



You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 5th February 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

30th 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: -

The Council will observe a minute's silence in memory of The Late Cllr Joe Ellis.

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 8th January 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 December 2023 – for information
- f) Purchase Mower & Trailer for Grounds Staff – for consideration and resolution
- g) To Consider Two New Chain Saws - for consideration and resolution
- h) Repair to Tennis Court fencing Quotations - for consideration and resolution
- i) London Rd Dog Area Fencing Quotations - for consideration and resolution

- 7 To Replace two signatories on Bank Account - for consideration and resolution
- 8 Attleborough Neighbourhood Plan Proposals – Follow Ups From Shared Priorities Workshop
for information
- 9 A Little More Kindness – for consideration and resolution
- 10 AttCare Recruitment Volunteers & Trustees - for consideration and resolution
- 11 S106 Bus Shelter Norwich Road - for consideration and resolution
- 12 D-Day 80 Grants - for consideration and resolution
- 13 To Consider Quotes for a Landscape Architect to Carry Out Project Design & Costings for Jubilee Wood - for consideration and resolution
- 14 Standing Orders/Meetings Protocol - for consideration and resolution
- 15 Financial Regulations - for consideration and resolution
- 16 Co-option Procedure - for consideration and resolution
- 17 Councillors Reports
Town, District and County Councillors can give a brief report on relevant information
- 18 Request to Use Town Hall for Fund Raising – for consideration and resolution
- 19 Correspondence - for consideration and resolution
 - a) Requests to use open spaces for various Events
 - b) Year 12 Work Experience Enquiry
 - c) UK Power Networks – Whitehouse Lane, Attleborough
- 20 Public Participation (10 Minutes)
- 21 Items for next Agenda
- 22 Date of Next Meeting
- 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 Consultation for S106 Release of Funds from LAM Ref 111 & 244 – Attleborough Leisure 3G Project - for consideration and resolution
- 25 To Consider Matters Relating to a Lease - for consideration and resolution

Expected Meeting Length is 2 Hours

5)



**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 contact 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
-

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

(6b)

DD JAN 2024

Name	Description	Service	Bill Freq	Net	Vat	Total
Barclaycard	Barclays	Admin	Monthly	£ 16.00	£ -	£ 16.00
Vodafone	mobiles	Admin	Monthly	£ 55.43	£ 11.08	£66.51
Bank Charges	Barclays	TH	Monthly	£ 6.40		£6.40
Bank Charges	Lloyds	TH	Monthly			
Biffa	Waste collection	Rec	Monthly	£ 150.50	£ 30.10	£180.60
Biffa	Waste collection	TH	Monthly	£ 231.87	£ 46.38	£278.25
Wave	Water	Town Hall	Quarterly			
BT	Cloud	TH	Quarterly	£ 386.70	£ 77.34	£464.04
Wave	Water	Public Toilets	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	£ 194.00	£ -	£194.00
Total Gas & Power	Electricity	Public Toilets	Monthly	£ 298.73	£ 14.93	£313.66
Total Gas & Power	Elect Skate Park	OS	Monthly	£ 188.13	£ 9.26	£197.39
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Monthly	£ 514.23	£ 25.71	£539.94
Siemens	Photocopy service	TH	Annual	£ 60.00	£ 12.00	£72.00
Phs Group	waste collection	TH	Annual	£ 1,975.20	£ 395.04	£2,370.24
Upp	Broadband	TH	Monthly	£ 55.00	£ 11.00	£66.00
Fuel Genie	Fuel	OS	Monthly			
						£6,345.03
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,833.59	£ -	£ 4,833.59
Norfolk Pension	BACS	Pension	Monthly	£ 4,163.98	£ -	£ 4,163.98
Staff Salary	BACS	Salaries	Monthly	£ 14,714.79	£ -	£ 14,714.79
						£ 23,712.36
TOTAL						£30,057.39

6c)

INCOME DEC 2023		
Banked Monies		
Hall Bookings	£	1,927.05
Memorial	£	250.00
Allotment rent	£	1,174.50
Community car grant Jan	£	275.00
Bar Rent	£	480.00
Church Wall repayment	£	100.00
VAT reclaimed	£	5,195.18
Total	£	9,401.73

6d)

4400
118

4230 4230 4010 101

4020 4122 4230 301

DATE	DETAILS	1			2			3			MISC	POSTAGE	TOLON FALL	OPEN SPACES	MEETING REFRESHMENT	MILEAGE	EVENTS	4			VAT					
		REC'D	OUT	BAL	4020	4122	4230	4010	4230	4010								4230	4010	4230		4010	4230	4010		
11.1.24	B.F.W.D.	737	81	13	307	13	51	61	12.40	27	25	24	01	159	53	71	82	66	15	-	-	17	91	1		
2 "	LIDL MILK		1	70	305	43						2	1	1	70									2		
3 "	LIDL MINCE ETC COMMUNITY CANS		30	22	275	21	25	90				3	6	6	23								4	32	3	
48.1.24	LIDL MILK BISCUITS		6	75	268	46						4	2	2	40								5	52	4	
52.1.24	Myrics DRILL BITS		15	69	252	77				15	69	5	2	2	40								6		6	
62.1.24	LIDL MILK		2	40	250	37						6	2	2	40								7		7	
76.1.24	PETTY CASH. 000112		78	74	329	11						7											8		8	
86.1.24	PETTY CASH 000113		14	13	343	24						8	2	2	40								9		9	
92.1.24	LIDL MILK		2	40	340	84						9											10		10	
0												10											11	4	84	11
1			59	16	340	84	25	90	-	15	69	11		12	73								12		12	
2			830	68	340	84	77	51	12.40	42	94	12	24	01	172	26	71	82	66	15	-	-	13	22	75	13
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41												51											52		52	52

(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	2,475	3,300	825			75.0%	
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%	
Administration :- Income	<u>673,799</u>	<u>697,957</u>	<u>24,158</u>			<u>96.5%</u>	<u>19,559</u>
4000 Staff Costs	190,731	375,000	184,269		184,269	50.9%	
4001 Other Employment Costs	0	20,000	20,000		20,000	0.0%	
4002 website	720	5,000	4,280		4,280	14.4%	
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	142	2,000	1,858		1,858	7.1%	
4023 Subscriptions	1,492	2,500	1,008		1,008	59.7%	
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	6,223	9,000	2,777		2,777	69.1%	
4040 Community Car Scheme	5,172	7,840	2,668		2,668	66.0%	
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	201	300	99		99	67.1%	
4056 Consultancy	750	3,000	2,250		2,250	25.0%	
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	4,421	6,000	1,579		1,579	73.7%	
4122 Postages	67	100	33		33	67.4%	
4123 Stationery	381	2,000	1,619		1,619	19.0%	
4140 Fuel	(231)	0	231		231	0.0%	
4147 Photocopier Lease payments	885	1,500	615		615	59.0%	
4190 Equipment Purchase	306	2,000	1,694		1,694	15.3%	
4230 Supplies	789	700	(89)		(89)	112.6%	
4231 Advertising	1,210	1,000	(210)		(210)	121.0%	
Administration :- Indirect Expenditure	<u>263,425</u>	<u>524,053</u>	<u>260,628</u>	<u>0</u>	<u>260,628</u>	<u>50.3%</u>	<u>0</u>
Net Income over Expenditure	<u>410,374</u>	<u>173,904</u>	<u>(236,470)</u>				
6001 less Transfer to EMR	19,559						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	390,816						
<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>							
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	948	1,786	838		838	53.1%	
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>1,509</u>	<u>3,236</u>	<u>1,727</u>	<u>0</u>	<u>1,727</u>	<u>46.6%</u>	<u>0</u>
Net Income over Expenditure	(1,506)	(3,236)	(1,730)				
<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 31/12/2023

Month No: 9

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	2,354	0	(2,354)			0.0%	
Events :- Income	<u>2,354</u>	<u>0</u>	<u>(2,354)</u>				<u>0</u>
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%	
Events :- Indirect Expenditure	<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>
Net Income over Expenditure	<u>188</u>	<u>(12,000)</u>	<u>(12,188)</u>				
201 Open Spaces							
1020 Grants & Wayleaves	5,000	0	(5,000)			0.0%	
1050 Income	280	0	(280)			0.0%	
1100 Allotment Income	1,920	1,700	(220)			112.9%	
1105 Burial Fees	20,755	10,000	(10,755)			207.6%	
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-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%	
Open Spaces :- Income	<u>41,151</u>	<u>11,700</u>	<u>(29,451)</u>			<u>351.7%</u>	<u>0</u>
4020 Miscellaneous Expenses	0	784	784		784	0.0%	
4058 Legal Fees	482	0	(482)		(482)	0.0%	
4110 Rates	1,438	1,817	379		379	79.1%	
4112 Water	1,576	1,500	(76)		(76)	105.0%	
4113 Electricity	1,458	2,250	792		792	64.8%	
4140 Fuel	3,743	5,725	1,982		1,982	65.4%	
4143 Equipment Hire	1,978	750	(1,228)		(1,228)	263.8%	
4144 Tree Work	1,200	3,500	2,300		2,300	34.3%	
4145 Maintenance/Repairs	17,871	25,000	7,129		7,129	71.5%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4189 Wheel Park	300	0	(300)		(300)	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	2,463	2,250	(213)		(213)	109.5%	
4230 Supplies	5,462	7,500	2,038		2,038	72.8%	
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%	

	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>46,148</u>	<u>72,436</u>	<u>26,288</u>	<u>0</u>	<u>26,288</u>	<u>63.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,997)</u>	<u>(60,736)</u>	<u>(55,739)</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	7,972	10,000	2,028			79.7%	
1007 Bar Rent	320	500	180			64.0%	
Town Hall :- Income	<u>8,292</u>	<u>10,500</u>	<u>2,208</u>			<u>79.0%</u>	<u>0</u>
4110 Rates	14,139	14,560	421		421	97.1%	
4111 Gas	1,011	4,200	3,189		3,189	24.1%	
4112 Water	232	1,000	768		768	23.2%	
4113 Electricity	2,714	4,000	1,286		1,286	67.8%	
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	3,191	5,000	1,809		1,809	63.8%	
4230 Supplies	1,672	1,500	(172)		(172)	111.5%	
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>25,105</u>	<u>68,860</u>	<u>43,755</u>	<u>0</u>	<u>43,755</u>	<u>36.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,813)</u>	<u>(58,360)</u>	<u>(41,547)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
410 Festival							
4401 Supplies	300	0	(300)		(300)	0.0%	
Festival :- Indirect Expenditure	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>(300)</u>		<u>0</u>
Net Expenditure	<u>(300)</u>	<u>0</u>	<u>300</u>				
501 Contingency							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
Contingency :- Indirect Expenditure	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>25,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(25,000)</u>	<u>(25,000)</u>				
Grand Totals:- Income	729,599	720,157	(9,442)			101.3%	
Expenditure	355,159	757,750	402,591	0	402,591	46.9%	
Net Income over Expenditure	<u>374,439</u>	<u>(37,593)</u>	<u>(412,032)</u>				
less Transfer to EMR	19,559						
Movement to/(from) Gen Reserve	<u>354,881</u>						

Ernest Doe & Sons Ltd

Station Road, Wymondham, Norfolk, NR18 0NN
Tel: 01953 602982 Fax: 01953 601270
accounts@ernestdoe.com www.ernestdoe.com
Head Office: Accounts Tel: 01245 380311



Where you can buy with confidence

69)

John Ketley
Thank you for your custom
Please Call Again

QUOTATION

Account..... 100K
Depot..... K
Order No....
Cust Adv No.
Rep Code.... **
Cash Sales Parts

Page No	1	Date	30/01/2024	Quote No	QK0306
Part Number	Description	Qty	Unit	Price	Amount
SH-11432000676	MS 251 45CM/18" CHAINS	1	EACH	440.00	440.00
SH-11482000059	MS182 14"	1	EACH	250.00	250.00
					690.00
				V.A.T.	138.00
				Total	828.00

Rate	Goods	V.A.T.
20.00	690.00	138.00

Quotation by Kevin Blyth @ 09:10

Bank Details: Ernest Doe & Sons Ltd | Account No. 20331015 | Sort Code 20-97-65
Please quote your account no. when paying by BACS or Internet Banking

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.

Registered office: Ulting, Maldon CM9 6QH Registered in England 431173 VAT No GB 102 3549 12



Thurlow Nunn Standen Ltd.



MASSEY FERGUSON

Registered Office & Accounts
Wisbech Road, Littleport, Ely, Cambs. CB6 1RA
Tel: 01353 863038

Email: accounts@tnsgroup.co.uk Web: www.tnsgroup.co.uk
VAT Reg no GB 432 1541 90



Branches at

3 Maurice Gaymer Road,
Attleborough,
Norfolk, NR17 2QZ,
T: 01953 450400
E: attleborough@tnsgroup.co.uk

Wisbech Road
Littleport, Ely
Cambs, CB6 1RA
T: 01353 863038
E: littleport@tnsgroup.co.uk

Moulton Road
Kennett, Newmarket
Suffolk, CB8 8QT
T: 01638 750322
E: kennett@tnsgroup.co.uk

The Street
Melton, Woodbridge
Suffolk, IP12 1PL,
T: 01394 382801
E: melton@tnsgroup.co.uk

Enterprise Way
Fakenham
Norfolk, NR21 8SN
T: 01328 862333
E: fakenham@tnsgroup.co.uk

ATTLEBOROUGH TOWN COUNCIL
TOWN HALL
QUEENS SQUARE
ATTLEBOROUGH
NORFOLK NR17 2AF

QUOTATION

Account..... A25530
Depot..... 2
Order No....
Cust Adv No.
Rep Code.... 999
Retail Spares

Page No	1	Date	30/01/2024	Quote No	Q21771
Part Number	Description	Qty	Unit	Price	Amount
ZS-1143 200 0239	MS251 18" CHAINSAW	1	EACH	431.00	431.00
ZS-1148 200 0064	MS182 CHAINSAW, 40CM/1	1	EACH	307.50	307.50
					738.50
				V.A.T.	147.70
				Total	886.20
					=====
			Rate	Goods	V.A.T.
			20.00	738.50	147.70

Quotation by George Ambrose - TNS Attleboroug @ 09:32
Contact: 01953 452200

PLEASE NOTE: SPECIAL ORDER ITEMS AND ELECTRONIC COMPONENTS CANNOT BE RETURNED FOR CREDIT

Bank details -- NATWEST Sort Code: 60-20-49 Account No: 04700074 Account Name: Thurlow Nunn Standen Ltd

FENDT

INTEREST CHARGED ON OVERDUE ACCOUNTS

Challenges

C.E. CLARKE FENCING

6h)

Quote

Plumtree Cottage, Attleborough Road
 Caston Norfolk NR171DJ
 Email: ceclarkefencing@gmail.com
 Tel. 07771600187
 Fax. 01953483719
 VAT no. 632661350

Date. 25th January 2024

Quote

Town hall
 Attleborough
 NR172AF

Atn Sharon

Description	Quantity/Mtr	Price
Supply and install		
1. Galvanised chainlink fencing using: 1.5m high galvanised chainlink Galvanised angle iron To include 1 no end strut and strainer 1 no corner strainer 2 no struts 10 bags quick set	55m	£2,170.00
2. Tennis court repair Take down approx 2m of damaged 10ft high chainlink Repair section damaged Re-fit new line wires and link		
* Please note Shortest length link to purchase is 12.5m rolls We can leave the rest of the roll on site for your collection or can drop off	approx 2m	1,200.00
	Subtotal	3,370.00
	VAT	£674.00
	Total	£4,044.00

KM SERVICES
HOME IMPROVEMENTS, FENCING & GARDENING SPECIALISTS
57 BESTHORPE ROAD
ATTLEBOROUGH
NR17 2NQ

QUOTATION 3726

TEL NO: 01953 452 894 / 07780 978157

E-MAIL : kms.50@uwclub.net

CUSTOMER NAME ADDRESS TEL NO	PAULA WITHAM REF TENNIS COURTS ON LONDON ROAD PARK	DATE 17/09/2023
	<p>TO TAKE OUT DAMAGED SECTION OF FENCE.</p> <p>TO DO THIS YOU NEED A 2.5M X 3M HIGH ROLL OF GREEN PLASTIC COATED CHAIN LINK. THE ONLY PLACE I COULD FIND THIS IS UP NORTH WHICH HAS A BIG CARRIER CHARGE DUE TO THE LENGTH OF THE ROLL.</p>	<p>£534.50</p>
	<p style="text-align: right;">TOTAL</p> <p style="text-align: right;">LABOUR</p> <p style="text-align: right;">TO REMOVE WASTE</p> <p style="text-align: right;">TOTAL</p>	<p style="text-align: right;">£534.50</p> <p style="text-align: right;">£200.00</p> <p style="text-align: right;">£0.00</p> <p style="text-align: right;">£734.50</p>
	<p>ALL GOODS REMAIN THE PROPERTY OF KM SERVICES UNTIL PAYMENT IS RECEIVED IN FULL ANY WASTE HAS TO BE TAKEN AWAY THEN I WILL ADD A CHARGE eg. DUMP</p>	

2023



QUOTATION FOR ATTLEBOROUGH TOWN COUNCIL

24 August 2023



Who are JB Corrie?



JB Corrie has been proudly established for over 100 years and is one of the UK's leading manufacturers and installers of fencing and steel fabrications.

Our head office is located at Petersfield, South East England and we are supported by our Scottish office in Blairgowrie, giving us an ideal base to service the entire UK.



Sharing Knowledge
Knowledge and experience, advising you along the way



Industry Expertise
Over 100+ years of experience, family-owned and British based

JB Corrie also:

- Pride ourselves on our quality as a quality assured company conforming to Standard ISO 9001:2015 Quality Management Systems and Sector Schemes 2A, and "C"
- Have our own extensive manufacturing capability.
- Only use trained staff and qualifications are available for inspection.
- Have a total commitment to Health, Safety and the Environment.
- Consider no work complete until you are totally satisfied.
- JB Corrie hold the Construction Line GOLD standard accreditation.



JB Corrie & Co Ltd
Frenchmans Road, Petersfield, Hampshire, GU32 3AP
Phone: 01730 237100 Email: sales@jbcorrie.co.uk

JB Corrie & Co Scotland
Signal Box Road, Blairgowrie, Scotland, PH10 6ER
Phone: 01250 873989 Email: jbcscotland@jbcorrie.co.uk



To	Anne Willett	Quote No.	QNO 09226
Company	Attleborough Town Council	From	Stuart Povey
Email	Anne@attleboroughtc.org.uk	Email	spovey@jbcorrie.co.uk
Site	Attleborough Tennis Courts	Date	24 August 2023

The Project – Repairs to tennis court fencing.

Remove and replace with new, a damaged section of 3000 x 50 x 3.15/2.24mm green chain link fencing. A row of line wire will be replaced and tensioned as required.

The chain link will be Galvanised core and Green coated RAL 6005.

Points to Note:

- Please be advised that in the current climate we can only quote at the current prices. However, due to significant inflationary pressures on many "fronts" i.e., Labour Costs, Raw Material, Manufacturing, Transport, we can only price at today's costs. Prices will be reviewed when an order is received and may have to be revised if costs have significantly increased by that time.

The price:

FOR THE SUM OF - £988.00 (excl. VAT)

Assumptions & Clauses

1. **Materials quoted:** are currently available. Due to the potential volatility of the steel market and its subsequent effect on availability, if these materials are not available at the time of the order, we may have to re-quote substitute materials.
2. **On site assumptions & conditions:**
 - a) We have assumed that all works will be carried out as one contract.
 - b) This quotation has been based on the work being carried out in one continuous visit.
 - c) Our price is based on the assumption that the fence line will be obstruction free prior to the arrival of our erectors.
 - d) Defects Liability period for our works is 12 months from the date of our own practical completion. Extended period of defects liability available upon request and potential extra over rate subject to conditions.
3. **General Conditions:**
 - a) The prices quoted will remain firm for 14 days from the date of our quotation.
 - b) The prices quoted are net of Main Contractors discount and retention.
 - c) The prices quoted are subject to Value Added Tax at the appropriate rating.
 - d) All lead times quoted are indicative only and cannot be confirmed until receipt of a written order and all necessary information.
 - e) Any order placed with the company must be confirmed in writing to us within seven days.

Additional Costs & Clauses

Design

JB Corrie are able to entertain Design Services upon request but unless shown within our offer as a separate priced item it should be assumed that Design Services are not included within this quotation.

Downtime

Any downtime as a result of access to working areas being blocked and/or unavailable will be charged at daywork rates.

Programme

Any changes to the agreed working programme will be charged at daywork rates.

We confirm that we operate a quality management system for the Supply and Erection of Fences which complies with the requirements of Standard ISO 9001:2015 Quality Management Systems and Sector Schemes 2A, and "C



Quote

Plumtree Cottage, Attleborough Road
Caston Norfolk NR171DJ
Email: ceclarkefencing@gmail.com
Tel. 07771600187
Fax. 01953483719
VAT no. 632661350

Date. 25th January 2024

Quote

Town hall
Attleborough
NR172AF

[Atn Sharon](#)

Description	Quantity/Mtr	Price
Supply and install		
1. Galvanised chainlink fencing using: 1.5m high galvanised chainlink Galvanised angle iron To Include 1 no end strut and strainer 1 no corner strainer 2 no struts 10 bags quick set	55m	£2,170.00
2. Tennis court repair Take down approx 2m of damaged 10ft high chainlink Repair section damaged Re-fit new line wires and link		
* Please note Shortest length link to purchase is 12.5m rolls We can leave the rest of the roll on site for your collection or can drop off	approx 2m	1,200.00
	Subtotal	3,370.00
	VAT	£674.00
	Total	£4,044.00

G&G FENCING LTD

INDUSTRIAL AND DOMESTIC
FENCING SPECIALISTS

VAT REG NO 394 1852 27

All correspondence to:
THE WORKSHOP
CORONATION BARN
MILEHAM
KINGS LYNN
NORFOLK PE32 2QA
Tel/fax: 01328 701584
E-mail : ggfencing@aol.com

Your Ref/ London Road Play Area

Our Ref/Quote – D1334

31st January 2024

FAO – Sharon Smith
Attleborough town council
Town hall
Attleborough
Nr17 2AF

Dear Sir/Madam

Fencing works

We thank you for your enquiry and have pleasure in submitting our quotation for your consideration. Please find overleaf our standard conditions, and in respect of this quotation, note the following.

You to mark all Known services or to provide drawings for Gas/water and drainage/ Us to CAT scan for electric and Bt only.

We assume digging using a mechanical auger, any breaking out through hard surfaces or at back of haunching will be charged extra.

All surplus excavations to be spread along the fence line.

Chain link fencing 1.5m high x 55m

To take down and dispose 55m of existing old chain link fencing.

To supply and install 55m of 1.5m high 3.00mm galvanized chain link fencing to be fixed to 40x40 Angle inter posts set in concrete at 3m centres complete with 50x50 End/ Corner posts

Please note I have allowed 2 x extra struts to pick up the exiting chain link fences coming of this new fence at each end.

For the total sum of £ 2710.00 + vat

Powder coated Weld Mesh Fencing 1.5m high x 55m

To take down and dispose 55m of existing old chain link fencing.

To supply and erect 55m of 1.8m high CLD Eclipse V profile mesh fencing, 1.5m high panels made from 5mm horizontal and vertical wires forming 200x50mm mesh, each 3.0m panel is clamped to the face of a 60x60mm RHS post with hexaclip system. All posts to be concreted into the ground, all fencing to be Powder coated Green RAL 6005 Complete with anti vandal fixings.

Please note I have allowed 2 x extra struts to pick up the exiting chain link fences coming of this new fence at each end.

For the total sum of £ 2365.00 + vat

Terms - Nett. Subject to payment within 28 days of invoice date.

This quotation is subject to Value Added Tax at the current rate of 20.0%.

Yours faithfully

Darren Wall

Director

FOR G & G FENCING LTD

Attleborough Neighbourhood Plan Proposal

Context

- In the shared priorities workshop held in October, councillors focused on pinpointing projects for implementation by building upon the foundation laid by the Attleborough Neighbourhood Plan (ANP) and Attleborough Town Delivery Plan.
- Facilitated by officers from Breckland District Council and Attleborough Town Council, councillors discussed developing existing projects and identifying new ones. In particular, there was a focus on delivering short to medium-term projects.
- Attleborough Town Council is currently working with planning officers from Breckland Council to define the scope of their Neighbourhood Plan review.

Proposal

Councillors identified a range of new projects for delivery. This includes:

- Splash Pad – an accessible and free area with water features to facilitate play amongst local children.
- Enhancing bus stops with RTI displays and shelters – to ensure bus stops are accessible and have integrated technology to enhance the passenger experience. Particular locations identified were: Norwich Road, London Road, Hargham Road and Shrub Close.
- Wayfinding – to deliver signage that ensures tourists are correctly signposted to key destinations in the town.
- BMX Track – a track to provide a constructive and safe activity for young people.
- Crossing at Queen's Road – ensures that all residents, but in particular, school children are able to cross the road in a safe manner.

By integrating these projects into the ANP, it means that any projects listed in that document, will be considered for S106 contributions, potentially unlocking funding opportunities for delivery.

10)

Hello Sharon

We have five Trustees (constitutional minimum) and five Volunteers (including Cllrs Taila Taylor, Roger Bond & Tristan Ashby). Our constitution precludes Parish, Town, District or County Councillors from being Trustees but we are delighted to welcome Councillors and especially anyone with a background into local health matters as volunteers.

Many thanks for your help in this matter.

Mary

On Mon, 15 Jan 2024 at 12:51, Attleborough Clerk <townclerk@attleboroughtc.org.uk> wrote:

Hello Mary,

Yes indeed thanks had a good one.

I will get this added to the February full Council meeting agenda.

Can you let me know approximately how many Trustees and volunteers you currently have. I know I'll be asked at the meeting!

I have copied Anne in so that we can get the agenda item planned in.

Kind regards,

Sharon.

Morning Sharon

I hope you had a good weekend.

Attcare is looking to recruit Volunteers & Trustees and, at an earlier Attcare Trustees' / Volunteers' meeting, Taila suggested that adding the request to a Council Meeting agenda to ask if any Councillors are aware of any residents who might be appropriate to approach with a view to asking them to become involved with Attcare.

I'm attaching a poster with very brief details and would be grateful if this matter could be included in the next Council meeting agenda and also, if it might be included on the ATC website.

I look forward to hearing from you.

best wishes

Mary Ridgway



Attleborough Health, Care & Wellbeing Trust Charity

Registration 1173821

We are looking for volunteers

- Can you give time as a volunteer or trustee to serve on the Charity's management board ?

ATT CARE is a charity set up in 2017 as part of the Neighbourhood Plan for Attleborough and designed to help facilitate the delivery of themes 5 & 6 of the plan dealing with Health, Social Care and Wellbeing provision in the expanded town.

Our important 2022 Research Report for the Town is already a key part of the planning process but as the expected developments gather speed, the integrated approach to all the health and care services for the area must have the real needs of Attleborough built in to be sustainable.

ATT CARE has proved it can do this but would like more help.

Visit <https://attcare.org.uk> for more information and to contact us if you can assist.

Or email attcare21@gmail.com

12)

D-Day 80 Grants - Applications are live

Good morning,

We are pleased to notify you that we have two D-Day Community Grants available to eligible groups in commemoration of the 80th Anniversary of D-Day in June.

For further information please visit the following webpage:

[D-Day 80 Grants - Breckland Council](#)

If you are aware of any groups who would like to discuss an application, please advise them to contact community@breckland.gov.uk

Please note these grants are open until 23rd February at 5pm.

Kind regards,

Community Enabler
Breckland Council

14)



Attleborough Town Council
Historic Market Town in the Heart of Norfolk

STANDING ORDERS 2024

These standing orders replace all previous versions and remain in force until amended or replaced by resolution of the Town Council.

A The Context of Attleborough Town Council

- A1 The Council is a local authority constituted under the Local Government Act 1972.
- A2 It is a third-tier local authority, covering the parish of Attleborough. It therefore seeks to be community led and encourages community involvement.
- A3 The first-tier local authority for Attleborough is Norfolk County Council. The second-tier authority is Breckland Council. The three tiers sometimes work together but are independent of each other and for most purposes are not answerable to each other.
- A4 Unlike private-sector organisations, which have freedom to act as they please within the law, a local authority may only do such things as the law specifically permits or requires it to do. *This can be a source of frustration to those used to the private-sector way of doing things, but it is the legal framework within the Council operates.*
- A5 The Council comprises fifteen elected or co-opted councillors; or such other number as may be determined from time to time by Breckland Council (as electoral authority).
- A6 The Council, sitting as such, is the decision-making body (subject to Standing Order A7 below).
- A7 The Council may by resolution delegate individual functions (and decisions on them) to a committee, a sub-committee or to the Clerk; but not to any individual councillor, including the Chairman. *The Chairman is a 'first among equals' among Councillors but is not in any sense 'the boss' as he or she might be in the private sector. To the extent that there is a 'boss', it is the full Council, sitting as such.*
- A8 The Council is supported by a team of administrative and manual employees.
- A9 The Council's administration team is led by the Clerk (who is also the 'Proper Officer' for legal purposes) and a Responsible Financial Officer, who is usually the Clerk but need not be. These roles should only be undertaken by a Councillor in an emergency and even then, only on an unpaid basis (except for out-of-pocket expenses).
- A10 The Clerk is responsible for carrying out the Council's decisions and ensuring that it meets all its legal obligations in a timely manner.
- A11 The Clerk is answerable to the Council but not to any individual Councillor.
- A12 The Clerk and his/her staff should remain politically neutral in the execution of their duties and be impartial in all their dealings with Councillors.
- A13 Councillors may seek advice from the Clerk but are not answerable to him or her in any way and are responsible for their own conduct.
- A14 Councillors (especially when acting as such) should have regard to the Council's Code of Conduct in all their dealings with staff and others.
- A15 Councillors and staff should have regard to the Council's Member Officer Protocol in all their dealings with each other.
- A16 Press releases on behalf of Attleborough Town Council must be approved by the Council before being released.

B Meetings

- B1 Meetings of the Council shall normally be held monthly at 7.00 pm on the first Monday of the month; or if this is a bank or public holiday, on the second Monday, unless otherwise agreed by the Council.
- B2 Outside the normal meeting cycle in Standing Order B1, the Chairman (or any two councillors acting together) may convene an extraordinary meeting of the Council. The legal process for doing so will be found in the Council's Meetings Protocol.
- B3 Meetings of the Council shall normally be held in Attleborough Town Hall.
- B4 Meetings of the Council may in exceptional circumstances be held at such times and in such places (other than licensed premises) as it considers expedient.
- B5 Meetings of Council Committees, Sub-Committees and working parties may (unless otherwise directed by the Council) be held at such times and in such places as they consider expedient.
- B6 At the discretion of the Council, any meeting mentioned in Standing Orders B3 or B5 may alternatively take place online to the extent that the law permits it. In such a case, the Council's Virtual Meeting Protocol shall apply.
- B7 The Clerk should normally prepare the agenda for any Council, Committee or Sub-Committee meeting, in consultation with the relevant chairman. This should clearly indicate the time and venue and the business to be discussed or decided.
- B8 Any member may ask the Clerk to include an item of local concern on an agenda. This should be done in good time and should not be unreasonably refused.
- B9 The length of meetings ~~shall be determined by the relevant Chairman and~~ should be sufficient to transact the business listed on the agenda. Should the meeting exceed 2 hours any member may propose **an extension or** an adjournment to a later date.
- B10 The Clerk, at least three clear days before any meeting, shall give the relevant councillors or committee members and any invited guests notice of that meeting, by email where possible, in the form of a copy of the agenda and any supporting papers; shall also post these on the Council's website; and shall display the agenda on the Council's public notice boards and in such other places as he/she may consider expedient, or the Council may direct (including social media).
- B11 For the purposes of Standing Order B10, 'three clear days' does not include the day of the meeting, the day the agenda is published, a Sunday, any bank or public holiday or any day appointed for public mourning or thanksgiving.
- B12 Any Councillor or Committee member unable to attend a meeting should submit their apologies to the Chairman through the Clerk, stating the reason. This should be done before the meeting unless circumstances prevent it. Apologies and reasons should be recorded in the minutes of the meeting concerned.
- B13 The May meeting each year shall be the Council's **Annual Meeting of the Town Council**.
For the avoidance of doubt, this is not the same as the Annual Parish Meeting.
Notwithstanding Standing Order B1, the Annual Meeting **of the Town Council** in an election year shall not be held before the new Councillors take office but within fourteen days afterwards.

- B14 The first items of business at the Council's Annual Meeting of the Town Council shall be the election of a Chairman and Deputy Chairman, who in normal circumstances shall then remain in office until their successors have been elected at the following Annual Meeting of the Town Council.
- B15 The Chairman and Deputy Chairman may serve for more than one consecutive term but in order to do so must be re-elected annually at the Annual Meeting of the Town Council, with a clear majority of those present and voting.
- B16 The Chairman and Deputy Chairman shall be designated the town's Mayor and Deputy Mayor respectively for the duration of their terms of office.
- B17 In the event of the resignation or death of the Chairman or Deputy Chairman, a replacement shall be elected at the next meeting of the Council and in normal circumstances shall serve for the remainder of their predecessor's term of office.
- B18 Meetings of the Council shall be chaired by the Chairman or in his absence by the Deputy Chairman. If both are absent or unable to act, those Councillors present shall elect one of their number as Acting Chairman for that meeting only. The Clerk should never take the chair.
- B19 Meetings of any Committee or Sub-Committee shall be chaired by the person elected or appointed as its Chairman under its terms of reference. If he or she is absent or unable to act, and unless those terms of reference direct otherwise, Standing Orders B15 and/or B16 (as appropriate) should be followed as if references to the Council were references to that Committee or Sub-Committee.
- B20 The Chairman of any meeting referred to in Standing Orders B18 and B19 may conduct it as formally or informally as he or she sees fit; but shall do so completely impartially and with full regard to these Standing Orders. In the event of any discord or difficulty, however, he or she (or the Council by resolution) may invoke the Council's Meetings Protocol for the agenda item concerned.
- B21 The Clerk (or a member of staff deputed by him/her) should be present at any meeting referred to in Standing Orders B18 and B19 in order to record it (see Standing Order B28) and to advise the Chairman on points of law and procedure.
- B22 No meeting shall take place without a quorum. In the case of the Council, the quorum is five Councillors. In the case of a Committee or Sub-Committee, it is the number specified in its terms of reference. If no number is specified there, it is one-third of those members entitled to vote at it, rounded up to the next whole number if this leaves a fraction (except that in no case should it be fewer than three).
- B23 In the interests of transparency, no decision shall be made on any ~~significant~~ item that is not clearly stated on the agenda. (*significant is subjective*)
- B24 All Councillors or Committee members must be allowed an equal opportunity to speak on any agenda item but should do so as briefly as possible. Except when a point of order is raised, the Chairman shall not allow heckling or interruptions.
- B25 Except where the law otherwise requires, all decisions shall be made by a majority vote on a motion that has been proposed and seconded. In the event of a tie, the Chairman may exercise a casting vote. If he or she elects not to do so, the motion fails and the status quo shall prevail.
- B26 **Excepting co-options appointments, where a secret ballot is permitted**, voting shall be by a show of hands or such other method as the Council, Committee or Sub-Committee deems expedient; but the

Chairman shall at all times ensure that every Councillor or Committee member present has voted or abstained.

- B27 ~~Excepting ee options~~ appointments, where a secret ballot is permitted, any member may request a recorded vote on any agenda item at any meeting, in which case the Clerk (or such other person as may be keeping the official record) shall include in the minutes a list of all those voting on it and of which way they voted.
- B28 All decisions taken shall be minuted, along with the date, time, and nature of the meeting; details of those present (or absent with apologies to record); any declarations of interest made and any consequent withdrawals from the meeting; and public participation questions together with any subsequent answers given by the Council (if held).
To facilitate this, meetings shall be electronically recorded (and the recordings shall be securely retained for a minimum of twelve months after the date of the meeting).
- B29 The Clerk shall make the minutes of every meeting available to members of the Council (or of the relevant Committee or Sub-Committee) and publish them on the Council's website, no later than ten working days after it has taken place.
- B30 The minutes of any meeting shall be placed on the agenda of the next following meeting for approval by resolution (subject to any agreed amendments) and for signature by the Chairman. In the case of any Committee or Sub-Committee that has been disbanded, they shall be approved at the next meeting of the Council (or Committee in the case of a Sub-Committee).
- B31 Subject to Standing Order B32, members of the press and public may attend any meeting and may film or record it to the extent permitted by law; but they may not participate in it except when invited to do so. The Clerk shall make appropriate provision for such participation on the agenda. Invited guests, including District and County Councillors, have no special privileges in this respect and should not attempt or be allowed to intervene except during any specific provision made for them on the agenda (unless the Council first resolves to suspend this Standing Order B31 for a particular agenda item or items). *For the sake of clarity, this restriction does not apply to District or County Councillors who are also members of the Town Council.*
- B32 Where business of a sensitive or confidential nature is to be transacted, the Council, Committee or Sub-Committee may resolve to suspend Standing Order B31 and exclude members of the press and public (including any guests) from all or part of the meeting concerned. Councillors are warned that it would be legally unwise (and potentially a breach of the Code of Conduct) to fail to do so. Whenever this seems likely to be necessary, the Clerk shall state the fact clearly on the agenda.
- B33 Standing Order B32 shall not apply in the case of any specialist invited by resolution of the Council to advise it on any matter to be discussed; but any such specialist may only remain during any agenda item for which his or her advice has been sought; and even then only for such part of it during which his or her input is needed.

C Committees, Sub-Committees & Advisory Committees

- C1 The Council may resolve to create a Committee to carry out any of its functions (excepting any prescribed by law).
- C2 The Council shall provide any such Committee with written terms of reference.

- C3 Terms of reference shall include clear details of the Committee's remit and membership and provision for it to submit a regular report to the full Council.
- C4 If permitted by its terms of reference, a Committee may appoint a Sub-Committee to help it meet its terms of reference; and shall do so if so directed by the Council.
- C5 A Committee shall include no less than two Town Councillors.
- C6 Other than a Finance Committee, a Committee's or Sub-Committee's membership may include non-members of the Council, but such members shall have no vote unless it is expressly permitted in the relevant terms of reference.
- C7 The Council (and any Committee or Sub-Committee if permitted by its terms of reference or authorised by resolution of the Council) may appoint Advisory Committees or Working Parties to report back to it on any aspects of its functions. These need not include any Councillors in their membership but shall be given clear written terms of reference, which shall not include any decision-making powers.
- C8 The Council may resolve at any time to dissolve any of its Committees, Sub-Committees, Advisory Committees or Working Parties. ~~Unless otherwise directed by resolution of the Council, any Committee or Sub-Committee may do likewise.~~ (Not advisable to permit Committees etc. to dissolve themselves)

D Standing Orders & Procedural Documents

- D1 This document constitutes the Council's principal procedural standing orders.
- D2 The Council may resolve to implement other standing orders, rules, regulations, or protocols to govern its activities; and shall do so where the law so requires.
- D3 Any document adopted under Standing Order D2 shall be deemed to constitute a sub-section of these Principal Standing Orders.
- D4 Except where the law otherwise requires, any Standing Order may by resolution of the Council (or Committee or Sub-Committee as the case may be) be temporarily suspended for the duration of a particular agenda item or items.
- D5 Any Standing Order not required by law may be revoked by resolution of the Council.
- D6 The Council shall appoint a Standing Orders Review Committee, to contain at least three Town Councillors and such other members as it may deem expedient, with a remit for it to keep the Council's Standing Orders under review and to meet not less than annually with a view to making recommendations to the Council on any new material that needs to be added and any errors or omissions that need correction.

- D7 The Clerk shall, without delay, provide a full set of the Council's Standing Orders (as defined in Standing Order D3) to all new Town Councillors on election or appointment, and to any existing Councillor on request.

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MEETINGS PROTOCOL

It is the duty of councillors to attend the meetings of Attleborough Town Council and, as well as stating their own views, to fairly represent the views and needs of the community.

Councillors should read agendas in advance and prepare any notes prior to the meeting. They should also arrive at least 10 minutes prior to the start of a meeting, dress appropriately, and ensure their mobile phone is placed on silent to avoid unnecessary interruptions.

1 Conduct at Meetings

- a) All councillors and non-councillors with voting rights must observe the Code of Conduct adopted by the Council.
- b) Councillors shall treat each other with mutual respect, listen to the points of view of others, and address the Chairman when speaking. If two or more councillors wish to speak, the Chairman shall decide who to call upon.
- c) No-one shall obstruct the transaction of business at a meeting or behave offensively or improperly, or in such a manner as to bring the Council into disrepute. If this is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- d) If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- e) If a resolution made under 1(d) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

2 Declarations of Interest & Dispensations

- a) All members of the Council shall be issued with a copy of the Code of Conduct on joining the council and all members shall conform to the Code of Conduct. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. All members have to provide a record of their disclosable pecuniary interests in a public register of interest. Members must tell the Monitoring Officer at Breckland Council in writing within 28 days of taking office, or within 28 days of any change to the members register of interests of any interest which fall within the categories set out in the Code of Conduct.
- b) Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c) If a member has a non-disclosable pecuniary interest, they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of the interest as required. The member may speak on the matter and also but not vote, but must bear in mind the public's perception of their impartiality.

- d) Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e) A dispensation request shall confirm:
 - the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - an explanation as to why the dispensation is sought.
- f) Subject to 2(d) and 2(e) above, dispensation requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- g) A dispensation may be granted in accordance with 2(h) below if, having regard to all relevant circumstances the following applies:
 - without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or
 - granting the dispensation is in the interests of persons living in the Council's area; or
 - it is otherwise appropriate to grant a dispensation.
- h) A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final, after consulting with the Chairman.

3 How Decisions are Made

- a) The Council and its Committees take decisions by means of voting on a motion at meetings. A motion is a proposal which is discussed and voted upon, and a simple majority decides. The outcome then forms a resolution upon which the Council acts.
- b) A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event must relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- c) Except as provided by the Standing Orders, no motion may be moved at a meeting unless the business to which it relates it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d) Significant proposals shall be supported by an explanation of the recommendations, which will be published with the agenda for the meeting.
- e) The Proper Officer may correct obvious grammatical or typographical errors in the wording of the motion.
- f) If the Proper Officer considers the wording of a motion is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- g) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming to consider whether the motion shall be included in the agenda or rejected.

- h) Subject to 3(g) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final, after consulting with the Chairman.
- i) The following motions may be moved at a meeting without prior written notice to the Proper Officer;
- to correct an inaccuracy in the draft minutes of a meeting;
 - to move to a vote;
 - to defer consideration of a motion;
 - to refer a motion to a particular committee or sub-committee;
 - to appoint a person to preside at a meeting;
 - to change the order of business on the agenda;
 - to proceed to the next business on the agenda;
 - to require a written report;
 - to appoint a committee or sub-committee and their members;
 - to extend the time limits for speaking;
 - to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - to not hear further from a councillor or a member of the public;
 - to exclude a councillor or member of the public for disorderly conduct;
 - to temporarily suspend the meeting;
 - to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
 - to adjourn the meeting; or
 - to close a meeting.
- j) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with 3(c) above, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- k) When a motion moved pursuant to 3(j) above has been disposed of, no similar motion may be moved within a further six months.

4 Handling Motions & Amendments

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion as amended becomes the substantive motion upon which further amendment(s) may be moved.

- g) A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- i) Subject to 4(h) above, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- j) One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- k) A councillor may not move more than one amendment to an original or substantive motion.
- l) The mover of an amendment has no right of reply at the end of debate on it.
- m) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n) Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a motion except:
- to speak on an amendment moved by another councillor;
 - to move or speak on another amendment if the motion has been amended since he last spoke;
 - to make a point of order;
 - to give a personal explanation; or
 - in exercise of a right of reply.
- o) During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- p) A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- q) When a motion is under debate, no other motion shall be moved except:
- to amend the motion;
 - to proceed to the next business;
 - to adjourn the debate;
 - to put the motion to a vote;
 - to ask a person to be no longer heard or to leave the meeting;
 - to refer a motion to a committee or sub-committee for consideration;
 - to exclude the public and press;
 - to adjourn the meeting; or
 - to suspend particular Standing Order(s), excepting those which reflect mandatory statutory requirements.
- r) Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- s) Excluding motions moved to suspend particular Standing Order(s), excepting those which reflect mandatory statutory requirements, the contributions or speeches by a councillor shall relate only to

the motion under discussion and shall not exceed 5 minutes without the consent of the Chairman of the meeting.

5 Voting

- a) Voting shall be by a show of hands, with the exception of ~~eo-options~~ appointments, where a secret ballot is permitted. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor voted for or against that question or abstained, with the exception of ~~eo-options~~ appointments, where a secret ballot is permitted. Such a request must be made before moving on to the next item of business on the agenda.

~~Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.~~

- b) An appointment ~~eo-option~~ vacancy shall be filled by a simple majority vote and by secret ballot. Councillors will have one vote per vacancy to be filled. The Clerk will receive the ballot papers, and carry out the count. Only the candidate with the most votes shall be announced.
- c) The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

6 Handling Confidential or Sensitive Information

- a) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b) Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

7 Public Participation & Press at Meetings

- a) Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- b) The period of time designated for public participation at a meeting in accordance with 7(a) above shall not exceed 10 minutes unless directed by the chairman of the meeting.
- c) Subject to 7(b) above, a member of the public shall not speak for more than 3 minutes.
- d) In accordance with 7(a) above, a question shall not require a response at the meeting nor start a debate. The chairman of the meeting may direct that a written or oral response be given.
- e) A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort).
- f) A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- g) Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- h) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

- i) The Openness of Local Government Bodies Regulations 2014 provides that a person may not orally report or comment about a meeting as it takes place if they are present but otherwise may:
- film, photograph or make an audio recording of a meeting;
 - use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

8 Annual Meeting

- a) Following the election of the Chairman of the Council and Deputy Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - Confirmation of the accuracy of the minutes of the last meeting of the council;
 - Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - Review of the terms of reference for committees;
 - Appointment of members to existing committees;
 - Appointment of any new committees in accordance with standing orders;
 - Review and adoption of appropriate standing orders and financial regulations;
 - Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - Review of representation on or work with external bodies and arrangements for reporting back;
 - Review of inventory of land and assets including buildings and office equipment;
 - Confirmation of arrangements for insurance cover in respect of all insured risks;
 - Review of the council's and/or staff subscriptions to other bodies;
 - Review of the council's policies review schedule
 - ~~Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;~~
 - ~~Review of the council's policy for dealing with the press/media; and~~
 - Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.

9 Extraordinary Meetings

- a) The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b) If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place, and agenda for such a meeting must be signed by the two councillors.
- c) The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d) If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

10 Committees & Sub-Committees

- a) Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b) The members of a committee or sub-committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c) The Council may appoint standing committees or other committees as may be necessary, and:
 - shall determine their terms of reference;
 - shall permit a committee to determine the number and time of its meetings;
 - shall appoint and determine the terms of office of members of such a committee;
 - shall permit a committee to appoint its own chairman at the first meeting of the committee;
 - shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee, which shall be no less than three;
 - shall determine if the press and public may attend a meeting of a committee;
 - shall determine if the public may participate at a meeting of a committee that they are permitted to attend;
 - may dissolve a committee.



15)

FINANCIAL REGULATIONS & PROCUREMENT POLICY

1 Financial Regulations

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- b) The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- c) The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.

These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- d) At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- e) Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- f) Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- g) The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for Council and these regulations will apply accordingly.
- h) The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - in cooperation with members, determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;

- assists the Council to secure economy, efficiency, and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- i) The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with Accounts and Audit Regulations.
- j) The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- k) The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- l) The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.
- m) In addition, the Council must:
- determine and keep under regular review the bank mandate for all council bank accounts; approve any grant; or a single commitment in excess of £500; and
 - in respect of the any employee have regard to recommendations about annual salaries of employees made by the Personnel Committee in accordance with its terms of reference.

- n) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- o) In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England).

2 Accounting & Audit (Internal & External) Regulations

- a) All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance, and proper practices.
- b) On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- c) The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- d) The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- e) The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- f) The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- g) Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- h) The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- i) The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3 Annual Estimates (Budget) & Forward Planning

- a) The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- b) The Council shall consider annual budget proposals in relation to the council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- c) The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- d) The approved annual budget shall form the basis of financial control for the ensuing year.

4 Budgetary Control & Authority to Spend

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the Council for all items over £999;
 - the RFO, in conjunction with Chairman of Council where appropriate, for any items £999 or below.
- b) Contracts may not be disaggregated to avoid controls imposed by these regulations.
- c) No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- d) Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- e) The salary budgets are to be reviewed at least annually by February for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of the Personnel Committee.
- f) The RFO will inform the appropriate committees of any changes impacting on their budget requirement for the coming year in good time.
- g) In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the Council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £999, except where this is to replace or repair essential grounds equipment in which case this may be higher. The RFO shall report such action to the Chairman of the Council as soon as possible and to the Council as soon as practicable thereafter.
- h) No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- i) All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts. Please refer to the council's Procurement Policy, Thresholds & Process contained later within this document.

- j) The RFO shall provide the Council with a monthly statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget, with any relevant explanations of material variances in excess of £100 of the category budget.
- k) Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5 Banking Arrangements & Authorisation of Payments

- a) The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be annually reviewed for safety and efficiency.
- b) The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- c) All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods, or services to which each invoice relates has been received, carried out, examined, and represents expenditure previously approved by the Council.
- d) The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- e) The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;
 - fund transfers within the councils banking arrangements up to the sum of £50,000 ~~£10,000~~, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- f) For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation Budgetary Controls are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- g) Payment of grants must be by the resolution of the full Council.
- h) Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- i) Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Chairman of the Council or the Council.

6 Banking Arrangements for Making Payments

- a) The council will make safe and efficient arrangements for the making of its payments.
- b) Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- c) All payments shall be made by cheque, BACS, or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council. (The purchase of goods and services may be made by use of the Council credit card in accordance with the other requirements of these financial regulations.)
- d) Cheques, BACS, or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by 2 authorised signatories of the Council in accordance with a resolution instructing that payment. Cheque counterfoils must also be initialled by the two members. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- e) Cheques, BACS, or orders for payment shall not normally be presented for signature other than at a Council or committee meetings (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- f) If thought appropriate by the Council, payment for utility supplies (energy, telephone, and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- g) If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- h) If thought appropriate by the Council payments may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- i) Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council or Deputy Chair in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council.
- j) No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- k) Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site or on a secure internet cloud account.
- l) The Council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware, and firewall software with automatic updates, together with a high level of security, is used.

- m) Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- n) Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work unless a secure password manager has been approved by resolution of the Council. Breach of this Regulation will be treated as a very serious matter under these regulations.
- o) A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.
- p) Any trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end.
- q) The council will keep a maximum £400 cash float. All cash received must be banked intact. Any payments made in cash (for example for postage or minor stationery items) shall be reported in detail to the Council.

7 Payment of Salaries

- a) As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Council, or duly delegated committee.
- b) Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- c) No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- d) Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any serving councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- e) The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- f) An effective system of personal performance management should be maintained by the senior officer.
- g) Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- h) Before employing interim staff, the Council must consider a full business case.

8 Loans & Investments

- a) All borrowings shall be made in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by the full Council.
- b) Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- c) The Council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the RFO.
- d) All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- e) All investments of money under the control of the Council shall be in the name of the Council.
- f) All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- g) Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

9 Income

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- b) Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- c) The Council will review all fees and charges at least annually, following a report of the RFO.
- d) Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- e) All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

- f) The origin of each receipt shall be entered on the paying-in slip.
- g) The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 Orders for Work, Goods & Services

- a) An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- b) Order books shall be controlled by the RFO.
- c) All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.
- d) A member may not issue an official order or make any contract on behalf of the Council.
- e) The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 Procurement Policy

- a) The Council will strive to attain best value for all goods, materials, and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services. The Council will operate a transparent procurement process in accordance with its financial regulations for all procurement.
- b) The Council will purchase locally wherever possible and where best value can be satisfied.
- c) In evaluating "best value", the past record of the supplier will be taken into account and this does not always mean that the Council should select the lowest quotation.
- d) The Council will purchase Fair Trade goods where possible.
- e) The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.
- f) Procurement activities will comply with the Council's Financial Regulations and follow guidance in the NALC Procurement Toolkit where possible.
- g) All tender opportunities with an estimated contract value of over £500 will be advertised on the Council's website to encourage tenders from local community and voluntary organisations and the local SME sector.

12 Procurement Thresholds & Process

Contract Value	Contract Requirements
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Under £999	<p>The RFO shall follow the principles listed in the procurement policy when selecting contracts and making payments under £500.</p> <p>Discretionary expenditure is limited to an accumulative total of £5,000 and £400 petty cash per month.</p>
£1000 to £9,999	<p>The RFO shall strive to obtain 3 estimates detailing priced descriptions of the proposed supply.</p>
£10,000 to £24,999	<p>A formal tender process for contracts with an estimated value of over £10,000 for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:</p> <ol style="list-style-type: none"> a. A specification for the goods, materials, services, or the execution of works shall be drawn up. b. An invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process. c. The invitation to tender shall be advertised for all contracts over £10,000 on the Council website and any other manner that the Council considers is appropriate. d. Tenders are to be submitted to the RFO in writing (including email). e. After the deadline for submission of tenders has passed, all responses shall be reported to and considered by the appropriate meeting of the Council or a Working Group with delegated responsibility. f. Decisions on contracts awarded over £10,000 must be made by the full Council. g. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
£25,000 to OJEU	<p>Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by ("the Regulations") within The Public Contracts Regulations 2015 which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations. The regulations set out that:</p> <p><i>The Council must (within 24 hours) also advertise an invitation to tender on the Government's Contracts Finder website and must then have the contract details available on the internet AND there must be no pre-qualification stage in such a contract. After the contract has been awarded, whether or not it has been advertised it on Contracts Finder at the Invitation To Tender stage, the Council must publish on the UK Government's Contracts Finder Website: the name of the contractor; the date on which the contract was entered into; the value of the contract; and whether the contractor is an SME or a VCSE. Every public contract which a local council awards must contain the following 'suitable provisions': The authority must pay the contractor within 30 days of getting a valid and undisputed invoice. (And undue delay in considering and verifying an invoice is not to be regarded as sufficient justification for failing to regard an invoice as valid and undisputed.) Every contract which permits sub-contracting</i></p>

	<i>must contain similar 30-day-payment provisions - and the same for sub-sub-contracts.</i>						
Over OJEU Threshold	<p>Contracting Authorities have legal obligations under the Public Contracts Regulations 2015 to publish certain notices in relation to public procurements. Find a Tender Service (FTS) is the new UK e-notification service. For procurements which are launched after 23:00 on 31 December 2020, this Council will be required to publish notices relating to those procurements on FTS instead of the Official Journal of the European Union (OJEU).</p> <p>A procurement notice is required to be published by ATC when the value of a public sector contract is equal to or exceeds one of the following current thresholds net of VAT:</p> <table border="0"> <tr> <td>Works Contracts</td> <td style="text-align: right;">£4,733,252</td> </tr> <tr> <td>Supply and Service Contracts (sub-central authorities)</td> <td style="text-align: right;">£189,330</td> </tr> <tr> <td>Light Touch Regime for health/social services</td> <td style="text-align: right;">£663,540</td> </tr> </table> <p>OJEU thresholds – European legislation must be followed until the Governments directs otherwise.</p> <p>Professional support required by procurement regulations to do a full tender according to the EU/UK regulations.</p> <p>EU Procurement Directive thresholds from the 1st January 2021:</p> <ul style="list-style-type: none"> • Supplies & Services: £164,176.00 • Works: £4,104,394.00 	Works Contracts	£4,733,252	Supply and Service Contracts (sub-central authorities)	£189,330	Light Touch Regime for health/social services	£663,540
Works Contracts	£4,733,252						
Supply and Service Contracts (sub-central authorities)	£189,330						
Light Touch Regime for health/social services	£663,540						

13 Assets, Properties & Estates

- a) The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- b) No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250. In each case a report in writing shall be provided to Council with a business case.
- c) No real property (interests in land) shall be sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- d) No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- e) The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14 Insurance

- a) Following the annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- b) The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- c) The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to the Council at the next available meeting.
- d) All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

15 Risk Management

- a) The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- b) When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16 Execution of Legal Deeds

- a) A legal deed shall not be executed on behalf of the council unless authorised by a resolution of the Council.
- b) Subject to 16(a) above, any two councillors may sign on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

17 Charities

- a) Where the Council is sole managing trustee of a charitable body, and unless otherwise directed by resolution of the Council, the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18 Suspension & Revision of Financial Regulations

- a) It shall be the duty of the Council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- b) The Council may, by resolution of the council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



Attleborough Town Council COUNCILLOR CO-OPTION PROCEDURE

Town councils are permitted to co-opt a qualifying person on to the Council to fill a vacancy when the requirements to hold an election have not been met. To ensure the open and transparent co-option of Councillors the following procedure will be followed:

1. Attleborough Town Council will advertise councillor vacancies on its notice boards, website and social media page.
2. Interested candidates who are eligible to stand as a Councillor are invited to send an email to enquiries@attleboroughtc.org.uk no later than 7 days prior to a full Council meeting. This email should include:
 - a. The reason for them wishing to be a Councillor.
 - b. Previous community, council, educational, work, or vocational experience;
 - c. Other skills they can bring to the Council; and
 - d. Contact information
3. At the next scheduled meeting of the Council, the first item of business on the Agenda shall be the filling of the vacancy. Where candidates are invited to publicly say something about themselves. Each candidate will be allocated a maximum of 5 minutes. Councillors will be given an opportunity to ask the candidates questions before voting takes place. If there are a significant number of candidates, the Town Council may call an Extraordinary Full Council meeting to allow time for this process.
4. The vacancy shall be filled by a simple majority vote and by secret ballot. The Chairman shall have the casting vote.
5. Councillors will have one vote per vacancy to be filled. The Clerk will receive the ballot papers, and carry out the count. Only the candidate with the most votes shall be announced.
6. Once the successful candidate is declared as co-opted onto the Town Council, they will be asked to join the meeting as a Councillor. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.

18)

Hi Anne,

Many thanks for the information about the resolution that the Councillors concluded, that is great news! Thank you.

With relation to this use of the Town Hall resources and buildings.

Could I please check the availability of the Town Hall 'Function Room' with administration, for three dates which Khloe and her Borneo girls fundraising could use the Town Hall for some events they are hopefully wanting to put on for the town's folk:

Thursday 22nd February 2024

Daytime hours (tbc)

Drop-in Coffee and Cake event with bakes, (milk)shakes and face painting. For a day during the school half term where friends and family can get together and have a natter and coffee, this ties in with the Thursday Market, so hopefully will draw people to both events.

Saturday 11th May 2024

Evening (1700 -> Close (we believe the 'show' starts at 1900))

Eurovision Party, they would like to have a projector and screen (which we have both of) displaying the 2024 Eurovision party. Please can I enquire to how the selling of alcohol works, would we have to use Bar33, or if one of the adults of the event has a licence we can sell alcohol?

Saturday 15th June 2024

Morning/Lunchtime (hours tbc)

Father's day Brunch, they would like to host a brunch event to celebrate father's day.

If these above dates are available for the use of the Town Hall, that would be a fantastic and a great central location for the town to get involved and help fundraise.

Many thanks

Stefan

Events for 2024-25

Organisation	Location	Date
Royal British Legion	Recreation Ground	Sunday 9th June 24
Party in the Park/Carnival	Recreation Ground	Tuesday 9 th to Monday 15 th July 24
Attleborough Football Club Presentation Day	Recreation Ground	Saturday 29 th June 24
Attleborough Football Club Youth Tournament	Gaymers	Saturday 20 to Sunday 21 July 24
Fun Fest Dog Day	Gaymers	Sunday 1st September 24

19c)

Registered Office:
Newington House
237 Southwark Bridge Road
London SE1 6NP

Company:
UK Power Networks
(Operations) Limited



Registered in England and Wales No: 3870728



Planning Officer
Planning Department
Breckland Council
Elizabeth House
Walpole Loke
Dereham
Norfolk
NR19 1EE

UK Power Networks
Barton Road
Bury St Edmunds
Suffolk
IP32 7BG

19th January 2024
Ref: Whitehouse Lane, Attleborough

Dear Sir / Madam

Electricity Act 1989 - Overhead Lines (Exemption) (England and Wales) Regulations 2009

UK Power Networks Plc is submitting this notice under the terms of the Overhead Lines (Exemption) (England and Wales) Regulations 2009. The Exemption Regulations require the Council to determine, within six weeks of receipt of this notice, whether it considers the proposed works, as outlined below and shown on the attached plan, is likely to have a significant adverse effect on the environment by completing and returning the attached form, in duplicate.


Name of Scheme: Whitehouse Lane, Attleborough

Details of Proposal: UKPN propose to remove 7 spans of 33kV overhead electricity line from the land to the rear of Attleborough Substation. The overhead lines will be replaced with underground cable. New terminal poles will be installed at the end of the underground cable route, as shown on the enclosed plan.

These works will allow for planned development of the Attleborough Substation to take place, these development works will increase the capacity and reliability of the electricity network. UK Power Networks would deem this proposal as not having a significant adverse effect on the environment.

I look forward to hearing from you in this regard and please do not hesitate to contact me should you have any questions or require additional information.

Yours faithfully


Major Projects Surveyor
Capital Programme at UK Power Networks

CERTIFICATE

TO BE COMPLETED BY THE LOCAL AUTHORITY AND RETURNED TO THE APPLICANT ELECTRICITY NETWORK COMPANY WITHIN SIX WEEKS OF RECEIPT

Reference: Whitehouse Lane, Attleborough

District: Breckland

Grid Reference: TM 05529 94982 & TM 05568 95116

The Breckland Council

*(i) objects / does not object for the proposed development detailed at the above location to be undertaken under the exemptions laid down in the Overhead Lines (Exemption) (England and Wales) Regulations 2009.

*(ii) wishes / does not wish the Secretary of State to consider the application using the full section 37 process under the Electricity Act 1989.

*The reasons for requesting the full section 37 process are:

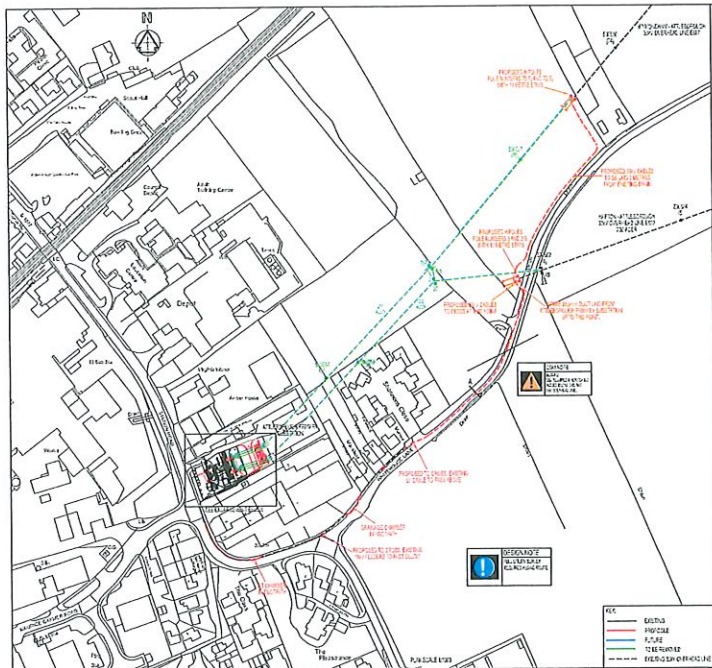
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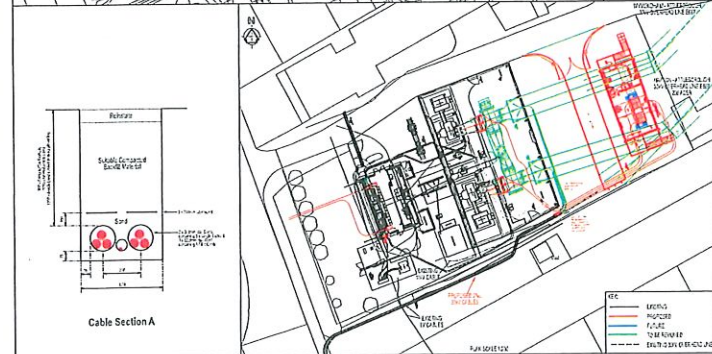
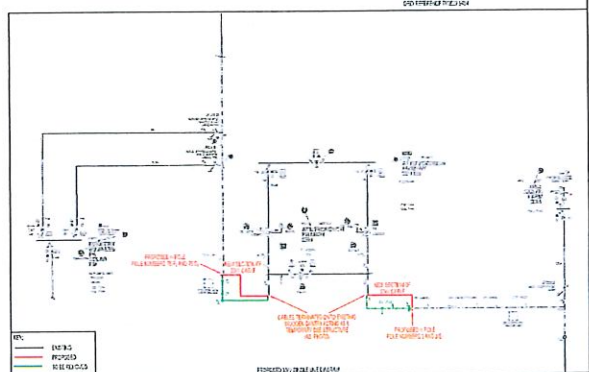
(on behalf of Breckland Council)

**Delete as appropriate*



NOTA
 1. LA DISEÑO DE ESTE PLAN
 2. SE HA CONSIDERADO LA
 3. POSIBILIDAD DE
 4. INTERFERENCIAS
 5. ENTRE LOS
 6. CABLES DE
 7. TELEFONIA Y
 8. TELECOMUNICACIONES
 9. Y SE HA
 10. TOMADO LAS
 11. MEDIDAS
 12. NECESARIAS
 13. PARA
 14. EVITARLAS.

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 2007-07-07

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