



You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 4th March 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

28th February 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 Public Participation (10 Minutes)

5 Minutes of the Town Council meeting held on 5th February 2024 - for acceptance and approval

a) Minutes of the Town Council Extra-ordinary meeting held on 12th February 2024 – for acceptance and approval

6 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 January 2024 – for information
- f) Subscription to Peninsula service proposal for monthly fee of £185.00 for ratification

- 7 To Consider An Emergency Access Road Through The Jubilee Wood Site For The Purposes Of The 3G Pitch Construction - for consideration and resolution
- 8 Councillors Reports
Town, District and County Councillors can give a brief report on relevant information
- 9 Clerks Report – for information
- 10 Correspondence - for consideration and resolution
 - a) Request from Banham Poultry to use Gaymers Meadow on Saturday 27th July 2024
 - b) Attleborough Dinosaur Hunt 2024
- 11 Public Participation (10 Minutes)
- 12 Items for next Agenda
- 13 Date of Next Meeting
- 14 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.
- 15 Bar Lease Update - for consideration and resolution
- 16 Rent increase to be considered for existing Gaymers Bowls Lease -- for consideration and resolution
- 17 Recommendations to be made to Full Council on the Permanent Appointment of Town Clerk and review of salary - for consideration and resolution
- 18 Caretaker Role Update By The Clerk And Consideration Of Proposals – for consideration and resolution

Expected Meeting Length is 2 Hours



Attleborough Town Council
Historic Market Town in the Heart of Norfolk

Minutes of the meeting of the Attleborough Town Council
Held on Monday 5th February 2024 at 7.00 pm
Held at the Town Hall, Queens Square.

Present:

Cllr T Taila - presiding
Cllr S Taylor Cllr V Dale Cllr J Taylor Cllr A Westby
Cllr P Wenham Cllr S Mackinnon Cllr A Reynolds Cllr T Ashby,
In attendance – Sharon Smyth – Town Clerk
Anne Willett – Clerks Assistant (minute taker) Public x 7

181.23) Welcome – Cllr T Taylor opened the meeting and welcomed everyone and Chaired the meeting in Cllr Tyrer's absence.

A minute's silence was then observed for The Late Cllr Joe Ellis.

Cllr T Taylor announced the resignation of Cllr Philip Leslie and asked for any other apologies.

182.23) Apologies for absence – Cllr Fraser, Cllr DeSouza, Cllr Tyrer, Cllr Bond

183.23) Declarations of Interest

- a) To receive and consider declarations of interest in items below – None received
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –
None received

184.23) Public Participation –

RESOLVED that the meeting be adjourned to allow the Public to speak – None

185.23) Minutes of the Town Council meeting held on 8th January 2024 –

On the motion of Cllr Wenham, seconded by Cllr Mackinnon, it was
RESOLVED – to accept and approve the minutes of the Town Council meeting held on
8th January 2024

ACTION: TOWN CLERK

186.23) Financial Matters

a) To authorise payments –

On the motion of Cllr Dale, seconded by Cllr Mackinnon, it was
RESOLVED - to accept and approve the following payment list dated February 2024
Total £16,285.90

b) To agree direct debits –

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

RESOLVED - to approve and accept the direct debit list dated February 2024 Total £30,057.39

The Clerk asked as members of staff received their salaries as the same amount of monies each month if it would be possible to pay by Standing Order.

On the motion of Cllr Dale, seconded by Cllr Mackinnon, it was **RESOLVED** – to change from BACS payment to set up Standing Orders to pay those members of staff whose salary amount remains the same each month.

c) To receive Income –

On the motion of Cllr Westby, seconded by Cllr J Taylor, it was **RESOLVED** - to approve and accept the income list for January 2024 Total £9,401.73

d) Petty cash – Noted for information

e) Income & Expenditure December 2023 – Noted for information

f) Purchase Mower & Trailer for Grounds Staff –

On the motion of Cllr Mackinnon, seconded by Cllr J Taylor, it was **RESOLVED** – to ratify purchase of mower & trailer

g) To Consider Two New Chain Saws -

On the motion of Cllr S Taylor, seconded by Cllr Wenham, it was **RESOLVED** - to defer to the next Environment meeting

h) Repair to Tennis Court fencing Quotations –

On the motion of Cllr Ashby, seconded by Cllr S Taylor, it was **RESOLVED** - to accept KM Services quotation for £734.50 and request wire is tightened on fencing at London Road.

i) London Rd Dog Area Fencing Quotations -

On the motion of Cllr S Taylor, seconded by Cllr J Taylor, it was **RESOLVED** – to defer to next Environment meeting and obtain 3 comparable quotes
ACTION: TOWN CLERK

186.23) To Replace two signatories on Bank Account -

On the motion of Cllr Mackinnon, seconded by Cllr Westby, it was **RESOLVED** – to appoint Town Clerk and Cllr T Taylor as replacement signatories
ACTION: TOWN CLERK

187.23) Attleborough Neighbourhood Plan Proposals – Follow Ups From Shared Priorities Workshop

Town Clerk read out a report provided by Megan Free “ *As outlined in proposal a shared priorities workshop was held in October, its purpose to identify short-medium term projects. As members of Planning & Highways sub committee are in the process of defining the scope of the review for the ANP it seems timely for Cllrs to discuss what projects could be integrated into the Plan. As a legally binding document developers are obligated to consider the Neighbourhood Plan in their decision-making process regarding developments. This includes allocation of S106 funds for specific projects i.e. Splash Pad, BMX Track, various bus shelters and RTI displays Wayfinding to deliver signage and implementation of a crossing at Queens Road. These are subject to amendments and additions it is also crucial to recognise that despite the shared commitment of ATC and BDC. To expedite the delivery of these projects these are limited funding opportunities available for this purpose, consequently I aim to ensure I fully explore and exhausts all potential funding avenues including the ones presented*”

188.23) A Little More Kindness –

The Town Clerk informed members she had received a quote for £832 to install electric supply to container. Breckland Council has said we can go ahead with project but ATC would

have to fund the remarking of the disabled parking bays on Queens Square carpark. Cllr S Taylor queried if Breckland required their own contractor to mark out the bays or as alternative Cllr S Taylor may have contractors who could help as it is for a charitable project. On the motion of Cllr Mackinnon, seconded by Cllr Ashby, it was **RESOLVED** – if unable to have parking bays marked out for free approval given for payment to be made to Breckland Council.

ACTION: TOWN CLERK

189.23) AttCare Recruitment Volunteers & Trustees -

Cllr T Taylor enquired from members if anyone would like to put themselves forward. It was agreed for Cllr Mackinnon to volunteer.

190.23) S106 Bus Shelter Norwich Road –

Funds had been received from NCC for bus shelters on Norwich Road, Town Clerk working with Megan Free on this and looking at sites, progress will be reported back to the next meeting.

191.23) D-Day 80 Grants -

The Town Clerk will get confirmation on the Beacon and register for the available grant.

192.23) To Consider Quotes for a Landscape Architect to Carry Out Project Design & Costings for Jubilee Wood -

There was a brief discussion concerning the three quotes mainly regarding the difference in cost although they had all received the same spec.

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

RESOLVED – to accept the quotation from The Landscape Partnership for £3,266.00 Excl. VAT

ACTION: TOWN CLERK

193.23) Standing Orders/Meetings Protocol –

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

RESOLVED – to accept Standing Orders/Meetings Protocol

ACTION: TOWN CLERK

194.23) Financial Regulations -

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

RESOLVED – to accept Financial Regulations

ACTION: TOWN CLERK

195.23) Co-option Procedure

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

RESOLVED – to accept Co-option Procedure

196.23) Councillors Reports

- Cllr S Taylor had attended Dist. Cllr Surgery topics discussed were buses and bus shelters. Matters relating to Town Council were lane leading to rear of Town Hall car park and Town Hall accessibility. Also attended Attcare meeting.
- Town Clerk would in future produce a Clerks report but updated members with quotations for new lift costing between £40,000 - £50,000 or stair lift £8,000. Also, quotations being produced for front door buzzer/intercom + motion sensor lights for toilets and corridors.

- Cllr Mackinnon attended Planning training which was very useful and worthwhile.
- Town Clerk gave an update on streetlights and invoices for Public Lighting, these are made up of repairs and maintenance of street lights, energy costs and also includes a reserve amount for replacements.
- Cllr Ashby queried the downstairs front office and its use and whether this could be used as Reception. Town Clerk would circulate dates for a workshop where options could be discussed and contact Swaffham Town Council for advice as they had recently carried out refurbishments.

197.23) Request to Use Town Hall for Fund Raising

On the motion of Cllr Ashby, seconded by Cllr Dale, it was **RESOLVED** – to approve Saturday 11th May & Saturday 15th June 2024 and offer an alternative date for Thursday 22nd February 2024.

198.23) Correspondence

a) Requests to use open spaces for various Events

On the motion of Cllr Ashby, seconded by Cllr Wenham, it was **RESOLVED** – to approve all events but contact ATFC to confirm they are not to charge for car park at Gaymers. The request for 3 Tommy silhouettes on Queens Square by Poppy Memorial also approved.

b) Year 12 Work Experience Enquiry

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was **RESOLVED** – to accept allowing preparation of Meeting agenda and attendance to a Council meeting.

c) UK Power Networks – Whitehouse Lane, Attleborough – No comments

ACTION: TOWN CLERK

199.23) Public Participation (10 Minutes) –

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

200.23) Items for Next Agenda –

Workshop for Town Hall Accessibility

201.23) Date of Next Meeting – Monday 4th February 2024

202.23) Exclusion of Press & Public

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

203.23) Consultation for S106 Release of Funds from LAM Ref 111 & 244 – Attleborough Leisure 3G Project –

Town Clerk explained to members this had already been agreed and Cllrs were supportive, the Town Council continues to support.

204.23) To Consider Matters Relating to a Lease

On the motion of Cllr T Taylor, seconded by Cllr Wenham, it was **RESOLVED** - for the Clerk to convey back to the lessee the proposed amended terms.

Public Participation 2nd Session

- Resident queried Chainsaws and if staff are qualified to use
- Town Clerk replied Chainsaw training had been arranged for staff
- It was queried if quotations for Landscape had all been given same scope
- Town Clerk confirmed they had.



Minutes of the meeting of the Attleborough Town Council Extra-ordinary meeting.

Held on Monday 12th February 2024 at 6pm

Held at the Town Hall, Queens Square.

Present:

Cllr Tyrer - presiding

Cllr S Taylor Cllr J Taylor Cllr S Fraser Cllr P Wenham

Cllr S MacKinnon Cllr V Dale Cllr T Ashby Cllr T Taylor

In attendance – Sharon Smyth – Locum Town Clerk

Anne Willett – Clerks Assistant- Minute Taker

Public - None Present

Cllr Tyrer opens the meeting and welcomes everyone.

21.23) Apologies for absence –

Cllr Bond, Cllr Reynolds, Cllr De Souza

22.23) Declarations of Interest

a) To receive and consider declarations of interest in items below – None received

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

None received

23.23) Exclusion of Press & Public

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

RESOLVED – to exclude the press & public

24.23 To consider matters relating to a lease

Cllrs had discussions regarding a lease.

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

RESOLVED – Town Clerk to contact our solicitor to arrange a date to meet prior to the meeting taking place Town Clerk will prepare a draft report containing Councillors concerns and then circulate to all committee members for their comments.

Meeting closed 6.45pm

6a)

PAYMENTS MARCH 2024		DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ
PAID TO				£ 45.00	£ -	£ 45.00	BACS
ARROWCLEAN		WINDOW CLEANING	TH				BACS
COMMUNITY CAR		GRANT FUNDING FEB	ADMIN	£ 275.00	£ -	£ 275.00	BACS
COMMUNITY CAR		FEB JOURNEYS	ADMIN	£ 299.50	£ -	£ 299.50	BACS
CULLUM LINE		MARK OUT PARKING BAYS	ADMIN	£ 340.00	£ 68.00	£ 408.00	BACS
ERNEST DOE		CHAINS AW PROTECTION	O/S	£ 174.70	£ 21.67	£ 196.37	BACS
ERNEST DOE		SERVICE	O/S	£ 134.65	£ 26.93	£ 161.58	BACS
ERNEST DOE		NEW TRAILER	O/S	£ 7,395.00	£ 1,479.00	£ 8,874.00	BACS
ERNEST DOE		MSSL MOTORSPORT	O/S	£ 36.75	£ 7.35	£ 44.10	BACS
ERNEST DOE		AP 500 BATTERY X 2	O/S	£ 580.00	£ 116.00	£ 696.00	BACS
ELECTRIC 11		2 X FLOOD LIGHTS CULVERT	O/S	£ 993.60	£ 198.72	£ 1,192.32	BACS
IMPRINT		A3 SKATEPARK SIGNS X 4	O/S	£ 111.50	£ 22.30	£ 133.80	BACS
IMPRINT		RESERVED X 8 NO PARKING X 6	TH	£ 373.00	£ 74.60	£ 447.60	BACS
A WEATHERILL		ALLOTMENT RENT REFUND	ADMIN	£ 22.90	£ -	£ 22.90	BACS
LONGWATER GRAVEL		TYPE 1 GRANITE	O/S	£ 287.39	£ 57.48	£ 344.87	BACS
LONGWATER CONSTRUCTION		CEMENT, POST FIX,	O/S	£ 139.76	£ 27.95	£ 167.71	BACS
NETCENTRAL		ICT SUPPORT ZOOM	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS
NORFOLK GEEKS		WEBSITE	ADMIN	£ 70.00	£ -	£ 70.00	BACS
SCREWFIX		GLOVES, GREASE, RESIN, OVERSHOES	O/S	£ 43.52	£ 8.69	£ 52.21	BACS
THURLOW NUNN		SOCKET, SCREWS, MOTOMIX,	O/S	£ 28.45	£ 5.69	£ 34.14	BACS
THURLOW NUNN		CHAINS AW X 2	O/S	£ 675.00	£ 135.00	£ 810.00	BACS
VIKING		BIN BAGS, DISENFECTANT	TH	£ 55.91	£ 11.18	£ 67.09	BACS
VIKING		INK CART, A6 PADS	ADMIN	£ 143.67	£ 28.73	£ 172.40	BACS
VIKING		INK CART, A4 COPY PAPER	ADMIN	£ 143.94	£ 28.79	£ 172.73	BACS
VIKING		TOILET ROLL, TEA URN	TH	£ 136.65	£ 27.33	£ 163.98	BACS
VIKING		CLEANING PRODUCTS	TH	£ 48.52	£ 9.70	£ 58.22	BACS
				£ 12,710.38	£ 2,386.30	£ 15,096.68	

DD MARCH 2024

Name	Description	Service	Bill Freq	Net	Vat	Total
Barclaycard	Barclays	Admin	Monthly	£ 166.59	£ -	£ 166.59
Vodafone	mobiles	Admin	Monthly	£ 55.43	£ 11.08	£66.51
Bank Charges	Barclays	TH	Monthly	£ 6.70	£ -	£6.70
Bank Charges	Lloyds	TH	Monthly	£ 7.00	£ -	£7.00
Biffa	Waste collection	Rec	Monthly	£ 137.24	£ 27.45	£164.69
Biffa	Waste collection	TH	Monthly	£ 248.34	£ 49.66	£298.00
Anglian Water	Water	Chapel Rd	Quarterly	£ 7.30		£7.30
BT	Phone/mobile	TH	Quarterly	£ 1,933.23	£ 386.65	£2,319.88
Wave	Water	Gaymers Bowl	Quarterly	£ 34.39	£ 6.90	£41.29
Wave	Water	Pavilion	Quarterly	£ 87.81	£ 17.56	£105.37
Breckland Council	Rates	TH	Monthly		£ -	
Breckland Council	Rates	Cemetery	Monthly		£ -	
Breckland Council	Rates	TH Office	Monthly		£ -	
Total Gas & Power	Electricity	Public Toilets	Monthly	£ 290.04	£ 14.50	£304.54
Total Gas & Power	Elect Skate Park	OS	Monthly	£ 179.58	£ 8.98	£188.56
Total Gas & Power	Gas	TH	Quarterly	£ 608.92	£ 30.44	£639.36
Total Gas & Power	Electricity	TH	Monthly	£ 527.01	£ 26.35	£553.36
Siemens	Photocopy service	TH	Annual			
Phs Group	waste collection	TH	Annual			
Upp	Broadband	TH	Monthly	£ 55.00	£ 11.00	£66.00
Fuel Genie	Fuel	OS	Monthly	£ 158.67	£ 31.74	£190.41
						£5,125.56
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,610.73	£ -	£ 4,610.73
Norfolk Pension	BACS	Pension	Monthly	£ 4,163.98	£ -	£ 4,163.98
Staff Salary	BACS	Salaries	Monthly	£ 14,371.60	£ -	£ 14,371.60
						£ 23,146.31
TOTAL						£28,271.87

(6b)

6d

4020 101 4122 101 4230 301 4230 101 4230 101 4230 101 4400 118

DATE	DETAILS	1	2	3	MISC	POSTAGE	TOWN + HALL	OPEN SPACES	MEETING REFRESHMENT	MILEAGE	4	5	6	7	8	9	VAT
		REC'D	OUT	BAL				SPACES	REFRESHMENT	MILEAGE		EVENTS					
1-2-24	BFWJ	830 68	59 16	340 84	77 51	12.40	42 94	24 01	172 26	71 82	-	66 15	-	-	-	22 75	
6-2-24	LIDL MILK		2 40	338 44					2 40								
18-2-24	LIDL MILK		2 70	335 74					2 70								
19-2-24	SCREENFIX HOSE, WALL PLATE		21 33	314 41			17 77	9 99								3 56	
13-2-24	Amazon TAILGATE WIRE		11 99	302 42												2 00	
22-2-24	Land Registry Various Searches		18 00	284 42					1 60								
2-2-24	LIDL MILK		1 60	282 82				15 89								3 18	
5-2-24	AMAZON REAR TAILGATE		19 07	263 75													
			77 09	263 75	18 00	-	17 77	25 88	6 70	-	-	-	-	-	-	8 74	
		830 68	77 09	263 75	95 51	12.40	60 71	49 89	178 96	71 82	-	66 15	-	-	-	31 49	

(6e)

	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	2,750	3,300	550			83.3%	
1382 S106 Income Received	19,559	46,694	27,135			41.9%	19,559
1391 interest received on saving ac	3,772	0	(3,772)			0.0%	
	<u>674,074</u>	<u>697,957</u>	<u>23,883</u>			<u>96.6%</u>	<u>19,559</u>
Administration :- Income							
4000 Staff Costs	215,762	375,000	159,238		159,238	57.5%	
4001 Other Employment Costs	0	20,000	20,000		20,000	0.0%	
4002 website	790	5,000	4,210		4,210	15.8%	
4004 Health & Safety	1,035	3,643	2,608		2,608	28.4%	
4005 Training	4,977	7,000	2,023		2,023	71.1%	
4010 Travelling Expenses	72	500	428		428	14.4%	
4020 Miscellaneous Expenses	142	2,000	1,858		1,858	7.1%	
4023 Subscriptions	2,065	2,500	435		435	82.6%	
4025 Insurances	10,515	13,000	2,485		2,485	80.9%	
4027 Bookkeeping	1,065	2,500	1,435		1,435	42.6%	
4029 Photocopier Usage Fee	652	2,500	1,848		1,848	26.1%	
4031 Computer	6,535	9,000	2,465		2,465	72.6%	
4040 Community Car Scheme	5,731	7,840	2,109		2,109	73.1%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	20,250	20,000	(250)		(250)	101.3%	
4044 Highway Improvements	0	8,000	8,000		8,000	0.0%	
4051 Bank Charges	215	300	85		85	71.7%	
4056 Consultancy	1,500	3,000	1,500		1,500	50.0%	
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	12,255	12,150	(105)		(105)	100.9%	
4076 SumUP card charges	0	20	20		20	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	4,882	6,000	1,118		1,118	81.4%	
4122 Postages	105	100	(5)		(5)	104.9%	
4123 Stationery	533	2,000	1,467		1,467	26.7%	
4140 Fuel	(231)	0	231		231	0.0%	
4147 Photocopier Lease payments	1,240	1,500	260		260	82.7%	
4190 Equipment Purchase	306	2,000	1,694		1,694	15.3%	
4230 Supplies	827	700	(127)		(127)	118.2%	
4231 Advertising	1,210	1,000	(210)		(210)	121.0%	
	<u>292,567</u>	<u>524,053</u>	<u>231,486</u>	<u>0</u>	<u>231,486</u>	<u>55.8%</u>	<u>0</u>
Administration :- Indirect Expenditure							
	<u>381,507</u>	<u>173,904</u>	<u>(207,603)</u>				
6001 less Transfer to EMR	19,559						

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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	361,948						
112 Street Lights							
4402 Public Lighting	25,535	25,000	(535)		(535)	102.1%	
Street Lights :- Indirect Expenditure	<u>25,535</u>	<u>25,000</u>	<u>(535)</u>	<u>0</u>	<u>(535)</u>	<u>102.1%</u>	<u>0</u>
Net Expenditure	(25,535)	(25,000)	535				
113 Toilets							
1050 Income	3	0	(3)			0.0%	
Toilets :- Income	<u>3</u>	<u>0</u>	<u>(3)</u>				<u>0</u>
4112 Water	464	750	286		286	61.9%	
4113 Electricity	1,247	1,786	539		539	69.8%	
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	<u>1,808</u>	<u>3,236</u>	<u>1,428</u>	<u>0</u>	<u>1,428</u>	<u>55.9%</u>	<u>0</u>
Net Income over Expenditure	(1,805)	(3,236)	(1,431)				
114 Christmas Lights							
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)				
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	124	115	(9)		(9)	107.4%	
Archive :- Indirect Expenditure	<u>239</u>	<u>415</u>	<u>176</u>	<u>0</u>	<u>176</u>	<u>57.5%</u>	<u>0</u>
Net Expenditure	(239)	(415)	(176)				
116 Attleborough Neighbourhood Pla							
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)				

01/02/2024

Attleborough Town Council Current Year

14:31

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>118 Events</u>						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	635	2,000	1,365		1,365	31.7%	
4504 Coronation	804	5,000	4,196		4,196	16.1%	
4505 Newsletter	727	5,000	4,273		4,273	14.5%	
	<u>2,166</u>	<u>12,000</u>	<u>9,834</u>	<u>0</u>	<u>9,834</u>	<u>18.0%</u>	<u>0</u>
Events :- Indirect Expenditure							
Net Income over Expenditure	<u>188</u>	<u>(12,000)</u>	<u>(12,188)</u>				
 <u>201 Open Spaces</u>							
1020 Grants & Wayleaves	5,000	0	(5,000)			0.0%	
1050 Income	280	0	(280)			0.0%	
1100 Allotment Income	3,163	1,700	(1,463)			186.1%	
1105 Burial Fees	21,005	10,000	(11,005)			210.1%	
1106 Sports Letting	8,375	0	(8,375)			0.0%	
1120 Sale of land Dairy Court	4,000	0	(4,000)			0.0%	
1150 Re-imbusement of Utilities	421	0	(421)			0.0%	
1151 Insurance claim	100	0	(100)			0.0%	
1152 Repayment church wall damage	400	0	(400)			0.0%	
	<u>42,744</u>	<u>11,700</u>	<u>(31,044)</u>			<u>365.3%</u>	<u>0</u>
Open Spaces :- Income							
4020 Miscellaneous Expenses	(6)	784	790		790	(0.8%)	
4058 Legal Fees	482	0	(482)		(482)	0.0%	
4110 Rates	1,598	1,817	219		219	87.9%	
4112 Water	1,600	1,500	(100)		(100)	106.7%	
4113 Electricity	1,646	2,250	604		604	73.1%	
4140 Fuel	3,806	5,725	1,919		1,919	66.5%	
4143 Equipment Hire	3,572	750	(2,822)		(2,822)	476.2%	
4144 Tree Work	1,200	3,500	2,300		2,300	34.3%	
4145 Maintenance/Repairs	23,933	25,000	1,067		1,067	95.7%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4187 Contribution to Leisure centre	55,790	0	(55,790)		(55,790)	0.0%	
4189 Wheel Park	310	0	(310)		(310)	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	2,584	2,250	(334)		(334)	114.8%	
4230 Supplies	5,748	7,500	1,752		1,752	76.6%	
4255 Safety Checks	585	1,000	416		416	58.5%	
4296 Company Vehicle	1,273	10,000	8,727		8,727	12.7%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2024

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Premises Licence	70	360	290		290	19.4%	
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>110,866</u>	<u>72,436</u>	<u>(38,430)</u>	<u>0</u>	<u>(38,430)</u>	<u>153.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(68,122)</u>	<u>(60,736)</u>	<u>7,386</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	9,974	10,000	26			99.7%	
1007 Bar Rent	800	500	(300)			160.0%	
Town Hall :- Income	<u>10,774</u>	<u>10,500</u>	<u>(274)</u>			<u>102.6%</u>	<u>0</u>
4110 Rates	15,753	14,560	(1,193)		(1,193)	108.2%	
4111 Gas	1,011	4,200	3,189		3,189	24.1%	
4112 Water	232	1,000	768		768	23.2%	
4113 Electricity	3,228	4,000	772		772	80.7%	
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	405	1,500	1,095		1,095	27.0%	
4225 Refuse Collections	3,392	5,000	1,608		1,608	67.8%	
4230 Supplies	1,915	1,500	(415)		(415)	127.7%	
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>27,723</u>	<u>68,860</u>	<u>41,137</u>	<u>0</u>	<u>41,137</u>	<u>40.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,949)</u>	<u>(58,360)</u>	<u>(41,411)</u>				

	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	733,949	720,157	(13,792)			101.9%	
Expenditure	466,744	757,750	291,006	0	291,006	61.6%	
Net Income over Expenditure	<u>267,205</u>	<u>(37,593)</u>	<u>(304,798)</u>				
less Transfer to EMR	19,559						
Movement to/(from) Gen Reserve	<u>247,647</u>						

9)

Clerks Report

February 2024

Flooding in Attleborough

New lighting is being installed at the culvert on Mill Rd to assist any volunteers to safely clear the trash screen.

Accessibility/website

Quotes have now been sought for the below improvements to the Town Hall and Town Hall website for:

New improved website

Motion sensor lighting

Front door intercom system

Lift/stair lift

Advice has been sought on any criteria for improvements on the building (listed building status) from the Heritage Officer

The Clerk has plans to look at costings for the access road, kitchen and front façade

A Little More Kindness project (ALMK)

The container unit is now on order delivery expected on 6th March. The relocated yellow disabled lines have now been painted onto the main car park area. The electrician is poised to hard wire the electrics into the toilet block.

Neighbourhood Plan

The Mayor has presented the Scoping Brief to the Planning Committee. There are three proposals to be presented to the next Planning committee to approve and select a consultant. The Council has a current budget of £5000 and the same for 2024-25 as well as access to a Locality Funding stream opening around September 2024.

New Cemetery Land

There are three consultancy firms who the Council has approached to send in their proposals. One has been received with two awaited. One landowner has approached the Council and they have been advised to contact Breckland as the land involves a housing development.

Allotments

There were 2 plots at Grosvenor Park that were not able to be let due to being waterlogged, another plot was left in an unfit state but a tenant has agreed to take it on. A plot at Chapel Road again left in a bad state but now allocated to a lady who is very willing. Splitting the allotment plots into two has proved very successful and has helped bring the waiting list down to 12 people. There has been flooding at Grosvenor allotments/paths due to suspected alterations done to drains in a nearby housing development. We are working with Breckland to ask Planning Enforcement to attend site.

Emergency Plan enactment

The Emergency Plan was enacted on the evening of 16 February due to a power cut affecting half of Attleborough. The TIC room was used to receive any residents wishing to come in for a hot drink and warmth.

Open Spaces Workshop

The notes (below) to the Open Spaces Workshop have been circulated to the Council and Megan Free to use for the purposes of the Development Partnership and the Neighbourhood Plan steering group, as well as the open spaces development plans. It is hoped that there will soon be a public consultation for the Jubilee Wood draft plans as well as Blackthorn Road/Lomond Road:

Birch Drive 11am

A place to quietly reflect

Shrubs to be planted, re-planted and retained – lavender, rosemary, winter flowering. Any plants that are fragrant and visually stimulating. Entry for dogs at the site should be permitted. Bins to be relocated towards the entrance gate to allow rubbish to be put in on exit. A small oak tree in the spare area. There is a past report in existence already to refer to. Paths for mobility scooters, wheelchairs. Possible concrete pad at front of site. Chess tables for recreation favoured.

Blackthorn Rd 11.30am

The orchard grant funding is secured. The orchard will make for a more interesting walk. Picnic benches and more bins are needed – but in strategic places. Dog bin is needed at the orchard end. A rewilded area at the orchard end to include hedgehog/insect hotels (behind existing hedgerows also. More bird boxes on the existing trees. (40 trees already on site). Created paths would be beneficial for better access. Trods or tarmac. £73K of S106 for development and maintenance is available. Possible District Member funding of £150,000 is still unclaimed.

St Edmunds Close 12pm

The site is very small and so options are fairly limited. Possible site for two affordable houses. Built by ATC for rent or sale. Possible site for an accessible allotment. Rent or sale of housing would bring in investment for other sites. Acknowledged that the overage agreed of one third would be taken by Breckland.

Decoy Common

Already engaged with Norfolk Wildlife Trust Officer, fencing is to be assessed in regards to the A11

Jubilee Wood -Following the supply of the 3 site surveys, the draft Plans have been issued for comment by Landscape Partnership. Next actions shall be to progress the Variation of Obligation. Land transfer – new solicitors are being approached to speed up the process. Breckland are requesting a temporary access route to the back of the Academy to service the new 3G pitch construction. A Small voluntary working group has been formed to help develop the site. It is nearly time to now involve the Norfolk Wildlife Trust to start plans to develop the woodland.

Lomond Road

There are now three schemes in and am planning to carry out a short survey open to the public to consult on the schemes and give the Council comments and suggestions. All three schemes have a greater focus on accessibility and sensory/special needs.

Human Resources

The Clerk reported to the Personnel Committee matters in relation to Health and Safety procedures and the need for urgent personnel advice. Upon the Clerk's request they recommended entering into a contract with an HR/H&S adviser at a cost of £185 per month. Consequently, the Council now has access to 24/7 advice including a 24/7 hotline for staff wellbeing and three separate portals for information (Policies Risk Assessments, advice and staff/Councillor Training. This will be addressed in an agenda item during the closed session.

Football Club

A meeting with the Football Club is being arranged to discuss the lease and matters relating to maintenance. The Clerk is following up the Scouts Lease and will issue a report in due course surrounding all issues raised in a recent meeting between Scout Leaders, the Clerk and Megan Free.

D Day 80

The Council is making the Beacon available to the Royal British Legion and helping to install Tommy silhouettes in Queens Square.

Wheel Park

Quotes for higher fencing, infrared CCTV, auto locks on the entrance gate are being sought to enable the facility to close down at 9pm and alleviate use after 9pm. New signage is in place to highlight the light switch of at 9pm.

Athletics Club

A new line marking machine is on order. A new storage container has been approved for Gaymers.

10a)

Subject: Banham Family Fun Day

Hi Sharon,

As per our conversation on Friday the family fun day will involve the following:

It's our second time we will hold this for our staff. Last year was our first time doing this and it was at Caswton Park in Cawston, which is too far away for most of our staff this is why I we would like to hold it at Gaymers, we aim to have about 200-250 people for the day. Start and finish times are 14:00 – 20:00. We would like to finish at 20:00 so our night shift can attend.

We would like to play 5-a-side tournament and been advised that the pitch will be painted from the previous weekend's tournament.

Our fun day will have:

Two bouncy castles

One ball pit

We do face painting

Tombola

X4 BBQ (gas)

We hire Portaloo's x 4 – 2 for ladies 2 for men

I had a marquee last year, but I'll be looking to have a few gazebos and chairs

We will have music but not a DJ just a portable speaker that we have through Bluetooth.

I would like to look to cordon a bit of the park as this will be only open to Banham Staff. Last year I had wrist bands for staff which I will be doing again. We of course have our own first aiders.

The date we would like is Saturday 27th July.

If you require any further information, please let me know.

Kind regards,

Candi Steyn
Executive Assistant

10b)

Attleborough Dinosaur Hunt 2024

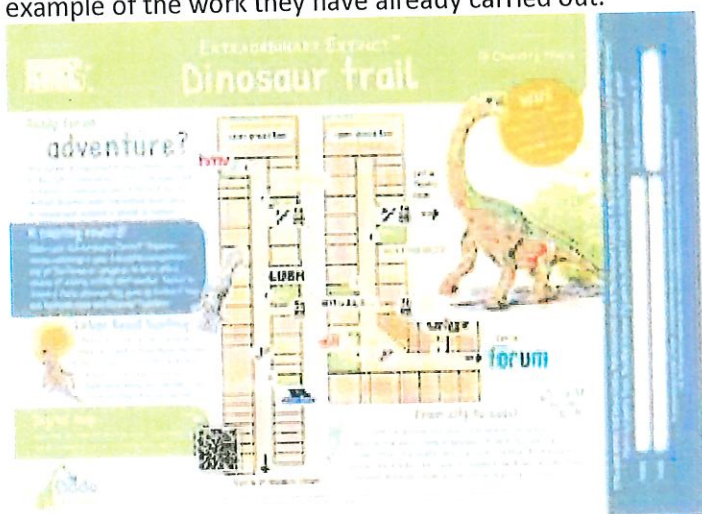
Good morning,

I am contacting you from the AtoBetter team within Norfolk County Council, and we work with new housing developments within your area. Our mission is to promote and enable more residents to travel sustainably within their communities. For more information about AtoBetter, please visit our website: [AtoBetter - Norfolk County Council](https://www.norfolk.gov.uk/ato-better)

We are currently planning a map-led 'Attleborough Dinosaur Hunt' in collaboration with the Norfolk-based independent children's publisher, Dodo & Dinosaur. The aim of this project is to connect folks with their local facilities and highlight how they can actively travel from A to B!

This is why we are reaching out to you! We would like for you to participate in this by simply doing two things: having your location highlighted on the map, and placing a dinosaur poster in a visible location for participants to find on their hunt. This will be running throughout the six-week summer holidays, so it will be a great family activity to keep the kids entertained!

I have attached a recent collaboration between Dodo & Dinosaur and Chantry Place to provide an example of the work they have already carried out:



Front



Back

If you are happy to participate in the 'Attleborough Dinosaur Hunt' then please can I have confirmation before 6th March, or if you have any questions, then please don't hesitate to ask!

Kind regards,

Assistant Travel Plan Coordinator
Growth & Investment