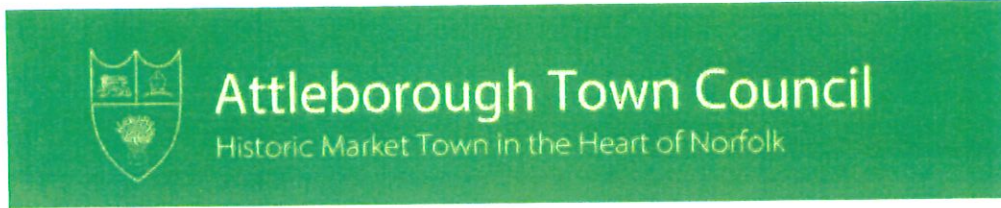


15a)



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:	1 st Attleborough(St Mary's) Scout Group	
Primary contact name:	Mrs Glynis Harrold	
Position (within organisation):	Chair	
Contact Address:	C/O Scout Hall Station Road Attleborough NR17 2AS	
Telephone	Daytime: 01953 607905	Evening: 01953 607905
E-mail address:	chair@attleboroughscouts.org.uk	
Date of Application:	9 th May 2023	

Section 2: Details of Organisation

Brief description of your organisation's aims:			
<p>We deliver skills for life. Encourage our young people to be responsible, well-informed confident citizens.</p> <p>We develop resilience to problem solving, team work development and lifelong friendships.</p>			
Year Formed:	1912	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?		4 sessions weekly during term time. Plus weekend activities and camps.	
How many members are there?		81	
Approximately how many (%) members live/work in Attleborough?		75	

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:
<p>Apart from our usual sessions which the young people have some input to, we have had camps at the hall, STEM day, guests sessions from the police to our Scout section discussing county lines. We have had a session where the young people have been able to see a selection of insects.</p> <p>District activities, climbing, hikes water activities, camp fires with marshmallows and chocolate.</p>
Describe how the local community, in particular the residents of Attleborough, benefit from your organisation
<p>There has been a Scout Group in Attleborough since 1912. We for young people between 6 and 14. Soon to be 18 years with an Explorer group and young leaders to 25.</p> <p>In the future a squirrel dray for 4 to 6 years.</p> <p>Our hall is also used by others such as the Guides, martial arts groups, exercise groups, tiny tots signing sessions and the blood transfusion is shortly to have some sessions. Fun Fest team use the hall for the Halloween/ firework event.</p>

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Section 4: Grant Request

I/We are requesting a (tick as appropriate)	Small Grant		Large Grant
Amount requested from the Town Council:		£4,500	
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?			
<p>We need a new hall. The hall is 75 years plus old and has been moved once. It has started to cost more in repairs and updating. There is no insulation in any part of the building making it expensive to heat.</p> <p>We are in the initial stages of getting a government grant to replace it. Up to the point of getting the grant (if we do) we have to pay for plans, planning, etc. The sum asked for is a little under match funding for these early stages.</p> <p>The new hall, as is the existing, will continue to provide a base for more than Scouts, thus being a community venue.</p>			
Have you received or applied for funding from any other source for this project/purpose? If so, give details:			
We have received £4,500 for a quantity surveyor from the SIB.			

Section 5: Financial Details

Do you receive funding from other sources and if so where?
We have membership fees, but a large part of this covers the insurance which is paid to Gilwell. We are fortunate enough to have the donations. We have also received grants, most of which is investing into updating or repairing
If you have previously received a grant from Attleborough Town Council in the past three years please give details:
No

Section 6: Supporting Information

Please tick the following:	
I have read and agreed your policy and terms of grant awards.	
I have enclosed the following supporting documentation:	
A constitution or set of rules by which my organisation runs	
Copies of Organisation Bank Reconciliation	
The latest set of current annual accounts	
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
Position in organisation:	Date:

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.

Bank Reconciliation Listing

Business: Attleborough Scouts

Calculated to: 26/04/23

No	Type	Supplier/Customer	Date	Chq/Pay/Ref.	Receipts	Payments	Reconciled?	Statement Date
405	Direct Credit	Subs Electronic	01-Mar-2023	1 Mar	25.00	0.00	Yes	31-Mar-2023
406	Direct Credit	Subs Electronic	02-Mar-2023	2 Mar	30.00	0.00	Yes	31-Mar-2023
408	Electronic		09-Mar-2023	H	0.00	6.30	Yes	31-Mar-2023
409	Electronic		09-Mar-2023	C	0.00	396.81	Yes	31-Mar-2023
410	Electronic		09-Mar-2023	B	0.00	327.12	Yes	31-Mar-2023
413	Electronic	South Norfolk District Scouts	17-Mar-2023		0.00	2,601.00	Yes	31-Mar-2023
414	Electronic	Norfolk Scouts/Trading Post	09-Mar-2023		0.00	152.08	Yes	31-Mar-2023
415	Electronic		09-Mar-2023		0.00	189.00	Yes	31-Mar-2023
416	Electronic		09-Mar-2023	H	0.00	276.70	Yes	31-Mar-2023
417	Direct Credit	Group Sleepover	01-Mar-2023	1 Mar	18.00	0.00	Yes	31-Mar-2023
418	Direct Credit	Group Sleepover	06-Mar-2023	6 Marc	18.00	0.00	Yes	31-Mar-2023
419	Direct Credit	Subs Electronic	06-Mar-2023	6 Marc	382.00	0.00	Yes	31-Mar-2023
420	Direct Credit	Attleborough FC	07-Mar-2023		366.14	0.00	Yes	31-Mar-2023
421	Direct Credit	Subs Electronic	07-Mar-2023	7 Marc	60.00	0.00	Yes	31-Mar-2023
422	Direct Debit	British Gas	08-Mar-2023		0.00	277.33	Yes	31-Mar-2023
423	Direct Credit	Group Sleepover	08-Mar-2023	8 Marc	18.00	0.00	Yes	31-Mar-2023
424	Other Receipt		06-Mar-2023	Mobile	120.00	0.00	Yes	31-Mar-2023
425	Direct Credit	Group Sleepover	09-Mar-2023	9 Marc	54.00	0.00	Yes	31-Mar-2023
426	Direct Credit	Group Sleepover	13-Mar-2023	13 Mar	54.00	0.00	Yes	31-Mar-2023
427	Direct Credit	Subs Electronic	13-Mar-2023	13 Mar	15.00	0.00	Yes	31-Mar-2023
428	Direct Credit	Group Sleepover	14-Mar-2023	14 Mar	54.00	0.00	Yes	31-Mar-2023
429	Direct Credit	Subs Electronic	15-Mar-2023	15 Mar	15.00	0.00	Yes	31-Mar-2023
430	Direct Credit	Subs Electronic	14-Mar-2023	14 Mar	10.00	0.00	Yes	31-Mar-2023
431	Direct Credit	Group Sleepover	15-Mar-2023	15 Mar	18.00	0.00	Yes	31-Mar-2023
432	Direct Credit	Group Sleepover	16-Mar-2023	16 Mar	18.00	0.00	Yes	31-Mar-2023
433	Direct Credit		14-Mar-2023		66.95	0.00	Yes	31-Mar-2023
434	Electronic		21-Mar-2023	Cornwe	0.00	27.99	Yes	31-Mar-2023
435	Electronic		21-Mar-2023	Clemen	0.00	191.29	Yes	31-Mar-2023
436	Electronic		21-Mar-2023	Harrol	0.00	89.38	Yes	31-Mar-2023
439	Direct Credit	Beaver Fun Day	20-Mar-2023	20 Mar	20.00	0.00	Yes	31-Mar-2023
440	Direct Credit	Group Sleepover	20-Mar-2023	20 Mar	48.00	0.00	Yes	31-Mar-2023
442	Direct Debit	Plus Net	22-Mar-2023		0.00	23.62	Yes	31-Mar-2023
443	Direct Credit	Group Sleepover	21-Mar-2023	21 Mar	64.00	0.00	Yes	31-Mar-2023
444	Electronic		30-Mar-2023		0.00	414.80	Yes	31-Mar-2023
445	Electronic		30-Mar-2023		0.00	871.22	Yes	31-Mar-2023
446	Direct Credit	Group Sleepover	22-Mar-2023	22 Mar	18.00	0.00	Yes	31-Mar-2023
447	Direct Credit	Group Sleepover	23-Mar-2023	23 Mar	8.00	0.00	Yes	31-Mar-2023
448	Direct Credit	Group Sleepover	24-Mar-2023	24 Mar	42.00	0.00	Yes	31-Mar-2023
449	Direct Credit	Subs Electronic	27-Mar-2023	27 Mar	18.00	0.00	Yes	31-Mar-2023
450	Direct Credit	Group Sleepover	27-Mar-2023	27 Mar	36.00	0.00	Yes	31-Mar-2023
451	Other Receipt	S N District Scouts	27-Mar-2023	Mobile	80.00	0.00	Yes	31-Mar-2023
452	Direct Debit	IONOS Cloud Ltd	27-Mar-2023		0.00	7.20	Yes	31-Mar-2023
454	Direct Credit		28-Mar-2023		281.25	0.00	Yes	31-Mar-2023
455	I B Transfer	Petty Cash	28-Mar-2023	500238	10.00	0.00	Yes	31-Mar-2023
456	I B Transfer	Petty Cash	28-Mar-2023	500239	956.12	0.00	Yes	31-Mar-2023
457	Direct Credit	Group Sleepover	30-Mar-2023	30 Mar	18.00	0.00	Yes	31-Mar-2023
458	Direct Credit	Beaver Fun Day	30-Mar-2023	30 Mar	20.00	0.00	Yes	31-Mar-2023
459	Direct Credit	Beaver Fun Day	31-Mar-2023	31 Mar	20.00	0.00	Yes	31-Mar-2023

1st Attleborough (St Mary's) Scout Group Accounts for year ending 31 March 2022

Registered Charity No: 1012900
 Scout Group Registration No: 34991
 Bankers: Account held with Lloyds

Balance b/f (see breakdown below)

£39,270.02

Balance c/f (see breakdown below)

-£38,385.63

INCOME

Membership
 Hall Hire
 Climbing Wall Hire
 Sundry/Admin
 Camp/Trips/Group Activities
 Donations
 Fundraising
 Gift Aid
 Uniform
 Grants Breckland Council Covid-19
 NCF Restart Fund

£12,459.70
 £3,787.50

 £3,346.00
 £4,732.40
 £794.25
 £959.34
 £13.00
 £10,667.00
 £799.00

EXPENDITURE

Hall - Running Costs
 Capital Works
 Climbing Wall Costs
 Minibus Costs
 Capitation (Scout insurance)
 Section - Camps/Trips
 Section - Activity/Equipment
 Section - Scout Shop/Uniform
 Section - Training
 Admin/Sundry
 Donations
 Fundraising Costs
 NCF Restart Fund

-£12,243.65
 -£2,571.27
 -£9,735.24
 -£1,014.27
 -£4,306.50
 -£1,677.00
 -£3,575.89
 -£1,399.24
 -£45.00
 -£814.33
 -£23.00
 -£238.19
 -£799.00

Total Income

£37,558.19

Total Expenditure

-£38,442.58

Total incl Balance b/f

£76,828.21

Total incl Balance c/f

-£76,828.21

b/f Bank (Key Card Deposits noted below)
 b/f Cash
 incls Key Card Deposits (refundable) £70

£38,233.53
 £1,036.49

c/f Bank
 c/f Cash

-£37,933.60
 -£452.03

Prepared by Helen Eckles

Helen Eckles
 Treasurer

Date

31/03/2022

Approved by the Trustees on

[Signature]

Chairman

[Signature]

Group Scout Leader

16/7/22

16/7/22

Note: carried forward funds include a reserve for maintenance and capital works



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

Attleborough Town Council

Grants for the benefit of Attleborough

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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:		ATTCARE [Attleborough Health, Care & Wellbeing Trust]	
Primary contact name:		George Ridgway	
Position (within organisation):		Trustee	
Contact Address:		c/o Alma House, Station Road, Attleborough NR17 2AS	
Telephone	Daytime:	Evening:	
	01953 455995		
E-mail address:		attcare21@gmail.com	
Date of Application:		9th May 2023	

Section 2: Details of Organisation

Brief description of your organisation's aims:			
The advancement of health and the relief of those in need by reason of youth, age, ill health, disability or financial hardship in the area of Attleborough and area in Norfolk in the United Kingdom. [see full constitution attached]			
Year Formed:	2017	Run by committee (Y/N)?	Yes - Board of Trustees
Is membership open to all (Y/N)? If No, what are the restrictions?		see constitution	
How often do you meet and where are meetings held?		Monthly meetings of Trustees and volunteers on line [Zoom]	
How many members are there?		At least 5 Trustees	
Approximately how many (%) members live/work in Attleborough?		100% in Attleborough area	

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:

The Charity aims to facilitate and provide assistance / advice in order to achieve the themes 5 & 6 of the Attleborough Neighbourhood plan. It has been successful in facilitating investment in care provision and substantial investment in a proposed care village / step up, step down site, liaising with Integrated Care Board for Norfolk, assisting GP practice, commissioning unique care and health report, negotiating with Breckland Planning department and Homes England as well as involving local parish councils in the discussions.

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

With the dramatic growth in the populations of the town and local villages, both currently and proposed, the charity has already benefited the area by influencing decisions on provision of health and care facilities and investment. This has been achieved by creating links between all parties involved and will be important in ongoing development proposals.

Section 4: Grant Request

I/We are requesting a (tick as appropriate)	Small Grant		Large Grant	Yes
Amount requested from the Town Council:	£3000			
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?				
Please see attached schedule indicating the financial plans for two years to 31st March 2025				
Have you received or applied for funding from any other source for this project/purpose? If so, give details:				
<p>No other grant applications are in place for this period and other local fund raising is planned for Summer 2023.</p> <p>Previous projects have been funded from parish council grants and grants from other charities.</p> <p>These projects were completed in 2022.</p>				

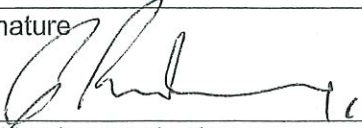
Section 5: Financial Details

Do you receive funding from other sources and if so where?
Not currently
If you have previously received a grant from Attleborough Town Council in the past three years please give details:
Yes Previous grants for original set up and contributions to previous projects that were funded from various sources.

Section 6: Supporting Information

Please tick the following:	
I have read and agreed your policy and terms of grant awards.	Y
I have enclosed the following supporting documentation: Constitution, Examined Financial Statements and Application detail	Y
A constitution or set of rules by which my organisation runs	Y [2]
Copies of Organisation Bank Reconciliation	Y [4]
The latest set of current annual accounts	Y [3]
Any other supporting information	Y [1]
If you are a new organisation please include evidence of a planned budget	N/A

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 GEORGE RIDGWAY
Position in organisation: TRUSTEE	Date: 13-05-2023
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.	



ATT CARE

Attleborough Health, Care & Wellbeing Trust Charity

Registration 1173821

Email: attcare21@gmail.com

Application for grant assistance to Attleborough Town Council

May 2023

Attcare was created as part of the Attleborough Neighbourhood Plan in 2017 and has been able to attract support and considerable funding beyond the remit of the plan. It has enjoyed constant and important support from the Town Council and already achieved elements of its ambitious objectives. This application is for specific and operational financial support through to March 2025.

The charity is able to operate on a minimum budget as administration costs are born by the Trustees and Volunteers. The only operational costs are those required to maintain its charitable status.

The budget for the two years to 31st March 2025 is as follows:

Year 1 to 31.03.2024	
Create and launch website	£500.00
Communication and publicity project to new households in Attleborough and surrounding villages	£300.00
Operational costs 2023/2024	£600.00
Continuing programme of liaison and discussion with Integrated Care Board, NHS England, GP practice, Homes England and local MP and District and Town Councillors	£250.00
 Year2 to 31.03.2025	
Further Publicity and Communication project to new householders in Grater Attleborough area as developments progress	£250.00
Update and further research data for Research Project launched in September 2022 by Town Council	£750.00
Specific liaison with County, District and Town Councils regarding adequate provision for infrastructure and community health plans and locations within Neighbourhood Plan and SUE development.	£500.00
Operational costs 2024/ 2025	<u>£650.00</u>
Total	<u>£3,800.00</u>

Attcare intends to raise both funds awareness locally but is seeking **£3,000.00** in grant from Attleborough Town Council in this application

Constitution of Attleborough Health, Care and Well-being Trust

[being a Charitable Incorporated Organisation whose only voting members are its charity Trustees]

Date:

4th July 2017

1. **Name:** *Attleborough Health, Care and Well-being Trust*

2. **Principal Office**

is ATTLEBOROUGH SURGERIES, STATION ROAD, ATTLEBOROUGH, NORFOLK NR17 2AS.

3. **The Objects of the Trust**

The advancement of health and the relief of those in need by reason of youth, age, ill-health, disability or financial hardship in the area of Attleborough and district in Norfolk in the United Kingdom by:

- (a) Providing information and advice to the general public about local health and social care services;
- (b) Making the views and experiences of members of the general public known to health and social care providers;
- (c) Enabling local people to have a voice in the development, delivery and equality of access to local health and care services and facilities and;
- (d) Providing training and the development of skills for volunteers and the wider community in understanding, reviewing, scrutinising and monitoring local health and care services and facilities.

4. **The Trust will have the powers**

- (a) to borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The Trust must comply as appropriate with sections 124 and 125 of the Charities Act 2011 and any subsequent revision, if it wishes to mortgage land;
- (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Trust. In exercising this power, the Trust must comply as appropriate with sections 117 and 119 to 123 of the Charities Act 2011 and any subsequent revision;
- (d) to employ and remunerate such staff as are necessary for carrying out the work of the Trust. The Trust may only employ or remunerate a charity Trustee to the extent that it is permitted to do so by clause 6 below [Benefits and payments to charity Trustees and / or connected persons] and provided it complies with the conditions of clause 6.
- (e) to deposit or invest funds, employ a professional fund-manager and arrange for the investments or other property of the Trust to be held in the name of a nominee, in the same manner and subject to the same conditions as the Trustees of a Trust are permitted to do by the Trustees Act 2000.

5. The Trust must apply its income and property

- (a) solely towards the promotion of the objects [3 above]. A charity Trustee is entitled to be reimbursed from the property of the Trust or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Trust. A charity Trustee may benefit from Trustee indemnity insurance cover purchased at the Trust's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (b) none of the income or property of the Trust may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Trust.
- (c) nothing in this clause [5] shall prevent a charity Trustee or connected person receiving any benefit or payment which is authorised by clause 6.

6. General provisions for benefits and payments to charity Trustees and connected persons.

(1) General provisions:

No charity Trustee or connected person may:

- (a) buy or receive any goods or services from the Trust on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the Trust;
- (c) be employed by, or receive any remuneration from, the Trust;
- (d) receive any other financial benefit from the Trust; unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charities Commission has been obtained. In this clause a "financial benefit" means a benefit direct or indirect which is either money or has monetary value.

(2) Scope and powers permitting Trustees' or connected persons' benefits

- (a) A charity Trustee or connected person may receive a benefit from the Trust as a beneficiary of the Trust provided that a majority of the Trustees do not benefit in this way.
- (b) A charity Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Trust where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity Trustee or connected person may provide the Trust with goods that are not supplied in connection with services provided to the Trust by the charity Trustee or connected person.
- (d) A charity Trustee or connected person may receive interest on money lent to the Trust at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity Trustee or connected person may receive rent for premises let by the Trustee or connected person to the Trust. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity Trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity Trustee or connected person may take part in the normal trading and fundraising activities of the Trust on the same terms as members of the public.

(3) *Payment for supply of goods only – controls*

The Trust and its charity Trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the Trust and the charity Trustee or connected person supplying the goods (“the supplier”).
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity Trustees are satisfied that it is in the best interests of the Trust to contract with the supplier rather than with someone who is not a charity Trustee or connected person. In reaching that decision the charity Trustees must balance the advantage of contracting with a charity Trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Trust.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity Trustees is present at the meeting.
- (f) The reason for their decision is recorded by the charity Trustees in the minute book or formal record of the meeting.
- (g) A majority of the charity Trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

- (a) “the Trust” includes any company in which the Trust:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
- (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity Trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Trust or in any transaction or arrangement entered into by the Trust which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity Trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the Trust and any personal interest (including but not limited to any financial interest). Notes 12 August 2014 Any charity Trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity Trustees on the matter.

8. Liability of members to contribute to the assets of the Trust if it is wound up

If the Trust is wound up, the members of the Trust have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity Trustees

(1) *Functions and duties of charity Trustees*

The charity Trustees shall manage the affairs of the Trust and may for that purpose exercise all the powers of the Trust. It is the duty of each charity Trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a Trustee of the Trust in the way he or she decides in good faith would be most likely to further the purposes of the Trust; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - (ii) if he or she acts as a charity Trustee of the Trust in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) *Eligibility for Trusteeship*

- (a) Every charity Trustee must be a natural person.
- (b) No individual may be appointed as a charity Trustee of the Trust:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
- (c) No one is entitled to act as a charity Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity Trustees decide, his or her acceptance of the office of charity Trustee.
- (d) At least one of the Trustees of the Trust must be 18 years of age or over. If there is no Trustee aged at least 18 years, the remaining Trustees may only act to call a meeting of the charity Trustees, or appoint a new charity Trustee.]

(3) *Number of charity Trustees*

- (a) There must be at least five [5] charity Trustees. If the number falls below this minimum, the remaining Trustee or Trustees may act only to call a meeting of the charity Trustees, or appoint a new charity Trustee.
- (b) The maximum number of charity Trustees is twelve [12]. The charity Trustees may not appoint any charity Trustee if as a result the number of charity Trustees would exceed the maximum.

(4) First charity Trustees

The first charity Trustees are as follows [and are appointed for the following terms] –

Elizabeth Burrows..... [for [3] years]
 Terry Cracknell..... [for [3] years]
 Emma Jackson..... [for [3] years]
 Mary Ridgway..... [for [3] years]
 George Ridgway..... [for [3] years]

10. Appointment of charity Trustees

(1) Apart from the first charity Trustees, every Trustee must be appointed for a term of three [3] years by a resolution passed at a properly convened meeting of the charity Trustees.

(2) In selecting individuals for appointment as charity Trustees, the charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the Trust.

11. Information for new charity Trustees

The charity Trustees will make available to each new charity Trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution;
- (b) a copy of the Trust's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of charity Trustees

(1) A charity Trustee ceases to hold office if he or she:

- a) retires by notifying the Trust in writing (but only if enough charity Trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity Trustees from all their meetings held within a period of six months and the Trustees resolve that his or her office be vacated;
- c) dies;
- (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (e) is disqualified from acting as a charity Trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a charity Trustee is eligible for reappointment.

(3) A charity Trustee who has served for three [3] consecutive terms may not normally be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

13. Taking of decisions by charity Trustees

Any decision may be taken either:

- at a meeting of the charity Trustees; or
- by resolution in writing or electronic form agreed by all of the charity Trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity Trustees has signified their agreement.

14. Delegation by charity Trustees

(1) The charity Trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity Trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity Trustees, but is subject to the following requirements:

- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity Trustee;
- (b) the acts and proceedings of any committee must be brought to the attention of the charity Trustees as a whole as soon as is reasonably practicable; and
- (c) the charity Trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity Trustees

(1) Calling meetings

- (a) Any charity Trustee may call a meeting of the charity Trustees.
- (b) Subject to that, the charity Trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings The charity Trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity Trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two [2] charity Trustees, or the number nearest to one third of the total number of charity Trustees, whichever is greater, or such larger number as the charity Trustees may decide from time to time. A charity Trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

(a) A meeting may be held by suitable electronic means agreed by the charity Trustees in which each participant may communicate with all the other participants.

(b) Any charity Trustee participating at a meeting by suitable electronic means agreed by the charity Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

(c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the Trust

(1) The members of the Trust shall be its charity Trustees for the time being. The only persons eligible to be members of the Trust are its charity Trustees. Membership of the Trust cannot be transferred to anyone else.

(2) Any member and charity Trustee who ceases to be a charity Trustee automatically ceases to be a member of the Trust.

17. Informal or associate (non-voting) membership

(1) The charity Trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

(2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.]

18. Decisions which must be made by the members of the Trust

(1) Any decision to:

(a) amend the constitution of the Trust;

(b) amalgamate the Trust with, or transfer its undertaking to, one or more other trusts, in accordance with the Charities Act 2011; or

(c) wind up or dissolve the Trust (including transferring its business to any other charity) must be made by a resolution of the members of the Trust (rather than a resolution of the charity Trustees).

(2) Decisions of the members may be made either:

(a) by resolution at a general meeting; or

(b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the Trust has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to those members/charity Trustees of the Trust on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The charity Trustees may designate any of their meetings as a general meeting of the members of the Trust. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the Trust as specified in clause [18] (Decisions which must be made by the members of the Trust).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the Trust is [14] days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the Trust
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2) -(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to Trustees to be taken as references to members.

20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity Trustees, or of a committee of charity Trustees, shall be valid notwithstanding the participation in any vote of a charity Trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity Trustee and that charity Trustee being counted in the quorum, the decision has been made by a majority of the charity Trustees at a quorate meeting.

(1) Sub-clause (1) of this clause does not permit a charity Trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity Trustees or of a committee of charity Trustees if, but for sub-clause (1), the resolution would have been void, or if the charity Trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

(1) The Trust shall execute documents either by signature or by affixing its seal (if it has one)

(2) A document is validly executed by signature if it is signed by at least two of the charity Trustees.

(3) If the Trust has a seal:

(a) it must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the charity Trustees or of a committee of charity Trustees duly authorised by the charity Trustees. The charity Trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity Trustees.

22. Use of electronic communications

The Trust will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The Trust must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a register of its members/charity Trustees.

24. Minutes

The charity Trustees must keep minutes of all:

- (1) appointments of officers made by the charity Trustees;
- (2) proceedings at general meetings of the Trust;
- (3) meetings of the charity Trustees and committees of charity Trustees including:
 - the names of the Trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (2) decisions made by the charity Trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity Trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the Trust, within 10 months of the financial year end.
- (2) The charity Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Trust entered on the Central Register of Charities.

26. Rules

The charity Trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the Trust, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the Trust on request.

27. Disputes

If a dispute arises between members of the Trust about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members/charity Trustees of the Trust; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the Trust called in accordance with clause 19 (General meetings of members).

(2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity Trustees or members of the Trust or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the Trust's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the Trust may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the Trust can only be made:

(a) at a general meeting of the members of the Trust called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) by a resolution agreed in writing by all members of the Trust.

(2) Subject to the payment of all the Trust's debts:

(a) Any resolution for the winding up of the Trust, or for the dissolution of the Trust without winding up, may contain a provision directing how any remaining assets of the Trust shall be applied.

(b) If the resolution does not contain such a provision, the charity Trustees must decide how any remaining assets of the Trust shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the Trust.

(3) The Trust must observe the requirements of the Dissolution Regulations in applying to the Commission for the Trust to be removed from the Register of Charities, and in particular:

(a) the charity Trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the Trust;

(ii) a declaration by the charity Trustees that any debts and other liabilities of the Trust have been settled or otherwise provided for in full; and

(iii) a statement by the charity Trustees setting out the way in which any property of the Trust has been or is to be applied prior to its dissolution in accordance with this constitution; (b) the charity Trustees must ensure that a copy of the application is sent within seven days to every member and employee of the Trust, and to any charity Trustee of the Trust who was not privy to the application.

(4) If the Trust is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation in this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity Trustee;
- (b) the spouse or civil partner of the charity Trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity Trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity Trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity Trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

Clause 30 – Interpretation – this clause explains some terms used in the rest of the constitution. Notes 25 August 2014

“**General Regulations**” means the Charitable Incorporated Organisations (General) Regulations 2012.

“**Dissolution Regulations**” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The “**Communications Provisions**” means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

“**charity Trustee**” means a charity Trustee of the Trust.

A “**poll**” means a counted vote or ballot, usually (but not necessarily) in writing.

Attleborough Health, Care and Well-being Trust

Statement of Financial Activities For the Period Ended 30 September 2022

	Note	Restricted £	Unrestricted £	Total Funds 2022 £	Total Funds 2021 £
Income:					
Donations and legacies	2	2,250	304	2,554	24,000
Fundraising Income	3	0	0	0	0
Investment Income			2	2	
Total Income		2,250	306	2,556	24,000
Expenditure on:					
Charitable Activities:	4	13,800	350	14,150	13,800
Raising Funds and Publicity Costs	5		24	24	
Governance Costs	6		180	180	462
Total Expenditure		13,800	554	14,354	14,262
Net income/(expenditure)		(11,550)	(248)	(11,798)	9,738
Transfers between funds		3,850	(3,850)	0	
Net movement in funds		(7,700)	(4,098)	(11,798)	9,738
Reconciliation of Funds:					
Total Funds brought forward			11,597	11,597	1,859
		(11,550)	11,349	(201)	11,597

Attleborough Health, Care and Well-being Trust

Balance Sheet

For the Period Ended 30 September 2022

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2022	Prior year 2021
		£	£	£	£
Fixed Assets	7			0	0
Tangible Assets				0	0
Total Fixed Assets		0	0	0	0
Current Assets	8				
Stocks				0	0
Debtors				0	0
Prepayments			108	108	108
Cash at Bank and in hand			121	121	11,669
Total Current Assets		0	229	229	11,777
Current Liabilities	9				
Creditors: Amounts falling due within one year			250		
Accruals			180	180	180
Total Current Liabilities		0	430	180	180
Creditors: Amounts falling due after more than one year				0	0
Total Net Assets or Liabilities		0	-201	49	11,597
The Funds of The Charity	10				
Unrestricted funds			11,349	11,349	3,897
Restricted Funds		(11,550)		(11,550)	7,700
Total Charity Funds		(11,550)	11,349	(201)	11,597

The notes at pages 4 to 8 form part of these accounts.

Signed: Elizabeth Burrows, Chairperson

Signed: George Ridgway, Trustee

These accounts were approved by the trustees on:

Attleborough Health, Care and Well-being Trust

Statement of Cash Flows

For the Period Ended 30 September 2022

	Note	<u>2022</u> £	<u>2021</u> £
Net cash provided by Operating Activities	11	<u>(11,548)</u>	<u>9,673</u>
Cashflow from Investing Activities			
Purchase/donation of tangible fixed assets		0	0
Cash provided by (used in) Investing Activities		<u>0</u>	<u>0</u>
Increase (decrease) in cash and cash equivalents in the year		<u>(11,548)</u>	<u>9,673</u>
Cash and cash equivalents at the beginning of the year		11,669	1996
Total cash and cash equivalents at the end of the year		<u>121</u>	<u>11,669</u>

Attleborough Health, Care and Well-being Trust

Notes to the Financial Statements For the Period Ended 30 September 2022

1 Accounting Policies

1.1 Basis of preparation of financial statements

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

Attleborough Health, Care and Well-being Trust constitutes a public benefit entity as defined by FRS 102.

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 1.1.

No changes to accounting estimates have occurred in the reporting period.

No material prior year errors have been identified in the reporting period.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 SORP a restatement of comparative items was needed. No restatements were required.

1.2 Income

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP.

1.3 Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

1.4 Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

1.5 Fund Accounting

Restricted funds are to be used for the specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by trustees for particular purposes.

Attleborough Health, Care and Well-being Trust

Notes to the Financial Statements For the Period Ended 30 September 2022

Income From:	Restricted £	Unrestricted £	Total 2022 £	Total 2021 £
2. Donations & Legacies				
Corporate			0	0
Individuals			0	0
Donations, Grants and Legacies	2,250	304	2,554	24,000
Equipment			0	0
	<u>2,250</u>	<u>304</u>	<u>2,554</u>	<u>24,000</u>
3. Fundraising Income				
Events			0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Expenditure On:				
4. Charitable Activities				
Insurance		260	260	195
Depreciation			0	0
Accounts fees			0	0
Admin and Consultancy			0	0
Bank Charges		90	90	87
Advertising/Marketing			0	0
Research Project	13,800		13,800	13,800
	<u>13,800</u>	<u>350</u>	<u>14,150</u>	<u>14,082</u>
5. Fundraising and Publicity Costs				
Raising Funds and Publicity Costs		24	24	
	<u>0</u>	<u>24</u>	<u>24</u>	<u>0</u>
6. Governance Costs				
		180	180	180
	<u>0</u>	<u>180</u>	<u>180</u>	<u>180</u>

Attleborough Health, Care and Well-being Trust

Notes to the Financial Statements

For the Period Ended 30 September 2022

	Freehold Land and Buildings £	Leasehold Land and Buildings £	Plant and Machinery £	Fixtures, Fittings and £	Total £
7. Tangible Fixed Assets					
Analysis of Opening and Carrying Amounts					
Cost or Valuation					
As at 1st October 2020					0
Additions					0
At End of the Period	0	0	0	0	0
Depreciation and Impairment					
As at 1st October 2020					0
Depreciation					0
At End of the Period	0	0	0	0	0
Net book value					
As at 30th September 2020				0	0
As at 30th September 2021				0	0
8. Current Assets					
Stocks					
Accrued income					
Prepayments			Insurance 5 months c/f		108
					<u>108</u>
9. Current Liabilities					
Current Liabilities					
Loan			George Ridgway		250
Accruals			Accountancy & Independent Examiners Fee		180
					<u>430</u>

Attleborough Health, Care and Well-being Trust

Notes to the Financial Statements For the Period Ended 30 September 2022

10. Charity Funds

	At 1 October 2021	Income	(Expenditure)	Transfers	Gains and (Losses)	At 30 September 2022
	£	£	£	£	£	£
Unrestricted Funds						
Designated Funds:						
General Funds	3,897	306	(554)	(3,850)		(201)
Total Unrestricted Funds	3,897	306	(554)	(3,850)	0	(201)
Restricted Funds						
Research Project	7,700	2,250	(13,800)	3,850		0
Total Restricted Funds	7,700	2,250	(13,800)	3,850	0	0
Total Funds	11,597	2,556	(14,354)	0	0	(201)

Purpose of Restricted Funds

Research Project

Current and future health and care needs research by University of East Anglia. Funded by: Attleborough Town Lands - £10,000 Norfolk Community Fund - £5000 Geoffrey Watling Trust - £1500 Attleborough Town Council - £5000

Purpose of Designated Funds

ATC

Designated fund for providing health, social care and wellbeing for vulnerable people in the community

Attleborough Health, Care and Well-being Trust

Notes to the Financial Statements For the Period Ended 30 September 2022

11. Reconciliation of net income to net cash flow from operating activities

	2022	2021
	£	£
Net Income/(Expenditure) for the reporting period	(11,798)	9,738
Adjustments For:		
Net Movement in funds		
Depreciation charges		
(Increase)/decrease in stocks		
(Increase)/decrease in Debtors		(65)
Increase/(Decrease) in Creditors	250	
Net Cash Provided by/Used in Operating Activities	<u>(11,548)</u>	<u>9,673</u>

Attleborough Health, Care and Well-being Trust

Independent Examiner's Report to the members - Year ended 30 September 2022

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b)) of the Charities Act; and
- To state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with General Directions given by the Charity Commission.

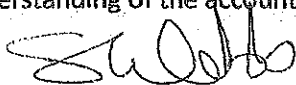
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed _____



Date: 3rd May 2023

Shirley Webb MAAT Director
Make It Count (Accountancy Services) Ltd
3 Malleon Place
East Carleton
NR14 8JA



Helping charities to make a better society

Attleborough Health Care & Well Being Trust
Last signed in: 24 Apr 2023 - 16:47

Log out

« Back to Your accounts

View another account

CafCash Account ATT CARE

Account: 00031151

Make a payment

£327.20

Cleared balance: £327.20

Activity Standing orders Direct Debits

Recent activity: Last 20 transactions

Search and export activity

Posting date	Value date	Description	Debit (£)	Credit (£)	Balance
09 May 23	09 May 23	FP DONATION MR M Ridgway		180.00	327.20
26 Apr 23	26 Apr 23	FP K Midgley JILL MIDGLEY		30.00	147.20
17 Apr 23	17 Apr 23	Monthly Account Fee	-5.00		117.20
27 Mar 23	26 Mar 23	INTEREST TO DATE		0.09	122.20
15 Mar 23	15 Mar 23	Monthly Account Fee	-5.00		122.11
28 Feb 23	28 Feb 23	Online transfer to Zurich XUCC1274	-228.82		127.11
15 Feb 23	15 Feb 23	Monthly Account Fee	-5.00		355.93
09 Feb 23	09 Feb 23	FP DONATION MR G RIDGWAY		100.00	360.93
09 Feb 23	09 Feb 23	FP DONATION Bulmer Beverley		80.00	260.93
18 Jan 23	18 Jan 23	FP DONATION MR M Ridgway		80.00	180.93
16 Jan 23	16 Jan 23	Monthly Account Fee	-5.00		100.93
28 Dec 22	26 Dec 22	INTEREST TO DATE		0.06	105.93
15 Dec 22	15 Dec 22	Monthly Account Fee	-5.00		105.87
15 Nov 22	15 Nov 22	Monthly Account Fee	-5.00		110.87
17 Oct 22	17 Oct 22	Monthly Account Fee	-5.00		115.87
26 Sep 22	26 Sep 22	INTEREST TO DATE		1.09	120.87
15 Sep 22	15 Sep 22	Monthly Account Fee	-5.00		119.78

Posting date	Value date	Description	Debit (£)	Credit (£)	Balance
23 Aug 22	23 Aug 22	FP Tony Perkins A&N PERKINS		100.00	124.78
16 Aug 22	16 Aug 22	Online transfer to UEA Consultancy Ltd. ATTCARE	-6,900.00		24.78
15 Aug 22	15 Aug 22	Monthly Account Fee	-5.00		6,924.78

CAF Bank Limited company registration number 1837656 (England and Wales). CAF Bank Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (FRN 204451).

Version: 9.23.02.0001



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 FUN FEST TEAM	
Primary contact name:		TONY PERKINS	
Position (within organisation):		CHAIRMAN	
Contact Address:		CHURCH ST. ATTLEBOROUGH	
Telephone	Daytime:	Evening:	
	01953 453223	077599 37626	
E-mail address:		tony@tonyperkins.co.uk	
Date of Application:			

Section 2: Details of Organisation

Brief description of your organisation's aims:			
TO PROVIDE EVENTS FOR COMMUNITY ENJOYMENT			
Year Formed:	2022	Run by committee (Y/N)?	Y
Is membership open to all (Y/N)? If No, what are the restrictions?	NO MUST BE OVER 18 AND LIVE LOCALLY		
How often do you meet and where are meetings held?	AS REQUIRED		
How many members are there?	10		
Approximately how many (%) members live/work in Attleborough?	100%		

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:

2022 - FIREWORKS - A SUCCESSFUL EVENT WHICH HAD OVER 2000 GATE ENTRIES. A FULL EVENT OF ENTERTAINMENT INCLUDING FIREWORKS SET TO MUSIC, PYROTECHNICS AND FIRE DANCERS
2022 - FASHION SHOW HELD IN OCT TO RAISE FUNDS.

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

WE AIM TO CREATE AND LAY ON EVENTS FOR THE RESIDENTS OF ATTLEBOROUGH THAT WOULD NOT OTHERWISE TAKE PLACE. THE AIM IS ALSO TO KEEP ENTRANCE FEES TO A MINIMUM FOR THE RESIDENTS, THUS ALLOWING MORE PEOPLE TO ENJOY THE EVENT AND IN TURN RAISING THE PROFILE OF ATTLEBOROUGH

Section 4: Grant Request

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

Amount requested from the Town Council:

£ 4000.00

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?

TO HELP WITH THE COST OF PROFESSIONAL PYROTECHNICS (£7500.00) AND OTHER ASSOCIATED RUNNING COST TO ENABLE AN EVENT SUCH AS THIS.

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

NO OTHER APPLICATIONS HAVE BEEN SUBMITTED. WE WILL BE ASKING LOCAL BUSINESSES FOR SPONSORSHIP.

Section 5: Financial Details

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

SPONSORSHIP PACKAGES FROM LOCAL BUSINESSES

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

YES.	FUN FEST FIREWORKS	10/6/2022	£ 3000.00
	FIREWORKS	14/5/2021	£ 2000.00

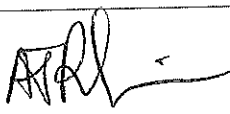
Section 6: Supporting Information

Please tick the following:

I have read and agreed your policy and terms of grant awards.	✓
I have enclosed the following supporting documentation: EVENT MANAGEMENT PLAN INSURANCE CERTIFICATE RISK ASSESSMENT	✓
A constitution or set of rules by which my organisation runs	✓
Copies of Organisation Bank Reconciliation (STATEMENTS)	✓
The latest set of current annual accounts (STATEMENTS)	✓
Any other supporting information EVENT PLAN '22 RISK ASSESSMENT '22 INS CERTIFICATE '22	✓
If you are a new organisation please include evidence of a planned budget	N/A

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 A J PERKINS
Position in organisation: CHAIRMAN	Date: 11/5/2023

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.


MG 009457 F1VI027A 709F30AYF00046 35500 B 81459

 THE OFFICIALS
 ATTLEBOROUGH FUN FEST TEAM
 CRANKS FLAT
 19 THE DRIFT
 ATTLEBOROUGH
 NORFOLK
 NR17 2FB


Your Community Account

At a glance

26 Mar - 24 Jun 2022

Date	Description	Money out £	Money in £	Balance £
26 Mar	Start Balance			9,383.21
10 Jun	 Direct Credit From Business Free Ref: Donation Fireworks		3,000.00	12,383.21
24 Jun	Balance carried forward			12,383.21
	Total Payments/Receipts	0.00	3,000.00	

Start balance	£9,383.21
Money out	£0.00
▶ Commission charges	£0.00
Money in	£3,000.00
▶ Gross interest earned	£0.00
End balance	£12,383.21

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

MG 003991 F1V1979A 709F3052G00021 35500 B 03330

 Sort Code 20-28-20
 Account No 03163334


 SWIFTBIC BUKBGB22
 IBAN GB21 BUKB 2028 2003 1633 34

Issued on 27 July 2022

 THE OFFICIALS
 ATTLEBOROUGH FUN FEST TEAM
 CRANKS FLAT
 19 THE DRIFT
 ATTLEBOROUGH
 NORFOLK
 NR17 2FB


Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
25 Jun	Start Balance			12,383.21
14 Jul	 Card Payment to Inspired Flower de On 13 Jul	35.00		12,348.21
26 Jul	Balance carried forward			12,348.21
Total Payments/Receipts		35.00	0.00	

25 Jun - 26 Jul 2022

Start balance	£12,383.21
Money out	£35.00
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£12,348.21

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

MG 013992 F1VI045A 709F30E2H00053 35500 B 25485

 THE OFFICIALS
ATTLEBOROUGH FUN FEST TEAM
CRANKS FLAT
19 THE DRIFT
ATTLEBOROUGH
NORFOLK
NR17 2FB


Your Community Account

At a glance

27 Jul - 26 Aug 2022

Date	Description	Money out £	Money in £	Balance £
27 Jul	Start Balance			12,348.21
5 Aug	Card Payment to Alan Boswell On 04 Aug	155.57		12,192.64
15 Aug	Direct Credit From K Hurn T/A Kerry B Ref: Donation-Fireworks		50.00	12,242.64
	Direct Credit From Breck Tyres Ref: 2022 Fireworks		50.00	12,292.64
	Direct Credit From Donna KI E A Ref: Firecracker		250.00	12,542.64
19 Aug	Direct Credit From Nuts 'N' Bolts Att Ref: Funfest Nutsbolts		100.00	12,642.64
22 Aug	Direct Credit From Ormerod H Ref: Sponsorshipfunfest		50.00	12,692.64
23 Aug	Direct Credit From M Christ Opt Ltd Ref: Firework Promotion		100.00	12,792.64
25 Aug	Direct Credit From Rosedale Funeral H Ref: Sponsorship		50.00	12,842.64
26 Aug	Balance carried forward			12,842.64
	Total Payments/Receipts	155.57	650.00	

Start balance	£12,348.21
Money out	£155.57
▶ Commission charges	£0.00
Money in	£650.00
▶ Gross interest earned	£0.00
End balance	£12,842.64

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

MG 006295 F1VI937A 709F3052I00035 35500 B 50099

 Sort Code 20-28-20
 Account No 03163334

 SWIFTBIC BUKBGB22
 IBAN GB21 BUKB 2028 2003 1633 34
 Issued on 27 September 2022

 THE OFFICIALS
 ATTLEBOROUGH FUN FEST TEAM
 CRANKS FLAT
 19 THE DRIFT
 ATTLEBOROUGH
 NORFOLK
 NR17 2FB


Your Community Account

At a glance

27 Aug - 26 Sep 2022

Start balance	£12,842.64
Money out	£10,262.39
▶ Commission charges	£0.00
Money in	£9,925.00
▶ Gross interest earned	£0.00
End balance	£12,505.25

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
27 Aug	Start Balance			12,842.64
31 Aug	Giro Direct Credit From East of England Co Ref: Eoecoop Sponsorshi		50.00	12,892.64
12 Sep	Card Payment to Vistaprint Netherlands On 10 Sep	96.53		12,796.11
	Giro Direct Credit From MA Partners Llp Ref: MA Partners Rocket		100.00	12,896.11
13 Sep	Card Payment to Ppl Prs Ltd On 12 Sep	201.86		12,694.25
15 Sep	Giro Direct Credit From Norwich Sunblinds Ref: Norwich Sunblinds		50.00	12,744.25
16 Sep	On-Line Banking Bill Payment to Twm Enterprise Ltd Ref: Twm Enterprise Ltd	9,700.00		3,044.25
20 Sep	Receipt Re Temporary Credit Ref: Fraud Prevent Cia		9,700.00	12,744.25
23 Sep	On-Line Banking Bill Payment to CSS Ref: Firework Banners	264.00		12,480.25
	Giro Direct Credit From Attleborough Ref: Fireworks Sponsor		25.00	12,505.25
26 Sep	Balance carried forward			12,505.25
	Total Payments/Receipts	10,262.39	9,925.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

MG 005795 F1V1869A 709F3042J00037 35500 B 72558

 Sort Code 20-28-20
 Account No 03163334

SWIFTBIC BUKBGB22

IBAN GB21 BUKB 2028 2003 1633 34

Issued on 27 October 2022

 THE OFFICIALS
 ATTLEBOROUGH FUN FEST TEAM
 CRANKS FLAT
 19 THE DRIFT
 ATTLEBOROUGH
 NORFOLK
 NR17 2FB


Your Community Account

At a glance

27 Sep - 26 Oct 2022

Date	Description	Money out £	Money in £	Balance £
27 Sep	Start Balance			12,505.25
30 Sep	Direct Credit From Banham Poultry Ref: No Ref		100.00	12,605.25
18 Oct	Direct Credit From Matthews Mr I - BU Ref: Cutz Hairshop		100.00	12,705.25
24 Oct	Direct Credit From Nba Service T Ref: Nba Services Rocke		100.00	12,805.25
26 Oct	Card Payment to Lidl GB Attleborou On 25 Oct	12.31		12,792.94
26 Oct	Balance carried forward			12,792.94
	Total Payments/Receipts	12.31	300.00	

Start balance	£12,505.25
Money out	£12.31
▶ Commission charges	£0.00
Money in	£300.00
▶ Gross interest earned	£0.00
End balance	£12,792.94

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

MG 010828 F1VI822A 709F30CZK00045 35500 B 94516

 THE OFFICIALS
 ATTLEBOROUGH FUN FEST TEAM
 CRANKS FLAT
 19 THE DRIFT
 ATTLEBOROUGH
 NORFOLK
 NR17 2FB


Your Community Account

At a glance

27 Oct - 25 Nov 2022

Date	Description	Money out £	Money in £	Balance £
27 Oct	Start Balance			12,792.94
31 Oct	Giro Direct Credit From NR Health & Fitnes Ref: NR Health Club		250.00	13,042.94
1 Nov	ATM Cash Withdrawal at Barclays Wymondham 41 Ref: 41Wymondham	1,000.00		12,042.94
	Giro Direct Credit From Cecil Amey Limited Ref: Cecil Amey Limited		250.00	12,292.94
	ATM AFTS Receipt From Huws Gray Limite 275794 Hbukgb4B		250.00	12,542.94
3 Nov	Giro Direct Credit From Milligan Hotel & R Ref: Mulberry Trre		100.00	12,642.94
7 Nov	ATM On-Line Banking Bill Payment to 1St Attleborough S Ref: Fun Fest Donation	200.00		12,442.94
	ATM On-Line Banking Bill Payment to Skypyro Ref: Attleboro Firework	7,325.00		5,117.94
	Giro Direct Credit From Howes Nigel Ref: Fireworks		172.00	5,289.94
8 Nov	ATM Card Payment to Krispy Kreme UK On 07 Nov	58.90		5,231.04
9 Nov	ATM Card Payment to Sainsburys S/Mkts On 08 Nov	34.30		5,196.74
	ATM Deposit at Barclays Watton 42		5,765.00	10,961.74
10 Nov	ATM Card Payment to Inspired Flower de On 09 Nov	35.00		10,926.74
	Giro Direct Credit From Aquanimals S Ref: Aquanimals Sponsor		50.00	10,976.74

Continued

Start balance	£12,792.94
Money out	£8,983.20
▶ Commission charges	£0.00
Money in	£6,867.00
▶ Gross interest earned	£0.00
End balance	£10,676.74

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

MG 006126 F1VI588A 709F3052A00033 35500 B 36861

 Sort Code 20-28-20
 Account No 03163334

SWIFTBIC BUKBGB22

IBAN GB21 BUKB 2028 2003 1633 34

Issued on 27 January 2023

 THE OFFICIALS
 ATTLEBOROUGH FUN FEST TEAM
 CRANKS FLAT
 19 THE DRIFT
 ATTLEBOROUGH
 NORFOLK
 NR17 2FB


Your Community Account

At a glance

26 Nov 2022 - 26 Jan 2023

Date	Description	Money out £	Money in £	Balance £
26 Nov	Start Balance			10,676.74
23 Jan	Card Payment to Breckland Lodge On 21 Jan	264.70		10,412.04
26 Jan	Balance carried forward			10,412.04
	Total Payments/Receipts	264.70	0.00	

Start balance	£10,676.74
Money out	£264.70
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£10,412.04

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

06126 34109 F1VI588A 1 0T 2

MG 008030 F1V1205A 709F307YC00039 35500 B 80744


 Sort Code 20-28-20
 Account No 03163334

 SWIFTBIC BUKBGB22
 IBAN GB21 BUKB 2028 2003 1633 34
 Issued on 27 March 2023

 THE OFFICIALS
 ATTLEBOROUGH FUN FEST TEAM
 CRANKS FLAT
 19 THE DRIFT
 ATTLEBOROUGH
 NORFOLK
 NR17 2FB


Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
27 Jan	Start Balance			10,412.04
3 Mar	 Card Payment to Sumup *Sumup Payme On 02 Mar	82.80		10,329.24
24 Mar	Balance carried forward			10,329.24
Total Payments/Receipts		82.80	0.00	

27 Jan - 24 Mar 2023

Start balance	£10,412.04
Money out	£82.80
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£10,329.24

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

ATTLEBOROUGH FUN FEST TEAM FIREWORK EVENT

06 November 2022

Event Management Plan

1. Event Description - Firework Display Event

Alongside this we will be having :

Foodstalls and Childrens Entertainers

A mini Craft Fair in the Scout Hall

The evening will start at approx.. 4.30 pm

Fireworks planned to be set off between 6 – 6.30 pm to run for approx 15-20 mins.

Evening will come to an end at approx. 8.30 pm

We would assume any age range will be attending. Unsure of numbers but previous events have been attended by approx. 1,000 people

2. Aim and Objectives Plan

The Fun Fest team will be organising the overall event, from booking of food stalls to organising the entertainment.

The Fireworks Display and advice given will be carried out by Dan at Skypyro Fireworks who do their own risk assessment and have own insurance. All other risk assessments will be carried out by the Fun Fest team to ensure the safe running of the whole event to include safety, marshalling and also first aid. With regard to the actual fireworks, then Skypyro Fireworks have a comprehensive Health & Safety Risk Assessment in place.

We will ensure that full first aid is available, a lost children area signposted and also full marshalling to ensure that no-one can access the display area and that the area is safely cordoned off.

3. Event Management Structure

The Fun Fest team have 6 members that at all times will be on site and in contact with each other to advise of any issues or advice as and when needed.

Prior to the event - Skypro Fireworks will advise on anything we need in place

4. Crowd Management and Security

We will be obtaining professional security people to manage the firework area and all other marshals will be from the teams or volunteers which will all be clearly visible, wearing high-viz jackets.

5. Emergency Procedures

In the event of an emergency Emergency exits will be clearly shown and advised prior to the start of the event. Control will be passed over to Norfolk Constabulary if necessary.

6. Evacuation Procedures

Should evacuation be necessary, marshals will be in control of the crowd. Full evacuation procedure will be advised at the start of the event. All decisions will be recorded: times taken and reasons behind the problems.

7. Road Traffic Management

To be advertised. No parking will be available on the site itself. Public requested to walk to the event if possible. If needed we will ensure that marshals are available to manage any traffic issues before and after the event

8. Public Transport Management

There will be no public transport available at this time of the evening

9. Firework and Pyrotechnic Management

Skypro Fireworks – see attached

10. Severe Weather and Event Cancellation

Such a decision will be made by Dan at Skypro Fireworks with regard to safety and weather concerns. In the event of cancellation due to bad weather it will be re-arranged for another date. If cancelled fully, refunds will be issued. The main reason for cancellation would be high winds and/or torrential rain.

11. First Aid

A First Aid area will be provided by professional companies

12. Fire Precautions and Equipment

Skypro Fireworks are responsible for the fireworks themselves and detonation area. However Attleborough Fire Services are fully aware of the event.

13. Communications

Marshals will communicate via mobile phone with Head marshal ensuring all people are happy and in the correct areas.

14. Media

Closer to the event, advertising will be carried out. The Press will be allowed in to photograph the event. Ticket holders will be advised that photos may be taken on the night.

15. Noise Management Policy

The main noise from the event will be from the Firework Display. We will be advising local residents that the event will be taking place and that the noise will be restricted to approximately 15 – 20 minutes.

16. Waste Management

Wheely bins and skips will be located on the site. The Fun Fest team are responsible for clearing the area completely the next day. This will include walking the football pitches to clear any firework debris.

17. Toilets

Toilets will be located on the Rec and in the Scout Hall

18. Catering

There will be various food vendors on site. All vendors have been contacted and requested to supply details of their insurance, etc.

19. Lighting

Portable lighting for the darker areas will be put in place. Also use of the Football Club's floodlights.

20. Lost Children

A "lost children" tent will be located within the First Aid area

21. Insurance

The Fun Fest team have their own PLE (copy attached). This will be renewed before the Fireworks event

Skypro Fireworks also have own insurance (copy attached)

22. Emergency Contact details

Nigel Howes	07762251187
Tony Perkins	07759937626
Vanessa Beales	07590296207
Ruth Codling	07825687647
John Cator	07979272456
Tracey Diplock	

Roles and Responsibilities

The Event Committee is made up from:

Tony Perkins: Nicky Perkins: Vanessa Beales Nigel Howes
Ruth Codling Tracey Diplock

The above are all responsible for the running of the event including before and after the event has taken place. This will include ensuring marshalling is adequate and First Aid is covered. All food vendors will have their own insurance and this will be checked prior to the vendor being allowed to attend the event.

Dan of Skypro Fireworks will be responsible for any fireworks that are being detonated.

Key Contacts

Nigel Howes: Vanessa Beales: Tony Perkins: Nicky Perkins: Ruth Codling:
Tracey Diplock

Risk Assessment

See separate sheet

Licensing Conditions

Alcohol will be served from the Football Club under their licence, adhering to their rules.

Music will also be covered by licence purchased from

Traffic Management Plan

There will be no onsite parking available at this site. Any vehicles (other than the general public) needing access on to the premises will be guided by marshals.

Should any issues arise with traffic outside the venue marshals will be in place to assist with the flow of traffic.

Agency Operation Orders

We have no current plans to have police, fire or ambulance in attendance for this event.

Stewarding and Security

The car park area will be fenced off to ensure no parking on site. The only area open will be the area of the car park which is used for the doctors surgery until 6.30pm. No pedestrians will be allowed through this gated area. A marshal will be on this gate directing people to the correct entrance.

On the field there will be security netting stopping anyone getting anywhere near to the detonation area. There will be security people around this area to ensure nobody can breach the fence.

There will be marshals around the whole site to help direct people and also to stop them from accessing or going near areas that have been fenced off for safety purposes. There will also be stewards on all entrance areas.

Site Plans : See attached map

No parking on site

Draft/10/08/22 4 of 4

FIREWORKS DISPLAYS

**RISK ASSESSMENT FOR:
Attleborough Fun Fest
Team**

**Establishment:
Attleborough Rec**

1st Review Date Due :

**Assessment by:
Fun Fest Team**

Date: 6.11.2022

Manager Approval:

Date:



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
<p>Injury caused by fireworks</p> <p>Inadequate space</p> <p>Spectators use fireworks</p> <p>Unauthorised use of display fireworks</p>	<p>Staff</p> <p>Visitors</p> <p>Volunteers</p>	<p>Property damage/fire</p> <p>Burns</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • 50m x 25m space has been allowed for the firing area. • A dropping zone for spent fireworks of 100m x 50m is in place in a downwind direction (check weather conditions) • Spectators are to be kept back on the opposite side from the dropping zone at least 25m from the firing zone. • The area has been checked and is free from obstructions i.e. trees, overhead power cables and well away from buildings. • Suitable secure area for firework storage inaccessible to public. • Firing area supervised once fireworks set up. • Spectators will not be allowed to enter the site with their own fireworks, including sparklers. Signage explaining this will be at all entrances. • Spent firework cases gathered, site also checked at first light for partly spent fireworks. 		

<p>Use of external companies / contractors</p> <p>Poor practices</p> <p>Lack of competency</p>	<p>Staff Visitors Volunteers</p>	<p>Property damage/fire</p> <p>Burns</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • Vet for competence, operator has considerable experience with fireworks. Risk assessments provided. • Clearly defined responsibilities for operator (in particular in event of emergency) Appropriate public liability insurance in place (min £5m public liability). • Insurer contacted to ensure adequate coverage and that any special conditions are met. 		
<p>Adverse weather</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Property damage/fire</p> <p>Burns</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • Test launch of small firework to gauge effect • Increase separation from fireworks and relocate safety line / barriers • If safe separation cannot be ensured delay / cancel display 		
<p>Fire</p> <p>Ignition of premises</p> <p>Small fires</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Burns</p> <p>Property damage / loss</p>	<ul style="list-style-type: none"> • Adequate separation from buildings (see above) • Adequate water, sand buckets etc. • Positioned in appropriate places to allow quick access • Agreed emergency procedure in place and adequate marshals to control crowd (see below) • Local authority, Police and Fire Brigade have been informed. • All staff and volunteers advised of emergency procedures 		

<p>Crowd Control Crush injuries, panic, distress Separation of children from parents</p> <p>Overcrowding Inadequate space / exits Blocked exit routes</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Fire evacuation hindered/unsafe access/egress</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p> <p>Slips, trips and falls</p>	<ul style="list-style-type: none"> • Maximum number of attendees established, limit ticket sales. • Designated entrance and exit points. • Adequate numbers of staff / supervising Marshals in place and responsible for crowd control. (identifiable by wearing fluorescent bibs or jackets) Agreed emergency procedures in place. • Entrances and exits are clearly signed, well lit and kept free from obstructions. • PA / loudspeaker / megaphone used to communicate with the crowd. • Walkie talkies used by marshals and organiser. • Spectators will not be allowed into the display area and signage to this effect in place. • Seek advice from the police, if necessary, for crowd control. • Barriers and adequate supervision to prevent unauthorised use and control access and egress 	
<p>Insufficient and/or unsuitable first aid cover</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Accident / injury, delayed assistance in emergency</p>	<ul style="list-style-type: none"> • First aid equipment on site and close to use. • Qualified first aid contractors available. • Mobile phones available 	
<p>Surrounding areas /Neighbours</p>	<p>Staff Visitors Volunteers Contractor</p>		<ul style="list-style-type: none"> • Neighbours have been informed of the proposed display by letter from the Fun Fest Team. 	
<p>Security Unauthorised access Inadvertent access</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Damage due to unauthorised access</p>	<ul style="list-style-type: none"> • Areas other than those needed for event accessible only by authorised persons. • Buildings, apart from areas being used to be kept locked. This is checked before and after the display. Clearly defined designated access routes • Tape off / mark areas as out of bounds. • Adequate supervision 	

<p>Inadequate welfare facilities</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Temporary toilets are used.</p>	
<p>Vehicular access Ineffective pedestrian / vehicle segregation</p>	<p>Staff Visitors Volunteers Contractors</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries Broken bones Significant head / multiple injuries</p>	<ul style="list-style-type: none"> • Restricted access, visitors advised accordingly. (gates shut/ managed by staff) • Vehicle movements restricted to before and after event. • Pedestrian walkways maintained • Clear route maintained for emergency services • Designated car park well away from the display area and dropping zone. • Car park clearly sign posted and attendants in place.
<p>Surface of field / internal areas Slips, Trips and Falls</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event • Regular premises inspections. • Adequate external lighting available

<p>Supplying Food and Drink Poor standards of hygiene</p> <p>Physical contamination</p> <p>Incorrect storage of food</p> <p>Poor temperature control</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Salmonella Listeria Allergies Anaphylaxis</p> <p>Scalds from urns and kettles from hot drinks</p> <p>Scalds from hot surfaces</p>	<ul style="list-style-type: none"> • all stall holders supplying food to supply their own risk assessment and insurance policy. • All food handlers to be either qualified or supervised by a certified food handler. <p>Personal hygiene</p> <ul style="list-style-type: none"> • Exclusion for food handlers following illness (48hrs). • Tie back long hair. • Staff to wash hands before handling food and after visits to the toilet etc. • Ensure that warm water, soap and towels (disposable) are available. • Cuts etc. are covered with waterproof adhesive dressings <p>Transport / Storage</p> <ul style="list-style-type: none"> • Food that requires refrigeration must not be supplied unless adequate facilities for keeping in a chilled state exist. • Perishable food should be kept under refrigeration for as long as possible • Keep food covered wherever possible outdoors. 	
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<p>HS(G)124 "Giving Your Own Firework Display: How to run and fire it safely" (ISBN 0-71766162-8).</p>	<p>HS(G) 123 "Working together on firework displays" (ISBN 0-7176-6196-2)</p>	<p>Available from http://www.hse.gov.uk/pubns/books/fireworks1.htm</p>	<p>Remember – Fireworks not marked with ‘Complies with BS7114 Part 2 1988’ are suitable for use ONLY by Professionals Online guidance from the HSE on organising a firework display is also available.</p>	<p>Direct gov advice http://campaigns.direct.gov.uk/fireworksafety/index.html</p>											
										COMMENTS:	Record any comments reviewer wishes to make. Including recommendations for future reviews.				
										COMMENTS:					
										COMMENTS:					
										DATE OF REVIEW:	Record actual date of review				
										DATE OF REVIEW:					
										DATE OF REVIEW:					

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

CHECKLIST

		□
Named Leader	Running / co-ordinating event	
Marshalls	Sufficient	
	Briefed re emergencies / duties	
	Identification (e.g. fluorescent jackets)	
	Torches	
Emergencies	Services advised	
	Access secured (clear of pedestrians, parked cars etc)	
	Crowd control in emergency situation	
	Evacuation (separate from emergency access)	
First Aid	Qualified persons	
	Adequate facilities (indoors, water, etc)	
	Briefed	
Sparklers	NO !!! - no personal fireworks of any kind	
	How controlled to prevent	
	Information on tickets / posters etc	
Lighting	Adequate in public access areas	
	Back up in case of failure	
Fireworks	Positioning	
	Drop zone	
	Wind direction	
	Lighting (automatic / portfires etc)	
	Experience / training of firer(s)	
	Personal protective equipment for firers	
	Dealing with misfires	
	Clearing up afterwards	
	Storage	
Extinguishers	Adequate (water / Co2 / buckets / sand / etc)	
	Positioning	
Communications	PA System / loudspeaker/ megaphone etc to crowd	
	Between organisers / marshalls	
	To emergency services	
	Agreed emergency procedure	
Security	Check of buildings / area before leaving	
	Control of 'visitors' during event (fencing around site etc)	
	Crowd control	
Insurance	Checked	
	Special conditions met	
HS(G) 123 and 124	Read and understood by all relevant persons	



Certificate of Employers' Liability Insurance^(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Certificate)

Policy Number: S30970

- | | |
|---|---|
| 1. Name of Policyholder | Members FTB of Attleborough Fun Fest Team |
| 2. Date of commencement of insurance | 23/08/2022 |
| 3. Date of expiry of insurance | 22/08/2023 |

We hereby certify that:

1. subject to the paragraph 2, the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and
2. the minimum amount of cover provided by this certificate is no less than £10,000,000

Signed on behalf of Markel International Insurance Company Limited (Authorised Insurers)

.....(Signature)

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the certificate covers the holding company and all its subsidiaries, or that the certificate covers the holding company and all its subsidiaries except any specifically excluded by name, or that the certificate covers the holding company and only the named subsidiaries.
- (b) Specifically applicable law as provided for in regulation 4(6) of the Regulations.

17a)

**New Housing Development –
Junction of Carvers Lane/West Carr Road,
Attleborough, NR17**

We have approximately 20 – 50 lorries which include aggregate and concrete mixing - daily hurtling up and down West Carr Road, making plumes of dust as they travel.

The plumes of dust are making our properties dusty along with our vehicles. The lorries are not travelling slowly around corners, either, at quite a speed. Further round the corner are Period Cottages, dating over 100 years old, daresay their foundations are rattling and shaking with these heavy lorries, trundling past. Lorry Company: Mick George.

A few weeks ago, a neighbour had parked her car under a lamp post on the corner of this bend, a lorry was close.

During this week, I was driving back from Wymondham to Attleborough (old London Road), on arriving towards Besthorpe (30 mph zone) an aggregate lorry was hurtling through the village doing much more than 30 mph. This lorry was probably destined for West Carr Road. My car was set on Auto Pilot for 30 mph.

Had an evening out Wednesday 24 May, on returning to West Carr Road, somehow my Court Shoe heel became embedded in the road surface, outside our property. Road was empty when I crossed over, but as I was stuck, this little van came zooming round the bend in the road, no attempt was made to brake by the driver, "thought I was gone to be killed"! Was able to free the Court Shoe heel, by wiggling the heel. It was very frightening, to be in that situation, where a fellow motorist just did not care.

Today, 25 May, I was walking in West Carr Road where the bend is, a car came down, and pulled onto a drive. A Transit Van, slowed down because of the car in front, then there was an impatient man in a white car, thinking of overtaking the Transit Van, at this stage I realised and quickly moved to the back of the pavement, as much as possible.

Thinks this is an accident waiting to happen!

West Carr Road, at one time, used to be a quiet road, now pedestrians have to "jump" out of the way of impatient, fast driving speeders, down a country road!

At the start of West Carr Road (London Road) end, there is a pavement, but now it is not even a quarter of a pavement, due to overgrown vegetation. Pedestrians are forced to walk in the road, which includes Pensioners.

Can West Carr Road be signposted as 20 mph?

176)

Michelle Barron

From: [REDACTED]
Sent: 26 May 2023 12:06
To: Michelle Barron
Subject: Re: Norfolk Day - Thursday 27th July 2023

Hi Michelle

The Group won't be making any money from it, we are just organising it, and will be there to support the traders and visitors. There is a mix and some of the crafters/traders will be there as a business and some will be attending on behalf of their nominated charity.

It is planned as a community event because we are trying to get footfall into town, especially because it is during the school holidays.

If it is successful we would hope to repeat annually (if the EDP continue to run it) on 27th July, in 2024 it falls on Saturday.

Hope this is okay and we are able to use Queens Square for free.

Many thanks

Lesley Harper

> On 26 May 2023, at 11:39, Michelle Barron <townclerk@attleboroughtc.org.uk> wrote:

>

> Hi Lesley,

>

> I will put this on the Agenda. Will this be not for profit? As for you to be able to use Queens Square for free it would need to be either a charity or community event?

>

> Thank you

>

> Michelle

>

> -----Original Message-----

> From: [REDACTED]

> Sent: 25 May 2023 21:03

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

> Subject: Norfolk Day - Thursday 27th July 2023

>

> Dear Councillors

> Norfolk Day is held annually on 27th July to celebrate all that makes Norfolk great and Attleborough Retail Group would love Attleborough to be part of this.

>

> Attleborough Retail Group are hoping to hold an event in Queens Square for the Norfolk Day. It would be a local produce market, including knitting, jewellery, handmade cards, pet accessories and jam/pickles. All stallholders will be supplying Public Liability Insurance documents and we will submit these to Attleborough Town Council before this date.

>

> Could you please add this request to the agenda for consideration on Monday 5th June? If we are lucky enough to be able to use Queen's Square we would also like to be able to use the stalls and barrows.

>

> We look forward to hearing from you

>

> Yours sincerely

>

17c)

Request from Resident

Dear Sirs

I am dismayed to have to send the below email again, I originally sent this to you on 26th April but after nearly a whole month, I have had no response from anyone.

My son is 21 and is Autistic, taking our dogs to the supposedly safe area, is his one and only bit of independence and he gets a lot of pleasure letting them off lead and seeing them run around. But the fact that there are areas that they can now escape from has taken away this pleasure and just created stress, which is making me want to mend the problem myself.

Can I please ask that these problems be rectified, it is over 10 months since I was told that this work would be done, otherwise I will have no option than to look for ways to make it safe myself.

Kind regards

[REDACTED]

Dear [REDACTED]

Sadly, I find myself contacting you again re the Dog walking area between London Road and Cedar Drive.

I refer to the email you sent me on 3rd August 2022, telling me that in the Autumn of 2022 all the wire fencing and rotten posts were going to be replaced. None of this has been done and the wooden fencing backing onto gardens for properties in Dodds road, still have large holes in them, allowing our dogs to escape.

A couple of days ago I took the attached photos, these are identical to the ones I sent to you last year.

Lots of money has obviously been spent on the play equipment in the same area and I don't think it's too much to ask, for dog lovers to be able to exercise our dogs safely and without worrying about them escaping in the area provided.

The only thing that we've seen has been done is some hedge trimming and a part of a path that goes nowhere, it doesn't even go up to the bench.

Could I please ask for these problems to be rectified, as previously stated by yourselves, and allow us to be able to use the area again, with our 2 dogs.

Kind regards

[REDACTED]



17d)

Formal request to erect a small marquee/gazebo on the Town square in Attleborough on 27th June and 12th September 2023.

From [REDACTED]

Dear Michelle, I hope you are well? I would be grateful if the following could be presented to the Town Council at their next meeting

To the Attleborough Town Council

Formal request to erect a small marquee/gazebo on the Town square in Attleborough on 27th June and 12th September 2023.

Rogers and Norton Solicitors are seeking permission from Attleborough Town Council to erect a small marquee or gazebo (no bigger than 6m by 3m) on the Town Square in Attleborough on Tuesday the 27 June and 12 September 2023 between the hours of 8.30 am until 1.00 pm on each of these dates.

The purpose of this is to enable us to offer, in conjunction with Rosedale Funeral Directors and Smith and Pinching Independent Financial advisers' free advice to the residents of Attleborough and surrounding villages on later life planning. This will be by way of ideally 30-minute pre-booked slots but we will also additionally offer advice to members of the public who attend on the day without appointment.

We trust that the Town Council have no objections to this and look forward to receiving confirmation that we can proceed with the above.

Yours faithfully,

Rogers and Norton Solicitors

17e)

Request to seek sponsorship

Good morning

We would like to ask the Councils permission to seek sponsorship for the tubs and planters.

In an attempt to recover the costs, we incur in planting and maintaining the tubs, railing planters and hanging baskets, we would like to approach local businesses and offer them an opportunity to sponsor some of the containers.

It would be greatly appreciated if you could please add this to the next full council agenda.

Kind regards

The Attleborough Bloomers 