



You are summoned to the Meeting of Attleborough Town Council

To be held on Monday 12th June 2023 at 7.00pm

This meeting will be held at the Town Hall and live streamed via YouTube
(the YouTube link will be posted on www.attleboroughtc.org.uk) and is opened to the public

Michelle Barron

26th May 2023

Town Clerk

AGENDA

To transact the undermentioned business; to receive the following reports and to make such orders or give such directions as necessary: -

1 Mayors Welcome

2 Apologies for Absence

To receive and accept apologies for absence.

3 Declarations of Interest

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

(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)

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

4 Homes England Update - for information

5 Public Participation (10 Minutes)

6 Minutes of the Town Council meeting held on 18th May 2023 - For acceptance and approval.

7 Planning Matters

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

b) **Planning Applications** (Not due yet) – for consideration and resolution

3PL/2023/0464/F – ATTLEBOROUGH: Scout Hut, Station Road – Demolition of existing single storey Building, construction of new single storey building & associated works.

8 Financial Matters

a) **To authorise payments** – for acceptance and approval

b) **To agree direct debits** – for acceptance and approval

c) **To receive Income** – for acceptance and approval

d) **Petty cash** – for information

e) **Income & Expenditure April 2023** – for information

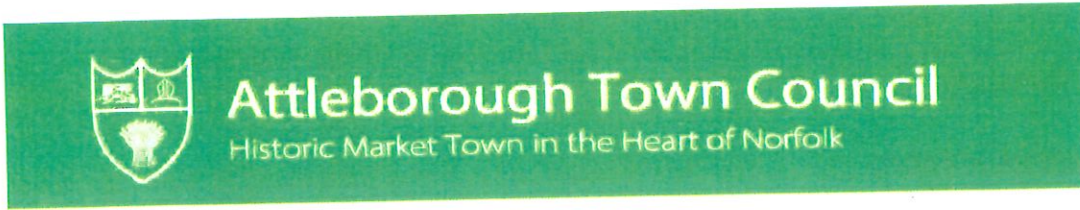
f) **Annual review of Insurance schedule** - for acceptance and approval

- 9 Conclusion of Financial Year 2022-23
- a) Internal Audit Report for the year ended 31 March 2023 – for acceptance and approval
 - b) End of year financial reports 31 March 2023 – for acceptance and approval
 - c) Completion of Annual Return 31 March 2023 – for resolution
 - Section 1 – Annual Governance Statement for Attleborough Town Council
 - Section 2 – Accounting Statements for Attleborough Town Council
- 10 Revision of Grants and Budget – for consideration and resolution
- 11 Removal of cemetery spoil and creation of community composting. – for consideration and resolution
- 12 New Website – for consideration and resolution
- 13 Play Area Proposals – for consideration and resolution
- 14 Refurbishment of Town Hall – for consideration and resolution.
- 15 Grants Requests – for consideration and resolution
- a) Attleborough Scouts
 - b) Attcare
 - c) Attleborough Funfest
- 16 Councillors Reports
- 17 Correspondence
- a) New housing development on West Carr Road - for consideration and resolution.
 - b) Norfolk Day 27th July Queens Square - for consideration and resolution.
 - c) Dog walk fencing at London Road – for consideration and resolution
 - d) Request to use Queens Square 27th June & 12th September 2023 - for consideration and resolution.
 - e) Request for Councils permission from Attleborough Bloomers to seek sponsorship for tubs & planters – for consideration and resolution
- 18 Committee membership
Personnel members for the term 2023 – 2027
- 19 Public Participation (10 Minutes)
- 20 Any items which the Chairman decides are urgent
For discussion only.

Expected Meeting Length is 2 Hours

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

6)



**Minutes of the Annual meeting of the Attleborough Town Council
Held on Thursday, 18th May 2023 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

		Cllr E Tyrer - presiding		
Cllr D Lane	Cllr S Taylor	Cllr V Dale	Cllr S Mackinnon	
Cllr T Taylor	Cllr D De Souza	Cllr J Taylor	Cllr P Leslie	Cllr J Ellis
Cllr R Bond	Cllr P Wenham	Cllr A Westby	Cllr S Fraser	Cllr T Ashby

In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Public x 13

001.23) Welcome – Cllr Leslie welcomed everyone and thanked Cllrs, members of the public, community groups and everyone who had contributed to the success over the last few years during his term as Mayor. Cllr Leslie also congratulated newly elected and re-elected members as well as elected Dist. Cllrs.

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

On the motion of Cllr Wenham, seconded by Cllr Ellis, it was **RESOLVED** to elect Cllr Tyrer as Chairman/Town Mayor to Attleborough Town Council for the municipal year 2023-2024
Cllr Tyrer took his seat as Chairman/Town Mayor and thanked Cllr Leslie for steering the ship over the last few years.

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

On the motion Cllr Ellis, seconded by Cllr Leslie, it was **RESOLVED** to elect Cllr T Taylor as Deputy Chairman/Deputy Mayor to Attleborough Town Council for the municipal year 2023-2024
Cllr Tyrer congratulated Cllr T Taylor and thanked Cllr Bond for all his hard work as Deputy Mayor during the past year.

004.23) Apologies for absence – None received

005.23) Declarations of Interest

- a) To receive and consider declarations of interest in items below –
Cllr S Taylor – Item 14 Cllr T Taylor – Item 14
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –
Cllr S Taylor – Item 10e

006.23) Public Participation –

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

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

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

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 3rd April 2023.

ACTION: TOWN CLERK

008.23) Planning Matters

a) Planning Applications –

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

RESOLVED to approve and accept the recommendations already agreed and submitted prior to meeting.

Cllr Taylor abstained

b) Planning Applications (Not due yet)

3PL/2023/0435/LB – ATTLEBOROUGH: Corner Farm West Carr Road – Installation of 20 x solar panels to the roof of the existing garage extension – No comments

3PL/2023/0434/HOU- ATTLEBOROUGH: Corner Farm West Carr Road - Installation of 20 x solar panels to the roof of the existing garage extension – No comments

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

ACTION: TOWN CLERK

009.23) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 15 May 2023

Total £30,024.97

b) To agree direct debits –

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

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

Total £29,206.62

c) To receive Income –

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

RESOLVED to approve and accept the income list for April 2023

Total £377,010.42

d) Petty cash – Noted for information

e) Income & Expenditure March 2023 – Noted for information

f) Asset Register –

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

RESOLVED – to accept and approve the asset register

g) Insurance schedule –

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

RESOLVED – to accept and approve insurance schedule

h) Subscriptions –

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

RESOLVED – to accept and approve subscriptions

ACTION: TOWN CLERK

010.23) Correspondence

a) Request for extra play equipment –

It was discussed there is S106 money available but important to open up to wider community and consultation. Inform resident Council are looking into this and a further response will be made in due course.

On the motion of Cllr S Taylor, seconded by Cllr Bond, it was

RESOLVED – Town Clerk to put information together to bring to Full Council for members to assess then open up to wider community and go to consultation.

b) Residents' concerns Decoy Common –

It was decided to defer to Full Council for further discussion on how to take Decoy, Common further.

c) First Bus Service 13c to Wymondham College ceasing from 14th May –

Members discussed the importance of safe guarding children and the need to make representation to First Bus.

On the motion of Cllr S Taylor, seconded by Cllr Bond, it was

RESOLVED – for the Town Clerk to write to Wymondham College to engage their support and First Bus to make them aware of our concerns taking members comments into consideration.

d) Grant application from Boxing Club –

On the motion of Cllr T Taylor, seconded by Cllr Westby, it was

RESOLVED – to accept grant application from Boxing Club

Cllr S Taylor left meeting

e) Grant application from Attleborough Fire Station –

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

RESOLVED - to accept grant application from Attleborough Fire Station

ACTION: TOWN CLERK

Cllr S Taylor returned to meeting

011.23) Committee Terms of Reference for the municipal year 2023-2024

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

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

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

RESOLVED – to accept the Committee Terms of Reference for the above on block with the amendment to f) Jubilee Woodland to have at least 5 members and amendment for

e) Illumination Committee to be dissolved.

ACTION: TOWN CLERK

012.23) Committee Members for the municipal year 2023-2024

The following Councillors elected to become members of the following Committees:

- a) Environment - Cllrs J Taylor, Leslie, T Taylor, De Souza, Bond, Wenham, S Taylor, Ellis
- b) Events & Communications-

On the motion of Cllr T Taylor, seconded by Cllr S Taylor, it was

RESOLVED - to defer to next meeting

- c) Standing Order Review - Cllrs T Taylor, S Taylor, Westby, Leslie, Tyrer
- d) Jubilee Woodland Committee

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

RESOLVED – to include in Cllr Tyrers' discussion to engage as a working group

e) Illumination Committee - Dissolved

f) Personnel Committee (2023-2027)

There was a discussion around the impartiality of prospective Personnel Committee members. Cllr Tyrer saw a division of views and would discuss with Breckland for clarification on conflict of interest. In the interim period the existing Chair of Personnel remained. Cllr Bond stated as a member of previous Personnel Committee he had seen nothing but professionalism and would like that noted. Cllr Tyrer stated item f) would be revisited at the next full Council meeting.

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

RESOLVED – to appoint Cllrs to Environment and Standing Order Review Committees, dissolve Illumination Committee and defer Personnel Committee and Jubilee Woodland Committee to next meeting.

ACTION: TOWN CLERK

013.23) Meeting Schedule for Ordinary Meetings for the municipal year 2023—2024 –

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

RESOLVED – to accept Schedule for Ordinary Meetings for municipal year 2023-2024 but remove dates for Events Committee.

ACTION: TOWN CLERK

014.23) Representatives on outside bodies Municipal Year 2023-2024

- Attleborough Health, Care and Well Being Trust – Cllr R Bond
- Attleborough Charities – Cllr V Dale
- Attleborough Heritage Group – Dismissed last year
- Banham Poultry – Cllr Dale and Dist. Cllr Ashby
- BDC Gypsy and Travellers Strategy- Dismissed last year
- Community Emergency Coordinator – Dismissed last year
- Connaught Hall – Dismissed last year
- East Harling Internal Drainage Board – Cllr Westby
- Snetterton Circuit Liaison Group – Dismissed last year
- SNAP Police Liaison – Cllr De Souza and Cllr T Taylor
- Press & Media – Dismissed last year
- Town Archives - Dismissed last year
- Football Club – Dismissed last year

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

RESOLVED – to accept on block the nominated Cllrs above as representatives on outside bodies for the municipal year 2023-2024

ACTION: TOWN CLERK

015.23) Annual Review of Documents

- Standing Orders
- Annual Review of Effectiveness of Internal Controls
- Financial Regulations & Procurement Policy
- Financial Risk Assessment
- Member Officer Protocol
- Code of Conduct
- Meetings Protocol
- Virtual Meetings Policy & Guidance
- Grievance Policy & Procedure
- Complaints Policy & Procedure
- Equality Policy
- Freedom of Information Act 2000 – Policy & Procedure

- Grants Awards Policy (noted as S137 payments)
- Lost/Found Child Policy
- The Flying of Model Planes & Drones on Council Land Policy
- Communication & Media Policy
- Smoke Free Policy
- Whistleblowing Policy
- Health & Safety Policy
- Data Protection Policy
- Document Retention & Disposal
- Co-Option Procedure

It was suggested a roaming review with dates would be helpful

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

RESOLVED – to accept the above on block with two amendments. First amendment to **Health & Safety Policy 2.1** 'change Attenborough to Attleborough' **2.2** 'Remove Cllr Leslie as Mayor and replace with Cllr Tyrer'. Second amendment to **Financial Regulations** 'add a review date'

ACTION: TOWN CLERK

016.23) Grosvenor Park Tennis Court – Repeated Vandalism

There was a discussion on how best to deal with the problem

On the motion of Cllr J Taylor, seconded by Cllr Leslie, it was

RESOLVED – to report all vandalism to Police and raise at next SNAP meeting, speak to other Councils that have a similar facility for any advice, enquire from former Councillor if there are any organisations that run a summer school to get young people involved and Investigate an anti-vandal net to enable court to be left open. Raise vandalism on Social Media to make people aware.

ACTION: TOWN CLERK

017.23) Gold Standard Bus Stop Queens Square -

This had been approved in principal but no decision had been made on design. A discussion took place about bringing an efficient bus service to Attleborough and it was decided to invite Norfolk County Council back again for another presentation and have an informative discussion before making a decision.

ACTION: TOWN CLERK

018.23) Public Participation (10 Minutes) –

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

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

020.23) Items for next Agenda due to the length of this meeting

- Play Area Proposals
- Removal of Cemetery Spoil
- Website Trial
- Refurbishment to Town Hall
- Revise budget for Grants and budget as a whole
- Cllr Tyrer to discuss Working Groups that report back to ATC meetings

Meeting closed 9.25pm

Public Participation 1st Session

- Recognition was given by a former Councillor to outgoing Council and what had been achieved including, Wheel Park, London Road Play Area, Decoy Common. A huge amount had been done over past two years, Michelle Town Clerk and Cllr Leslie were mentioned for their hard work and part in this.
- Resident reported at the wheel park parts of concrete breaking up especially where it is joined
- Town Clerk confirmed the contractors would be called out to inspect.
- Resident commented more needed to be done for children, more Youth Clubs needed and much more provision for children
- Town Clerk confirmed a Youth Club was scheduled to start in the Town Hall during July. Cllrs are aware there needs to be more provided for the youth and are working hard to improve the situation
- It was reported the grass at Gaymers needed cutting
- The Clerk informed members the grounds staff had to prioritise making access onto Gaymers more secure as there were reports of ponies and traps being raced there which was causing significant problems.
- A resident had asked what they can do if living next door to a house with an overgrown garden? Would 'Bloomers' be able to help? Or Breckland Council
- Depends who property belongs to.

Public Participation 2nd Session

- Resident asked when Gaymers grass would be cut
- Not until Monday
- How are horse & traps getting into Gaymers
- Obtaining access down far end
- Is there a possibility of Grosvenor Park residents forming a working group and helping with tennis court?
- We will look at issues and try to find a solution.
- It was queried if there was a time scale on bus stop? And would Live streaming return
- Town Clerk would enquire regarding bus stop. BT in process of installing a dedicated internet connection direct to Town Hall.

7a)

Planning Applications received to-date

3PL/2023/0494/F- ATTLEBOROUGH: Land at Attleborough Lodge Ellingham Road – Erection of 3 no. dwellings including associated works – No objections

3PL/2023/0499/O – STOW BEDON/BRECKLES: Paddock adjacent to Gay-Dene, Lower Stow Bedon – Outline application with all matters reserved for 1 no. dwelling - No objections

Anne Willett

7b)

From: Michelle Barron
Sent: 02 June 2023 09:57
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2023/0464/F

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 30 May 2023 16:50
To: Michelle Barron <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0464/F

CONSULTATION - FULL

REFERENCE: 3PL/2023/0464/F

PROPOSAL: Demolition of existing single storey building, construction of new single storey building and associated works.

LOCATION: ATTLEBOROUGH: Scout Hut, Station Road

APPLICANT: 1st Attleborough Scouts

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

To help us provide a more efficient service, please [Register your comments here](#)

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

https://url6.mailanyone.net/scanner?m=1q41bW-0001UX-4i&d=4%7Cmail%2F90%2F1685461200%2F1q41bW-0001UX-4i%7Cin6i%7C57e1b682%7C26595217%7C13522537%7C64761B1AD339E8B7A425459A179E36A7&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=Cij_13kqRa0YQ_cs65S8O1Y39tU or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **20th June 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Any comments that the Town/Parish Council may wish to make should be received by **20th June 2023**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

8a)

PAYMENTS JUNE 2023		DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ
PAID TO			TH	£ 45.00	£ -	£ 45.00	BACS
ARROWCLEAN		WINDOW CLEANING					BACS
ATT BOXING CLUB		GRANT DONATION	ADMIN	£ 5,000.00	£ -	£ 5,000.00	BACS
ATT FIRE STATION		GRANT DONATION	ADMIN	£ 999.00	£ -	£ 999.00	BACS
BARCLAYCARD COMMERCIAL		PLANTER,ROAD CLOSURE,FLAG, SOLOPRESS	ADMIN	£ 1,757.52	£ -	£ 1,757.52	BACS
BRECKLAND COUNCIL		2ND INSTALMENT PUBLIC LIGHTING	S/LIGHTS	£ 20,767.06	£ 4,153.41	£ 24,920.47	BACS
BROXAP		PICNIC UNIT X 5	O/S	£ 3,330.00	£ 666.00	£ 3,996.00	BACS
CITY PLUMBING		BIBTAP, BRASS BUSH	O/S	£ 10.43	£ 2.08	£ 12.51	BACS
COMMUNITY CAR		JOURNEYS MAY	ADMIN	£ 359.75	£ -	£ 359.75	BACS
COMMUNITY CAR		JUNE FUNDING GRANT	ADMIN	£ 275.00	£ -	£ 275.00	BACS
ERNEST DOE		V-BELT X 4, BLADE, MULCH BLADES	O/S	£ 817.40	£ 163.48	£ 980.88	BACS
ERNEST DOE		TRACTOR REPAIR HANDBRAKE	O/S	£ 84.00	£ 16.80	£ 100.80	BACS
E-FIRE		FIRE ALARM & LIGHTS SERVICE	ARCHIVE	£ 83.56	£ 16.71	£ 100.27	BACS
E-FIRE		FIRE ALARM & LIGHTS SERVICE	TH	£ 180.00	£ 36.00	£ 216.00	BACS
ETS SALES		PA & STAGE HIRE CORONATION	EVENTS	£ 113.94	£ 22.79	£ 136.73	BACS
KERRY BUTCHER		INTERNAL AUDIT 31 MARCH 2023	ADMIN	£ 300.00	£ 60.00	£ 360.00	BACS
LONGWATER CONSTRUCTION		BROWN TIMBER POSTS, POST FIX	O/S	£ 109.44	£ 21.89	£ 131.33	BACS
MAYDAY		PHOTOCOPY USAGE	ADMIN	£ 127.46	£ 25.49	£ 152.95	BACS
MICROSHADE		HOSTED APPLICATION SERVICE	ADMIN	£ 560.97	£ 112.19	£ 673.16	BACS
NETCENTRAL		ICT SUPPORT & ZOOM	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS
NORFOLK GEEKS		WEBSITE MAINTENANCE	ADMIN	£ 70.00	£ -	£ 70.00	BACS
NUTS N BOLTS		BATTERIES, HOSE VALVE, MOP, COUPLING	TH	£ 24.85	£ 4.98	£ 29.83	BACS
RIALTAS		YEAR END OMEGA 2023	ADMIN	£ 755.00	£ 151.00	£ 906.00	BACS
THURLOW NUNN		LINE-BULK	O/S	£ 62.60	£ 12.52	£ 75.12	BACS
UK SAFETY		PAT TESTING	TH	£ 162.18	£ 32.44	£ 194.62	BACS
VIKING		INK CART, POCKETS, DOC.HOLDER	ADMIN	£ 177.16	£ 35.43	£ 212.59	BACS
VIKING		COFFEE, TEA BAGS	TH	£ 108.46	£ -	£ 108.46	BACS
VIKING		TOIL RLL, BLEACH, HAND TOWELS ETC.	TH	£ 160.88	£ 32.18	£ 193.06	BACS
PETTY CASH		CASH TOP UP	ADMIN	£ 95.54	£ -	£ 95.54	CHQ000106
				£ 36,693.17	£ 5,596.58	£ 42,289.75	

8b)

DD JUNE 2023

Name	Description	Service	Bill Freq	Net	Vat	Total
Siemens	Photocopy service	Admin	Annual			
Vodafone	mobiles	Admin	Monthly	£ 55.43	£ 11.08	£66.51
Bank Charges	Barclays	TH	Monthly	£ 6.40		£6.40
Bank Charges	Lloyds	TH	Monthly	£ 7.00	£ -	£7.00
Biffa	Waste collection	Rec	Monthly	£ 150.50	£ 30.10	£180.60
Biffa	Waste collection	TH	Monthly	£ 231.87	£ 46.38	£278.25
Wave	Water	Town Hall	Quarterly			
BT	Cloud	TH	Quarterly	£ 386.70	£ 77.34	£464.04
BT OnePhone	Mobiles/Broadband	OS	Monthly			
Wave	Water	Pavilion	Quarterly	£ 63.98	£ 12.80	£76.78
Wave	Water	Gaymers Bowl	Quarterly	£ 31.92	£ 6.38	£38.30
Wave	Water	Cemetery	Quarterly			
Anglian Water	Water	Chapel Rd	Quarterly		£ -	
Breckland Council	Rates	TH	Monthly	£ 1,420.00		£1,420.00
Breckland Council	Rates	Cemetery	Monthly	£ 160.00		£160.00
Breckland Council	Rates	TH Office	Monthly	£ 192.61		£192.61
Total Gas & Power	Electricity	Public Toilets	Quarterly	£ 194.09	£ 9.70	£203.79
Total Gas & Power	Elect Skate Park	OS	Quarterly	£ 103.35	£ 5.17	£108.52
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly	£ 401.47	£ 20.07	£421.54
Phs Group	waste collection	TH	Annual			
Fuel Genie	Fuel	OS	Monthly	£ 410.95	£ 82.17	£493.12
						£4,117.46
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,555.72	£ -	£ 4,555.72
Norfolk Pension	BACS	Pension	Monthly	£ 4,096.09	£ -	£ 4,096.09
Staff Salary	BACS	Salaries	Monthly	£ 13,911.81	£ -	£ 13,911.81
						£ 22,563.62
TOTAL						£26,681.08

82)

INCOME MAY 2023		
Banked Monies		
Hall Bookings	£	853.00
Allotment Rent	£	74.00
Memorial	£	1,190.00
Repayment church wall damage	£	100.00
Community car grant May	£	275.00
Fish & Chips Quiz night	£	106.50
Sale of Land at Dairy Court	£	3,421.60
Total	£	6,020.10

8e)

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1376 Precept	323,982	647,963	323,982			50.0%	
1378 Grant payment Community Cars	275	3,300	3,025			8.3%	
1382 S106 Income Received	0	46,694	46,694			0.0%	
	<u>324,257</u>	<u>697,957</u>	<u>373,701</u>			<u>46.5%</u>	<u>0</u>
Administration :- Income							
4000 Staff Costs	22,477	375,000	352,523		352,523	6.0%	
4001 Other Employment Costs	0	20,000	20,000		20,000	0.0%	
4002 website	0	5,000	5,000		5,000	0.0%	
4004 Health & Safety	0	3,643	3,643		3,643	0.0%	
4005 Training	10	7,000	6,990		6,990	0.1%	
4010 Travelling Expenses	0	500	500		500	0.0%	
4020 Miscellaneous Expenses	0	2,000	2,000		2,000	0.0%	
4023 Subscriptions	626	2,500	1,874		1,874	25.0%	
4025 Insurances	1,617	13,000	11,383		11,383	12.4%	
4027 Bookkeeping	0	2,500	2,500		2,500	0.0%	
4029 Photocopier Usage Fee	(68)	2,500	2,568		2,568	(2.7%)	
4031 Computer	(36)	9,000	9,036		9,036	(0.4%)	
4040 Community Car Scheme	275	7,840	7,565		7,565	3.5%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	0	5,000	5,000		5,000	0.0%	
4044 Highway Improvements	0	8,000	8,000		8,000	0.0%	
4051 Bank Charges	6	300	294		294	2.1%	
4056 Consultancy	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees	(2,300)	2,800	5,100		5,100	(82.1%)	
4058 Legal Fees	0	10,000	10,000		10,000	0.0%	
4059 Civic Reception	0	1,000	1,000		1,000	0.0%	
4060 Civic Allowances	0	1,000	1,000		1,000	0.0%	
4061 Elections	0	12,150	12,150		12,150	0.0%	
4076 SumUP card charges	0	20	20		20	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	273	6,000	5,727		5,727	4.6%	
4122 Postages	0	100	100		100	0.0%	
4123 Stationery	0	2,000	2,000		2,000	0.0%	
4140 Fuel	(231)	0	231		231	0.0%	
4147 Photocopier Lease payments	0	1,500	1,500		1,500	0.0%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	
4230 Supplies	0	700	700		700	0.0%	
4231 Advertising	0	1,000	1,000		1,000	0.0%	
	<u>22,650</u>	<u>509,053</u>	<u>486,403</u>	<u>0</u>	<u>486,403</u>	<u>4.4%</u>	<u>0</u>
Administration :- Indirect Expenditure							
Net Income over Expenditure	<u>301,607</u>	<u>188,904</u>	<u>(112,703)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 Street Lights							
4402 Public Lighting	(10,000)	25,000	35,000		35,000	(40.0%)	
Street Lights :- Indirect Expenditure	(10,000)	25,000	35,000	0	35,000	(40.0%)	0
Net Expenditure	10,000	(25,000)	(35,000)				
113 Toilets							
4112 Water	0	750	750		750	0.0%	
4113 Electricity	(30)	1,786	1,816		1,816	(1.7%)	
4230 Supplies	0	500	500		500	0.0%	
4255 Safety Checks	0	200	200		200	0.0%	
Toilets :- Indirect Expenditure	(30)	3,236	3,266	0	3,266	(0.9%)	0
Net Expenditure	30	(3,236)	(3,266)				
114 Christmas Lights							
4400 Expenditure	0	15,000	15,000		15,000	0.0%	
Christmas Lights :- Indirect Expenditure	0	15,000	15,000	0	15,000	0.0%	0
Net Expenditure	0	(15,000)	(15,000)				
115 Archive							
4121 Telephone	0	100	100		100	0.0%	
4145 Maintenance/Repairs	0	100	100		100	0.0%	
4230 Supplies	0	100	100		100	0.0%	
4255 Safety Checks	0	115	115		115	0.0%	
Archive :- Indirect Expenditure	0	415	415	0	415	0.0%	0
Net Expenditure	0	(415)	(415)				
116 Attleborough Neighbourhood Pla							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
118 Events							
4400 Expenditure	0	2,000	2,000		2,000	0.0%	
4504 Coronation	85	5,000	4,915		4,915	1.7%	
4505 Newsletter	0	5,000	5,000		5,000	0.0%	
Events :- Indirect Expenditure	85	12,000	11,915	0	11,915	0.7%	0
Net Expenditure	(85)	(12,000)	(11,915)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Open Spaces</u>							
1100 Allotment Income	505	1,700	1,195			29.7%	
1105 Burial Fees	870	10,000	9,130			8.7%	
1106 Sports Letting	738	0	(738)			0.0%	
	<u>2,112</u>	<u>11,700</u>	<u>9,588</u>			<u>18.1%</u>	<u>0</u>
Open Spaces :- Income							
4020 Miscellaneous Expenses	0	784	784		784	0.0%	
4110 Rates	158	1,817	1,659		1,659	8.7%	
4112 Water	0	1,500	1,500		1,500	0.0%	
4113 Electricity	0	2,250	2,250		2,250	0.0%	
4140 Fuel	231	5,725	5,494		5,494	4.0%	
4143 Equipment Hire	(1,520)	750	2,270		2,270	(202.7%)	
4144 Tree Work	0	3,500	3,500		3,500	0.0%	
4145 Maintenance/Repairs	(70)	25,000	25,070		25,070	(0.3%)	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4190 Equipment Purchase	0	3,000	3,000		3,000	0.0%	
4225 Refuse Collections	(151)	2,250	2,401		2,401	(6.7%)	
4230 Supplies	(88)	7,500	7,588		7,588	(1.2%)	
4255 Safety Checks	0	1,000	1,000		1,000	0.0%	
4296 Company Vehicle	0	10,000	10,000		10,000	0.0%	
4300 Premises Licence	0	360	360		360	0.0%	
4400 Expenditure	0	1,000	1,000		1,000	0.0%	
4501 Play Areas Consultancy	0	1,000	1,000		1,000	0.0%	
	<u>(1,440)</u>	<u>72,436</u>	<u>73,876</u>	<u>0</u>	<u>73,876</u>	<u>(2.0%)</u>	<u>0</u>
Open Spaces :- Indirect Expenditure							
Net Income over Expenditure	<u>3,553</u>	<u>(60,736)</u>	<u>(64,289)</u>				
<u>210 Attleborough in Bloom</u>							
4230 Supplies	0	250	250		250	0.0%	
4400 Expenditure	0	500	500		500	0.0%	
	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0%</u>	<u>0</u>
Attleborough in Bloom :- Indirect Expenditure							
Net Expenditure	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<u>290 Open Spaces Capital Exps.</u>							
4190 Equipment Purchase	0	20,000	20,000		20,000	0.0%	
4194 Litter bins	0	1,000	1,000		1,000	0.0%	
	<u>0</u>	<u>21,000</u>	<u>21,000</u>	<u>0</u>	<u>21,000</u>	<u>0.0%</u>	<u>0</u>
Open Spaces Capital Exps. :- Indirect Expenditure							
Net Expenditure	<u>0</u>	<u>(21,000)</u>	<u>(21,000)</u>				

Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Town Hall							
1000 Booking Fees	812	10,000	9,188			8.1%	
1007 Bar Rent	(640)	500	1,140			(128.0%)	
Town Hall :- Income	172	10,500	10,328			1.6%	0
4110 Rates	1,423	14,560	13,137		13,137	9.8%	
4111 Gas	0	4,200	4,200		4,200	0.0%	
4112 Water	0	1,000	1,000		1,000	0.0%	
4113 Electricity	0	4,000	4,000		4,000	0.0%	
4145 Maintenance/Repairs	0	3,500	3,500		3,500	0.0%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	
4220 Cleaning	0	1,500	1,500		1,500	0.0%	
4225 Refuse Collections	1,207	5,000	3,793		3,793	24.1%	
4230 Supplies	(34)	1,500	1,534		1,534	(2.3%)	
4231 Advertising	0	1,000	1,000		1,000	0.0%	
4255 Safety Checks	0	600	600		600	0.0%	
4257 Major Repairs	0	30,000	30,000		30,000	0.0%	
Town Hall :- Indirect Expenditure	2,596	68,860	66,264	0	66,264	3.8%	0
Net Income over Expenditure	(2,424)	(58,360)	(55,936)				
501 Contingency							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
Contingency :- Indirect Expenditure	0	25,000	25,000	0	25,000	0.0%	0
Net Expenditure	0	(25,000)	(25,000)				
Grand Totals:- Income	326,541	720,157	393,616			45.3%	
Expenditure	13,860	757,750	743,890	0	743,890	1.8%	
Net Income over Expenditure	312,681	(37,593)	(350,274)				
Movement to/(from) Gen Reserve	312,681						

INSURANCE RENEWAL PROPOSAL
FOR
Attleborough Town Council

Prepared by

Mr Jonathan Meiseles

18th May 2023

1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

Zurich are also pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week in the event that an accident or assault renders a vital member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing vital staff or volunteers.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

Competitive pricing

We are proposing premiums shown in the table below

LTA Term*	Price proposed (including all applicable taxes)
1 Year	£9,647.22
3 Year	£8,897.58

* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

In addition to these benefits, if you choose to renew with us you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

3. The cost of this policy

The cost of this policy is £9,647.22 (including taxes, based on a 1 year agreement).

This is made up of £8,613.60 for your policy, £1,033.62 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase

We will index-link your sums insured.

- b) Your levels of indemnity increase

Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

- c) Your claims history is poor

If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.

Please email or call me if you have any questions about these changes.

7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832117 or at jonathan.meiseles@uk.zurich.com

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

9a)

Attleborough Town Council

Annual Internal Audit Review at 31 March 2023

Thank you for allowing Kerry Butcher Accountancy Services (KBAS) to carry out the internal audit review of Attleborough Town Council at 31 March 2023.

The Internal Audit has been carried out over the past week - according to the Local Councils' Governance and Accountability Guidance, the purpose of the internal audit is to review whether the all systems of control, financial and other are effective. As the internal auditors, we do not look for any fraudulent activities, nor do we give an opinion on the accounts.

The following checks were completed as part of the internal audit measures:

1 Proper Book keeping

The full nominal ledger has been reviewed and checked for any anomalies. The income for the year has been reviewed and sample months have been checked to the Income lists accepted within the Full Council Minutes. The VAT on transactions has been checked and reviewed and sample returns checked. The repayments have been checked for each quarter to ensure the correct amounts were received.

2 Financial Regulations

Both the nominal ledger and the minutes were reviewed for S137 grants in the year - no grants were made under S137 - however local grants were agreed and paid to good causes in the area as per the minutes. The S106 monies have been identified and noted within the nominal ledger and the minutes with projects detailed at Full Council Meetings. The petty cash is recorded manually within a ledger - copies of which are distributed to Councillors prior to the Full Council Meeting. The petty cash is formally approved at each meeting. Monies are drawn from the Lloyds bank account and credited to the petty cash account ledger as well as shown in the main nominal ledger as petty cash items. VAT is accounted for and was checked on a sample of transactions. The bank reconciliations were all checked and matched to statements. These are also checked by Anne and the Clerk who is of course the RFO - regularly.

3 Risk Arrangements

All of the minutes of the Full Council meetings in the year have been reviewed and we have not found evidence of any unusual items. All financial and control matters raised within the minutes have been dealt with in an appropriate manner or raised for further review and/or responses from other sources. We have reviewed all of the Council policies including the Health and Safety at Work Policy and the Data Protection Policy. The Financial Regulations and Procurement Policy, dated July 21 was again reviewed in detail - it was found that all policies are being implemented well and in their entirety.

4 Budgetary Controls

The Town Clerk, Michelle Barron presented her Annual Budget to the 9 Jan 2023 Full Council Meeting - with full details of the budget having already been sent out to all Councillors. Minutes reported that the Clerk gave a full report on the budget explaining that it had been difficult to predict how costs would increase. The increase to the precept was set at 12.1%. The budget has been reviewed in full

and raises no areas of concern particularly in view of the current increases to costs generally.

5 Income Controls

All bank accounts, income lists and the nominal ledger has been reviewed to ensure receipt of both precept instalments - the amounts received appear to be correct as detailed within all documentation. All income lists prepared by Anne and approved at the Full Council Meetings have also been reviewed. The nominal ledger has been reviewed in detail to analyse all income received and this has been checked to the Income and Expenditure account prepared at 31 March 2023.

6 Petty Cash

The petty cash expenditure ledgers, funds drawn and reconciliations have been reviewed. Checks have been made on funds drawn from the bank and expenditure checked back to the nominal ledger. The limit of £400 on petty cash expenditure remains as detailed in the Financial Regulations Procurement Policy.

7 Payroll

The monthly payroll continues to be prepared by this firm using our commercial software. Details of all salaries are sent securely on a monthly basis and payslips and monthly totals are provided. These monthly totals detailing the staff net salaries for the month, pension contributions to the Norfolk Pension Fund and PAYE due are sent to the Clerk and her assistant Anne, who then prepare the payments lists to be approved at the Full Council Meetings. As in previous years, all PAYE tax codings are issued directly to this firm and implemented by a manager. A random sample of monthly salary payments have been checked from the payroll summaries to the nominal ledger and the PAYE payments checked from the payroll summary, to the nominal ledger to the HMRC online summaries. All PAYE liabilities were paid in the year.

8 Asset Controls

All asset registers were downloaded and checked. Lists of new asset additions purchased in the year were made when reviewing the nominal ledger and minutes - these were then checked to the asset registers. It was found that all assets checked were listed in full at the correct value within the registers. The supporting documentation relating to the purchase of assets were all found to be in order.

9 Bank Reconciliations

The bank reconciliations on all of the Barclays and Lloyds accounts have been reviewed and checked. All closing reconciliations have been checked and also checked back to the bank statements for the year. The balances and movement on each account has been checked and reviewed. All balances on all accounts to 31 March 2023 have been checked to the accounts for the year.

10 Year End Procedures

As part of the internal audit, we have reviewed the procedures required to finalise the year end. Having fully reviewed and noted the nominal ledgers and minutes, the balances were then reconciled to the full Income and Expenditure account

for the year to 31 March 2023. A sample of accounts were chosen both from the income and the expenditure and the totals reconciled using the nominal closing balances. All categories chosen agreed to the accounts and no issues were found. All four VAT returns were checked and the refunds noted - checking that the final VAT refund for the year agreed to the nominal ledger and to the income list sent out with the May meeting papers for 18 May 2023.

The debtors and creditors were reviewed for the year and all appear to be satisfactory - accruals for the year end costs have all been added and noted.

It is noted that there was a deficit of income over expenditure in the year reported within the income and expenditure account and these totals all compute to the nominal ledger.

No excessive or unusual amounts were found and all asset purchases were noted within the minutes and reported within the nominal ledger and asset registers. The accounts all tally and agree to statements and ledger balances.

Summary

This is the third year that I have had the privilege of completing the internal audit for Attleborough Town Council. All of the work that I have prepared has been completed within the guidance provided and I have not found anything of concern or have any points that I feel I should raise.

I have spent additional time to that invoiced in order to ensure that I am familiar with the minutes, income, expenditure and to ensure that I have a good knowledge of the financial activities and protocol at ATC. My grateful thanks must go again to Anne Willett for assisting me, providing all documentation when requested and without any delay.

I have found all of the information to be ordered, well documented and accurate. I have no concerns or queries to be raised.

Kerry Hurn
Kerry Butcher Accountancy Services
19-May-23

09/05/2023

Attleborough Town Council Current Year

9 b)

11:04

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

31st March 2022		31st March 2023
	Current Assets	
1,110	Debtors	1,966
6,180	Vat Refunds	41,882
4,189	Prepayments & Accrued Income	3,681
658,703	Lloyds Current Account	663,560
281,219	Current/Deposit Account	143,292
82,082	Barclays Base Rate Reward	82,204
1	Petty Cash	238
33	TIC Cash Book	0
1,033,516		936,823
	1,033,516 Total Assets	936,823
	Current Liabilities	
25,762	Creditors	5,122
12,300	Accrued Expenses	12,300
391	Receipts in Advance	222
38,453		17,644
	995,063 Total Assets Less Current Liabilities	919,180
	Represented By	
639,582	General Reserve	626,901
141,575	Earmarked Reserves Toilets	139,913
84,232	New Cemetery Extension Reserve	84,232
0	S106 for Jubilee wood 2023	34,017
2,617	Machinery Reserve	2,617
15,557	Play equipment reserves	0
15,000	Town Hall Project Reserve	15,000
7,500	Open Spaces for Tree Work Res	7,500
80,000	Play Parks Commuted Sum	0
9,000	S106 Grovner Park Commuted Sum	9,000
995,063		919,180

09/05/2023

Attleborough Town Council Current Year

11:04

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Attleborough Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2023	Barcalys bpa -atc reserve	96,584.54	
31/03/2023	Barclays Current Account	46,707.04	
31/03/2023	Petty Cash	237.87	
31/03/2023	Prem Business Base Rate reward	82,204.33	
31/03/2023	Lloyds Current Account	663,560.34	
			889,294.12

Receipts not on Bank Statement

0.00

Closing Balance

889,294.12

All Cash & Bank Accounts

1	Current/Deposit Account	143,291.58	
2	Petty Cash	237.87	
5	Barclays Base Rate Reward	82,204.33	
6	Lloyds Current Account	663,560.34	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		889,294.12

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 Earmarked Reserves Toilets	141,574.85	-1,662.21	139,912.64
321 New Cemetery Extension Reserve	84,231.75		84,231.75
322 S106 for Jubilee wood 2023	0.00	34,017.48	34,017.48
323 Machinery Reserve	2,617.00		2,617.00
332 Play equipment reserves	15,557.00	-15,557.00	0.00
333 Town Hall Project Reserve	15,000.00		15,000.00
335 Open Spaces for Tree Work Res	7,500.00		7,500.00
336 Play Parks Commuted Sum	80,000.00	-80,000.00	0.00
337 S106 Grovner Park Commuted Sum	9,000.00		9,000.00
	<u>355,480.60</u>	<u>-63,201.73</u>	<u>292,278.87</u>

Attleborough Town Council Current Year
Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022

31st March 2023

	Income Summary	
581,199	Precept	611,286
<u>581,199</u>	Sub Total	<u>611,286</u>
	Operating Income	
2,676	Administration	145,742
2,306	Toilets	3
1,511	Events	1,444
41,973	Open Spaces	20,406
390	Markets	0
10,693	Town Hall	13,468
8	TIC	0
<u>640,755</u>	Total Income	<u>792,349</u>
	Running Costs	
382,195	Administration	388,063
0	Grant 106	17,923
23,455	Street Lights	28,627
2,976	Toilets	4,412
12,317	Christmas Lights	15,000
239	Archive	115
0	Events	4,287
59,300	Open Spaces	329,658
49	Attleborough in Bloom	0
7,357	Open Spaces Capital Exps.	39,620
29,490	Town Hall	27,609
0	TIC	33
0	Contingency	12,886
<u>517,378</u>	Total Expenditure	<u>868,232</u>
	General Fund Analysis	
516,205	Opening Balance	639,582
640,755	Plus : Income for Year	792,349
<u>1,156,960</u>		<u>1,431,931</u>
517,378	Less : Expenditure for Year	868,232
<u>639,582</u>		<u>563,699</u>
0	Transfers TO / FROM Reserves	(63,202)
<u>639,582</u>	Closing Balance	<u>626,901</u>

9c)

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- **Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;**
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- **Notice of conclusion of audit**
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Attleborough Town Council

atteboroughtc.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15 to 19 May 2023

Name of person who carried out the internal audit

Kerry Hurn

Signature of person who carried out the internal audit

KJHurn

Date

23/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ATTLEBOROUGH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes*	Yes* means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTW W.W. attleboroughtc.org.uk ESS

Section 2 – Accounting Statements 2022/23 for

ATTLEBOROUGH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	871,685	995,063	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	581,199	611,286	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	59,556	181,063	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	233,920	311,509	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	283,457	556,723	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	995,063	919,180	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,022,037	889,294	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,594,410	2,707,253	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **ATTLEBOROUGH TOWN COUNCIL**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Michelle Barron

From: Mathew Crawley <mathew.crawley@iccm-uk.com>
Sent: 16 May 2023 11:41
To: Michelle Barron
Subject: RE: Advice please - cemetery spoil

Morning Michelle,

Article 3 (1) of the Local Authorities' Cemeteries Order 1977, gives burial authorities wide discretionary powers to manage and regulate civil cemeteries. Nothing legally prevents a burial authority, or contractor with the authority's approval, removing 'non-offensive' surplus soil from the cemetery including from consecrated ground. Surplus soil from digging a new grave, or re-opening an existing grave for subsequent burial, should not be considered contaminated or offensive; nor is mounded soil later removed following settlement. The only soil which cannot be removed is that excavated in the course of exhuming remains. This was always the case, but I would check current environmental legislation with the waste carrier with regards to whether the soil needs to be tested first.

There is no issue with soil from consecrated sections being removed as part of usual cemetery operations, and anyone transporting waste should have the appropriate licence:- <https://www.gov.uk/guidance/waste-environmental-permits>

I trust that this helps,

Kindest regards,

Mathew Crawley MBA, PGDip, FCMI, FICCM(DipHons)
Technical & Member Services Officer
Institute of Cemetery and Crematorium Management

Tel: 07581 006035
Email: mathew.crawley@iccm-uk.com



Institute of Cemetery and Crematorium Management
Registered Office: ICCM National Office and Training Centre
City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ

Tel: 020 8989 4661

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