



You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 8th April 2024 at 7.00pm
This meeting will be held at the Town Hall and streamed via YouTube
(the YouTube link will be posted on www.attleboroughtc.org.uk) and is opened to the public

Sharon Smyth

2nd April 2024

Town Clerk

AGENDA

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

1 Mayors Welcome

2 Apologies for Absence

To receive and accept apologies for absence.

3 Declarations of Interest

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

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

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

4 Councillor Vacancies for Co-Option – for consideration and resolution

5 Dispensation for Member – for consideration and resolution

6 Public Participation (10 Minutes)

7 Minutes of the Town Council meeting held on 4th March 2024 - for acceptance and approval

a) Minutes of the Town Council Extra-ordinary meeting held on 11th March 2024 – for acceptance and approval

8 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 February 2024 – for information

f) Virements to Earmarked Reserves – for acceptance and approval

- g) Ratification for Photocopiers Lease Renewal- for acceptance and approval
- 9 Large Grant Application – for consideration and resolution
- a) Attleborough Town Football Club
 - b) Gaymers Bowls Club
- 10 Councillors Reports
Town, District and County Councillors can give a brief report on relevant information
- 11 Clerks Report – for information
- 12 Correspondence - for consideration and resolution
- a) Ratify request for work experience for son of staff member
- 13 Jubilee Wood Variation Wording Approval – (Woodland & Mini Country Park For All Four Parcels) - for consideration and resolution
- 14 Town Hall Accessibility Progress Report - for consideration and resolution
- 15 Neighbourhood Plan Consultancy Choices - for consideration and resolution
- 16 Public Participation (10 Minutes)
- 17 Items for next Agenda
- 18 Date of Annual General Meeting 13th May 2024
- 19 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.
- 20 Proposal for the Recreation Ground – for consideration and resolution
- 21 Football Club Meeting Feedback - for consideration and resolution

Expected Meeting Length is 2 Hours

**Attleborough Town Council
Councillor Co-Option Application**

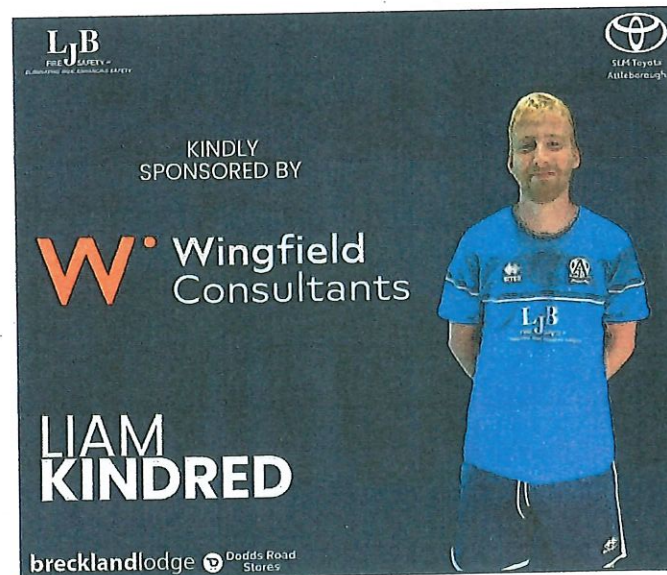
SIMON WINGFIELD

❖ **The reason for wishing to become a Councillor.**

- I am already active in Norfolk and the local area with supporting public, private, and third sector organisations via Wingfield Consultants Ltd. <https://wingfieldconsultants.co.uk>
- My maternal grandmother (Mabel Wingfield) was very active in the Attleborough community for many years (including working in the library and helping at the St Mary's Church). I want to carry on this family service tradition. My paternal family lived in Attleborough for many decades.
- Given the support the Town Council provided the local community recently, with Team Attleborough, ref. the recent flooding I was inspired to contribute my enthusiasm, experience, and expertise to the Town Council (if selected).

❖ **Previous community, council, educational, work, or vocational experience.**

- Supporting the Norfolk Community Foundation via the ProHelp scheme.
- I have helped with *pro bono* support to ClearCompany (Wymondham) and the RSPCA East Norfolk Branch (Great Yarmouth Welfare Clinic and 4 retail shops).
- I have helped New Anglia's Youth Pledge programme.
- I am a sponsor of Liam Kindred of Attleborough Town Football Club this season.



- I am an Associate Tutor at the University of East Anglia (Norwich Business School).
- I work with local councils (e.g. South Norfolk Council, Broadland District Council, and Breckland Council) on procurement tenders.
- I have supported local food and drink businesses via the Broadland Food Innovation Centre.
- I am an accredited 'Help to Grow' Mentor (on HM Government's Scheme).

- I work with other local organisations to help private and third sector businesses to grow and thrive. These include the Norfolk Chambers of Commerce, Norfolk Network, Native2Norfolk, Buy Local Norfolk, LSIP (Local Skills Improvement Plan), icanbea..., and many more.
- I am a member of the Norfolk Churches Trust and the Breckland Society.

❖ **Other skills I can bring to the council.**

- Strong interpersonal skills including communication, listening, empathy, trust, and encouragement.
- Strong passion for our local community (people, heritage, environment, and groups).
- Strong business skills including planning, project management, leadership, team membership, training, coaching, and mentoring.

❖ **Contact Information**



- Name: Simon Wingfield
- Address: 117 Tortoiseshell Drive, Attleborough, Norfolk, NR17 1GU
- Mobile Number: 07791 101142
- Email Address: simonwingfield@me.com



Mr Daniel Burcham
21a Connaught Road,
Attleborough
Norfolk
NR17 2BN
20th February 2024

FAO Sharon Smyth
Attleborough Town Hall,
Queen Square,
Attleborough,
NR17 2AF

Dear Sharon,

I write to you in response to the two current Town Councillor vacancies with in Attleborough Town Council.

I previously stood for Council earlier this year but on that occasion, I was not successful. I am still very interested in standing for one of the vacant positions of councillor on Attleborough Town Council and serve the community.

I am a dedicated and highly motivated local individual. I am 35 years of age, was born and brought up in Watton, where I attended both the local primary and high schools. I have lived and worked in Attleborough since 2007. I live with my partner and our 11-year-old son.

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

I am able to able to communicate with people from all walks of life and assist them in in their day-to-day living. I have a natural passion to help the community which come hand in hand with my job.

I am well known for my community engagement and previous years we have worked with various charities; Alzheimer's and Dementia Alliance to name a couple.

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

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

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Daniel Burcham', written in a cursive style.

Daniel Burcham

07581136907

danielburcham@pridehomecare.co.uk

Good Evening,

I would like to formally apply for one of the available vacancies at the town council.

I currently serve as Chief Customer Officer for the fastest growing FinTech in the country; based in Norwich with a recently private valuation of \$1.8pm. As well as this I am a board member of the UEA advisory board, Tech East and the FIG Norwich.

I am based on Queens Road, having lived here over 3 years now.

I do have some questions regarding commitment of time for the position; I often travel to the United States as well as longer working hours due to the nature of my role.

Whilst I may not be a highly visible member; what I can add is a wealth of business acumen and the leverage of my relationships of others within the wider advisory boards I represent. These members span Norfolk county Council, Barclays, Aviva to name a few.

Most importantly, I am about to have my first child and I am dedicated to making this town the best version of itself, to ensure it is a great place to live.

Kind regards,

Charlie Wright

Gerard Dalton
3 Worcester Way,
Attleborough
NR17 1QU

g3rryuk@yahoo.com

Date:

Attleborough Town Council

Dear Chairman/Clerk to Town Council,

I am writing to offer myself as a candidate for co-option onto Attleborough town council following the recent availability of spaces on the Council. I am a resident of Attleborough and stood as a candidate at the last Town Council elections. I am passionate about the community and would like to contribute to its growth and development.

I have 32 years of experience in/around the further education sector and have also begun to help out with various community projects over the last year (monthly litter pick etc. with the Bloomers).

I believe that my skills and experience would be an asset to the council and would help in achieving its goals.

My early FE work was working for education software suppliers as a software and technical consultant. However, since 2006 I have worked as both a management information consultant covering various college management roles and as an employee working directly for colleges. I currently work for West London College as the Reporting and Systems manager. This allows me to work remotely at home at the beginning of the week and then 3 days in the office in London (Wed – Fri).

Please let me know if you require any additional information or documentation.

Thank you for considering this offer. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'G Dalton', with a long horizontal flourish extending to the right.

Gerard Dalton (Gerry)

Dear Town Council,

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

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

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

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

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

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

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

Kind regards

Nigel Thwaites



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

Minutes of the meeting of the Attleborough Town Council
Held on Monday 4th March 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 P Wenham Cllr S Mackinnon Cllr T Ashby Cllr S Fraser

In attendance – Sharon Smyth – Town Clerk

Anne Willett – Clerks Assistant (minute taker) Public x 7

205.23) Welcome – Cllr Tyrer welcomed everyone to the meeting

206.23) Apologies for absence – Cllr T Taylor, Cllr Bond

207.23) Declarations of Interest

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

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

Cllr Fraser – Item 18

208.23) Public Participation –

RESOLVED that the meeting be adjourned to allow the Public to speak –

209.23) Minutes of the Town Council meeting held on 5th February 2024 –

On the motion of Cllr Ashby, seconded by Cllr Dale, it was,

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 5th February 2024

Minutes of the Town Council Extra-ordinary meeting held on 12th February 2024

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

RESOLVED – to accept and approve the minutes of the Town Council Extra- Ordinary meeting held on 12th February 2024

ACTION: TOWN CLERK

210.23) Financial Matters

a) To authorise payments –

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

RESOLVED - to accept and approve the following payment list dated March 2024

Total £15,096.68

b) To agree direct debits –

Cllr S Taylor queried a direct debit payment, Cllr Ashby informed members internal processes would take place

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was,
RESOLVED - to approve and accept the direct debit list dated March 2024 Total £28,271.87

c) To receive Income –

On the motion of Cllr S Taylor, seconded by Cllr De Souza, it was,
RESOLVED - to approve and accept the income list for February 2024 Total £5,298.40

d) Petty cash – Noted for information

e) Income & Expenditure January 2024 – Noted for information

f) Subscription to Peninsula service proposal for monthly fee of £185.00 for ratification

On the motion of Cllr Dale, seconded by Cllr S Taylor, it was,
RESOLVED – to ratify subscription to Peninsula service proposal monthly fee of £185.00
ACTION: TOWN CLERK

211.23) To Consider An Emergency Access Road Through The Jubilee Wood Site For The Purposes Of The 3G Pitch Construction

On the motion of Cllr Ashby, seconded by Cllr Tyrer, it was,
RESOLVED – to agree but have a further conversation and asked to be kept informed
ACTION: TOWN CLERK

212.23) Councillors Reports

- Cllr Mackinnon offered her services to organise this year's Book Sale
- Dist. Cllr S Taylor had attended site meeting at Mill Lane, and lobbied MP to assist with flooding and met with Anglian Water which led to repair work on a collapsed drain on New North Road. Also attended a Scrutiny meeting.
- Cllr Tyrer had attended a 5 Market Towns for an update on review for Neighbourhood Plan and on integrating with Local Plan and ADP to make sure it is coordinated and an update on brief for Cemetery Land.

213.23) Clerks Report

- The Clerk summarised her report which included new lighting at culvert Mill Lane, Town Hall accessibility, A Little More Kindness, Allotments, Emergency Plan enacted during a recent power cut the Town Hall offered tea, warmth, and a chat. Open Spaces Workshop an ongoing project focusing on three areas Birch Drive, Blackthorn Road and St Edmunds Close. Decoy Common, Jubilee Wood. Will be arranging a consultation soon. A meeting has been arranged with ATFC and I am trying to finalise Scouts Lease. D-Day in June and in contact with RBL. Looking at Wheel Park and obtaining quotes.

214.23) Correspondence

a) Request from Banham Poultry to use Gaymers Meadow on Saturday 27th July 2024
On the motion of Cllr Dale, seconded by Cllr J Taylor, it was
RESOLVED – to approve the request from Banham Poultry but to ask for copies of Risk Assessment and Public Liability Insurance.

b) Attleborough Dinosaur Hunt 2024

On the motion of Cllr Westby, seconded by Cllr Mackinnon, it was
RESOLVED – to support Attleborough Dinosaur Hunt 2024

ACTION: TOWN CLERK

215.23) Public Participation (10 Minutes) –

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

216.23) Items for Next Agenda –

2 Councillor vacancies for Co-option
Open spaces consultation

217.23) Date of Next Meeting – Monday 8th April 2024

218.23) Exclusion of Press & Public

On the motion of Cllr Wenham, 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.

219.23) Bar Lease Update

The Clerk informed members Adam Cossey had been uncertain regarding the resolution that had been made. The Clerk had suggested he put any concerns in writing to present to Council, but nothing had been received. The Clerk had produced an Addendum for Adam Cossey to sign.

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was, **RESOLVED** – the Chairman and Deputy Chairman would sign on behalf of Attleborough Town Council.

ACTION: TOWN CLERK

220.23) Rent increase to be considered for existing Gaymers Bowls Lease

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

RESOLVED - Leave rent the same but review in two years.

Cllr Dale abstained

ACTION: TOWN CLERK

The Clerk left the meeting

221.23) Recommendations to be made to Full Council on the Permanent Appointment of Town Clerk and review of salary -

Cllr Ashby informed members that at the previous Personnel meeting it had been resolved to agree the permanent appointment of Sharon Smyth as Clerk and award the Clerks salary in line with pay scale recommended by NALC and there will be an appraisal process as I personally think we have an excellent Clerk who we want to pay appropriately and that can be part of the appraisal process.

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

RESOLVED – to agree permanent appointment of Sharon Smyth as Town Clerk and award salary in line with pay scale recommended by NALC with further pay discussions during forthcoming appraisal.

ACTION: TOWN CLERK

The Clerk returned to meeting

Cllr S Fraser left the meeting

222.23) Caretaker Role Update By The Clerk And Consideration Of Proposals –

The Clerk explained the need for an additional Caretaker to aid existing Caretaker. The advertised vacancy had proven difficult to fill so a solution would be to advertise for a sub-contracting caretaker. We received four expressions of interest but on receiving the spec three declined to reply but we have received one applicant. Cllr S Taylor stated that she felt the subject should be discussed in public to discuss below the line is not transparent. The Clerk explained that because the issue involved the long-standing Caretaker, care needed to be taken in discussing his employment.

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

RESOLVED – to defer to an EGM meeting to be discussed above the line.

ACTION: TOWN CLERK

Meeting closed 8.30pm

Public Participation 1st Session

- Resident thanked Clerk for discussing the lift in the Town Hall

Public Participation 2nd Session

- It was queried if there would be a community allotment and would community become involved with Blackthorn Road
- That would be part of the Consultation
- Would there be chippings available for Grosvenor Park allotments
- The Clerk would ask when the next load of chippings become available
- The dates for the book sale were requested, these would be Friday 12th April, Saturday 13th April & Sunday 14th April 2024
- It was queried if the ADP was active
- It will be, it takes time to evolve.

DRAFT



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

Minutes of the meeting of the Attleborough Town Council
Held on Monday 4th March 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 P Wenham Cllr S Mackinnon Cllr T Ashby Cllr S Fraser
In attendance – Sharon Smyth – Town Clerk
Anne Willett – Clerks Assistant (minute taker) Public x 7

205.23) Welcome – Cllr Tyrer welcomed everyone to the meeting

206.23) Apologies for absence – Cllr T Taylor, Cllr Bond

207.23) Declarations of Interest

- a) To receive and consider declarations of interest in items below – None received
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –
Cllr Fraser – Item 18

208.23) Public Participation –

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209.23) Minutes of the Town Council meeting held on 5th February 2024 –

On the motion of Cllr Ashby, seconded by Cllr Dale, it was,

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Minutes of the Town Council Extra-ordinary meeting held on 12th February 2024

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

RESOLVED – to accept and approve the minutes of the Town Council Extra- Ordinary meeting held on 12th February 2024

ACTION: TOWN CLERK

210.23) Financial Matters

a) To authorise payments –

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

RESOLVED - to accept and approve the following payment list dated March 2024

Total £15,096.68

b) To agree direct debits –

Cllr S Taylor queried a direct debit payment, Cllr Ashby informed members internal processes would take place

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was,
RESOLVED - to approve and accept the direct debit list dated March 2024 Total £28,271.87

c) To receive Income –

On the motion of Cllr S Taylor, seconded by Cllr De Souza, it was,
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d) Petty cash – Noted for information

e) Income & Expenditure January 2024 – Noted for information

f) Subscription to Peninsula service proposal for monthly fee of £185.00 for ratification

On the motion of Cllr Dale, seconded by Cllr S Taylor, it was,
RESOLVED – to ratify subscription to Peninsula service proposal monthly fee of £185.00

ACTION: TOWN CLERK

211.23) To Consider An Emergency Access Road Through The Jubilee Wood Site For The Purposes Of The 3G Pitch Construction

On the motion of Cllr Ashby, seconded by Cllr Tyrer, it was,

RESOLVED – to agree but have a further conversation and asked to be kept informed

ACTION: TOWN CLERK

212.23) Councillors Reports

- Cllr Mackinnon offered her services to organise this year's Book Sale
- Dist. Cllr S Taylor had attended site meeting at Mill Lane, and lobbied MP to assist with flooding and met with Anglian Water which led to repair work on a collapsed drain on New North Road. Also attended a Scrutiny meeting.
- Cllr Tyrer had attended a 5 Market Towns for an update on review for Neighbourhood Plan and on integrating with Local Plan and ADP to make sure it is coordinated and an update on brief for Cemetery Land.

213.23) Clerks Report

- The Clerk summarised her report which included new lighting at culvert Mill Lane, Town Hall accessibility, A Little More Kindness, Allotments, Emergency Plan enacted during a recent power cut the Town Hall offered tea, warmth, and a chat. Open Spaces Workshop an ongoing project focusing on three areas Birch Drive, Blackthorn Road and St Edmunds Close. Decoy Common, Jubilee Wood. Will be arranging a consultation soon. A meeting has been arranged with ATFC and I am trying to finalise Scouts Lease. D-Day in June and in contact with RBL. Looking at Wheel Park and obtaining quotes.

214.23) Correspondence

a) Request from Banham Poultry to use Gaymers Meadow on Saturday 27th July 2024

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

RESOLVED – to approve the request from Banham Poultry but to ask for copies of Risk Assessment and Public Liability Insurance.

b) Attleborough Dinosaur Hunt 2024

On the motion of Cllr Westby, seconded by Cllr Mackinnon, it was

RESOLVED – to support Attleborough Dinosaur Hunt 2024

ACTION: TOWN CLERK

215.23) Public Participation (10 Minutes) –

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

216.23) Items for Next Agenda –

2 Councillor vacancies for Co-option

Open spaces consultation

217.23) Date of Next Meeting – Monday 8th April 2024

218.23) Exclusion of Press & Public

On the motion of Cllr Wenham, 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.

219.23) Bar Lease Update

The Clerk informed members the Lessee had been uncertain regarding the resolution that had been made. The Clerk had suggested he put any concerns in writing to present to Council, but nothing had been received. The Clerk had produced an Addendum for Lessee to sign.

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was, **RESOLVED** – the Chairman and Deputy Chairman would sign on behalf of Attleborough Town Council.

ACTION: TOWN CLERK

220.23) Rent increase to be considered for existing Gaymers Bowls Lease

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

RESOLVED - Leave rent the same but review in two years.

Cllr Dale abstained

ACTION: TOWN CLERK

The Clerk left the meeting

221.23) Recommendations to be made to Full Council on the Permanent Appointment of Town Clerk and review of salary -

Cllr Ashby informed members that at the previous Personnel meeting it had been resolved to agree the permanent appointment of the Clerk and award the Clerks salary in line with pay scale recommended by NALC and there will be an appraisal process as I personally think we have an excellent Clerk who we want to pay appropriately and that can be part of the appraisal process.

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

RESOLVED – to agree permanent appointment of Town Clerk and award salary in line with pay scale recommended by NALC with further pay discussions during forthcoming appraisal.

ACTION: TOWN CLERK

The Clerk returned to meeting

Cllr S Fraser left the meeting

222.23) Caretaker Role Update By The Clerk And Consideration Of Proposals –

The Clerk explained the need for an additional Caretaker to aid existing Caretaker. The advertised vacancy had proven difficult to fill so a solution would be to advertise for a sub-contracting caretaker. We received four expressions of interest but on receiving the spec three declined to reply but we have received one applicant. Cllr S Taylor stated that she felt the subject should be discussed in public to discuss below the line is not transparent. The Clerk explained that because the issue involved the long-standing Caretaker, care needed to be taken in discussing his employment.

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

RESOLVED – to defer to an EGM meeting to be discussed above the line.

ACTION: TOWN CLERK

Meeting closed 8.30pm

Public Participation 1st Session

- Resident thanked Clerk for discussing the lift in the Town Hall

Public Participation 2nd Session

- It was queried if there would be a community allotment and would community become involved with Blackthorn Road
- That would be part of the Consultation
- Would there be chippings available for Grosvenor Park allotments
- The Clerk would ask when the next load of chippings become available
- The dates for the book sale were requested, these would be Friday 12th April, Saturday 13th April & Sunday 14th April 2024
- It was queried if the ADP was active
- It will be, it takes time to evolve.

DRAFT



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

Held on Monday 11th March 2024 at 6pm

Held at the Town Hall, Queens Square.

Present:

Cllr Tyrer - presiding
Cllr S Taylor Cllr J Taylor Cllr S Fraser Cllr P Wenham
Cllr A Reynolds Cllr V Dale Cllr T Taylor
In attendance – Sharon Smyth – Locum Town Clerk
Anne Willett – Clerks Assistant- Minute Taker

Cllr Tyrer opens the meeting and welcomes everyone.

25.23) Apologies for absence –

Cllr Bond, Cllr Ashby, Cllr Mackinnon, Cllr De Souza

26.23) Declarations of Interest

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

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

Cllr S Fraser – Item 7

27.23) Public Participation – None present

28.23) Neighbourhood Plan

After a discussion by Cllrs

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

RESOLVED - to accept ANP Review Brief and put out to Tender with the amendments that the Working Group does not include the ADP but liaise with them, accordingly, works to be completed within a time frame agreed by ATC and the Consultant and to amend "The existing ANP was adopted in 2017 and runs until 2036"

ACTION: TOWN CLERK

29.23) New Cemetery Land

Cllrs discussed the urgent need for new Cemetery Land

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

RESOLVED - to accept the brief and put out to Tender with the amendment to membership not to include the ADP but liaise with them accordingly and for the Working Group to feed back to the Planning Committee. It was agreed that once land has been achieved the management would come under Environment Committee.

ACTION: TOWN CLERK

30.23) Church Wall Options

The Clerk informed members that quotes would need to be obtained for the proposed Church wall options

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

RESOLVED – to defer item to ATC meeting being held on 8th April 2024.

Cllr Fraser leaves the meeting

31.23) Caretaker Role

The Clerk explained the need for transparency and recapped to members the urgent need for a second Caretaker to assist the existing Caretaker. The role had been advertised twice but had received no applicants, the role was then put out to Tender for a Sub-Contractor, there were four expressions of interest received but after the scope was sent out, only one proposal was received. Cllrs discussed the need to fill the role but also discussed the legalities where a Member could not be employed by the Town Council and confirmed that as this does not constitute employment it is above board and legal, as well as discussing the other benefits of a Sub-Contractor would be greater flexibility, a three-month rolling contract with no payment contributions to Pension or PAYE. Cllr S Taylor stated that she would be abstaining from the vote.

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

RESOLVED – to appoint S F Services as Sub-Contractor for Caretaker Role on a three-month rolling contract.

ACTION: TOWN CLERK

Cllr S Taylor abstained

Cllr Fraser returns to meeting

32.23) To Approve Payment of Invoice

On the motion of Cllr S Taylor, seconded by Cllr T Taylor, it was
RESOLVED – to approve payment of invoice to Tecplicity for £988.99

33.23) Book Sale – Volunteers

On the motion of Cllr Tyrer, seconded by Cllr Wenham, it was,

RESOLVED – to agree to find volunteers for Thursday 11th April to Sunday 14th April 2024. Members here present tonight have committed to volunteering. Cllr S Taylor suggested producing a schedule.

ACTION: TOWN CLERK/ET/SM

34.23) ALMK Temporary Agreement

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

RESOLVED – to amend agreement to state up to two years with a review after eighteen months.

ACTION: TOWN CLERK

35.23) Public Participation – None present

36.23) Exclusion of Press & Public

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

RESOLVED – to exclude the press & public

37.23 To Consider Matters Relating to Scouts Lease

Cllrs discussed the urgent need for the Scouts Lease to be finalised as the Town Council was unable to charge rent and the Scouts were unable to apply for funding due to not having a valid lease. The driveway down to the Recreation Ground is in an unbelievably bad state with large potholes.

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

RESOLVED – the Clerk appoints a solicitor and engage with Scouts to review the lease and report back with the lease to ATC for approval. Also seek quotes to tarmac driveway and mark out parking bays.

Meeting closed 6.55pm

8a)

PAYMENTS APRIL 2024		DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ
PAID TO		WINDOW CLEANING	TH	£ 45.00	£ -	£ 45.00	BACS
ARROWCLEAN		CONTAINER HIRE + DELIVERY	ADMIN	£ 335.71	£ 67.14	£ 402.85	BACS
ANGLO SCOTTISH EQUIP		MANAGEMENT SURVEY	TH	£ 890.00	£ 178.00	£ 1,068.00	BACS
ASBESTOS SURVEY SOLUTIONS		PUBLIC TOILETS & CHAPEL	O/S	£ 550.00	£ 110.00	£ 660.00	BACS
ASBESTOS SURVEY SOLUTIONS		CHIPPER HIRE	O/S	£ 480.00	£ 96.00	£ 576.00	BACS
BEN BURGESS		JUBILEE WOOD LAND QUALITY	ADMIN	£ 2,907.20	£ 581.44	£ 3,488.64	BACS
BHA CONSULTING		GATE REPAIR CYGNET	O/S	£ 175.00	£ 35.00	£ 210.00	BACS
BODO LTD		ADP PROJECT MANAGER	ADMIN	£ 7,000.00	£ -	£ 7,000.00	BACS
BRECKLAND COUNCIL		RECREATION GROUND LICENCE	ADMIN	£ 70.00	£ -	£ 70.00	BACS
BRECKLAND COUNCIL		PUNCTURE REPAIR	O/S	£ 20.83	£ 4.17	£ 25.00	BACS
COMMUNITY CAR		GRANT FUNDING MARCH	ADMIN	£ 275.00	£ -	£ 275.00	BACS
COMMUNITY CAR		MARCH JOURNEYS	ADMIN	£ 337.75	£ -	£ 337.75	BACS
CREATIVE ARTS EAST		MEMBERSHIP RENEWAL	ADMIN	£ 50.00	£ -	£ 50.00	BACS
EASTON COLLEGE		PAG & PAGAW COURSE	ADMIN	£ 405.00	£ -	£ 405.00	BACS
ELECTRIC11		FLOOD LIGHTS MILL RD	O/S	£ 993.60	£ 198.72	£ 1,192.32	BACS
ERNEST DOE		ARMOUR PADLOCK	O/S	£ 25.00	£ 5.00	£ 30.00	BACS
ERNEST DOE		ANNUAL SERVICE TRACTOR	O/S	£ 862.92	£ 172.58	£ 1,035.50	BACS
EVANS		SKIP HIRE	O/S	£ 273.34	£ 54.66	£ 328.00	BACS
G & G FENCING		CEDAR DRIVE PLAY AREA	O/S	£ 2,365.00	£ 473.00	£ 2,838.00	BACS
LONGWATER GRAVEL		BUILDING SAND	O/S	£ 134.16	£ 26.83	£ 160.99	BACS
LONGWATER CONSTRUCTION		TIMBER, POST FIX.	O/S	£ 195.95	£ 39.19	£ 235.14	BACS
LONGWATER CONSTRUCTION		SPECIAL ORDER POSTS, POST FIX	TH	£ 367.00	£ 73.40	£ 440.40	BACS
MAYDAY		PHOTOCOPI USAGE FEB & MAR	ADMIN	£ 114.85	£ 22.97	£ 137.82	BACS
MICROSHADE		HOSTING RIALTAS	ADMIN	£ 81.30	£ 16.26	£ 97.56	BACS
M MISSINA		ALLOTMENT REFUND	ADMIN	£ 150.00	£ -	£ 150.00	BACS
NETCENTRAL		ICT SUPPORT ZOOM	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS
NEWTON FLAGS		D-DAY FLAG	ADMIN	£ 24.00	£ 4.80	£ 28.80	BACS
NORFOLK GEEKS		WEBSITE	ADMIN	£ 70.00	£ -	£ 70.00	BACS
NORFOLK PARISH TRAINING		SUBSCRIPTION 2024/25	ADMIN	£ 545.00	£ -	£ 545.00	BACS
PEAR TECHNOLOGY		MAPLINK SUPPORT	ADMIN	£ 90.00	£ 18.00	£ 108.00	BACS
RIALTAS		ANNUAL SUPPORT & LICENCE	ADMIN	£ 555.00	£ 111.00	£ 666.00	BACS
SCREWFIX		CABLE TIES	O/S	£ 23.98	£ 4.80	£ 28.78	BACS
S F SERVICES		CLEANING & MAINTENANCE	TH	£ 924.00	£ -	£ 924.00	BACS
S SMYTH		REIMBURSE KITCHEN SUPPLIES	TH	£ 161.39	£ -	£ 161.39	BACS
SPIRE SOLICITORS		BLACKTHORN ROAD	ADMIN	£ 200.00	£ -	£ 200.00	BACS
THE LANDSCAPE PARTNERSHIP		JUBILEE WOOD LANDSCAPE LAYOUT	ADMIN	£ 1,171.00	£ 234.20	£ 1,405.20	BACS
TURNERS OCC HEALTH		SCM & HEALTH SURVEILLANCE	ADMIN	£ 500.00	£ -	£ 500.00	BACS
C J WEBSTER		240V LAMPS, LED CANDLE	O/S	£ 66.62	£ 13.33	£ 79.95	BACS
VIKING		TOILET ROLLS, AIR FRESHNER	TH	£ 60.75	£ 12.15	£ 72.90	BACS
VIKING		DIVD, A4, HAND TOWELS, ETC	TH	£ 118.65	£ 23.73	£ 142.38	BACS
VIKING		CLEANING CLOTHES	TH	£ 53.50	£ 10.70	£ 64.20	BACS
NCC PARISH PARTNERSHIP		VILLAGE GATEWAYS BID	ADMIN	£ 3,604.78	£ -	£ 3,604.78	CHQ000114
PETTY CASH		CASH TOP UP	ADMIN	£ 244.41	£ -	£ 244.41	CHQ000115
				£ 27,673.66	£ 2,618.25	£ 30,291.92	

86)

DD APRIL 2024

Name	Description	Service	Bill Freq	Net	Vat	Total
Barclaycard	Barclays	Admin	Monthly	£ 455.78	£ -	£ 455.78
Vodafone	mobiles	Admin	Monthly	£ 55.43	£ 11.08	£66.51
Bank Charges	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly	£ 17.25	£ -	£17.25
Biffa	Waste collection	Rec	Monthly	£ 137.24	£ 27.45	£164.69
Biffa	Waste collection	TH	Monthly	£ 228.22	£ 45.64	£273.86
Tecplicity	IT	Admin	Quarterly	£ 824.16	£ 165.83	£988.99
Tecplicity	Domain Reg	Admin	Annual	£ 11.99	£ 2.40	£14.39
BT	Phone/mobile	TH	Quarterly	£ 2,402.89	£ 480.58	£2,883.47
Wave	Water	TH	Quarterly	£ 455.57	£ -	£455.57
Wave	Water	Cemetery	Quarterly	£ 32.40	£ -	£32.40
Wave	Water	Public Toilets	Quarterly	£ 361.54	£ -	£361.54
Wave	Water	Queens Sq	Quarterly	£ 22.66	£ 4.53	£27.19
Breckland Council	Rates	TH	Monthly	£ 1,521.50		£1,521.50
Breckland Council	Rates	Cemetery	Monthly	£ 215.60		£215.60
Breckland Council	Rates	TH Office	Monthly	£ 174.48		£174.48
Total Gas & Power	Electricity	Public Toilets	Monthly	£ 273.03	£ 13.65	£286.68
Total Gas & Power	Elect Skate Park	OS	Monthly	£ 153.83	£ 7.69	£161.52
Total Gas & Power	Electricity	TH	Monthly	£ 485.87	£ 24.29	£510.16
Peninsula	Employment	Admin	Monthly	£ 186.11	£ 35.15	£221.26
Upp	Broadband	TH	Monthly	£ 55.00	£ 11.00	£66.00
Fuel Genie	Fuel	OS	Monthly	£ 182.43	£ 36.48	£218.91
						£9,124.15
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,021.61	£ -	£ 4,021.61
Norfolk Pension	BACS	Pension	Monthly	£ 3,613.97	£ -	£ 3,613.97
Staff Salary	BACS	Salaries	Monthly	£ 12,853.47	£ -	£ 12,853.47
						£ 20,489.05
TOTAL						£29,613.20

8c)

INCOME MARCH 2024	
Banked Monies	
Hall Bookings	£ 1,143.30
Memorial	£ 2,805.00
Allotment rent + refundable deposits	£ 1,373.25
Community car grant March	£ 275.00
Church Wall repayment	£ 100.00
Bar rent	£ 240.00
Pavilion Pre School Rent	£ 750.00
Pavilion Water	£ 87.81
Gaymers Bowls Club water	£ 34.39
Total	£ 6,808.75

8e)

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
<u>101 Administration</u>								
1050 Income	31	0	(31)			0.0%		
1376 Precept	647,963	647,963	0			100.0%		
1378 Grant payment Community Cars	3,025	3,300	275			91.7%		
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%		
						96.6%	19,559	
Administration :- Income	<u>674,349</u>	<u>697,957</u>	<u>23,608</u>					
4000 Staff Costs	239,528	375,000	135,472		135,472	63.9%		
4001 Other Employment Costs	0	20,000	20,000		20,000	0.0%		
4002 website	1,129	5,000	3,871		3,871	22.6%		
4004 Health & Safety	1,035	3,643	2,608		2,608	28.4%		
4005 Training	8,427	7,000	(1,427)		(1,427)	120.4%		
4010 Travelling Expenses	72	500	428		428	14.4%		
4020 Miscellaneous Expenses	160	2,000	1,840		1,840	8.0%		
4023 Subscriptions	2,065	2,500	435		435	82.6%		
4025 Insurances	10,515	13,000	2,485		2,485	80.9%		
4027 Bookkeeping	1,065	2,500	1,435		1,435	42.6%		
4029 Photocopier Usage Fee	714	2,500	1,786		1,786	28.5%		
4031 Computer	8,702	9,000	298		298	96.7%		
4040 Community Car Scheme	6,376	7,840	1,464		1,464	81.3%		
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%		
4050 Refund of Hall Hire monies	300	0	(300)		(300)	0.0%		
4051 Bank Charges	228	300	72		72	76.1%		
4056 Consultancy	1,500	3,000	1,500		1,500	50.0%		
4057 Audit Fees	135	2,800	2,665		2,665	4.8%		
4058 Legal Fees	0	10,000	10,000		10,000	0.0%		
4059 Civic Reception	0	1,000	1,000		1,000	0.0%		
4060 Civic Allowances	0	1,000	1,000		1,000	0.0%		
4061 Elections	12,255	12,150	(105)		(105)	100.9%		
4076 SumUP card charges	0	20	20		20	0.0%		
4099 Contingency	0	1,000	1,000		1,000	0.0%		
4121 Telephone	7,312	6,000	(1,312)		(1,312)	121.9%		
4122 Postages	105	100	(5)		(5)	104.9%		
4123 Stationery	533	2,000	1,467		1,467	26.7%		
4147 Photocopier Lease payments	1,240	1,500	260		260	82.7%		
4190 Equipment Purchase	306	2,000	1,694		1,694	15.3%		
4230 Supplies	1,029	700	(329)		(329)	147.0%		
4231 Advertising	1,210	1,000	(210)		(210)	121.0%		
Administration :- Indirect Expenditure	<u>326,190</u>	<u>524,053</u>	<u>197,863</u>		0	197,863	62.2%	0
Net Income over Expenditure	<u>348,160</u>	<u>173,904</u>	<u>(174,256)</u>					
6001 less Transfer to EMR			19,559					

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	328,601						
112 Street Lights							
4402 Public Lighting	25,535	25,000	(535)		(535)	102.1%	
Street Lights :- Indirect Expenditure	<u>25,535</u>	<u>25,000</u>	<u>(535)</u>	<u>0</u>	<u>(535)</u>	<u>102.1%</u>	<u>0</u>
Net Expenditure	(25,535)	(25,000)	535				
113 Toilets							
1050 Income	3	0	(3)			0.0%	
Toilets :- Income	<u>3</u>	<u>0</u>	<u>(3)</u>				<u>0</u>
4112 Water	464	750	286		286	61.9%	
4113 Electricity	1,537	1,786	249		249	86.0%	
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>2,098</u>	<u>3,236</u>	<u>1,138</u>	<u>0</u>	<u>1,138</u>	<u>64.8%</u>	<u>0</u>
Net Income over Expenditure	(2,095)	(3,236)	(1,141)				
114 Christmas Lights							
1050 Income	4,000	0	(4,000)			0.0%	
Christmas Lights :- Income	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>				<u>0</u>
Net Income	4,000	0	(4,000)				
115 Archive							
4121 Telephone	0	100	100		100	0.0%	
4145 Maintenance/Repairs	115	100	(15)		(15)	115.0%	
4230 Supplies	0	100	100		100	0.0%	
4255 Safety Checks	124	115	(9)		(9)	107.4%	
Archive :- Indirect Expenditure	<u>239</u>	<u>415</u>	<u>176</u>	<u>0</u>	<u>176</u>	<u>57.5%</u>	<u>0</u>
Net Expenditure	(239)	(415)	(176)				
116 Attleborough Neighbourhood Pla							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	0	(5,000)	(5,000)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>118 Events</u>							
1393 Income Events	2,354	0	(2,354)			0.0%	
	<u>2,354</u>	<u>0</u>	<u>(2,354)</u>				<u>0</u>
Events :- Income							
4400 Expenditure	635	2,000	1,365		1,365	31.7%	
4504 Coronation	804	5,000	4,196		4,196	16.1%	
4505 Newsletter	727	5,000	4,273		4,273	14.5%	
	<u>2,166</u>	<u>12,000</u>	<u>9,834</u>	<u>0</u>	<u>9,834</u>	<u>18.0%</u>	<u>0</u>
Events :- Indirect Expenditure							
Net Income over Expenditure	<u>188</u>	<u>(12,000)</u>	<u>(12,188)</u>				
<u>201 Open Spaces</u>							
1020 Grants & Wayleaves	5,000	0	(5,000)			0.0%	
1050 Income	280	0	(280)			0.0%	
1100 Allotment Income	4,636	1,700	(2,936)			272.7%	
1105 Burial Fees	22,670	10,000	(12,670)			226.7%	
1106 Sports Letting	9,163	0	(9,163)			0.0%	
1120 Sale of land Dairy Court	4,000	0	(4,000)			0.0%	
1150 Re-imbusement of Utilities	421	0	(421)			0.0%	
1151 Insurance claim	100	0	(100)			0.0%	
1152 Repayment church wall damage	400	0	(400)			0.0%	
	<u>46,669</u>	<u>11,700</u>	<u>(34,969)</u>			<u>398.9%</u>	<u>0</u>
Open Spaces :- Income							
4020 Miscellaneous Expenses	0	784	784		784	0.0%	
4058 Legal Fees	482	0	(482)		(482)	0.0%	
4110 Rates	1,598	1,817	219		219	87.9%	
4112 Water	1,722	1,500	(222)		(222)	114.8%	
4113 Electricity	1,825	2,250	425		425	81.1%	
4140 Fuel	4,942	5,725	783		783	86.3%	
4143 Equipment Hire	3,587	750	(2,837)		(2,837)	478.2%	
4144 Tree Work	1,200	3,500	2,300		2,300	34.3%	
4145 Maintenance/Repairs	29,504	25,000	(4,504)		(4,504)	118.0%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4187 Contribution to Leisure centre	55,790	0	(55,790)		(55,790)	0.0%	
4189 Wheel Park	320	0	(320)		(320)	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	300	0	(300)		(300)	0.0%	
4225 Refuse Collections	2,871	2,250	(621)		(621)	127.6%	
4230 Supplies	6,651	7,500	849		849	88.7%	
4255 Safety Checks	585	1,000	416		416	58.5%	
4296 Company Vehicle	1,273	10,000	8,727		8,727	12.7%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Premises Licence	70	360	290		290	19.4%	
4400 Expenditure	0	1,000	1,000		1,000	0.0%	
4501 Play Areas Consultancy	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	<u>119,245</u>	<u>72,436</u>	<u>(46,809)</u>	<u>0</u>	<u>(46,809)</u>	<u>164.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(72,576)</u>	<u>(60,736)</u>	<u>11,840</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	10,992	10,000	(992)			109.9%	
1007 Bar Rent	880	500	(380)			176.0%	
Town Hall :- Income	<u>11,872</u>	<u>10,500</u>	<u>(1,372)</u>			<u>113.1%</u>	<u>0</u>
4110 Rates	15,947	14,560	(1,387)		(1,387)	109.5%	
4111 Gas	1,620	4,200	2,580		2,580	38.6%	
4112 Water	232	1,000	768		768	23.2%	
4113 Electricity	3,755	4,000	245		245	93.9%	
4145 Maintenance/Repairs	2,124	3,500	1,376		1,376	60.7%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	
4220 Cleaning	450	1,500	1,050		1,050	30.0%	
4225 Refuse Collections	5,599	5,000	(599)		(599)	112.0%	
4230 Supplies	2,048	1,500	(548)		(548)	136.5%	
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>32,364</u>	<u>68,860</u>	<u>36,496</u>	<u>0</u>	<u>36,496</u>	<u>47.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(20,492)</u>	<u>(58,360)</u>	<u>(37,868)</u>				

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 Festival</u>							
4401 Supplies	300	0	(300)		(300)	0.0%	
Festival :- Indirect Expenditure	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>(300)</u>		<u>0</u>
Net Expenditure	<u>(300)</u>	<u>0</u>	<u>300</u>				
<u>501 Contingency</u>							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
Contingency :- Indirect Expenditure	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>25,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(25,000)</u>	<u>(25,000)</u>				
Grand Totals:- Income	739,248	720,157	(19,091)			102.7%	
Expenditure	513,677	757,750	244,073	0	244,073	67.8%	
Net Income over Expenditure	<u>225,571</u>	<u>(37,593)</u>	<u>(263,164)</u>				
less Transfer to EMR	19,559						
Movement to/(from) Gen Reserve	<u>206,013</u>						

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Virements at 31-3-2024

Transfer of Current Year Fund (Unspent) to Earmarked Reserves

Current Year funds (unspent)	New Earmarked Reserve fund	Current Earmarked Reserve fund
193,838		
Street Lights (Town owned)		
Town Hall Accessibility	30,000	25,000
Jubilee Wood		30,000
Transfer to General Reserves	30,000	55,000
108,838		