



# Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council  
Held on Monday 8<sup>th</sup> April 2024 at 7.00pm.  
Held at the Town Hall, Queens Square.**

**Present:**

Cllr E Tyrer - presiding  
Cllr S Taylor Cllr V Dale Cllr J Taylor Cllr A Westby Cllr De Souza Cllr A Reynolds  
Cllr P Wenham Cllr S Mackinnon Cllr T Ashby Cllr S Fraser Cllr T Taylor  
In attendance – Sharon Smyth – Town Clerk  
Anne Willett – Clerks Assistant (minute taker)  
Megan Free, Attleborough Partnerships & Project Manager,  
Caroline Bidewell, Placemaking & Partnerships Manager,  
Public x 13

**223.23) Mayors Welcome** – Cllr Tyrer welcomed everyone to the meeting.

**224.23) Apologies for absence** – Cllr Bond

**225.23) Declarations of Interest**

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

Cllr T Taylor – Item 8a

Cllr S Taylor - Item 8a

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

Cllr Fraser – Item 8a

Cllr Westby – Item 8a

**226.23) Councillor Vacancies for Co-Option** –

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 Gerard Dalton. There was a tie for second vacancy the Chairman had the casting vote and Mr Nigel Thwaites was also elected, both signed their Declarations of Acceptance and joined the members at the table for the remainder of the meeting.

**227.23) Dispensation for Member**

After a brief discussion a motion was proposed by Cllr Mackinnon, seconded by Cllr De Souza, to allow dispensation for another six months. A vote was taken

6 votes for,

7 votes against.

The motion was not carried.

**228.23) Public Participation** –

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

**229.23) Minutes of the Town Council meeting held on 4<sup>th</sup> March 2024 –**

On the motion of Cllr S Taylor, seconded by Cllr t Taylor, it was,  
**RESOLVED** – to accept and approve the minutes of the Town Council meeting held on 4<sup>th</sup> March 2024 with the amendment to **Min 212.23** to add ‘ Cllrs Fraser, Ashby and T Taylor’ attended site meeting at Mill Lane.

**a) Minutes of the Town Council Extra-ordinary meeting held on 11<sup>th</sup> March 2024**

On the motion of Cllr S Taylor, seconded by Cllr T Taylor, it was  
**RESOLVED** – to accept and approve the minutes of the Town Council Extra-ordinary meeting held on 11<sup>th</sup> March 2024.

**ACTION: TOWN CLERK**

Cllrs Westby, Fraser, T Taylor & S Taylor left the meeting

**230.23) Financial Matters**

**a) To authorise payments –**

On the motion of Cllr Tyrer, seconded by Cllr Ashby, it was,  
**RESOLVED** - to accept and approve the following payment list dated April 2024  
Total £30,291.92

Cllr Mackinnon left the meeting

Cllrs Westby, Fraser, T Taylor & S Taylor return to meeting

**b) To agree direct debits –**

On the motion of Cllr Ashby, seconded by Cllr T Taylor, it was,  
**RESOLVED** - to approve and accept the direct debit list dated April 2024 Total £29,613.20

**c) To receive Income –**

On the motion of Cllr Ashby, seconded by Cllr T Taylor, it was,  
**RESOLVED** - to approve and accept the income list for March 2024 Total £6,808.75

**d) Petty cash –** Noted for information

**e) Income & Expenditure February 2024 –** Noted for information

**f) Virements to Earmarked Reserves**

On the motion of Cllr Ashby, seconded by Cllr De Souza, it was,  
**RESOLVED** – to accept virements to Earmarked Reserves

**g) Ratification for Photocopiers Lease Renewal-**

On the motion of Cllr T Taylor, seconded by Cllr Ashby, it was  
**RESOLVED** – to ratify Photocopiers Lease Renewal

**ACTION: TOWN CLERK**

**231.23) Large Grant Application**

**a) Attleborough Town Football Club**

On the motion of Cllr Tyrer, seconded by Cllr S Taylor, it was,  
**RESOLVED** – to defer to next ATC meeting

**b) Gaymers Bowls Club**

On the motion of Cllr Ashby, seconded by Cllr Westby, it was,  
**RESOLVED** – to defer to next ATC meeting

Cllr Ashby requested amendments to Grants Policies and Budgets for next SORC meeting

**ACTION: TOWN CLERK**

**232.23) Councillors Reports**

- Dist. Cllr S Taylor had attended Overview & Scrutiny, Licensing Committee and Brecklands' 50<sup>th</sup> Anniversary. With Cllrs T Taylor and S Fraser having spoken with Cllr Ashby we met with officers at Breckland to discuss SENS provision in the Town and also met with County Council officers to see if they could offer any support to Attleborough as we are severely lacking nearest referral at the moment are Swaffham and Thetford. Also attended with Cllr T Taylor a workshop on compassionate communities where we looked at mental health and end of life care. There are free mental health courses and workshops for groups to apply to Breckland for. Next one being held 13<sup>th</sup> May 2024 dealing with children facing bereavement all part of the Mindful Towns Project that Breckland run.
- At the meeting it was discussed there could be better communication between Dist. Cllrs, County Cllrs, and Town Cllrs but that probably needs to come through the ADP.

**233.23) Clerks Report**

- New Council Website going live soon
- The Clerk, in conjunction with the caretakers, is seeking quotes for:
- A redesigned kitchen including a new door access from the corridor into the kitchen and a much-needed new back door. To include a design for caretaker cupboard space and hirers cupboard for Hoover/cleaning up equipment.
- Improvements to the building front/back façade
- Door into the bar area to be widened for better accessibility for mobility vehicles/wide pushchairs.
- Bar area/Chambers - new carpet and curtains and two small sofas. Caretaker is to look to bringing the bar tables up to a better standard.
- New Member of Grounds Staff appointed
- Open Spaces consultation had good response and provided feedback
- The new HR Company has begun its reviews of all Council procedures and is providing valuable information
- The Annual Town Assembly takes place on Monday 15<sup>th</sup> April 2024 at 7pm.
- The Annual Meeting takes place on Monday 13<sup>th</sup> May at 7pm
- Book Sale being held on 12<sup>th</sup> – 14<sup>th</sup> April 2024 in the Town Hall

**234.23) Correspondence**

a) Ratify request for work experience for son of staff member  
Cllr Tyrer requested for Personnel Committee to set up a relationship with Attleborough Academy to offer work experience if required.

On the motion of Cllr T Taylor, seconded by Cllr Ashby, it was  
**RESOLVED** – to ratify work experience for son of staff member

**ACTION: TOWN CLERK**

**235.23) Jubilee Wood Variation Wording Approval – (Woodland & Mini Country Park For All Four Parcels)**

On the motion of Cllr T Taylor, seconded by Cllr Fraser, it was  
**RESOLVED** – we agree the change of wording for the Cemetery and allotment plots to Woodland and green and yellow plots to Mini Country Park

**236.23) Town Hall Accessibility Progress Report**

Clerk had already covered this in her report

**237.23) Neighbourhood Plan Consultancy Choices**

On the motion of Cllr Tyrer, seconded by Cllr T Taylor, it was **RESOLVED** - to accept quotation from C.C. Planning  
Cllrs Dale & Ashby Abstained

**38.23) Public Participation (10 Minutes) –**

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

**239.23) Items for Next Agenda –**

Election of Mayor and Deputy, Committee Members  
S106 Jubilee Wood  
Grants

**240.23) Date of Annual General Meeting 13<sup>th</sup> May 2024**

**241.23) Exclusion of Press & Public**

On the motion of Cllr De Souza, seconded by Cllr S Taylor, 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.

**242.23) Proposal for Recreation Ground**

A presentation was given to Councillors by the Attleborough Partnerships & Project Manager

**243.23) Football Club Meeting Feedback**

The Clerk explained there are some key points that need to be addressed before returning to ATFC

**ACTION: TOWN CLERK**

Cllr Dale abstained

Meeting closed 9.10pm

**Public Participation 2nd Session**

- Item 14 was queried
- The Town Clerk replied this has already been covered in Item 11 Clerks Report which was also published on website

DRAFT