



You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 8th January 2024 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

2nd January 2024
Town Clerk

AGENDA

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

1 Mayors Welcome

2 Apologies for Absence

To receive and accept apologies for absence.

3 Declarations of Interest

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

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

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

4 **Councillor Vacancy for Co-Option** – for consideration and resolution

5 **Public Participation (10 Minutes)**

6 **Minutes of the Town Council meeting held on 4th December 2023** - For acceptance and approval

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 November 2023 – for information
- f) To Appoint Internal Auditor for 2023-24
- g) IT Services & Support Update - for consideration and resolution
- h) Purchase Mower & Trailer for Grounds Staff – for consideration and resolution

- 8 New Cemetery Land – for consideration and resolution
- 9 A Little More Kindness – for consideration and resolution
- 10 Emergency Plan Request for Additional Contingency Co-Ordinators - for consideration and resolution
- 11 Councillors Reports
Town, District and County Councillors can give a brief report on relevant information
- 12 Correspondence - for consideration and resolution
 - a) Request for donation
 - b) Letter from resident regarding request for Christmas Card
- 13 Public Participation (10 Minutes)
- 14 Items for next Agenda
- 15 Date of Next Meeting
- 16 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.
- 17 Staff Matters - for consideration and resolution
 - Senior Grounds Staff Contract of Employment
 - To Confirm the Permanent Appointment of 2 Grounds Staff, Contracts of Employment & Salaries
 - Caretaker Vacancy

Expected Meeting Length is 2 Hours

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

4)

Mr Daniel Burcham

[REDACTED]
Attleborough
Norfolk
[REDACTED]

6th December 2023

FOA Attleborough Town Clerk
Town Hall,
Queen Square,
Attleborough,
NR17 2AF

Dear Sir or Madam,

I am interested in standing for the vacant position of councillor on Attleborough Town Council.

I am a dedicated and highly motivated local individual. I am 34 years of age, was born and brought up in Watton, where I attended both the local primary and high schools.

I have lived and worked in Attleborough since 2007. I live with my partner and our 11-year-old son. For the past 16 years I have worked in the care industry, initially as a community carer, then in various administrative roles, then branch manager for two care providers. In 2019 my partner and I set up Pride Home Care. We already have a reputation of delivering quality personal care and support to individuals in their own homes with its Head Office in Attleborough town centre and a second office in Watton town centre and won the top 20 Care Company in East of England Award in two consecutive years. I currently manage 70 field base staff, 15 office staff and 5 management staff.

I am able to communicate with people from all walks of life and assist them in their day-to-day living.

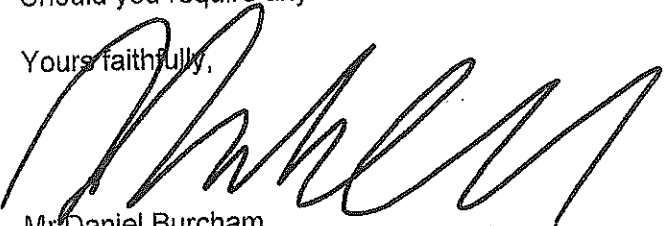
I have a natural passion to help the community which comes hand in hand with my job. I am well known for my community engagement and previous years we have worked with various charities; Alzheimer's and Dementia Alliance to name a couple.

I am also well known for holding community annual events. I am the main organiser of Attleborough Pride and, we are currently holding a Santa's Grotto for the third year. The events I hold are non-profitable and have no financial gain to myself.

I believe that I have good communication and organisational skills which would assist me in being an integral part of the council and the management of town affairs. I enjoy being part of a team provides something for the community.

Should you require any further information then please do not hesitate to contact me.

Yours faithfully,



Mr Daniel Burcham
[REDACTED]

Dear Town Council,

Having put myself forward in the local elections in May of 2023, I would like to be considered for Co option into the vacancy currently available.

Unfortunately, I cannot bring a wealth of local government experience, we all have to learn the ins and outs. However, I do offer an abundance of enthusiasm, common sense, and desire to see the right thing done for our wider community.

Previous roles have seen me counts nuts and bolts in a parts department, all the way through to mainboard director reporting, annual budgeting and forecasting, being responsible for handling budgets of millions of pounds for various employers over the years.

I have written and implemented departmental operating procedures. As well as developing, writing and sense checking training, before delivering that training.

Throughout my working career I have always taken the standpoint of "how would I want to be treated?". It's all too easy to forget how "our" decisions impact our community, I will never be a "yes" man, I will ask for explanations if it doesn't make sense and I will say no if it is necessary.

As we saw in May of last year, more people in our community put themselves up for election and I believe that is our community asking for change, fresh faces, different backgrounds, basically not the same old same old.

Essentially, If you keep doing the same thing and never change, you end with the same result.

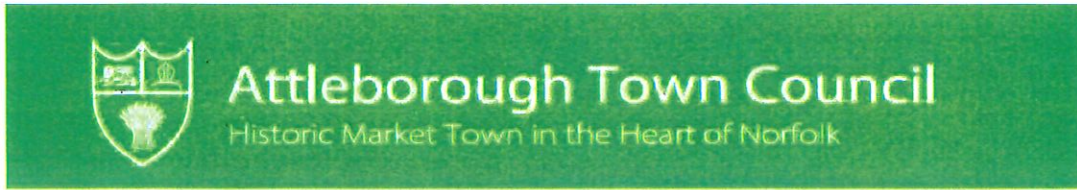
Kind regards

Nigel Thwaites

To whom it may concern,

I am writing this email to put my name forward for the position of town councillor for the queens and Besthorpe ward, my name is Alan Reynolds, i stood for town council last year, i have lived in Attleborough all my life and also with my wife have a business in the town under the name of ENM Services Ltd named after our two children, the company and myself donate a tractor for pulling Santa's sleigh around Attleborough and Besthorpe and have done for the last 5 years, I'm also on the Christmas lights committee to which i love being part of and the joy it brings to the town, if i am put on the town council i can promise you this i am a devoted resident of the town so care deeply for its future and care for the residents who live within the town, there is no grey arrears with me what you see is what you get, I'm a hardworking man who listens to people's concerns to what is happening, I'm a straight talker and a strong voice, i care deeply for this town and my family have been here for more than 70 years working within the agriculture sector, thank you for your time in reading this email.

your sincerely
Alan Reynolds



**Minutes of the meeting of the Attleborough Town Council
Held on Monday 4th December 2023 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 D DeSouza Cllr P Wenham Cllr J Ellis Cllr T Ashby
In attendance – Sharon Smyth – Locum Clerk
Anne Willett – Clerks Assistant (minute taker)
Public x 7

143.23) Welcome – Cllr T Taylor deputised for Cllr Tyrer and chaired the meeting and welcomed everyone.

144.23) Apologies for absence –
Cllr A Westby, Cllr P Leslie, Cllr E Tyrer, Cllr R Bond, Cllr S Mackinnon

145.23) Declarations of Interest

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

Cllrs S Taylor and S Fraser – Item 8

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

Cllrs S Taylor and T Taylor – Item 20

146.23) Public Participation –

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

147.23) Minutes of the Town Council meeting held on 6th November 2023 –

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

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 6th November 2023.

ACTION: TOWN CLERK

148.23) Matters Arising- ANP Review Update

The Clerk had met with Andrew Darcy and discussed how process would be conducted going forward. ATC would give Breckland Council a scope and brief and would then report to either an EGM or Planning Committee meeting.

149.23) Financial Matters

a) To authorise payments –

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was
RESOLVED to accept and approve the following payment list dated December 2023

Total £26,772.64

b) To agree direct debits –

On the motion of Cllr Ashby, seconded by Cllr S Taylor, it was
RESOLVED to approve and accept the direct debit list dated December 2023 Total £25,404.98

c) To receive Income –

On the motion of Cllr Dale, seconded by Cllr Wenham, it was
RESOLVED to approve and accept the income list for November 2023 Total £4,665

d) Petty cash – Noted for information

e) Income & Expenditure October 2023 – Noted for information

ACTION: TOWN CLERK

150.23) Funding Request from Breckland District Council for the Attleborough Leisure Project

Members were invited to make any comments but none were made

151.23) Budget & Precept Request for 2024/25 –

On the motion of Cllr J Taylor, seconded by Cllr Wenham, it was
RESOLVED – to accept and approve the budget and precept request increase 3.26% figure

agreed at £669051

ACTION: TOWN CLERK

152.23) 4 New Welcome/Gateway to Attleborough Signs

On the motion of Cllr S Taylor, seconded by Cllr Wenham, it was
RESOLVED – to opt for if possible Green sign with dark oak legs and to include Town Crest and additional
drive carefully slogan wording to be confirmed.

ACTION: TOWN CLERK

153.23) IT Services & Support Proposal -

The Town Clerk and Cllr Ashby gave a brief but detailed report
On the motion of Cllr Ashby, seconded by Cllr J Taylor, it was
RESOLVED to accept Tecplicity quotation for IT services and support

ACTION: TOWN CLERK

Cllr Dale abstained

154.23) Website & Support Proposal -

The Town Clerk explained in detail more about each quote. Cllr Ashby explained the need for
a new website and thought accepting a version used by many existing Councils better value
for money than choosing a bespoke website.

On the motion of Cllr Ashby, seconded by Cllr S Taylor, it was
RESOLVED to accept Parish Council Websites quotation for website and support proposal

ACTION: TOWN CLERK

Cllr T Taylor thanked Cllr Ashby for his time he had put into the previous two agenda items.

155.23) Update on the S106 Application for the Play Area improvement at Lomond Road –

The S106 money had already been allocated to the Leisure Project but the Town Clerk would
continue to look for alternative funding.

ACTION: TOWN CLERK

156.23) Councillors Reports

- Cllr Ashby had received feedback from a resident during Cllr surgery that he very much wanted the hedge to remain around the ashes Garden of Remembrance. It was noted that the consultation signs in the Garden of Remembrance for the hedge removal had been taken down. New notices would be posted for a further two weeks and any feedback reported to the next Environment Committee meeting.
- Cllr T Taylor reminded everyone of the Public Forum being held Tuesday 5th December at Connaught Hall. Also informed members the saplings had been planted at the train station that had been funded from Book Sale proceeds.

157.23) Correspondence

- a) **Larry Gray funfair annual visit request Monday 13th - Sunday 19th May 2024 & also, July 2024 dates to be confirmed depending on Carnival**

On the motion of Cllr Dale, seconded by Cllr S Taylor, it was
RESOLVED to agree to the proposed dates for Larry Gray funfair visit

- b) **Fundraising Opportunity: Metal Detecting Event on Your Land**

On the motion of Cllr Dale, seconded by Cllr De Souza, it was
RESOLVED - to allow request on this occasion with option to review and to reiterate the land must be reinstated to original condition.

- c) **Traffic Regulation Order for Buckenham Road, Attleborough** - No objections

ACTION: TOWN CLERK

158.23) Christmas Closing Period –

The Town Hall would be closed from 12 noon Friday 22nd December 2023 and re-open 10am Tuesday 2nd January 2024. A contact telephone number would be made available in case of an emergency.

ACTION: TOWN CLERK

159.23) Public Participation (10 Minutes) –

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

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

Cllr T Taylor reminded members to ensure they respond to emails from the office where applicable.

161.23) Exclusion of Press & Public

On the motion of Cllr Dale, seconded by Cllr Ashby, 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.

Cllr S Taylor requested Item 21 on the agenda be discussed before Item 20, this was agreed

162.23) Town Hall Bar Franchise Review –

The bar lease was discussed and the Clerk was instructed to contact the lessee with the Council's response.

ACTION: TOWN CLERK

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

On the motion of Cllr Ashby, seconded by Cllr De Souza, it was
RESOLVED – to nominate Cllr Dale to Chair remainder of meeting in Cllr T Taylors absence

163.23) Funding Request from Breckland District Council for the Attleborough Leisure Project

A brief discussion took place and members agreed the Leisure Project was much needed for Attleborough, making it more accessible to the public.

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

RESOLVED - the Town Council agrees to fund the full amount £55,790.

Meeting closed 8.40pm

Public Participation 1st Session

- Resident thanked Cllr Ellis for the Christmas Lights and thought they looked brilliant
- Cllr Ellis replied it had been a team effort.
- Resident queried precept regarding ANP
- Cllr T Taylor stated there would be annual increase in-line with inflation. The Town Clerk stated ANP Review this year would take place and had allocated same amount as previous year.
- It was asked if Post Office sign would be included in Item for Gateway signs
- No, we are still waiting for prices
- Item 8 would be discussed in public for information and Item 20 would be discussed below the line.

Public Participation 2nd Session

- Regarding metal detecting item any items that are found on land must notify to the relevant authority within 14 days.

7b)

DD JAN 2024

Name	Description	Service	Bill Freq	Net	Vat	Total
Barclaycard	Barclays	Admin	Monthly	£ 511.65	£ -	£ 511.65
Vodafone	mobiles	Admin	Monthly	£ 55.43	£ 11.08	£66.51
Bank Charges	Barclays	TH	Monthly	£ -	£ -	
Bank Charges	Lloyds	TH	Monthly	£ 24.11	£ -	£24.11
Biffa	Waste collection	Rec	Monthly	£ 120.00	£ 24.08	£144.48
Biffa	Waste collection	TH	Monthly	£ 201.30	£ 40.26	£241.56
Wave	Water	Town Hall	Quarterly			
BT	Cloud	TH	Quarterly			
BT OnePhone	Mobiles/Broadband	OS	Monthly	£ 294.98	£ 59.00	£353.98
Wave	Water	Queens Sq	Quarterly	£ 149.63	£ -	£149.63
Wave	Water	Cemetery	Quarterly	£ 52.01	£ -	£52.01
Wave	Water	Public Toilets	Quarterly	£ 195.17	£ -	£195.17
Anglian Water	Water	Chapel Rd	Quarterly	£ 100.12	£ -	£100.12
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	£ 194.00	£ -	£194.00
Total Gas & Power	Electricity	Public Toilets	Monthly	£ 219.04	£ 10.95	£229.99
Total Gas & Power	Electricity	TH	Monthly	£ 456.66	£ 22.82	£479.48
Siemens	Photocopy lease	TH	Quarterly			
Phs Group	waste collection	TH	Annual			
Upp	Broadband	TH	Monthly	£ 55.00	£ 11.00	£66.00
Fuel Genie	Fuel	OS	Monthly	£ 217.02	£ 43.41	£260.43
						£4,649.12
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 5,128.92	£ -	£ 5,128.92
Norfolk Pension	BACS	Pension	Monthly	£ 4,890.07	£ -	£ 4,890.07
Staff Salary	BACS	Salaries	Monthly	£ 15,011.96	£ -	£ 15,011.96
						£ 25,030.95
TOTAL						£29,680.07

7c)

INCOME DEC 2023		
Banked Monies		
	Hall Bookings	£ 353.50
	Memorial	£ 2,130.00
	Allotment rent	£ 998.00
	Community car grant Dec	£ 275.00
S106	Taylor Wimpey Ref 3PL/2012/0958/H	£ 995.02
	Pavilion Rent Quarterly	£ 750.00
	Bar Rent	£ 320.00
	Total	£ 5,821.52

Te)

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1050 Income	31	0	(31)			0.0%	
1376 Precept	647,963	647,963	0			100.0%	
1378 Grant payment Community Cars	2,200	3,300	1,100			66.7%	
1382 S106 Income Received	18,564	46,694	28,131			39.8%	18,564
1391 interest received on saving ac	1,841	0	(1,841)			0.0%	
	<u>670,599</u>	<u>697,957</u>	<u>27,358</u>			<u>96.1%</u>	<u>18,564</u>
Administration :- Income							
4000 Staff Costs	169,078	375,000	205,922		205,922	45.1%	
4001 Other Employment Costs	0	20,000	20,000		20,000	0.0%	
4002 website	650	5,000	4,350		4,350	13.0%	
4004 Health & Safety	1,035	3,643	2,608		2,608	28.4%	
4005 Training	4,577	7,000	2,423		2,423	65.4%	
4010 Travelling Expenses	72	500	428		428	14.4%	
4020 Miscellaneous Expenses	62	2,000	1,938		1,938	3.1%	
4023 Subscriptions	1,358	2,500	1,142		1,142	54.3%	
4025 Insurances	10,515	13,000	2,485		2,485	80.9%	
4027 Bookkeeping	810	2,500	1,690		1,690	32.4%	
4029 Photocopier Usage Fee	518	2,500	1,982		1,982	20.7%	
4031 Computer	5,715	9,000	3,285		3,285	63.5%	
4040 Community Car Scheme	4,464	7,840	3,376		3,376	56.9%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	20,000	20,000	0		0	100.0%	
4044 Highway Improvements	0	8,000	8,000		8,000	0.0%	
4051 Bank Charges	171	300	129		129	56.9%	
4056 Consultancy	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees	135	2,800	2,665		2,665	4.8%	
4058 Legal Fees	0	10,000	10,000		10,000	0.0%	
4059 Civic Reception	0	1,000	1,000		1,000	0.0%	
4060 Civic Allowances	0	1,000	1,000		1,000	0.0%	
4061 Elections	0	12,150	12,150		12,150	0.0%	
4076 SumUP card charges	0	20	20		20	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	4,071	6,000	1,929		1,929	67.8%	
4122 Postages	67	100	33		33	67.4%	
4123 Stationery	352	2,000	1,648		1,648	17.6%	
4140 Fuel	(231)	0	231		231	0.0%	
4147 Photocopier Lease payments	885	1,500	615		615	59.0%	
4190 Equipment Purchase	306	2,000	1,694		1,694	15.3%	
4230 Supplies	763	700	(63)		(63)	109.0%	
4231 Advertising	1,210	1,000	(210)		(210)	121.0%	
Administration :- Indirect Expenditure	<u>226,583</u>	<u>524,053</u>	<u>297,470</u>	<u>0</u>	<u>297,470</u>	<u>43.2%</u>	<u>0</u>
Net Income over Expenditure	<u>444,016</u>	<u>173,904</u>	<u>(270,112)</u>				
6001 less Transfer to EMR	18,564						

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	425,453						
112 Street Lights							
4402 Public Lighting	10,767	25,000	14,233		14,233	43.1%	
Street Lights :- Indirect Expenditure	10,767	25,000	14,233	0	14,233	43.1%	0
Net Expenditure	(10,767)	(25,000)	(14,233)				
113 Toilets							
1050 Income	3	0	(3)			0.0%	
Toilets :- Income	3	0	(3)				0
4112 Water	269	750	481		481	35.8%	
4113 Electricity	729	1,786	1,057		1,057	40.8%	
4225 Refuse Collections	35	0	(35)		(35)	0.0%	
4230 Supplies	62	500	438		438	12.4%	
4255 Safety Checks	0	200	200		200	0.0%	
Toilets :- Indirect Expenditure	1,095	3,236	2,141	0	2,141	33.8%	0
Net Income over Expenditure	(1,092)	(3,236)	(2,144)				
114 Christmas Lights							
1050 Income	4,000	0	(4,000)			0.0%	
Christmas Lights :- Income	4,000	0	(4,000)				0
Net Income	4,000	0	(4,000)				
115 Archive							
4121 Telephone	0	100	100		100	0.0%	
4145 Maintenance/Repairs	115	100	(15)		(15)	115.0%	
4230 Supplies	0	100	100		100	0.0%	
4255 Safety Checks	84	115	31		31	72.7%	
Archive :- Indirect Expenditure	199	415	216	0	216	47.8%	0
Net Expenditure	(199)	(415)	(216)				
116 Attleborough Neighbourhood Pla							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				

01/12/2023

Attleborough Town Council Current Year

15:02

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
118 Events						0.0%	
1393 Income Events	2,354	0	(2,354)				
	<u>2,354</u>	<u>0</u>	<u>(2,354)</u>				<u>0</u>
Events :- Income							
4400 Expenditure	425	2,000	1,575		1,575	21.3%	
4504 Coronation	804	5,000	4,196		4,196	16.1%	
4505 Newsletter	727	5,000	4,273		4,273	14.5%	
	<u>1,956</u>	<u>12,000</u>	<u>10,044</u>	<u>0</u>	<u>10,044</u>	<u>16.3%</u>	<u>0</u>
Events :- Indirect Expenditure							
Net Income over Expenditure	<u>397</u>	<u>(12,000)</u>	<u>(12,397)</u>				
201 Open Spaces						0.0%	
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	18,625	10,000	(8,625)			186.3%	
1106 Sports Letting	7,625	0	(7,625)			0.0%	
1120 Sale of land Dairy Court	4,000	0	(4,000)			0.0%	
1150 Re-imburement of Utilities	421	0	(421)			0.0%	
1151 Insurance claim	100	0	(100)			0.0%	
1152 Repayment church wall damage	300	0	(300)			0.0%	
	<u>37,273</u>	<u>11,700</u>	<u>(25,573)</u>			<u>318.6%</u>	<u>0</u>
Open Spaces :- Income							
4020 Miscellaneous Expenses	0	784	784		784	0.0%	
4058 Legal Fees	482	0	(482)		(482)	0.0%	
4110 Rates	1,278	1,817	539		539	70.3%	
4112 Water	1,274	1,500	226		226	84.9%	
4113 Electricity	1,458	2,250	792		792	64.8%	
4140 Fuel	3,526	5,725	2,199		2,199	61.6%	
4143 Equipment Hire	138	750	612		612	18.4%	
4144 Tree Work	600	3,500	2,900		2,900	17.1%	
4145 Maintenance/Repairs	17,721	25,000	7,279		7,279	70.9%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4189 Wheel Park	290	0	(290)		(290)	0.0%	
4190 Equipment Purchase	3,005	3,000	(5)		(5)	100.2%	
4191 Street Furniture	3,522	0	(3,522)		(3,522)	0.0%	
4199 Allotments	150	0	(150)		(150)	0.0%	
4225 Refuse Collections	2,343	2,250	(93)		(93)	104.1%	
4230 Supplies	4,571	7,500	2,929		2,929	61.0%	
4255 Safety Checks	585	1,000	416		416	58.5%	
4296 Company Vehicle	846	10,000	9,154		9,154	8.5%	
4300 Premises Licence	70	360	290		290	19.4%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Expenditure	0	1,000	1,000		1,000	0.0%	
4501 Play Areas Consultancy	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	<u>41,858</u>	<u>72,436</u>	<u>30,578</u>	<u>0</u>	<u>30,578</u>	<u>57.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,585)</u>	<u>(60,736)</u>	<u>(56,151)</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	7,619	10,000	2,381			76.2%	
1007 Bar Rent	0	500	500			0.0%	
Town Hall :- Income	<u>7,619</u>	<u>10,500</u>	<u>2,881</u>			<u>72.6%</u>	<u>0</u>
4110 Rates	12,525	14,560	2,035		2,035	86.0%	
4111 Gas	1,011	4,200	3,189		3,189	24.1%	
4112 Water	232	1,000	768		768	23.2%	
4113 Electricity	2,257	4,000	1,743		1,743	56.4%	
4145 Maintenance/Repairs	1,198	3,500	2,302		2,302	34.2%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	
4220 Cleaning	360	1,500	1,140		1,140	24.0%	
4225 Refuse Collections	2,972	5,000	2,028		2,028	59.4%	
4230 Supplies	1,543	1,500	(43)		(43)	102.9%	
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>22,687</u>	<u>68,860</u>	<u>46,173</u>	<u>0</u>	<u>46,173</u>	<u>32.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,068)</u>	<u>(58,360)</u>	<u>(43,292)</u>				

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 Festival</u>							
4401 Supplies	300	0	(300)		(300)	0.0%	
Festival :- Indirect Expenditure	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>(300)</u>		<u>0</u>
Net Expenditure	<u>(300)</u>	<u>0</u>	<u>300</u>				
<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</u>
Net Expenditure	<u>0</u>	<u>(25,000)</u>	<u>(25,000)</u>				
Grand Totals:- Income	721,847	720,157	(1,690)			100.2%	
Expenditure	310,985	757,750	446,765	0	446,765	41.0%	
Net income over Expenditure	<u>410,861</u>	<u>(37,593)</u>	<u>(448,454)</u>				
less Transfer to EMR	18,564						
Movement to/(from) Gen Reserve	<u>392,298</u>						



7h)



QUOTATION

Sharon Smythe
Town Clerk
Attleborough Town Council
Town Hall, Queens Square
Attleborough
NR17 2AF

Ernest Doe & Sons Ltd
Stanford Tuck Road, Lyngate
Industrial Estate, North Walsham
NR28 0TY
Tel: 01692 405121
www.ernestdoe.com

20th December 2023

Dear Sharon

Following your recent enquiry, I have great pleasure in submitting the following quotation to supply the machinery as discussed.

Toro Zero Turn Mower 74890

- Kohler V-Twin Petrol Engine
- Working Width 48"
- MyRide Suspension System
- Height of Cut from 3.8 – 11.4cms
- Foot Operated Deck Lift
- Side Discharge or Mulch Deck
- Fuel Tank 18.9 Litres
- Turf Tyres



List Price £7,082.50
Nett Price £6,195.00

Tow Mate General Duty Trailer

- Dimensions 8x5'
- Capacity 1800kg
- Single Axle
- 50mm Head
- Full Width Tailgate Ramp

List Price £3,865.00
Nett Price £3,200.00

The above prices are exclusive of VAT.

This quote is valid for 30 days.

Chairman: C E Doe Managing Director: A E Doe Sales Director: G C K Parker Finance Director: G R E Forrest
Registered No: 431173 in England Registered Office: Ulting, Maldon, Essex CM9 6QH Tel: 01245 380311

Contracts for all goods and services supplied by the Company are subject to the Terms and Conditions of the Company, a copy of which is available online at ernestdoe.com/terms.
We are committed to safeguarding all personal data handled by us. Please refer to ernestdoe.com/privacy for a full copy of our privacy policy.

ERNEST DOE AND SONS LIMITED
TERMS AND CONDITIONS OF SALE

1. DEFINITIONS

'The Company' – Ernest Doe & Sons Limited and all companies within the Doe Holdings Group.

'The Conditions' – The terms and conditions of sale or purchase and the supply of services as set out in this document. 'The Customer' – Any legal entity or person placing an order for, or receiving, Goods or Services supplied by the Company.

'Goods and Services' – Any product or service the Customer agrees to purchase, supplied by the Company, in accordance with these terms.

2. DELIVERY

All orders for Goods and Services are accepted by the Company in good faith, on the basis of the Conditions. However, any dates quoted for the delivery are approximate only and the Company cannot guarantee delivery or completion by any particular date and shall not be liable for any delay in delivery or consequential loss which may result.

3. PRICE AND PAYMENT

The price ("Price") shall be as set out on the relevant invoice. Prices are stated exclusive of VAT and other applicable taxes and on an ex works basis. Where appropriate, Value Added Tax will be applied at the effective rate at the date of invoice. The Company reserves the right to change the Price on giving written notice.

Estimates and quotations for Goods and Services are given in good faith and the Company reserves the right to amend an estimate or quotation value where economically necessary.

Unless otherwise agreed in writing between the Company and the Customer, all machinery purchases must be paid for in full on or before delivery. For all other purchases, for Customers with a Company credit account, payment is due on or before the 23rd of the month following the date of the invoice. If the Customer is not a credit account holder, payment is due immediately on transfer of Goods and Services. Time for payment shall be of the essence. The Company reserves the right to charge interest on any unpaid amount at 4 percent above Barclays Bank Base Rate. The Company reserves the right to instruct solicitors to recover aged debt. If the Customer should be in default of payment due to the Company, the Company shall have the right to suspend deliveries of Goods and Services. The Customer will remain liable for payment for all Goods delivered or Services performed for them up to that time.

4. ACCEPTANCE, TITLE, RISK & LIEN

The Customer shall be deemed to have accepted the Goods upon either collection from the Company or delivery to the Customer. The Goods shall be at the Customer's risk immediately from delivery or collection. However, irrespective of delivery, the Company retains full title and rights to the Goods and Services supplied until full payment has been received from or on behalf of the Customer.

If the Company fails to receive payment for the Goods, the Customer accepts that the Company may enter upon any premises owned, occupied or controlled by the Customer where the Goods are situated and repossess the Goods. The Company shall have a general lien on all goods or materials in its possession, custody or control for all sums due at any time from the Customer.

5. WARRANTIES

Subject to as expressly provided in these Conditions, all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law. The Company will, if required to do so, provide the opportunity for a Customer to inspect Goods prior to ordering to ensure suitability for their requirements and the Company warrants that the Goods will at the time of delivery correspond to the description given by the Company. The Customer shall be entitled to the benefit of any warranty or guarantee given by the manufacturer to the Company to the extent that the Company is able to pass such warranty or guarantee on to the Customer.

6. CANCELLATION

Cancellation of orders cannot be accepted without the prior agreement in writing of the Company. The Company shall not be liable for any loss or damage whatever arising from such cancellation.

7. LIMITATION OF LIABILITY

In the event of any breach of this contract by the Company the remedies of the Customer shall be limited to damages only. Except in respect of death or personal injury caused by the Company's negligence or fraudulent misrepresentation (a) the Company shall not be liable to the Customer for any indirect or consequential loss (including loss of profit) which arise out of, or in connection with the contract or these Conditions; and (b) the Company's entire liability to the Customer arising under or in connection with these Conditions whether for negligence, breach of contract or otherwise shall be the greater of (i) the price of the Goods or Services supplied on the invoice; and (ii) the amounts of insurance held and then available to the Seller under its insurance policies in respect of the Customer's loss.

8. FORCE MAJEURE

Neither party shall be liable for any failure, delay or default in performing its obligations due to any act of 'Force Majeure'. This includes Acts of God, war, terrorism, riot, strike, lockout, industrial action, fire, flood, failure of energy sources or transport network, breakdown of plant or machinery, loss at sea, malicious damage, drought, tempest, storms, natural disasters or extreme adverse weather conditions, default of suppliers or subcontractors or other event beyond the reasonable control of either party (which, by its nature, could not have been foreseen and was unavoidable).

9. THIRD PARTY RIGHTS

For the avoidance of doubt nothing in this contract is intended to confer on any third party any benefit or right to enforce any terms of the agreement.

10. ENGLISH LAW

The formation, existence, construction, performance, validity and all aspects of this Contract shall be governed by English Law.

Mower and Trailer prices January 2024

Mower:

Ernest Doe £6195.00

Mowers Online £6415

Felthorpe Mowers £6415

Trailer

Ernest Doe £3200

Ifor Williams £3800

Lowest price

12a)

Hi Anne

Many thanks for the email, great news about the Councillors decision to be able to support Khloe with access to market stalls and use of the car park, I will be in contact with Paula in due course to find out dates and etc.

With reference to the School (Attleborough Academy), they have technically no involvement with the actual trip, they have put on evening information events and lunchtime workshops for the students and asking if any of the students are interested in going, but it is Camps International, who is the trip facilitator, and they hold the ATOL certificates etc. There is (I believe one member of staff going from the School (who is paying his own way, like the students are having to do)) - Is there any other information you need?

With reference to one of the original questions, was there any discussion at the meeting re any grant/donation towards her fundraising - or was it just that she/we can have use of the car park and use of a market stall (and was this at a cost?) etc.

With many thanks, have a good weekend!

Hi Anne

Yes, the School have no funds available for 14/15 students at just under £5k each, hence the fundraising efforts her and her friends are going to, to raise as much as possible.

Many thanks



12b)

The Town Clerk
Attleborough Town Council
Queens Square
Attleborough
Norfolk NR17 2AF

17-12-2023

Dear Town Clerk,

The Towns Christmas lights are always stunning and a credit to all who organise them.

Whilst looking for a Christmas card to send abroad "Greetings from Attleborough" was a great disappointment & not bought. The scenery was of Yorkshire dales & hills - NOTHING about our town.

There is a great opportunity to actually have photos on Cards and possibly videos etc. of the beautiful array in town and raise money for the Lights Fund for REAL. Can our lights be photographed now before they come down in January and protocol dealt with later?

Yours truly
Kay J Knights (mas)