rd to 10th May 2022. I look forward to working with you remotely and will do my best to assist you with the information you need by either email and or paper copies.

Yours sincerely

Anne

Anne Willett
Clerks Assistant to Attleborough Town Council

9)

Anne Willett

From: Russell Dyer <RDyer@proludic.co.uk>
Sent: 01 February 2023 08:22
To: Anne Willett; Michelle Barron
Cc: Michelle Jones
Subject: RE: London Road play area -Additional fencing quotation
Attachments: London Road, Attleborough additional fencing -pdf.pdf

Hi Anne and Michelle,

Apologies for the delay in getting these prices over for the additional fencing, the 1.5m high fencing requested is a bespoke product so I wasn't able to get a price immediately.

So please see the options below:

Supply and install:

Option 1:

- Supply and install 451m of 1m high bow top fencing (galvanised finish) to match play area fencing c/w
1 no self closing gate (powder coated yellow)
1 no 3m wide double leaf maintenance gate (powder coated yellow or galvanised finish)
Remove and dispose of 451m of existing fencing c/w gates supply and install the above fencing into same position along the front of the POS area
Total £9,078.77

Option 2:

- Supply and install 451m of 1.2m high bow top fencing (galvanised finish) to match play area fencing c/w
1 no self closing gate (powder coated yellow)
1 no 3m wide double leaf maintenance gate (powder coated yellow or galvanised finish)
Remove and dispose of 451m of existing fencing c/w gates supply and install the above fencing into same position along the front of the POS area
Total £9,251.25

Option 3:

- Supply and install 451m of 1.5m high bow top fencing (galvanised finish) to match play area fencing c/w
1 no self closing gate (powder coated yellow)
1 no 3m wide double leaf maintenance gate (powder coated yellow or galvanised finish)
Remove and dispose of 451m of existing fencing c/w gates supply and install the above fencing into same position along the front of the POS area
Total £14,846.74

NOTE: On all of the above options the new fencing is to join to existing fencing at corner (next to property) and up to gate on dog walking area (as per photos on attached document). New bow top fencing will match design of new fencing installed around the play area (as shown below).



Kind regards,

Russell

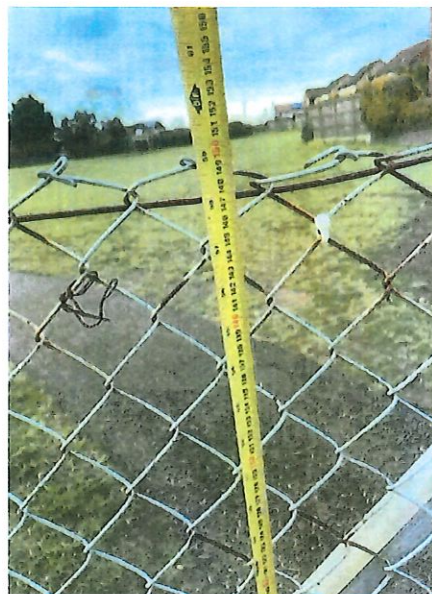
Russell Dyer
Contracts Manager – Central
Tel: 07890 399011

Proludic Ltd, The Play Hub, Bradmore Business Park, Loughborough Road, Bunny, Nottinghamshire, NG11 6QA

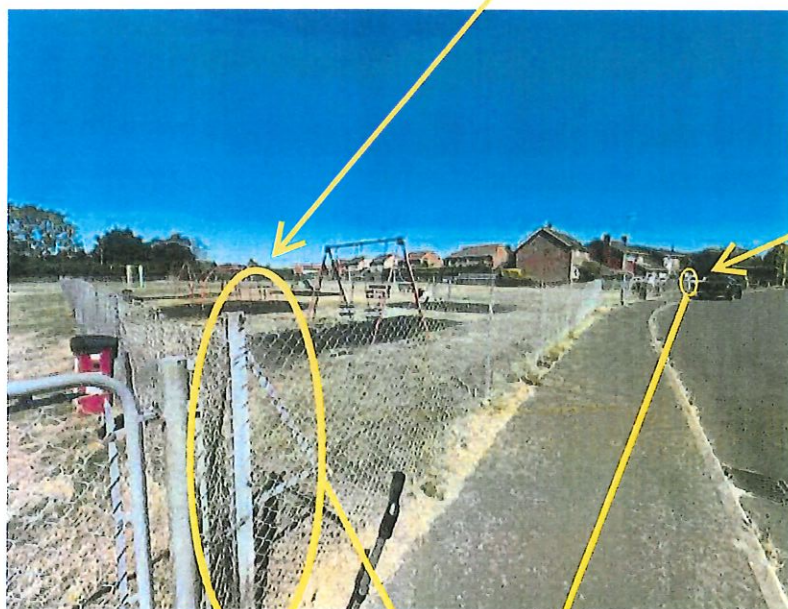
London Road, Attleborough - Additional fencing



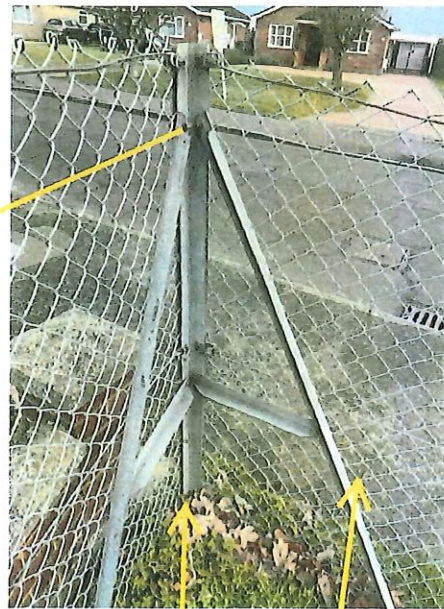
Fence post to stay in place, angled stay to be removed to allow new fence to run off existing post.



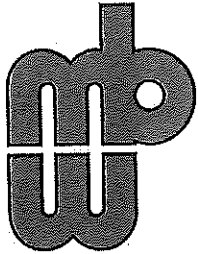
existing fence is 1.5m high



Fencing to be replaced along this line



Fence post to stay in place, angled stay to be removed to allow new fence to run off existing post.



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

23rd January 2023

For the attention of Michelle Barron

Dear Michelle,

Re – Proposed Footpaths/Cycletrack for Jubilee Wood, Attleborough

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

Quotation based on BHA Drawing ATC.JW.001 Rev P1

To supply all necessary plant, labour and materials.

Estimated Areas

Footpaths – 450LM @ 1m wide = 450m²

Cycletrack – 250LM @ 3m wide = 750m²

Picnic Area – 150m²

Total estimated area = 1350m²

1. Excavated 200mm to reduce levels and stockpile on site.
2. Grade and consolidate formation.
3. Lay geotextile to excavated area.
4. Level and consolidate 200mm of type one material.

For the budget sum of £45,000.00 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 £91.00m³ (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.

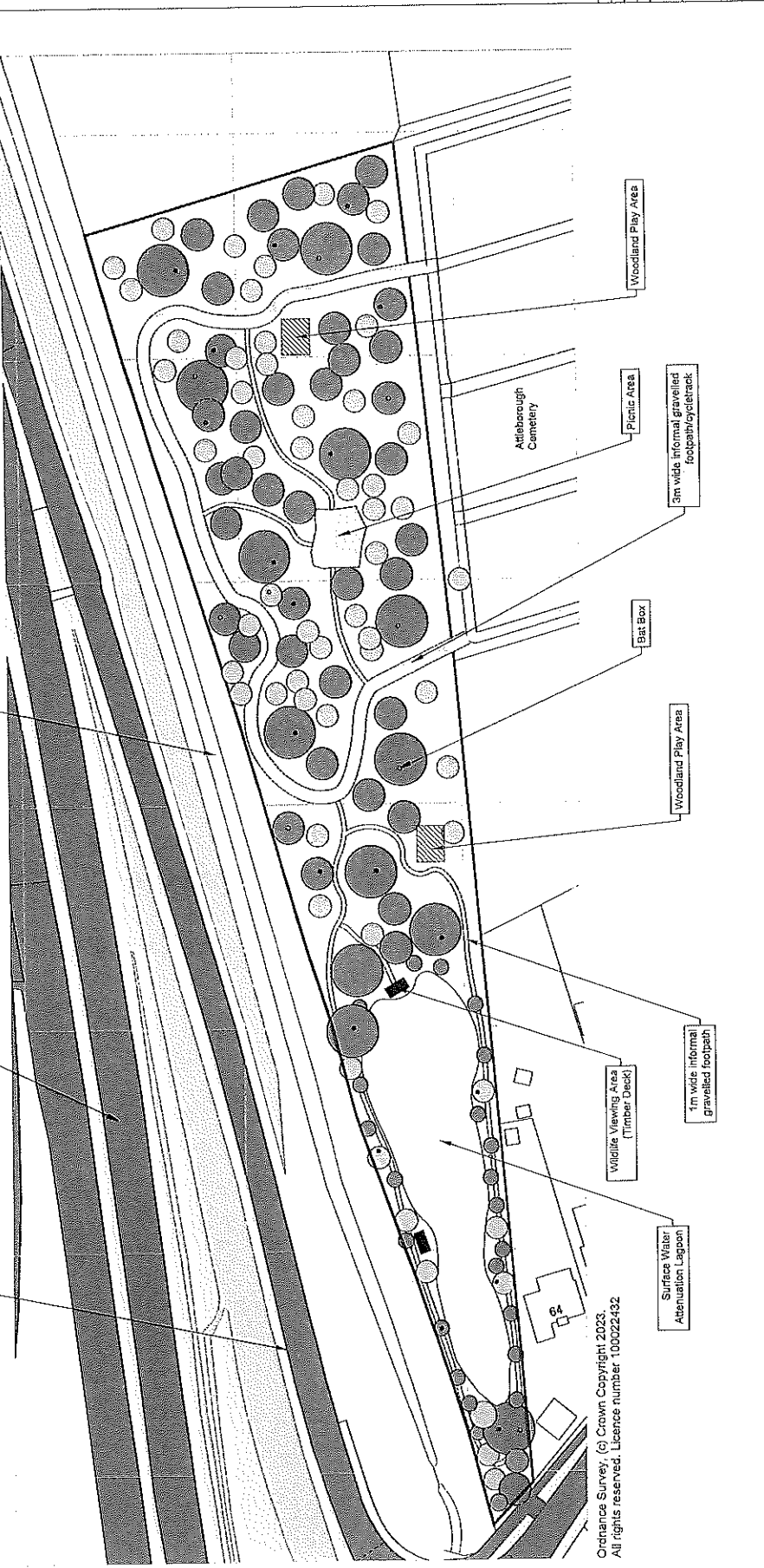
I trust I have understood your requirements correctly, but should you have any queries please don't hesitate to contact me.

Yours faithfully

Justin Wilkins

GENERAL NOTES

- The client is responsible for the provision of all necessary planning and other approvals.
- The client is responsible for the provision of all necessary planning and other approvals.
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Proposed Attleborough 'Jubilee Wood'

Scale: 1:500

Woodland to be planted with indigenous deciduous species

Ordnance Survey, (c) Crown Copyright 2023.
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Client: Attleborough Town Council

Project Title: Proposed 'Jubilee Woodland' Land to rear of Attleborough Cemetery

Drawing Title: Outline Layout Plan

Foundation Layout Plans and Details

Drawn by:	AW	Checked by:	AW
Date:	1.5.2023	Date:	June 2023

Drawings No:	ATC/JW/001	Rev:	P1
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BHA
CONSULTING
CIVIL STRUCTURAL ENVIRONMENTAL
300-301, 302
Newark
Nottingham
Tel: 01933 428205
email: attle@bhaconsulting.co.uk
website: www.bhaconsulting.co.uk

Volunteers on Town Council Land

Introduction

The number of volunteers working on Council Land are likely only to grow with the Council's aspirations to create further recreation space, such as the Jubilee Woodland. In addition, the long term vision of the Events Committee includes the ability to hand over the running of various events to volunteer groups.

At present there does not seem to be any process that identifies, supports and mitigates the risk of such volunteers.

Aims

The purpose of this Agenda item is to start a conversation around this subject and agree a system for taking this forward to create a policy for volunteers on council land. Areas for inclusion may be, but not limited to the following.

- To support, not hinder volunteer groups on council land
- To create communication channels between volunteer groups and The Council so that projects are run in a collaborative manner
- To ensure the Council is included in decisions as to what is happening on Council Land, and when this is happening.
- To provide training, funding and support as may be identified or requested
- To ensure that Health and Safety requirements are met and that The Council is fulfilling its obligation in keeping volunteers safe.



Attleborough Town Council
Historic Market Town in the Heart of Norfolk

Attleborough Town Council

"Whistleblowing" Policy

(Making a Disclosure in the Public Interest)

Introduction

Attleborough Town Council is committed to the highest standards of openness, probity and accountability.

An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Council to voice concerns in a responsible and effective manner. It is a fundamental term of every contract of employment that an employee will faithfully serve his or her employer and not disclose confidential information about the employer's affairs. Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the line manager would be the appropriate person to be told).

The Public Interest Disclosure Act, which came into effect in 1999 and updated in May 2013, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. The Council has endorsed the provisions set out below so as to ensure that no members of staff should feel at a disadvantage in raising legitimate concerns.

It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Council nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures. Once the "whistleblowing" procedures are in place, it is reasonable to expect staff to use them rather than air their complaints outside the Council.

Scope of Policy

This policy is designed to enable employees of the Council to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

Safeguards

i. Protection

This policy is designed to offer protection to those employees of the Council who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case malicious or wild allegation could give rise to legal action on the part of the persons complained about.

ii. Confidentiality

The Council will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

iii. Anonymous Allegations

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Council.

In exercising this discretion, the factors to be considered will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

iv. Untrue Allegations

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

Procedures for Making a Disclosure

On receipt of a complaint of malpractice, the member of staff who receives and takes note of the complaint, must pass this information as soon as is reasonably possible, to the appropriate designated investigating officer as follows:

- Complaints of malpractice will be investigated by the Town Clerk unless the complaint is against the Town Clerk or is in any way related to his/her actions. In such cases, the complaint should be passed to the Chairman/Mayor for referral.
- In the case of a complaint, which is any way connected with but not against the Chairman/Mayor, the Town Clerk will nominate a Member to act as the alternative investigating officer.
- Complaints against the Clerk should be passed to the Chairman who will nominate an appropriate investigating officer.
- The complainant has the right to bypass the line management structure and take their complaint direct to the Chairman. The Chairman has the right to refer the complaint back to management if he/she feels that the management without any conflict of interest can more appropriately investigate the complaint.

Should none of the above routes be suitable or acceptable to the complainant, then the complainant may approach one of the following individuals who have been designated and trained as independent points of contact under this procedure. They can advise the complainant on the implications of the legislation and the possible internal and external avenues of complaint open to them:

Monitoring Officer, Breckland District Council
Trade Union Representative
Citizens Advice

If there is evidence of criminal activity then the investigating officer should inform the police. The Council will ensure that any internal investigation does not hinder a formal police investigation.

Timescales

Due to the varied nature of these sorts of complaints, which may involve internal investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

The investigating officer, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

All responses to the complainant should be in writing and sent to their home address.

Investigating Procedure

The investigating officer should follow these steps:

- Full details and clarifications of the complaint should be obtained.
- The investigating officer should inform the member of staff against whom the complaint is made as soon as is practically possible. The member of staff will be informed of their right to be accompanied by a trade union or other

representative at any future interview or hearing held under the provision of these procedures.

- The investigating officer should consider the involvement of the Council auditors and the Police at this stage and should consult with the Chairman / Chief Executive
- The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies.
- A judgement concerning the complaint and validity of the complaint will be made by the investigating officer. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be passed to the Chief Executive or Chairman as appropriate.
- The Chief Executive / Chairman will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate Council procedures.
- The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.
- If appropriate, a copy of the outcomes will be passed to the Council Auditors to enable a review of the procedures.

If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Chief Executive / Chairman, or one of the designated persons described above.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, the Council recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission, or the utility regulators), or, where justified, elsewhere.

Adopted: 1 August 2016

Reviewed: Attleborough Town Council Meeting 13 May 2019



Lost / Found Child Policy For Events

13)

FORWARD

The Committee/Council has a responsibility to take all reasonable steps to ensure the protection of children attending its events. We have given full consideration as to how children will be protected during our events and to the safe management of 'lost' 'found' herein addressed as 'lost' children.

POLICY

At any event attended by children, there is the potential for them to become separated from their parents or responsible adult. Unfortunately, not all adults have good intentions towards children and could seek to harm children who become separated. The following procedure has been adopted to help the event manager and the committee best manage lost children situations safely, it is also advisable that these procedures are adopted for the dealing with lost vulnerable adults.

Guidance for keeping lost children safe

ANY LOST CHILDREN MUST BE TAKEN TO CONTROL AREA

1. All staff/marshals/volunteers/organisers should be informed where children are to be taken in the event of them becoming separated from their parents or the responsible adult.
2. Location of lost children facilities should be put in the events schedules or programme.
3. The 'lost' child should be in the presence of at least two nominated adults at all times, within the control area in a screened off area.
4. Find out the child's name and age where possible.
5. Make a public announcement over the PA system stating only that a lost child has been found and where they can be collected. Do not give the name or a description of the child.
6. When an adult comes to collect the child make sure you are satisfied as to their identity. You must ask for identification and receive satisfactory identification before handing over the responsibility of the child.
- 7. WHERE ANY DOUBT EXISTS, THE POLICE SHOULD BE CONTACTED FOR ADVICE.**
- 8. IF AT ANY TIME THE CHILD IS IN OBVIOUS DISTRESS THE POLICE SHOULD BE CONTACTED IMMEDIATELY.**
9. The police should be contacted if the responsible adult fails to appear within thirty minutes after the first announcement.

When parents/responsible adult reports a child lost

1. Where parents are reporting a lost child, the police should be notified if the child has not been found after fifteen minutes.
2. Where parents are reporting a lost child, the Event Manager, and two other committee members must be made aware. The events manager will ensure that an announcement with description of child is given over the PA system. The event marshals will be placed on alert, supplied with a description/photo of the missing child. The event marshals will be contactable throughout the event by two-way radio and mobile phone. The marshals will be placed at the road exits with the remaining marshals walking through the event.

Logging Details

1. When the child is reunited, if the child is not reunited quickly, or if any doubt exists, a log (see Appendix A) should be made which includes:
 - a. The name and description of the child
 - b. The name and description of the responsible adult collecting the child.
 - c. A brief description of time and location found and of any concerns

This should be signed by both nominated adults and passed to the Police if required.

WHEN A CHILD IS SUCCESSFULLY REUNITED WITH THE RESPONSIBLE ADULT, DON'T FORGET TO TELL ALL THOSE ORIGINALLY INVOLVED IN THE SEARCH, INCLUDING THE POLICE AS APPROPRIATE.

Adopted: 2015

Reaffirmed at the Attleborough Town Council Meeting 13 May 2019

Lost Dependant Report

Date	
Time in	
Report written by	
Information about dependant (as Known)	
Name	
Address	
Age	
Phone Number	
Location dependant was found	
Name of who found dependant	
Contact details Including telephone number	
Description of Dependant	
Gender	
Ethnicity	
Clothing description	Top Skirt/trousers Footwear Hat Other
Unique physical features-visual	
Information about Parent/carer(caregiver)	
Name	
Address	
Phone number	
Identification (source)	
Signature of caregiver dated	
Signature of committee member-dated	
Time out	



Grant Awards Policy

13)

Attleborough Town Council approves a budget each year for the purpose of allocating grants to local organisations and community groups.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Town Council will benefit the residents of Attleborough.
- The group must be formally constituted and have a management committee made up of volunteers who are the employing body.

Individuals and businesses are not eligible for grant funding.

Scope of grants

Applications will be considered for the following purposes which must benefit some or all of the residents of Attleborough up to the maximum amount of £500 and grants for match funding up to £1,000.

- For purchasing equipment either in part or in full.
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes.
- For training activities or to purchase the expertise of an outside trainer or facilitator.
- For activities that raise the profile of the area.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.
- For the provision of recreational facilities.

Conditions

- Multiple applications within a 12-month period will not normally be considered.
- Prior approval of the Town Council is required for any change of purpose of the grant. The Town Council reserves the right to reclaim any grant not being used for the purpose specified on the application

- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- An acknowledgement on receipt of the grant cheque is required.

Application process

Applications should be made by completing the Grants Award Application Form and enclosing a copy of the latest set of annual accounts available for the group making the application. Evidence of a planned budget will be required. Applications are accepted at any time of the year and will be considered by the Full Council. Applicants are usually informed within two weeks of the meeting and the grant money to be paid by BACS/Bank Transfer the following month.

Promotion

The Town Council will ask for recognition from successful groups in the form of promotion of the Town Council in newsletters or any press releases. The Town Council will also recognise successful groups in its own reports to parishioners.

Adopted: 5 December 2011

Reaffirmed: Attleborough Town Council Meeting 13 May 2019

13)



Attleborough Town Council
Historic Market Town in the Heart of Norfolk

STANDING ORDERS

2021

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

A The Context of Attleborough Town Council

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

B Meetings

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

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

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

C Committees, Sub-Committees & Advisory Committees

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

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

D Standing Orders & Procedural Documents

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

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