



**You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 6th November 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

31st October 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 2nd October 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 September 2023 – for information

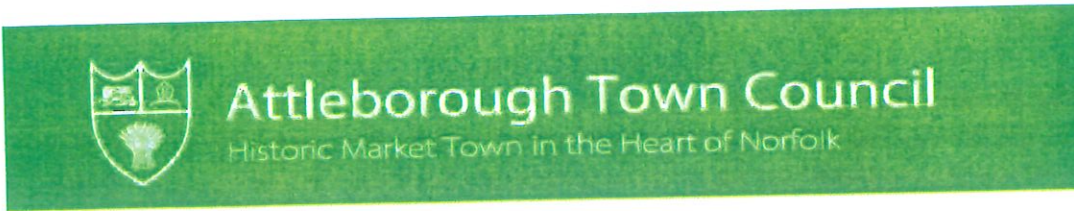
f) Budget Process and Timetable – for information

8 RBL Poppy Appeal Donation - for consideration and resolution

- 9 Athletic Club Running Track Replacement White Line Marker & Associated Costs – for consideration and resolution
- 10 Michlmayr Specification and Quotation for Church Clock – for consideration and resolution
- 11 Land Transfer - Blackthorn Road, Attleborough - for consideration and resolution
- 12 Purchase of Land St Edmunds Close – Update - for information
- 13 Town Hall Motion Sensor Lighting for Toilet Corridor & Front Door Bell and PA System + Microphone - for consideration and resolution
- 14 IT Services & Support Proposal - for consideration and resolution
- 15 Councillors Reports
Town, District and County Councillors can give a brief report on relevant information
Cllr Mackinnon – Book Sale
- 16 To Adopt General Power of Competence - for consideration and resolution
- 17 Correspondence - for consideration and resolution
a) Rosecroft Primary School Parking
b) Town Hall Lift
c) Residents Request for Daughters Sponsorship
- 18 Jubilee Wood Flood Risk Assessment & Ground Conditions Quotations
- 19 4 New Welcome/Gateway to Attleborough Signs for Town Clerk to apply for Parish Partnership 50/50 Funding - for consideration and resolution
- 20 Revised Emergency Plan - for consideration and resolution
- 21 Public Participation (10 Minutes)
- 22 Any items which the Chairman decides are urgent
- 23 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.
- 24 Staff Matters – To View Personnel Terms of Reference in Conjunction with Recruitment Procedures.

Expected Meeting Length is 2 Hours

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



**Minutes of the meeting of the Attleborough Town Council
Held on Monday 2nd October 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 S Mackinnon Cllr P Leslie
Cllr T Ashby Cllr R Bond Cllr A Westby Cllr D DeSouza Cllr T Taylor Cllr P Wenham
In attendance – Sharon Smyth – Locum Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Public x 9

097.23) Welcome – Cllr Tyrer welcomed everyone to the meeting and thanked all for taking an interest

098.23) Apologies for absence –
Cllr J Ellis
Cllr D Lane

099.23) Declarations of Interest

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

Cllr S Taylor – Item 6
Cllr T Ashby – Item 19a
Cllr V Dale – Item 7c

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –
None received

100.23) Public Participation –

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

101.23) Minutes of the Town Council meeting held on 4th September 2023 –

On the motion of Cllr T Taylor, seconded by Cllr Mackinnon, it was **RESOLVED** – to accept and approve the minutes of the Town Council meeting held on 4th September 2023.

a) Minutes of the Extraordinary meeting held on 18th September 2023

On the motion of Cllr Dale, seconded by Cllr Westby, it was **RESOLVED** – to accept and approve the minutes of the Town Council Extraordinary meeting held on 18th September 2023.

ACTION: TOWN CLERK

102.23) Planning Matters

a) Planning Applications (Applications agreed and responses made) –

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

Cllr T Taylor abstained

b) Planning Applications (Not due yet) –

3PL/2023/0911/F – ATTLEBOROUGH: Corner Farm West Carr Road – Change of use of land to domestic use for installation of 30 no. ground mounted array sited 415w PV panels. 5kw batteries to store excess energy sited & installed in garage roof space - No objections.

3PL/2023/0914/VAR – ATTLEBOROUGH: Cakes Hill Barn Ellingham Road – Variation of Condition No 6 on 3PL/2016/0166/F - Removal of agricultural occupancy condition – No objections

3PL/2023/0886/HOU – ATTLEBOROUGH: 3 Speckled Wood Close – Front entrance porch with cloakroom & single storey side lounge extension – No objections

3PL/2023/0930/LU – ATTLEBOROUGH: Oaks End, 54A Cyprus Road – Stationing of a log cabin mobile home within residential garden for ancillary use- certificate of lawfulness – proposed use – No objections.

On the motion of Cllr Bond, seconded by Cllr Mackinnon, it was **RESOLVED** – approve the above comments for planning responses

ACTION: TOWN CLERK

Cllrs T Taylor & S Taylor abstained

103.23) Financial Matters

a) To authorise payments –

On the motion of Cllr Mackinnon, seconded by Cllr Bond, it was **RESOLVED** to accept and approve the following payment list dated October 2023
Total 7,431.96

b) To agree direct debits –

On the motion of Cllr Bond, seconded by Cllr Westby, it was **RESOLVED** to approve and accept the direct debit list dated October 2023 Total £26,202.46

Cllr Dale leaves the meeting

c) To receive Income –

On the motion of Cllr Bond, seconded by Cllr T Taylor, it was **RESOLVED** to approve and accept the income list for September 2023 Total £22,480.58

Cllr Dale returns to the meeting

d) Petty cash – Noted for information

e) Income & Expenditure August 2023 – Noted for information

f) Completion of Audit 2022-23 & External Auditors Report

On the motion of Cllr Leslie, Seconded by Cllr Bond, it was **RESOLVED** – to accept Completion of Audit 2022-23 & External Auditors Report

ACTION: TOWN CLERK

104.23) Planning & Highways Committee

a) Terms of Reference

On the motion of Cllr T Taylor, seconded by Cllr Leslie, it was **RESOLVED** to accept Terms of Reference with the amendment to meet on the 1st and 3rd Monday of each month

On the motion of Cllr Tyrer, seconded by Cllr T Taylor, it was **RESOLVED** that members elected to this committee take part in training as mandatory

b) Elect Committee Members

On the motion of Cllr T Taylor, seconded by Cllr De Souza, it was **RESOLVED** to elect Cllrs Westby, Bond, Mackinnon, Leslie, Dale and Tyrer as members of the Planning & Highways Committee

ACTION: TOWN CLERK

105.23) Land at London Road, Attleborough –

Cllrs discussed the sale of land and how disappointing it was that Norfolk County Council had chosen to sell looking for financial gain resulting in loss of opportunity to expand the school and other suitable community purposes.

On the motion of Cllr Leslie, seconded by Cllr Westby, it was **RESOLVED** not in favour and the Town Council should support the objections already made for NCC selling the land

ACTION: TOWN CLERK

106.23) Attleborough SUE Street Lighting Arrangements -

Cllr T Taylor had attended a meeting where no one wanted to accept responsibility, there will be more information available soon regarding costs so unable to make a decision tonight.

On the motion of Cllr Leslie, seconded by Cllr T Taylor, it was **RESOLVED** – defer to Planning & Highways Committee meeting

ACTION: TOWN CLERK

107.23) Jubilee Wood Update on Investigation as to the Development of Project –

Cllr T Taylor gave an update the S106 agreement requires the land identified for Jubilee Wood to be used by Allotment and cemetery, so to progress and deliver the project needs to be varied although known for a while has not been progressed. We need to obtain developers agreement to use the land and ask them to submit the variation of obligation. Once agreed by local planning authority, submit a written request for land transfer, they will offer us the land for £1, we accept transfer within 3 months. A meeting has been arranged for 19th October 2023 with the LPA and the developer and Cllr T Taylor and/or Sharon will report back. The S106 money stipulates it has to be spent or a contractor appointed within 12 months this hasn't happened and due to expire late January 2024 a formal request for an extension has been made and as long as seen to be progressing should be granted.

On the motion of Cllr Tyrer, seconded by Cllr S Taylor, it was **RESOLVED** to obtain 3 quotes for a topographical survey for the whole site shown in pink, blue, yellow and green on map and also obtain 3 quotes for ground conditions.

ACTION: TOWN CLERK

108.23) Request from A Little More Kindness –

On the motion of Cllr T Taylor, seconded by Cllr Tyrer, it was, **RESOLVED** to suspend standing orders

Two representatives from A Little More Kindness explained to members what their group offers to those in the community who need help and due to the present economic climate, their work has become invaluable and are now looking for a more permanent base where they can help many more people. Breckland Council have approached them and put them in touch with Nourishing Norfolk to expand their hub to a subsidised Community food hub.

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

RESOLVED to agree to engage with ALMK and Breckland Council to all work together to provide a solution.

Cllr Tyrer asked ALMK to contact Sharon to discuss details.

109.23) Councillors Reports

Cllr T Taylor reported the Cllr Surgery that took place on Saturday had received plenty of feedback, anti-social behaviour, Banham foul odour, Car Parking, Speeding, Bus Shelters to name a few. The next surgery being held on Saturday 2nd December 2023 9.30-11.30am in the Town Hall. The Local Plan Partial Update was submitted to the Secretary of State for Communities and Local Government for Independent Examination in November 2022. The appointed Planning Inspector held a Public Hearing on 18 April 2023. In her report (dated 29 August 2023) the Inspector confirmed that the Plan was sound and capable of adoption. The Partial Update amends Policy INF 03 and paragraph 8.22 of the Breckland Council Local Plan and applies to the administrative area of Breckland up to 2036. All information is available on the Breckland Council website.

- Cllr Ashby informed members the Councils Grounds staff had been two members of staff down but after a good response two new members of staff had been recruited to the team.
- Cllr S Taylor had attended a Market Town Initiative meeting and a Scrutiny meeting which looked into how Breckland Council operate. Also attended a meeting with four key stakeholders for the provision of future healthcare. Received correspondence from George Freeman MP looking into a Community Banking Hub but after a review it was found it was not necessary to provide any additional cash facilities in Attleborough. The Towns cash facilities frequently run out of money, most recently on a Friday evening the start of a weekend. It would be an idea for the Town Council to make representation to Sainsburys and Nationwide to provide more cash machines.
- Cllr Mackinnon reported she was part of a team that participated at a Quiz night organised by The Light House and their team won

110.23) Correspondence -

a) Norfolk Playing Fields Association -

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

RESOLVED – we support in principle, we acknowledge and support where we can

b) Residents Safety Concerns Blackthorn Road

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

RESOLVED – we support in principle and will make representation to NCC Highways for them to provide a report explaining why if no action being taken.

c) Building Development on Carvers Lane, Attleborough

Cllr T Taylor had received an additional complaint regarding bollards that had been installed which still allow motorbikes through, so suggest a request to contractor to provide relevant signage. Also suggested resident to contact contractor and Attleborough Town Council would as well.

d) Concerns Regarding Wheel Park

Anti-Social behaviour report to SNAP meetings and forward email to Beat Managers. Town Clerk to contact and chase contractor to see what action being taken.

e) Former Library Connaught Rd – Registered as an Asset of Community Value ACV

Cllr S Taylor stated it is really important that we keep this as a Community Asset

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

RESOLVED – when this Community Asset expires ATC extends it

f) Requests From ATFC

- **Request regarding Dead Man's Hut/laying the membrane**

After a discussion there were several queries regarding these requests including the lease

On the motion of Cllr T Taylor, seconded by Cllr Dale it was, **RESOLVED** to suspend Standing Orders

Representative from ATFC outlined details of the requests but Cllr Tyrer suggested deferring this item as more information was needed and a meeting would be arranged with ATFC.

g) Request to install wooden bench in Attleborough Cemetery

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

RESOLVED – to accept request to install bench in the position recommended by Senior Groundsman.

ACTION: TOWN CLERK

111.23) Play Areas -Walk-About –

The Walk-About had been very useful and Cllr Tyrer thanked those Cllrs who had taken part.

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

RESOLVED – anything that needed to be actioned to be referred to the next Environment Committee meeting

ACTION: TOWN CLERK

112.23) Play Area Improvement and the associated application for S106 monies Ref: 3PL/2011/0398 £46,694.84

Cllr T Taylor led on this discussion informing members that as a result of the Walk-About there were two good options for the S106 money which has a deadline January 2024. Option 1 would be Lomond Road play area with match funding, Option 2 Norfolk Drive play area as a complete project.

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

RESOLVED - to choose Option 1 Lomond Road play area but refer to the Environment Committee with an amendment to add all delegated powers to that Committee.

ACTION: TOWN CLERK

113.23) Car Parking Strategy –

Cllr T Taylor gave a report regarding Breckland Council consultation on car parks and went on to say Attleborough does not have enough car parking provision so we should be looking at all of the car parks and if we were going to have a survey done would there be any scope from Breckland, we have not received a formal response yet but is this something the Council wants to agree to.

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

RESOLVED – meet with Breckland Council regarding a brief, scope and appointment of a professional consultant and to share costs

ACTION: TOWN CLERK

114.23) Carvers Lane, Attleborough POS Adoption –

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

RESOLVED – following confirmation that £8.50 per m2 is a reasonable sum and there will be no attenuation basins the land at Carvers Lane will be adopted by ATC

ACTION: TOWN CLERK

115.23) Attleborough Development Partnership -

a) Agenda

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

RESOLVED – to accept agenda with request for Car Parking Strategy to be added

b) Terms of Reference

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

RESOLVED – to accept Terms of Reference

c) Appointment of two Councillors for membership

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

RESOLVED – to appoint Cllr Bond and Cllr Westby for membership with Cllr Tyrer as substitute

ACTION: TOWN CLERK

116.23) St Edmunds Close Sale of Land £10,000 –

We have a lack of open space and there is a lot of potential for this land, it could be used as allotments for the disabled.

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

RESOLVED – to accept to purchase the land

ACTION: TOWN CLERK

117.23) Matters Arising -

a) ANP Review Action

Cllr T Taylor had a brief discussion with Simon Wood who advised Andrew Darcy would be the best Officer to contact who could also advise on funding opportunities and would be in contact with Town Clerk when he returns from leave.

ACTION: TOWN CLERK

118.23) Public Participation (10 Minutes) –

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

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

Cllr Tyrer suggested after hearing the news Nuts 'n' Bolts are closing, it would be nice for ATC to write to them thanking them for their contribution to the High Street.

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

RESOLVED – it was a nice sentiment and agreed Cllr Tyrer draft a letter.

Meeting closed 9.25pm

Public Participation 1st Session

- Resident queried Internet access availability in the Town Hall chamber
- UPP had installed a dedicated broadband line into the Town Hall but IT company still to carry out additional work from router into the main chamber
- Resident queried amount on Income list for bus stop infrastructure, was this for Gold Bus Stop
- No this is for bus stop infrastructure Norwich Road
- Resident was informed Gold Bus Stop was a Norfolk County Council project but would come back with a response

Public Participation 2nd Session

- Representative from ATFC made members aware delivery of Goals paused, lease signed in August and annual rent had been paid.
- Resident queried lift in Town Hall not been working for a long time
- Cllr Tyrer told resident someone would come back with that information
- Resident queried whether local businesses could provide cash points
- Email from resident asking for update on crossing for Queens Road
- This will be looked into and a response sent to resident.

7a)

PAYMENTS NOVEMBER 2023		PAYMENTS NOVEMBER 2023						
PAID TO	DESCRIPTION	SERVIC	NET	VAT	TOTAL	BACS/CHQ		
J R EVANS	SKIP HIRE	O/S	£ 136.67	£ 27.33	£ 164.00	BACS PAID 5/10/23		
HARLING ELECTRICAL	INVESTIGATE TRIPPING FAULT WELFARE U	O/S	£ 120.00	£ 24.00	£ 144.00	BACS PAID 5/10/23		
MAYDAY	PHOTOCOPIY USAGE	ADMIN	£ 46.07	£ 9.21	£ 55.28	BACS PAID 5/10/23		
MICOSHAD	HOSTED APPLICATION SERVICE	ADMIN	£ 517.66	£ 103.53	£ 621.19	BACS PAID 5/10/23		
NUTS N BOLTS	HEAVY DUTY TENT PEGS	O/S	£ 11.58	£ 2.32	£ 13.90	BACS PAID 5/10/23		
NETCENTRAL	ICT SUPPORT & ZOOM	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS PAID 5/10/23		
THURLOW NUNN	TROUSERS, BOOTS, LINE-2 7MMX705FT	O/S	£ 159.51	£ 24.41	£ 183.92	BACS PAID 5/10/23		
ARROWCLEAN	TOWN HALL WINDOWS	TH	£ 45.00	£ -	£ 45.00	BACS		
BOILER CARE	GAS BOLIER SERVICE	TH	£ 76.67	£ 15.33	£ 92.00	BACS		
COMMUNITY CARS	BRECKLAND FUNDING OCT	ADMIN	£ 275.00	£ -	£ 275.00	BACS		
COMMUNITY CARS	JOURNEYS OCT	ADMIN	£ 396.25	£ -	£ 396.25	BACS		
JB CORRIE	STEEL TENNIS NET	O/S	£ 3,450.00	£ 690.00	£ 4,140.00	BACS		
ERNEST DOE	V-BELT X 2 TORO MOWERS	O/S	£ 319.40	£ 63.88	£ 383.28	BACS		
FRESH AIR	REPLACE FAULTY CONDENSATE PUMPS	TH	£ 530.00	£ 106.00	£ 636.00	BACS		
ICCM	COTS2 H&S TRAINING GRAVE DIGGING	ADMIN	£ 2,150.00	£ 430.00	£ 2,580.00	BACS		
LONGWATER CONSTRUCTION	TARMIAC REPAIR, STAKES, SAWN WHITEW	O/S	£ 246.63	£ 49.33	£ 295.96	BACS		
LONGWATER GRAVEL	CEMENT, BALLAST, GRANITE	O/S	£ 100.87	£ 20.17	£ 121.04	BACS		
MAYDAY	PHOTOCOPIY USAGE	ADMIN	£ 58.48	£ 11.69	£ 70.17	BACS		
MILNE MARKETING	YR 3 OF 5 RETAINED H&S SERVICES	ADMIN	£ 1,035.00	£ 207.00	£ 1,242.00	BACS		
MR OVERALL	WORK WEAR	O/S	£ 278.75	£ 55.75	£ 334.50	BACS		
NETCENTRAL	INSTALL 3 X DATA POINTS, CHAMBER & BA	ADMIN	£ 313.99	£ 62.80	£ 376.79	BACS		
NETCENTRAL	1000mB NETWORK SWITCH INSTALLED	ADMIN	£ 277.00	£ 55.40	£ 332.40	BACS		
NORFOLK GEEKS	WEBSITE MAINTENANCE & SUPPORT	ADMIN	£ 230.00	£ -	£ 230.00	BACS		
NUTS N BOLTS	KEY CUTTING, BOLTS, SCREWS, CABLE	O/S	£ 117.88	£ 23.57	£ 141.45	BACS		
SCREWFIX	EAR DEFENDERS, SAFETY SPECS, CABLE TIE	O/S	£ 56.73	£ 11.36	£ 68.09	BACS		
S SMYTH	REIMBURSE SAND/TIES/SAND BAGS	O/S	£ 391.28	£ -	£ 391.28	BACS		
THURLOW NUNN	WORK TROUSERS	O/S	£ 27.46	£ 5.49	£ 32.95	BACS		
VIKING	TOILETS ROLLS	TH	£ 61.96	£ 12.39	£ 74.35	BACS		
VIKING	COFFEE/TEA/SUGAR	TH	£ 57.27	£ -	£ 57.27	BACS		
VIKING	COFFEE/TEA	TH	£ 56.98	£ -	£ 56.98	BACS		
VIKING	PENS ASSTD	ADMIN	£ 30.98	£ 6.20	£ 37.18	BACS		
PETTY CASH	CASH TOP UP	ADMIN	£ 99.25	£ -	£ 99.25	CHQ 000111		
			£ 11,830.29	£ 2,048.35	£ 13,878.64			

DD NOVEMBER 2023

Name	Description	Service	Bill Freq	Net	Vat	Total
Barclaycard	Barclays	Admin	Monthly	£ 696.10	£ -	£ 696.10
Vodafone	mobiles	Admin	Monthly	£ 55.43	£ 11.08	£66.51
Bank Charges	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly		£ -	
Biffa	Waste collection	Rec	Monthly	£ 150.50	£ 30.10	£180.60
Biffa	Waste collection	TH	Monthly	£ 231.40	£ 46.28	£277.68
Wave	Water	Town Hall	Quarterly			
BT	Cloud	TH	Quarterly			
BT OnePhone	Mobiles/Broadband	OS	Monthly	£ 302.08	£ 60.42	£362.50
Wave	Water	Queens Sq	Quarterly			
Wave	Water	Gaymers Bowl	Quarterly			
Wave	Water	Queens Sq	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	Monthly	£ 82.45	£ 4.12	£86.57
Total Gas & Power	Elect Skate Park	OS	Monthly	£ 136.72	£ 6.84	£143.56
Total Gas & Power	Electricity	TH	Monthly	£ 270.55	£ 13.52	£284.07
Siemens	Photocopy Lease	TH	Quarterly	£ 295.00	£ 59.00	£354.00
Upp	Broadband	TH	Monthly	£ 55.00	£ 11.00	£66.00
Fuel Genie	Fuel	OS	Monthly			
						£4,296.60
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 3,817.81	£ -	£ 3,817.81
Norfolk Pension	BACS	Pension	Monthly	£ 3,507.23	£ -	£ 3,507.23
Staff Salary	BACS	Salaries	Monthly	£ 13,844.78	£ -	£ 13,844.78
						£ 21,169.82
TOTAL						£25,466.42

76)

7c)

INCOME OCTOBER 2023	
Banked Monies	
Hall Bookings	£ 2,071.00
Gaymer Bowls Rent	£ 110.00
Memorial	£ 1,150.00
Gaymer Bowls water	£ 200.00
Community car grant October	£ 275.00
Bar Rent	£ 640.00
VAT Repayment	£ 3,176.76
Radar key	£ 3.00
Book Sale Oct £1059.84 (less £300 for supplies to aid flooding)	£ 759.84
Total	£ 8,385.60

7d)

DATE	DETAILS	1000										EVENTS	VAT										
		REC'D	OUT	BAL	MISC	POSTAGE	TOWN HALL	OPEN SPACES	MEETINGS- REFRESHMENT	MILEAGE	4			5	6	7	8	9					
1.10.23	B/FWD	638	56	72	385	28	10	00	6.20	16	49	1	24	61	107	00	31	50	53	26	4	82	1
2.1.10.23	LIDL MILK SUGAR		2	29	382	99						2	29										2
3.1.10.23	LIDL ASSD BISCUITS		5	71	377	22						3		5	77								3
4.6.10.23	POST OFFICE SIGNED FOR X 2		6	20	371	92			6.20			4											4
5.5.10.23	LIDL SUGAR TEA COFFEE		22	63	348	39						5		22	63								5
6.9.10.23	LIDL MILK SUGAR		3	19	345	20						6		3	19								6
7.11.10.23	RBL POPPY SHOP WREATH.		28	98	316	22	24	14				7											7
8.20.10.23	LIDL CINEMA SWEETS		15	47	300	75						8											8
9												9											9
10			84	53	300	75	24	14	6.20			10		33	88								10
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4010
700
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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	1,650	3,300	1,650			50.0%	
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%	
Administration :- Income	<u>670,049</u>	<u>697,957</u>	<u>27,908</u>			<u>96.0%</u>	<u>18,564</u>
4000 Staff Costs	127,087	375,000	247,913		247,913	33.9%	
4001 Other Employment Costs	0	20,000	20,000		20,000	0.0%	
4002 website	350	5,000	4,650		4,650	7.0%	
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	24	2,000	1,976		1,976	1.2%	
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	555	2,500	1,945		1,945	22.2%	
4029 Photocopier Usage Fee	354	2,500	2,146		2,146	14.2%	
4031 Computer	3,694	9,000	5,306		5,306	41.0%	
4040 Community Car Scheme	2,722	7,840	5,118		5,118	34.7%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	18,299	20,000	1,701		1,701	91.5%	
4044 Highway Improvements	0	8,000	8,000		8,000	0.0%	
4051 Bank Charges	139	300	161		161	46.2%	
4056 Consultancy	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees	(1,545)	2,800	4,345		4,345	(55.2%)	
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	2,866	6,000	3,134		3,134	47.8%	
4122 Postages	6	100	94		94	6.2%	
4123 Stationery	265	2,000	1,735		1,735	13.3%	
4140 Fuel	(231)	0	231		231	0.0%	
4147 Photocopier Lease payments	590	1,500	910		910	39.3%	
4190 Equipment Purchase	306	2,000	1,694		1,694	15.3%	
4230 Supplies	712	700	(12)		(12)	101.7%	
4231 Advertising	730	1,000	270		270	73.0%	
Administration :- Indirect Expenditure	<u>171,255</u>	<u>524,053</u>	<u>352,798</u>	<u>0</u>	<u>352,798</u>	<u>32.7%</u>	<u>0</u>
Net Income over Expenditure	<u>498,793</u>	<u>173,904</u>	<u>(324,889)</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	480,230						
<u>112 Street Lights</u>							
4402 Public Lighting	10,767	25,000	14,233		14,233	43.1%	
Street Lights :- Indirect Expenditure	<u>10,767</u>	<u>25,000</u>	<u>14,233</u>	<u>0</u>	<u>14,233</u>	<u>43.1%</u>	<u>0</u>
Net Expenditure	(10,767)	(25,000)	(14,233)				
<u>113 Toilets</u>							
4112 Water	269	750	481		481	35.8%	
4113 Electricity	497	1,786	1,289		1,289	27.8%	
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	<u>801</u>	<u>3,236</u>	<u>2,435</u>	<u>0</u>	<u>2,435</u>	<u>24.8%</u>	<u>0</u>
Net Expenditure	(801)	(3,236)	(2,435)				
<u>114 Christmas Lights</u>							
1050 Income	4,000	0	(4,000)			0.0%	
Christmas Lights :- Income	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>				<u>0</u>
Net Income	4,000	0	(4,000)				
<u>115 Archive</u>							
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	<u>199</u>	<u>415</u>	<u>216</u>	<u>0</u>	<u>216</u>	<u>47.8%</u>	<u>0</u>
Net Expenditure	(199)	(415)	(216)				
<u>116 Attleborough Neighbourhood Pla</u>							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	0	(5,000)	(5,000)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
118 Events							
1393 Income Events	1,294	0	(1,294)			0.0%	
Events :- Income	<u>1,294</u>	<u>0</u>	<u>(1,294)</u>				<u>0</u>
4400 Expenditure	53	2,000	1,947		1,947	2.7%	
4504 Coronation	804	5,000	4,196		4,196	16.1%	
4505 Newsletter	727	5,000	4,273		4,273	14.5%	
Events :- Indirect Expenditure	<u>1,585</u>	<u>12,000</u>	<u>10,415</u>	<u>0</u>	<u>10,415</u>	<u>13.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(291)</u>	<u>(12,000)</u>	<u>(11,709)</u>				
201 Open Spaces							
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	12,810	10,000	(2,810)			128.1%	
1106 Sports Letting	7,515	0	(7,515)			0.0%	
1120 Sale of land Dairy Court	4,000	0	(4,000)			0.0%	
1150 Re-imburement of Utilities	221	0	(221)			0.0%	
1151 Insurance claim	100	0	(100)			0.0%	
1152 Repayment church wall damage	200	0	(200)			0.0%	
Open Spaces :- Income	<u>31,048</u>	<u>11,700</u>	<u>(19,348)</u>			<u>265.4%</u>	<u>0</u>
4020 Miscellaneous Expenses	0	784	784		784	0.0%	
4058 Legal Fees	482	0	(482)		(482)	0.0%	
4110 Rates	958	1,817	859		859	52.7%	
4112 Water	1,125	1,500	375		375	75.0%	
4113 Electricity	1,159	2,250	1,091		1,091	51.5%	
4140 Fuel	2,678	5,725	3,047		3,047	46.8%	
4143 Equipment Hire	138	750	612		612	18.4%	
4144 Tree Work	600	3,500	2,900		2,900	17.1%	
4145 Maintenance/Repairs	13,737	25,000	11,263		11,263	54.9%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4189 Wheel Park	270	0	(270)		(270)	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	1,461	2,250	789		789	64.9%	
4230 Supplies	2,377	7,500	5,124		5,124	31.7%	
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%	

	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>32,839</u>	<u>72,436</u>	<u>39,597</u>	<u>0</u>	<u>39,597</u>	<u>45.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,792)</u>	<u>(60,736)</u>	<u>(58,944)</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	4,738	10,000	5,262			47.4%	
1007 Bar Rent	(640)	500	1,140			(128.0%)	
Town Hall :- Income	<u>4,098</u>	<u>10,500</u>	<u>6,402</u>			<u>39.0%</u>	<u>0</u>
4110 Rates	9,297	14,560	5,263		5,263	63.9%	
4111 Gas	758	4,200	3,442		3,442	18.0%	
4112 Water	232	1,000	768		768	23.2%	
4113 Electricity	1,610	4,000	2,390		2,390	40.3%	
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	225	1,500	1,275		1,275	15.0%	
4225 Refuse Collections	2,522	5,000	2,478		2,478	50.4%	
4230 Supplies	1,019	1,500	481		481	67.9%	
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>16,253</u>	<u>68,860</u>	<u>52,607</u>	<u>0</u>	<u>52,607</u>	<u>23.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(12,155)</u>	<u>(58,360)</u>	<u>(46,205)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Contingency</u>							
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>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(25,000)</u>	<u>(25,000)</u>				
Grand Totals:- Income	710,488	720,157	9,669			98.7%	
Expenditure	239,240	757,750	518,510	0	518,510	31.6%	
Net Income over Expenditure	<u>471,248</u>	<u>(37,593)</u>	<u>(508,841)</u>				
less Transfer to EMR	18,564						
Movement to/(from) Gen Reserve	<u>452,685</u>						

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**
Note: DRAFT BUDGET 2021/22

01/11/2023
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	2021/22		2022/2023			2023/24		Carried Forward	
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed		EMR
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	0	0	0
1378 Grant payment Community Cars	3,960	3,300	3,300	1,925	0	0	0	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	0	0	0
Total Income	615,246	757,028	697,957	670,324	0	0	0	0	0
4000 Staff Costs	300,000	311,509	375,000	147,908	0	0	0	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	420	0	0	0	0	0
4004 Health & Safety	2,500	2,805	3,643	0	0	0	0	0	0
4005 Training	7,000	1,603	7,000	2,427	0	0	0	0	0
4010 Travelling Expenses	750	44	500	32	0	0	0	0	0
4020 Miscellaneous Expenses	2,000	793	2,000	48	0	0	0	0	0
4023 Subscriptions	2,500	1,826	2,500	1,358	0	0	0	0	0
4025 Insurances	10,000	7,790	13,000	10,515	0	0	0	0	0
4027 Bookkeeping	2,000	1,260	2,500	810	0	0	0	0	0
4029 Photocopier Usage Fee	2,500	774	2,500	459	0	0	0	0	0
4031 Computer	9,000	9,181	9,000	5,042	0	0	0	0	0
4040 Community Car Scheme	6,000	7,969	7,840	3,793	0	0	0	0	0
4041 Grants S137	1,000	0	1,000	0	0	0	0	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: DRAFT BUDGET 2021/22**

	2021/22		2022/2023			2023/24		Carried Forward	
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed		EMR
4042 Local Grants	3,000	3,950	20,000	20,000	0	0	0	0	0
4044 Highway Improvements	0	0	8,000	0	0	0	0	0	0
4051 Bank Charges	500	226	300	145	0	0	0	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	0	0	0
4057 Audit Fees	2,500	2,200	2,800	135	0	0	0	0	0
4058 Legal Fees	15,000	16,586	10,000	0	0	0	0	0	0
4059 Civic Reception	1,000	929	1,000	0	0	0	0	0	0
4060 Civic Allowances	1,000	0	1,000	0	0	0	0	0	0
4061 Elections	0	0	12,150	0	0	0	0	0	0
4076 SumUP card charges	0	9	20	0	0	0	0	0	0
4099 Contingency	1,000	0	1,000	0	0	0	0	0	0
4121 Telephone	4,000	5,735	6,000	3,279	0	0	0	0	0
4122 Postages	500	14	100	67	0	0	0	0	0
4123 Stationery	2,000	962	2,000	321	0	0	0	0	0
4140 Fuel	0	272	0	-231	0	0	0	0	0
4147 Photocopier Lease payments	1,500	1,240	1,500	885	0	0	0	0	0
4190 Equipment Purchase	2,000	1,079	2,000	306	0	0	0	0	0
4230 Supplies	250	959	700	746	0	0	0	0	0
4231 Advertising	1,000	664	1,000	1,210	0	0	0	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	199,674	0	0	0	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: DRAFT BUDGET 2021/22**

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	<u>2021/22</u>		<u>2022/2023</u>			<u>2023/24</u>			
	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	470,650	0	0	0	0	0
Movement to/(from) Gen Reserve									
<u>102 Grant 106</u>	0	34,017	0	18,564	0	0	0	0	0
4043 Grants S106 Expenditure	220,746	334,948	173,904	452,086	0	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve									
<u>112 Street Lights</u>	0	17,923	0	0	0	0	0	0	0
4402 Public Lighting	0	17,923	0	0	0	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve									
<u>113 Toilets</u>	0	(17,923)	0	0	0	0	0	0	0
1050 Income	25,000	28,627	25,000	10,767	0	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve									
Total Income	25,000	28,627	25,000	10,767	0	0	0	0	0
	(25,000)	(28,627)	(25,000)	(10,767)	0	0	0	0	0
1050 Income	0	3	0	0	0	0	0	0	0
4112 Water	0	3	0	0	0	0	0	0	0
4113 Electricity	750	812	750	269	0	0	0	0	0
4145 Maintenance/Repairs	1,786	1,756	1,786	580	0	0	0	0	0
4190 Equipment Purchase	500	44	0	0	0	0	0	0	0
4220 Cleaning	100	1,662	0	0	0	0	0	0	0
4225 Refuse Collections	100	0	0	0	0	0	0	0	0
	0	0	0	35	0	0	0	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: DRAFT BUDGET 2021/22**

	2021/22		2022/2023				2023/24		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4230 Supplies	500	103	500	0	0	0	0	0	0
4255 Safety Checks	200	35	200	0	0	0	0	0	0
Overhead Expenditure	3,936	4,412	3,236	883	0	0	0	0	0
113 Net Income over Expenditure	-3,936	-4,409	-3,236	-883	0	0	0	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)	(883)	0	0	0	0	0
<u>114 Christmas Lights</u>									
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
<u>115 Archive</u>									
4121 Telephone	100	0	100	0	0	0	0	0	0
4145 Maintenance/Repairs	100	0	100	115	0	0	0	0	0
4230 Supplies	100	0	100	0	0	0	0	0	0
4255 Safety Checks	0	115	115	84	0	0	0	0	0
Overhead Expenditure	300	115	415	199	0	0	0	0	0
Movement to/(from) Gen Reserve	(300)	(115)	(415)	(199)	0	0	0	0	0
<u>116 Attleborough Neighbourhood Pla</u>									

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: DRAFT BUDGET 2021/22**

01/11/2023
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	2021/22		2022/2023			2023/24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4400 Expenditure	5,000	0	5,000	0	0	0	0	0	0
Overhead Expenditure	5,000	0	5,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(5,000)	0	(5,000)	0	0	0	0	0	0
118 Events									
1050 Income	0	158	0	0	0	0	0	0	0
1393 Income Events	0	1,286	0	2,354	0	0	0	0	0
Total Income	0	1,444	0	2,354	0	0	0	0	0
4400 Expenditure	10,000	1,093	2,000	66	0	0	0	0	0
4504 Coronation	0	1,366	5,000	804	0	0	0	0	0
4505 Newsletter	0	1,828	5,000	727	0	0	0	0	0
Overhead Expenditure	10,000	4,287	12,000	1,597	0	0	0	0	0
Movement to/(from) Gen Reserve	(10,000)	(2,842)	(12,000)	756	0	0	0	0	0
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	0	0	0
1105 Burial Fees	15,000	12,205	10,000	13,360	0	0	0	0	0
1106 Sports Letting	1,000	3,050	0	7,515	0	0	0	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	221	0	0	0	0	0

Continued on next page

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: DRAFT BUDGET 2021/22

	2021/22		2022/2023				2023/24		
	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	200	0	0	0	0	0
Total Income	19,300	20,406	11,700	31,598	0	0	0	0	0
4020 Miscellaneous Expenses	700	320	784	0	0	0	0	0	0
4058 Legal Fees	0	0	0	482	0	0	0	0	0
4110 Rates	800	1,217	1,817	1,118	0	0	0	0	0
4112 Water	1,500	2,139	1,500	1,146	0	0	0	0	0
4113 Electricity	1,500	1,361	2,250	1,296	0	0	0	0	0
4140 Fuel	3,500	4,297	5,725	3,125	0	0	0	0	0
4143 Equipment Hire	750	1,920	750	138	0	0	0	0	0
4144 Tree Work	2,000	2,925	3,500	600	0	0	0	0	0
4145 Maintenance/Repairs	25,000	4,871	25,000	13,925	0	0	0	0	0
4146 Play Equipment	5,000	9,590	5,000	0	0	0	0	0	0
4187 Contribution to Leisure centre	0	50,000	0	0	0	0	0	0	0
4189 Wheel Park	0	132,000	0	280	0	0	0	0	0
4190 Equipment Purchase	3,000	3,623	3,000	3,005	0	0	0	0	0
4191 Street Furniture	0	0	0	3,522	0	0	0	0	0
4199 Allotments	0	1,498	0	150	0	0	0	0	0
4225 Refuse Collections	2,000	2,545	2,250	2,206	0	0	0	0	0
4230 Supplies	7,500	8,164	7,500	2,620	0	0	0	0	0
4255 Safety Checks	1,000	643	1,000	585	0	0	0	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	523	0	0	0	0	0

Continued on next page

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: DRAFT BUDGET 2021/22**

01/11/2023
10:39

	<u>2021/22</u>		<u>2022/2023</u>			<u>2023/24</u>			
	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	0	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	0	0	0
Overhead Expenditure	59,610	329,658	72,436	34,791	0	0	0	0	0
201 Net Income over Expenditure	-40,310	-309,252	-60,736	-3,193	0	0	0	0	0
6000 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)	(3,193)	0	0	0	0	0
<u>210 Attleborough in Bloom</u>									
4230 Supplies	250	0	250	0	0	0	0	0	0
4400 Expenditure	500	0	500	0	0	0	0	0	0
Overhead Expenditure	750	0	750	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(750)	0	(750)	0	0	0	0	0	0
<u>211 Markets</u>									
1050 Income	500	0	0	0	0	0	0	0	0
Total Income	500	0	0	0	0	0	0	0	0
4298 Covid General Expenses	200	0	0	0	0	0	0	0	0
4400 Expenditure	500	0	0	0	0	0	0	0	0
Overhead Expenditure	700	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(200)	0	0	0	0	0	0	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: DRAFT BUDGET 2021/22**

	<u>2021/22</u>		<u>2022/2023</u>			<u>2023/24</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
290	<u>Open Spaces Capital Exps.</u>								
4190	40,000	39,235	20,000	5,541	0	0	0	0	0
4194	3,000	385	1,000	0	0	0	0	0	0
	<u>43,000</u>	<u>39,620</u>	<u>21,000</u>	<u>5,541</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>(43,000)</u>	<u>(39,620)</u>	<u>(21,000)</u>	<u>(5,541)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
301	<u>Town Hall</u>								
1000	8,000	11,868	10,000	6,264	0	0	0	0	0
1007	500	1,600	500	0	0	0	0	0	0
	<u>8,500</u>	<u>13,468</u>	<u>10,500</u>	<u>6,264</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Income								
4110	13,000	12,507	14,560	10,911	0	0	0	0	0
4111	2,800	1,419	4,200	758	0	0	0	0	0
4112	1,000	1,071	1,000	232	0	0	0	0	0
4113	4,000	4,695	4,000	1,881	0	0	0	0	0
4145	3,500	756	3,500	0	0	0	0	0	0
4190	2,000	188	2,000	0	0	0	0	0	0
4220	1,500	585	1,500	270	0	0	0	0	0
4225	5,000	4,044	5,000	2,972	0	0	0	0	0
4230	1,500	1,442	1,500	1,414	0	0	0	0	0
4231	0	0	1,000	0	0	0	0	0	0
4255	600	146	600	409	0	0	0	0	0
4257	20,000	0	30,000	0	0	0	0	0	0
4298	500	0	0	0	0	0	0	0	0

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**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: DRAFT BUDGET 2021/22**

01/11/2023
10:39

	2021/22		2022/2023			2023/24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300 Premises Licence	250	755	0	180	0	0	0	0	0
Overhead Expenditure	55,650	27,609	68,860	19,027	0	0	0	0	0
Movement to/(from) Gen Reserve	(47,150)	(14,142)	(58,360)	(12,764)	0		0		
<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		
<u>410 Festival</u>									
4401 Supplies	0	0	0	300	0	0	0	0	0
Overhead Expenditure	0	0	0	300	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	(300)	0		0		
<u>501 Contingency</u>									
4400 Expenditure	25,000	12,886	25,000	0	0	0	0	0	0
Overhead Expenditure	25,000	12,886	25,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(25,000)	(12,886)	(25,000)	0	0		0		

Continued on next page

**Attleborough Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: DRAFT BUDGET 2021/22**

	<u>2021/22</u>		<u>2022/2023</u>			<u>2023/24</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	643,546	792,349	720,157	714,539	0	0	0	0	0
Expenditure	643,546	868,232	757,750	272,780	0	0	0	0	0
Net income over Expenditure	0	-75,883	-37,593	441,759	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)	423,196	0	0	0	0	0



Date: 24th October, 2023

Ref: REP25879

SPECIFICATION AND QUOTATION

To: Attleborough Town Council

Project: St Marys Church

Site Inspection carried out on 23rd October 2023

On our site inspection we found that the relay and battery in the electric rewind system have failed.

To supply and fit replacements will cost £496.00 + VAT

Guarantee:

All our work is guaranteed for 24 months from completion. This does not cover misuse or accidental damage. We also offer an annual maintenance contract for any item we have overhauled or manufactured. Our company has a Health & Safety policy. All horologists are fully qualified, rope trained and where necessary trained to work at heights. The company carries full public and employer's liability insurance. Copy certificates can be provided upon request.

Any areas to where the public has access is cordoned off whilst work is in progress.

Terms and Conditions:

We require written confirmation of order detailing the required specification. Final invoices to be paid within 28 days of invoice date. Failure to pay invoices within our terms will be subject to a 8% surcharge above bank base rate at the date of invoice.

Method Statement, Risk Assessment and Health & Safety documents will be forwarded on request.

Due to adverse weather conditions, staff sickness, the incorrect supply of materials or previous installations overrunning we reserve the right to postpone your installation to a later mutually convenient date with no financial penalty arising from such actions.

Environmental Policy

S Michlmayr & Co Ltd, specialist in watch and clock repairing and manufacture are committed to minimizing the impact their work has on the environment. We are committed to measures to improve environmental performance and continuous improvement. In undertaking this commitment, we will comply with relevant environmental legislation and codes of practice. We will monitor the progress and review of environmental performance on a regular basis, at least annually. All staff will be educated and trained in environmental issues and the environmental effects of their activities.

All waste will be minimized and recycled where practicable.

Chemicals will be safely disposed of using approved contractors and if possible biodegradable chemicals will be used.

In all our operations we will make efficient use of water and energy.

Packaging materials will be recycled.

Staff will be encouraged to cycle to work, use public transport or car share.

Environmental issues will be included in monthly quality meetings and staff will be encouraged to bring forward ideas to improve environmental performance.

Where possible only suppliers and contractors will be used who have similar environmental standards.

Vehicles used by the company will be regularly maintained.

S MICHLMAYR & CO LTD

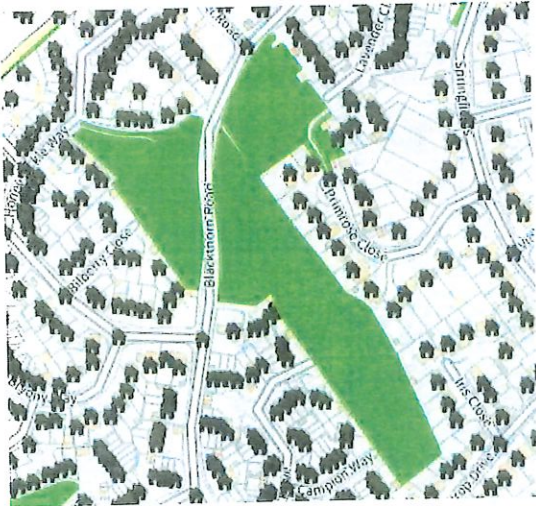
S Michlmayr & Co Ltd
Tempus Works, Fletcher Way, Norwich, NR3 3ST
Tel: 01603 403687 Email: admin@michlmayr.com
Company Registration number: 2849623. VAT number: 451273956

11)

Good afternoon Cllr Taylor

I wanted to let you know that I have spoken with the S106 officer to confirm what money is still available for this land.

There is still £73,122.00 that can be used for the provision or enhancement and maintenance and management of recreational facilities at Blackthorn Way (presumably Blackthorn Road). We would therefore suggest that if the TC did want to take over ownership along with a commuted sum that we ask they take the whole of the area rather than a section.



I will need to carry out a full consultation which I will begin shortly, but I would also like to make sure that ATC are comfortable with this proposal.

Many thanks

Land and Development Officer
Breckland Council



TECPLICITY
IT Simplified

14)

Attleborough Town Council

IT Services & Support Proposal

▪ **CREATED BY:**

Jonathan Miller
TECPLICITY Limited

▪ **PREPARED FOR:**

Anne Willett
Attleborough Town Council

4th October 2023

Version: 1.0.0

Summary

Attleborough Town Council are reviewing their current IT Support & Services provision. Attleborough Town Council would like to build a partnership with an IT Services & Support provider who understands their bespoke support requirements and can provide IT Support and Services to their existing technology provision.

Currently IT hardware, Software and Website Hosting services are all provided by different third parties.

The business is located at: Town Hall, Queen's Square, Attleborough NR17 2AF

Requirements

On-going IT Support, Pro-Active Maintenance

Provide remote, telephone and on-site support for all IT issues when required, to cover all Windows endpoints at Attleborough Town Council. Provide support for Internet Access and Network devices.

Support will be delivered by the TECPLICITY service desk during the hours of Monday - Friday 8:00am - 6:00pm. An on-call service is available outside of these hours.

TECPLICITY will install a monitoring agent to enable remote support and management of each endpoint covered under the service. This will provide the ability to manage AV, install recommended updates and security fixes when required. We have created a custom support package for you, our standard packages can be viewed [here](#).

Your custom package is an all-inclusive support offering, giving unlimited remote support per month and reduced hourly rates (£40 +VAT) for anything not covered under support. AV & Endpoint is Included. Any onsite work in-hours not covered under support will be charged at £60+VAT for the first hour and the normal discounted rate of £40+VAT thereafter. Out of Hours support rates are as follows: Onsite £120 +VAT / Remote £80+VAT, minimum 1hr charge.

Service Desk Contacts

<https://sd.tecplcity.co.uk> - 01603 828 800

support@tecplcity.co.uk

Email, Software Applications & Collaboration

Attleborough Town Council currently use a Citrix environment to access emails, file services and software applications. TECPLICITY are recommending a migration to Microsoft's 365 platform. TECPLICITY will build a new SharePoint Site for files services and ingest email data to the platform as provided by Attleborough Town Council's current supplier, Microshade Business Consultants Ltd. This new platform would also be complemented with Rialtas Cloud services to facilitate remote access to the Rialtas cloud accounting platform. Costs in this proposal were provided by Rialtas and are subject to change by them. TECPLICITY will become your new supplier for the licensing and management of the Microsoft 365 platform going forward. We will also assist with any 3rd party software application issues as required, liaising with appropriate supplier support functions where necessary.

Internet Access & Wi-Fi

Attleborough Town Council currently utilise an Upp internet connection. TECPLICITY will provide remote support and maintenance on this access device and additional network switches as required.

Network Attached Storage

Attleborough Town Council currently utilise a small NAS device. TECPLICITY will provide support for this device on an ad-hoc basis.

AV & Endpoint Security

Our AV and Endpoint protection is included with this custom support package.

Domain & Web Server Hosting

TECPLICITY will manage all domain and hosting requirements as part of our service offering to Attleborough Town Council. Our premium Website hosting would be included free of charge as part of this service offering.

Please note that domain renewal & migration charges are subject to additional charges.

Cost comparison below:

Domain Extension	TECPLICITY	GoDaddy	
.co.uk	£7.99	£11.99	Per Year
.com	£12.49	£17.12	Per Year
.net	£9.99	£9.99	Per Year

Website Backup & Recovery

TECPLICITY offer advanced backup and recovery options for all hosting packages. We will ensure all websites hosted on the solution are backed up and those remain accessible for up to 30 days. This will also be included in our offering at no additional cost.

IT Strategy / Virtual IT Director

SME's can struggle to create and maintain a vision of the IT future for their businesses, and this can have a negative effect on the growth and productivity of that business. TECPLICITY can help create a roadmap aligned to future plans of the company to ensure it has the right technology in place to gain competitive advantage.

We will also act as a virtual IT Director, helping to fill the knowledge void often found in SME's without an established IT offering.

Additional Services - Not in Scope

Telephony

Telephony is out-of-scope for this proposal. If Attleborough Town Council would like to explore a replacement VoIP telephony solution and the benefits this can bring over and above their existing system, we would be happy to discuss in more detail.

WP Vulnerability Scanning

WordPress is the number one website platform on the internet. Unfortunately, this attracts more unwanted attention from hackers looking to exploit vulnerabilities in plugins, themes and core files.

Our WP Scanning solution provides a monthly website scan which is able to identify and report on any new or existing vulnerabilities on your sites, ensuring your sites are kept secure and up-to-date.

Cost Summary - Attleborough Town Council

All costs are exclusive of VAT.

One Off Costs	Qty	Cost	Total
Onboarding - Professional Services	1	£480.00	£480.00
TOTAL			£480.00

Monthly Costs			
Pro IT Support Plan	6	£25.86	£155.16
NAS Support	1	£19.00	£19.00
Network Support	1	£29.00	£29.00
Endpoint & AV	INC	£0.00	£0.00
MS 365 Business Standard*	6	£10.30	£61.80
MS 365 Exchange Online Plan 1 (Mailboxes)	24	£3.30	£79.20
Rialtas Cloud Hosting*	2	£25.00	£50.00
DNS Management (Per Domain)	1	£0.00	£0.00
Performance Web Hosting - Included FOC	0	INC	Inc
TOTAL			£394.16

* Service provided by and billed by Rialtas

17a)

Good morning,

I'm emailing you to hopefully find a solution to the chaotic situation around school time at Rosecroft primary school as I have had no luck with contacting the school as they say it's out of school property therefore not their issue.

I live on Finch Road right outside the rear pedestrian gate to the school, my path runs alongside the path to the school, there are a few issues I would like to make you aware of.

Parking

The parking from the parents seems to be very inconsiderate to the residents on the estate, the cars are parked wherever closest to the school gates, they block people's driveways, engines left running as they all seem to congregate half an hour earlier than needed so summer engines are on for air con and winter to keep warm. To try and come home from work between 1430-1530 is absolutely impossible to try and access our properties.

Noise

The kids start gathering outside the gate around 830am to which my windows are directly next to and because they have arrived so early the children clearly are bored and amuse themselves and the level of noise is very high. I understand it's hard to control but the parents should be respecting the fact there are houses very close by. They have the whole park area at the bottom of Finch Road to wait and they all queue up along the path outside our front doors which is also sometimes intimidating to walk into my house as they all stare.

Trespassing

It has been known the parents who do walk past the row of houses have actually walked across people's gardens with their pushchairs and dogs. We have since had to have a metal fence put along the front of our houses to stop this from happening because nothing else was working. Also, the wooden fence that is along the path actually belongs to the houses, mine and my neighbours, and the parent has been known to sit on it and it has now bowed but I don't feel appropriate to approach the parents and ask them to move off.

Since the school has been unable to help sort this issue even though it's because of the school and the fact the rear gate is deemed a pedestrian gate yet because the new road is such an issue for parking also (still is) with parents parking on top of the junction I assume they try and come to this way in as well. I have emailed them several times as have my neighbours and they couldn't be less interested they just say not school property not their issue.

Is there anything that can be done? There is a huge area within the school to collect children can they not be allowed inside the school grounds before kick out time to wait instead of causing a massive disruption outside our houses. The parking is the main issue which I have no idea how it is resolvable as I am sure everyone who lives near the school has to deal with this inconvenience. I actually was driving out the estate this morning and met another car on my side of the road as they had parked along the opposite side and I was expected to get out of the way even though it was my right of way. Something needs to be done about this please.

I would also like to add there has been a large white Ford transit van dumped/abandoned in the car park on Finch Road, it has been left unlocked with a load of junk in the back, windscreen is all mouldy and has no MOT or tax, it has been reported to Breckland Council but no response and it's been sitting for over 2 weeks now.

I hope there is a solution to the issues raised

Thanks

Dear

Thank you for your email regarding the problems you are experiencing. I have attached an email reply from Highways Engineer that we received regarding a previous complaint regarding Rosecroft School.

Please contact and report the noise issue to Breckland Council Environmental Services and trespassing issues, I would advise reporting to the Police as they will issue a crime number if they feel it is appropriate but unfortunately neither of these are within our remit. However, the Council has Rosecroft (parking) on the radar and I will add your email as an agenda item to the next Council meeting being held on Monday 6th November 2023 for members consideration, it may be that Council consider writing a letter to the school and attach your comments for the attention of the Headteacher? The school may be able to at least issue a reminder letter to parents to appeal to them to be more considerate to the local residents?

Our grounds staff had reported the white van and my colleague has reported to Breckland, I will report this again and hopefully will receive an update.

Regards

Anne

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

17b)

To the members of Attleborough Town Council

At the last council meeting, I enquired as to when the lift in the Town Hall would be repaired as it has been out of service for a considerable time. The written response I received was:

"I have discussed with Sharon our Locum Clerk and there are no plans to replace the lift at the moment, if there is anyone with mobility issues that need our services there is a bell at the bottom of the stairs and a member of staff goes down to them."

This may be considered as a reasonable adjustment to meet the needs of disabled members of the public seeking assistance from ATC. However, the lack of disabled access to the offices of the Town Hall excludes all wheelchair users, or those with mobility difficulties, from accepting a paid administrative position with Attleborough Town Council.

You are currently advertising for a replacement Town Clerk. In refusing to maintain the lift, you have effectively banned any person who uses a wheelchair or who has mobility issues from taking on the role of ATC's Clerk. This is in direct contravention of the Equality Act 2010, which places a duty on all public bodies to comply with the public sector equality duty. The public sector equality duty is a duty on public authorities to consider or think about how their policies or decisions affect people who are protected under the Equality Act. If a public authority has not properly considered its public sector equality duty, it can be challenged in the courts.

I urge the council to reconsider the position stated by the clerk and to ensure that as a body, the council is not wilfully failing to meet the Equality Act 2010.

I request that this correspondence be included in the Correspondence section at the next full council meeting.

Yours faithfully



17c)

Good afternoon,

Please could I enquire to the grant and/or donation application process, and when any applications can be made from/until?

My daughter is taking part in a once in a lifetime experience in the summer of 2025 for a 4-week experience and expedition in Borneo. Her bio is attached, with full information on the trip, experiences, and some of her other fundraising methods.

Would the Councillors of Attleborough Town Council be interested in helping Khloe by agreeing to a grant/donation to help her a little bit towards her target. This is such a brilliant chance for her to work with animals and the experiences she will gain, will help her in future in hopefully studying zoology.

Among some of her other fundraising ideas, is a joint hand car wash with two of her friends who are also going on this trip. If agreeable by Councillors over some weekends when there are no other events taking place in the Town Hall (due to parking etc), could the girls borrow the use of some of the spaces in the Town Hall Car Park, behind the Town Hall, it is a safe and enclosed location. As we live at No 1, Queens Close anyway, we would be providing the water and be on hand for them.

Lastly, What is the availability and costs of a stall at the Thursday Market around Queens Square? The girls have been busy creating and crafting many different types of handmade crafts, and they would like to sell to the public to raise funds.

With best regards,



Hi! My name is Khloe, I'm 13 years old.

In the summer of 2025, I will be lucky enough to take part in a four-week long life changing trip to Borneo, which is located in Asia, an island off the coast of Indonesia and Malaysia, around 7,000 miles away!

With the charity Camp International, I will be taking part in the four-week experience along with 15 others from my School.

While there, I will be taking part in and supporting three local villages with projects such as helping to build infrastructure, dig wells and support local places of education. I will also get to experience and support local rehabilitation shelters with some of the indigenous species like Orangutans and the Sun Bears. I will also get a week trekking through and sleeping in the rainforests!

For me to have this thrilling once-in-a-lifetime experience, I will be fundraising and working to help pay for it. I will be raising money by hosting multiple fundraising events between now and the Summer of 2025! Including bake sales, arts and craft sales and car washes to name a few. My first event is waxing my Dad's legs!

If you could find it in your heart to donate to this fantastic cause, I would be forever grateful. Any money put towards this trip will not only cover my travel and accommodation but fund the Orangutan shelters and local villages that work there.

Thank you x



This is the QR code for Easyfundraising.

Easyfundraising is a great way to donate without costing you anything extra. Simply register, Click the link within the Easyfundraising website or App then do your regular internet shopping!



This is the QR code for my GoFundMe.

Debit and credit cards and electronic payment are accepted here!

These are a sample of some of the arts and crafts I will be selling to fundraise!



Distance to the Sabah region of Borneo, where I will be having this experience.

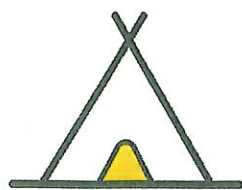
6,965 mi

Distance from Sabah to Attleborough



Camps International

<https://www.campsinternational.com/expedition/borneo-trek-expedition>



CAMPS
international
ETHICAL JOURNEYS WITH IMPACT



Images are with thanks of Google, Map Data and Camps International

Flood Risk Assessment Quotes

Company	£ exclusive of vat Quote Amount
BB Surveys	750
BHA Consulting	970
Canham	1250
Plandescil	1635
Norse	2868
BHA Consulting	3070

Ground Conditions

other optional costs amount to £1850

Ground Conditions

18)



Norfolk Partnership Laboratory
Part of the Norse Group

Please address Purchase Orders to :

280 Fifers Lane

Norwich

NR6 6EQ

Laboratory Tel. 01603 578389

Email. civil.laboratory@norsegroup.co.uk

Quotation

Client **Attleborough Town Council**

Address

Quotation Type. **Re-measurable Estimate**

Quotation No.

Project No. **05-5503-**

Client Ref.

Prepared By **Ian Brown**

Tel. **01603 578377**

Date Issued **10/10/2023**

Pricebook **NPLVAR**

Client Contact **Sharon Smythe**

Tel. **01953 456194**

Project Title **Jubilee Wood Attleborough Land condition survey**

Item	Lab Code & Description	Unit	Status	Quantity	Rate	Value
001	LAB0502 Engineer to carry out walkover survey and mark out site	HR	NT	5	£ 80.00	£ 400.00
002	LAB0592 Drill boreholes using Window Sampler tracked rig	DAY	LN	1	£ 855.00	£ 855.00
003	LAB2402 Suite SB - Standard Contamination Screening Test	NO	SA	5	£ 142.00	£ 710.00
004	LAB0536 Mileage	MILE	NT	40	£ 0.95	£ 38.00
005	LAB0720 Land Condition Survey Report	NO	NT	1	£ 865.00	£ 865.00

Quotation Valid for 30 Days. All values exclude VAT.

Total

£ 2,868.00

Page 1 of 1

LA - Undertaken by NPL, UKAS Accredited

SA - Sub-Contracted, UKAS Accredited

LN - Undertaken by NPL, not UKAS Accredited

SN - Sub-Contracted, not UKAS Accredited

NT - Not a test

Untested sample residues will be retained for 1 calendar month after sending of report.

(Not including cubes) If you require a longer period, this will be chargeable.

Registered office: 280 Fifers Lane, Norwich, NR6 6EQ Registered in England and Wales No. 07445470

Norfolk Partnership Laboratory is part of Norse Eastern Limited, a subsidiary of the Norse Group, a company wholly owned by Norfolk County Council.

Attleborough Clerk

Ground Conditions / FRA

From: Andy Westby <andy.westby@b-h-a-consulting.co.uk>
Sent: 13 October 2023 14:34
To: Attleborough Clerk
Subject: RE: Website enquiry Sharon Smyth

Hi Sharon,

Some of the disbursements are optional, some not!

To clarify, the first £970 fee is for BHA time to prepare the FRA and this stands alone – no options!

The second £970 is BHA time to prepare the Ground Condition Report. This requires sitework to be carried out, which we sub-contract to a specialist contractor. The £1300 disbursement covers their plant costs and time in sinking the boreholes. The £800 cost is a budget for laboratory contamination testing of samples taken from the boreholes – this cost is not optional but may vary slightly as the testing required may be dependent upon the ground conditions revealed by the drilling.

The £400 cost is for geotechnical lab testing to establish the properties of the soil. This cost is not essential but can be used to establish the strength and shrinkability of the soils in case there any future plans to build on any part of the site.

The £1200 cost is for the installation of ground water level monitoring points which require boreholes, and therefore as they are being sunk anyway its cost-effective. If they were required later, most of the £1300 plant cost would be incurred again, as well. This cost is by no means essential, but as noted previously I believe it would be beneficial given the anticipated high ground water levels.

The £150 and £100 cost are unlikely be required. The former provides for obtaining services plans for gas, electric, telecoms, water, drainage services, etc from the relevant utilities. These are unlikely to be required in this instance, but we always schedule the cost in case. Similarly, the latter cost is unlikely to be required as we are having a topo survey carried out.

Finally, the £770 reporting cost in 2.1 is unlikely to be required but we've included a cost in case the planners require it. This relates to a 'desktop' ground contamination assessment and should be overridden by the Ground Condition report, which includes sitework results.

In summary, the FRA cost is £970 + VAT.

The Ground Condition report cost is also £970 + VAT. This requires sitework by specialists, however – the 'essential' cost of which is around £1300+£800=£2100 + 20% + VAT. £ 3070

'Optional' further costs include £400+20%+VAT for soil strength testing and £1200+20%+VAT for ground water monitoring.

I hope the above goes some way to explaining matters!

Kind Regards

Andy Westby BEng(Hons) CEng MICE MStructE
Director

Due to the latest advice relating to COVID-19 virus we would just like to reassure all of our clients that we have put into place a working from home plan so that we can continue to operate efficiently delivering the high quality service you are used to.

BHA

CONSULTING
C O N S U L T I N G
CIVIL - STRUCTURAL - ENVIRONMENTAL

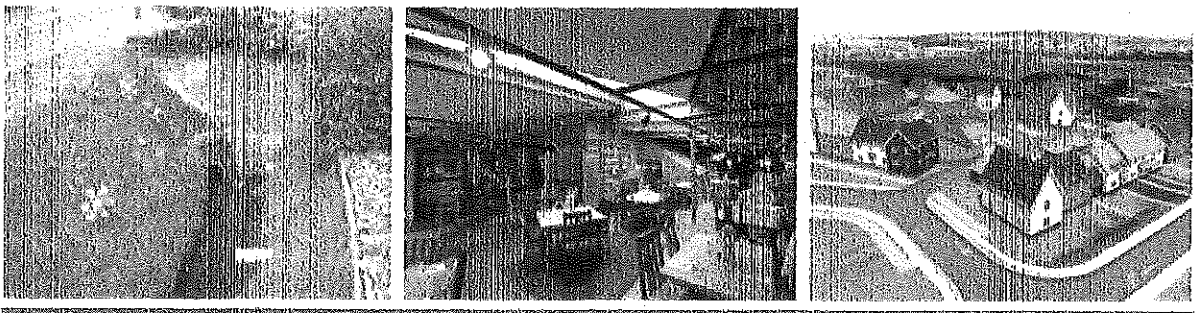
Fee Proposal

Flood Risk Assessment
& Phase II Ground Condition Report

Jubilee Wood Project

Client: Attleborough Town Council

12 October 2023



CIVIL - STRUCTURAL - ENVIRONMENTAL - ENGINEERING CONSULTANTS

PRE-PLANNING & DEVELOPMENT ADVICE - DETAILED DESIGN - PROFESSIONAL SERVICES

30 CONNAUGHTY ROAD, ATTLEBOROUGH, NR17 2JW

TEL. 01953 456806 EMAIL office@b-h-a-consulting.co.uk

DIRECTORS: Andrew Westby BEng(Hons) CEng MICE MStructE Kay Elvy BSc(Hons) IEng MICE

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1 Scope of Work

The scope of services proposed for the project are described below.

1.1 Flood Risk assessment

Environment Agency flood mapping has been checked and shows the site to lie in Flood Zone 1 with localised surface water flooding risk shown to the eastern end of the parcel of land under consideration.

Our report will provide:

- An overview of Environment Agency flood maps, local strategic flood risk assessment and any other pertinent information.
- Guidance of the developable areas of the site.

Note: We have not made any allowance for the preparation of a drainage strategy.

1.2 Land Quality: Phase II Ground Condition Report

Our proposal includes for the following input:

- Site Investigation works to include one day of window sampling to record the geological profiles and take samples for chemical and geotechnical laboratory testing (approx. 8 locations).
- Chemical laboratory testing to include 8 samples for generic contaminants, metals, PAHs and 4 samples for asbestos fibres.
- Geotechnical testing to include classification testing
- Provision of engineering supervision to log soils and take samples.
- Preparation of a Phase II Ground Condition Report with recommendations, as required.

We have provided further optional extra over costs for a Phase I Desk Study should this be requested by the LPA, which includes the provision and review of a commercially available data pack.

As part of the siteworks, we have also provided an option for the installation of groundwater monitoring wells and their subsequent monitoring, should this be required. Given the likely high ground water levels, we suggest this option is taken up as it is more cost effectively executed in conjunction with the other works proposed.

Ground Conditions £3070

2 Fee Quotation

2.1 BHA Fee Proposal

Fees based on the scope of work as described above.

	Fee	Comment
Flood Risk Assessment	£970	
Land Quality Phase II Ground Condition Report	£970	Q
BHA Total	£1,940	
E/O cost for for Phase I Desk Study report, if required	£770	Inclusive of environmental data pack and site walkover <i>OPTIONAL</i>
BHA Total (inc E/O cost above)	£2,710	
Additional site visit / meeting, if required	£350	Inclusive of travel costs

2.2 Disbursements

Budget disbursement costs, to be charged at cost + 20%

	Disbursement	Comment
Phase II/geotechnical – provision of window sampling rig and supervision	£1,300	Q
Chemical laboratory testing	£800	Q
Geotechnical laboratory testing	£400	<i>OPTIONAL</i>
Disbursement Total	£2,500	
E/O cost for installation of groundwater wells (3No.) and return monitoring visits	£1,200	Wells to be installed during Phase II works <i>OPTIONAL</i>
Utility Asset Plans	£150	If required <i>OPTIONAL</i>
OS Mapping Data	£100	If required <i>OPTIONAL</i>
Other Third Party Fees	-	Not Included

Additional work not included in the scope of work to be charged based on the Schedule of Rates.

VAT to be charged on all invoices at the current rate.

2.3 Timescales

We can normally carry out the site investigation works within 3-4 weeks of instruction dependent upon plant availability. Reporting timescales are dependent upon the receipt of laboratory testing results, but usually follow 3-4 weeks after the completion of fieldworks.

2.4 Payment Terms

Disbursements to be invoiced in the month when the disbursement is incurred, payment 14 days from date of invoice.

Fees to be invoiced on completion of reports or drawings payment 30 days from date of invoice.

Any significant change to the layout following completion of reports will incur additional fees.

ASSUMPTIONS, CLARIFICATIONS AND GENERAL EXCLUSIONS

- Excluded building control fees.
- Excluded third party fees.
- We have assumed accurate topographic and geometric information will be provided of the proposed development including site plan, master plan, floor plans, block plans, sections, elevations as appropriate to be provided in DWG format.
- Our fee proposal is based on the assumption there is no requirement for off-site reinforcements to the foul network and excludes hydraulic modelling and any detailed flood mitigation strategies.
- Our fee excludes meetings and does not allow for consultation with the LPA, EA or AW or the Highways Authority should discussions become protracted.
- Our fee does not include provision for any phasing of the works, if phasing of the development is required for any reason then this may incur additional design fees which will be provided on a lump sum quotation basis if required.
- Health and Safety Regulations (CDM 2015) apply to this project and as Designers we have a statutory obligation to inform you that under this legislation you have duties as the client. As such we assume you have already appointed a Principal Designer who will advise you of your obligations under this legislation.

2.5 Terms & Conditions

❖ Definitions

- a) *The Company*: means BHA Consulting Ltd

The Client: means the person or organization that orders the work and to whom the work is usually invoiced.

Work or Works: means the services to be provided by the Company

❖ Quotations & Fee Proposals

- a) Quotations and fee proposals are open for acceptance for a period of 90 days from the date of the quotation or fee proposal.
- b) Quotations and fee proposals may be submitted on the basis of a fixed price or hourly charging rates by agreement between the Company and the Client.
- c) Additional works, alterations and variations ordered by the Client subsequent to the acceptance of the original quotation or fee proposal shall be charged at the Company's hourly rates. Alternatively, the Company may agree with the Client to negotiate a fixed fee. Such additional works, alterations and variations and method of payment shall be normally agreed in writing between the Company and the Client prior to the Company proceeding with the additional works, alteration or variation. Where this is not practicable, the additional work shall be recorded by the Company and the method of reimbursement agreed between the Company and the Client as soon as practicable after the additional work has commenced.
- d) Where possible, quotations and fee proposals will be prepared using the prevailing rates and schedules of prices of external specialist services and surveys which may be subject to increased cost during the period between the date of quotation or fee proposal and the date of order to commence. In such an event the Company will inform the Client of any such increases in writing prior to commencing the work.
- e) Rates and prices included in quotations and fee proposals are subject to Value Added Tax at the prevailing rate.
- f) Disbursements will be an additional cost and where possible listed in the quotation or fee proposal unless indicated otherwise by the Company.
- g) Quotations and fee proposals will set out the services to be provided by the Company. Unless otherwise stated, appointments will be based upon the appropriate Agreement in the Association of Consulting Engineers Conditions of Engagement.
- h) The Client must accept quotations and fee proposals before the services outlined in the quotation or fee proposal can proceed by the Company.
- i) BHA Consulting Ltd accepts no liability or obligation for any letters, emails or reports for which our rendered invoices remain unpaid.

❖ Time for Completion

- a) Whilst every effort will be made to commence and complete the works in accordance with the agreed programme, the Company accepts no responsibility for delays occurring beyond the control of the Company

❖ Unforeseen Conditions

- a) If, during the execution of the works, conditions arise which could not have been reasonably foreseen, the Company will give written notice to the Client outlining any claim for additional payment (if any) and the effect (if any) on the programmed completion of the works.

❖ Commercial Charging Rates

- a) The Company's hourly charges are based on the time as recorded. The Company has a duty to record time and expenses accurately.
- b) The Company may be obliged to pay out fees and expenses on the Client's behalf such as specialist services or surveys which can be front loaded and substantial. Accordingly, the Company reserves the right to request the Client for payment on account for these services.
- c) The Company's hourly charging rates are available on request.

❖ Invoices

- a) The Company will generally render invoices monthly. Where the value of design or report work is small, the Company may request payment in advance of the work commencing.
- b) Payment of invoices is due 30 days following the date of the invoice.
- c) If the Client fails to make payment on the due date then, without prejudice to any other right or remedy available to the Company, the Company shall be entitled to:
 - i) decline to act further
 - ii) charge the full value of work done
 - iii) charge the Client interest on the amount unpaid at the rate of 3% per annum above Lloyds Bank plc Bank Base Rate on a monthly basis, until payment in full is received

❖ Intellectual Property

- a) The Company's work including reports, designs, drawings and other services is licensed to the Client for the purpose of the Client's current instructions. All other copyright and moral right is reserved and asserted. The Company's logo is a trademark and is hereby asserted.

❖ Archiving

- a) The Company will store the original reports, designs, drawings and other documentation prepared for the Client in the Company's archive at no additional cost. However, should the Client (or the Company to enable the Company to deal with any further instructions from the Client) request further copies of the original reports, designs, drawings and other documentation, then the Company will charge the Client for the work necessary to comply with the Client's instruction at the Company's commercial charging rates plus disbursements.

❖ Complaints

- a) In the event that the Client has a concern or complaint about the Company's services then the Client should approach the Project Engineer assigned to the Client's project as soon as practicable after the concern or complaint has arisen. If the Client remains dissatisfied then the Client should raise the matter with Andrew Westby or Kay Elvy Directors in charge of complaints at 30 Connaught Road, Attleborough, NR17 2BW, 01953 456806.
- b) Should the Client continue to be dissatisfied the matter shall be first referred to a Mediator to be agreed between the Company and the Client or in default of such agreement to be referred to Adjudication or Arbitration under the terms set out in the appropriate Agreement in The Association of Consulting Engineers Conditions of Engagement.

❖ Statutory Rights

- a) These terms and conditions do not affect the Client's statutory rights.

2.6 Schedule of Hourly Charges

❖ Standard hourly charge rates

Director - £95 per hour

Chartered/Incorporated Engineer - £85 per hour

Associate - £70 per hour

Senior Engineer - £60 per hour

Engineer - £50 per hour

Graduate Engineer - £40 per hour

Design Technician - £35 per hour

Junior Technician - £25 per hour

Administrator - £15 per hour

❖ Standard Disbursement Rates

Travel costs – 50p per mile

A0 prints - £3.50 per copy

A1 prints - £2.75 per copy

A2 prints - £2.25 per copy

A3 prints - £1.25 per copy

A4 prints – 75p per copy

❖ Non-Standard Disbursement Rates

Non-standard disbursements are charged for disbursements that have a variable cost. These include items such as fees for services from other companies, mapping services, utility record drawings, travel other than by car and parking charges. This is not an exhaustive list.

FRA

Attleborough Clerk

From: Attleborough Clerk
Sent: 10 October 2023 11:49
To: 'Rupert Evans'; Rupert Evans; 'Barry Burrows'
Subject: RE: Land North of Norwich Road Attleborough

Thanks Rupert!

Sharon.

From: Rupert Evans <rupert.evans@evansriversandcoastal.co.uk>
Sent: 10 October 2023 11:43
To: Attleborough Clerk <townclerk@attleboroughtc.org.uk>; Rupert Evans <enquiries@evansriversandcoastal.co.uk>; 'Barry Burrows' <barry@bbsurveys.co.uk>
Subject: Re: Land North of Norwich Road Attleborough

Hi Sharon

Fee for FRA would be £750 plus vat within one week turnaround.

Ground conditions is something separate and you will need a geotech company to quote for that.
Try ian.brown@norsegroup.co.uk

Regards

Rupert Evans MSc CEnv C.WEM MCIWEM PIEMA

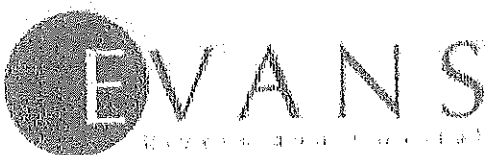
Director

M: 07896 328220

E: rupert.evans@evansriversandcoastal.co.uk

W: www.evansriversandcoastal.co.uk

Lavender House | 19 St Andrews Avenue | Thorpe St Andrew | Norwich | Norfolk | NR7 0RG



FRA.

Attleborough Clerk

From: Michelle Robinson <michellerobinson@canhamconsulting.co.uk>
Sent: 13 October 2023 14:23
To: Attleborough Clerk
Cc: Client Service at Canham Consulting
Subject: FW: Request for a quote - Land North of Norwich Road, Attleborough
Attachments: 87_Information re project.pdf

Good Afternoon Sharon,

Apologies for delay, I have only been passed your email this afternoon. I have tried to call to discuss this with you.

With regards to ground conditions, that will need input from a geotechnical company (such as AF Howlands or Harrisons). I won't be able to get quotes from a third party today. I assume your looking at infiltration test, and general information on the site.

We could carry out a Flood Risk Assessment. This would be a desk based assessment. The triangular piece of land appears to be located in Flood Zone 1. There appears to be a drain running along northern of the site, that may be beyond the site area in highways land. The site appears to be at risk of surface water flooding, which comes from the drain to the north. We would prepare a Flood Risk Assessment covering all sources of flooding.

Our fee for a Flood Risk Assessment is £1250 plus vat.

If you have any questions, please let me know.

Kind regards
Michelle

Michelle Robinson BSc(Hons) MCIHT MTPS MICE EngTech
Director (Pre-Planning)



Norwich | Cambridge | London

M 07919 597319
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Registered in England & Wales | Company Registration No 02710417 | 69 - 75 Thorpe Road, 2nd Floor East Wing, Norwich, Norfolk, England, NR1 1UA

From: Attleborough Clerk <townclerk@attleboroughtc.org.uk>

Sent: Wednesday, October 11, 2023 4:43 PM

To: Client Service at Canham Consulting <clientservice@canhamconsulting.co.uk>
Subject: Request for a quote - Land North of Norwich Road, Attleborough

Dear sirs,

We are seeking a quote for two types of survey:

Ground Conditions and Flood Risk Assessment.

The area concerned is a piece of land we are being gifted as part of a planning application s106 agreement. (As above named)

The relevant planning application is 3PL/2013/1161/0.

The area of land we are need to be surveyed is just the open space area, not the housing allocation. Attached is the plan of the land for a survey.

If at all possible could you forward the quote by close of business tomorrow or even sooner? We have an Environment Committee meeting on Monday to discuss quotes.

Many thanks,

Kind regards,
Sharon Smyth

Sharon Smyth
Locum Town Clerk

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

Email: townclerk@attleboroughtc.org.uk
www.attleboroughtc.org.uk
01953 456194

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Attleborough Town Council
townclerk@attleboroughtc.org.uk

SVH/MJH/CES/Estimate

1 November 2023

For the attention of Sharon Smyth

Dear Sirs,

Flood Risk Assessment for a proposed woodland/cemetery/open space on the land north of Norwich Road, Attleborough, Norfolk

Thank you for your recent enquiry regarding the preparation of a Flood Risk Assessment at the above site. It is understood that the report is required for the change of use to a woodland/cemetery/open space area. We have reviewed the Environment Agency's flood map for the area which shows the site to be located in Fluvial/Tidal Flood Zone 1, though is subject to surface water flooding. Based upon the above, please find below our scope of works for the Flood Risk Assessment:

- Establish the likelihood of the development flooding;
- Establish the risk to the future site users;
- Establish the need for flood mitigation to be utilised, and
- Purchase of Groundsure Geo Insight Report.

Plandescil Estimated Cost	£1,600 (+ VAT)
Data Estimated Cost	£35 (+ VAT)
Total Estimated Cost	£1,635 (+ VAT)

The above cost has been calculated based on our standard charge out rates and terms and conditions of business (see enclosed Sheets).

Please find below a summary of our assumptions, and exclusions for the works, for your consideration.

Assumptions

- We will be provided with:
 - Finalised proposed site layout, in AutoCAD and PDF dwg format.
 - Topographical survey of the site to a GPS datum in AutoCAD dwg and PDF format (if undertaken external to Plandescil Ltd.).
 - OS data to original grid co-ordinates in AutoCAD dwg format.
 - Details on the sites existing ditch network, and how it connects into the wider system to an OS mapped watercourse.

- All our reports and drawings will be issued in PDF format.
- The above cost has been based upon the Flood Risk Assessment being prepared following the finalisation of the site layout.

Exclusions

- Meetings to discuss the project. Remote meetings would cost approximately £195 +VAT and in person meetings would cost approximately £450 + VAT depending on location.
- Preparation of a Flood Warning & Evacuation Plan (Emergency Flood Plan).
- Design of a drainage scheme for the site, however a cost for this can be provided.
- Design of the culvert, or any applications for the culverting of the existing ditch.
- Any applications to the Internal Drainage Board for connection into their network.
- The scheme will not include resolving any on- or off-site flooding issues.
- Geotechnical company fees for siteworks.
- Obtaining Utility Plans.
- CCTV drainage survey & obtaining inverts if missing from Asset Plan.
- Any resulting reworks from changes to proposed site plan, specifications or material will be charged at an additional cost on an hour's works basis.
- Additional calculations/modelling relating to surface water flooding.
- Any abnormal work required to address regulators requirements.
- Should the Local Planning Authority need to carry out a Sequential or Exception test, we have no influence over the decision of either test.
- Any application fees required.

If you wish for us to proceed, please could you confirm in writing along with the provision of the following documents;

- Information requested above.
- Invoicing details (if varies from address detailed in the letterhead).

On receipt of the details listed above, we will typically require approximately 10-20 working days to prepare the report.

Should you have any queries or require any further information then please do not hesitate to contact us.

Yours faithfully,

Sally Hare B.Sc (Hons) CSci MEnvSc, MCIWEM
 Director - Environmental
 For and on behalf of Plandesil Ltd

Charge Out Rates From 1st November 2023

Title	Rate per Hour*		
	Ranges between		
Director/Chartered Engineer	£96.00 - £120.00		
Engineers			
Principal Engineers	£76.00 - £80.00		
Structural/Civil Engineers	£50.00 - £56.00		
Technicians/Engineers	£30.00 - £56.00		
Surveyors			
Chartered Surveyor	£100.00		
Surveyors	£50.00		
Assistant Surveyors	£30.00 - £46.00		
Environmental Consultants			
Environmental Consultants	£52.00		
Support			
Technical Support	£80.00		
Planning Co-ordinator	£50.00		
Project Assistant/Assistant Co-ordinator	£30.00 - £34.00		
Disbursements			
Plots, prints, photocopies - per copy	BLACK	COLOUR	
A0	£2.50	£6.00	
A1	£1.80	£4.00	
A2	£1.50	£3.00	
A3	£0.15	£1.00	
A4	£0.05	£0.60	
Mileage		£0.60	per mile
Drone		£25.00	per hour
Ground Penetrating Radar (GPR)		£25.00	per hour
Scanner - Charge dependent on complexity of survey - please ask for price			
Additional Reports - Charge dependent on size - please ask for price.			
Other disbursements as required.			

* Rate per hour shows a range of charges, dependent upon seniority and experience of individuals.

All Charges are subject to VAT at the prevailing rate.

TERMS AND CONDITIONS OF BUSINESS

Plandescil provides services as Consulting Civil, Structural, Environmental Engineers and Surveyors and in related disciplines. Whilst we make every effort to check and validate information supplied by clients and third parties, we cannot be responsible for errors arising directly or indirectly from incorrect information supplied to us.

As our client, responsibility for the payment of fees and expenses rests with you or your business, unless a third party has agreed in writing with Plandescil Ltd to be responsible.

We will often not be able to gauge accurately the amount of time needed for a consultancy task until the work is underway. The estimate of likely cost given to a potential client before work begins should therefore be regarded as a guide figure and not a fixed price, unless specified otherwise.

Our fees are based on hourly charge rates. These take into account the level of seniority and experience of the consultants who are working for you and also the degree of responsibility and skills needed. Travelling time is charged at the full rate. Secretarial time and disbursements are also an additional charge.

All fees payable to Plandescil are exclusive of VAT, out of pocket expenses and travelling expenses, unless otherwise stated. We reserve the right to invoice for fees and associated expenses monthly. Whenever work is ongoing we may ask for payments on account.

Fees become due within 30 days from the invoiced date. Where an account remains outstanding for more than 14 days after this date we reserve the right to levy interest of 8% above base until the account is paid in full.

Any additional work will be agreed with the client before commencement. Any additional fees will be invoiced as previously agreed.

Fees are reviewed annually and the client will be informed of any changes either verbally or in writing.

T&C98/99 – revised October 2019



Registered in England No 1447113

Plandescil Ltd
Connaught Road, Attleborough
Norfolk NR17 2BW

civil / structural / environmental / surveying

20)



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

If you are in immediate danger call 999

Attleborough Community Emergency Plan

Draft

Plan Distribution List

Name and Post	Date Issued
Attleborough Mayor - Cllr Phillip Leslie	
Attleborough Town Clerk – Michelle Barron	
Attleborough Emergency Co-ordinator -	
Attleborough Deputy Emergency Co-ordinator –	
Breckland Council Emergency Planning -	
Attleborough Town Council Website – <i>Public Sections only</i>	
Emergency services – Fire, Police, Ambulance Service	

Contents

Purpose of this plan
Emergency coordinator and emergency volunteers
Triggers for plan activation
Main Contacts – Co-ordinators and volunteers
When to activate?
Plan Actions
Key Locations
Community Risks
Local Skills and Resources
List of Community Organisations
Town Map

Appendix 1 - Call cascade
Appendix 2 - Contact list
Appendix 3 - Vulnerable people list
Appendix 4 - Log Sheet
Appendix 5 - First meeting Agenda

Purpose of this plan

The purpose of this plan is to assist in providing a coordinated approach to preparing and reacting to emergencies at Ground Level within the community.

- Providing a clear communication chain to ensure all relevant volunteers and key individuals are contacted in a timely manner.
- Identify resources that may be called on in times of emergency.
- Assist in the identification of vulnerable people.

This plan is NOT intended to conflict or in any way interfere with Regional or National Emergency plans. This plan is intended only for use by Attleborough Town Council for local use.

Emergency co-ordinator and community volunteer roles

The Emergency Co-ordinator and their deputy will provide an essential link for community groups, organisations and residents when planning for, and responding to an emergency situation.

- Maintain and review this community emergency plan as needed.
- Call a community meeting during an emergency if deemed necessary
- Provide a focal point for the community response to an emergency.

Community Emergency volunteers are volunteers who provide an essential link between the Emergency Co-ordinator and residents in their locality. Their primary role is to receive information from, and pass it on to residents in their area. Other duties may include

- Visiting and monitoring vulnerable people
- Assist with transport
- Pass messages in person when communications are down
- If First Aid trained you may be required to assist with injured until the emergency services arrive.

Main Contacts – Emergency Co-ordinators and Volunteers

Plan Co-ordinator and deputy

Co-ordinator	Address	Telephone	Email	First Aid Trained? Y/N
Deputy				

Volunteers

Name	Address	Telephone	Email	First Aid Trained? Y/N

When might this plan be activated?

- Environment Agency Flood Warning
- Met Office Severe Weather Warning
- Power Outage
- call from Police or other Emergency Service
- call from Local Authority
- contact from local resident or business

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Plan Actions

	Instructions	Tick
1	Call 999 (unless already alerted) to ensure the emergency services are aware of the emergency. Follow any advice given.	
2	Ensure you are in no immediate danger.	
3	Review activation triggers and decide whether to activate this plan. Use the log sheet to record decisions made, who you spoke to and what you said.	
4	<p>Contact other members of the community that need to be alerted:</p> <ul style="list-style-type: none"> • The Parish/Town Council via the Clerk • Members of the Emergency Group • Those specifically under threat <p>Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action to be taken.</p>	
5	<p>Determine if a Community Emergency Meeting is necessary. If one is needed:</p> <ul style="list-style-type: none"> • Check the meeting venue is safe and people can get there safely • Contact the key holder for the building • Contact Community Emergency Volunteers via the call cascade, if not already done • Tell the community there will be a meeting (if appropriate) • Advise the District / Borough / City / Town Council you are holding a Community Emergency Meeting • Take a copy of the First Agenda to the meeting. 	

Key Locations

Locations identified by Attleborough Town Council as places of safety for evacuation or temporary accommodation.

Name	Address	Telephone	Other Info
Attleborough Town Hall	Queens Square NR17QP	07917 732952	Medium venue, heating water and cooking facilities
The LightHouse Centre	Halford Road, Attleborough		Large venue, heating water and cooking facilities
Christ Community Church	Hargham Road, Attleborough 01953 452865		Medium venue, heating water and cooking facilities
St Marys Church	Church Street Attleborough 01953 452865 01953 887183		Large venue, heating water and cooking facilities
Attleborough Academy	Norwich road, Attleborough		
Rosecroft primary School	London Road, Attleborough		

Community Risks

(Source – Norfolk prepared)

Relative Impact		Relative Likelihood				
Catastrophic (5)						
Significant (4)						
Moderate (3)						
Minor (2)						
Limited (1)						

Relative Impact



Relative Likelihood

Local Skills and Resources

Resource	Name	Contact	Info
1 st Aid Skills	Attleborough Town Council Tracey Turner	07917 732952 01953 456228	Emergency First Aid Health services
Transport – 4x4	Attleborough Town Council	07917 732952	4x4, trailers, tractor
Heat/ Light/ Food			
Emotional Support	Tracey Turner	01953 456228	Wellbeing services
Languages	Clerk	07917 732952	Can access translators in Turkish, Latvian and German
Generators	Attleborough Town Council Stuart Power	01953 454540	1 x Generator kept at the Rec Generator Hire. Happy to assist with Community issues.
Tools / Equipment	Attleborough Town Council		Digger, chainsaws, hedge cutters

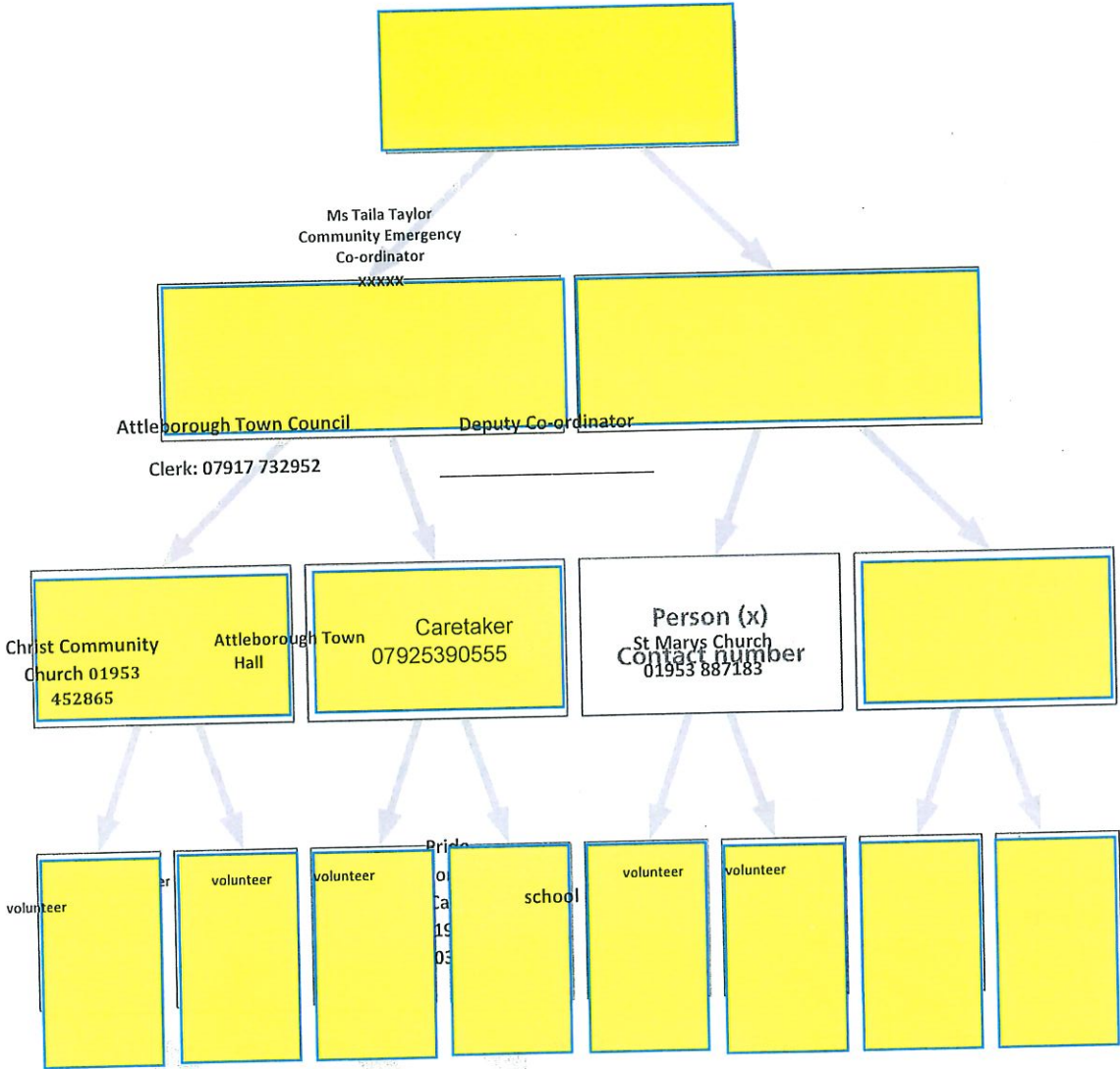
List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency.

Resource	Contact Name	Contact Number	Info
Attleborough Town Council	Christ Community Church 01953 452865	Caretaker 07925390555	Town hall available as a venue
Christ Community Church – The Lighthouse Centre	Sharon FitzGerald 01953 87183		Knowledge of Local Vulnerable People. Venue
St Marys Church	Rev'd Matthew Jackson		Knowledge of Local Vulnerable People. Venue
Pride Home Care	Daniel		Knowledge of Local vulnerable people

Town Map



Appendix 1
Call cascade



Appendix 2

Contact Lists

Service / Role	Additional info	Telephone number	Website / email
Emergency Services		999	
Police HQ	For non-999 calls	101	www.norfolk.police.uk
Fire Service HQ		01603 810351	www.norfolkfireservice.gov.uk
Coastguard (Maritime & Coastguard Agency)	Maritime Rescue Co-ordination Centre (9am-5pm) Control Room (24 hr)	01493 841300 01493 851338	www.dft.gov.uk/mca
Environment Agency	Floodline and Flood Warnings Direct	0845 988 1188	www.environment-agency.gov.uk
Breckland Council			
Norfolk County Council	Customer Service Centre number	0344 800 8020	www.norfolk.gov.uk
Attleborough Town Council		01953 456194	
Breckland Council	For homelessness and environmental health emergencies	01522 782246	www.breckland.gov.uk

List continues overleaf

Contacts list - continued

Service / Role	Additional info	Telephone number	Website / email
Water - Anglian Water	24hr Control	08457 145 145	www.anglianwater.co.uk
Electricity - National Grid	Infrastructure. 24hr reporting of hazards on or near overhead electricity lines	0800 40 40 90	www.nationalgrid.com/uk/
Electricity - UK Power Networks	Supply interruption. 24hr fault line	0800 783 8838	www.ukpowernetworks.co.uk
Electricity - UK Power Networks	Substation issues. (Vandalism or unauthorized entry)	0800 587 3243	www.ukpowernetworks.co.uk
Gas - National Grid	24hr emergency number for gas safety	0800 111 999	www.nationalgrid.com/uk
Telephones British Telecom	BT faults and all line faults	151	www.bt.com www.bt.com/consumerFaultTracking
NHS direct	24hr health advice and information	0845 46 47	www.nhsdirect.nhs.uk
Attleborough Surgeries	Queens square and station road sites	01953 453166	www.attleboroughsurgeries.com
Norfolk and Norwich University Hospital	Colney. Accident and Emergency dept	01953 286286	Nnuh.nhs.uk

Appendix 4

AGENDA

Date & time:
Meeting venue:
Attendees:

1. Briefing on the current situation. Issues to consider:

- Location
- Type of incident
- Numbers of people involved and their condition
- Threats to life
- Current and potential hazards
- Access to the scene
- Condition of utilities (electricity, gas, water, sewerage, telephones)
- Availability of fuel oil, coal etc
- Vulnerable people (e.g. very young/old, immobile, disabled, dementia, sensory impairment, recent operation, dependent on prescription medication, language issues, visiting the area, transient)

2. Immediate actions and resources to aid the response to the emergency

Issues to consider:

- Assistance that can be given to the emergency services / establishing contact with the emergency services if not already done
- The actions that can safely be taken - consider health and safety of all responders
- How the actions are to be co-ordinated within the emergency group and with emergency services
- Communication with the emergency services, Community Emergency Volunteers and the community
- Vulnerable people - welfare checks, language issues

3. Actions and resources required in the longer term to aid community recovery e.g. Advice, guidance, physical assistance

4. Who is going to take the lead for the agreed actions?

5. Any other issues?

6. Time, date and venue of next meeting

Appendix 5

EMERGENCY LOG

Date	Time	Information / Decisions / Actions	Initials

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PERSONNEL COMMITTEE TERMS OF REFERENCE

Mandate

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

Membership

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

Meetings and Procedure

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

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