



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

You are summoned to the Meeting of Attleborough Town Council

To be held on Monday 4th December 2023 at 7.00pm

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

Sharon Smyth

28th November 2023

Locum Clerk

AGENDA

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

1 Mayors Welcome

2 Apologies for Absence

To receive and accept apologies for absence.

3 Declarations of Interest

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

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

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

4 Public Participation (10 Minutes)

5 Minutes of the Town Council meeting held on 6th November 2023 - For acceptance and approval

6 Matters Arising - for consideration and resolution

a) ANP Review Update

7 Financial Matters

a) To authorise payments – for acceptance and approval

b) To agree direct debits – for acceptance and approval

c) To receive Income – for acceptance and approval

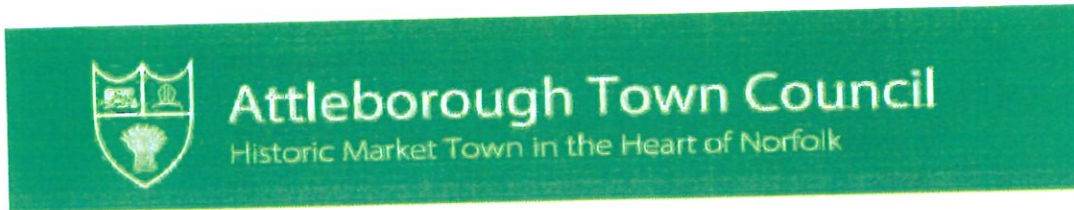
d) Petty cash – for information

e) Income & Expenditure October 2023 – for information

8 Funding Request from Breckland District Council for the Attleborough Leisure Project – for information

- 9 Budget & Precept Request for 2024/25 – for acceptance and approval
- 10 4 New Welcome/Gateway to Attleborough Signs – for consideration and resolution
- 11 IT Services & Support Proposal - for consideration and resolution
- 12 Website & Support Proposal - for consideration and resolution
- 13 Update on the S106 Application for the Play Area improvement at Lomond Road - for consideration and resolution
- 14 Councillors Reports
Town, District and County Councillors can give a brief report on relevant information
- 15 Correspondence - for consideration and resolution
 - a) Larry Gray funfair annual visit request Monday 13th - Sunday 19th May 2024 & also July 2024 dates to be confirmed depending on Carnival
 - b) Fundraising Opportunity: Metal Detecting Event on Your Land
 - c) Traffic Regulation Order for Buckenham Road, Attleborough
- 16 Christmas Closing Period - for information
- 17 Public Participation (10 Minutes)
- 18 Any items which the Chairman decides are urgent
- 19 Exclusion of Press & Public
To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.
- 20 Funding Request from Breckland District Council for the Attleborough Leisure Project - for consideration and resolution
- 21 Town Hall Bar Franchise Review - for consideration and resolution

Expected Meeting Length is 2 Hours



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

Present:

Cllr E Tyrer - presiding
Cllr S Taylor Cllr V Dale Cllr J Taylor Cllr S Fraser Cllr A Westby
Cllr D DeSouza Cllr T Taylor Cllr P Wenham Cllr J Ellis
In attendance – Anne Willett – Clerks Assistant (minute taker)
Public x 13

120.23) Welcome – Cllr Tyrer welcomed everyone to the meeting and offered the Town Councils help to those residents affected by the flooding and would like to thank all of the community that got involved and also Breckland emergency services and other key stakeholders. ATC had held a public meeting that was well attended, the purpose of that meeting was for people to tell the Town Council about their experiences and for Norfolk County Council, Breckland Council and other key agencies to investigate what happened and try to ensure it doesn't happen again.

121.23) Apologies for absence –

Cllr S Mackinnon, Cllr Leslie, Cllr T Ashby, Cllr R Bond, Cllr Lane, Town Clerk S Smyth

122.23) Declarations of Interest

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

Cllr T Taylor, Cllr S Taylor, Cllr S Fraser – Item 7a

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

Cllr Westby – Item 18

123.23) Public Participation –

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

124.23) Minutes of the Town Council meeting held on 2nd October 2023 –

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

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 2nd October 2023.

ACTION: TOWN CLERK

125.23) Matters Arising –

a) ANP Review Update – Andrew Darcy from Breckland Council had made contact with office to facilitate a meeting. Cllr Tyrer had an informal discussion with Simon Wood and ANP Review should be minor.

Cllr S Taylor, Cllr T Taylor, Cllr S Fraser leave the meeting

125.23) Financial Matters

a) To authorise payments –

On the motion of Cllr J Taylor, seconded by Cllr Wenham, it was
RESOLVED to accept and approve the following payment list dated November 2023
Total £13,878.64

Cllr S Taylor, Cllr T Taylor, Cllr S Fraser return to the meeting

b) To agree direct debits –

On the motion of Cllr T Taylor, seconded by Cllr Westby, it was
RESOLVED to approve and accept the direct debit list dated November 2023 Total £25,466.42

c) To receive Income –

On the motion of Cllr Dale, seconded by Cllr De Souza, it was
RESOLVED to approve and accept the income list for October 2023 Total £8,385

d) Petty cash – Noted for information

e) Income & Expenditure September 2023 – Noted for information

f) Budget Process and Timetable – Noted for information, Town Clerk to present Budget at
December meeting

ACTION: TOWN CLERK

126.23) RBL Poppy Appeal Donation

On the motion of Cllr Westby, seconded by Cllr Dale, it was
RESOLVED - to donate £250 for Poppy Wreath
ACTION: TOWN CLERK

Cllr Tyrer reminded Cllrs the Remembrance Parade will take place on Sunday 11th November which will be followed by a service at St Marys Church and extended the invite to members of the public.

127.23) Athletic Club Running Track Replacement White Line Marker & Associated Costs –

The cost of marking out the running track per year had been calculated to over £4,000 which included the cost of purchasing a new line marking machine.

On the motion of Cllr T Taylor, seconded by Cllr Dale, it was
RESOLVED – to defer until after discussions with the Athletic Club

ACTION: TOWN CLERK

128.23) Michlmayr Specification and Quotation for Church Clock –

On the motion of Cllr T Taylor, seconded by Cllr S Fraser, it was
RESOLVED - to accept the Michlmayr quotation £496 + VAT
ACTION: TOWN CLERK

129.23) Land Transfer - Blackthorn Road, Attleborough

On the motion of Cllr J Taylor, seconded by Cllr Dale, it was
RESOLVED – to adopt the Land Transfer – Blackthorn Road, Attleborough
ACTION: TOWN CLERK

130.23) Purchase of Land St Edmunds Close – Update –

Defer to December meeting

131.23) Town Hall Motion Sensor Lighting for Toilet Corridor & Front Door Bell and PA System + Microphone –

Cllr S Taylor had received feedback from residents that the Town Hall needs to be more accessible. Lights for the toilets are difficult to find, the corridor and toilets would benefit from motion sensor lighting and the front door would benefit from having a door bell fitted. Cllr Tyrer would like to see the accessibility of the Town Hall assessed as a bigger project, there have been discussions about the lift, also how can we promote the Town Hall and the issues raised by Cllr S Taylor. Swaffham have updated their building after liaising with the conservation officer and sourced funding, so if we are looking at this as a project to benefit the community we could do the same.

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

RESOLVED – the Town Clerk progress what is within her discretionary spend and defer the larger project to Environment Committee.

ACTION: TOWN CLERK

132.23) IT Services & Support Proposal

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

RESOLVED – to defer to December meeting together with the Website.

ACTION: TOWN CLERK

133.23) Councillors Reports

- Cllr T Taylor gave a very detailed verbal report on Flooding which is to be posted on ATC Website to update the public. The Emergency Plan update is an agenda item for tonight's meeting. On a much lighter note Attleborough Christmas Lights have been rated the Best No 1 in Norfolk. Cllr Tyrer congratulated the Attleborough Lights Committee on a great achievement and everyone involved.
- Cllr S Taylor reported she had received correspondence from an elderly lady living on Hargham Road, although they are were near the flooding they do have some issues as well coming from their toilets inside their properties. It was also nice for the leader of Breckland Council to recognise how hard everyone in the Town had pulled together and the Community spirit we have here in Attleborough, that was a really proud moment and nice to hear as a member sat there representing the Town.
- Cllr Dale gave a report on behalf of Cllr Mackinnon who thanked everyone, Cllrs, Staff and volunteers for making the book sale a successful event. £1,059 was the total money raised from the sale of books, some money had been used to buy supplies to help with the flooding and donation to the Bowls Club, the remainder will be allocated by agreement. We are desperate for space to store the leftover books so please contact the Town Clerk if you can help. The next book sale will take place on 11th to 14th April 2024. Cllr T Taylor suggested a possible solution for storing books would be for Councillors to each take 2/3 boxes and store them. For future events the office will compile a list of all volunteers so no one is left out.

134.23) To Adopt General Power of Competence

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

RESOLVED – to adopt General Power of Competence

ACTION: TOWN CLERK

135.23) Correspondence -

a) Rosecroft Primary School Parking

Make representation to Norfolk County Council, Cllr S Taylor informed members traffic is not allowed near to a school in Wymondham, perhaps make investigations and adapt to help with

our situation. Respond to resident we fully sympathise and we will do what we can but that may be limited. Make a request to Rosecroft School to inform all parents to be considerate to residents living nearby.

b) Town Hall Lift

This has been discussed during previous Item 13 how to improve accessibility and the lift will be part of that project.

c) Residents Request for Daughters Sponsorship

Cllrs discussed whether appropriate to donate to a single child if this is part of a school trip. Although a good initiative it does create a difficult precedent. Perhaps donate money from book sale or donate money to school.

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

RESOLVED – to allow request for car wash and market stall but ask for more information regarding schools' involvement

ACTION: TOWN CLERK

Cllr Westby leaves meeting

136.23) Jubilee Wood Topographical Survey and Ground Conditions Quotations

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

RESOLVED – to accept Evans Rivers and Coastal quotation £750 for Flood Risk Assessment

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

RESOLVED – to accept BHA Consulting £3,070 Ground Conditions subject to additional options costs agreed by Full Council.

ACTION: TOWN CLERK

Cllr S Taylor & Cllr De Souza Abstained

Cllr Westby returns to meeting

137.23) 4 New Welcome/Gateway to Attleborough Signs

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

RESOLVED – to defer to next Environment meeting

ACTION: TOWN CLERK

138.23) Revised Emergency Plan –

Cllr T Taylor informed members she had revised the Emergency Plan together with Debbie Read, Emergency Planning Officer at Breckland and it was noted the previous Emergency Plan had never been submitted to Breckland. Cllr T Taylor suggested putting forward Cllr Fraser for Deputy Community Coordinator as he had shown extraordinary commitment during the flooding but it was decided to defer to next meeting. Cllr S Taylor praised staff and especially Cllr T Taylor for dealing with her first case as her role of Community Coordinator but it was important to understand our previous Clerks failing to submit Emergency Plan meant emergency services didn't know who to contact. Cllr De Souza arrived within an hour, Rob Walker from Breckland needs recognition for arriving within the hour and staying until 11pm. The majority of Cllrs had made a very proactive response.

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

RESOLVED – to accept revised Emergency Plan

ACTION: TOWN CLERK

139.23) Public Participation (10 Minutes) –

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

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

Accessibility of Town Hall

141.23) Exclusion of Press & Public

On the motion of Cllr J Taylor, seconded by Cllr T Taylor, it was
RESOLVED - To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

142.23) Staff Matters – To View Personnel Terms of Reference in Conjunction with Recruitment Procedures.

On the motion of Cllr Tyrer, seconded by Cllr Westby, it was
RESOLVED – to accept the recommendation of the Personnel Committee to appoint J Ketley as Senior Groundsman and S Ede as part-time Caretaker.

Meeting closed 8.50pm

Public Participation 1st Session

- Resident complained contractor had not cleared away after hedge cutting
- Cllr Tyrer replied this would be sorted.

Public Participation 2nd Session

- Resident asked what remedial work had been done on site by contactors as mentioned in the Flood Report.
- Cllr T Taylor replied maintenance to the water course itself under strict instruction from the IDB. Cllr S Taylor stated it wasn't enforcement they weren't made to do it, when the Planning Officers were on site on the Tuesday there was some vegetation that needed removing and they agreed to do, it was 100 metres from Norwich Road culvert up.
- Resident was informed Item 16 To Adopt General Power of Competence which is an ability Councils have if they have more than two thirds of the elected Council still in office when it declares it is eligible and a Clerk qualified to CILCA standard.
- Cllr Tyrer informed resident it was Councils decision to appoint Coordinators for Emergency Plan
- Cllr Tyrer informed resident Item 17b on agenda had been dealt with in resolution made Item 13
- Cllr S Taylor asked resident how many times he has raised the lift whilst serving as a Town Councillor and why he had not lobbied the Clerk during her whole employment. On checking the minutes, I have not seen you have raised the lift once as a Councillor.

7a)

PAYMENTS DECEMBER 2023		DESCRIPTION	SERVIC	NET	VAT	TOTAL	BACS/CHQ
PAID TO							
ARROWCLEAN		TOWN HALL WINDOWS	TH	£ 45.00	£ -	£ 45.00	BACS PAID 6 NOV
BRECKLAND TYRES		INNER TUBE	O/S	£ 26.60	£ 5.30	£ 31.92	BACS PAID 6 NOV
EVANS SKIP		SKIP HIRE CEMETERY	O/S	£ 136.67	£ 27.33	£ 164.00	BACS PAID 6 NOV
LONGWATER GRAVEL		SAND, BALLAST, CEMENT	O/S	£ 217.25	£ 43.45	£ 260.70	BACS PAID 6 NOV
MICROSHADE		HOSTED APPLICATION SERVICE	ADMIN	£ 517.66	£ 103.53	£ 621.19	BACS PAID 6 NOV
NETCENTRAL		ICT SUPPORT & ZOOM	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS PAID 6 NOV
S SMYTH		REIMBURSE SAND BAGS, RUBBLE SACKS	O/S	£ 257.16	£ -	£ 257.16	BACS PAID 6 NOV
VIKING		TOILETS ROLLS, TOILET CLEANER	TH	£ 71.20	£ 13.29	£ 84.49	BACS PAID 6 NOV
LADIES & GAYMERS BOWLS CLUB		BALANCE OF GRANT DONATION	ADMIN	£ 359.00	£ -	£ 359.00	BACS PAID 6 NOV
ATT TOWN LANDS CHARITY		DECOY COMMON ANNUAL RENT	O/S	£ 50.00	£ -	£ 50.00	BACS
BRECKLAND COUNCIL		RECHARGE 4TH MAY COSTS	ADMIN	£ 12,255.12	£ -	£ 12,255.12	BACS
ROYAL BRITISH LEGION		POPPY APPEAL	ADMIN	£ 250.00	£ -	£ 250.00	BACS
COOLERAID		WATER COOLER RENTAL WELFARE UNIT	O/S	£ 40.00	£ 8.00	£ 48.00	BACS
COOLERAID		WATER COOLER RENTAL TOWN HALL	TH	£ 80.00	£ 16.00	£ 96.00	BACS
COMMUNITY CAR SCHEME		FUNDING GRANT NOVEMBER	ADMIN	£ 275.00	£ -	£ 275.00	BACS
COMMUNITY CAR SCHEME		NOVEMBER JOURNEYS	ADMIN	£ 433.13	£ -	£ 433.13	BACS
CREATIVE ARTS EAST		FILM LICENSING HOTEL TRANSYLVANIA	ADMIN	£ 46.20	£ -	£ 46.20	BACS
CREATIVE ARTS EAST		FILM LICENSING MONSTERS INC.	ADMIN	£ 37.80	£ -	£ 37.80	BACS
CROWN TREE SERVICES		FELL DEAD ASH TREE CHAPEL RD ALLOT	O/S	£ 600.00	£ 120.00	£ 720.00	BACS
DOLPHIN DOUBLE GLAZING		SUPPLY & FIT WINDOW ST MARYS	O/S	£ 150.00	£ 30.00	£ 180.00	BACS
J DOUGHTY		DONATION TREE SAPLINGS & GUARDS	ADMIN	£ 209.49	£ 41.50	£ 250.99	BACS
EVANS RIVERS & COASTAL		CONSULTANCY FRA	ADMIN	£ 750.00	£ 150.00	£ 900.00	BACS
KM SERVICES		SUPPLY & FIT FENCE LONDON RD	O/S	£ 4,975.00	£ -	£ 4,975.00	BACS
LONGWATER CONSTRUCTION		POSTS, POST FIX,	O/S	£ 429.38	£ 85.87	£ 515.25	BACS
LONGWATER GRAVEL		SAND, CEMENT, BALLAST	O/S	£ 164.26	£ 32.85	£ 197.11	BACS
MICROSHADE		HOSTED APPLICATION SERVICE	ADMIN	£ 517.66	£ 103.53	£ 621.19	BACS
MR OVERALLS		WORK WEAR	O/S	£ 26.50	£ 5.30	£ 31.80	BACS
NETCENTRAL		ICT SUPPORT & ZOOM	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS
NORFOLK GEEKS		WEBSITE MAINTENANCE	ADMIN	£ 70.00	£ -	£ 70.00	BACS
RICHARDSON HAULAGE		GRAB LORRY REMOVE CEMETERY SPOIL	O/S	£ 1,840.00	£ 368.00	£ 2,208.00	BACS
SCREWFIX		PADLOCK,CABLE TIES	O/S	£ 48.80	£ 9.75	£ 58.55	BACS
S SMYTH		REIMBURSE RUBBLE SACKS	O/S	£ 34.41	£ -	£ 34.41	BACS
THURLOW NUNN		TROUSERS, EAR PROTECTORS, HELMET	O/S	£ 132.32	£ 5.49	£ 137.81	BACS
VIKING		HANDWASH,BIN BAGS, TOILET CLEANER	TH	£ 38.33	£ 7.67	£ 46.00	BACS
VIKING		A5 PADS, A4 JOTTER, LAM POUCHES	TH	£ 28.97	£ 5.80	£ 34.77	BACS
VIKING		1:00 TEA BAGS	TH	£ 23.99	£ -	£ 23.99	BACS
PETTY CASH		CASH TOP UP	ADMIN	£ 78.74	£ -	£ 78.74	CHQ 000112
				£ 25,527.58	£ 1,245.04	£ 26,772.64	

DD DEC 2023

Name	Description	Service	Bill Freq	Net	Vat	Total
Barclaycard	Barclays	Admin	Monthly	£ 10.00	£ -	£ 10.00
Vodafone	mobiles	Admin	Monthly	£ 55.43	£ 11.08	£66.51
Bank Charges	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly	£ 12.09	£ -	£12.09
Biffa	Waste collection	Rec	Monthly	£ 120.40	£ 24.08	£144.48
Biffa	Waste collection	TH	Monthly	£ 218.47	£ 43.70	£262.17
Wave	Water	Town Hall	Quarterly			
BT	Cloud	TH	Quarterly	£ 386.70	£ 77.34	£464.04
BT OnePhone	Mobiles/Broadband	OS	Monthly			
Wave	Water	Queens Sq	Quarterly			
Wave	Water	Gaymers Bowl	Quarterly	£ 16.56	£ 3.32	£19.88
Wave	Water	Pavilion	Quarterly	£ 110.95	£ 22.20	£133.15
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		£ -	
Total Gas & Power	Electricity	Public Toilets	Monthly	£ 149.26	£ 7.47	£156.73
Total Gas & Power	Elect Skate Park	OS	Monthly	£ 161.92	£ 8.10	£170.02
Total Gas & Power	Gas	TH	Quarterly	£ 253.03	£ 12.65	£265.68
Total Gas & Power	Electricity	TH	Monthly	£ 376.51	£ 18.83	£395.34
Upp	Broadband	TH	Monthly	£ 55.00	£ 11.00	£66.00
Fuel Genie	Fuel	OS	Monthly			
						£3,752.49
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,017.27	£ -	£ 4,017.27
Norfolk Pension	BACS	Pension	Monthly	£ 3,810.76	£ -	£ 3,810.76
Staff Salary	BACS	Salaries	Monthly	£ 13,824.46	£ -	£ 13,824.46
						£ 21,652.49
TOTAL						£25,404.98

7b)

7c)

INCOME NOV 2023	
Banked Monies	
Hall Bookings	£ 765.00
Memorial	£ 3,525.00
Community car grant November	£ 275.00
Repayment church wall damage	£ 100.00
Total	£ 4,665.00

7e)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1050 Income	31	0	(31)			0.0%	
1376 Precept	647,963	647,963	0			100.0%	
1378 Grant payment Community Cars	1,925	3,300	1,375			58.3%	
1382 S106 Income Received	18,564	46,694	28,131			39.8%	18,564
1391 interest received on saving ac	1,841	0	(1,841)			0.0%	
	<u>670,324</u>	<u>697,957</u>	<u>27,633</u>			<u>96.0%</u>	<u>18,564</u>
Administration :- Income							
4000 Staff Costs	147,908	375,000	227,092		227,092	39.4%	
4001 Other Employment Costs	0	20,000	20,000		20,000	0.0%	
4002 website	420	5,000	4,580		4,580	8.4%	
4004 Health & Safety	0	3,643	3,643		3,643	0.0%	
4005 Training	2,427	7,000	4,573		4,573	34.7%	
4010 Travelling Expenses	32	500	469		469	6.3%	
4020 Miscellaneous Expenses	48	2,000	1,952		1,952	2.4%	
4023 Subscriptions	1,358	2,500	1,142		1,142	54.3%	
4025 Insurances	10,515	13,000	2,485		2,485	80.9%	
4027 Bookkeeping	810	2,500	1,690		1,690	32.4%	
4029 Photocopier Usage Fee	459	2,500	2,041		2,041	18.4%	
4031 Computer	5,042	9,000	3,958		3,958	56.0%	
4040 Community Car Scheme	3,793	7,840	4,047		4,047	48.4%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	20,000	20,000	0		0	100.0%	
4044 Highway Improvements	0	8,000	8,000		8,000	0.0%	
4051 Bank Charges	152	300	148		148	50.8%	
4056 Consultancy	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees	135	2,800	2,665		2,665	4.8%	
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	3,279	6,000	2,721		2,721	54.6%	
4122 Postages	67	100	33		33	67.4%	
4123 Stationery	321	2,000	1,679		1,679	16.0%	
4140 Fuel	(231)	0	231		231	0.0%	
4147 Photocopier Lease payments	885	1,500	615		615	59.0%	
4190 Equipment Purchase	306	2,000	1,694		1,694	15.3%	
4230 Supplies	746	700	(46)		(46)	106.6%	
4231 Advertising	1,210	1,000	(210)		(210)	121.0%	
	<u>199,681</u>	<u>524,053</u>	<u>324,372</u>	<u>0</u>	<u>324,372</u>	<u>38.1%</u>	<u>0</u>
Administration :- Indirect Expenditure							
Net Income over Expenditure	<u>470,643</u>	<u>173,904</u>	<u>(296,739)</u>				
6001 less Transfer to EMR	18,564						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	452,079						
112 Street Lights							
4402 Public Lighting	10,767	25,000	14,233		14,233	43.1%	
Street Lights :- Indirect Expenditure	10,767	25,000	14,233	0	14,233	43.1%	0
Net Expenditure	(10,767)	(25,000)	(14,233)				
113 Toilets							
1050 Income	3	0	(3)			0.0%	
Toilets :- Income	3	0	(3)				0
4112 Water	269	750	481		481	35.8%	
4113 Electricity	580	1,786	1,206		1,206	32.5%	
4225 Refuse Collections	35	0	(35)		(35)	0.0%	
4230 Supplies	0	500	500		500	0.0%	
4255 Safety Checks	0	200	200		200	0.0%	
Toilets :- Indirect Expenditure	883	3,236	2,353	0	2,353	27.3%	0
Net Income over Expenditure	(880)	(3,236)	(2,356)				
114 Christmas Lights							
1050 Income	4,000	0	(4,000)			0.0%	
Christmas Lights :- Income	4,000	0	(4,000)				0
Net Income	4,000	0	(4,000)				
115 Archive							
4121 Telephone	0	100	100		100	0.0%	
4145 Maintenance/Repairs	115	100	(15)		(15)	115.0%	
4230 Supplies	0	100	100		100	0.0%	
4255 Safety Checks	84	115	31		31	72.7%	
Archive :- Indirect Expenditure	199	415	216	0	216	47.8%	0
Net Expenditure	(199)	(415)	(216)				
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)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>118 Events</u>							
1393 Income Events	2,354	0	(2,354)			0.0%	
	<u>2,354</u>	<u>0</u>	<u>(2,354)</u>				<u>0</u>
Events :- Income							
4400 Expenditure	66	2,000	1,934		1,934	3.3%	
4504 Coronation	804	5,000	4,196		4,196	16.1%	
4505 Newsletter	727	5,000	4,273		4,273	14.5%	
	<u>1,597</u>	<u>12,000</u>	<u>10,403</u>	<u>0</u>	<u>10,403</u>	<u>13.3%</u>	<u>0</u>
Events :- Indirect Expenditure							
Net Income over Expenditure	<u>756</u>	<u>(12,000)</u>	<u>(12,756)</u>				
<u>201 Open Spaces</u>							
1020 Grants & Wayleaves	5,000	0	(5,000)			0.0%	
1050 Income	280	0	(280)			0.0%	
1100 Allotment Income	922	1,700	778			54.2%	
1105 Burial Fees	13,960	10,000	(3,960)			139.6%	
1106 Sports Letting	7,625	0	(7,625)			0.0%	
1120 Sale of land Dairy Court	4,000	0	(4,000)			0.0%	
1150 Re-imburement of Utilities	421	0	(421)			0.0%	
1151 Insurance claim	100	0	(100)			0.0%	
1152 Repayment church wall damage	200	0	(200)			0.0%	
	<u>32,508</u>	<u>11,700</u>	<u>(20,808)</u>			<u>277.8%</u>	<u>0</u>
Open Spaces :- Income							
4020 Miscellaneous Expenses	0	784	784		784	0.0%	
4058 Legal Fees	482	0	(482)		(482)	0.0%	
4110 Rates	1,118	1,817	699		699	61.5%	
4112 Water	1,146	1,500	354		354	76.4%	
4113 Electricity	1,296	2,250	954		954	57.6%	
4140 Fuel	3,125	5,725	2,600		2,600	54.6%	
4143 Equipment Hire	138	750	612		612	18.4%	
4144 Tree Work	600	3,500	2,900		2,900	17.1%	
4145 Maintenance/Repairs	13,925	25,000	11,075		11,075	55.7%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4189 Wheel Park	280	0	(280)		(280)	0.0%	
4190 Equipment Purchase	3,005	3,000	(5)		(5)	100.2%	
4191 Street Furniture	3,522	0	(3,522)		(3,522)	0.0%	
4199 Allotments	150	0	(150)		(150)	0.0%	
4225 Refuse Collections	2,206	2,250	44		44	98.0%	
4230 Supplies	2,620	7,500	4,880		4,880	34.9%	
4255 Safety Checks	585	1,000	416		416	58.5%	
4296 Company Vehicle	523	10,000	9,477		9,477	5.2%	
4300 Premises Licence	70	360	290		290	19.4%	

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Expenditure	0	1,000	1,000		1,000	0.0%	
4501 Play Areas Consultancy	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	<u>34,791</u>	<u>72,436</u>	<u>37,646</u>	<u>0</u>	<u>37,646</u>	<u>48.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,283)</u>	<u>(60,736)</u>	<u>(58,453)</u>				
<u>210 Attleborough in Bloom</u>							
4230 Supplies	0	250	250		250	0.0%	
4400 Expenditure	0	500	500		500	0.0%	
Attleborough in Bloom :- Indirect Expenditure	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<u>290 Open Spaces Capital Exps.</u>							
4190 Equipment Purchase	5,541	20,000	14,459		14,459	27.7%	
4194 Litter bins	0	1,000	1,000		1,000	0.0%	
Open Spaces Capital Exps. :- Indirect Expenditure	<u>5,541</u>	<u>21,000</u>	<u>15,459</u>	<u>0</u>	<u>15,459</u>	<u>26.4%</u>	<u>0</u>
Net Expenditure	<u>(5,541)</u>	<u>(21,000)</u>	<u>(15,459)</u>				
<u>301 Town Hall</u>							
1000 Booking Fees	6,809	10,000	3,191			68.1%	
1007 Bar Rent	0	500	500			0.0%	
Town Hall :- Income	<u>6,809</u>	<u>10,500</u>	<u>3,691</u>			<u>64.8%</u>	<u>0</u>
4110 Rates	10,911	14,560	3,649		3,649	74.9%	
4111 Gas	758	4,200	3,442		3,442	18.0%	
4112 Water	232	1,000	768		768	23.2%	
4113 Electricity	1,881	4,000	2,119		2,119	47.0%	
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	270	1,500	1,230		1,230	18.0%	
4225 Refuse Collections	2,972	5,000	2,028		2,028	59.4%	
4230 Supplies	1,414	1,500	86		86	94.3%	
4231 Advertising	0	1,000	1,000		1,000	0.0%	
4255 Safety Checks	409	600	191		191	68.2%	
4257 Major Repairs	0	30,000	30,000		30,000	0.0%	
4300 Premises Licence	180	0	(180)		(180)	0.0%	
Town Hall :- Indirect Expenditure	<u>19,027</u>	<u>68,860</u>	<u>49,833</u>	<u>0</u>	<u>49,833</u>	<u>27.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(12,219)</u>	<u>(58,360)</u>	<u>(46,141)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
410 Festival							
4401 Supplies	300	0	(300)		(300)	0.0%	
Festival :- Indirect Expenditure	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>(300)</u>		<u>0</u>
Net Expenditure	<u>(300)</u>	<u>0</u>	<u>300</u>				
501 Contingency							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
Contingency :- Indirect Expenditure	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>25,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(25,000)</u>	<u>(25,000)</u>				
Grand Totals:- Income	715,997	720,157	4,160			99.4%	
Expenditure	272,787	757,750	484,963	0	484,963	36.0%	
Net Income over Expenditure	<u>443,210</u>	<u>(37,593)</u>	<u>(480,803)</u>				
less Transfer to EMR	18,564						
Movement to/(from) Gen Reserve	<u>424,647</u>						

8)

8 Funding Request From Breckland District Council for the Attleborough Leisure Project – In Formation

Options

- 1 The Town Council agrees to grant fund to the total £55,790 deficit figure – (enabling the project to progress).
- 2 The Town Council grant funds £50,790k towards the project shortfall. It purchases the 2nd stage of CGI activity directly from the architects – (Giving the TC control of the delivery and release of this CGI film - it would still be produced by the architect and project team to ensure continuity with the first film).
- 3 The Town Council pledges more than the £55,790 figure to the project in any amount of its discretion – (an increase in the contribution from Attleborough's end would decrease the contribution from the Football Foundation and be seen as a positive attribute in the grant funding decision by the Football Foundation).
- 4 The Town Council votes not to approve additional funding for the 3G project.

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

Note: DRAFT BUDGET 2021/22

29/11/2023
14:44

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Administration									
1050 Income	0	85,548	0	31	0	0	0	0	0
1105 Burial Fees	0	415	0	0	0	0	0	0	0
1152 Repayment church wall damage	0	100	0	0	0	0	0	0	0
1376 Precept	611,286	611,286	647,963	647,963	0	0	669,051	0	0
1378 Grant payment Community Cars	3,960	3,300	3,300	2,200	0	0	3,300	0	0
1382 S106 Income Received	0	55,363	46,694	18,564	0	0	0	0	0
1391 interest received on saving ac	0	1,016	0	1,841	0	0	1,500	0	0
Total Income	615,246	757,028	697,957	670,599	0	0	673,851	0	0
4000 Staff Costs	300,000	311,509	375,000	169,078	0	0	390,000	0	0
4001 Other Employment Costs	2,000	0	20,000	0	0	0	0	0	0
4002 website	5,000	2,410	5,000	650	0	0	5,000	0	0
4004 Health & Safety	2,500	2,805	3,643	1,035	0	0	1,500	0	0
4005 Training	7,000	1,603	7,000	4,577	0	0	4,500	0	0
4010 Travelling Expenses	750	44	500	32	0	0	250	0	0
4020 Miscellaneous Expenses	2,000	793	2,000	41	0	0	0	0	0
4023 Subscriptions	2,500	1,826	2,500	1,358	0	0	2,500	0	0
4025 Insurances	10,000	7,790	13,000	10,515	0	0	13,910	0	0
4027 Bookkeeping	2,000	1,260	2,500	810	0	0	1,300	0	0
4029 Photocopier Usage Fee	2,500	774	2,500	518	0	0	1,200	0	0
4031 Computer	9,000	9,181	9,000	5,715	0	0	9,630	0	0
4040 Community Car Scheme	6,000	7,969	7,840	4,464	0	0	7,840	0	0
4041 Grants S137	1,000	0	1,000	0	0	0	1,000	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

Note: DRAFT BUDGET 2021/22

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042 Local Grants	3,000	3,950	20,000	20,000	0	0	20,000	0	0
4044 Highway Improvements	0	0	8,000	0	0	0	4,000	0	0
4051 Bank Charges	500	226	300	159	0	0	300	0	0
4055 Judicial Review Claim	3,000	0	0	0	0	0	0	0	0
4056 Consultancy	3,000	559	3,000	0	0	0	3,000	0	0
4057 Audit Fees	2,500	2,200	2,800	135	0	0	2,800	0	0
4058 Legal Fees	15,000	16,586	10,000	0	0	0	7,000	0	0
4059 Civic Reception	1,000	929	1,000	0	0	0	500	0	0
4060 Civic Allowances	1,000	0	1,000	0	0	0	500	0	0
4061 Elections	0	0	12,150	0	0	0	10,000	0	0
4076 SumUP card charges	0	9	20	0	0	0	20	0	0
4099 Contingency	1,000	0	1,000	0	0	0	1,000	0	0
4121 Telephone	4,000	5,735	6,000	4,071	0	0	6,000	0	0
4122 Postages	500	14	100	67	0	0	100	0	0
4123 Stationery	2,000	962	2,000	352	0	0	1,000	0	0
4140 Fuel	0	272	0	-231	0	0	300	0	0
4147 Photocopier Lease payments	1,500	1,240	1,500	885	0	0	1,605	0	0
4190 Equipment Purchase	2,000	1,079	2,000	306	0	0	1,300	0	0
4230 Supplies	250	959	700	746	0	0	1,000	0	0
4231 Advertising	1,000	664	1,000	1,210	0	0	1,200	0	0
4298 Covid General Expenses	500	0	0	0	0	0	0	0	0
4300 Premises Licence	500	0	0	0	0	0	0	0	0
4503 Jubilee	0	4,715	0	0	0	0	0	0	0
Overhead Expenditure	394,500	388,063	524,053	226,492	0	0	500,255	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

Note: DRAFT BUDGET 2021/22

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Net Income over Expenditure									
6001 less Transfer to EMR	220,746	368,965	173,904	444,107	0	0	173,596	0	0
Movement to/(from) Gen Reserve	0	34,017	0	18,564	0	0	0	0	0
	<u>220,746</u>	<u>334,948</u>	<u>173,904</u>	<u>425,543</u>	<u>0</u>		<u>173,596</u>		
102 Grant 106									
4043 Grants S106 Expenditure	0	17,923	0	0	0	0	0	0	0
Overhead Expenditure	0	17,923	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(17,923)	0	0	0	0	0	0	0
112 Street Lights									
4402 Public Lighting	25,000	28,627	25,000	10,767	0	0	30,000	0	0
Overhead Expenditure	25,000	28,627	25,000	10,767	0	0	30,000	0	0
Movement to/(from) Gen Reserve	(25,000)	(28,627)	(25,000)	(10,767)	0	0	(30,000)	0	0
113 Toilets									
1050 Income	0	3	0	3	0	0	0	0	0
Total Income	0	3	0	3	0	0	0	0	0
4112 Water	750	812	750	269	0	0	800	0	0
4113 Electricity	1,786	1,756	1,786	580	0	0	1,911	0	0
4145 Maintenance/Repairs	500	44	0	0	0	0	0	0	0
4190 Equipment Purchase	100	1,662	0	0	0	0	0	0	0
4220 Cleaning	100	0	0	0	0	0	0	0	0
4225 Refuse Collections	0	0	0	35	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2021/22

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4230 Supplies	500	103	500	62	0	0	500	0	0
4255 Safety Checks	200	35	200	0	0	0	200	0	0
Overhead Expenditure	3,936	4,412	3,236	945	0	0	3,411	0	0
113 Net Income over Expenditure	-3,936	-4,409	-3,236	-942	0	0	-3,411	0	0
6000 plus Transfer from EMR	0	1,662	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(3,936)	(2,747)	(3,236)	(942)	0	0	(3,411)		
114 Christmas Lights									
1050 Income	0	0	0	4,000	0	0	0	0	0
Total Income	0	0	0	4,000	0	0	0	0	0
4400 Expenditure	20,000	15,000	0	0	0	0	0	0	0
Overhead Expenditure	20,000	15,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(20,000)	(15,000)	0	4,000	0	0	0	0	0
115 Archive									
4121 Telephone	100	0	100	0	0	0	0	0	0
4145 Maintenance/Repairs	100	0	100	115	0	0	100	0	0
4230 Supplies	100	0	100	0	0	0	100	0	0
4255 Safety Checks	0	115	115	84	0	0	115	0	0
Overhead Expenditure	300	115	415	199	0	0	315	0	0
Movement to/(from) Gen Reserve	(300)	(115)	(415)	(199)	0	0	(315)		
116 Attleborough Neighbourhood Pla									

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

Note: DRAFT BUDGET 2021/22

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4400 Expenditure	5,000	0	5,000	0	0	0	5,000	0	0
Overhead Expenditure	5,000	0	5,000	0	0	0	5,000	0	0
Movement to/(from) Gen Reserve	(5,000)	0	(5,000)	0	0	0	(5,000)		
118 Events									
1050 Income	0	158	0	0	0	0	0	0	0
1393 Income Events	0	1,286	0	2,354	0	0	1,000	0	0
Total Income	0	1,444	0	2,354	0	0	1,000	0	0
4400 Expenditure	10,000	1,093	2,000	425	0	0	500	0	0
4504 Coronation	0	1,366	5,000	804	0	0	1,000	0	0
4505 Newsletter	0	1,828	5,000	727	0	0	500	0	0
Overhead Expenditure	10,000	4,287	12,000	1,956	0	0	2,000	0	0
Movement to/(from) Gen Reserve	(10,000)	(2,842)	(12,000)	397	0	0	(1,000)		
201 Open Spaces									
1000 Booking Fees	500	0	0	0	0	0	0	0	0
1020 Grants & Wayleaves	0	0	0	5,000	0	0	0	0	0
1050 Income	200	385	0	280	0	0	0	0	0
1100 Allotment Income	1,500	3,659	1,700	922	0	0	2,000	0	0
1105 Burial Fees	15,000	12,205	10,000	17,485	0	0	15,000	0	0
1106 Sports Letting	1,000	3,050	0	7,625	0	0	9,000	0	0
1120 Sale of land Dairy Court	0	0	0	4,000	0	0	0	0	0
1150 Re-imbursment of Utilities	100	606	0	421	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: DRAFT BUDGET 2021/22

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1151 Insurance claim	0	0	0	100	0	0	0	0	0
1152 Repayment church wall damage	1,000	500	0	300	0	0	0	0	0
Total Income	19,300	20,406	11,700	36,133	0	0	26,000	0	0
4020 Miscellaneous Expenses	700	320	784	0	0	0	700	0	0
4058 Legal Fees	0	0	0	482	0	0	1,000	0	0
4110 Rates	800	1,217	1,817	1,278	0	0	1,800	0	0
4112 Water	1,500	2,139	1,500	1,146	0	0	2,200	0	0
4113 Electricity	1,500	1,361	2,250	1,296	0	0	3,000	0	0
4140 Fuel	3,500	4,297	5,725	3,526	0	0	6,000	0	0
4143 Equipment Hire	750	1,920	750	138	0	0	1,900	0	0
4144 Tree Work	2,000	2,925	3,500	600	0	0	3,500	0	0
4145 Maintenance/Repairs	25,000	4,871	25,000	17,721	0	0	25,000	0	0
4146 Play Equipment	5,000	9,590	5,000	0	0	0	5,000	0	0
4187 Contribution to Leisure centre	0	50,000	0	0	0	0	0	0	0
4189 Wheel Park	0	132,000	0	290	0	0	300	0	0
4190 Equipment Purchase	3,000	3,623	3,000	3,005	0	0	5,000	0	0
4191 Street Furniture	0	0	0	3,522	0	0	3,500	0	0
4199 Allotments	0	1,498	0	150	0	0	1,000	0	0
4225 Refuse Collections	2,000	2,545	2,250	2,343	0	0	3,500	0	0
4230 Supplies	7,500	8,164	7,500	4,571	0	0	7,000	0	0
4255 Safety Checks	1,000	643	1,000	585	0	0	1,000	0	0
4288 London Rd Play Area	0	101,835	0	0	0	0	0	0	0
4295 Cemetery expenses	1,000	0	0	0	0	0	0	0	0
4296 Company Vehicle	1,500	709	10,000	846	0	0	10,000	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

Note: DRAFT BUDGET 2021/22

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4298 Covid General Expenses	500	0	0	0	0	0	0	0	0
4300 Premises Licence	360	0	360	70	0	0	360	0	0
4400 Expenditure	1,000	0	1,000	0	0	0	0	0	0
4501 Play Areas Consultancy	1,000	0	1,000	0	0	0	500	0	0
	59,610	329,658	72,436	41,569	0	0	82,260	0	0
Overhead Expenditure									
201 Net Income over Expenditure	-40,310	-309,252	-60,736	-5,436	0	0	-56,260	0	0
plus Transfer from EMR	0	101,787	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(40,310)	(207,465)	(60,736)	(5,436)	0	0	(56,260)		
210 Attleborough in Bloom									
4230 Supplies	250	0	250	0	0	0	150	0	0
4400 Expenditure	500	0	500	0	0	0	150	0	0
	750	0	750	0	0	0	300	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	(750)	0	(750)	0	0	0	(300)		
211 Markets									
1050 Income	500	0	0	0	0	0	0	0	0
	500	0	0	0	0	0	0	0	0
Total Income									
4298 Covid General Expenses	200	0	0	0	0	0	0	0	0
4400 Expenditure	500	0	0	0	0	0	0	0	0
	700	0	0	0	0	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	(200)	0	0	0	0	0	0		

Continued on next page

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

Note: DRAFT BUDGET 2021/22

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
290	<u>Open Spaces Capital Exps.</u>								
4190	40,000	39,235	20,000	5,541	0	0	10,000	0	0
4194	3,000	385	1,000	0	0	0	1,000	0	0
	43,000	39,620	21,000	5,541	0	0	11,000	0	0
	(43,000)	(39,620)	(21,000)	(5,541)	0	0	(11,000)		
301	<u>Town Hall</u>								
1000	8,000	11,868	10,000	7,574	0	0	12,000	0	0
1007	500	1,600	500	0	0	0	1,000	0	0
	8,500	13,468	10,500	7,574	0	0	13,000	0	0
	Total Income								
4110	13,000	12,507	14,560	12,525	0	0	14,560	0	0
4111	2,800	1,419	4,200	758	0	0	4,200	0	0
4112	1,000	1,071	1,000	232	0	0	750	0	0
4113	4,000	4,695	4,000	1,881	0	0	5,000	0	0
4145	3,500	756	3,500	1,198	0	0	3,500	0	0
4190	2,000	188	2,000	0	0	0	500	0	0
4220	1,500	585	1,500	360	0	0	750	0	0
4225	5,000	4,044	5,000	2,972	0	0	4,500	0	0
4230	1,500	1,442	1,500	1,543	0	0	1,500	0	0
4231	0	0	1,000	0	0	0	250	0	0
4255	600	146	600	409	0	0	500	0	0
4257	20,000	0	30,000	0	0	0	30,000	0	0
4298	500	0	0	0	0	0	0	0	0

Continued on next page

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)
Note: DRAFT BUDGET 2021/22**

29/11/2023

14:44

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300 Premises Licence	250	755	0	180	0	0	500	0	0
Overhead Expenditure	55,650	27,609	68,860	22,058	0	0	66,510	0	0
Movement to/(from) Gen Reserve	(47,150)	(14,142)	(58,360)	(14,484)	0	0	(53,510)		
<u>311 TIC</u>									
4020 Miscellaneous Expenses	0	31	0	0	0	0	0	0	0
4122 Postages	0	2	0	0	0	0	0	0	0
4230 Supplies	100	0	0	0	0	0	0	0	0
Overhead Expenditure	100	33	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(100)	(33)	0	0	0	0	0		
<u>410 Festival</u>									
4401 Supplies	0	0	0	300	0	0	300	0	0
Overhead Expenditure	0	0	0	300	0	0	300	0	0
Movement to/(from) Gen Reserve	0	0	0	(300)	0	0	(300)		
<u>501 Contingency</u>									
4400 Expenditure	25,000	12,886	25,000	0	0	0	12,500	0	0
Overhead Expenditure	25,000	12,886	25,000	0	0	0	12,500	0	0
Movement to/(from) Gen Reserve	(25,000)	(12,886)	(25,000)	0	0	0	(12,500)		

Continued on next page

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

Note: DRAFT BUDGET 2021/22

	2022/23		2023/24				2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	643,546	792,349	720,157	720,662	0	0	713,851	0	0
Expenditure	643,546	868,232	757,750	309,826	0	0	713,851	0	0
Net Income over Expenditure	0	-75,883	-37,593	410,835	0	0	0	0	0
plus Transfer from EMR	0	103,449	0	0	0	0	0	0	0
less Transfer to EMR	0	34,017	0	18,564	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(6,451)	(37,593)	392,272	0	0	0	0	0

Breckland Council

Guidance for setting parish/town precepts

2024/25



Breckland Council
Elizabeth House
Walpole Loke
Dereham
NR19 1EE
www.breckland.gov.uk



Setting the Parish/Town Precept

- Setting the parish precept
- Tax Base
- Examples of how to calculate the cost for a Band D Council Tax payer in your parish/town
- Payment of the precept
- Deadline dates
- Estimated Tax Base 2024-25

Setting the Parish/Town Precept

The Local Government Finance Act 1992 states that precepts may be set by parishes and towns for their budget requirements, and this calculation is to be issued to the billing authority. Breckland as the billing authority will then add the town/parish precept onto the Council Tax bills for each household in the relevant town/village.

It is important that the precept is set at the correct level as an increase in the precept requirement will result in an increase to the council tax bill issued to residents. In addition, if the tax base decreases/increases the Council Tax charge will go up/down for each household.

Tax Base

The tax base is made up of the number of households within the district less adjustments for exemptions for properties where council tax cannot be collected and discounts such as single occupancy.

Each property falls into a “band” and we apply a factor in each band to bring us back to a value for each property. A band D has a factor of 1.0, a band A has a factor of 0.666, a band B has a factor of 0.777, etc. The tax base is calculated by adding together the number of properties for each band multiplied by the factor for each band.

How to calculate the cost for a Band D Council Tax payer

Example:

<i>Parish Precept Requirement</i>	<u>£3,500</u>
<i>Divide by the Tax Base</i>	92.10
<i>= Band D Council Tax Charge</i>	£38.00

An increase in the precept requirement will result in an increase to the Council Tax charge

Example:

<i>Parish Precept Increased Requirement</i>	<u>£4,500</u>
<i>Divide by the Tax Base</i>	92.10
<i>= Band D Council Tax Charge</i>	£48.85

An increase in the tax base will result in a decrease in the Council Tax charge

Example:

<i>Parish Precept Requirement</i>	<u>£3,500</u>
<i>Divide by the increased Tax Base</i>	100
<i>= Band D Council Tax Charge</i>	£35.00

Payment of the Precept

Payments are made by Breckland by BACS to the parish/town councils half yearly in April and September. If the precept is less than £1,000 the full amount will be paid in April.

Deadline Dates

Each parish/town needs to approve the precept at their parish/town council meeting, then use the enclosed forms to notify us of your precept requirement (even if this is nil). Breckland ask that the relevant form is returned to us no later than Wednesday 31st January 2024. This date will give the Council sufficient time to factor the parish and town precept requirements into the Council Tax setting approval process.

Estimated Tax Base 2024-25

To assist you with setting the 2024-25 precept, please find detailed the tax base for your parish.

Parish	Tax Base
Ashill	527.7
Attleborough	4094.8
Banham	536.4
Bawdeswell	303.5
Beachamwell	135.4
Beeston	217.2
Beetley	532.9
Besthorpe	307.9
Billingford	91.8
Bintree	121.0
Blo Norton	122.2
Bradenham	261.5
Brettenham & Kilverstone	230.1

Bridgham	128.4
Brisley	131.2
Buckenham New	198.8
Buckenham Old	549.6
Bylaugh	37.2
Carbrooke	732.7
Caston	214.0
Cockley Cley	46.4
Colkirk	268.0
Cranwich	21.6
Cranworth	186.5
Cressingham Great	93.7
Cressingham Little	68.7
Croxton	183.9
Dereham	5,967.1
Didlington	28.1
Dunham Great	134.0
Dunham Little	123.3
Ellingham Great	603.8
Ellingham Little	95.8
Elmham North	503.9
Elsing	105.1
Foulden	159.3
Foxley	134.9
Fransham	177.4
Garboldisham	307.7
Garvestone	296.4
Gateley	26.8
Gooderstone	144.2
Gressenhall	381.0
Griston	297.0
Guist	89.5
Hardingham	119.3
Harling	915.0

Hilborough	85.8
Hockering	273.8
Hockham	276.1
Hoe & Worthing	105.3
Holme Hale	207.2
Horningtoft	64.2
Ickburgh	116.2
Kempstone	6.2
Kenninghall	398.5
Lexham	50.4
Litcham	219.0
Longham	89.4
Lopham North	277.8
Lopham South	184.0
Lynford	51.9
Lyng	306.4
Mattishall	951.0
Merton	50.2
Mileham	246.9
Mundford	516.7
Narborough	414.9
Narford	11.5
Necton	772.0
Newton By Castleacre	15.8
Ovington	99.6
Oxborough	98.5
Pickenham North	163.2
Pickenham South	35.8
Quidenham	183.7
Riddlesworth & Gasthorpe	60.5
Rocklands	295.3
Roudham & Larling	115.5
Rougham	44.7

Saham Toney	618.3
Scarning	882.4
Scoulton	96.6
Shipdham	783.8
Shropham	185.2
Snetterton	83.6
Southacre	13.0
Sparham	115.1
Sporle With Palgrave	350.5
Stanfield	65.9
Stanford	2.3
Stow Bedon & Breckles	136.2
Swaffham	3,044.2
Swanton Morley	792.2
Thetford	6660.6
Thompson	152.7
Tittleshall	146.5
Tuddenham East	182.2
Tuddenham North	136.2
Twyford	17.0
Watton	2,969.9
Weasenham All Saints	75.9
Weasenham St. Peter	56.6
Weeting With Broomhill	564.0
Wellingham	21.0
Wendling	108.1
Whinburgh & Westfield	158.4
Whissonsett	193.4
Wretham	165.7
Yaxham	314.6

Further Information

We hope this gives you an insight into the impacts of how the tax base affects the parish and town precept calculation.

If you have any more specific queries, please contact Breckland Council's Accountancy Team via email: AccountancyTeam@breckland.gov.uk.

LOCAL GOVERNMENT FINANCE ACT 1992 S.41

IF APPROPRIATE PLEASE COMPLETE AND RETURN
THIS FORM BY THE 31st JANUARY 2024

PARISH OF _____
PRECEPT UPON BILLING AUTHORITY

To the **Breckland Council** being the billing authority for the district in which the
Above named Parish is situated.

YOU ARE HEREBY DIRECTED to pay _____ (Name)
Of _____ (Parish Council)
The officer responsible for the administration of financial affairs.
At _____ (Address)

the following total during the financial year 2024/2025

_____ (£ _____)

Being the budget required of the Parish Council calculated in accordance with Section
50.

If your precept request is for £1,000 or less the full amount will be paid in April 2024.

If your precept request is over £1,000 your payment will be split equally, the first
instalment will be within our first payment run in April 2024 and the second instalment by
30th September 2024.

AUTHORISED at a Meeting of the Parish Council held on the

_____ day of _____ 20_____

(SIGNED) _____


(DESIGNATION) _____
(The officer appointed for this purpose)

(EMAIL ADDRESS FOR REMITTANCE) _____

Sharon
 Attleborough Town Council
 Town Hall
 Queens Square
 Attleborough
 Norfolk
 NR17 2AF






16/11/2023
 EQ70095435

Email: zoe.hall@glasdon-uk.co.uk

 WhatsApp: 01253 600430

 Request a callback

Account Code: 590093552

	Qty	Unit Price	Total Price
 <p>Glasdon Gateway Glasdon Gateway in white/light oak/dark oak, 2.3m height (1.8m above ground) by 1.5m width with 3 horizontal slats. Sign to say "Welcome to Attleborough Please drive carefully" with blank space above (potential space for logo in future). * PLEASE CONFIRM colour of gateway when placing official purchase order. * Please see attached visuals.</p> <ul style="list-style-type: none">  Product Information  Product News  Product Videos  Product Warranty 	1	£1,101.94	£1,101.94

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 16/12/2023

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to NORFOLK	£0.00
Total (excluding VAT)	£1,101.94


Click here to proceed with this quote using a credit card or by paying on account

Brochures



We'll plant a tree for every Quote request we receive.

You can also keep track of our tree-planting initiatives via our virtual forest at <https://ecologi.com/glasdonuk>



Company Reviews

As part of Glasdon's commitment to exceptional customer service, as well as our responsibilities as an ISO9001 certified company, we invite customers to complete a Customer Satisfaction review.

[Please read some of our reviews here...](#)

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