



Attleborough Town Council

Grants for the benefit of Attleborough

Please read the Grant Awards Policy before completing this form
 SMALL GRANTS – Up to £999
 LARGE GRANTS – from £1000 to £5000

On completion please send this form to: The Town Clerk, Attleborough Town Council,
 Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
 For further information please contact the Town Clerk on 01953 456194

Section 1: Organisation

Name of Organisation:	Attleborough Town FC	
Primary contact name:	Patrick Snowsell	
Position (within organization)	Club Secretary	
Contact Address:	Station Road, Attleborough, NR17 2AS	
Telephone Daytime:	[REDACTED]	
E-mail address:	[REDACTED]	
Date of Application:	27 / 02 / 2024	

Section 2: Details of Organisation

Brief description of your organisation's aims:			
Our aim is to provide football activities for as many groups and individuals as possible within the Attleborough area. We currently have players from the age of five right through to adult football, both boys and girls and mixed teams. We currently have over 400 players registered and that will rise next season			
Year Formed:	1890	Run by committee (Y/N)?	Yes
Is membership open to all (Y/N)? If No, what are the restrictions?		Yes	
How often do you meet and where are meetings held?		Monthly, at our clubhouse on Station Road	
How many members are there?		Over 400 players, coaches and officials	
Approximately how many (%) members live/work in Attleborough?		95%	


Section 5: Financial Details

Do you receive funding from other sources and if so where?
We are a totally self funding club and raise money to cover our operating costs through sponsorship, membership fees and fund raising events As mentioned we have received grants from the Football Foundation for new equipment but these are on an ad-hoc basis
If you have previously received a grant from Attleborough Town Council in the past three years please give details:
N / A

Section 6: Supporting Information

Please tick the following	
I have read and agreed your policy and terms of grant awards	✓
I have enclosed the following supporting documentation:	
Club Code of Conduct	✓
England Football Accredited club development plan	✓
Recent set of accounts	✓
Two quotes	✓

Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application and in any supporting information is true and correct. I understand that you may ask for additional information at any stage of the application process.	
Signature. 	Name of Signatory Patrick Snowsell
Position in organisation: Club Secretary.	Date: 20 / 02 / 2024
Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole. All applications will be considered by Full Council.	

Section 3: Purpose of Organisation


Please give a summary of the activities of your organisation during the last year. If you are a new organisation please give an idea of activities you plan to undertake:

Our activities are ongoing almost daily. ALL our age groups and teams have training sessions every week (during the season, July to May) These are designed to be enjoyable but also to enable players to develop their football skills and techniques and their general physical and mental well being. It can also help them develop their social skills. We also hold non-football events for all our members enabling them to have fun and entertainment outside of football

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation

We give football to all those that want it. Benefitting local players and coaches. This not only keeps them physically fit but can also help with social skills and mental well being. It is a well known fact that being physically active can help massively with mental health

Section 4: Grant Request

I/We are requesting a	Small Grant		Large Grant	
Amount requested from the Town Council:		£5000		
Please give details of what you wish to use the proposed grant award for: How does your grant application align with the priorities listed within the Grant Policy?				
<p>The clubhouse at The Recreation Ground is our headquarters and the epicenter of our operation. The roof needs some urgent repairs and we have had quotes ranging from £21000 to £40000 which unfortunately we cannot afford. Given that in the worst case scenario we'd have to vacate the building, this seriously jeopardizes the future of the club which, at a time when the town is growing exponentially, risks leaving the town woefully short of sports facilities. We expect the number of players to rise beyond 400 as early as next season</p>				
Have you received or applied for funding from any other source for this project/purpose? If so, give details:				
<p>Yes. We're in the process of app,using for grants through the Attleborough Lands Charity and also the Football Foundation. We've had some success with the FF previously for equipment and goals etc We don't anticipate any of these grants individually will cover the cost but our hope is we can pool them together</p>				

Profit and Loss

Attleborough Town Football Club 2014
For the year ended 31 May 2024

2024

Turnover

Adults Subs	1,580.00
Event Income	2,469.50
Other Revenue	1,800.00
Sales	104.00
Signing On Fees	60.00
Sponsorship	8,595.91
Summer Tournament	3,860.00
Youth Presentation Day Income	1,460.00
Youth Subscriptions	19,937.06
Total Turnover	39,866.47

Cost of Sales

Line Painting	80.00
Total Cost of Sales	80.00

Gross Profit

39,786.47

Administrative Costs

Advertising & Marketing	583.00
Affiliation Fees	1,913.00
DBS Checks	430.00
Entertainment-100% business	850.00
Event Expenses	728.70
Fines	590.98
General Expenses	286.21
Insurance	1,135.23
Interest Paid	(8.70)
IT Software and Consumables	371.99
Ketts Park Rent	3,915.16
Kits	1,583.76
Kits Clean & Lucozade	1,233.50
Light, Power, Heating	2,125.34
Line Paint	1,544.08
NCYFL Fees	150.00
Norfolk Football	4,586.19
PITCH HIRE	3,438.00
Rates	4,950.00
Referee Fees	2,397.25
Refreshments	(9.83)
Repairs & Maintenance	3,395.61
Summer Tournament Exp	1,728.54
Telephone & Internet	37.09

Profit and Loss

	2024
	645.00
Training	2,110.50
VEO	314.40
Xero & Software Subscriptions	747.85
Youth Presentation Day Costs	41,772.85
Total Administrative Costs	(1,986.38)
Operating Profit	(1,986.38)
Profit on Ordinary Activities Before Taxation	(1,986.38)
Profit after Taxation	(1,986.38)

**THE ATTLEBOROUGH TOWN FOOTBALL SOCIAL CLUB
UNAUDITED ABRIDGED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2023**

The Attleborough Town Football Social Club Contents

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**The Attleborough Town Football Social Club
CASC Information
For The Year Ended 31 May 2023**

Treasurer

[REDACTED]

Registered Address

[REDACTED]

Attleborough

Norfolk

[REDACTED]

Accountants

Kerry Butcher Accountancy Services

Exchange House Exchange Street

Attleborough

Norfolk

NR17 2AB

The Attleborough Town Football Social Club
Report For The Year Ended 31 May 2023

The treasurer presents her report and the financial statements for the year ended 31 May 2023.

Treasurer

The treasurer who held office during the year were as follows:

Ms Emma Hamshaw

On behalf of the club

Ms Emma Hamshaw

23/02/2024

**The Attleborough Town Football Social Club
Accountant's Report
For The Year Ended 31 May 2023**

In accordance with the engagement letter dated 23/02/2023 and in order to assist you to fulfil your duties we have compiled the financial statements of the club from the accounting records and information and explanations you have given to us.

This report is made to the club in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the club the financial statements that we have been engaged to compile, to report to the club that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Club and the Club's members for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 May 2023 your duty to ensure that the club has kept proper accounting records and to prepare financial statements that give a true and fair view of the financial position.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed

23/02/2024

Kerry Butcher Accountancy Services
Exchange House Exchange Street
Attleborough
Norfolk
NR17 2AB

**The Attleborough Town Football Social Club
Abridged Income and Expenditure Account
For The Year Ended 31 May 2023**

	Notes	2023 £	2022 £
GROSS SURPLUS		20,909	12,590
Administrative expenses		<u>(19,371)</u>	<u>(12,778)</u>
OPERATING SURPLUS/(DEFICIT)		1,538	(188)
Other interest receivable and similar income		<u>8</u>	<u>2</u>
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		<u><u>1,546</u></u>	<u><u>(186)</u></u>

**The Attleborough Town Football Social Club
Balance Sheet
As At 31 May 2023**

	Notes	2023		2022	
		£	£	£	£
CURRENT ASSETS					
Cash at bank and in hand		8,210		6,664	
		<u>8,210</u>		<u>6,664</u>	
NET CURRENT ASSETS (LIABILITIES)			<u>8,210</u>		<u>6,664</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>8,210</u>		<u>6,664</u>
NET ASSETS			<u>8,210</u>		<u>6,664</u>
Income and Expenditure Account			<u>8,210</u>		<u>6,664</u>
MEMBERS' FUNDS			<u>8,210</u>		<u>6,664</u>

Ms Emma Hamshaw

23/02/2024

The Attleborough Town Football Social Club

**The Attleborough Town Football Social Club
Abridged Detailed Income and Expenditure Account
For The Year Ended 31 May 2023**

	2023		2022	
	£	£	£	£
TURNOVER				
Income from Subscriptions		17,677		14,818
Tournament and Presentation Income		3,950		-
Sponsorship Income		6,470		3,800
Other Income		1,293		10
Football Grants		2,267		1,440
		31,657		20,068
COST OF SALES				
Purchases	7,716		3,906	
Referee Fees	1,996		1,793	
Fines	1,036		1,779	
		(10,748)		(7,478)
GROSS SURPLUS				
		20,909		12,590
Administrative Expenses				
Rent	5,791		5,648	
Light and heat	1,442		322	
Cleaning	1,573		1,449	
Kit costs	3,158		674	
Computer and IT consumables	426		329	
Repairs, renewals and maintenance	1,840		273	
Insurance	427		1,128	
Printing, postage and stationery	30		-	
Advertising and marketing costs	888		499	
Training	1,425		1,545	
Accountancy fees	114		-	
Professional fees	2,257		911	
		(19,371)		(12,778)
OPERATING SURPLUS/(DEFICIT)				
		1,538		(188)
Other interest receivable and similar income				
Bank interest receivable	8		2	
		8		2
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR				
		1,546		(186)



New roofs to re-roofs, pitched and flat roofs

122 Besthorpe rd
Attleborough
NR17 2NJ
andrew.royden@btinternet.com
07747614482
VAT Reg N°: 876524685

Quote

Quote No: 220
Date: 19/09/2023

For: Attleborough Football Club
jason.barber@ljbfiresafety.co.uk

Description	Quantity	Rate	Amount
To strip and re-slate the main roof. New fibre cement slates and ridge to suit. New breathable felt, 25x50 treated timber battens,eaves trays and verge trims,copper nails and disc rivets. Scaffolding and waste removal included. After sorting through original slates these will be sold on and any monies gained will be the football clubs. I'm more than happy to meet and bring samples of the slates suggested and answer any further questions you may have.	1	£17,500.00	£17,500.00

Subtotal	£17,500.00
VAT 20%	£3,500.00
Total	£21,000.00
CIS 20%	£0.00

Total **£21,000.00**



Cortex roofing LTD

6 Oaklands Close
Attleborough
Norfolk
NR172LT
07780916282
cortexroofingltd@gmail.com
VAT Registration No.: 376769531

Estimate

ADDRESS
Emma Football Club

ESTIMATE 1037
DATE 09/02/2024

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Services	Scaffold	20.0% S	1	5,500.00	5,500.00
	Services	Materials to replace with Calderdale concrete tiles	20.0% S	1	3,930.24	3,930.24
	Services	Labour	20.0% S	1	16,100.00	16,100.00
SUBTOTAL						25,530.24
VAT TOTAL						5,106.05
TOTAL						£30,636.29

Accepted By

Accepted Date



CODE OF CONDUCT

ATTLEBOROUGH TOWN FOOTBALL CLUB



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3. Purpose
- 4,5. Anglian Combination Code of Conduct
6. England Football Respect statement
7. FA Accredited Club – Player Responsibility
8. Respect poster – The Rec (adult matches)
9. Respect poster – Gaymers Meadow (youth matches)

ATTLEBOROUGH TOWN FOOTBALL CLUB



THE PURPOSE OF THIS DOCUMENT

Attleborough Town Football Club is an FA Accredited Football Club. We are extremely proud of this and retaining this status is vital to both the present and the future of the club

This document is designed to ensure that the players, coaches, officials, spectators and anyone connected with the club behave in the manner that is expected by The Football Association and the leagues with which we are associated including the Anglian Combination and the Norfolk Combined Youth League

ATTLEBOROUGH TOWN FOOTBALL CLUB



THE ANGLIAN COMBINATION MATCH OFFICIAL CODE OF CONDUCT

There is an increasing trend for referees to be berated by players, club officials and spectators alike. The League has seen an unwelcome increase in this behaviour and has agreed to tackle this issue with the introduction of a Code of Conduct for Clubs. Please see the code below. Referees have been advised of the code and have been asked to report any breaches. We expect referees to carry out their bit by responding to point one, and please advise by email any referee that does not respond.

THE ANGLIAN COMBINATION MATCH OFFICIAL CODE OF CONDUCT CONT'D

1. Clubs must advise the match referee of their fixture via their secretary or fixture secretary, colours, ground details at least 5 days before the fixture (League Rule 20 (c) refers). Clubs must seek match official(s) fee and travel expenses and method of payment. Referees must be paid on match day prior to the kick off at the latest whether it be cash or direct payment.
2. Details of any post match refreshment should also be advised to both the opposition and match officials.
3. Designated club officer to meet referee on arrival show them to changing room and seek any requirements from the referee. Must ensure that the referee is paid or confirm payment has been made by BACS
4. Designated club officer ensure the referees changing room is locked and secure
5. Escort the referee to the pitch at the start of the match and after half time.
6. Escort referee from FOP at half and fulltime, to their changing room and ensure that there are no adverse comments from either players, coaching staff or spectators.
7. No player, club manager or club official shall enter the referee's changing room to ask or query the referee about any of the match decisions until at least ten minutes have elapsed after the final whistle and only then at the referee's agreement.
8. On departure, the referee shall be escorted to their car by the designated club official.

ATTLEBOROUGH TOWN FOOTBALL CLUB



ENGLAND FOOTBALL RESPECT STATEMENT

Every match. Every league. Every championship. It's the referees who are integral to a smooth-running game.

They work hard, train hard, show up and play hard – all to keep the game beautiful. They give their time and yet face negative attention and abuse in almost every match. Enough is enough.

We can all play our part to show the ref some respect, to help make the game the best it can be.

ATTLEBOROUGH TOWN FOOTBALL CLUB



FA ACCREDITED CLUB - PLAYER RESPONSIBILITY

We all have a responsibility to promote high standards of behaviour in the game. Play your part and observe The FA's Respect Code of Conduct for players at all times.

ON AND OFF THE FIELD, I WILL:

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match official decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect
- Remember we all make mistakes
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

RESPECT

**WE POLITELY ASK ALL PLAYERS,
COACHES AND SPECTATORS TO
RESPECT THE MATCH OFFICIALS**

**WITHOUT THEM THERE IS
NO FOOTBALL...NOBODY
WANTS THAT**

ATTLEBOROUGH TOWN FOOTBALL CLUB



ATTLEBOROUGH TOWN FOOTBALL CLUB

PLEASE REMEMBER:

THIS IS A GAME

THESE ARE CHILDREN

THE COACHES ARE VOLUNTEERS

**REFEREES ARE HUMAN AND
MISTAKES WILL HAPPEN**

**IT'S THEIR GAME,
PLEASE JUST LET THEM PLAY**



#RESPECT

13 b)



Attleborough Town Council

Grants for the benefit of Attleborough
 Please read the Grant Awards Policy before completing this form
 SMALL GRANTS – Up to £999
 LARGE GRANTS – from £1000 to £5000

On completion please send this form to: The Town Clerk, Attleborough Town Council,
 Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

For further information please contact the Town Clerk on 01953 456194

Section 1: Organisation

Name of Organisation:		Ladies & Gaymers Bowls Club	
Primary contact name:		Claire Bonner	
Position (within organisation):		Officer	
Contact Address:		[REDACTED]	
Telephone	Daytime: [REDACTED]	Evening: [REDACTED]	
E-mail address:		gaymersbowls@gmail.com	
Date of Application:		5/4/24	

Section 2: Details of Organisation

Brief description of your organisation's aims:			
To give residents of Attleborough access to a friendly fun outdoor activity of Lawn Bowls, enhancing mental and physical well being.			
Year Formed:	1936	Run by committee (Y/N)?	Y
Is membership open to all (Y/N)? If No, what are the restrictions?		Y	

How often do you meet and where are meetings held?	3 or 4 times weekly Sundays and more opportunities May- Sept
How many members are there?	Currently 16 - looking to grow 30+
Approximately how many (%) members live/work in Attleborough?	88%

1

Section 3: Purpose of Organisation

Please give a summary of the activities of your organisation during the last year. If you are a new organisation please give an idea of activities you plan to undertake:

We are in 3 leagues and with more players could enter more, offering evening games and a weekend roll up
 We operate May - September and could diversify the use of the club house in the other months to create an income

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation

Keeping active is important - being outdoors too - both very good for mental wellbeing and health
 Then there is the social aspect
 Some members are carers for disabled or elderly so it is great to give them an activity that allows them to be them

Section 4: Grant Request

I/We are requesting a (tick as appropriate)	Small Grant		Large Grant	✓
Amount requested from the Town Council:		£5000		
Please give details of what you wish to use the proposed grant award for: How does your grant application align with the priorities listed within the Grant Policy?				

Please see attached

Have you received or applied for funding from any other source for this project/purpose? If so, give details:

This is the first application but we are planning to go for other grants including
National Lottery
Sport England

Church have said they will give £5000 if we raise £5000.

2

Section 5: Financial Details

Do you receive funding from other sources and if so where?

Membership fees for the club and match fees
We have set up the Breckland Lottery
Sponsorship
fundraising - events

If you have previously received a grant from Attleborough Town Council in the past three years please give details:

£1000 given 2023.

Section 6: Supporting Information


Please tick the following:

I have read and agreed your policy and terms of grant awards.



I have enclosed the following supporting documentation:	
A constitution or set of rules by which my organisation runs	✓
Copies of Organisation Bank Reconciliation	✓
The latest set of current annual accounts	✓
Any other supporting information	✓
If you are a new organisation please include evidence of a planned budget	

Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application and in any supporting information is true and correct. I understand that you may ask for additional information at any stage of the application process.	
Signature 	Name of Signatory Claire Bonner
Position in organisation: Officer	Date: 5/4/24
Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole. All applications will be considered by Full Council.	

Ladies & Gaymers Bowls Club

Article I: Name The name of the organization shall be "Ladies & Gaymers Bowls Club," hereinafter referred to as the "Club."

Article II: Purpose The purpose of the Club is to promote and provide opportunities for the sport of lawn bowls and foster a sense of community and sportsmanship among its members.

Article III: Membership

1. Membership in the Club shall be open to all individuals interested in participating in the sport of lawn bowls, regardless of race, gender, age, religion, or nationality.
2. Prospective members shall apply for membership in a manner prescribed by the Club's Board of Directors and pay the requisite membership dues.
3. Members shall adhere to the Club's bylaws, rules, and regulations.

Article IV: Officers

1. The Club shall have the following officers: President, Vice President, Secretary, Treasurer, and any other positions deemed necessary by the Board of Directors.
2. Officers shall be elected by the Club's active members in an annual general meeting (AGM) by a simple majority vote.
3. Officers shall serve a term of 1 year and can be re-elected for additional terms.

Article V: Meetings

1. The Club shall hold an AGM once a year, during which elections, budget approval, and other important matters shall be addressed.
2. Additional meetings may be called by the President or by written request of the active members.

Article VI: Finances

1. The Club shall maintain a bank account in its name for the purpose of managing its finances.
2. The Treasurer shall be responsible for managing the Club's finances, keeping accurate records, and presenting financial reports at the AGM and other meetings as necessary.
3. The Club's fiscal year shall run from 1st Jan to 31st Dec.

Article VII: Amendments This constitution may be amended by a two-thirds majority vote of the active members present at a regular or special meeting called for that purpose.

Article VIII: Dissolution In the event of dissolution of the Club, any remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article IX: Adoption This constitution shall be adopted upon approval by a majority vote of the Club's active members present at a meeting called for that purpose.

Bank Signatories The Club's bank account shall require two of the following individuals: Tim Cillinane Barbara Symonds or Eddie Reilly. Changes to bank signatories must be approved by the constitution.

This constitution is as follows

President, Secretary/Treasurer: Eddie Reilly

Vice President: Dee Robson

Chairman – Albert Oakley

Captain: Barbara Symonds

Committee: Tim Cullinane, Rosemary Oakley, Mike Wright

Head Grounds person: Roger Betts

Gaymer's Bowls Club
Treasurer's Report 21 November 2022
(2022 Season)

Balances brought forward from 31 December 2021

Deposit a/c	Current a/c	Cash in hand	Creditors	TOTAL
£1214.18	4721.61	0.00	(250.00)	£5685.79

INCOME	2022	2021	EXPENDITURE	2022	2021
Club subscriptions	360.00	360.00			
Rink fees	705.00	702.00	Green keeper	900.00	900.00
Club cup/comp	114.00	240.00	Green upkeep	1799.91	1392.04
Fundraising	241.00	0.00	League subs.	25.00	0.00
Sundries:	0.00	3.00	Rent/Electric/Water	273.99	325.54
Donations	0.00	0.00	Repairs/renewals	1919.00	84.92
Bank interest	0.12	0.23	Refreshments	45.00	0.00
			Fundraising	0.00	110.00
			Raffle prizes (cash)	55.00	
			Sundries:	24.00	174.03
			Trophy replica/engraving	0.00	104.00
			Insurance	153.53	139.58
			Car Parking –		
			Connaught Hall	0.00	0.00
	1420.12	1305.23		5195.43	3230.11

Balance for 2022 season = £1420.12 - £5195.43 = (£3775.31) deficit for season

Closing balances: (at 21 November 2022)

Deposit a/c	Current a/c	Cash in hand	Creditors	TOTAL
£1214.30	+ £906.08	+ £0.00	- (£250.00)	= £1870.38

NOTE:

The expenditure on creditors is:

- 1) Rent for 2023 = £110.00
- 2) Insurance = £ 140.00 approx.

Gaymer's Bowls Club
Treasurer's Report 31 December 2020
(2020 Season)

Balances brought forward from 18 November 2019

Deposit a/c	Current a/c	Cash in hand	Creditors	TOTAL
£1211.50	759.19	0.00	200.00	£1770.69

INCOME	2019	2020	EXPENDITURE	2019	2020
Club subscriptions	355.00	0.00	Green keeper	1000.00	1000.00
Rink fees	780.00	0.00	Green upkeep	968.64	1529.24
Club cup/comp	18.00	0.00	League subs.	40.00	40.00
Fundraising	263.50	0.00	Rent/Electric/Water	187.41	400.12
Sundries:	3.00	0.00	Repairs/renewals	142.86	1566.03
Donations	170.00	550.00	Refreshments	0.00	0.00
Bank interest	1.02	0.00	Fundraising	0.00	0.00
Balancing donation	884.91	0.00	Sundries:	24.84	0.00
Covid Donation	0.00	10000.00	Cliff's Cup	0.00	0.00
			Trophy replica/engraving	0.00	0.00
			Insurance	111.68	124.63
			Car Parking – Connaught Hall	0.00	0.00
	2475.43	10550.00		2475.43	4660.02

Balance for 2020 season = £10550.00 - £4660.02 = £5889.98 surplus for season

Closing balances:

Deposit a/c	Current a/c	Cash in hand	Creditors	TOTAL
£1211.50	+ £6649.17	+ £0.00	+ (£250.00)	= £7610.67

NOTE:

- 1) Creditors are £110 Rent + £125 Insurance + £15 Electricity to Playgroup.
- 2) Green upkeep much higher due to contractors – Willmott Sports Ground Specialist
- 3) Rent/electricity/water much higher since the meter was read for the first time in 5 years but no electricity money paid to playgroup this year
- 4) Repairs/renewals much higher due to major repairs to Lloyds Paladin mower

Grant Application – Attleborough Town Council

Dated 05/04/2024

Many thanks for your grant donation last year – we were lucky to have the last of your budget £1000

We would love to be considered for a large grant of £5000 this year and have made good progress in our fundraising and what we would like to do with the club

As you are aware Ladies & Gaymers Bowls club was formed in 1936 and the purpose of our Lawn Bowls Club is to create a welcoming and inclusive community hub that promotes physical activity, social interaction, and a sense of belonging among residents of all ages.

The building is a temporary building in compliance with council but is in much need of updating and bringing into this century

We feel the most cost effective way would be to demolish what is currently there as is rotten and to repair it would be extremely costly, and to replace with a flat roof Cabin/temporary building – more modern and appealing to the eye

Previously we were told we needed a pitched roof on the temporary building but we know the view on this may have change as there are other building in the close area – Drs area that are flat rooves cabins – please advise if a flat roof building would be sufficient.

With regards to the sponsorships we will be putting this out to local businesses to help fundraise. Previously we have been advised we can have 6 x board on the club house facing into the green and not outside.

We would like permission to increase this to 12/14 and have removeable signs that we can hang on the fence at match times

We are a voluntary community organization – Constitution included and by applying for this grant, we aim to enhance our facilities, making them accessible and enjoyable for everyone, and thereby contributing to the overall well-being and unity of our local community of Attleborough.

In turn our upgraded building will attract new members who will then bring in the revenue.

Costs to demolish we are looking at around £5-6000 – Estimate given by Anglian Demolition

We have looked at new cabins that range in Price approx. £10k but also exploring a local supplier of something a bit more bespoke

If you need any further info please do contact me 07786 176210

Photos of the Club externally currently













14 a)

PERSONNEL COMMITTEE TERMS OF REFERENCE

Mandate

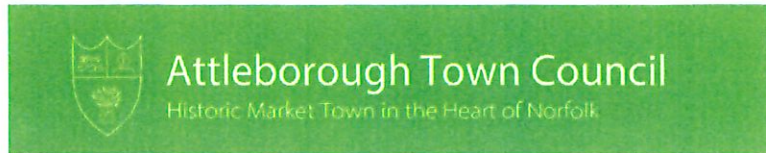
1. The mandate of the Committee is to effectively and efficiently discharge the Council's duties as an employer under the Employment Rights Act 1996 (as amended or replaced from time to time), also taking into account any other legislation impacting upon the employment of staff.
2. To enable this, it has been granted full delegated decision-making authority by the Council, subject to its not contravening the Council's wider policies.
3. It may nevertheless make recommendations to the Council; in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that:
 - Any proposed expenditure might exceed agreed limits set by the Council.
 - Permanent staff appointments following satisfactory probation periods.
4. Its Chairman should provide a report, not less than quarterly, to a meeting of the Council.
5. In carrying out its mandate, the Committee is particularly responsible for:
 - The monitoring, review, and approval of:
 - Terms and conditions of service and pay.
 - Contracts of employment.
 - Job descriptions and other employment documentation.
 - Staff training needs.
 - Staffing levels.
 - The recruitment and selection of staff.
 - Making appointment recommendations to the Council following satisfactory probation.
 - The fair and impartial handling of disciplinary matters.
 - The fair and impartial handling of staff grievances.
 - Such other matters as may be delegated to it by the Council.

Membership

6. The Committee should comprise five members (to include the Mayor and Deputy Mayor) appointed by the Council for a four-year term to coincide with the Council election cycle. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings and Procedure

7. The Committee should meet as often as it deems necessary for the efficient and timely execution of its business.
8. Unless otherwise directed by the Council, the Committee's Chairman and Deputy Chairman should be elected by its members at the first Committee meeting of each election cycle.
9. The quorum for a meeting of the Committee is three.
10. Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.
11. In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.
12. Members of the Council, not being members of the Committee, may request to attend all or part of any Committee meeting but may not do so unless a majority of the Committee consents. In the interests of efficiency, such requests and consents should be made and dealt with before the meeting takes place (by email or other expedient means). A confirmatory motion to approve any such attendance should be put at the meeting concerned. If it is passed, the Councillor concerned may participate in the discussion of the agenda item(s) for which he/she has been admitted but may not take part in any vote. Any Councillor so admitted shall not have access to any confidential papers unless the Committee decides otherwise but may be briefed before the meeting by its Chairman and/or the Clerk at their sole discretion.
13. The Committee, if at its sole discretion it deems it expedient, may invite outside specialists to attend and participate in (or to observe) all or part of any meeting on a non-voting basis.
14. No employee may service or attend any part of a Committee meeting at which his/her personal case is to be discussed, except to the extent that, and only for as long as, the Committee at its sole discretion deems it necessary or desirable for him/her to be present.
15. All Councillors and staff attending a meeting of the Committee should be mindful at all times of the requirements of Data Protection Act 2018 and of the need for confidentiality on any personal or otherwise sensitive matter discussed there; and of the Council's collective responsibilities under employment legislation.
16. The agenda for any meeting should be prepared by the Town Clerk in consultation with the Committee Chairman (or in his/her absence, with its Deputy Chairman). Minutes of all Committee meetings should be taken, recorded in a transparent manner, and permanently stored; and presented to the next meeting for approval. The agendas and minutes of all Committee meetings should be posted in a timely manner on the Council's website; but sensitive or confidential matters should first be summarised or redacted as appropriate.
17. Committee meetings may take place online to the extent that the law permits or requires it.



Environment Committee Terms of Reference

Mandate

The mandate of the Committee is to monitor, review and ensure the delivery of environmental services, activities and projects in a coordinated and timely manner.

To enable this, the Committee has been granted full delegated decision-making authority by the Council.

It may nevertheless make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting.

Its Chairman should provide a report, not less than quarterly, to a meeting of the Council.

It should regularly review its budget requirements and agree them as appropriate with the Council, having regard to the Council's own budgetary timescales.

It may seek legitimate alternative funding opportunities and is encouraged to do so.

In carrying out its functions, the Committee should have regard to the need for transparency and to the desirability of the Council to be community led.

In particular, the committee shall:

- Receive a report on the annual external inspection and shall keep under review the Council's play area inspection and maintenance schedules to ensure that all play areas and equipment and the wheel park are safe and fit for purpose.
- Keep under review and monitor the inspection and maintenance schedules of all the public open spaces owned or managed by the Town Council and oversee grass cutting, other maintenance and equipment.
- Monitor the management arrangements of the cemetery and closed churchyard.
- Monitor the management arrangements of the allotments (except in relation to rents) and endeavour to provide adequate allotment provision for the whole community.
- Monitor the management arrangements for all Attleborough Town Council owned and/or managed open spaces generally.
- Monitor the management arrangements relating to the Queens Square public toilets.
- Oversee the provision of litter bins, dog bins and other street furniture and bus shelters, and of litter control generally.
- Oversee maintenance of all flora and fauna within the Councils responsibility.

Membership

The Committee should comprise at least five Town Councillors appointed by the Town Council at its Annual Meeting of the Town Council

All committee members will be expected to abide by the Council's Standing Orders and in particular to declare personal interests whenever they are relevant to any item under discussion.

Meetings and Procedure

The Committee should meet as often as it deems necessary for the efficient and timely execution of its business but not normally less than monthly.

The Committee's Chairman should be elected by it from among the Town Councillors.

The quorum for a meeting of the Committee is five, to include no less than three of the Town Councillors. No decisions may be made without a quorum.

Committee decisions should be made by a majority of those present, entitled to vote and voting. In the event of a tied vote, the Committee's Chairman shall have a casting vote.

Legally, only members of the Council may vote.

Standing Order Review Committee

TERMS OF REFERENCE

Mandate

In accordance with Standing Orders (April 2021) clause D6, the mandate of the Committee is to keep the Council's Standing Orders under review.

To enable this, it has been granted delegated authority by the Council to consult with appropriate groups or individuals, and prepare reports and recommendations for the Council, subject to its not contravening the Council's wider policies.

It is required to make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that any proposed expenditure might exceed any limits set by the Council.

Its Chairman should provide a report, not less than annually, to a meeting of the Council.

In carrying out its mandate, the Committee is particularly responsible for:

- Reviewing the Council's Standing Orders and other related policies and procedures;
- Consulting with the Proper Officer on Standing Orders and other related policies and procedures;
- Making recommendations to the Council on any new material that needs to be added and any errors or omissions that need correction;
- Such other matters as may be delegated to it by the Council.

Membership

The Committee should comprise of at least five members (to include the Mayor and Deputy Mayor) appointed by the Council annually. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings & Procedure

The Committee should meet as often as it deems necessary for the efficient and timely execution of its business, but not less than annually.

Unless otherwise directed by the Council, the Committee's Chairman and Vice-Chairman should be elected by its members at the first Committee meeting of each election cycle.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.

The Committee, if at its sole discretion it deems it expedient, may invite outside specialists to attend and participate in (or to observe) all or part of any meeting on a non-voting basis.

The agenda for any meeting should be prepared by the Town Clerk in consultation with the Committee Chairman (or in his/her absence, with its Vice-Chairman). Minutes of all Committee meetings should be taken, recorded in a transparent manner and permanently stored; and presented to the next meeting for approval. The agendas and minutes of all Committee meetings should be posted in a timely manner on the Council's website; but sensitive or confidential matters should first be summarised or redacted as appropriate.

Committee meetings may take place online to the extent that the law permits or requires it.

PLANNING & HIGHWAYS COMMITTEE Terms of Reference

Membership, appointments and titular appointments

The Committee shall comprise up to 8 members with full delegated powers. Membership shall be refreshed each civic year at the Annual Meeting of the Town Council in May. The Committee shall elect a Chairman and Vice Chairman at the Annual Meeting. The Committee's Terms of Reference shall be reviewed annually at the Annual Meeting. Any change in Committee membership shall be considered at the next ordinary Council Meeting.

Meetings and quorum

The Committee shall meet monthly on 1st and 3rd Monday of the month at 6.30pm for a maximum of half an hour unless considering a major application in which case more time will be allocated.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

Committee remit

The Committee shall receive and consider all planning applications from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority.

The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.

The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters other than strategic planning policy matters which shall be referred to Town Council.

The Committee shall consider public car parking and transport issues

The Committee shall consider street naming matters and may make such observations, comments and suggestions as it sees fit to the District Council.

The Committee shall consider highways matters (including obstructions) and may make such observations, comments and suggestions as it sees fit to the County Council.

The Committee shall keep under review and monitor the management arrangements of street lighting provided by the Town Council.

The Committee shall consider all licensing matters except those relating to the Town Hall.



ATTLEBOROUGH TOWN COUNCIL JUBILEE WOODLAND COMMITTEE TERMS OF REFERENCE

Mandate

1. The mandate of the Committee is work with the Clerk to coordinate the creation of the new Jubilee Woodland. The committee will work on all aspects of this build.
2. ~~To enable this, it has been granted full delegated decision making authority by the Council, subject to its not contravening the Council's wider policies.~~
3. ~~It may nevertheless~~ **The Committee may** make recommendations to the Council; in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that:
4. Its Chairman should provide a report, not less than quarterly, to a meeting of the Council.
5. In carrying out its mandate, the Committee is particularly responsible for:
 - Design
 - Timescales and Implementation
 - Community Involvement
 - Environment and Ecology.
 - Public Consultation
 - **Grant** Funding

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Membership

6. The Committee should comprise five council members appointed by the Council for a one-year term. Casual vacancies arising should be filled for the remainder of the cycle.
7. ~~Option 1) (delete as appropriate).~~
8. In addition, Membership is open to members of the community, as the committee see fit, but these members will not have voting rights. ~~As such the Committee cannot make financial decisions.~~
9. ~~Option 2.~~
10. ~~Membership can only include Councillors in which case they will have access to the budget and a Working sub group may be appointed to help plan the Woodland~~

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Meetings and Procedure

11. The Committee should meet as often as it deems necessary for the efficient and timely execution of its business.
12. Unless otherwise directed by the Council, the Committee's Chairman and Deputy Chairman should be elected by its members at the first Committee meeting of each election cycle.

~~10.13.~~ The quorum for a meeting of the Committee is three.

~~11.14.~~ Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

~~12.15.~~ In the interests of transparency, all Committee meetings shall be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.

~~13.16.~~ Members of the Council, not being members of the Committee, may request to attend all or part of any Committee meeting. ~~But in doing so they will attend as members of the public, but may not do so unless a majority of the Committee consents. In the interests of efficiency, such requests and consents should be made and dealt with before the meeting takes place (by email or other expedient means). A confirmatory motion to approve any such attendance should be put at the meeting concerned. If it is passed, the Councillor concerned may participate in the discussion of the agenda item(s) for which he/she has been admitted but may not take part in any vote. Any Councillor so admitted shall not have access to any confidential papers unless the Committee decides otherwise but may be briefed before the meeting by its Chairman and/or the Clerk at their sole discretion.~~

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~~14.17.~~ The Committee, if at its sole discretion it deems it expedient, may invite outside specialists to attend and participate in (or to observe) all or part of any meeting on a non-voting basis.

~~15.18.~~ No employee may service or attend any part of a Committee meeting at which his/her personal case is to be discussed, except to the extent that, and only for as long as, the Committee at its sole discretion deems it necessary or desirable for him/her to be present.

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~~16.19.~~ All Councillors and staff attending a meeting of the Committee should be mindful at all times of the requirements of Data Protection Act 2018 and of the need for confidentiality on any personal or otherwise sensitive matter discussed there; and of the Council's collective responsibilities under employment legislation.

~~17.20.~~ The agenda for any meeting should be prepared by the Town Clerk in consultation with the Committee Chairman (or in his/her absence, with its Deputy Chairman). Minutes of all Committee meetings should be taken, recorded in a transparent manner, and permanently stored; and presented to the next meeting for approval. The agendas and minutes of all Committee meetings should be posted in a timely manner on the Council's website; but sensitive or confidential matters should first be summarised or redacted as appropriate.

~~18.21.~~ Committee meetings may take place online to the extent that the law permits or requires it.

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GENERAL PURPOSES & FINANCE COMMITTEE

Terms of Reference

Membership shall comprise 6 members. This committee has delegated spending powers within the terms of reference and within the current financial year's budget.

The Committee shall elect a Chairman and Vice Chairman for each civic year.

The Committee shall monitor, review and propose to Town Council such policies as the Committee considers necessary to achieve the Council's long term aims and objectives and satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.

The Committee shall monitor and review the management of all the Council's assets, including the total level of expenditure of the Council and shall advise the Council as to the control of its financial resources.

The committee shall receive reports from the Responsible Financial Officer on the budget to date and shall review income and expenditure against budget at every other meeting.

The Committee shall monitor annually the performance and effectiveness of the Council's financial controls and may make recommendations to the Council concerning their re-appointment, terms of engagement of the internal auditor and the audit fee where appropriate.

The Committee shall report to the Council its recommendations on all issues relating to risk management and internal controls and shall review annually the Council's Risk Register and Risk Policy.

The Committee shall monitor the Council's financial statements and bank reconciliation information at each meeting.

The Committee shall oversee the Council's governance arrangements.

The Committee shall monitor and review annually all fees and charges levied on income streams other than the Precept.

The Committee shall oversee any insurance applicable to council's assets.

The Committee shall monitor and review the weekly town market.

The Committee shall oversee all matters concerning member development and training.

The Committee shall oversee and liaise with Town Archives.

The Committee shall oversee all matters concerning the Town Hall including the licensing of the premises.

Attleborough Town Council Committee List 2024-25

Environment Committee

Membership no less than five

Cllr T Taylor, Cllr A Westby, Cllr P Wenham, Cllr S Taylor, Cllr Mackinnon, Cllr Dale,
Cllr De Souza, Cllr J Taylor, **Vacancy**

Planning and Highways Committee

Membership up to eight

Cllr A Westby, Cllr Dale, Cllr Mackinnon, Cllr Tyrer, **Vacancy**

Personnel Committee

Membership - five members (to include the Mayor and Deputy Mayor)

Cllr T Ashby, Cllr T Taylor, Cllr E Tyrer, Cllr A Westby, **Vacancy**

Standing Orders Committee

Membership – at least five (to include the Mayor and Deputy Mayor)

Cllr T Taylor, Cllr A Westby, Cllr S Mackinnon

General Purposes and Finance Committee

Membership – six

Jubilee Woodland Committee

Membership - five



Annual Review of the Effectiveness of Internal Control

Responsibilities:

The relevant body shall be responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions, and which includes arrangements for the management of risk.

The relevant body shall conduct a review at least once in a year of the effectiveness of its system of internal control"

Internal Control:

The system of internal control is designed to reduce the financial risk of the Parish Council to an acceptable level.

- The budget position shall be reported to the General Purposes and Finance Committee/Full Council regularly.
- Bank reconciliations shall be performed monthly.
- S137 amounts shall be separately identified in the cash book.
- The limit allowed shall be calculated and never exceeded.
- Petty cash controls:
 - Payments & expenditure shall be entered into a petty cash book.
 - Receipts and vouchers shall be kept, and VAT reclaimed.
 - Petty cash shall maintain a £400 float.
 - VAT shall be reclaimed when appropriate – usually quarterly and at least half-yearly.
 - Outstanding and uncollectable amounts, including any bad debts shall not be submitted to the council for approval to be written off except with the approval of the RFO and General Purposes & Finance Committee.

Financial Management:

The Town Council has approved a set of Financial Regulations which set out the way that Council's finances are to be managed and a Financial Risk Assessment. These are reviewed and approved once a year.

The Town Clerk is the Responsible Financial Officer and is responsible for the day-to-day financial management of the Council.

The Council's budget shall be reviewed in detail every Autumn and a recommendation made to the full Council for the precept for the forthcoming year.

Two Councillors, out of the named signatories, must sign all cheques and other financial documents.

The Town Clerk and the committees may authorise payments up to £1000 (up to £5,000 in approved circumstances) without prior reference to Full Council; all cheques must be ratified for payment by Full Council.

The cheque signatory shall check the supporting document at the time of signing, to ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice.

The cheque stub should also be initialled to record that the name on the cheque stub is the same as that on the cheque.

At the year-end, the Council shall ensure that the cash book totals are reconciled to the year-end bank statement and shall sign the cash book as evidence of this check.

Internal audit:

The Council has appointed an independent and competent internal auditor and carries out a review of the effectiveness of the internal audit once a year. The auditor reports his/her findings to the Full Council and completes the relevant document.

External audit:

The Council's external auditors complete the relevant document; their comments and recommendations are reported to the Full Council.

Review:

This review shall be carried out once a year and recorded in the Council's minutes.

Signed.....

Dated.....
Chairman

Signed.....

Dated.....
Responsible Financial Officer

Reviewed: 13 May 2024

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

01953 456194 enquires@attleboroughtc.org.uk www.attleboroughtc.org.uk



19)

MEETING DATES FOR THE MUNICIPAL YEAR 2024 - 2025

MAY 2024

AGM – Monday 13th May
Planning & Highways Monday 13th May
Environment Committee – Monday 20th May
Planning & Highways – Monday 20th May

JUNE 2024

Full Council - Monday 3rd June
Planning & Highways - Monday 3rd June
Environment Committee – Monday 17th June
Planning & Highways – Monday 17th June

JULY 2024

Full Council - Monday 1st July
Planning & Highways – Monday 1st July
Environment Committee – Monday 15th July
Planning & Highways – Monday 15th July

AUGUST 2024

Full Council – Monday 5th August
Planning & Highways – Monday 5th August
Environment Committee – Monday 19th August
Planning & Highways – Monday 19th August

SEPTEMBER 2024

Full Council - Monday 2nd September
Planning & Highways – Monday 2nd September
Environment Committee – Monday 16th September
Planning & Highways – Monday 16th September

OCTOBER 2024

Full Council – Monday 7th October
Planning & Highways – Monday 7th October
Environmental Committee – Monday 21st October
Planning & Highways – Monday 21st October

NOVEMBER 2024

Full Council – Monday 4th November
Planning & Highways – Monday 4th November
Environment Committee - Monday 18th November
Planning & Highways – Monday 18th November

DECEMBER 2024

Full Council – Monday 2nd December
Planning & Highways – Monday 2nd December
Environment Committee - Monday 16th December
Planning & Highways – Monday 16th December

JANUARY 2025

Full Council – Monday 6th January
Planning & Highways - Monday 6th January
Environment Committee - Monday 20th January
Planning & Highways - Monday 20th January

FEBRUARY 2025

Full Council – Monday 3rd February
Planning & Highways Monday 3rd February
Environment Committee - Monday 17th February
Planning & Highways Monday 17th February

MARCH 2025

Full Council – Monday 3rd March
Planning & Highways - Monday 3rd March
Environment Committee - Monday 17th March
Planning & Highways - Monday 17th March

APRIL 2025

Full Council – Monday 7th April
Planning & Highways Monday 7th April
Environment Committee - Monday 28th April
Planning & Highways Monday 28th April

*Other committees meeting dates by arrangement
Annual Assembly Dates to be confirmed.*



20)

Representatives on outside bodies Municipal Year 2023 - 24

Attleborough Development Partnership
Substitutes

Cllr Westby/**Vacancy**
Cllr Tyrer

Attleborough Health, Care and Well-being Trust

Vacancy

Community Emergency Co-Ordinator

Cllr T Taylor
Deputy – Cllr Fraser
Others – Cllrs Dale/De Souza

Attleborough Charities

Cllr Dale

Banham Poultry

Cllr Dale ~ Cllr Ashby

East Harling Internal Drainage Board

Cllr Westby

SNAP Police Liaison

Cllr Taylor ~ Cllr De Souza