



You are summoned to the Meeting of Attleborough Town Council

To be held on Monday 3rd April 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
28th March 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 6th March 2023 - 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/2023/0277/HOU – ATTLEBOROUGH: Greenacres, 108 Besthorpe Road – Proposed single storey rear extension

3PL/2023/0285/HOU - ATTLEBOROUGH: 51 Hargham Road – Single storey front extension including changing the small adjoining flat roof to pitched.

3PL/2023/0229/HOU – ATTLEBOROUGH: 54 New Road – Installation of one external flue to allow the fitting of one woodburner in the sitting room.

3PL/2023/0196/F – ATTLEBOROUGH: Queens House Queens Square (Church Street) - Conversion of existing office building to two hot food takeaway shops (suigeneris) at ground floor and 4 no 1-bedroom residential flats and new external stairs to serve the flats.

3PL/2023/0278/D- ATTLEBOROUGH: Sustainable Urban Extension Land South of Attleborough – Reserved Matters application relating to Sub-Phase 1a (Infrastructure) of the consented Attleborough Sustainable Urban Extension, seeking approval of details regarding the northern roundabout junction with Buckenham Road, the High Street and the section of the Link Road connecting the High Street to the western boundary of Phase 1, a new junction on Buckenham Road

to the south of Slough Lane, a southern attenuation basin, foul sewer to the proposed Sewage Pumping Station (to be in the southwestern corner of the SUE), temporary site works compound and details relating to layout, scale, appearance and landscaping following outline permission 3PL/2017/0996/O (as amended by 3PL/2021/1668/VAR). Information has also been submitted pursuant to the discharge of Conditions 6, 7, 10, 13, 14, 15, 16, 20, 23, 24, 27, 31, 38, 42 & 43 of the outline consent.

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 February 2023 – for information

8 Public Statements of Support for and Achievements of Attleborough Town Council

- a) Press release - for consideration and resolution
- b) Letter to chair of Breckland Council and Others - for consideration and resolution

9 Financial Regulations & Procurement Policy – for consideration and resolution

10 Grants Award Policy – for consideration and resolution

11 Councillors Reports

12 Town Hall Refurbishment – for consideration and resolution

13 Attleborough Retailers Group – for consideration and resolution

14 Correspondence

- a) Request for disabled parking bay - for consideration and resolution
- b) Request from Pride Homecare to extend their annual event to Recreation Ground – for consideration and resolution.
- c) Request from Fun Fest Team to use Gaymers Field 3rd September 2023 for Dog Show – for consideration and resolution
- d) Request from Fun Fest Team for use of Recreation Ground for Firework Display 5th November 2023 and for a donation towards the cost – for consideration and resolution

15 Public Participation (10 Minutes)

16 Any items which the Chairman decides are urgent

For discussion only.

17 Exclusion of Press & Public

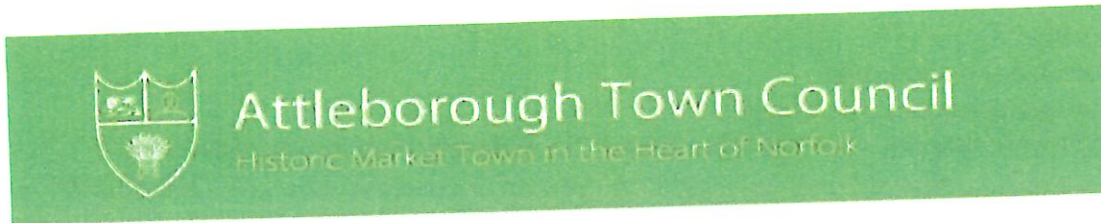
To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

18 Queens Square Bus Stop – for consideration and resolution

Expected Meeting Length is 2 Hours

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF 01953 456194
enquires@attleboroughtc.org.uk www.attleboroughtc.org.uk

5)



**Minutes of the meeting of the Attleborough Town Council
Held on Monday, 6th March 2023 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

		Cllr P Leslie - presiding	
Cllr D Lane	Cllr A Smith	Cllr V Dale	Cllr S Mackinnon
Cllr T Taylor	Cllr D De Souza	Cllr K Montague	Cllr E Tyrer Cllr J Ellis
Cllr R Bond	Cllr P Wenham	Cllr A Westby	Cllr A Busk
	In attendance – Michelle Barron – Town Clerk		
	In attendance – Anne Willett – Clerks Assistant (minute taker)		
	Public x 3		

177.22) Mayors Welcome – Cllr Leslie welcomed everyone and thanked all involved in the Civic Reception, it was a fantastic night.

178.22) Apologies for absence – None received

179.22) Declarations of Interest

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

Cllr Lane – Item 7a, Cllr Dale - Item 7a, M Barron – Item 7a

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

None received

A cheque for four thousand pounds was received from Christmas Lights Committee as a refund to ATC donation.

180.22) Public Participation –

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

181.22) Minutes of the Town Council meeting held on 6th February 2023

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

RESOLVED – to accept with the following amendments to MIN 167.22 add “the following resolutions were made” change RESOLVED to Resolution Option 1, Resolution Option 2, add “RESOLVED” – Cllr Lane motion Option 1, carried 6 to 4.

Minutes of the Town Council Extraordinary meeting held on 13th February 7pm & 7.15pm 2023

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

RESOLVED – to accept with the following amendment to MIN 160.22 add “ Cllrs Dale & Taylor did not participate in the vote”

ACTION: TOWN CLERK

182.22) Planning Matters

a) Planning Applications –

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

Cllrs Dale & Taylor abstained

b) Planning Applications (Not due yet)

3PL/2023/0066/VAR – ATTLEBOROUGH: Adj The Paddocks (Gaskin Way) Leys Lane – Variation/Removal of Conditions 5,9, 11 & removal of Condition 12 on 3PL/2020/1091/F – No objections

3PL/2023/0141/HOU - ATTLEBOROUGH: Peelers London Road – Proposed alterations to front elevation including remodelling of porch & replace roof with gabled roof. Replacement of existing fence & erection of new gate & fence to either side of the front elevation. Render applied to fenestration of front elevation. Repositioning of vehicular access & erection of detached garage – No objections.

3PL/2023/0159/HOU – ATTLEBOROUGH: The Willows West Carr Road – Retrospective permission for the conversion of loft space above annex (ref. 3PL/2012/0095/F) to be occupied for residential use, the loft space/annexe is still to be used ancillary to the main dwelling – No objections.

3PL/2023/0057/VAR – ATTLEBOROUGH: Land located on West Carr Road - Variation of Condition No 2 on 3PL/2023/0057/VAR – 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 – No objections.

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

RESOLVED - to accept and approve the above comments.

Cllrs Dale & Taylor abstained

ACTION: TOWN CLERK

Cllrs Lane, Dale and M Barron left the meeting.

183.22) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 6 March 2023

Total £85,244.52

Cllrs Lane, Dale and M Barron returned to the meeting.

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated March 2023

Total £25,071.02

c) To receive Income –

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

RESOLVED to approve and accept the income list for February 2023

Total £37,341.25

d) Petty cash – Noted for information

e) Income & Expenditure January 2023 – Noted for information

ACTION: TOWN CLERK

184.22) Christmas Lights Committee –

a) Terms of Reference

On the motion of Cllr Lane, seconded by Cllr Smith, it was
RESOLVED – to accept and approve the proposal for amendment to the name of committee to “Illumination Review Committee” and also in part 5 a softening of the wording and remove “quality of the lighting display.

b) To Elect Members

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

RESOLVED to elect Cllr Lane

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

RESOLVED to elect Cllr Tyrer

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

RESOLVED to elect Cllr Dale

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

RESOLVED to elect Cllr Leslie

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

RESOLVED to elect Cllr Bond

ACTION: TOWN CLERK

185.22) Jubilee Woodland Committee -

a) Terms of Reference

It was confirmed it is within the scope of the Council to amend any Terms of Reference.

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

RESOLVED – to accept the Terms of Reference with Cllr Taylors amendment to point 6 to add “at least” five Council members.

b) To Elect Members

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

RESOLVED to elect Cllr Westby

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

RESOLVED to elect Cllr Lane

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

RESOLVED to elect Cllr De Souza

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

RESOLVED to elect Cllr Tyrer

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

RESOLVED to elect Cllr Mackinnon

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

RESOLVED to elect Cllr Dale

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

RESOLVED to elect Cllr Bond

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

RESOLVED to elect Cllr Leslie

ACTION: TOWN CLERK

186.22) Commonwealth War Graves Commission Request to install signs at Attleborough Cemetery -

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

RESOLVED – to accept and approve to install up to two standard size signs at main Cemetery gates off Queens Road, subject to where War graves are situated.

ACTION: TOWN CLERK

187.22) Quotation to Replace Consumer Unit in Christmas Lights Cabinet on Queens Square.

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

RESOLVED – to make the Electric box for Christmas Lights safe in communication and co-ordination with Christmas Lights Committee and authorise the Clerk to select the best value quotation.

ACTION: TOWN CLERK

188.22) Anti-Social Behaviour and Anti-Social Drinking –

It was decided to consult the police for their feedback. Also, for the Clerk to arrange a meeting with the police and a Breckland Officer prior to the next ATC meeting. Cllr Taylor would forward email with who to contact at Breckland.

ACTION: TOWN CLERK/AS/TT

189.22) NCC Consultation on Devolution –

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

RESOLVED – to respond we fully support any action that will allow local decisions to be made locally with adequate funding.

ACTION: TOWN CLERK

190.22) Councillors Reports –

- Cllr Lane reported they had held their second Councillor Café, Cllr Leslie had attended and was able to offer advice to residents. Representatives from Police should attend future ones, along with Community Cars and Community Speed Watch who will be hoping to be successful in recruiting more volunteers.
- Next Book Sale taking place in April and Cllr Lane asked if anyone would like to come along to read stories to the children to let her know.
- Two points from the recent Contextual Safe Guarding meeting would be raised at a future Events Committee meeting i.e. re-location of Youth Club within the Town.
- Cllr Taylor had spoken with Elizabeth Burrows at AttCare and the third way to spend her sum of money would be to contribute to that for next year.

191.22) Correspondence

a) Norwich Western Link project update & introduction from Cllr Graham Plant

Cllr Lane made a comment about the flyover at Thickthorn roundabout to A140 and it would be an idea to be asked to be kept informed of this project. Also, if that money is not spent on that road what investment would you give elsewhere and Attleborough would love to talk to you about a number of options for sustainable transport. Also pass on good wished to Cllr Martin Wilby.,

b) Request to waive Town Hall charge for charity event.

Event cancelled prior to meeting but it was discussed if a request came from a Charity it need not come to Full Council, the Clerk should be able to approve. This was changed inadvertently when the Town Hall hiring charges got amended. As Standing Orders to be amended at next SORC this can be corrected then.

ACTION: TOWN CLERK

192.22) Public Participation (10 Minutes) –

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

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

ATC Mins 06.03.2023

Spring newsletter copies available at the Town Hall if anyone would like to distribute. Copies will be distributed to public later this month

Meeting closed 8.35pm

Public Participation 1st Session

- A resident thanked the Mayor for their invitation to the Civic Reception, it was a lovely event and had really enjoyed it.

Public Participation 2nd Session

- Resident asked for an update on Post Office and Bus Stops.
- Sadly not. Did meet with Post Office but offer for other Retailers less than attractive to take it on. Bus stops waiting on a response from Highways.

6 a)

Planning Applications received to-date

3PL/2023/0208/HOU- ATTLEBOROUGH: Whitethorn Barn West Carr Road – Carport with storage & office – No objections

3PL/2023/0216/HOU- ATTLEBOROUGH: 58 Fairfield Drive - Proposed single storey rear extension - No objections

3PL/2023/0239/HOU – ATTLEBOROUGH: 5 Woodside Park – Single-storey front extension – No objections

(6 b)

Anne Willett

From: Michelle Barron
Sent: 15 March 2023 12:22
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2023/0277/HOU

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 15 March 2023 12:20
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0277/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2023/0277/HOU
PROPOSAL: Proposed single storey rear extension.
LOCATION: ATTLEBOROUGH: Greenacres, 108 Besthorpe Road
APPLICANT: E Van den Hoven & Geraldine Mcevoy

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=1pcQ6y-00085Y-3L&d=4%7Cmail%2F90%2F1678882800%2F1pcQ6y-00085Y-3L%7Cin6b%7C57e1b682%7C26595217%7C13522537%7C6411B7F820604730DF61122BCE87ACA7&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=6VGix6gBDtoXOxYICcddXWgmcDs> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **5th April 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

From: Michelle Barron
Sent: 15 March 2023 15:30
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2023/0285/HOU

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 15 March 2023 15:20
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0285/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2023/0285/HOU
PROPOSAL: Single storey front extension including changing the small adjoining flat roof to pitched
LOCATION: ATTLEBOROUGH: 51 Hargham Road
APPLICANT: Mr & Mrs David Coates

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=1pcSvU-00023q-4p&d=4%7Cmail%2F90%2F1678893600%2F1pcSvU-00023q-4p%7Cin6i%7C57e1b682%7C26595217%7C13522537%7C6411E23C2A429E5D3E33F628BD7D74B7&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=o3yG2QMZyR4QWIP28nDJV52wHM8> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **5th April 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Anne Willett

From: planning@breckland.gov.uk
Sent: 15 March 2023 15:50
To: Michelle Barron
Subject: Planning Consultation PC 3PL/2023/0229/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2023/0229/HOU
PROPOSAL: Installation of one external flue to allow the fitting of one woodburner in the sitting room
LOCATION: ATTLEBOROUGH: 54 New Road
APPLICANT: Miss Wioleta Przyborska

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=1pcTOI-000CIZ-6G&d=4%7Cmail%2F90%2F1678895400%2F1pcTOI-000CIZ-6G%7Cin6d%7C57e1b682%7C26595217%7C13522537%7C6411E936FC13A4E208579BECDA152D2B&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvgninnal&s=ORjYh3n1A27IcT8RW5n6XxBwAxE> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **5th April 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 **5th April 2023**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

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

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

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

Email disclaimer:

The information contained in this email is confidential and intended only for the person or organisation to which it is

Anne Willett

From: Michelle Barron
Sent: 22 March 2023 15:53
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2023/0196/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 22 March 2023 10:35
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0196/F

CONSULTATION - FULL

REFERENCE: 3PL/2023/0196/F

PROPOSAL: Conversion of existing office building to two hot food takeaway shops (sui generis) at ground floor and 4no 1 bedroom residential flats and new external stairs to serve the flats

LOCATION: ATTLEBOROUGH: Queens House Queens Square (Church Street)

APPLICANT: Mr Erdem Mutlu

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](#) *BY 14th APRIL*

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

<https://url6.mailanyone.net/scanner?m=1pevo4-0006PI-4v&d=4%7Cmail%2F90%2F1679481000%2F1pevo4-0006PI-4v%7Cin6h%7C57e1b682%7C26595217%7C13522537%7C641AD9D43CA0BCFE6347374D67A0A81C&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=kFnIXjM263NxzQmiyQle1h93yQ> or by email to planning@breckland.gov.uk

Anne Willett

From: Michelle Barron
Sent: 25 March 2023 17:38
To: Anne Willett
Subject: Fwd: Planning Consultation PC 3PL/2023/0278/D

Sent from my iPhone

Begin forwarded message:

From: planning@breckland.gov.uk
Date: 24 March 2023 at 14:49:41 GMT
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0278/D

CONSULTATION - RESERVED MATTERS

REFERENCE: 3PL/2023/0278/D

PROPOSAL: Reserved Matters application relating to Sub-Phase 1a (Infrastructure) of the consented Attleborough Sustainable Urban Extension, seeking approval of details regarding the northern roundabout junction with Buckenham Road, the High Street and the section of the Link Road connecting the High Street to the western boundary of Phase 1, a new junction on Buckenham Road to the south of Slough Lane, a southern attenuation basin, foul sewer to the proposed Sewage Pumping Station (to be in the southwestern corner of the SUE), temporary site works compound and details relating to layout, scale, appearance and landscaping following outline permission 3PL/2017/0996/O (as amended by 3PL/2021/1668/VAR). Information has also been submitted pursuant to the discharge of Conditions 6, 7, 10, 13, 14, 15, 16, 20, 23, 24, 27, 31, 38, 42 & 43 of the outline consent.

LOCATION: ATTLEBOROUGH: Attleborough Sustainable Urban Extension Land South of Attleborough

APPLICANT: Homes England

BY 16TH APRIL

7a)

PAYMENTS 3 APRIL 2023		DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ
PAID TO		WINDOW CLEAN	TH	£ 45.00	£ -	£ 45.00	BACS
ARROWCLEAN		TOWN HALL BUSINESS RATES	ADMIN	£ 156.81	£ -	£ 156.81	BACS
BRECKLAND COUNCIL		1400 3G PK ATC BESPOKE KING CHARLES 111 CORONATION	EVENTS	£ 1,190.95	£ -	£ 1,190.95	BACS
BARCLAYCARD COMMERCIAL		SKIP HIRE	O/S	£ 126.67	£ 25.33	£ 152.00	BACS
EVANS		DEVELOP WORDPRESS WEBSITE	ADMIN	£ 1,600.00	£ 320.00	£ 1,920.00	BACS
FLUFFY EGG		INSTALL ELECTRICAL OUTLET QUEENS SQ	O/S	£ 779.63	£ 155.93	£ 935.56	BACS
HARLING ELECTRICAL		HANSON FAST SET POSTFIX	O/S	£ 59.68	£ 11.94	£ 71.62	BACS
JEWSON		CYLINDER KEYS	TH	£ 61.00	£ 12.20	£ 73.20	BACS
A C LEIGH		TRADE 16L BLK BUCKEY X 6	O/S	£ 21.48	£ 4.30	£ 25.78	BACS
LONGWATER CONSTRUCTION		BALLAST, CEMENT	O/S	£ 97.79	£ 19.56	£ 117.35	BACS
LONGWATER GRAVEL		HOSTED APPLICATION SERVICE NOV/FEB	ADMIN	£ 587.51	£ 117.50	£ 705.01	BACS
MICROSHADE		GLOVES X 20	O/S	£ 119.00	£ 23.80	£ 142.80	BACS
MR OVERALL		BOLTS, CABLE TIES, WASHERS, ROLLER SET BLK PAINT	O/S	£ 73.36	£ 14.68	£ 88.04	BACS
NUTS N BOLTS		DOOR DROP	ADMIN	£ 751.97	£ 145.96	£ 877.93	BACS
ROYAL MAIL		OVERSHOES 100PK	TH	£ 8.32	£ 1.66	£ 9.98	BACS
SCREWFIX		TROUSERS	O/S	£ 27.46	£ 5.49	£ 32.95	BACS
THURLOW NUNN		INK CARTRIDGE & TONER	ADMIN	£ 182.80	£ 36.56	£ 219.36	BACS
VIKING		FACE PAINTING SPRING FAYRE	ADMIN	£ 120.00	£ -	£ 120.00	BACS
R WEAVER		JOURNEYS MARCH	ADMIN	£ 371.75	£ -	£ 371.75	BACS
COMMUNITY CAR SCHEME		BRECKLAND FUNDING GRANT APRIL	ADMIN	£ 275.00	£ -	£ 275.00	BACS
COMMUNITY CAR SCHEME		PAYROLL JAN/FEB/MAR + YEAR END COMPLETION	ADMIN	£ 495.00	£ 99.00	£ 594.00	BACS
KERRY BUTCHER		ICT SUPPORT & ZOOM	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS
NETCENTRAL		WEBSITE MAINTENANCE APRIL	ADMIN	£ 70.00	£ -	£ 70.00	BACS
NORFOLK GEEKS		TROUSERS	O/S	£ 27.46	£ 5.49	£ 32.95	BACS
THURLOW NUNN		CLASS I NIC UNDERPAYMENT	ADMIN	£ 442.62	£ -	£ 442.62	BACS
HMRC		CASH TOP UP	ADMIN	£ 131.18	£ -	£ 131.18	CHQ000105
PETTY CASH							
				£ 7,958.41	£ 1,030.59	£ 8,989.00	

76)

DD APRIL 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	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly	£ 18.58	£ -	£18.58
Biffa	Waste collection	Rec	Monthly	£ 120.40	£ 24.08	£144.48
Biffa	Waste collection	TH	Monthly	£ 200.36	£ 40.07	£240.43
Wave	Water	Town Hall	Quarterly			
BT	Cloud	TH	Quarterly			
BT OnePhone	Mobiles/Broadband	OS	Monthly	£ 258.92	£ 51.78	£310.70
Wave	Water	Public Toilets	Quarterly	£ 160.77		£160.77
Wave	Water	TH	Quarterly	£ 266.54		£266.54
Wave	Water	Cemetery	Quarterly	£ 94.14		£94.14
Anglian Water	Water	Chapel Rd	Quarterly		£ -	
Breckland Council	Rates	TH	Monthly	£ 1,422.79		£1,422.79
Breckland Council	Rates	Cemetery	Monthly	£ 157.99		£157.99
Breckland Council	Rates	TH Office	Monthly	£ 192.61		£192.61
Total Gas & Power	Electricity	Public Toilets	Quarterly	£ 150.83	£ 7.54	£158.37
Total Gas & Power	Elect Skate Park	OS	Quarterly	£ 124.55	£ 6.23	£130.78
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly	£ 502.68	£ 25.14	£527.82
Phs Group	waste collection	TH	Annual			
Fuel Genie	Fuel	OS	Monthly			
						£3,895.34
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,501.48	£ -	£ 4,501.48
Norfolk Pension	BACS	Pension	Monthly	£ 4,186.08	£ -	£ 4,186.08
Staff Salary	BACS	Salaries	Monthly	£ 13,789.70	£ -	£ 13,789.70
						£ 22,477.26
TOTAL						£26,372.60

7c)

INCOME MARCH 2023		
Banked Monies		
Hall Bookings	£	960.00
Memorial	£	1,150.00
Allotment rent	£	879.50
Community car grant Mar	£	275.00
Total	£	3,264.50

7e)

Month No: 11

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	85,548	0	(85,548)			0.0%	
1105 Burial Fees	415	0	(415)			0.0%	
1152 Repayment church wall damage	100	0	(100)			0.0%	
1376 Precept	611,286	611,286	0			100.0%	
1378 Grant payment Community Cars	3,025	3,960	935			76.4%	
1382 S106 Income Received	55,363	0	(55,363)			0.0%	34,017
1391 interest received on saving ac	516	0	(516)			0.0%	
	756,253	615,246	(141,007)			122.9%	34,017
Administration :- Income	288,723	300,000	11,277		11,277	96.2%	
4000 Staff Costs	0	2,000	2,000		2,000	0.0%	
4001 Other Employment Costs	670	5,000	4,330		4,330	13.4%	
4002 website	2,805	2,500	(305)		(305)	112.2%	
4004 Health & Safety	1,068	7,000	5,933		5,933	15.3%	
4005 Training	44	750	706		706	5.8%	
4010 Travelling Expenses	674	2,000	1,326		1,326	33.7%	
4020 Miscellaneous Expenses	2,361	2,500	140		140	94.4%	
4023 Subscriptions	9,328	10,000	672		672	93.3%	
4025 Insurances	765	2,000	1,235		1,235	38.3%	
4027 Bookkeeping	653	2,500	1,847		1,847	26.1%	
4029 Photocopier Usage Fee	7,071	9,000	1,929		1,929	78.6%	
4031 Computer	6,984	6,000	(984)		(984)	116.4%	
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	201	500	299		299	40.2%	
4051 Bank Charges	0	3,000	3,000		3,000	0.0%	
4055 Judicial Review Claim	559	3,000	2,441		2,441	18.6%	
4056 Consultancy	(100)	2,500	2,600		2,600	(4.0%)	
4057 Audit Fees	12,586	15,000	2,414		2,414	83.9%	
4058 Legal Fees	470	1,000	530		530	47.0%	
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	5,369	4,000	(1,369)		(1,369)	134.2%	
4121 Telephone	14	500	486		486	2.8%	
4122 Postages	780	2,000	1,220		1,220	39.0%	
4123 Stationery	41	0	(41)		(41)	0.0%	
4140 Fuel	1,240	1,500	260		260	82.7%	
4147 Photocopier Lease payments	1,079	2,000	921		921	54.0%	
4190 Equipment Purchase	844	250	(594)		(594)	337.5%	
4230 Supplies							

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4231 Advertising	664	1,000	336		336	66.4%	
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>353,565</u>	<u>394,500</u>	<u>40,935</u>	<u>0</u>	<u>40,935</u>	<u>89.6%</u>	<u>0</u>
Net Income over Expenditure	<u>402,688</u>	<u>220,746</u>	<u>(181,942)</u>				
6001 less Transfer to EMR	34,017						
Movement to/(from) Gen Reserve	<u>368,670</u>						
<u>112 Street Lights</u>							
4402 Public Lighting	18,627	25,000	6,373		6,373	74.5%	
Street Lights :- Indirect Expenditure	<u>18,627</u>	<u>25,000</u>	<u>6,373</u>	<u>0</u>	<u>6,373</u>	<u>74.5%</u>	<u>0</u>
Net Expenditure	<u>(18,627)</u>	<u>(25,000)</u>	<u>(6,373)</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	651	750	99		99	86.8%	
4113 Electricity	1,263	1,786	523		523	70.7%	
4145 Maintenance/Repairs	44	500	456		456	8.8%	
4190 Equipment Purchase	1,662	100	(1,562)		(1,562)	1662.2%	1,662
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>3,758</u>	<u>3,936</u>	<u>178</u>	<u>0</u>	<u>178</u>	<u>95.5%</u>	<u>1,662</u>
Net Income over Expenditure	<u>(3,755)</u>	<u>(3,936)</u>	<u>(181)</u>				
6000 plus Transfer from EMR	1,662						
Movement to/(from) Gen Reserve	<u>(2,093)</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>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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)				
<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	827	10,000	9,173		9,173	8.3%	
4504 Coronation	175	0	(175)		(175)	0.0%	
4505 Newsletter	1,096	0	(1,096)		(1,096)	0.0%	
Events :- Indirect Expenditure	2,097	10,000	7,903	0	7,903	21.0%	0
Net Income over Expenditure	(653)	(10,000)	(9,347)				
<u>201 Open Spaces</u>							
1000 Booking Fees	0	500	500			0.0%	
1050 Income	385	200	(185)			192.6%	
1100 Allotment Income	2,657	1,500	(1,157)			177.1%	
1105 Burial Fees	10,610	15,000	4,390			70.7%	
1106 Sports Letting	3,050	1,000	(2,050)			305.0%	
1150 Re-imburement of Utilities	606	100	(506)			606.5%	
1152 Repayment church wall damage	400	1,000	600			40.0%	
Open Spaces :- Income	17,708	19,300	1,592			91.8%	0
4020 Miscellaneous Expenses	320	700	380		380	45.7%	
4110 Rates	1,217	800	(417)		(417)	152.1%	
4112 Water	1,939	1,500	(439)		(439)	129.3%	
4113 Electricity	1,103	1,500	397		397	73.5%	

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Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Fuel	4,109	3,500	(609)		(609)	117.4%	
4143 Equipment Hire	400	750	350		350	53.4%	
4144 Tree Work	2,925	2,000	(925)		(925)	146.3%	
4145 Maintenance/Repairs	4,801	25,000	20,199		20,199	19.2%	
4146 Play Equipment	9,590	5,000	(4,590)		(4,590)	191.8%	
4189 Wheel Park	132,000	0	(132,000)		(132,000)	0.0%	
4190 Equipment Purchase	3,623	3,000	(623)		(623)	120.8%	
4199 Allotments	1,348	0	(1,348)		(1,348)	0.0%	
4225 Refuse Collections	1,900	2,000	100		100	95.0%	
4230 Supplies	7,282	7,500	218		218	97.1%	
4255 Safety Checks	643	1,000	358		358	64.3%	
4288 London Rd Play Area	101,835	0	(101,835)		(101,835)	0.0%	101,787
4295 Cemetery expenses	0	1,000	1,000		1,000	0.0%	
4296 Company Vehicle	640	1,500	860		860	42.7%	
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	275,676	59,610	(216,066)	0	(216,066)	462.5%	101,787
Net Income over Expenditure	(257,967)	(40,310)	217,657				
6000 plus Transfer from EMR	101,787						
Movement to/(from) Gen Reserve	(156,180)						
<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)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	<u>39,620</u>	<u>43,000</u>	<u>3,380</u>	<u>0</u>	<u>3,380</u>	<u>92.1%</u>	<u>0</u>
Net Expenditure	<u>(39,620)</u>	<u>(43,000)</u>	<u>(3,380)</u>				
<u>301 Town Hall</u>							
1000 Booking Fees	10,687	8,000	(2,687)			133.6%	
1007 Bar Rent	640	500	(140)			128.0%	
Town Hall :- Income	<u>11,327</u>	<u>8,500</u>	<u>(2,827)</u>			<u>133.3%</u>	<u>0</u>
4110 Rates	12,350	13,000	650		650	95.0%	
4111 Gas	1,419	2,800	1,381		1,381	50.7%	
4112 Water	805	1,000	195		195	80.5%	
4113 Electricity	3,686	4,000	314		314	92.1%	
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	495	1,500	1,005		1,005	33.0%	
4225 Refuse Collections	4,832	5,000	168		168	96.6%	
4230 Supplies	1,186	1,500	314		314	79.1%	
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	755	250	(505)		(505)	302.2%	
Town Hall :- Indirect Expenditure	<u>25,975</u>	<u>55,650</u>	<u>29,675</u>	<u>0</u>	<u>29,675</u>	<u>46.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(14,648)</u>	<u>(47,150)</u>	<u>(32,502)</u>				
<u>311 TIC</u>							
4122 Postages	2	0	(2)		(2)	0.0%	
4230 Supplies	0	100	100		100	0.0%	
TIC :- Indirect Expenditure	<u>2</u>	<u>100</u>	<u>98</u>	<u>0</u>	<u>98</u>	<u>1.6%</u>	<u>0</u>
Net Expenditure	<u>(2)</u>	<u>(100)</u>	<u>(98)</u>				
<u>501 Contingency</u>							
4400 Expenditure	12,106	25,000	12,894		12,894	48.4%	
Contingency :- Indirect Expenditure	<u>12,106</u>	<u>25,000</u>	<u>12,894</u>	<u>0</u>	<u>12,894</u>	<u>48.4%</u>	<u>0</u>
Net Expenditure	<u>(12,106)</u>	<u>(25,000)</u>	<u>(12,894)</u>				

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	786,735	643,546	(143,189)			122.3%	
Expenditure	746,541	643,546	(102,995)	0	(102,995)	116.0%	
Net Income over Expenditure	<u>40,195</u>	<u>0</u>	<u>(40,195)</u>				
plus Transfer from EMR	103,449						
less Transfer to EMR	34,017						
Movement to/(from) Gen Reserve	<u>109,626</u>						



FINANCIAL REGULATIONS & PROCUREMENT POLICY

1 Financial Regulations

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

These financial regulations demonstrate how the Council meets these responsibilities and requirements.

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

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

- n) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- o) In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England).

2 Accounting & Audit (Internal & External) Regulations

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

3 Annual Estimates (Budget) & Forward Planning

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

4 Budgetary Control & Authority to Spend

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the Council for all items over £999;
 - the RFO, in conjunction with Chairman of Council where appropriate, for any items £999 or below.
- b) Contracts may not be disaggregated to avoid controls imposed by these regulations.
- c) No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- d) Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- e) The salary budgets are to be reviewed at least annually by February for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of the Personnel Committee.
- f) The RFO will inform the appropriate committees of any changes impacting on their budget requirement for the coming year in good time.
- g) In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the Council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £999, except where this is to replace or repair essential grounds equipment in which case this may be higher. The RFO shall report such action to the Chairman of the Council as soon as possible and to the Council as soon as practicable thereafter.
- h) No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- i) All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts. Please refer to the council's Procurement Policy, Thresholds & Process contained later within this document.

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

5 Banking Arrangements & Authorisation of Payments

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

6 Banking Arrangements for Making Payments

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

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

7 Payment of Salaries

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

8 Loans & Investments

- a) All borrowings shall be made in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by the full Council.
- b) Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full

Council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- c) The Council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the RFO.
- d) All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- e) All investments of money under the control of the Council shall be in the name of the Council.
- f) All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- g) Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

9 Income

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

10 Orders for Work, Goods & Services

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

the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 Procurement Policy

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

12 Procurement Thresholds & Process

Contract Value	Contract Requirements
Under £999	The RFO shall follow the principles listed in the procurement policy when selecting contracts and making payments under £500. Discretionary expenditure is limited to an accumulative total of £5,000 and £400 petty cash per month.
£1000 to £9,999	The RFO shall strive to obtain 3 estimates detailing priced descriptions of the proposed supply.
£10,000 to £24,999	A formal tender process for contracts with an estimated value of over £10,000 for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps: <ol style="list-style-type: none"> a. A specification for the goods, materials, services, or the execution of works shall be drawn up. b. An invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process. c. The invitation to tender shall be advertised for all contracts over £10,000 on the Council website and any other manner that the Council considers is appropriate.

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

13 Assets, Properties & Estates

- a) The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- b) No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250. In each case a report in writing shall be provided to Council with a business case.

- c) No real property (interests in land) shall be sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- d) No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- e) The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14 Insurance

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

15 Risk Management

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

16 Execution of Legal Deeds

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

17 Charities

- a) Where the Council is sole managing trustee of a charitable body, and unless otherwise directed by resolution of the Council, the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in

accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18 Suspension & Revision of Financial Regulations

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

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
01953 456194 enquiries@attleboroughtc.org.uk www.attleboroughtc.org.uk

Attleborough Retailers Group

Good afternoon Michelle and Philip

I am part of the newly started Attleborough Retail Group.

If possible, can I have a section on next Mondays agenda?

I would like to explain what we are about, what we are organising and hoping to achieve and how we hope you will be able to help us?

Many thanks

[REDACTED]

14 a)

Request for disabled parking bay

Dear Sirs,

Following your recent telephone conversation and request for receipt of application in writing prior to April 3rd 2023 please accept this email as the application for a disabled parking bay on behalf of [REDACTED].

[REDACTED] is a Blue Badge Holder and is in receipt of both Personal Independence Payments and Motorbility for which the evidence is attached.

[REDACTED] suffers with several severe health and mental health conditions which include Anxiety, Depression, paranoia _PTSD and Agoraphobia for which she is under the mental health team, Fibromyalgia, Chron's disease, Colitis, Hypothyroidism, Angina, pernicious anaemia and IBS and is at present experiencing increasing levels of distress due to the availability of accessible parking within a reasonable distance of her home address.

The street does consist of parking spaces throughout of which 4 are located directly outside of the property but these are not designated and are often taken by other families and their visitors leaving [REDACTED] having to have her vehicle parked within a challenging distance in relation to her health conditions, with parking availability sometimes even being outside of the street area itself. [REDACTED] suffers with both severe mobility and incontinence issues which are proven to have been majorly impacted as a result of this, and in turn have had a further detrimental effect on both her mental well-being and physical health.

The availability of a disabled parking bay would have a major positive impact for [REDACTED] improving her quality of life, greatly reducing the risk of pain, of falls and incontinence issues and in turn her overall Mental Health. [REDACTED] also has frequent G.P and Hospital appointments which result in a rise in her anxiety levels, this is heightened further by the added pressure of the current parking situation either not enabling her to access the car easily or the disruption and tensions caused with other road users when taking her time to access or descend the car in the road.

Please direct any correspondence in relation to this application directly to [REDACTED]

[REDACTED] using the below contact details.

Kind Regards

[REDACTED]

Information Governance Officer

Milton Keynes University Hospital NHS Foundation Trust

T:01908 995042 | Ext: 85042 | E: Samantha.Toovey@mkuh.nhs.uk

Cc: Attleborough Enquiries <enquiries@attleboroughtc.org.uk>
Subject: Attleborough Pride 2023

14b)

Hello Paula,

We spoke a while ago about this years annual Attleborough Pride which I would like to hold 5th August 2023. I would like to also extend to an event on the Rec (like Party in the Park) This will be a ticket event and will require security, etc etc so I need to get booking.

As we are approaching April next week, I really need to get planning and desperately need the paper work/ RA's etc to send back to you for approval as you can appreciate, evets like this lake an awful amount of planning.

I look forward to hearing from you soon and thank you very much for your support.

Yours Sincerely

Daniel Burcham

Daniel Burcham
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homecare.co.uk



Michelle Barron

14c) & 14d)

From: [REDACTED]
Sent: 14 March 2023 11:45
To: Michelle Barron
Subject: Fun Fest Team

Hi Michelle, I hope you're well.

I'm just mailing to run through some details.

After the successful Fireworks last November we have booked the same Fireworks company for this coming November 5th which falls on a Sunday. As last year we feel that a Sunday display is good for us and good for the public.

We are starting to plan the event which will be very similar to last year.

Utilizing the same areas and facilities. We were wondering if the Connaught Hall might be back in action by then but that's probably not going to happen. so we are looking to be the same as before.

Can we make sure it is on the agenda for the next council meeting.

We would also hope that the council will once again be able to help with the cost of the event, last year you awarded £3,000 that paid for nearly half of the Firework expenditure.

This helped this public event stay affordable for everyone, we charged the least amount for tickets that we felt was possible and plan to do the same this year. Allowing everybody to be able to see the show.

(I was at the gate last year and had a young single mother with 3 kids, who was amazed that she only had to pay £2.00 to get them all in to watch the show, It was good to have it affordable)

Our final head count on the day was 2,500 people which was brilliant considering the weather.

Also as fundraising events for the fireworks we are planning a Dog show, to be held on September 3rd on Gamers Playing Field (not the pitches) . We have a dog group that has a lot of experience organising similar events, helping with that.

Obviously we need permission for that from you, so if that can also go on the next agenda that would be appreciated.