



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council
Held on Monday 8th January 2024 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr T Tyrer - presiding
Cllr S Taylor Cllr V Dale Cllr J Taylor Cllr S Fraser Cllr T Taylor
Cllr D DeSouza Cllr P Wenham Cllr S Mackinnon Cllr P Leslie
In attendance – Sharon Smyth – Town Clerk
Anne Willett – Clerks Assistant (minute taker) Public x 16

164.23) Welcome – Cllr Tyrer welcomed everyone to the meeting and wish all a Happy New Year.

165.23) Apologies for absence –
Cllr Ashby, Cllr Westby, Cllr Bond, Cllr Ellis,

166.23) Declarations of Interest

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

Cllr S Taylor - Item 4 – Three applicants for Councillor vacancy known to Cllr S Taylor

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

Cllrs S Taylor, T Taylor, S Fraser – Item 7a Connaught Hall and Breckland Council payments

Cllr Tyrer requested Item 9 A Little More Kindness be brought forward on the agenda

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

RESOLVED to suspend Standing Orders to allow this

167.23) A Little More Kindness

- Clair Fisher informed members they had put forward a plan for the premises they require and had met with the Clerk. Cllr Tyrer asked Clair to explain more about themselves for the benefit of those who didn't know their background.
- Clair explained herself and Elaine started off as a Face book group helping people but it had developed into a Community food hub being run from the Town Hall alternative Thursdays, helping up to 40/50 families per week. It would be more convenient and benefit even more people if we operated from our own premises as we have outgrown what we can do from our own homes. We are looking into joining with another organisation and forming a small subsidised food hub. We help everyone there is no particular criteria. We have a large range of foods and it all goes.
- Cllr T Taylor explained the need for finding a location for putting a temporary unit and thought the most appropriate space at the moment would be three car parking

spaces owned by Town Council at Queens Square. There may be a delay in transferring the three disabled bays to the Queens Square car park but working together with Breckland we could get this done as quickly as possible. Cllr S Taylor proposed an amendment to add a financial contribution.

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

RESOLVED - to further explore the possibilities to site container at Queens Square where our car parking spaces are in consultation with Breckland Council to re-site bays, if timescale not suitable we will bring back and review. We support the rent for a minimum of two years timescale and have a review in eighteen months and include the cost of the initial electricity supply.

168.23) Councillor Vacancy for Co-Option

Cllr Taila explained that the Clerk had advised that the co-option policy was confusing and in parts unclear and so requested that for the purposes of the co-option at this meeting the policy be suspended.

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

RESOLVED – to proceed with Co-Option on the basis as there are four candidates it is clear that, with four candidates, it hasn't affected the response to the notice. It was suggested that a paper ballot be carried out.

A brief introduction was given by each of the four applicants, members then proceeded to carry out a paper ballot vote, the Clerk announced the person who received a majority vote was Mr Alan Reynolds who signed his Declaration of Acceptance and joined the members at the table for the remainder of the meeting.

169.23) Public Participation –

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

170.23) Minutes of the Town Council meeting held on 4th December 2023 –

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

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 4th December 2023 with the amendment to **Min 162.23** to add Resolution and redact

ACTION: TOWN CLERK

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

171.23) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated January 2024

Total £88,948.79

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

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated January 2024 Total £29,680.07

c) To receive Income –

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

RESOLVED to approve and accept the income list for December 2023 Total £5,821.52

d) Petty cash – Noted for information

e) **Income & Expenditure November 2023** – Noted for information

f) **To Appoint Internal Auditor for 2024-25**

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

RESOLVED – to appoint Kerry Butcher Accountancy as Internal Auditor for 2024-25

g) **IT Services & Support Update** –

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

RESOLVED - to approve a three-month cancellation fee

h) **Purchase Mower & trailer for Grounds Staff** -

After a brief discussion it was decided to defer the purchase until the Clerk has investigated other options including trade in prices.

ACTION: TOWN CLERK

172.23) New Cemetery Land -

Cllr Tyrer suggested we seek quotes for Land Search for Cemetery land Cllr S Taylor suggested ATC puts out a Land Call.

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

RESOLVED- Clerk to draft a scope for the Town Council to seek quotes from a specialist consultant and to also publish adverts to call for offers of land for cemetery use.

173.23) Emergency Plan Request for Additional Contingency Co-Ordinators -

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

RESOLVED – to appoint Cllr S Fraser as Deputy CO-Ordinator

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

RESOLVED – to appoint Cllr Dale, Cllr DeSouza as additional contingency Co-Ordinators and to advertise to the Community for Volunteers.

ACTION: TOWN CLERK

174.23) Councillors Reports

- Cllr T Taylor reported that Breckland Council had launched Grants for D-Day 80 Community Grant Scheme - £500 and D-Day 80 Beacon Match-Funding Grant Scheme - £300
- Cllr S Taylor reported she had attended Treasury Management training, Local Plan Consultation and Scrutiny meeting. A meeting arranged on 11th January between George Freeman MP and key stakeholders to discuss design for a new trash screen at Mill Road so will be able to report back on how that is progressing.

175.23) Correspondence

a) **Request for donation**

On this particular occasion we can not offer any financial contribution but we can offer our resources

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

RESOLVED - we delegate to the Clerk setting a budget for Schools and or/Youth activities and in the meantime offer the Town Hall resources open space and buildings at the discretion of the Town Hall administration.

b) Letter from resident regarding request for Christmas Card

The Clerk thought this a lovely idea and to make plans for next Christmas put a request out for photographs of the Attleborough Christmas Lights and we have received a good selection. We would like to produce a range of Christmas cards and perhaps a calendar with any proceeds going to charity.

ACTION: TOWN CLERK

176.23) Public Participation (10 Minutes) –

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

177.23) Items for Next Agenda – None

178.23) Date of Next Meeting – Monday 5th February 2024

179.23) Exclusion of Press & Public

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

RESOLVED - To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

180.23) Staff Matters –

- Senior Groundsman Contract of Employment

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

RESOLVED – to accept Senior Groundsman Contract of Employment with amendments.

- To confirm permanent Appointment of 2 Grounds Staff, Contracts of Employment & Salaries

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

RESOLVED – to accept recommendation of Personnel Committee to approve permanent appointment of two Grounds Staff, their Contracts of Employment and Salaries.

- Caretaker Vacancy

The Clerk explained the draft contract had been approved at Personnel meeting, the vacancy had been advertised but no applicants at the moment. Existing Caretaker happy to continue covering but the Clerk will engage a cleaning company and have a contingency plan if needed.

ACTION: TOWN CLERK

Meeting closed 8.40pm

Public Participation 1st Session

- Events calendar blank on website and TIC information still listed
- These would be rectified as new website draft expected shortly
- Public Lighting invoice queried
- Clerk planning to review Public Lighting
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Public Participation 2nd Session

- Any photographs used for Christmas cards would need owner's permission and Youth fund would cost a large amount of money.
- Due diligence would be followed by ATC

DRAFT