



You are summoned to the Annual Meeting of Attleborough Town Council

To be held on Thursday 18th May 2023 at 7.00pm

This meeting will be held at the Town Hall and recorded.

(the YouTube video will be posted on www.attleboroughtc.org.uk) and is opened to the public

Michelle Barron

11th May 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 Welcome

2 Election of Chairman/Town Mayor for the municipal year 2023-2024

To receive nominations and elect the Chairman/Mayor.

3 Election of Deputy Chairman/Deputy Mayor for the municipal year 2023-2024

To receive nominations and elect the Deputy Chairman/Mayor.

4 Apologies for Absence

To receive and accept apologies for absence.

5 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.

6 Public Participation (10 Minutes)

7 Minutes of the Town Council meeting held on 3rd April 2023

For acceptance and approval.

8 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/2023/0435/LB – ATTLEBOROUGH: Corner Farm West Carr Road – Installation of 20 x solar panels to the roof of the existing garage extension

3PL/2023/0434/HOU- ATTLEBOROUGH: Corner Farm West Carr Road - Installation of 20 x solar panels to the roof of the existing garage extension

3PL/2023/0485/F – ATTLEBOROUGH: Plot 4, West Carr Road – Redesign of existing plot into 4- bedroom dwelling and change of use of land to rear to garden land.

9 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 March 2023 – for information
- f) Asset Register – for acceptance and approval
- g) Insurance schedule – for acceptance and approval
- h) Subscriptions – for acceptance and approval

10 Correspondence

- a) Request for extra play equipment - for consideration and resolution
- b) Residents' concerns Decoy Common – for consideration and resolution.
- c) First Bus Service 13c to Wymondham College ceasing from 14th May – for consideration and resolution
- d) Grant application from Boxing Club – for consideration and resolution
- e) Grant application from Attleborough Fire Station – for consideration and resolution

11 Committee Terms of Reference for the municipal year 2023-2024

To review the following terms of reference for consideration and approval:

- a) Personnel
- b) Environment
- c) Events & Communications
- d) Standing Order Review
- e) Illumination Committee (recommendation for dissolution)
- f) Jubilee Woodland Committee

12 Committee Members for the municipal year 2023-2024

To nominate members for the following committees:

- a) Environment
- b) Events & Communications
- c) Standing Order Review
- d) Jubilee Woodland Committee
- e) Illumination Committee (if not dissolved)
- f) Personnel Committee (2023-2027)

13 Meeting Schedule for Ordinary Meetings for the municipal year 2023-2024

For discussion and resolution.

14 Representatives on outside bodies Municipal Year 2023-2024

To nominate members for outside bodies:

- Attleborough Health, Care and Well Being Trust
- Attleborough Charities
- Attleborough Heritage Group
- Banham Poultry
- BDC Gypsy and Travellers Strategy
- Community Emergency Coordinator
- Connaught Hall
- East Harling Internal Drainage Board
- Snetterton Circuit Liaison Group
- SNAP Police Liaison
- Press & Media
- Town Archives

- Football Club

15 Annual Review of Documents

To review the following documents for acceptance and approval:

- Standing Orders
- Annual Review of Effectiveness of Internal Controls
- Financial Regulations & Procurement Policy
- Financial Risk Assessment
- Member Officer Protocol
- Code of Conduct
- Meetings Protocol
- Virtual Meetings Policy & Guidance
- Grievance Policy & Procedure
- Complaints Policy & Procedure
- Equality Policy
- Freedom of Information Act 2000 – Policy & Procedure
- Grants Awards Policy (noted as S137 payments)
- Lost/Found Child Policy
- The Flying of Model Planes & Drones on Council Land Policy
- Communication & Media Policy
- Smoke Free Policy
- Whistleblowing Policy
- Health & Safety Policy
- Data Protection Policy
- Document Retention & Disposal
- Co-Option Procedure

16 Grosvenor Park Tennis Court – Repeated Vandalism

For consideration and resolution

17 Gold Standard Bus Stop Queens Square - for consideration and resolution

18 Public Participation (10 minutes)

19 Any items which the Chairman decides are urgent

For discussion only.

20 Items for next Agenda due to the length of this meeting

- Play Area Proposals
- Removal of Cemetery Spoil
- Website Trial

Expected Meeting Length is 2 Hours



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

Minutes of the meeting of the Attleborough Town Council
Held on Monday, 3rd April 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)
 Dist. Cllr Martin, Dist. Cllr Ashby
 Public x 9

194.22) Mayors Welcome – Cllr Leslie opened the meeting stating another year was almost over and it was good to see so many of you here.

195.22) Apologies for absence – None received

196.22) Declarations of Interest

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

197.22) Public Participation –

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

198.22) Minutes of the Town Council meeting held on 6th March 2023

On the motion of Cllr De Souza, seconded by Cllr Mackinnon, it was RESOLVED – to accept and approve the minutes of the Town Council meeting held on 6th March 2023.

199.22) Planning Matters

a) Planning Applications –

On the motion of Cllr Tyrer, seconded by Cllr Lane, 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/2023/0277/HOU – ATTLEBOROUGH: Greenacres, 108 Besthorpe Road – Proposed single storey rear extension - No objections

3PL/2023/0285/HOU - ATTLEBOROUGH: 51 Hargham Road – Single storey front extension including changing the small adjoining flat roof to pitched – No objections.

3PL/2023/0229/HOU – ATTLEBOROUGH: 54 New Road – Installation of one external flue to allow the fitting of one woodburner in the sitting room – No objections.

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 – Noted a concern from local resident – No objections.

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 - No objections.

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

RESOLVED - to accept and approve the above comments.

Cllrs Dale & Taylor abstained

ACTION: TOWN CLERK

200.22) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 3 April 2023

Total £8,989.00

b) To agree direct debits –

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

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

Total £26,372.60

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 March 2023

Total £3,264.50

d) Petty cash – Noted for information

e) Income & Expenditure February 2023 – Noted for information

ACTION: TOWN CLERK

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

a) Press release - Cancelled due to Purdah, may revisit later this month

b) Letter to chair of Breckland Council and Others – Cancelled due to Purdah, may revisit later this month

202.22) Financial Regulations & Procurement Policy –

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

RESOLVED – to accept and approve Financial Regulations & Procurement Policy

ACTION: TOWN CLERK

203.22) Grants Award Policy –

On the motion of Cllr Lane, seconded by Cllr Westby, it was **RESOLVED** – to accept and approve Grants Award Policy with the following amendments remove “ or associate” replace “ Cheque “ with “Bacs” where necessary.

204.22) Councillors Reports –

- Dist. Cllr Martin stated he only had two meetings left before the end of his era which was 40 years and had remained on the back bench throughout. Cllr Leslie thanked Dist. Cllr Martin for all his hard work.
- Cllr Taylor stated it had been an honour to work alongside Dist. Cllr Martin. Dist. Cllr Surgery had taken place where a parking issue had been raised and Scouts lease.
- Cllr Lane during an Events Committee meeting had discussed the predicament concerning the Youth Club having to look for new premises and was pleased to report they would be offering them a home here at the Town Hall and the Youth could be offered support in our Town.

205.22) Town Hall Refurbishment – Deferred to AGM

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was **RESOLVED** to suspend Standing Orders to receive representation from members of the public for next agenda item.

206.22) Attleborough Retailers Group –

Lesley Harper gave a presentation regarding Attleborough Retailers Group. Lesley had recently met with a group of shopkeepers and businesses to discuss ways to improve the footfall in Attleborough. The small Steering group that had been set up decided to hold an Easter Raffle and Coronation Word Trail, most of the shops in Town were visited and had been amazingly supportive, donating over 40 prizes with the number still growing, raffle would be drawn Sunday 16th April. Most businesses and shops had agreed to take part in Coronation Word Trail and Lesley asked if ATC could print forms and posters for this. There were already people helping with advertising and promotion and it was hoped ATC could help with this in the future. A You Tube link had been set up for businesses. Future meetings to be held at London Tavern had been arranged for the Steering Group on 25th April, 23rd May 2023, with a full meeting on 27th June 2023 and from July 2023, regular steering meetings would be held. All members were very supportive and Cllr Leslie thanked Lesley for all the hard work she had carried out for the Community.

On the motion of Cllr Leslie, seconded by Cllr Mackinnon, it was **RESOLVED** – to promote on Social Media and do a limited amount of printing.
Cllr Taylor abstained

207.22) Correspondence

a) Request for disabled parking bay –

On the motion of Cllr Bond, seconded by Cllr Tyrer, it was **RESOLVED** – it was agreed by Council the correspondence received should be forwarded to Norfolk County Council Highways.

b) Request from Pride Homecare to extend their annual event to Recreation Ground –

On the motion of Cllr Mackinnon, seconded by Cllr Taylor, it was **RESOLVED** – to accept and approve the request, to include risk assessments, insurance and the proviso toilets are provided.

c) Request from Fun Fest Team to use Gaymers Field 3rd September 2023 for Dog Show –

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

RESOLVED - to accept and approve the request to use Gaymers. Also, to add Floodlights to the next Environment meeting.

d) Request from Fun Fest Team for use of Recreation Ground for Firework Display 5th

November 2023 and for a donation towards the cost –

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

RESOLVED - to accept and approve the use of Recreation Ground for Firework Display and provide Fun Fest Team with revised Grants Policy for donation application

ACTION: TOWN CLERK

208.22) Public Participation (10 Minutes) –

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

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

210.22) Exclusion of Press & Public

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

RESOLVED - to exclude the press and public from the meeting given the sensitive nature of the Business to be discussed.

211.22) Queens Square Bus Stop –

After a brief discussion

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

RESOLVED – as far as Attleborough TC are concerned there are greater and more pressing needs required by Attleborough. Town Clerk to chase S106 monies

Meeting closed 8.30pm

Public Participation 1st Session

- A representative from Dodds Road Stores informed members they were trying to apply for street furniture to be situated at London and Hargham roads, to advertise the fact the Post Office is located at Dodds Road.
- An indicative vote from Cllrs showed support and a request would be made to Norfolk County Council Highways from the Town Clerk.
- Tony Perkins representing Fun Fest Team gave more information regarding two items on the agenda, the Dog Show and Firework display. Gaymers field would benefit from water and electric facilities for future events that could be held there. Last years Fireworks was a huge success with £3000 donated from ATC and we would like to ask this year for some help towards funding.
- Town Clerk suggested sending the Fun Fest Team the revised Grant Award Policy

Public Participation 2nd Session

- A resident requested a large rubbish bin for the lay by along London Road just before Peter Beales Roses and thanked Bloomers for the work they do. Also received advice cards regarding postal votes and when bins emptied received cards advising about small electrical goods.
- Town Clerk would enquire about rubbish bin.
- Cllr Lane passed on thanks from a resident for the work Bloomers do and asked Cllr Wenham what areas they look after.
- We look after Queens Square, the tubs, St Marys and help with Train Station as well, Cllr Taylor added these are tended on a frequent basis but there are no limits to what they do within Town. Queens Square is the only area owned by ATC and the tubs.

Planning Applications received to-date

3PL/2023/0344/HOU- ATTLEBOROUGH: 31 Besthorpe Road – Single storey infill extension & reconstruct porch with pitched roof – No objections

3PL/2023/0942/D – Land East of Hargham Rd – Reserved Matters application following outline permission 3PL/2019/0500/O for residential development of 100 dwellings - No objections

3PL/2023/0368/F- ATTLEBOROUGH: Land to the West of Gaskin Way – Proposed Formation of 6 no Gypsy/Traveller Pitches each with provision of day room Hard Standing for mobile home Touring Caravan and vehicle parking – No objections.

3PL/2023/0355/HOU – ATTLEBOROUGH: 75 Hargham Road – Erection of detached outbuilding in rear garden for use as home office/gym and family room. – No objections

3OB/2023/0017/OB- ATTLEBOROUGH: Land South of Attleborough – Broadband Strategy (Broadband Strategy pursuant to Clause 1 of Schedule 2, part 11 of the S106 attached to planning permission 3PL/2017/0996/O (3PL/2021/1668/VAR) – No objections

3PL/2023/0379/HOU – ATTLEBOROUGH: 15 New North Road – Removal of existing outbuildings in rear garden & construction of new timber outbuilding on concrete base for use as home office & workshop – No objections

3PL/2023/0394/HOU – ATTLEBOROUGH: 49 Leys Lane- Two storey side extension & single storey extension to rear – No objections

3PL/2023/0363/F – BESTHORPE: AND ATTLEBOROUGH Owl Barn Norwich Road – Proposed office building – No objections

3PL/2023/0168/HOU – ATTLEBOROUGH: 23 Westfields – Proposed single storey rear extension – No objections

8b)

Anne Willett

From: planning@breckland.gov.uk
Sent: 27 April 2023 16:20
To: Michelle Barron
Subject: Planning Consultation PC 3PL/2023/0435/LB

CONSULTATION - LISTED BUILD CONSENT

REFERENCE: 3PL/2023/0435/LB
PROPOSAL: Installation Of 20x Solar Panels To The Roof Of The Existing Garage Extension.
LOCATION: ATTLEBOROUGH: Corner Farm West Carr Road
APPLICANT: Mrs Sharon Johnson

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=1ps3Pz-0002i6-5x&d=4%7Cmail%2F90%2F1682608800%2F1ps3Pz-0002i6-5x%7Cin6a%7C57e1b682%7C26595217%7C13522537%7C644A92B79326F1EF91155158C2E2ADB1&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=s7sPXo9cbXLVBX7TuqPBeEUm0_8 or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **20th May 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 **20th May 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.

[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

Anne Willett

From: planning@breckland.gov.uk
Sent: 27 April 2023 16:20
To: Michelle Barron
Subject: Planning Consultation PC 3PL/2023/0434/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2023/0434/HOU
PROPOSAL: Installation Of 20x Solar Panels To The Roof Of The Existing Garage Extension.
LOCATION: ATTLEBOROUGH: Corner Farm West Carr Road
APPLICANT: Mrs Sharon Johnson

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](#)

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Any comments that the Town/Parish Council may wish to make should be received by **20th May 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

Anne Willett

From: Michelle Barron
Sent: 11 May 2023 09:15
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2023/0485/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 10 May 2023 15:04
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0485/F

CONSULTATION - FULL

REFERENCE: 3PL/2023/0485/F

PROPOSAL: Redesign of existing plot into 4-bedroom dwelling and change of use of land to rear to garden land

LOCATION: ATTLEBOROUGH: Plot 4, West Carr Road

APPLICANT: Mr Eddie Wright

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=1pwkQH-0005w0-5d&d=4%7Cmail%2F90%2F1683727200%2F1pwkQH-0005w0-5d%7Cin6i%7C57e1b682%7C26595217%7C13522537%7C645BA4558275EB6A0597721284D35590&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvgninnal&s=6NGqGOCwdYnsMY9FcXoPHEEXg0Y> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **1st June 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

9b)

DD MAY 2023

Name	Description	Service	Bill Freq	Net	Vat	Total
Siemens	Photocopy service	Admin	Annual	£ 295.00	£ 59.00	£ 354.00
Vodafone	mobiles	Admin	Monthly	£ 60.33	£ 11.07	£ 71.40
Bank Charges	Barclays	TH	Monthly	£ 6.70	£ -	£ 6.70
Bank Charges	Lloyds	TH	Monthly	£ 23.11	£ -	£ 23.11
Biffa	Waste collection	Rec	Monthly	£ 150.50	£ 30.10	£ 180.60
Biffa	Waste collection	TH	Monthly	£ 231.87	£ 46.38	£ 278.25
Wave	Water	Town Hall	Quarterly			
BT	Cloud	TH	Quarterly	£ 294.98	£ 59.00	£ 353.98
BT OnePhone	Mobiles/Broadband	OS	Monthly	£ 273.02	£ 54.60	£ 327.62
Wave	Water	Public Toilets	Quarterly			
Wave	Water	TH	Quarterly			
Wave	Water	Cemetery	Quarterly			
Anglian Water	Water	Chapel Rd	Quarterly		£ -	
Breckland Council	Rates	TH	Monthly	£ 1,420.00		£ 1,420.00
Breckland Council	Rates	Cemetery	Monthly	£ 160.00		£ 160.00
Breckland Council	Rates	TH Office	Monthly	£ 194.00		£ 194.00
Total Gas & Power	Electricity	Public Toilets	Quarterly	£ 312.32	£ 15.62	£ 327.94
Total Gas & Power	Elect Skate Park	OS	Quarterly	£ 133.46	£ 6.67	£ 140.13
Total Gas & Power	Gas	TH	Quarterly	£ 470.98	£ 23.56	£ 494.54
Total Gas & Power	Electricity	TH	Quarterly	£ 506.82	£ 25.35	£ 532.17
Phs Group	waste collection	TH	Annual			
Fuel Genie	Fuel	OS	Monthly	£ 230.60	£ 46.12	£ 276.72
						£ 5,141.16
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,930.49	£ -	£ 4,930.49
Norfolk Pension	BACS	Pension	Monthly	£ 4,535.20	£ -	£ 4,535.20
Staff Salary	BACS	Salaries	Monthly	£ 14,599.77	£ -	£ 14,599.77
						£ 24,065.46
TOTAL						£ 29,206.62

9c)

INCOME APRIL 2023	
Banked Monies	
pavilion rent	£ 737.50
Hall Bookings	£ 1,188.00
Bar rent	£ 320.00
Memorial	£ 2,775.00
Allotment rent	£ 627.98
Community car grant April	£ 275.00
VAT reclaimed	£ 41,882.47
christmas lights	£ 4,000.00
spring fayre book sale	£ 19.60
Easter book sale	£ 1,167.71
Gaymers bowls water	£ 35.66
Precept	£ 323,981.50
Total	£ 377,010.42

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DATE	DETAILS	4020 101 4122 101 4230 301 4010 301 4250 2 101 4010 3 101 4400 1101											
		1	2	3	MISC	POSTAGE	TOWN HALL	OPEN SPACES	MEETING RETIREMENTS	MILEAGE	CIVIC RECEPTION	EVENTS	VAT
REC'D	OUT	BAL.											
1-4-23	Bfnd		162 13	237 87	-	-	-	-	-	-	-	-	-
3-4-23	PETTY CASH 000105	131 18		369 05									
3-4-23	TIC PETTY CASH TRANS	30 95		400 00									
1-4-23	LIDL MILK		2 00	398 00									
5 "	LIDL MILK BISCUITS		9 11	388 89									
6 "	NATIONAL WINDSCREEN		31 50	357 39									
75-4-23	LIDL SMOOTH		4 98	352 41									
91-4-23	LIDL MILK SUGAR ETC		9 74	342 67									
28-4-23	EACH Donation		10 00	332 67	10 00								
01-4-23	LIDL MILK Biscuit		6 40	326 27									
1 "	LIDL TEA, Biscuits		8 82	317 45									
26-4-23	LIDL MILK		2 50	314 95									
27-4-23	LIDL MILK		2 50	312 45									
4 "	LIDL HOSE SPLITTER		7 99	304 46									
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Attleborough Town Council Current Year

9e)

06/04/2023

Detailed Income & Expenditure by Budget Heading 31/03/2023

13:14

Month No: 12

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	3,300	3,960	660			83.3%	
1382 S106 Income Received	55,363	0	(55,363)			0.0%	34,017
1391 interest received on saving ac	1,016	0	(1,016)			0.0%	
	757,028	615,246	(141,782)			123.0%	34,017
Administration :- Income					(11,067)	103.7%	
4000 Staff Costs	311,067	300,000	(11,067)		2,000	0.0%	
4001 Other Employment Costs	0	2,000	2,000		2,660	46.8%	
4002 website	2,340	5,000	2,660		(305)	112.2%	
4004 Health & Safety	2,805	2,500	(305)		5,398	22.9%	
4005 Training	1,603	7,000	5,398		706	5.8%	
4010 Travelling Expenses	44	750	706		1,207	39.6%	
4020 Miscellaneous Expenses	793	2,000	1,207		50	98.0%	
4023 Subscriptions	2,451	2,500	50		593	94.1%	
4025 Insurances	9,407	10,000	593		1,235	38.3%	
4027 Bookkeeping	765	2,000	1,235		1,794	28.2%	
4029 Photocopier Usage Fee	706	2,500	1,794		11	99.9%	
4031 Computer	8,989	9,000	11		(1,598)	126.6%	
4040 Community Car Scheme	7,598	6,000	(1,598)		1,000	0.0%	
4041 Grants S137	0	1,000	1,000		(950)	131.7%	
4042 Local Grants	3,950	3,000	(950)		274	45.2%	
4051 Bank Charges	226	500	274		3,000	0.0%	
4055 Judicial Review Claim	0	3,000	3,000		2,441	18.6%	
4056 Consultancy	559	3,000	2,441		2,600	(4.0%)	
4057 Audit Fees	(100)	2,500	2,600		(1,586)	110.6%	
4058 Legal Fees	16,586	15,000	(1,586)		71	92.9%	
4059 Civic Reception	929	1,000	71		1,000	0.0%	
4060 Civic Allowances	0	1,000	1,000		(9)	0.0%	
4076 SumUP card charges	9	0	(9)		1,000	0.0%	
4099 Contingency	0	1,000	1,000		(1,735)	143.4%	
4121 Telephone	5,735	4,000	(1,735)		486	2.8%	
4122 Postages	14	500	486		1,038	48.1%	
4123 Stationery	962	2,000	1,038		(41)	0.0%	
4140 Fuel	41	0	(41)		260	82.7%	
4147 Photocopier Lease payments	1,240	1,500	260		921	54.0%	
4190 Equipment Purchase	1,079	2,000	921		(709)	383.6%	
4230 Supplies	959	250	(709)				

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

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	386,135	394,500	8,365	0	8,365	97.9%	0
Net Income over Expenditure	370,893	220,746	(150,147)				
6001 less Transfer to EMR	34,017						
Movement to/(from) Gen Reserve	336,876						
<u>102 Grant 106</u>							
4043 Grants S106 Expenditure	17,923	0	(17,923)		(17,923)	0.0%	
Grant 106 :- Indirect Expenditure	17,923	0	(17,923)	0	(17,923)		0
Net Expenditure	(17,923)	0	17,923				
<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	812	750	(62)		(62)	108.3%	
4113 Electricity	1,414	1,786	372		372	79.2%	
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	4,070	3,936	(134)	0	(134)	103.4%	1,662
Net Income over Expenditure	(4,067)	(3,936)	131				
6000 plus Transfer from EMR	1,662						
Movement to/(from) Gen Reserve	(2,405)						

Attleborough Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2023

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Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
114 Christmas Lights							
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>				
115 Archive							
4121 Telephone	0	100	100		100	0.0%	
4145 Maintenance/Repairs	0	100	100		100	0.0%	
4230 Supplies	0	100	100		100	0.0%	
4255 Safety Checks	115	0	(115)		(115)	0.0%	
Archive :- Indirect Expenditure	<u>115</u>	<u>300</u>	<u>185</u>	<u>0</u>	<u>185</u>	<u>38.3%</u>	<u>0</u>
Net Expenditure	<u>(115)</u>	<u>(300)</u>	<u>(185)</u>				
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	947	10,000	9,053		9,053	9.5%	
4504 Coronation	1,366	0	(1,366)		(1,366)	0.0%	
4505 Newsletter	1,828	0	(1,828)		(1,828)	0.0%	
Events :- Indirect Expenditure	<u>4,140</u>	<u>10,000</u>	<u>5,860</u>	<u>0</u>	<u>5,860</u>	<u>41.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,696)</u>	<u>(10,000)</u>	<u>(7,304)</u>				
201 Open Spaces							
1000 Booking Fees	0	500	500			0.0%	
1050 Income	385	200	(185)			192.6%	
1100 Allotment Income	3,536	1,500	(2,036)			235.7%	
1105 Burial Fees	11,760	15,000	3,240			78.4%	
1106 Sports Letting	3,050	1,000	(2,050)			305.0%	
1150 Re-imbursement of Utilities	606	100	(506)			606.5%	

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1152 Repayment church wall damage	500	1,000	500			50.0%	
Open Spaces :- Income	19,838	19,300	(538)			102.8%	0
4020 Miscellaneous Expenses	320	700	380		380	45.7%	
4110 Rates	1,217	800	(417)		(417)	152.1%	
4112 Water	2,139	1,500	(639)		(639)	142.6%	
4113 Electricity	1,228	1,500	272		272	81.9%	
4140 Fuel	4,297	3,500	(797)		(797)	122.8%	
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%	
4187 Contribution to Leisure centre	50,000	0	(50,000)		(50,000)	0.0%	
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	1,498	0	(1,498)		(1,498)	0.0%	
4225 Refuse Collections	2,394	2,000	(394)		(394)	119.7%	
4230 Supplies	8,048	7,500	(548)		(548)	107.3%	
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	709	1,500	791		791	47.3%	
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	327,668	59,610	(268,058)	0	(268,058)	549.7%	101,787
Net Income over Expenditure	(307,830)	(40,310)	267,520				
6000 plus Transfer from EMR	101,787						
Movement to/(from) Gen Reserve	(206,043)						
<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)				

06/04/2023

Attleborough Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>211 Markets</u>							
1050 Income	0	500	500			0.0%	
Markets :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4298 Covid General Expenses	0	200	200		200	0.0%	
4400 Expenditure	0	500	500		500	0.0%	
Markets :- Indirect Expenditure	<u>0</u>	<u>700</u>	<u>700</u>	<u>0</u>	<u>700</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(200)</u>	<u>(200)</u>				
<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	11,652	8,000	(3,652)			145.6%	
1007 Bar Rent	640	500	(140)			128.0%	
Town Hall :- Income	<u>12,292</u>	<u>8,500</u>	<u>(3,792)</u>			<u>144.6%</u>	<u>0</u>
4110 Rates	12,507	13,000	493		493	96.2%	
4111 Gas	1,419	2,800	1,381		1,381	50.7%	
4112 Water	1,071	1,000	(71)		(71)	107.1%	
4113 Electricity	4,188	4,000	(188)		(188)	104.7%	
4145 Maintenance/Repairs	756	3,500	2,744		2,744	21.6%	
4190 Equipment Purchase	188	2,000	1,812		1,812	9.4%	
4220 Cleaning	585	1,500	915		915	39.0%	
4225 Refuse Collections	5,251	5,000	(251)		(251)	105.0%	
4230 Supplies	1,408	1,500	92		92	93.9%	
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>28,275</u>	<u>55,650</u>	<u>27,375</u>	<u>0</u>	<u>27,375</u>	<u>50.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,984)</u>	<u>(47,150)</u>	<u>(31,166)</u>				
<u>311 TIC</u>							
4020 Miscellaneous Expenses	31	0	(31)		(31)	0.0%	
4122 Postages	2	0	(2)		(2)	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4230 Supplies	0	100	100		100	0.0%	
TIC :- Indirect Expenditure	33	100	67	0	67	32.6%	0
Net Expenditure	(33)	(100)	(67)				
<u>501 Contingency</u>							
4400 Expenditure	12,886	25,000	12,114		12,114	51.5%	
Contingency :- Indirect Expenditure	12,886	25,000	12,114	0	12,114	51.5%	0
Net Expenditure	(12,886)	(25,000)	(12,114)				
Grand Totals:- Income	790,605	643,546	(147,059)			122.9%	
Expenditure	854,491	643,546	(210,945)	0	(210,945)	132.8%	
Net Income over Expenditure	(63,886)	0	63,886				
plus Transfer from EMR	103,449						
less Transfer to EMR	34,017						
Movement to/(from) Gen Reserve	5,546						

Machinery Asset Register 31st March 2023

Box 9 on Annual Return 31/03/2023

Age/Date/Make	Location	31/03/2022 Asset Cost/Value	Additions	Disposals	Asset Cost/Value at 31/03/2023	Notes
Victorian? 1 pair cemetery gates	Cemetery					New
01/06/08 Kango Hammer	Cemetery	£ 555.00			£ 555.00	Old
01/02/18 Leaf Blower BR600 Serial No 513596667	Cemetery	£ 370.00			£ 370.00	New Replaced stolen
01/02/18 Hedge Trimmer STIHL 24" Model HS82R C-E 23" No.182359270	Cemetery	£ 340.00			£ 340.00	New Replaced stolen
01/02/18 Pole Pruner STIHL Serial No 03012018A	Cemetery	£ 130.00			£ 130.00	New Replaced stolen
5+ Greentec Grassland 2.5m slitter	Recreation Ground					Old
4+ Greentec Grassland 2.5m Bush	Recreation Ground					Very worn
6+ Intepension 2 wheel car-type Trailer 2.1m x 1.3m	Recreation Ground					Poor - axle bent
5+ Tomalin Fertiliser/Spreader 250	Recreation Ground					vgc
03/01/00 Hytek/Titan Electric Fuel Pump	Recreation Ground					Used
03/01/00 Plastic Fuel Tank 2,500 l	Recreation Ground					Used
02/01/00 Sealey 3 ton trolley Jack	Recreation Ground					Used
30/04/7 Water Bowser	Recreation Ground	£ 2,458.00			£ 2,458.00	Repaired following road accident - GWO
16/09/2009 Riveter	Recreation Ground	£ 31.28		£ 31.28		No Value
16/09/2009 Knapsack Sprayer	Recreation Ground	£ 100.00		£ 100.00		Scrapped
Mar -11 Pasture Topper TR180C2	Recreation Ground	£ 2,057.00			£ 2,057.00	vgc (Trade in Fiat Mower)
May -11 Belle Mini Electric Cement Mixer 110v, M12B	Recreation Ground	£ 250.00			£ 250.00	Average condition
Nov -11 Compressor Drapper	Recreation Ground	£ 155.00			£ 155.00	Good condition
Feb -13 Slitter Blades	Recreation Ground	£ 845.88			£ 845.88	Worn
Mar -14 Angle Grinder 250W/230mm	Recreation Ground	£ 44.99			£ 44.99	Used
Apr -14 Makita 18v combi drill with 101 piece acc kit	Recreation Ground	£ 149.99			£ 149.99	Not working
Nov-14 Pressure washer SJ-08923TNS	Recreation Ground	£ 399.99			£ 399.99	Good condition
Jan -16 Line Marker Topline TXE606	Recreation Ground	£ 650.00			£ 650.00	Worn
Mar-16 Webang 56 pro mower	Recreation Ground	£ 832.50			£ 832.50	Used
May 16 Trimax 320 snake mower 722-320-120-0002	Recreation Ground	£ 15,950.00			£ 15,950.00	Worn
01/07/16 4720 Compact Tractor John Deere Reg AU59CHG LV4720E68006	Recreation Ground	£ 4,600.00			£ 4,600.00	vgc
Mar -17 Eliot 5B Chipperpro serial 41061557	Recreation Ground	£ 99.99			£ 99.99	Worn
Jun -16 Makita 4" Angle Grinder-Bare serial 89836	Recreation Ground	£ 240.00			£ 240.00	Used
Dec -16 Fireball 75xd heater serial SJ0562TN2	Recreation Ground	£ 95.00			£ 95.00	Not present
Feb-18 Autocut 25-2 KM-FS Serial 03112017A13	Recreation Ground	£ 16,750.00			£ 16,750.00	Used
Jun-18 Hyundai mini excavator T1156578 serial thkhmj04j0000905	Recreation Ground					Used
Jun -18 Manual hitch 11155860 DZ1419	Recreation Ground					Used
Jun -18 stickland buckets K1162461 serial RT6-12/18/24/36	Recreation Ground	£ 1,998.00			£ 1,998.00	Used
Aug-18 Various tools x 36	Recreation Ground	£ 733.00			£ 733.00	Used
Aug 18 Various tools	Recreation Ground	£ 328.00			£ 328.00	Used
Sep-18 for Williams tipping trailer K1165779 t2515	Recreation Ground	£ 3,000.00			£ 3,000.00	Used
Sep-18 trailer ramps 8t K1164862	Recreation Ground	£ 325.00			£ 325.00	Used
Oct-18 Zero turn ride on wv-rq74866 toro serial 402800989	Recreation Ground	£ 3,900.00			£ 3,900.00	Worn
Oct-18 Zero turn ride on wv-rq74866 toro serial 402800972	Recreation Ground	£ 3,900.00			£ 3,900.00	Worn
Jan-19 Trolley Jack se3000hic	Recreation Ground	£ 280.00			£ 280.00	Not working
Feb-19 Chainsaw serial 5132366016	Recreation Ground	£ 238.00			£ 238.00	Worn
May-19 Generator set 161G00190300403207	Recreation Ground	£ 550.00			£ 550.00	Used
Feb-21 Water pump + suction layflat hoses SJ04919/0732/07692	Recreation Ground	£ 356.00			£ 356.00	vgc
Nov-21 Mitsubishi L200 Warrior pickup serial MMCJJKL10JH014550	Recreation Ground	£ 19,248.66			£ 19,248.66	Used & worn DN68VBU
Jul-21 Makita 10 piece kit 18v Li-Ion with batteries charger T4TK17-309	Recreation Ground	£ 1,008.00			£ 1,008.00	Used
Sep-21 Hedge trimmers, mower, disc cutter, charger & adapter x 2	Recreation Ground	£ 5,066.00			£ 5,066.00	Used
Oct-21 Pole pruner, battery x 4, Kombi x 2	Recreation Ground	£ 1,493.50			£ 1,493.50	Used
Aug-22 WX10 Water pump serial WAGT-3057589	Recreation Ground	£ 318.75			£ 318.75	New
Jul-22 New Holland Agri Bomber 50 Cab serial LSN0650CJNL1C11077	Recreation Ground	£ 30,000.00			£ 30,000.00	New
Aug-22 Norfolk Trailers GH94bt serial 5206972	Recreation Ground	£ 3,050.00			£ 3,050.00	New
Jul-22 Mulch mower walk behind serial 220329098	Recreation Ground	£ 815.00			£ 815.00	New
Jul-22 New Ferris Wright Stander sit on mower serial 124611DG	Recreation Ground	£ 9,585.00			£ 9,585.00	New
May-22 Stihl Batteries x 2 serial 926045521/926045523	Recreation Ground	£ 500.00			£ 500.00	New
May-22 Classic Sprayer 15l x 2 serial 846255CP15	Recreation Ground	£ 260.00			£ 260.00	New
Dec-22 Autocut Strimmer head serial SH-FA02-011-6800	Recreation Ground	£ 140.00			£ 140.00	New
Dec-22 KWA135F serial 584407739	Recreation Ground	£ 316.00			£ 316.00	New
Dec-22 AR L Canopying system for AR battery x 2 SH-4871-200-0001	Recreation Ground	£ 276.00			£ 276.00	New
Dec22 3000 l Set Battery backpack set serial 193090760/193090784	Recreation Ground	£ 2,572.00			£ 2,572.00	New
12/06/18 Dumperauto Barrow Used in Cemetery K1163227 serial DOEK11	Recreation Ground	£ 250.00		£ 250.00		Traded in
7+ Generator (portable for Graves) GA3200 A	Recreation Ground	£ 2,250.00		£ 2,250.00		Scrapped
12/06/19 Digger bought 2nd hand 2005 serial 801649163	Recreation Ground	£ 250.00		£ 250.00		Traded in advice 113355
00/00/09 Sishi strimmer serial 277795274	Recreation Ground					Scrapped
27/04/10 Hayter 566g mower serial 31000024	Recreation Ground					Scrapped

Location	Asset Cost/Value 31/03/2022	Additions	Disposals	Asset Cost/Value at 31/03/2023	Notes
01/02/18 Kombi Engine serial 515258153	£ 330.00	£ -	£ 330.00	£ -	new replaced stolen traded in
07/03/13 Harmer 55 pro mower serial 313000601	£ 870.54	£ -	£ 870.54	£ -	Scrapped
10+ Ransomes self-propelled hydraulic mower A051NBL	£ -	£ -	£ -	£ -	Traded in for John Deere
12/06/18 MTD Little tide on mower serial DOEK1 J126	£ 250.00	£ -	£ 250.00	£ -	Readed in
5+ Whiale water pump	£ 185.00	£ -	£ -	£ -	Scrapped
07/02/18 Stihl Leaf blower serial 184050763	£ 345.00	£ -	£ 185.00	£ -	New replaced stolen traded in
Mar-14 Hwdecutter serial 177046582	£ 425.00	£ -	£ 345.00	£ -	Traded in
Feb-18 Brushcutter serial 510683705	£ 315.00	£ -	£ 425.00	£ -	Traded in
Feb-18 Kombi engine serial 509477475	£ 999.00	£ -	£ 315.00	£ -	Traded in
Aug-17 John Deere Rotary Mower serial ISA1693xoh0001	£ 340.00	£ -	£ 999.00	£ -	Traded in
Aug-18 John Deere Rotary mower serial ISA1693XKH000	£ 185.00	£ -	£ 340.00	£ -	Traded in
Feb-18 Hedgetrimmer serial 182905608	£ 215.00	£ -	£ 185.00	£ -	Traded in
Feb-18 Hedgetrimmer KM-HL 145DEG	£ 12,850.00	£ -	£ 215.00	£ -	Traded in
Oct-18 Blower Dg86c-e serial 185425803	£ 5,000.00	£ -	£ 12,850.00	£ -	insurance settlement
Jul-18 Ford Transit Van used AP15UBT	£ -	£ -	£ 5,000.00	£ -	Traded in
18+ M F 2 W-D 50hp Tractor bought 2nd hand D975 GEX	£ -	£ -	£ -	£ -	
TOTAL MACHINERY ASSETS	£ 130,792.32	£ 47,832.75	£ 42,355.70	£ 136,269.37	

Municipal Items Asset Register
31st March 2023

Box 9 on
Annual Return
31/03/2023

Description of Asset		Location	Asset Cost/Value 31/03/2022	Additions	Disposals	Asset Cost/Value at 31/03/2023	Notes
Acquired							
Pre 1974	Crimean War Peace Memorial	Junction Station Rd & Connaught Rd	£ 10,827.00			£ 10,827.00	Insurance valuation
Pre 1974	War Memorial	Junction Exchange St & Queens Rd	£ 21,655.00			£ 21,655.00	Insurance valuation
Pre 1974	Town signs	Queens Sq & London Rd	£ 4,202.00			£ 4,202.00	Original refurbished
	Civic Regalia	Town Hall/Mayors home	£ 5,896.00			£ 5,896.00	second row added sept 2015
01/05/2004	skateboard equipment	Town Hall/Deputy Mayors home	£ 2,474.00			£ 2,474.00	new chain oct 2015
04/02/2005	2 steel benches	Recreation Ground Theives Lane	£ 39,879.00			£ 39,879.00	removed not fit for purpose
11/03/2005	dog bins	Various	£ 766.00			£ 766.00	george gregory steels
06/05/2005	Hanging baskets	Various	£ 900.48			£ 900.48	glasdon
07/09/2005	Playground equipment	Recreation Ground Theives Lane	£ 11,124.00			£ 11,124.00	model minkar
07/09/2005	Playground equipment	Recreation Ground Theives Lane	£ 7,650.00			£ 7,650.00	model initam
31/05/2007	Steel bench	Churchyard	£ 385.00			£ 385.00	donation cambridge
26/06/2007	3-tier planter	Queens Sq	£ 429.00			£ 429.00	
01/03/2008	8 dog & 5 Litter bins	Various	£ 1,999.99			£ 1,999.99	glasdon
10/03/2008	4 Benches	London rd play area	£ 9,306.00			£ 9,306.00	model
01/04/2008	Hidden history handsets	Queens Sq, Rec, Gaymers	£ 1,000.00			£ 1,000.00	recycled suffolk
04/09/2008	6 benches	Various	£ 12,362.00			£ 12,362.00	portable
01/04/2008	flower tubs	Various	£ 2,000.00			£ 2,000.00	
16/09/2008	bins & dog bins	Various	£ 8,551.00			£ 8,551.00	floor standing
2001	370 street lights	Various transferred from BDC	£ 3,813.76			£ 3,813.76	coming to end of their life
2009	5 litter bins	Various	£ 1,067.00			£ 1,067.00	
2010	Ballwall	Recreation Ground	£ 11,456.00			£ 11,456.00	
01/04/2010	Flagpole	Queens Sq	£ 3,343.00			£ 3,343.00	transferred from rotary club
May-10	Bow top railings	Recreation Ground, Theives Lane	£ 7,104.00			£ 7,104.00	enlarged play park
Mar-11	Cube	Recreation Ground, Theives Lane	£ 385.00			£ 385.00	donation byth
Dec-11	4 Litter bins	Various	£ 1,000.00			£ 1,000.00	glasdon
11-Dec	TH storage Container	TH Back Yard	£ 1,730.00			£ 1,730.00	Asset Cost/Value is based on actual construction costs
Mar-12	Tim Trail	Gaymers, Recreation Ground	£ 10,000.00			£ 10,000.00	
2012-2013	4 Litter-1 dog bin	Various	£ 800.00			£ 800.00	glasdon
Feb-13	Grit bins x 4	Various	£ 545.00			£ 545.00	teepee
Jul-05	Acoustic fence	Skateboard park, Rec, Station Rd	£ 10,000.00			£ 10,000.00	
Oct-13	play equipment	gaymers rec ground	£ 6,100.00			£ 6,100.00	
Mar-15	heritage railings	queens sq	£ 24,822.00			£ 24,822.00	groundscope
Feb-16	picnic bench with table	ogynet close	£ 600.00			£ 600.00	fenland leisure
Feb-16	ash play unit & surface	Gaymers, Recreation Ground	£ 4,439.06			£ 4,439.06	fenland leisure
Feb-16	picnic bench with table	london rd	£ 600.00			£ 600.00	fenland leisure
Mar-16	bench	cemetery	£ 424.00			£ 424.00	woodberry
Mar-16	see saw and surface	Gaymers, Recreation Ground	£ 2,807.50			£ 2,807.50	fenland leisure
Apr-16	2 litter bins	london rd and ogynet close	£ 800.00			£ 800.00	
Oct-16	diamond jubilee sculpture	town hall	£ 2,500.00			£ 2,500.00	fiorg davies
Sep-16	portable recorder	town hall	£ 348.00			£ 348.00	serial 85168819
Sep-16	microphones x 2	town hall	£ 343.00			£ 343.00	serial 85181095
Sep-16	laptop	town hall	£ 541.00			£ 541.00	serial m1210076270
Sep-16	display boards	town hall	£ 769.00			£ 769.00	7 panel mobile screen room divider
Sep-16	projector screen	town hall	£ 160.00			£ 160.00	serial h038234
Aug-16	projector screen	town hall	£ 276.00			£ 276.00	epson serial- wdgk5700271
Aug-16	computers x 3	town hall	£ 1,545.00			£ 1,545.00	stone pc serial 121023964142/43
Jan-17	palisade fencing	gaymers play area	£ 8,300.00			£ 8,300.00	monmon 925 wide screen
Oct-16	a-board	town hall	£ 157.26			£ 157.26	180 m fence bst standard + 3 gates
Apr-17	penquin litter bin	gaymers	£ 158.00			£ 158.00	display board
May-17	bench x 2 recycled plastic	gaymers	£ 1,010.00			£ 1,010.00	fenland leisure
Jul-17	oak bench	ogynet close & Lomond Rd	£ 564.00			£ 564.00	donations lions
Aug-17	bar equipment	shrub close	£ 1,400.00			£ 1,400.00	various glassess, fridges, wine cooler
Aug-17	Tall filing cupboards x 3	Town Hall bar	£ 567.00			£ 567.00	
Aug-17	market barrows x 6	Town Hall offices	£ 1,950.00			£ 1,950.00	viking
Aug-17	market barrows x 6	market	£ 2,450.00			£ 2,450.00	
Sep-17	SAMS x 2	Queens Rd, London Rd, Buckenham F	£ 6,100.00			£ 6,100.00	50% contribution from Norfolk County Council
Sep-17	Grave shoring	cemetery	£ 3,423.00			£ 3,423.00	teleshore
Dec-17	outdoor table tennis table	Recreation ground	£ 1,810.00			£ 1,810.00	fenland leisure
Dec-17	Heavy duty trolley	market	£ 948.00			£ 948.00	A J Products
Jan-18	stainboards	cemetery	£ 227.00			£ 227.00	G & J Staines
Jan-18	computers x 2	Town hall office	£ 1,274.00			£ 1,274.00	p1210302902 p1210302903

Description of Asset		Location	Asset Cost/Value at 31/03/2022	Additions	Disposals	Asset Cost/Value at 31/03/2023	Notes
Jan-18	monitors x 2	Town hall office	£ 224.00			£ 224.00	immonon 466
Jan-18	trail camera x 2	Cemetery	£ 490.00			£ 490.00	ill acorn 6310mg-3g basic
Jan-18	MUGA	Recreation ground	£ 43,400.00			£ 43,400.00	fenland leisure
May-18	CCTV cameras x 2	Town Hall	£ 470.00			£ 470.00	serial 00001bocct9d 000023344566
May-18	Filing Cabinet	Town Hall office	£ 239.00			£ 239.00	viking
Jun-18	Derby bins x 4	Grosvenor Pk London Rd	£ 996.00			£ 996.00	taylor wimpsey
Jun-18	Cambourne benches x 4	Grosvenor Pk London Rd	£ 1,944.00			£ 1,944.00	taylor wimpsey
SEP-18	centenary seat	queens sq	£ 654.00			£ 654.00	earth anchors
SEP-18	Asstd benches x 5 field in stock	Gaymers	£ 1,520.00			£ 1,520.00	earth anchors
SEP-18	Silhouettes x 4	Town Hall	£ 1,000.00			£ 1,000.00	royal british legion
Oct-18	1 drawer filing cabinet x 4	Town Hall office	£ 160.00			£ 160.00	viking
Oct-18	4 drawer filing cabinet x 1	Town Hall office	£ 119.00			£ 119.00	viking
Nov-18	Play tractor	Recreation Ground	£ 5,960.00			£ 5,960.00	flights of fantasia
Nov-18	Large corner desk unit	Town Hall office	£ 999.00			£ 999.00	viking
Feb-19	Large Tambour Cabinet x 2	Town Hall office	£ 498.00			£ 498.00	safe fence
Feb-19	Plastic road barriers	various	£ 376.00			£ 376.00	furniture at work
Feb-19	Rectangular tables	town hall	£ 867.00			£ 867.00	furniture at work
Apr-19	Spar rectangular table	Gaymers	£ 916.00			£ 916.00	furniture at work
Oct-19	Single door locker x 2	unit Recreation ground	£ 218.00			£ 218.00	viking
Oct-19	Tascam meeting recorder	in stock	£ 1,011.50			£ 1,011.50	furniture at work
Jan-20	General waste bin x 3	steel compound Recreation ground	£ 1,200.00			£ 1,200.00	netcentral
Feb-20	CCTV x 4 & LED lights x 4	Town Hall	£ 1,335.00			£ 1,335.00	isp electrical
Feb-20	Litter bins x 2	Admiral Way, Grosvenor Pk	£ 2,662.00			£ 2,662.00	netcentral
Apr-20	Bench	Admiral Way, Grosvenor Pk	£ 500.00			£ 500.00	taylor wimpsey
May-20	VE Day bench Seat	Queens Sq	£ 1,053.00			£ 1,053.00	david ogilvie
Jun-20	HP Probook laptop	Cemetery	£ 4,785.00			£ 4,785.00	teleshore
Jun-20	HP printer	Town Hall office	£ 69.99			£ 69.99	viking
Jul-20	Litterdog waste bins x 2	town hall	£ 560.00			£ 560.00	netcentral
Jul-20	Lenovo laptop x 2	TBC	£ 318.00			£ 318.00	glasdon
Jul-20	Lenovo tablet	town hall office	£ 459.98			£ 459.98	argos
Feb-21	Various play equipment	Grosvenor Pk London Rd	£ 119.99			£ 119.99	argos
Feb-21	Various tennis court	Grosvenor Pk London Rd	£ 56,342.00			£ 56,342.00	taylor wimpsey insurance purposes
Mar-21	Various play equipment	Grosvenor Pk London Rd	£ 22,960.00			£ 22,960.00	taylor wimpsey insurance purposes
Mar-21	Various tennis court	various sites when needed	£ 1,395.00			£ 1,395.00	FenceUK
May-21	Self-watering baskets x 28	Various	£ 2,842.00			£ 2,842.00	glasdon
Jun-21	Kandoo meeting p/c camera	Various	£ 782.00			£ 782.00	amberol
Jul-21	speed brace	Town Hall	£ 666.00			£ 666.00	amberol
Aug-21	Floor cabinet 4 shelves	Cemetery	£ 315.00			£ 315.00	teleshore
Oct-21	Lockable pin notice board	Welfare unit	£ 275.00			£ 275.00	Thurlow Nun
Dec-21	Dell Laptop	Town Hall	£ 399.00			£ 399.00	Myhill
Feb-21	Compass litter bin	Railway Station	£ 539.00			£ 539.00	Dell
Feb-21	Compass litter bin	Cygnat Dr	£ 264.99			£ 264.99	wybone
Feb-21	Compass litter bin x 3	Norfolk Dr	£ 264.99			£ 264.99	wybone
Feb-21	Compass litter bin x 9	decoy common	£ 794.97			£ 794.97	wybone
Jan-23	CCTV	stock	£ 2,384.91			£ 2,384.91	wybone
Apr-23	plastic picnic benches x 4	public toilets	£ 1,662.21			£ 1,662.21	netcentral
Aug-22	notice boards x 7	various	£ 2,104.00			£ 2,104.00	broxap
Aug-22	dog waste bins	various	£ 8,238.54			£ 8,238.54	Harry Stebbing
Oct-22	Captains seat bench	various	£ 385.06			£ 385.06	glasdon
Oct-22	Hyde Park bench	various	£ 1,160.00			£ 1,160.00	hibb recycled
May-22	HP Probook laptop	town hall office	£ 1,030.00			£ 1,030.00	hibb recycled
Jan-23	New Wheel Park	recreation Ground	£ 645.86			£ 645.86	netcentral
Jan-23			£ 132,000.00			£ 132,000.00	Gravity Engineering
TOTAL MUNICIPAL ASSETS			£ 625,200.36	£ 147,225.67	£ 39,879.00	£ 732,547.03	

Ms Anne Willett
Attleborough Town Council
Town Hall
Queens Square
Attleborough
Norfolk
NR17 2AF

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number YLL-2720845273

Insured Attleborough Town Council

Business Parish / Town Council

Period of Insurance
From 28th February 2023
To 17th June 2023
and any other period for which cover has been agreed.

Adjustment Premium £ 79.27

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number 111838642

Long term agreement active until 18th June 2023

Preparation Date 28th February 2023

Prepared by Mr Jonathan Meiseles

Policy Form Reference MLAACF07

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Attleborough Football Clubhouse, Address, Station Road, Attleborough, Norfolk, NR17 2AS	£366,598.03	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Cemetery Chapel, Address, Queens Road, Attleborough, Norfolk, NR17 2BL	£147,450.64	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Thieves Lane Bowls, Address, Thieves Lane, Attleborough, Norfolk, NR17 2AP	£91,987.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Connaughts Bowls Club, Address, Station Road, Attleborough, Norfolk, NR17 2AS	£183,975.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Attleborough Pavilion, Address, Thieves Lane, Attleborough, Norfolk, NR17 2AP	£91,987.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Public Toilet and Disabled Parking	£203,104.82	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Spaces, Address, Queens Square, Attleborough, Norfolk, NR17 2AF									
7. Town Hall, Address, Queens Square, Attleborough, Norfolk, NR17 2AF	£1,045,893.68	N/A	£67,911.43	£0.00	£0.00	£2,909.07	£0.00	£0.00	£0.00
8. 12m x 3.6m Jackleg building with disabled w/c & kitchen, Address, Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF	£79,917.06	N/A	£0.00	£0.00	£11,592.74	£0.00	£0.00	£0.00	£0.00

For Premises: 8

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6 & 7

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£1,000
Subsidence	

Excesses Applicable to Premises 8

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Variable contents excess active:

Premises	Contents	Excess
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Premises 7: Queens Square, Attleborough, Norfolk, NR17 2AF	Furniture, Fixtures & Fittings	£250
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Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£50,000	12	N/A		£5,415	12

For Premises: 8

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Railings at Queens Square	£29,851.31	£250
Flagpole at Queens Square	£597.02	£250
Street Furniture	£18,452.17	£250
Bus Shelters	£14,633.51	£250
War Memorial/Monuments	£38,929.59	£250
Play Equipment and Surfaces	£316,448.38	£250
Trim Trail Equipment	£12,350.91	£250
Acoustic Fence	£12,350.91	£250
Civic Regalia	£14,030.69	£100
Garden Equipment	£61,436.88	£100
Market Stalls	£17,910.78	£100
Town Sign	£5,820.72	£100
Tubs and Planters	£11,640.27	£100
Hidden Museum Handsets	£16,812.95	£100
2 x SAM2 Speed Indicator Devices	£7,071.57	£100
MUGA	£60,375.00	£100
Fencing	£11,013.11	£100
Grave Shuttering	£4,761.13	£100
Market Trolley	£1,318.09	£100
2 x 20ft Hi-Cube Containers	£5,796.38	£100
2 x CCTV Cameras	£869.46	£100
2 Trail Cameras	£568.05	£100
Mini Excavator	£18,852.28	£100
4 Derby Bins and 4 Cambourne Benches at Grosvenor Park	£3,309.00	£100
1 Centenary Bench on Queens Square	£720.33	£100
1 Ifor Williams Trailer K1163779 + Trailer ramps K1164862	£3,742.31	£100
2 Toro mowers HDXS4850 with 122 cm	£8,778.97	£100

4 silhouettes from the British Legion to commemorate 100 years' war	£1,125.51	£100
5 x brown benches	£1,710.78	£100
Wheelchair	£393.93	£100
Close Pale Palisade Fencing	£11,801.45	£100
Circular Bench	£1,104.75	£100
Church Wall	£150,298.04	£100
Photocopier- Agreement Number A9239209/001	£5,463.64	£100
Welfare Unit at Recreation Ground	£19,878.89	£100
CCTV and Lighting at the Recreation Ground	£1,458.79	£100
Trimax Snake Mower	£16,921.36	£100
Play Equipment at London Road	£104,000.00	£100
Tennis Courts including surfacing fencing and nets	£59,773.84	£100
various items and grounds equipment and tools	£5,217.98	£100
Makita 10 piece batteries tool kit	£1,039.27	£100
Ferris Wright Stander Mower	£10,650.00	£100
Mulch Mower	£815.00	£100
I For Williams Trailer	£3,050.00	£100
Wheel park at Recreation Ground	£110,000.00	£250
CCTV at Public Toilets	£1,662.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

Limit any one loss

1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

£15,000,000

Limit of Indemnity:

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor Vehicles

Insured Vehicle: All as described in
Persons Entitled to Drive: the Certificate of
Limitation as to Use: Motor Insurance

Cover: Section 22
 A. Comprehensive

Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party

Additional to any other Excess which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

Repair Limit: £Nil
 Section 12

Damage to Property Limit:

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150
 Section 13

Medical Expenses Limit: £250
 Section 14

Additional Cover : Section 25

U. Occasional Business Use
 V. Loss of No Claim Discount/Excess

Not Operative
 Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity:

£100,000 per insured incident

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£500,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum
Weekly Sum
Cover

Sections 2 and 3 - Accident and Assault Cover

£50,000.00
£200.00

Volunteers

Capital Sum
Weekly Sum
Cover

Sections 2 and 3 - Accident and Assault Cover

£50,000.00
£200.00

Directors/Councillors

Capital Sum
Weekly Sum
Cover

Sections 2 and 3 - Accident and Assault Cover

£50,000.00
£200.00

Key Personnel

Key Personnel
Capital Sum
Weekly Sum

Town Clerk

Sections 2 and 3 - Accident and Assault Cover

£100,000.00
£500 for up to 10 weeks and £100 per week thereafter

Cover

Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.
and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details			
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336		
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com		
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF		
Works in progress					
Public liability	Liability Claims	Tel:	0800 876 6984		
Employers liability		Email:	fnlc@uk.zurich.com (new claims)		
Personal assault under Money			zmflc@uk.zurich.com (subsequent correspondence)		
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)		
Financial and administrative liability					
Professional negligence					
Hirers liability					
Fidelity guarantee					
Libel and slander					
Engineering insurance					
Engineering – Deterioration of stock					
Business travel					
Motor				Motor Claims	Tel:
	Email:				zmmotorclaimsoffice@uk.zurich.com
	Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW			
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)		

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

9h)

A/c Code		4023 Subscriptions		Annual Budget		2,500	
Centre		101 Administration		Committed		0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00		
1	01/04/2022	400	Journal	NFK Parish Training Subscrip	525.00		
1	01/04/2022	400	Journal	Maplink Support & Updates	85.00		
1	01/04/2022	402	Journal	CAN membership		20.00	
1	01/04/2022	402	Journal	Creative Arts Festival Film Li		50.00	
1	01/04/2022	STD ORD	Cashbook	Norfolk Playing Fields Assoc	1.00		
1	07/04/2022	BACS	Cashbook	film licensing CREATIVE ARTS EAST	50.00		
2	09/05/2022	BACS	Cashbook	Bronze CAN MEMBERSHIP	20.00		
2	09/05/2022	BACS	Cashbook	Membership level screen	50.00		
2	09/05/2022	BACS	Cashbook	annual subscription NABMA	384.00		
3	06/06/2022	BACS	Cashbook	Norfolk Playing Fields Assoc	45.00		
3	06/06/2022	BACS	Cashbook	membership ICCM	95.00		
4	07/07/2022	DD	Cashbook	Renewal Fee ICO	35.00		
9	05/12/2022	BACS	Cashbook	Annual Rent Decoy Common	50.00		
9	05/12/2022	BACS	Cashbook	membership fee SLCC	272.00		
10	16/01/2023	BACS	Cashbook	Annual Support & Maintenance RIALTAS	625.00		
11	16/02/2023	BACS	Cashbook	Film Licensing x3 CREATIVE ARTS EAST	193.50		
12	09/03/2023	BACS	Cashbook	annual support PEAR TECHNOLOGY	90.00		
12	31/03/2023	410	Journal	Norfolk Parish Train' Sub		535.00	
12	31/03/2023	410	Journal	Pear Tech Tech Support		90.00	
Account Subscriptions				Account Totals	2,520.50	695.00	
Centre Administration				Net Balance Month 12	1,825.50		

10 a)

Request for extra play equipment

Morning

I don't know whether this is something we can arrange

I live at Tantallon Drive on that estate, wanted to ask how we would request for more items for the play area, like a basketball ring with football goal combination as I currently have to wheel over our basketball set and football goals along with other residence for the kids to play with as the play area is mainly for younger children

Look forward to your comments

Kind regards



106)

Resident concerns Decoy Common

Thank you for the hard-core roadway recently installed at Decoy Common it is wonderful only to be completely ruined by the entrance which is a quagmire of sand and mud which you have to trudge through on entering and leaving the common. It has spoiled the whole venture for just a few more yards of hardcore. I believe the roadway cost less than was anticipated so with the reserve money could, at least, a hardcore pathway be put to the side. It's such a shame to spoil what you have done for a few more pence.

Have any of the councillors been there when it is wet it's a disaster. I walk to the common and my dogs' feet are covered in thick mud and sand I dread to think what the inside of people's cars are like who drive there.

We were informed that the dumping of bushes and tree rubbish from other parts of the town would cease. Is this correct? as the Town Council groundsmen were dumping tree branches there yesterday.

Please make the roadway better.

Kind regards

[REDACTED]

10c)

Good evening,

I was hoping as our local councillor you would be able to have a voice for all our children who currently attend Wymondham College.

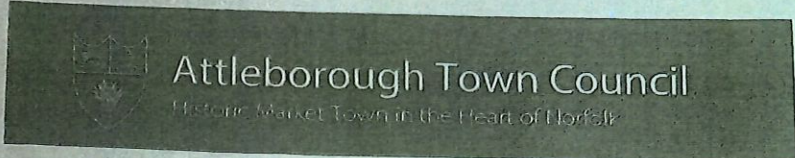
On an average morning, 25 students use the First Bus 13c service to Wymondham College from various bus stops around Attleborough.

On the 14th May, First Bus are stopping the service from Attleborough to Wymondham College without offering an alternative solution to our children. The link below gives us notice, without an alternative. It's a popular route that many of us rely upon to get our children safely to school.

Are you able to contact first bus for an explanation?, and suggestions on an alternative route?

If you need any further information please do contact me.

10d)



Attleborough Town Council

Grants for the benefit of Attleborough
 Please read the Grant Awards Policy before completing this form
 SMALL GRANTS – Up to £999
 LARGE GRANTS – from £1000 to £5000

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

For further information please contact the Town Clerk on 01953 456194

Section 1: Organisation

Name of Organisation:			ATTLEBOROUGH BOXING CLUB		
Primary contact name:			ALAN FRIEDMAN		
Position (within organisation):			CHAIRMAN		
Contact Address:			WOOD FARM, BOSPHAM RD, ATTLEBOROUGH		
Telephone		Daytime:	Evening:		
		07973 600042	SAME		
E-mail address:			CHAIRMAN@ATTLEBOROUGHBOXINGCLUB.COM SUCCEED		
Date of Application:			25/4/2033		

Section 2: Details of Organisation

Brief description of your organisation's aims:			
FOCUS MIND BODY + SOUL THROUGH SPORT, WITH A BOXING FOCUS.			
Year Formed:	2009	Run by committee (Y/N)?	YES
Is membership open to all (Y/N)? If No, what are the restrictions?		YES	
How often do you meet and where are meetings held?		CLUB AS ABOVE, 4 DAYS / WEEK	
How many members are there?		500	
Approximately how many (%) members live/work in Attleborough?		80%	

Section 3: Purpose of Organisation

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

GETTING TEENAGERS FOCUS WITH OUR STREET-BOX MOBILE INITIATIVE. KEEPING 6-75 YEAR OLDS FIT & SOCIALLY INTERACTING, COMPETITIVE BOXING ALL OVER UK.

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

WE ARE A NATIONALLY RECOGNISED & RESPECTED CLUB GIVING PEOPLE OF ATTLEBOROUGH A PLACE TO TRAIN + ASPIRE TO GREATNESS!

Section 4: Grant Request

We are requesting a (tick as appropriate)	Small Grant		Large Grant	<input checked="" type="checkbox"/>
---	-------------	--	-------------	-------------------------------------

Amount requested from the Town Council: £5,000

Please give details of what you wish to use the proposed grant award for: How does your grant application align with the priorities listed within the Grant Policy?

DEPOSIT FOR A NEW MINIBUS, WE REQUIRE A SECOND 'QUALITY' MINIBUS AS WE TAKE THE MEMBERS ALL OVER THE COUNTRY.

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

NO.

Section 5: Financial Details

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

NATIONAL LOTTERY

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

Yes - KIT.


Section 6: Supporting Information

Please tick the following:

I have read and agreed your policy and terms of grant awards.	<input checked="" type="checkbox"/>
I have enclosed the following supporting documentation:	<input checked="" type="checkbox"/>
A constitution or set of rules by which my organisation runs	<input checked="" type="checkbox"/>
Copies of Organisation Bank Reconciliation	<input checked="" type="checkbox"/>
The latest set of current annual accounts	<input checked="" type="checkbox"/>
Any other supporting information	<input checked="" type="checkbox"/>
If you are a new organisation please include evidence of a planned budget	<input type="checkbox"/>

Section 7: Policy & Declaration

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

Signature 	Name of Signatory ALAN FREDMAN
Position in organisation: CHAIRMAN	Date: 25/4/23

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

Financial Report for the Year Ended 31st March 2022

for

Attleborough Boxing Club

Attleborough Boxing Club

for the Year Ended 31st March 2022

CHAIRMAN: A Friedman

SECRETARY: P Riley

TREASURER: M Dennis

ADDRESS: Wood Farm
Deopham Road
Attleborough
Norfolk
NR17 1AJ

Attleborough Boxing Club

Profit and Loss Account
for the Year Ended 31 March 2022

	Notes	Year Ended 31.03.22		Year Ended 31.03.21	
		£	£	£	£
TURNOVER	1		41,001		24,023
Cost of sales			13,290		4,101
GROSS PROFIT			<u>28,503</u>		<u>20,522</u>
Distribution costs		0		0	
Administrative expenses		35,220		22,607	
			<u>35,220</u>		<u>22,607</u>
OPERATING PROFIT	2		-6,636		-2,085
Other interest receivable and similar income					<u>-2,085</u>
			<u>-6,636</u>		
Interest payable and similar charges			218		348
					<u>348</u>
PROFIT/LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION			<u>-6,854</u>		<u>-2,434</u>
Tax on profit on ordinary activities	3				
PROFIT/LOSS FOR THE FINANCIAL YEAR AFTER TAXATION			-6,854		-2,434
					<u>-2,434</u>
PROFIT/LOSS FOR THE FINANCIAL YEAR AFTER TAXATION			<u>-6,854</u>		<u>-2,434</u>
Retained profit/loss brought forward			-14,170		-11,736
Dividends			0		0
RETAINED PROFIT/LOSS CARRIED FORWARD			<u>-21,024</u>		<u>-14,170</u>

Anlebonvath Boxing Club

**Notes to the Financial Statements
for the Year Ended 31 March 2022**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

Turnover represents net invoiced sales of goods, excluding value added tax.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Building	-10% on cost
Equipment	- 25% on cost

Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Deferred Tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

2. OPERATING PROFIT

The operating profit is stated after charging:	Year Ended 31.03.22 £	Year Ended 31.03.21 £
Depreciation - owned assets	<u>8,806</u>	<u>10,893</u>

3. TAXATION

Analysis of the tax charge

The tax charge on the profit on ordinary activities for the year was as follows:

	Year Ended 31.03.22 £	Year Ended 31.03.21 £
Current tax: UK corporation tax	<u>-</u>	<u>-</u>
Tax on profit on ordinary activities	<u>-</u>	<u>-</u>

Atleborough Boxing Club

Notes to the Financial Statements
for the Year Ended 31 March 2022

4.	Assets	25% Equipment Total £	10% Building Total £
	Cost		
	As at 1st April 2021:	70,411	68,231
	Additions	8,408	0
	Disposals:	-8,500	0
	Revaluations:	0	0
	Transfers:	0	0
	At 31st March 2021	70,319	68,231
	Depreciation		
	At 1st April 2021:	50919	28671
	Charge for year:	4850	3956
	On disposals:	0	0
	Other adjustments:	0	0
	At 31st March 2022	55,769	32,827
	Net book value At 31st March 2022:	14,550	35,604
5.	Debtors	31.03.22 £	31.03.21 £
	Trade Debtors	800	0
	Prepayments	1981	1723
	Other Debtors	0	0
		2781	2310
6.	Creditors	31.03.22 £	31.03.21 £
	Bank Loans and overdrafts	0	0
	Trade Creditors	0	0
	Social security & other taxes	0	0
	Taxation	0	0
	Accrued expenses	0	150
		0	150
7.	Grants:	31.03.22 £	31.03.21 £
	Grants accumulated	129065	115025
	Grants during year	26162	14040
	Other	0	0
		155227	129065

Attleborough Boxing Club

Trading and Profit and Loss Account
for the Year Ended 31 December 2022

	Year Ended 31 03 22		Year Ended 31 03 21	
	£	£	£	£
Income		41,001		24,623
Cost of sales				
Opening Stock plus Purchases	15,230		6,938	
	<u>15,230</u>		<u>6,938</u>	
Closing stock	-1,932		-2,837	
		<u>13,298</u>		<u>4,101</u>
GROSS PROFIT		28,583		20,522
Expenditure:				
Admin/IT/Stat		3,468		879
Courses/Training		2,630		0
Mini Bus		2,791		893
Repairs & Renewals		1,219		1,509
Rent		9,000		5,250
Electricity		2,258		1,829
Memberships		1,440		723
Insurance		1,756		541
Professional fees		895		0
Advertising		850		0
		<u>26,414</u>		<u>11,711</u>
		2,170		8,807
Finance costs				
Bank interest and charges	218	<u>218</u>	348	<u>348</u>
		1,952		8,459
Depreciation:				
Equipment	4,850		10,893	
Building	<u>3,956</u>			
		<u>8,806</u>		<u>10,893</u>
NET PROFIT		<u>-6,854</u>		<u>-2,434</u>

Amlebury Boxing Club

**Abbreviated Balance Sheet
for the Year Ended 31 March 2022**

	Notes	Year Ended 31.03.22		Year Ended 31.03.21	
		£	£	£	£
FIXED ASSETS:					
Building			35,004		39,560
Equipment	4		<u>14,550</u>		<u>19,402</u>
			50,154		58,952
CURRENT ASSETS:					
Stocks		1,932		2,837	
Debtors	5	800		0	
Prepayments		1,981		1,723	
Cash		79,337		51,419	
Project Account		0		0	
Cash in hand		0		13	
		<u>84,050</u>		<u>55,903</u>	
CREDITORS: Amounts falling due within one year	6	<u>0</u>		<u>150</u>	
NET CURRENT ASSETS:			<u>84,050</u>		<u>55,843</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			134,203		114,895
LONG TERM LIABILITIES:			<u>0</u>		<u>0</u>
			<u>134,203</u>		<u>114,895</u>
CAPITAL AND RESERVES:					
Called up share capital			0		0
Grants / Members Funds	7		155,227		129,065
Profit and loss account			-21,024		-14,170
SHAREHOLDERS FUNDS:			<u>134,203</u>		<u>114,895</u>

Attleborough Boxing Club
for the Year Ended 31 March 2022

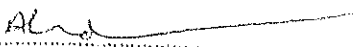
For the year ending 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

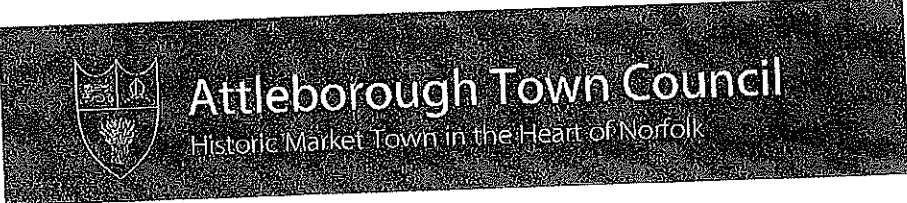
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The members acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2008).

The financial statements were approved by the Board on 15/12/2022 and were signed on its behalf by:


.....
A Friedman - Chairman



Attleborough Town Council

Grants for the benefit of Attleborough
 Please read the Grant Awards Policy before completing this form
 SMALL GRANTS – Up to £999
 LARGE GRANTS – from £1000 to £5000

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

For further information please contact the Town Clerk on 01953 456194

Section 1: Organisation

Name of Organisation:		ATTLEBOROUGH FIRE STATION	
Primary contact name:		MARK WILSON	
Position (within organisation):		WATCH MANAGER	
Contact Address:		FIRE STATION, THIEVE LANE, ATTLEBOROUGH	
Telephone:	Daytime:	Evening:	
	07736391009.		
E-mail address:		mark.wilson3@norfolk.gov.uk	
Date of Application:		2/5/23	

Section 2: Details of Organisation

Brief description of your organisation's aims:			
Community On-call fire station, part of Norfolk Fire Service which is celebrating 75 yrs of Norfolk Fire and Rescue Service.			
Year Formed:	1948 ATTLEBOROUGH NFRS	Run by committee (Y/N)?	EVENTS / YES
Is membership open to all (Y/N)? If No, what are the restrictions?		NO ONLY STATION CREW MEMBERS	
How often do you meet and where are meetings held?		WEEKLY ON DRILL @ STATION	
How many members are there?		10	
Approximately how many (%) members live/work in Attleborough?		10	

Section 3: Purpose of Organisation

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

Primarily community engagement through supporting events in Attleborough and surrounding villages, via Community Fire safety advice / show and tell sessions.

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

Attleborough benefits from having a designated appliance covering the town and surrounding area, integrating with local schools / groups and public via pre arranged visits and community events,

Section 4: Grant Request

We are requesting a (tick as appropriate)	Small Grant	<input checked="" type="checkbox"/>	Large Grant
Amount requested from the Town Council:		£999	
Please give details of what you wish to use the proposed grant award for. How does your grant application align with the priorities listed within the Grant Policy?			
The grant money will be used to support and promote the event by paying attractions outside of the Service, this will also be used for refreshments for crews demonstrating during the day as well as some visibility clothing for volunteers helping to put on the event.			
Have you received or applied for funding from any other source for this project/purpose? If so, give details:			
No other funding has be sourced for the support or purpose of this event.			

Section 5: Financial Details

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

No we dont get any funding from anywhere else.

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


No grant recieved in last 3 years.

Section 6: Supporting Information

Please tick the following:	
I have read and agreed your policy and terms of grant awards.	✓
I have enclosed the following supporting documentation:	✓
A constitution or set of rules by which my organisation runs	N/A
Copies of Organisation Bank Reconciliation	N/A
The latest set of current annual accounts	N/A
Any other supporting information	✓
If you are a new organisation please include evidence of a planned budget	✓

Section 7: Policy & Declaration

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

Signature 	Name of Signatory M. WILSON.
Position in organisation: WATCH MANAGER	Date: 4/5/23

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

Approx breakdown of costs for 75th.

Advertising

Banners / Posters £184

Food for 90 Volunteers
(They are coming with £180
vehicles/dog/drone/
cadets.

T. Shirts (£15) £150

Mascot hire £ 90

Toilet hire (need extra) £120

Decorations/balloons £66

Childrens activitie
corner £70.

Wood+paint for the £50
Fire engine photos

Table cloths/plates/
napkins £19

PA system rental £70



PERSONNEL COMMITTEE TERMS OF REFERENCE

Mandate

1. The mandate of the Committee is to effectively and efficiently discharge the Council's duties as an employer under the Employment Rights Act 1996 (as amended or replaced from time to time), also taking into account any other legislation impacting upon the employment of staff.
2. To enable this, it has been granted full delegated decision-making authority by the Council, subject to its not contravening the Council's wider policies.
3. It may nevertheless make recommendations to the Council; in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that:
 - Any proposed expenditure might exceed agreed limits set by the Council.
 - Permanent staff appointments following satisfactory probation periods.
4. Its Chairman should provide a report, not less than quarterly, to a meeting of the Council.
5. In carrying out its mandate, the Committee is particularly responsible for:
 - The monitoring, review, and approval of:
 - Terms and conditions of service and pay.
 - Contracts of employment.
 - Job descriptions and other employment documentation.
 - Staff training needs.
 - Staffing levels.
 - The recruitment and selection of staff.
 - Making appointment recommendations to the Council following satisfactory probation.
 - The fair and impartial handling of disciplinary matters.
 - The fair and impartial handling of staff grievances.
 - Such other matters as may be delegated to it by the Council.

Membership

6. The Committee should comprise five members (to include the Mayor and Deputy Mayor) appointed by the Council for a four-year term to coincide with the Council election cycle. Casual vacancies arising should be filled for the remainder of the cycle then current.

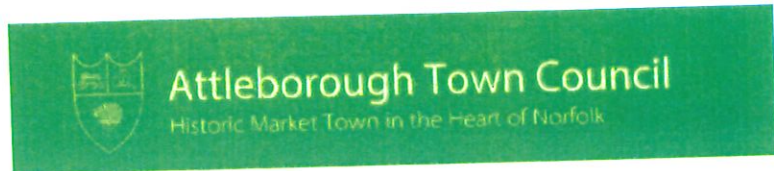
Meetings and Procedure

7. The Committee should meet as often as it deems necessary for the efficient and timely execution of its business.
8. Unless otherwise directed by the Council, the Committee's Chairman and Deputy Chairman should be elected by its members at the first Committee meeting of each election cycle.
9. The quorum for a meeting of the Committee is three.

10. Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.
11. In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.
12. Members of the Council, not being members of the Committee, may request to attend all or part of any Committee meeting but may not do so unless a majority of the Committee consents. In the interests of efficiency, such requests and consents should be made and dealt with before the meeting takes place (by email or other expedient means). A confirmatory motion to approve any such attendance should be put at the meeting concerned. If it is passed, the Councillor concerned may participate in the discussion of the agenda item(s) for which he/she has been admitted but may not take part in any vote. Any Councillor so admitted shall not have access to any confidential papers unless the Committee decides otherwise but may be briefed before the meeting by its Chairman and/or the Clerk at their sole discretion.
13. The Committee, if at its sole discretion it deems it expedient, may invite outside specialists to attend and participate in (or to observe) all or part of any meeting on a non-voting basis.
14. No employee may service or attend any part of a Committee meeting at which his/her personal case is to be discussed, except to the extent that, and only for as long as, the Committee at its sole discretion deems it necessary or desirable for him/her to be present.
15. All Councillors and staff attending a meeting of the Committee should be mindful at all times of the requirements of Data Protection Act 2018 and of the need for confidentiality on any personal or otherwise sensitive matter discussed there; and of the Council's collective responsibilities under employment legislation.
16. The agenda for any meeting should be prepared by the Town Clerk in consultation with the Committee Chairman (or in his/her absence, with its Deputy Chairman). Minutes of all Committee meetings should be taken, recorded in a transparent manner, and permanently stored; and presented to the next meeting for approval. The agendas and minutes of all Committee meetings should be posted in a timely manner on the Council's website; but sensitive or confidential matters should first be summarised or redacted as appropriate.
17. Committee meetings may take place online to the extent that the law permits or requires it.

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

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Environment Committee Terms of Reference

Mandate

The mandate of the Committee is to monitor, review and ensure the delivery of environmental services, activities and projects in a coordinated and timely manner. To enable this, the Committee has been granted full delegated decision-making authority by the Council.

It may nevertheless make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting.

Its Chairman should provide a report, not less than quarterly, to a meeting of the Council. It should regularly review its budget requirements and agree them as appropriate with the Council, having regard to the Council's own budgetary timescales.

It may seek legitimate alternative funding opportunities and is encouraged to do so.

In carrying out its functions, the Committee should have regard to the need for transparency and to the desirability of the Council to be community led.

In particular, the committee shall:

- Receive a report on the annual external inspection and shall keep under review the Council's play area inspection and maintenance schedules to ensure that all play areas and equipment and the wheel park are safe and fit for purpose.
- Keep under review and monitor the inspection and maintenance schedules of all the public open spaces owned or managed by the Town Council and oversee grass cutting, other maintenance and equipment.
- Monitor the management arrangements of the cemetery and closed churchyard.
- Monitor the management arrangements of the allotments (except in relation to rents) and endeavour to provide adequate allotment provision for the whole community.
- Monitor the management arrangements for all Attleborough Town Council owned and/or managed open spaces generally.
- Monitor the management arrangements relating to the Queens Square public toilets.
- Oversee the provision of litter bins, dog bins and other street furniture and bus shelters, and of litter control generally.
- Oversee maintenance of all flora and fauna within the Council's responsibility.

Membership

The Committee should comprise at least five Town Councillors appointed by the Town Council and may welcome non-councillors appointed by the Committee.

The non-councillors may include local residents, representatives from local businesses and community groups and other key stakeholders. At the Committee's discretion, they may be appointed by invitation or by a written or verbal recruitment process.

All committee members will be expected to abide by the Council's Standing Orders and in particular to declare personal interests whenever they are relevant to any item under discussion.

Meetings and Procedure

The Committee should meet as often as it deems necessary for the efficient and timely execution of its business but not normally less than monthly.

The Committee's Chairman should be elected by it from among the Town Councillors.

The quorum for a meeting of the Committee is five, to include no less than three of the Town Councillors. No decisions may be made without a quorum.

Committee decisions should be made by a majority of those present, entitled to vote and voting. In the event of a tied vote, the Committee's Chairman shall have a casting vote.

Legally, only members of the Council may vote.

11c)

Attleborough Town Council

Events & Communication Committee TERMS OF REFERENCE

Mandate

The mandate of the Committee is to explore, propose, organise, support, review and promote community events, as well as communicate public information from the Council.

To enable this, it has been granted delegated authority by the Council to consult with appropriate groups or individuals, prepare reports and proposals for the Council, and communicate public information from the Council via appropriate media, subject to its not contravening the Council's wider policies.

It is required to make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that any proposed expenditure might exceed any limits set by the Council.

Its Chairman should provide a report, not less than annually, to a meeting of the Council.

In carrying out its mandate, the Committee is particularly responsible for:

- Exploring and proposing possible community events;
- Organising, coordinating and/or supporting community events (after being approved by the Council);
- Reviewing existing events;
- Promoting events via appropriate media, in coordination with the Town Clerk;
- Communicating public information from the Council via appropriate media, in coordination with the Town Clerk;
- Such other matters as may be delegated to it by the Council.

Membership

The Committee should comprise of at least five members appointed by the Council annually. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings & Procedure

The Committee should meet as often as it deems necessary for the efficient and timely execution of its business, but not less than quarterly.

Unless otherwise directed by the Council, the Committee's Chairman and Vice-Chairman should be elected by its members at the first Committee meeting of each election cycle.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.

The Committee, if at its sole discretion it deems it expedient, may invite outside specialists to attend and participate in (or to observe) all or part of any meeting on a non-voting basis.

The agenda for any meeting should be prepared by the Town Clerk in consultation with the Committee Chairman (or in his/her absence, with its Vice-Chairman). Minutes of all Committee meetings should be taken, recorded in a transparent manner and permanently stored; and presented to the next meeting for approval. The agendas and minutes of all Committee meetings should be posted in a timely manner on the Council's website; but sensitive or confidential matters should first be summarised or redacted as appropriate.

Committee meetings may take place online to the extent that the law permits or requires it.

Standing Order Review Committee

TERMS OF REFERENCE

Mandate

In accordance with Standing Orders (April 2021) clause D6, the mandate of the Committee is to keep the Council's Standing Orders under review.

To enable this, it has been granted delegated authority by the Council to consult with appropriate groups or individuals, and prepare reports and recommendations for the Council, subject to its not contravening the Council's wider policies.

It is required to make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that any proposed expenditure might exceed any limits set by the Council.

Its Chairman should provide a report, not less than annually, to a meeting of the Council.

In carrying out its mandate, the Committee is particularly responsible for:

- Reviewing the Council's Standing Orders and other related policies and procedures;
- Consulting with the Proper Officer on Standing Orders and other related policies and procedures;
- Making recommendations to the Council on any new material that needs to be added and any errors or omissions that need correction;
- Such other matters as may be delegated to it by the Council.

Membership

The Committee should comprise of at least five members (to include the Mayor and Deputy Mayor) appointed by the Council annually. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings & Procedure

The Committee should meet as often as it deems necessary for the efficient and timely execution of its business, but not less than annually.

Unless otherwise directed by the Council, the Committee's Chairman and Vice-Chairman should be elected by its members at the first Committee meeting of each election cycle.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.

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Committee meetings may take place online to the extent that the law permits or requires it.



11f)

ATTLEBOROUGH TOWN COUNCIL JUBILEE WOODLAND COMMITTEE TERMS OF REFERENCE

Mandate

1. The mandate of the Committee is work with the Clerk to coordinate the creation of the new Jubilee Woodland. The committee will work on all aspects of this build.
2. To enable this, it has been granted full delegated decision-making authority by the Council, subject to its not contravening the Council's wider policies.
3. It may nevertheless make recommendations to the Council; in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that:
4. Its Chairman should provide a report, not less than quarterly, to a meeting of the Council.
5. In carrying out its mandate, the Committee is particularly responsible for:
 - Design
 - Timescales and Implementation
 - Community Involvement
 - Environment and Ecology.
 - Public Consultation
 - Funding

Membership

6. The Committee should comprise five council members appointed by the Council for a one-year term. Casual vacancies arising should be filled for the remainder of the cycle.
7. In addition, Membership is open to members of the community, as the committee see fit, but these members will not have voting rights.

Meetings and Procedure

8. The Committee should meet as often as it deems necessary for the efficient and timely execution of its business.
9. Unless otherwise directed by the Council, the Committee's Chairman and Deputy Chairman should be elected by its members at the first Committee meeting of each election cycle.
10. The quorum for a meeting of the Committee is three.
11. Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.
12. In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or

sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.

13. Members of the Council, not being members of the Committee, may request to attend all or part of any Committee meeting but may not do so unless a majority of the Committee consents. In the interests of efficiency, such requests and consents should be made and dealt with before the meeting takes place (by email or other expedient means). A confirmatory motion to approve any such attendance should be put at the meeting concerned. If it is passed, the Councillor concerned may participate in the discussion of the agenda item(s) for which he/she has been admitted but may not take part in any vote. Any Councillor so admitted shall not have access to any confidential papers unless the Committee decides otherwise but may be briefed before the meeting by its Chairman and/or the Clerk at their sole discretion.
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15. No employee may service or attend any part of a Committee meeting at which his/her personal case is to be discussed, except to the extent that, and only for as long as, the Committee at its sole discretion deems it necessary or desirable for him/her to be present.
16. All Councillors and staff attending a meeting of the Committee should be mindful at all times of the requirements of Data Protection Act 2018 and of the need for confidentiality on any personal or otherwise sensitive matter discussed there; and of the Council's collective responsibilities under employment legislation.
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18. Committee meetings may take place online to the extent that the law permits or requires it.

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MEETING DATES FOR THE MUNICIPAL YEAR 2023 - 2024



MAY 2023

AGM – 18th May

JUNE 2023

Full Council - Monday 5th June

Events Committee – Monday 19th June

Environment Committee – Monday 19th June

JULY 2023

Full Council - Monday 3rd July

Events Committee – Monday 17th July

Environment Committee – Monday 17th July

AUGUST 2023

Full Council – Monday 7th August

Events Committee – Monday 21st August

Environment Committee – Monday 21st August

SEPTEMBER 2023

Full Council - Monday 4th September

Events Committee – Monday 18th September

Environment Committee – Monday 18th September

OCTOBER 2023

Full Council – Monday 2nd October

Events Committee - Monday 16th October

Environmental Committee – Monday 16th October

NOVEMBER 2023

Full Council – Monday 6th November

Events Committee – Monday 20th November

Environment Committee - Monday 20th November

DECEMBER 2023

Full Council – Monday 4th December

Events Committee – Monday 18th December

Environment Committee - Monday 18th December

JANUARY 2024

Full Council – Monday 8th January

Events Committee – Monday 22nd January

Environment Committee - Monday 22nd January

FEBRUARY 2024

Full Council – Monday 5th February

Events Committee – Monday 19th February

Environment Committee - Monday 19th February

MARCH 2024

Full Council – Monday 4th March

Events Committee – Monday 18th March

Environment Committee - Monday 18th March

APRIL 2024

Full Council – Monday 8th April

Events Committee – Monday 22nd April

Environment Committee - Monday 22nd April

Other committees meeting dates by arrangement

Annual Assembly Dates to be confirmed.

Hi Michelle,

Whilst considering the shelter options for Queens Square, I've concluded the specification is very similar to an existing product NCC have provided in other areas through BSIP.

Attached are two images (1) a design of a large 3-bay, modern shelter with a living roof/enclosure panel and (2) a photo of a shelter after installation (minus an enclosure panel). For Attleborough, I would propose a slightly longer shelter (4-bay). The colour would be down to the town council's discretion.

Please note that because of the value (£25,000) to purchase the shelter, we cannot identify a shelter and directly purchase. There will have to be some type of competitive procurement exercise which means writing a specification and going to the open market.

I currently have a live procurement tender to provide this type of modern shelter design at another site and within this I have the ability to purchase further shelters. For Attleborough, this means I could 'piggy back' on this tender and directly appoint. This would significantly reduce administration and time if it was deemed suitable for Queens Square.

Would you be happy to circulate the design around colleagues to see whether it's something they would proceed with? If so, I can order the shelter once the supplier has been appointed on 1st June.

Please let me know if you have any questions.

Regards

Rob Pratt, Public Transport Development Officer

Highways, Transport & Waste

Community & Environmental Services

Tel: 01603 223114

County Hall, Martineau Lane, Norwich. NR1 2DH

