



**Attleborough Town Council**

Historic Market Town in the Heart of Norfolk

**ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

**Minutes of the meeting of the Attleborough Town Council  
Standing Orders Review Committee  
Held on Monday 13<sup>th</sup> March 2023 at 6.00 pm  
Held at the Town Hall, Queens Square.**

**Present:**

Cllr T Taylor, Cllr S MacKinnon, Cllr P Leslie, Cllr A Westby  
In attendance – M Barron – Clerk

**45.22) Welcome** Cllr Taylor welcomed everyone to the meeting

**46.22) Apologies for absence**

Cllr Bond

**47.22) Declarations of Interest**

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

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received

**48.22 Minutes of the meeting held 5<sup>th</sup> December 2022**

On the motion of Cllr Leslie, seconded by Cllr Westby, it was,  
**RESOLVED** to accept and approve the minutes of 5<sup>th</sup> December 2022.

**ACTION: TOWN CLERK**

**49.22) Public participation** – None present

**50.22 Procedure for volunteers working on ATC land**

There was discussion regarding what the procedure might look like in terms of expectations, liability and coordination.

On the motion of Cllr MacKinnon seconded by Cllr Westby it was

**RESOLVED** to draft an agreement and circulate for comment, which could then be circulated within the community and taken to full council for approval.

**ACTION: TOWN CLERK**

**51.22: Grant Awarding policy**

Following discussion several amendments were suggested to the draft policy.

- Scope of grants - Inclusivity, crime prevention, health and wellbeing, educational, sustainable, isolation. – fixed costs like rents.
- Signatories being independent.
- Small grant limit £999 and large from £1000.
- Process of application and form user friendly.
- Remove cheques specifically.
- Match funding was considered but makes the process more complicated.
- Percentage of grant may be provided.
- Change
- Can return of monies be monitored and reword of final paragraph to make more specific to malicious/vexatious.

On the motion of Cllr Leslie, seconded by Cllr Westby it was **RESOLVED** – to propose amendments above.

**ACTION: TOWN CLERK**

**52.22) Financial Regulations –**

4g – repair or replacement of essential machinery/ equipment.

Item 12. Procurement thresholds changed to £5000 from £2000 accumulative £500 contract value to £999.

4a change in line with item 12.

Removal of credit card line O as null and void.

On the motion of Cllr Leslie, seconded by Cllr MacKinnon, it was **RESOLVED** to make these amendments for full council.

**53.22) Charitable rates and fee waivers –**

Open to the community, free of charge and for the benefit of the community.

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

**RESOLVED** to give the discretion and mandate back to the office for discount rates and for the office to retain a private document available to councillors with users and rates paid.

**ACTION: TOWN CLERK**

**Date of next meeting:**

3 months time date to be confirmed.