



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

You are summoned to the Annual Meeting of Attleborough Town Council
To be held on Monday 13th May 2024 at 7.00pm
This meeting will be held at the Town Hall and recorded.
(the YouTube video will be posted on www.attleboroughtc.org.uk) and is opened to the public

Sharon Smyth
7th May 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 Welcome
- 2 Election of Chairman/Town Mayor for the Municipal Year 2024-2025
To receive nominations and elect the Chairman/Mayor.
- 3 Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2024-2025
To receive nominations and elect the Deputy Chairman/Mayor.
- 4 Apologies for Absence
To receive and accept apologies for absence.
- 5 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.**
- 6 Public Participation (10 Minutes)
- 7 Minutes of the Town Council meeting held on 8th April 2024 – for acceptance and approval
 - a) Minutes of the Annual Town Assembly meeting held on 15th April 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 March & April 2024** – for information
 - f) **Asset Register** – for acceptance and approval

- g) **Insurance schedule** – for acceptance and approval
- h) **Subscriptions** – for acceptance and approval
- i) **Church Wall Quotation** - for acceptance and approval

9 Councillors Reports

Town, District and County Councillors can give a brief report on relevant information

10 Clerks Report – for information

11 Bar Lease - To Ratify Members Majority Email Responses Agreeing to change from 7 to 14 Days
for acceptance and approval

12 Cemetery Land Proposals - for acceptance and approval

13 Large Grant Application

- a) Attleborough Town Football Club
- b) Gaymers Bowls Club

14 Committee Terms of Reference for the municipal year 2024-2025

To discuss a recommendation to rebrand Environment Committee to the Opens Spaces Committee and recreate the General Purposes and Finance Committee (Keep SORC for scrutiny to meet once a year and to create a small working group reporting in).

To review the following terms of reference for consideration and approval:

For Review

- a) Personnel
- b) Environment
- c) Standing Order Review
- d) Planning & Highways
- e) Jubilee Woodland Committee

For Adoption

General Purposes and Finance

15 Committee Members for the municipal year 2024-2025

To nominate members for the following committees:

- a) Environment
- b) Standing Order Review
- c) Jubilee Woodland Committee
- d) Personnel Committee (2023-2027)
- e) General & Purposes and Finance
- f) Planning & Highways

16 Scheme of Delegation to Consider for Attleborough Town Council - for consideration and resolution

17 To consider the Council's eligibility to exercise the General Power of Competence for the ensuing term of office - for acceptance and approval

18 Annual Review of the Effectiveness of Internal Controls - for acceptance and approval

19 Meeting Schedule for Ordinary Meetings for the municipal year 2024-2025

For discussion and resolution.

20 Representatives on outside bodies Municipal Year 2024-2025

To nominate members for outside bodies:

- Attleborough Development Partnership
- Attleborough Health, Care and Well Being Trust
- Attleborough Charities
- Banham Poultry
- Community Emergency Coordinator (Reaffirm)
- East Harling Internal Drainage Board
- SNAP Police Liaison

21 Annual Review of Documents

To review the following documents for acceptance and approval:

- Annual Review of Effectiveness of Internal Controls
- Financial Risk Assessment
- Member Officer Protocol
- Safeguarding Policy
- Grievance Policy & Procedure
- Complaints Policy & Procedure
- Freedom of Information Act 2000 – Policy & Procedure
- Grants Awards Policy
- Disciplinary Policy
- Communication & Media Policy
- Capability Policy
- Fire & Safety Policy
- Health & Safety Policy
- Data Protection Policy
- Document Retention & Disposal

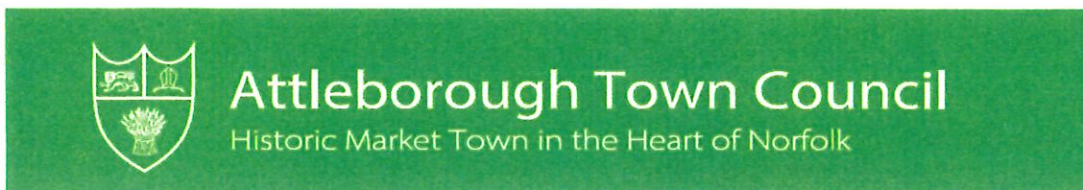
22 Employees Handbook - for acceptance and approval

23 Public Participation (10 minutes)

24 Items for next Agenda

Expected Meeting Length is 2 Hours

7)



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

Present:

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

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

224.23) Apologies for absence – Cllr Bond

225.23) Declarations of Interest

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

Cllr T Taylor – Item 8a

Cllr S Taylor - Item 8a

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

Cllr Fraser – Item 8a

Cllr Westby – Item 8a

226.23) Councillor Vacancies for Co-Option –

A brief introduction was given by each of the four applicants, members then proceeded to carry out a paper ballot vote, the Clerk announced the person who received a majority vote was Mr Gerard Dalton. There was a tie for second vacancy the Chairman had the casting vote and Mr Nigel Thwaites was also elected, both signed their Declarations of Acceptance and joined the members at the table for the remainder of the meeting.

227.23) Dispensation for Member

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

6 votes for,

7 votes against.

The motion was not carried.

228.23) Public Participation –

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

229.23) Minutes of the Town Council meeting held on 4th March 2024 –

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

a) Minutes of the Town Council Extra-ordinary meeting held on 11th March 2024

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

ACTION: TOWN CLERK

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

230.23) Financial Matters

a) To authorise payments –

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

Cllr Mackinnon left the meeting

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

b) To agree direct debits –

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

c) To receive Income –

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

d) Petty cash – Noted for information

e) Income & Expenditure February 2024 – Noted for information

f) Virements to Earmarked Reserves

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

g) Ratification for Photocopiers Lease Renewal-

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

ACTION: TOWN CLERK

231.23) Large Grant Application

a) Attleborough Town Football Club

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

b) Gaymers Bowls Club

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

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

ACTION: TOWN CLERK

232.23) Councillors Reports

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

233.23) Clerks Report

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

234.23) Correspondence

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

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

ACTION: TOWN CLERK

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

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

236.23) Town Hall Accessibility Progress Report

Clerk had already covered this in her report

237.23) Neighbourhood Plan Consultancy Choices

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

38.23) Public Participation (10 Minutes) –

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

239.23) Items for Next Agenda –

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

240.23) Date of Annual General Meeting 13th May 2024

241.23) Exclusion of Press & Public

On the motion of Cllr De Souza, seconded by Cllr S Taylor, it was
RESOLVED - To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

242.23) Proposal for Recreation Ground

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

243.23) Football Club Meeting Feedback

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

ACTION: TOWN CLERK

Cllr Dale abstained

Meeting closed 9.10pm

Public Participation 2nd Session

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



Minutes of the meeting of the Annual Town Assembly
Held on Monday 15th April 2024 at 7.00pm at the Town Hall

7a)

Present:

Cllr E Tyrer Town Mayor – presiding
Cllr S Taylor, Cllr J Taylor, Cllr S Frazer, Cllr A Westby, Cllr P Wenham,
Cllr S Mackinnon, Cllr N Thwaites, Cllr G Dalton,
In attendance – Sharon Smyth – Town Clerk, Anne Willett – Clerks Assistant (minute taker),
Paula Witham - Admin Assistant, John Ketley, Tim Jonas, Richard Futter – Grounds Staff,
Reverend Matthew Jackson, St Marys Church, PC Damian Wicks (Norfolk Constabulary),
Sam Chapman-Allen, Leader Breckland Council, Cllr T Taylor, Public x 16

013/2023) Welcome by the Chairman – Cllr Tyrer thanked everyone for attending and thanked Guest Speakers for their attendance.

014/2023) Minutes of the Annual Town Assembly held on 25th April 2022

On the motion of Keith Martin, seconded by Cllr Westby, it was
RESOLVED to accept the minutes of the Annual Town Assembly held on 25th April 2022. On agenda stated 25th May 2022 in error.

015/2023) To receive the Mayor's Report –

Cllr Tyrer thanked all here for attending, it is important as a Town Council we are here to support Community, I would like to thank Matthew, Sam, and Damian for attending tonight as this is the opportunity for you the public to question the role of organisations. I would like to express the loss of Cllr Joe Ellis and also welcome new Cllrs but also express what our role is to support the Community, and may I personally say it has been an honour and a privilege for the past twelve months to have been Mayor and Chairman of this Council and I'm sure the new Chairman and Mayor will also do the same. The role of the Council is to support the Community and work together with key stakeholders. I would like to say welcome to Megan Free whose been appointed by Breckland as Attleborough Partnership Programme Manager and that is a massive step forward working with Breckland as a Town Council we have limited powers all we can do is represent the position of the public and work with partnerships to make that happen. As part of that one of the successes has been the improvement of the Sports Centre and again Breckland thank you very much for that and we have worked with the Attleborough Academy and the Education Trust to facilitate a new 3G football pitch which is now happening with the financial involvement of the Town Council so that is a massive project going forward. Also I invite Cllr Taila Taylor who is Chair of the Environment Committee on what they are looking at in terms of developing open space play areas so London Road we have done that, also looking at other projects Jubilee Wood and working with Breckland and Norfolk Wildlife Trust so a lot going on and I thank other Cllrs for doing and undertaking. There is the Eco project at the Church, Matthew thank you very much for being involved in that and Council fully support that. We have also supported other local groups through grants and as a Town Council our role is to support local groups. One of the most successful ones is the Community Book Sale thank you to Sue and everyone else who has been involved. We are looking to improvements to the Town Hall in terms of accessibility. Bloomers and Norfolk Wildlife Trust, the Bloomers have done fantastic work that goes sometimes under the radar, but can I thank all of you and some of you are Cllrs for doing that, making the Town beautiful and improving it. When we had the flooding in October, where the Town Council, Breckland and others came together to support the Community, that shows I think the Community of Attleborough came together and that makes Attleborough unique and everyone involved in that, Breckland, the police, fire brigade. So finally, as a Council we have a new

Town Clerk Sharon and the support team, the Grounds people, everyone behind the scenes makes Attleborough great.

016/2023) To approve the Attleborough Town Lands Charity Account (Rev Matthew Jackson)

Reverend Matthew Jackson, Chairman of the Attleborough Town Lands Charity Account presented the financial statements for the year ended 31 December 2021.

- In the year 2023 income from rent, deposits and the investment portfolio managed by Barratt & Cooke was £13,990 compared to £22,658 in 2022
- The Trustees granted £39,467 to individuals and groups serving the community, compared with £21,945 in 2022 and £39,467 in 2021
- The main criteria for individual applications are genuine need, the receipt of state benefits and residency in the town. We would encourage organisations serving the people of Attleborough to apply on behalf of clients who meet these criteria to the Secretary, Mrs Pat Buttolph, at St Mary's Church office.
- I would like to thank the Trustees and Treasurer, who give freely of their time and experience.
- I would say we have given away less last year because less people asked for money and our real problem is identifying people who are in genuine need. If we advertised would you like some money, we would not be short of applicants but identifying people who are in real need is a problem for us and we are developing partnerships with the schools Citizens Advice and other people who make referrals and hopefully we can give away a bit more money this year.

017/2023) Guest Speakers

- **PC Damian Wicks (Norfolk Constabulary) –**

PC Damian Wicks introduced himself as the neighbourhood police officer for Attleborough and explained together with his colleague PC Dion Phillips are Beat Managers and are supervised by their Sargeant from Thetford. As we are based in the Town our role is to deal with Community issues, provide visibility in the Town and get involved in Events that are happening. To promote our involvement monthly we have 'Coffee with a Cop' here at the Town Hall, once a month we are at the Library. We have recently been working with Trading Standards, Norfolk County Council, Licensing Breckland Council, and immigration service, we work with schools offering talks on County Lines, On-Line safety, age of Criminal responsibility, we cover approx. twenty Parishes. We also get involved in public events; we attend fetes including Old Buckenham Air Show. Dion has been dealing with the Laser offences against the Air Ambulance Service and is still and ongoing investigation. Finally, we hold our SNAP meetings the next one is being held on Tuesday 14th May 2024 18.30pm at Rocklands Village Hall and is an opportunity for the public to bring any issues to the forum, our current issue we are dealing with is road safety across the whole area.

- **Sam Chapman-Allen (Leader Breckland Council)**

Sam Chapman-Allen stated there were three areas he would be covering tonight, one is around a future Breckland Project, Breckland Council 500 square miles, 47,000 residents, 114 parishes across the District and part of what we do is to ensure all 5 of our Market Towns have a really strong identity and looking at the new branding for Attleborough Town Council you've absolutely hit the nail on the head. So, part of our future Breckland work was to ensure that Breckland should not been doing things to the Community, so what we set out to do was to ensure that the Community would set out how it wanted its Market Town to look. So, across our future Breckland Programme we worked and consulted with 20,000 residents from across all of our Communities businesses, voluntary sector, young people, and schools to determine what you want your Town to look like. So, we delivered our future Breckland programme and each market

town has that as it moves forward and that's the document we use as a Council but the Town Council use the County Council and other agencies is to ensure that we guiding our work and activity around that to make sure that's the principles we work towards. Some of that has been alluded to by the Mayor so one of the big things we have been doing in partnership with the Town Council, the Football Foundation, and Attleborough Academy is the improvement to leisure the Town has been desperately asking for many years. Three million pounds of investment to improve the existing public leisure at Academy school but to also introduce the 3G pitch, a much-needed asset. Beyond that we have been really pleased with being able to work with Elizabeth from AttCare, local MP and other organisations to ensure that we are dealing with the future provision of health improvement so through the Urban extension and the growth we are going to see in the next ten to fifteen, twenty years is a substantial contribution to moving forwards, so we do we look at a new stand-alone facility or do we look at expanding the existing facilities within the Community, I just want to praise Elizabeth for her absolute herculean effort over the many years which has been immensely challenging difficult but she has never allowed that to remove her from her direction of travels. You have heard about Homes England; they are the current body who are leading on all the growth within the Community of Attleborough, so working really hard with Homes England and Town Council to understand how to ensure our community does not feel a bolt on to the existing market town of Attleborough but is integrated fully into that and part of that are around the infrastructure of the Link Road, Primary schools, health but actually some of those wider well-being facilities that Cllr Taylor has been pushing really hard with others across the Town around the Linear Park which is that kidney shape open spaces and we were really insistent that Homes England came and delivered an in person consultation session which they have done recently in Queens Square regarding what does the Community need for future generations to ensure it is supporting the existing Community as we move forward. We have also heard the change to Attleborough Development Partnership, this is all tiers of Government, County Council, District and Town Council sitting together with a fantastic jointly funded officer, I am so pleased for the Mayor's work, through his stewardship we have been able to achieve that, it is great to have Megan here tonight to ensure we are driving forward on all the Communities activities, we have spoke about the future Breckland Plan, the Urban Extension with the funding coming forward for that, keeping a watchful eye on Homes England and their activity but also supporting the Town Council and it's Neighbourhood Plan and more importantly communicating to you as a Community of Attleborough. The renewed Neighbourhood Plan is a really important document, Attleborough Town Council is one of the first across Breckland to adopt a Neighbourhood Plan and that allows local policies for what you want your community to look like now, protecting those open spaces, protecting those historic locations across the town and everything we are doing at the moment is around partnership, more recently I am really pleased we were able to support the Town Council with ALMK (A Little More Kindness) project, a fantastic addition. One of the big tragedies was the flooding and I just wanted to praise Stepen Fraser, Sam Taylor, and Taila Taylor for all their herculean effort and being a public face for all those residents who found themselves in immensely challenging circumstances and I am pleased Breckland was able to with our officers. As a Council we deliver about 86 services, we support residents in most need offering help with Mental Health and Social Isolation, Domestic Abuse, Homelessness, Food Hardship Scheme, Mobile Food Bus, Citizens Advice supplying officers for debt advice, helping residents across the whole of the District. We continue to deliver our Mindful Towns programme supporting communities in towns delivering mental health training which has been immensely successful. Our work with Domestic

Abuse which sadly can go unnoticed includes working and supporting Daisy Programme a local charity in the Breckland area. Just wanted to end on a bit of a high, Fly tipping is a big concern as a District we are reinvesting further into Anti-Social behaviour and Fly Tipping Officers, and we are one of the top 100 Councils performing in the East of England.

Cllr Tyrer thanked guest speakers and before opening the Open Forum wanted to state as a Town Council, we appreciate all the Town Councillors, we appreciate the input of individuals, community, businesses and appreciate working with key stakeholders not least Breckland ADP and key stakeholders and looking forward to the future.

Rev Matthew Jackson, St Marys Church

Rev Jackson stated they had been involved in Eco Church at St Marys and wanted to thank the 'Bloomers' and Town Council and everybody who has been involved, you see some more changes in the Church yard this year, it managed slightly differently so please do not complain about the grass that has been left uncut, enjoy the wild flowers, there are some particular unusual ones that were identified by Norfolk Wildlife Trust, Ladies Bed Straw, so thank you to the 'Bloomers' who have worked so hard.

018/2023) Open Forum (30 Minutes)

A general question was asked about Communication, how do you communicate to people who do not use social media?

Leaflets are a good method, posters in Church Halls, Breckland have a magazine, flyers in Doctor surgeries, Local Radio, BT Open Reach display board.

Cllr T Taylor praised the Grounds team members for their contribution during the flooding delivering over 400 sandbags in 4 days.

Cllr Tyrer thanked Town Council staff for everything they had done during his Term and during the floods everyone coming together illustrated the community spirit of Attleborough and working with Breckland, due respect Sam, Rob, colleagues at your Council for reacting to that was remarkable and we can only thank you sincerely. Personally, as Chair of the Council, I would like to thank you Sam Rob, Megan, everyone else District Councillors and Community.

Cllr S Taylor added that during the flooding last year was the first time ever the Council had to enact its Emergency Plan, not only was Rob here at the drop of a hat to nearly eleven at night, our Clerk was only on a temporary contract then and she pulled it out of the bag together with office staff. So, I think we all did really well.

Elizabeth from AttCare stated that she had worked as part of a team along with George and Mary Ridgway, Breckland Council and the Town Council had been incredibly supportive.

Resident asked the best way to contact Norfolk police if concerned about particular Trading Standards issues

Best way is to email or Control Room 101 or contact Trading Standards direct

Cllr Tyrer thanked everybody for attending and closed the meeting at 7.52pm

8b)

DD MAY 2024

Name	Description	Service	Bill Freq	Net	Vat	Total
Barclaycard	Barclays	Admin	Monthly	£ 398.50	£ -	£ 398.50
Vodafone	mobiles	Admin	Monthly	£ 55.43	£ 11.08	£66.51
Bank Charges	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly	£ 7.00	£ -	£7.00
Biffa	Waste collection	Rec	Monthly	£ 569.80	£ 113.96	£683.76
Biffa	Waste collection	TH	Monthly	£ 263.53	£ 52.71	£316.24
Tecplicity	IT	Admin	Quarterly	£ 344.16	£ 68.83	£412.99
BT	Phone/mobile	TH	Quarterly	£ 414.78	£ 82.95	£497.73
BT	phone/broadband	TH	Monthly	£ 323.10	£ 64.62	£387.72
Wave	Water	TH	Quarterly			
Wave	Water	Cemetery	Quarterly			
Wave	Water	Public Toilets	Quarterly			
Wave	Water	Queens Sq	Quarterly			
Breckland Council	Rates	TH	Monthly	£ 1,522.00	£ -	£1,522.00
Breckland Council	Rates	Cemetery	Monthly	£ 220.00	£ -	£220.00
Siemens	Photocopy Lease	Admin	Quarterly	£ 570.00	£ 114.00	£684.00
Total Gas & Power	Electricity	Public Toilets	Monthly	£ 270.00	£ 13.50	£283.50
Total Gas & Power	Elect Skate Park	OS	Monthly	£ 155.75	£ 7.79	£163.54
Total Gas & Power	Electricity	TH	Monthly	£ 442.61	£ 22.14	£464.75
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	£ 218.17	£ 43.63	£261.80
						£6,663.70
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 5,001.17	£ -	£ 5,001.17
Norfolk Pension	BACS	Pension	Monthly	£ 4,569.23	£ -	£ 4,569.23
Staff Salary	BACS	Salaries	Monthly	£ 15,353.44	£ -	£ 15,353.44
						£ 24,923.84
TOTAL						£31,587.54

8d)

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DATE	DETAILS	REC'D	OUT	BAL	MISC.	POSTAGE	TOWN HALL	OPEN SPACES	MEETING REFRESHMENTS	MILEAGE	EVENTS	VAT
1.4.24	BFWD.			400 00				1				
2.3.4.24	QD SWING BIN		6 99	393 01			5 82	2				1 17 2
3.3.4.24	PHOTO FRAMES x4		18 00	375 01	18 00			3				3
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15:22

Detailed Income & Expenditure by Budget Heading 31/03/2024

8e)

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1050 Income	31	0	(31)			0.0%	
1152 Repayment church wall damage	100	0	(100)			0.0%	
1376 Precept	647,963	647,963	0			100.0%	
1378 Grant payment Community Cars	3,300	3,300	0			100.0%	
1382 S106 Income Received	19,559	46,694	27,135			41.9%	19,559
1391 interest received on saving ac	5,635	0	(5,635)			0.0%	
	676,588	697,957	21,369			96.9%	19,559
Administration :- Income							
4000 Staff Costs	261,680	375,000	113,320		113,320	69.8%	
4001 Other Employment Costs	0	20,000	20,000		20,000	0.0%	
4002 website	1,199	5,000	3,801		3,801	24.0%	
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	161	2,000	1,839		1,839	8.1%	
4023 Subscriptions	2,509	2,500	(9)		(9)	100.4%	
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	9,682	9,000	(682)		(682)	107.6%	
4040 Community Car Scheme	6,950	7,840	890		890	88.7%	
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	252	300	48		48	84.1%	
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	9,839	6,000	(3,839)		(3,839)	164.0%	
4122 Postages	112	100	(12)		(12)	112.3%	
4123 Stationery	677	2,000	1,323		1,323	33.9%	
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	1,183	700	(483)		(483)	169.0%	

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4231 Advertising	1,210	1,000	(210)		(210)	121.0%	
Administration :- Indirect Expenditure	<u>353,269</u>	<u>524,053</u>	<u>170,784</u>	<u>0</u>	<u>170,784</u>	<u>67.4%</u>	<u>0</u>
Net Income over Expenditure	<u>323,318</u>	<u>173,904</u>	<u>(149,414)</u>				
6001 less Transfer to EMR	19,559						
Movement to/(from) Gen Reserve	<u>303,760</u>						
<u>112 Street Lights</u>							
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	<u>(25,535)</u>	<u>(25,000)</u>	<u>535</u>				
<u>113 Toilets</u>							
1050 Income	3	0	(3)			0.0%	
Toilets :- Income	<u>3</u>	<u>0</u>	<u>(3)</u>				<u>0</u>
4112 Water	826	750	(76)		(76)	110.1%	
4113 Electricity	1,810	1,786	(24)		(24)	101.3%	
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>2,732</u>	<u>3,236</u>	<u>504</u>	<u>0</u>	<u>504</u>	<u>84.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,729)</u>	<u>(3,236)</u>	<u>(507)</u>				
<u>114 Christmas Lights</u>							
1050 Income	4,000	0	(4,000)			0.0%	
Christmas Lights :- Income	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>				<u>0</u>
Net Income	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>				
<u>115 Archive</u>							
4121 Telephone	0	100	100		100	0.0%	
4145 Maintenance/Repairs	115	100	(15)		(15)	115.0%	
4230 Supplies	0	100	100		100	0.0%	
4255 Safety Checks	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	<u>(239)</u>	<u>(415)</u>	<u>(176)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
118 Events							
1393 Income Events	2,354	0	(2,354)			0.0%	
Events :- Income	<u>2,354</u>	<u>0</u>	<u>(2,354)</u>				<u>0</u>
4400 Expenditure	635	2,000	1,365		1,365	31.7%	
4504 Coronation	804	5,000	4,196		4,196	16.1%	
4505 Newsletter	727	5,000	4,273		4,273	14.5%	
Events :- Indirect Expenditure	<u>2,166</u>	<u>12,000</u>	<u>9,834</u>	<u>0</u>	<u>9,834</u>	<u>18.0%</u>	<u>0</u>
Net Income over Expenditure	<u>188</u>	<u>(12,000)</u>	<u>(12,188)</u>				
201 Open Spaces							
1020 Grants & Wayleaves	5,000	0	(5,000)			0.0%	
1050 Income	280	0	(280)			0.0%	
1100 Allotment Income	5,879	1,700	(4,179)			345.8%	
1105 Burial Fees	25,475	10,000	(15,475)			254.8%	
1106 Sports Letting	9,913	0	(9,913)			0.0%	
1120 Sale of land Dairy Court	4,000	0	(4,000)			0.0%	
1150 Re-imburement of Utilities	543	0	(543)			0.0%	
1151 Insurance claim	100	0	(100)			0.0%	
1152 Repayment church wall damage	400	0	(400)			0.0%	
Open Spaces :- Income	<u>51,689</u>	<u>11,700</u>	<u>(39,889)</u>			<u>440.9%</u>	<u>0</u>
4020 Miscellaneous Expenses	0	784	784		784	0.0%	
4058 Legal Fees	482	0	(482)		(482)	0.0%	
4110 Rates	1,598	1,817	219		219	87.9%	
4112 Water	1,762	1,500	(262)		(262)	117.5%	
4113 Electricity	1,979	2,250	271		271	88.0%	
4140 Fuel	5,124	5,725	601		601	89.5%	
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	29,978	25,000	(4,978)		(4,978)	119.9%	
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	414	0	(414)		(414)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4190 Equipment Purchase	11,075	3,000	(8,075)		(8,075)	369.2%	
4191 Street Furniture	3,522	0	(3,522)		(3,522)	0.0%	
4199 Allotments	323	0	(323)		(323)	0.0%	
4225 Refuse Collections	3,008	2,250	(758)		(758)	133.7%	
4230 Supplies	8,503	7,500	(1,003)		(1,003)	113.4%	
4255 Safety Checks	585	1,000	416		416	58.5%	
4296 Company Vehicle	1,273	10,000	8,727		8,727	12.7%	
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	130,272	72,436	(57,836)	0	(57,836)	179.8%	0
Net Income over Expenditure	(78,683)	(60,736)	17,947				
<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	0	750	750	0	750	0.0%	0
Net Expenditure	0	(750)	(750)				
<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	5,541	21,000	15,459	0	15,459	26.4%	0
Net Expenditure	(5,541)	(21,000)	(15,459)				
<u>301 Town Hall</u>							
1000 Booking Fees	12,266	10,000	(2,266)			122.7%	
1007 Bar Rent	1,120	500	(620)			224.0%	
Town Hall :- Income	13,386	10,500	(2,886)			127.5%	0
4110 Rates	16,141	14,560	(1,581)		(1,581)	110.9%	
4111 Gas	1,620	4,200	2,580		2,580	38.6%	
4112 Water	687	1,000	313		313	68.7%	
4113 Electricity	4,241	4,000	(241)		(241)	106.0%	
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	495	1,500	1,005		1,005	33.0%	
4225 Refuse Collections	5,847	5,000	(847)		(847)	116.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4230 Supplies	2,284	1,500	(784)		(784)	152.3%	
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	34,029	68,860	34,832	0	34,832	49.4%	0
Net Income over Expenditure	(20,642)	(58,360)	(37,718)				
<u>410 Festival</u>							
4401 Supplies	300	0	(300)		(300)	0.0%	
Festival :- Indirect Expenditure	300	0	(300)	0	(300)		0
Net Expenditure	(300)	0	300				
<u>501 Contingency</u>							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
Contingency :- Indirect Expenditure	0	25,000	25,000	0	25,000		0
Net Expenditure	0	(25,000)	(25,000)				
Grand Totals:- Income	747,920	720,157	(27,763)			103.9%	
Expenditure	554,082	757,750	203,668	0	203,668	73.1%	
Net Income over Expenditure	193,838	(37,593)	(231,431)				
less Transfer to EMR	19,559						
Movement to/(from) Gen Reserve	174,279						

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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>							
1376 Precept	334,526	669,051	334,526			50.0%	
1378 Grant payment Community Cars	875	3,300	2,425			26.5%	
1391 interest received on saving ac	0	1,500	1,500			0.0%	
Administration :- Income	<u>335,401</u>	<u>673,851</u>	<u>338,451</u>			<u>49.8%</u>	<u>0</u>
4000 Staff Costs	21,450	390,000	368,550		368,550	5.5%	
4002 website	70	5,000	4,930		4,930	1.4%	
4004 Health & Safety	0	1,500	1,500		1,500	0.0%	
4005 Training	0	4,500	4,500		4,500	0.0%	
4010 Travelling Expenses	0	250	250		250	0.0%	
4020 Miscellaneous Expenses	13	0	(13)		(13)	0.0%	
4023 Subscriptions	2,061	2,500	439		439	82.4%	
4025 Insurances	1,877	13,910	12,033		12,033	13.5%	
4027 Bookkeeping	0	1,300	1,300		1,300	0.0%	
4029 Photocopier Usage Fee	0	1,200	1,200		1,200	0.0%	
4031 Computer	0	9,630	9,630		9,630	0.0%	
4040 Community Car Scheme	275	7,840	7,565		7,565	3.5%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	0	20,000	20,000		20,000	0.0%	
4044 Highway Improvements	0	4,000	4,000		4,000	0.0%	
4051 Bank Charges	7	300	293		293	2.3%	
4056 Consultancy	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees	(2,568)	2,800	5,368		5,368	(91.7%)	
4058 Legal Fees	200	7,000	6,800		6,800	2.9%	
4059 Civic Reception	0	500	500		500	0.0%	
4060 Civic Allowances	0	500	500		500	0.0%	
4061 Elections	0	10,000	10,000		10,000	0.0%	
4076 SumUP card charges	0	20	20		20	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4112 Water	(66)	0	66		66	0.0%	
4121 Telephone	55	6,000	5,945		5,945	0.9%	
4122 Postages	0	100	100		100	0.0%	
4123 Stationery	0	1,000	1,000		1,000	0.0%	
4140 Fuel	(275)	300	575		575	(91.7%)	
4143 Equipment Hire	336	0	(336)		(336)	0.0%	
4147 Photocopier Lease payments	0	1,605	1,605		1,605	0.0%	
4190 Equipment Purchase	0	1,300	1,300		1,300	0.0%	
4230 Supplies	33	1,000	967		967	3.3%	
4231 Advertising	0	1,200	1,200		1,200	0.0%	
Administration :- Indirect Expenditure	<u>23,468</u>	<u>500,255</u>	<u>476,787</u>	<u>0</u>	<u>476,787</u>	<u>4.7%</u>	<u>0</u>
Net Income over Expenditure	<u>311,933</u>	<u>173,596</u>	<u>(138,337)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>112 Street Lights</u>							
4402 Public Lighting	(14,000)	30,000	44,000		44,000	(46.7%)	
Street Lights :- Indirect Expenditure	(14,000)	30,000	44,000	0	44,000	(46.7%)	0
Net Expenditure	14,000	(30,000)	(44,000)				
<u>113 Toilets</u>							
4112 Water	0	800	800		800	0.0%	
4113 Electricity	270	1,911	1,641		1,641	14.1%	
4230 Supplies	0	500	500		500	0.0%	
4255 Safety Checks	0	200	200		200	0.0%	
Toilets :- Indirect Expenditure	270	3,411	3,141	0	3,141	7.9%	0
Net Expenditure	(270)	(3,411)	(3,141)				
<u>115 Archive</u>							
4145 Maintenance/Repairs	0	100	100		100	0.0%	
4230 Supplies	0	100	100		100	0.0%	
4255 Safety Checks	0	115	115		115	0.0%	
Archive :- Indirect Expenditure	0	315	315	0	315	0.0%	0
Net Expenditure	0	(315)	(315)				
<u>116 Attleborough Neighbourhood Pla</u>							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
<u>118 Events</u>							
1393 Income Events	0	1,000	1,000			0.0%	
Events :- Income	0	1,000	1,000			0.0%	0
4400 Expenditure	0	500	500		500	0.0%	
4504 Coronation	0	1,000	1,000		1,000	0.0%	
4505 Newsletter	0	500	500		500	0.0%	
Events :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	(1,000)	(1,000)				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Open Spaces</u>							
1050 Income	190	0	(190)			0.0%	
1100 Allotment Income	0	2,000	2,000			0.0%	
1105 Burial Fees	765	15,000	14,235			5.1%	
1106 Sports Letting	0	9,000	9,000			0.0%	
1150 Re-imburement of Utilities	100	0	(100)			0.0%	
Open Spaces :- Income	1,055	26,000	24,945			4.1%	0
4020 Miscellaneous Expenses	0	700	700		700	0.0%	
4058 Legal Fees	0	1,000	1,000		1,000	0.0%	
4110 Rates	216	1,800	1,584		1,584	12.0%	
4112 Water	0	2,200	2,200		2,200	0.0%	
4113 Electricity	156	3,000	2,844		2,844	5.2%	
4140 Fuel	0	6,000	6,000		6,000	0.0%	
4143 Equipment Hire	0	1,900	1,900		1,900	0.0%	
4144 Tree Work	0	3,500	3,500		3,500	0.0%	
4145 Maintenance/Repairs	832	25,000	24,168		24,168	3.3%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4189 Wheel Park	0	300	300		300	0.0%	
4190 Equipment Purchase	0	5,000	5,000		5,000	0.0%	
4191 Street Furniture	3,605	3,500	(105)		(105)	103.0%	
4199 Allotments	150	1,000	850		850	15.0%	
4225 Refuse Collections	(433)	3,500	3,933		3,933	(12.4%)	
4230 Supplies	0	7,000	7,000		7,000	0.0%	
4255 Safety Checks	0	1,000	1,000		1,000	0.0%	
4296 Company Vehicle	0	10,000	10,000		10,000	0.0%	
4300 Premises Licence	70	360	290		290	19.4%	
4501 Play Areas Consultancy	0	500	500		500	0.0%	
Open Spaces :- Indirect Expenditure	4,596	82,260	77,664	0	77,664	5.6%	0
Net Income over Expenditure	(3,540)	(56,260)	(52,720)				
<u>210 Attleborough in Bloom</u>							
4143 Equipment Hire	(336)	0	336		336	0.0%	
4230 Supplies	0	150	150		150	0.0%	
4400 Expenditure	0	150	150		150	0.0%	
Attleborough in Bloom :- Indirect Expenditure	(336)	300	636	0	636	(111.9%)	0
Net Expenditure	336	(300)	(636)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>290 Open Spaces Capital Exps.</u>							
4190 Equipment Purchase	0	10,000	10,000		10,000	0.0%	
4194 Litter bins	0	1,000	1,000		1,000	0.0%	
Open Spaces Capital Exps. :- Indirect Expenditure	0	11,000	11,000	0	11,000	0.0%	0
Net Expenditure	0	(11,000)	(11,000)				
<u>301 Town Hall</u>							
1000 Booking Fees	1,551	12,000	10,450			12.9%	
1007 Bar Rent	0	1,000	1,000			0.0%	
Town Hall :- Income	1,551	13,000	11,450			11.9%	0
4110 Rates	1,696	14,560	12,864		12,864	11.6%	
4111 Gas	0	4,200	4,200		4,200	0.0%	
4112 Water	0	750	750		750	0.0%	
4113 Electricity	443	5,000	4,557		4,557	8.9%	
4145 Maintenance/Repairs	0	3,500	3,500		3,500	0.0%	
4190 Equipment Purchase	0	500	500		500	0.0%	
4220 Cleaning	0	750	750		750	0.0%	
4225 Refuse Collections	1,940	4,500	2,560		2,560	43.1%	
4230 Supplies	(12)	1,500	1,512		1,512	(0.8%)	
4231 Advertising	0	250	250		250	0.0%	
4255 Safety Checks	0	500	500		500	0.0%	
4257 Major Repairs	0	30,000	30,000		30,000	0.0%	
4300 Premises Licence	0	500	500		500	0.0%	
Town Hall :- Indirect Expenditure	4,066	66,510	62,444	0	62,444	6.1%	0
Net Income over Expenditure	(2,516)	(53,510)	(50,994)				
<u>410 Festival</u>							
4401 Supplies	0	300	300		300	0.0%	
Festival :- Indirect Expenditure	0	300	300	0	300	0.0%	0
Net Expenditure	0	(300)	(300)				
<u>501 Contingency</u>							
4400 Expenditure	0	12,500	12,500		12,500	0.0%	
Contingency :- Indirect Expenditure	0	12,500	12,500	0	12,500	0.0%	0
Net Expenditure	0	(12,500)	(12,500)				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	338,006	713,851	375,845			47.3%	
Expenditure	18,064	713,851	695,787	0	695,787	2.5%	
Net Income over Expenditure	<u>319,943</u>	<u>0</u>	<u>(319,943)</u>				
Movement to/(from) Gen Reserve	<u>319,943</u>						

8f)

Box 9 on
Annual Return
31/03/2024

Land & Premises
21 of

LAND & PREMISES 31 MARCH 2024

31/03/2024

ACQUIRED	DESCRIPTION	LOCATION	Asset Cost/Value 31/03/2024	Additions	Disposals	Asset Cost/Value at 31/03/2024	Notes
10/03/1885	Cemetery	Queens Rd Attleborough	£ -	£ -	£ -	£ -	Registered Village Green
17/06/1897	Town Green	Queens Square Attleborough	£ -	£ -	£ -	£ 275.00	
01/12/1959	Cemetery	Queens Square Attleborough	£ 275.00	£ -	£ -	£ 100.00	
20/09/1977	Dell Recreation Ground	Land to rear of Queens Rd	£ 100.00	£ -	£ -	£ 20,000.00	Play Area
26/09/1978	Recreation Ground	Station Yard Attleborough	£ 3,000.00	£ -	£ -	£ 3,000.00	Dog Walking Area
28/04/1980	Recreation Ground	London Rd Attleborough	£ 1.00	£ -	£ -	£ 1.00	Closed Churchyard
03/11/1981	Amenity Land	Theives Lane	£ 1.00	£ -	£ -	£ 1.00	Insurance valuation
12/05/1982	Amenity Area	Queens Sq Attleborough NR17 2AF	£ 873,924.00	£ -	£ -	£ 873,924.00	Insurance valuation
31/03/1999	Town Hall + Contents	Queens Rd Attleborough	£ 98,257.00	£ -	£ -	£ 98,257.00	Insurance valuation
	Cemetery Chapel	Queens Rd Attleborough	£ 61,411.00	£ -	£ -	£ 61,411.00	Insurance valuation
	Pavilion, Rec Ground	Theives Lane	£ 245,647.00	£ -	£ -	£ 245,647.00	Insurance valuation
	Football Club	Station Road	£ 122,823.00	£ -	£ -	£ 122,823.00	Insurance valuation
	Connaught Bowls Club	Station Road	£ 61,411.00	£ -	£ -	£ 61,411.00	Insurance valuation
	Gymers Bowls Club	Theives Lane Attleborough	£ 3.00	£ -	£ -	£ 3.00	Now a sensory Garden
06/12/2001	Recreation Ground	Gymers Meadow, Station Rd	£ 1.00	£ -	£ -	£ 11,918.00	Insurance valuation
18/12/2002	Recreation Ground	Land on West side of Birch Drive	£ 11,918.00	£ -	£ -	£ 160,000.00	Insurance valuation
	Cyprus Rd Bus Shelter/Queens Sq	Cyprus Rd Queens Square	£ 160,000.00	£ -	£ -	£ 2,100.00	Insurance valuation
01/01/2008	Public toilets & 3 disabled parking	Queens Square Car Park	£ 2,100.00	£ -	£ -	£ -	Open Space
	Railings	Queens Square	£ -	£ -	£ -	£ 88,000.00	insurance valuation
01/10/2009	Land off Cyprus Rd	Cyprus Rd	£ 88,000.00	£ -	£ -	£ 64,845.00	Archive Office Insurance valuation
01/03/2013	3 Play Areas from BDC	Lommond rd, Norfolk Dr, Cymnet Cl	£ 64,845.00	£ -	£ -	£ 5,000.00	Insurance valuation
11/05/2017	Mobile Office	Town Hall rear car park	£ 5,000.00	£ -	£ -	£ 1.00	Open space
05/02/2018	Hi Cube Containers x 2	Cemetery	£ 1.00	£ -	£ -	£ 1.00	Open space
05/03/2018	Public Open Space from Taylor Wimpey	Goldfinch Dr, London Rd Attleborough	£ 1.00	£ -	£ -	£ 19,695.00	Insurance valuation
05/03/2018	Public Open Space from Taylor Wimpey	Peacock Way, London Rd, Attleborough	£ 1.00	£ -	£ -	£ -	Open Space
01/04/2020	Public Open Space from Taylor Wimpey	Admiral Way, Attleborough	£ 1.00	£ -	£ -	£ 19,695.00	Insurance valuation
29/05/2020	Welfare Unit	Recreation Ground	£ 19,695.00	£ -	£ -	£ 1.00	Open Space
24/02/2021	Public Open Space from Taylor Wimpey	Grosvenor Pk London Rd	£ 1.00	£ -	£ -	£ 1.00	Open Space
	Allotment 39 plots from Taylor Wimpey	Grosvenor Pk London Rd	£ 1.00	£ 22,416.00	£ -	£ 22,416.00	Insurance valuation
24/01/2024	Gold Bus Stop Shelter	Queens Square	£ -	£ -	£ -	£ -	
			£ -	£ -	£ -	£ 1,838,417.00	
	TOTAL MACHINERY ASSETS		£ 1,838,417.00	£ 22,416.00	£ -	£ 1,860,833.00	

Municipal Items Asset Register
31st March 2024

A	B	C	D	J	K	L	M	N	O	P
	Description of Asset	Location	Asset Cost/Value at 31/03/2024	Additions	Disposals	Asset Cost/Value at 31/03/2024	Notes			
1										
2										
3										
4	Acquired									
5	Pre 1974 Crimean War Peace Memorial	Junction Station Rd & Connaught Rd	£ 10,827.00	£ -	£ -	£ 10,827.00	Insurance valuation			
6	Pre 1974 War Memorial	Junction Exchange St & Queens Rd	£ 21,655.00	£ -	£ -	£ 21,655.00	Insurance valuation			
7	Pre 1974 Town Signs	Queens Sq & London Rd	£ 4,202.00	£ -	£ -	£ 4,202.00	Original refurbished			
8	Civic Renalia	Town-Hall/Mayors' home	£ 5,896.00	£ -	£ -	£ 5,896.00	second row added sept 2015			
9	Civic Renalia	Town-Hall/Deputy Mayors' home	£ 2,474.00	£ -	£ -	£ 2,474.00	new chain oct 2015			
10	skateboard equipment	Recreation Ground, Thelwies Lane	£ 39,879.00	£ -	£ -	£ 39,879.00	removed not fit for purpose			
11	04/02/2005 2 steel benches	Various	£ 766.00	£ -	£ -	£ 766.00	george greeprey steels			
12	11/03/2005 dog bins	Various	£ 900.48	£ -	£ -	£ 900.48	glasdon			
13	06/05/2005 Hanging baskets	Various	£ 1,791.00	£ -	£ -	£ 1,791.00	amberol			
14	07/09/2005 Playground equipment	Recreation Ground, Thelwies Lane	£ 11,124.00	£ -	£ -	£ 11,124.00	model minkar			
15	07/09/2005 Playground equipment	Recreation Ground, Thelwies Lane	£ 7,650.00	£ -	£ -	£ 7,650.00	model miram			
16	31/05/2007 Steel bench	Churchyard	£ 385.00	£ -	£ -	£ 385.00	donation cambridge			
17	26/08/2007 3-tier slantier	Queens Sq	£ 429.00	£ -	£ -	£ 429.00	glasdon			
18	05/11/2007 8 400 & 5 Litter bins	London rd play area	£ 1,999.99	£ -	£ -	£ 1,999.99	glasdon			
19	01/03/2008 Ballwell	London rd play area	£ 9,306.00	£ -	£ -	£ 9,306.00	model			
20	01/03/2008 4 benches	Queens Sq, Rec, Gaymers	£ 1,000.00	£ -	£ -	£ 1,000.00	portable			
21	01/04/2008 Hidden history handsets	Town Hall	£ 12,362.00	£ -	£ -	£ 12,362.00	recycled suffolk			
22	04/08/2008 6 benches	Various	£ 2,000.00	£ -	£ -	£ 2,000.00	portable			
23	01/04/2008 flower tubs	Various	£ 8,551.00	£ -	£ -	£ 8,551.00	floor standing			
24	16/09/2008 bins & dog bins	Various	£ 3,813.76	£ -	£ -	£ 3,813.76	coming to end of their life			
25	2001 370 street lights	Various transferred from BDC	£ 185,000.00	£ -	£ -	£ 185,000.00				
26	2009 8 litter bins	Various	£ 1,067.00	£ -	£ -	£ 1,067.00				
27	2009 8 litter bins	Recreation Ground	£ 11,456.00	£ -	£ -	£ 11,456.00				
28	2010 Ballwell	Queens Sq	£ -	£ -	£ -	£ -	transferred from rotary club			
29	2010 Flapole	Recreation Ground, Thelwies Lane	£ 3,343.00	£ -	£ -	£ 3,343.00	enlarged play park			
30	01/04/2010 Bow top railings	Recreation Ground, Thelwies Lane	£ 7,104.00	£ -	£ -	£ 7,104.00	new play cube			
31	May-10 Cube	Queens Sq	£ 385.00	£ -	£ -	£ 385.00	donation Blyth			
32	Mar-11 Bench	Various	£ 1,000.00	£ -	£ -	£ 1,000.00	glasdon			
33	Dec-11 4 Litter bins	TH Back Yard	£ 1,730.00	£ -	£ -	£ 1,730.00	Asset Cost/Value is based on actual construction costs			
34	Mar-12 Trim Trail	Gaymers, Recreation Ground	£ 10,000.00	£ -	£ -	£ 10,000.00	glasdon			
35	2012-2013 4 Litter, 1 dog bin	Various	£ 800.00	£ -	£ -	£ 800.00	teepee			
36	Feb-13 Gift bins x 4	Various	£ 545.00	£ -	£ -	£ 545.00				
37	Jul-05 Acoustic fence	Skateboard park, Rec, Station Rd	£ 10,000.00	£ -	£ -	£ 10,000.00				
38	Oct-13 play equipment	gaymers rec ground	£ 6,100.00	£ -	£ -	£ 6,100.00	groundscope			
39	Mar-15 heritae railings	queens sq	£ 24,822.00	£ -	£ -	£ 24,822.00	fenland leisure			
40	Feb-16 picnic bench with table	cygnet close	£ 600.00	£ -	£ -	£ 600.00	fenland leisure			
41	Feb-16 ash play unit & surface	Gaymers, Recreation Ground	£ 4,439.06	£ -	£ -	£ 4,439.06	fenland leisure			
42	Feb-16 picnic bench with table	lomond rd	£ 600.00	£ -	£ -	£ 600.00	fenland leisure			
43	Mar-16 bench	cemetery	£ 424.00	£ -	£ -	£ 424.00	woodberry			
44	Mar-16 see saw and surface	Gaymers, Recreation Ground	£ 2,807.50	£ -	£ -	£ 2,807.50	fenland leisure			
45	Apr-16 2 litter bins	lomond rd and cygnet close	£ 800.00	£ -	£ -	£ 800.00	fiona davies			
46	Oct-16 diamond jubilee sculpture	town hall	£ 2,500.00	£ -	£ -	£ 2,500.00	serial 85108919			
47	Sep-16 portable recorder	town hall	£ 343.00	£ -	£ -	£ 343.00	serial 85181095			
48	Sep-16 microphones x 2	town hall	£ 541.00	£ -	£ -	£ 541.00	serial n1210278270			
49	Sep-16 laptop	town hall	£ 769.00	£ -	£ -	£ 769.00	7 panel mobile screen room divider			
50	Sep-16 display boards	town hall	£ 160.00	£ -	£ -	£ 160.00	serial h038284			
51	Sep-16 projector screen	town hall	£ 365.00	£ -	£ -	£ 365.00	stosm serial- wdk45700271			
52	Sep-16 projector screen	town hall	£ 160.00	£ -	£ -	£ 160.00	stone pc serial 121023864142/43			
53	Aug-16 computers x 3	town hall	£ 1,545.00	£ -	£ -	£ 1,545.00	mothom 925 wide screen			
54	Aug-16 monitors x 3	town hall	£ 275.00	£ -	£ -	£ 275.00	180 m fence bst standard + 3 gates			
55	Jan-17 pelisade fencing	gaymers play area	£ 8,900.00	£ -	£ -	£ 8,900.00	157.28 display board			
56	Oct-16 a-Board	town hall	£ 157.28	£ -	£ -	£ 157.28	bin shop			
57	Apr-17 penguin litter bin	gaymers	£ 156.00	£ -	£ -	£ 156.00	fenland leisure			
58	May-17 bench x 2 recycled plastic	cygnet close & Lomond Rd	£ 1,010.00	£ -	£ -	£ 1,010.00	donations lions			
59	Jul-17 oak bench	Strub close	£ 564.00	£ -	£ -	£ 564.00	various classes, fridges, wine cooler			
60	Jul-17 bar equipment	Town Hall bar	£ 1,400.00	£ -	£ -	£ 1,400.00	various classes, fridges, wine cooler			
61	Aug-17 Tall light cubeboards x 3	Town Hall offices	£ 587.00	£ -	£ -	£ 587.00	viking			
62	Aug-17 market barrows x 6	market	£ 1,950.00	£ -	£ -	£ 1,950.00				
63	Aug-17 market barrows x 6	market	£ 2,450.00	£ -	£ -	£ 2,450.00				
64	Sep-17 SAMS X 2	market	£ 6,100.00	£ -	£ -	£ 6,100.00	50% contribution from Norfolk County Council			
65	Sep-17 Grave storage	Queens Rd, London Rd, Buckenham F	£ 3,423.00	£ -	£ -	£ 3,423.00	teleshore			
66	Dec-17 outdoor table tennis table	cemetery	£ 1,810.00	£ -	£ -	£ 1,810.00	fenland leisure			
67	Dec-17 Heavy duty trolley	Recreation ground	£ 948.00	£ -	£ -	£ 948.00	A J Products			
68	Jan-18 stairboards	market	£ 227.00	£ -	£ -	£ 227.00	G & J Staines			
69	Jan-18 Computers x 2	cemetery	£ 1,274.00	£ -	£ -	£ 1,274.00	p1210302902 p1210302903			

A	B	C	D	J	K	L	M	N	O	P
	Description of Asset	Location	Asset Cost/Value at 31/03/2024	Additions	Disposals	Asset Cost/Value at 31/03/2024	Notes			
3										
70	Jan-18 monitors x 2	Town hall office	£ 224.00			£ 224.00	monmon 466			
71	Jan-18 trail camera x 2	cemetary	£ 490.00			£ 490.00	ill acorn 6310mp-sg basic			
72	Jan-18 MUGA	Recreation ground	£ 43,400.00			£ 43,400.00	feiland leisure			
73	Jan-18 CCTV cameras x 2	Town Hall	£ 470.00			£ 470.00	Serial 00001boccf8d 000023344566			
74	May-18 Filing Cabinet	Town Hall office	£ 259.00			£ 259.00	viding			
75	Jun-18 Detsy bins x 4	Grosvenor Pk London Rd	£ 995.00			£ 995.00	taylor winmpy			
76	Jun-18 Cambourne benches x 4	Grosvenor Pk London Rd	£ 1,944.00			£ 1,944.00	taylor winmpy			
77	Sep-18 cotenary seat	queens sq	£ 654.00			£ 654.00	earth anchors			
78	Sep-18 Assid benches x 5 held in stock	Gymers	£ 1,520.00			£ 1,520.00	earth anchors			
79	Sep-18 Shouettes x 4	Town Hall	£ 1,000.00			£ 1,000.00	royal british legion			
80	Oct-18 1 drawer filing cabinet x 4	Town Hall office	£ 160.00			£ 160.00	viking			
81	Oct-18 4 drawer filing cabinet x 1	Town Hall office	£ 119.00			£ 119.00	viking			
82	Nov-18 Play tractor	Recreation Ground	£ 5,960.00			£ 5,960.00	flights of fantasy			
83	Nov-18 Large corner desk unit	Town Hall office	£ 299.00			£ 299.00	viking			
84	Nov-18 Large Tambour Cabinet x 2	Town Hall office	£ 498.00			£ 498.00	viking			
85	Feb-19 Plastic road barriers	town hall	£ 867.00			£ 867.00	safe fence			
86	Feb-19 Rectangular tables	Gymers	£ 918.00			£ 918.00	furniture at work			
87	Feb-19 picnic tables x 2	town hall office	£ 1,011.50			£ 1,011.50	furniture at work			
88	Apr-19 Spear rectangular table	unit Recreation ground	£ 218.00			£ 218.00	viking			
89	Jul-19 Single door locker x 2	town hall	£ 150.00			£ 150.00	netcentral			
90	Oct-19 Tascam meeting recorder	In stock	£ 2,000.00			£ 2,000.00	bedo			
91	Oct-19 General waste bin x 3	steel compound Recreation ground	£ 1,335.00			£ 1,335.00	isp electrical			
92	Jan-20 CCTV x 4 & LED lights x 4	Town Hall	£ 2,662.00			£ 2,662.00	netcentral			
93	Feb-20 CCTV cameras x 5	Admiral Wby, Grosvenor Pk	£ 2,600.00			£ 2,600.00	taylor winmpy			
94	Apr-20 Litter bins x 2	Admiral Wby, Grosvenor Pk	£ 500.00			£ 500.00	taylor winmpy			
95	Apr-20 Bench	Queens Sq	£ 1,093.00			£ 1,093.00	dauid oallvie			
96	Jul-20 VE Day bench Seat	cemetary	£ 4,785.00			£ 4,785.00	teleshore			
97	May-20 Grave shoring	Town Hall office	£ 69.99			£ 69.99	viking			
98	Jul-20 HP printer	Town Hall office	£ 69.99			£ 69.99	viking			
99	Jun-20 HP Probook laptop	town hall	£ 560.00			£ 560.00	netcentral			
100	May-20 Litter/dog waste bins x 2	TBC	£ 318.00			£ 318.00	glasdon			
101	Jul-20 Lenovo tablet	town hall office	£ 459.99			£ 459.99	arops			
102	Jun-20 Tennis Court	Town Hall office	£ 119.99			£ 119.99	arops			
103	Feb-21 Various play equipment	Grosvenor Pk London Rd	£ 56,342.00			£ 56,342.00	taylor winmpy insurance purposes			
104	Feb-21 Heras fencing 40 panels	Grosvenor Pk London Rd	£ 22,960.00			£ 22,960.00	taylor winmpy insurance purposes			
105	Mar-21 Litter/dog waste bins x 6	various sites when needed	£ 1,395.00			£ 1,395.00	FeuseLUK			
106	Mar-21 Self-watering baskets x 28	Various	£ 2,842.00			£ 2,842.00	glasdon			
107	Mar-21 Kendoo meeting pro camera	Various	£ 782.00			£ 782.00	amberal			
108	Jun-21 speed braces	Town Hall	£ 666.00			£ 666.00				
109	Jul-21 Welfare unit	Cemetary	£ 315.00			£ 315.00	teleshore			
110	Aug-21 Floor cabinet 4 shelves	Welfare unit	£ 275.00			£ 275.00	Thurloe Nun			
111	Oct-21 Linsar 582 LED TV	Town Hall	£ 399.00			£ 399.00	Myhill			
112	Oct-21 Lockable bin notice board	Railway Station	£ 315.00			£ 315.00				
113	Dec-21 Dell Laptop	Town Hall office	£ 539.00			£ 539.00	Dell			
114	Feb-21 Compass litter bin	Cymet Dr	£ 264.99			£ 264.99	wybone			
115	Feb-21 Compass litter bin	Lomond Rd	£ 264.99			£ 264.99	wybone			
116	Feb-21 Compass litter bin	Norfolk Dr	£ 264.99			£ 264.99	wybone			
117	Feb-21 compass litter bin x 3	decoy common	£ 794.97			£ 794.97	wybone			
118	Feb-21 compass litter bin x 9	stock	£ 2,384.91			£ 2,384.91	wybone			
119	Jan-23 CCTV	public billets	£ 1,662.21			£ 1,662.21	netcentral			
120	Apr-23 plastic picnic benches x 4	various	£ 2,104.00			£ 2,104.00	broxap			
121	Aug-22 notice boards x 7	various	£ 8,238.54			£ 8,238.54	Henry Stebbing			
122	Aug-22 dog waste bins	various	£ 365.06			£ 365.06	glasdon			
123	Oct-22 Captains seat bench	various	£ 1,160.00			£ 1,160.00	nbb recycled			
124	Oct-22 Hyde Park bench	various	£ 1,030.00			£ 1,030.00	nbb recycled			
125	May-22 HP Probook laptop	town hall office	£ 645.86			£ 645.86	netcentral			
126	Jan-23 New Wheel Park	recreation Ground	£ 132,000.00			£ 132,000.00	Gravity Engineering			
127	Apr-23 CCTV Wheel Park	Recreation Ground	£ 5,541.00			£ 5,541.00	Net Central			
128										
129	TOTAL MUNICIPAL ASSETS		£ 625,200.36	£ 152,766.67	£ 39,879.00	£ 788,086.03				

A		C		I	J	K	L	M	N	O
Machinery Asset Register 31st March 2024		Location	Asset Cost/Value 31/03/2024	Asset Cost/Value 31/03/2024	Additions	Disposals	Asset Cost/Value at 31/03/2024	Notes		
1				31/03/2024						
2										
3										
4	Age/Date/Make									
5	Victorian? 1 pair cemetery gates	Cemetery								
6	01/09/06 Kango Hammer	Cemetery	£ 555.00				£ 555.00	New Old		
7	01/02/18 Leaf Blower BR600 Serial No 513596667	Cemetery	£ 370.00				£ 370.00	New Replaced stolen		
8	01/02/18 Hedge Trimmer STIHL 24" Model HS82R C-E 23" No.482359270	Cemetery	£ 340.00				£ 340.00	New replaced stolen		
9	01/02/18 Pole Pruner STIHL Serial No 03012018A	Cemetery	£ 130.00				£ 130.00	New Replaced stolen		
10	5+ Greenec Grassland 2.5m sifter	Recreation Ground								
11	4+ Greenec Grassland 2.5m Brush	Recreation Ground								
12	5+ Tomalin Fertiliser/Sprayer 250	Recreation Ground								
13	03/01/00 Hyltek/Titan Electric Fuel Pump	Recreation Ground								
14	03/01/00 Plastic Fuel Tank 2.500l	Recreation Ground								
15	02/01/00 Sealey 3 ton trolley Jack	Recreation Ground								
16	30/04/7 Water Bowser	Recreation Ground	£ 2,458.00				£ 2,458.00	Used Repaired following road accident - GWO		
17	16/09/2009 Riveter	Recreation Ground	£ 31.28				£ 31.28	No Value		
18	16/09/2009 Knapsack Sprayer	Recreation Ground	£ 100.00				£ 100.00	Scrapped		
19	Mar-11 Pasture Topper TR180/C2	Recreation Ground	£ 2,057.00				£ 2,057.00	vqc (Trade In Fall Mower)		
20	May-11 Belle Mini Electric Cement Mixer 110v M12B	Recreation Ground	£ 250.00				£ 250.00	Average condition		
21	Nov-11 Compressor Drapper	Recreation Ground	£ 155.00				£ 155.00	Good condition		
22	Feb-13 Sitter Blades	Recreation Ground	£ 845.88				£ 845.88	Worn		
23	Mar-14 Angle Grinder 2500w/230mm	Recreation Ground	£ 44.99				£ 44.99	Used		
24	Apr-14 Makita 18v combi drill with 101 piece acc kit	Recreation Ground	£ 149.99				£ 149.99	Not working		
25	Nov-14 Pressure washer SJ-08923TNS	Recreation Ground	£ 399.99				£ 399.99	Good condition		
26	Jan-16 Line Marker Topline TXE606	Recreation Ground	£ 650.00				£ 650.00	Worn		
27	Mar-16 Webang 56 pro mower	Recreation Ground	£ 832.50				£ 832.50	Used		
28	May-16 Trimax 320 snake mower 722-320-120-0002	Recreation Ground	£ 15,950.00				£ 15,950.00	Worn		
29	01/07/16 4720 Compact Tractor John Deere Reo AU59CHG LV4720E6800E	Recreation Ground	£ 15,205.00				£ 15,205.00	Traded		
30	Mar-17 Eliet SB Chippesipiro serial 41061557	Recreation Ground	£ 4,600.00				£ 4,600.00	Scrapped		
31	Jun-16 Makita 4 Angle Grinder-Bare serial 89836	Recreation Ground	£ 99.99				£ 99.99	Worn		
32	Dec-16 Fireball 75cd heater serial SJ09527N2	Recreation Ground	£ 240.00				£ 240.00	Used		
33	Feb-18 Autocut 25-2 KM-FS Serial 03112017A13	Recreation Ground	£ 95.00				£ 95.00	Not present		
34	Jun-18 Hyundai mini excavator 11155578 serial fhkhm0400000905	Recreation Ground	£ 16,750.00				£ 16,750.00	Used		
35	Jun-18 Manual hitch 111555690 D21419	Recreation Ground								
36	Jun-18 strickland buckets K1162461 serial R16-12/18/24/36	Recreation Ground								
37	Jun-18 Summer safe rack x 2 serial no. mh-ssr	Recreation Ground								
38	Aug-18 Various tools x 36	Recreation Ground	£ 1,998.00				£ 1,998.00	Used		
39	Aug-18 Various tools	Recreation Ground	£ 733.00				£ 733.00	Used		
40	Sep-18 for Williams tipping trailer K1163779 t2515	Recreation Ground	£ 328.00				£ 328.00	Used		
41	Sep-18 trailer ramps 8ft K1164862	Recreation Ground	£ 3,000.00				£ 3,000.00	Used		
42	Oct-18 Zero turn ride on vvc-r74866 toro serial 402800989	Recreation Ground	£ 325.00				£ 325.00	Used		
43	Oct-18 Zero turn ride on vvc-r74866 toro serial 402800972	Recreation Ground	£ 3,900.00				£ 3,900.00	Worn		
44	Jan-19 Trolley Jack se3000hlc	Recreation Ground	£ 3,900.00				£ 3,900.00	Worn		
45	Feb-19 Chainsaw serial 513295016	Recreation Ground	£ 280.00				£ 280.00	Not working		
46	May-19 Generator serial T6T1G0019030043207	Recreation Ground	£ 550.00				£ 550.00	Used		
47	Feb-21 Water pump + suction layflat hoses SJ04919/07321/07692	Recreation Ground	£ 356.00				£ 356.00	vqc		
48	Nov-21 Mitsubishi L200 Warrior pickup serial MMCJKL10JH014550	Recreation Ground	£ 19,248.66				£ 19,248.66	Used & worn DN68VBU		
49	Jul-21 Makita 10 piece kit 18v Li-ion with batteries charger 14TKIT-309	Recreation Ground	£ 1,008.00				£ 1,008.00	Used		
50	Sep-21 Hedge trimmers, mower, disc cutter, charger & adapter x 2	Recreation Ground	£ 5,066.00				£ 5,066.00	Used		
51	Oct-21 Pole pruner, battery x 4, Kombi x 2	Recreation Ground	£ 1,493.50				£ 1,493.50	Used		
52	AUG-22 WX10 Water pump serial WAGT-3057569	Recreation Ground								
53	Jun-22 New Holland Agri Boomer 50 Cab serial LSM0B50CJNLC11077	Recreation Ground								
54	Aug-22 Norfolk Trailers GH9461 serial 52098972	Recreation Ground								
55	Jul-22 Munch mower walk behind serial 220329098	Recreation Ground	£ 815.00				£ 815.00	New		
56	Jul-22 New Ferris Wright Stander sit on mower serial 124611DG	Recreation Ground	£ 9,585.00				£ 9,585.00	New		
57	May-22 Sihil Batteries x 2 serial 926045521926045523	Recreation Ground	£ 500.00				£ 500.00	New		
58	May-22 Classic Sprayer 15l x 2 serial B46250CP15	Recreation Ground	£ 260.00				£ 260.00	New		
59	Dec-22 Autocut Strimmer head serial SH-FA02-011-6800	Recreation Ground	£ 140.00				£ 140.00	New		
60	Dec-22 KVA 1355 serial 554407739	Recreation Ground	£ 316.00				£ 316.00	New		
61	Dec-22 AR L Carrying system for AR battery x 2 SH-4871-200-0001	Recreation Ground	£ 276.00				£ 276.00	New		
62	Dec-22 3000l Set Battery backpack set serial 195080780/195080784	Recreation Ground	£ 2,572.00				£ 2,572.00	New		
63	12/08/18 Dumperauto Barrow Used in Cemetery K1163227 serial DOEK11	Recreation Ground								
64	12/08/19 Digger bought 2nd hand 2005 serial 801649163	Recreation Ground								
65	12/08/18 MTD Lawnfline Ride on Mower K11623225	Recreation Ground	£ 250.00				£ 250.00	Traded in		
66	01/02/18 Kombi Engine serial 5132558153	Recreation Ground	£ 2,250.00				£ 2,250.00	Traded in advice 113355		
67	https://attibec.org.au/sites/default/files/ASSETS/2024/Machinery/Assets/Reg%2031st%20March%2024	Recreation Ground	£ 390.00				£ 390.00	new replaced stolen traded in		

A	C	I	J	K	L	M	N	O
	Location	Asset Cost/Value 31/03/2024	Additions	Disposals	Asset Cost/Value at 31/03/2024	Notes		
3								
67		£ 870.54	£ -	£ 870.54	£ -	Scrapped		
68		£ 250.00	£ -	£ 250.00	£ -	Readed in		
69		£ 185.00	£ -	£ 185.00	£ -	New replaced stolen traded in		
70		£ 345.00	£ -	£ 345.00	£ -	Traded in		
71		£ 425.00	£ -	£ 425.00	£ -	Traded in		
72		£ 315.00	£ -	£ 315.00	£ -	Traded in		
73		£ 999.00	£ -	£ 999.00	£ -	Traded in		
74		£ 999.00	£ -	£ 999.00	£ -	Traded in		
75		£ 340.00	£ -	£ 340.00	£ -	Traded in		
76		£ 215.00	£ -	£ 215.00	£ -	Traded in		
77		£ 12,850.00	£ -	£ 12,850.00	£ -	Insurance settlement		
78		£ 5,000.00	£ -	£ 5,000.00	£ -	Traded in		
79		£ 1,575.00	£ 1,575.00	£ -	£ 1,575.00	New		
80		£ 1,430.00	£ 1,430.00	£ -	£ 1,430.00	New		
81		£ 3,200.00	£ 3,200.00	£ -	£ 3,200.00	New		
82		£ 6,195.00	£ 6,195.00	£ -	£ 6,195.00	New		
83		£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00	Traded in Invoice 191192		
84		£ 430.00	£ 430.00	£ -	£ 430.00	New		
85		£ 245.00	£ 245.00	£ -	£ 245.00	New		
86								
87								
88								
89	TOTAL MACHINERY ASSETS	£ 132,792.32	£ 60,907.75	£ 48,935.70	£ 144,764.37			

Ms Anne Willett
Attleborough Town Council
Town Hall
Queens Square
Attleborough
Norfolk
NR17 2AF

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number [REDACTED]
Insured Attleborough Town Council
Business Parish / Town Council
Period of Insurance
From 18th June 2024
To 17th June 2025
and any other period for which cover has been agreed.

Renewal Premium £ 9,693.97

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number [REDACTED]
Long term agreement active until 18th June 2026
Preparation Date 03rd May 2024
Prepared by Mr Jonathan Meiseles
Policy Form Reference [REDACTED]

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Attleborough Football Clubhouse, Address, Station Road, Attleborough, Norfolk, NR17 2AS	£461,913.52	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Cemetery Chapel, Address, Queens Road, Attleborough, Norfolk, NR17 2BL	£185,787.81	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Thieves Lane Bowls, Address, Thieves Lane, Attleborough, Norfolk, NR17 2AP	£115,904.25	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Connaughts Bowls Club, Address, Station Road, Attleborough, Norfolk, NR17 2AS	£231,808.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Attleborough Pavilion, Address, Thieves Lane, Attleborough, Norfolk, NR17 2AP	£115,904.25	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Public Toilet and	£255,912.07	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Disabled Parking Spaces, Address, Queens Square, Attleborough, Norfolk, NR17 2AF									
7. Town Hall, Address, Queens Square, Attleborough, Norfolk, NR17 2AF	£1,317,826.04	N/A	£85,568.41	£0.00	£0.00	£3,665.42	£0.00	£0.00	£0.00
8. 12m x 3.6m Jackleg building with disabled w/c & kitchen, Address, Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF	£100,695.49	N/A	£0.00	£0.00	£14,606.85	£0.00	£0.00	£0.00	£0.00

For Premises: 8

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6 & 7

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 8

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Variable contents excess active:

Premises	Contents	Excess
Premises 7: Queens Square, Attleborough, Norfolk, NR17 2AF	Furniture, Fixtures & Fittings	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£50,000	12	N/A		£5,415	12

For Premises: 8

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Railings at Queens Square	£37,612.65	£250
Flagpole at Queens Square	£752.24	£250
Street Furniture	£23,249.73	£250
Bus Shelters	£18,438.22	£250
War Memorial/Monuments	£49,051.29	£250
Play Equipment and Surfaces	£398,724.96	£250
Trim Trail Equipment	£15,562.14	£250
Acoustic Fence	£15,562.14	£250
Civic Regalia	£17,678.67	£100
Garden Equipment	£77,410.47	£100
Market Stalls	£22,567.59	£100
Town Sign	£7,334.10	£100
Tubs and Planters	£14,666.74	£100
Hidden Museum Handsets	£21,184.32	£100
2 x SAM2 Speed Indicator Devices	£8,910.17	£100
MUGA	£76,072.50	£100
Fencing	£13,876.52	£100
Grave Shuttering	£5,999.03	£100
Market Trolley	£1,660.80	£100
2 x 20ft Hi-Cube Containers	£7,303.44	£100
2 x CCTV Cameras	£1,095.52	£100
2 Trail Cameras	£715.74	£100
Mini Excavator	£23,753.88	£100
4 Derby Bins and 4 Cambourne Benches at Grosvenor Park	£4,169.34	£100
1 Centenary Bench on Queens Square	£907.62	£100
1 Ifor Williams Trailer K1163779 + Trailer ramps K1164862	£4,715.31	£100
2 Toro mowers HDXS4850 with 122 cm	£11,061.50	£100

4 silhouettes from the British Legion to commemorate 100 years' war	£1,418.14	£100
5 x brown benches	£2,155.59	£100
Wheelchair	£496.36	£100
Close Pale Palisade Fencing	£14,869.83	£100
Circular Bench	£1,391.99	£100
Church Wall	£189,375.53	£100
Photocopier- Agreement Number A9239209/001	£6,884.19	£100
Welfare Unit at Recreation Ground	£25,047.40	£100
CCTV and Lighting at the Recreation Ground	£1,838.08	£100
Trimax Snake Mower	£21,320.91	£100
Play Equipment at London Road	£131,040.00	£100
Tennis Courts including surfacing fencing and nets	£75,315.04	£100
Various items and grounds equipment and tools	£6,574.66	£100
Makita 10 piece batteries tool kit	£1,309.48	£100
Ferris Wright Stander Mower	£13,419.00	£100
Mulch Mower	£1,026.90	£100
I For Williams Trailer	£3,843.00	£100
Wheel park at Recreation Ground	£138,600.00	£250
CCTV at Public Toilets	£2,094.12	£100
CCTV at Wheel Park Recreation Ground	£5,818.05	£100
Gold Bus Stop Shelter	£23,536.80	£100
New Misc Hort Towmate Trailer	£3,360.00	£100
Titan Myride Mower	£6,504.75	£100
Container for Foodbank outside toilets	£11,550.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The insurer shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor Vehicles

Insured Vehicle: All as described in Persons Entitled to Drive: the Certificate of Limitation as to Use: Motor Insurance	Cover: Section 22 A. Comprehensive
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Excess : Section 23	
Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party
Additional to any other Excess which applies	

Age and Inexperienced Driver Excess: Section 11		
(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150
Additional to any other Excess which applies		

Repair Limit:	£Nil
Section 12	

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit:	£150
Section 13	

Medical Expenses Limit:	£250
Section 14	

Additional Cover : Section 25

- U. Occasional Business Use
- V. Loss of No Claim Discount/Excess

Not Operative
 Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity: £100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity Guarantee

Persons Guaranteed: **Sum Guaranteed**
 All members and employees £500,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Volunteers

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Directors/Councillors

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Key Personnel

Key Personnel	Town Clerk	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease

b) deliberate exposure to unnecessary danger (except in an attempt to save human life)

c) racing of any kind other than on foot

d) air travel other than as a passenger in a licensed passenger carrying aircraft

e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.

f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- the amount of the debt exceeds £250 (incl VAT)
- the claim under this Part is made within 90 days of the money becoming due and payable
- the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- the recovery of money and interest due from another party where the other party intimates that a defence exists
- any claim relating to:
 - any settlement payable under an insurance policy
 - any lease, licence or tenancy of land or buildings
 - any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
 - any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

8h)

A/c Code		4023 Subscriptions			Annual Budget	2,500
Centre		101 Administration			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/04/2023	415	Journal	Norfolk Parish Train' Sub	535.00	
1	01/04/2023	415	Journal	Pear Tech Tech Support	90.00	
1	03/04/2023	STD ORD	Cashbook	Norfolk County Playing Fields	1.00	
2	22/05/2023	BACS	Cashbook	Membership Bronze CAN	20.00	
2	22/05/2023	BACS	Cashbook	annual membership, mary poppin	198.40	
2	22/05/2023	BACS	Cashbook	annual membership ICCM	95.00	
2	22/05/2023	BACS	Cashbook	annual membership NAGMA	384.00	
4	07/07/2023	DD	Cashbook	Annual Subscription ICO	35.00	
9	07/12/2023	BACS	Cashbook	Decoy Common Rent	50.00	
9	07/12/2023	BACS	Cashbook	Licence fee Hotel Transylvania	46.20	
9	07/12/2023	BACS	Cashbook	Licence fee Monsters Inc.	37.80	
10	11/01/2024	BACS	Cashbook	Music Licence Town Hall	572.46	
12	04/03/2024	DD	Cashbook	Peninsula Business Services Lt	184.38	
12	18/03/2024	DD	Cashbook	Doodle.com subscription	73.59	
12	21/03/2024	DD	Cashbook	Peninsula Business Services Lt	186.11	
12	31/03/2024	422	Journal	Norfolk Parish Training		545.00
12	31/03/2024	422	Journal	Pear technology Subs 24/25		90.00
		Account Subscriptions		Account Totals	2,508.94	635.00
		Centre Administration		Net Balance Month 12	1,873.94	



G F Atthowe Builders Ltd

2a Cyprus Street
Norwich
Norfolk
NR1 3AX

Tel: 01603 623742

Mobile: 07917 869389 or 07917 822940

Email: jeff@gfatthowe.co.uk

keith@gfatthowe.co.uk

Attleborough Town Council
Town Hall
Queens Square
Attleborough
NR17 2AF

3rd May 2024

Quotation: Attleborough Church Boundary Wall

Following my visit to the above I list my quotation below:

Option 1:

Take down wall and rebuild in same position, including repairs to railing: £14750.00

My view: The wall will start moving again in around 5 years.

Option 2:

Take down wall, cast new foundation and rebuild wall.
Including repairs to railing: £21502.00

My view: This is my preferred option. There is also an option to move the wall further onto footpath.

Option 3:

I don't believe this option is cost effective and will not be better than option 2.

Clerks Report - April 2024

Town Hall improvements

There are still some quotes to receive but it is envisaged that the report will be able to be issued to the relevant committee after the Annual Town Council Meeting.

Open Spaces Consultation

The public consultation for Open Spaces has closed and the Clerk is in the process of collating the responses.

Human Resources

New draft policy Capability Policy and the draft Employee Handbook are due to be issued for approval at the Annual Town Council Meeting, bringing the procedure in line with current legislation and up to date initiatives. The Town Council has welcomed a new Grounds Man, Tyrone. Reg the caretaker resigned in mid-April. He is thanked for his 7 years' service. The interview process for a new Caretaker took place on Wednesday 8th May.

Book Sale – The Book Sale held on 12th to 14th April in the Town Hall raised £573.07 The Borneo Girls also raised £270 for their cake sale. There was a really good turnout, and the event was served by a team of Councillors, and volunteers, also supported by the members of grounds and administration staff. Thanks to all who contributed their time.

Town Council maintenance of open spaces

The grass cutting season is now well underway and the areas are already looking well kept and pleasant. The athletics track has been white lined using the new equipment. The Bloomers have planted up the tubs and they are being watered by the grounds team. The new oak slats for the Old Post Office benches were delivered on Tuesday 7th May and the grounds team will be getting these ready to be installed in a short while.

Jubilee Wood

The Clerk is due to submit a statement to Breckland Planning to request the open space is renamed Woodland and Mini Country Park. Once received the developer Hill Group will submit their application to vary the S106 Obligation. It is hoped to arrange a site meeting for all interested parties to walk the site and enter into the next stage of the open space development. Now is the time to engage with the Norfolk Wildlife Trust and form a voluntary group.

Scouts Lease

The Scouts Lease is in the hands of a new solicitor and it is hoped that this can be put to the Scouts and the Town Council for approval within a few weeks. Megan Free our Partnership Liaison Officer with Breckland is also helping the Scouts with grant finding and any planning assistance. Quotes are being sought to tarmac the unmade road leading up to the Scouts, Football Clubhouse and Connaught Bowls Club.

New Town Signs

The new Town signs are on order with Norfolk County Council and they will shortly be installed.

12)

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S
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Cemeteries & Crematoria



Parks & Leisure



Environmental Solutions

Attleborough Town Council

Date: 08.02.2024

Quote No: CDS-CC-2246

Project: Future project - Attleborough cemetery extension

Fee Proposal

Product name and additional info	Quantity	Unit	Price	Sum
Site Searching Assessment				6 262.50
A.0 Determine scope of site searching with client	1	pcs	0.00	0.00
No cost. Scope was agreed on phone call with Sharon (Town Clerk) on 08.02.24 5 acre site - to cater for a 100 year site. To review Attleborough settlement boundary and 1 mile outside of the boundary.				
A.1 - Environmental Screening Exercise	1.5	day	750.00	1 125.00
To define the optimum area for a cemetery. Review of environmental factors with respect to cemetery development within the Attleborough local authority area and up to 1 mile from the local authority area boundary. This will highlight highly unsuitable areas to avoid at the earliest stage.				
A.2 - Site Search Criteria	0.75	day	750.00	562.50
Establish a site search criterion (i.e. access, site size, geology, local plan policies/designations and public transport), to identify land suitable for a burial ground.				
A.3 Site Identification	3	day	750.00	2 250.00
Using software, identify circa 10 sites in private ownership and assess against the criteria from A.2. This includes any sites provided by the council to review specifically				
A.0-A.3 Reporting and Client Presentation	2.5	day	750.00	1 875.00
Reporting of A.0-A.3 + 1 no. client presentation				
A.0 - A.3 - Project Management	0.5		900.00	450.00
Peer review, administration fees and sign off by senior team.				
Subheading subtotal:				6 262.50
Landowner Contact				0.00

The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS

Phone: 01525 864387
Company Reg No: 05048077
VAT Reg No: 836450425

BACS to: The CDS Group Ltd
Bank Name: Lloyds Bank
Bank Account No: 83422268
Sort Code: 30-91-87

C
D
S



Cemeteries & Crematoria



Parks & Leisure



Environmental Solutions

Product name and additional info	Quantity	Unit	Price	Sum
Following breakpoint and council review.				
Landowner Letters	0	day	750.00	0.00
Issue landowner letters to those sites which council approve to take forward. To follow up with another letter 2 weeks after first issue.				
Price to be issued based on number of landowners to contact (@£750/day - to be agreed with the client first.)				
Price not included				
Conduct Initial Discussions with Landowner to understand interest,	0	hour	100.00	0.00
This does not constitute land negotiation, as this would need to be undertaken by a surveyor, however it will provide the council with an indication as to which land can be brought forward for formal discussions. To be priced at £100p/hr - to be prior agreed with client.				
Price not included				
			Subtotal:	6 262.50
			Tax (20%):	1 252.50
			Total (GBP):	7 515.00

The quotation is provided subject to the acceptance of the terms and conditions attached to the quotation provided by CDS. Acceptance of our terms and conditions will be assumed to be approved unless a written notice is provided to the contrary. The reader should pay attention to any specific inclusions/exclusions which are highlighted in the covering letter attached to the quotation, which may alter the standard terms and conditions.

Quotes remain valid for a period of 90 (ninety) days from date of issue. Should works related to this quotation be sought after this time, prices shall be reviewed.

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Building 51, Wrest Park
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MK45 4HS

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Sort Code: 30-91-87

Thanks Sharon – we're now in a position to quote for this, hopefully not too late for your meeting deadline.

The cost for our input would be **£7,650+VAT**, there would also be a need for Plandicil's input, which we would manage, at a cost of £3,000+VAT, see below for further details.

This includes:

1. Policy review relating to the cemetery extension, which will include identifying criteria for potential sites **£750+VAT**
2. Engagement with Breckland Council and neighbouring parish councils, to include initial contact and liaison to gain feedback **£600+VAT**
3. Identification of potential sites, including review of previous call for sites and review of searchland mapping software **£2,250+VAT**
4. Initial screening of sites against agreed criteria and planning constraints (informed by the policy review), including site visit to each **£2,000+VAT**
5. Identification of landowners for sites that meet the screening criteria and engagement with them to determine if they are willing to put their land forward for the cemetery extension **£1,200+VAT**
6. Based on the screening, discussion with TC and engagement with landowners shortlist up to 5 potential sites **£250+VAT**
7. Detailed desk-based review of flooding, drainage, geological and hydrological constraints for the identified sites (to be undertaken by Plandicil who have specialist knowledge in relation to this) **£3,000+VAT payable directly to Plandicil, based on there being 5 sites.**
8. Final report and presentation to include recommendations and shortlist of potential sites should any be suitable **£600+VAT**

Meetings, for example with the Town Council or neighbouring parishes should they be required will be charged at **£250 each**, chargeable as and when required.

Further detailed investigatory work may be required following this, but Plandicil would advise against carrying out site investigations until a specific site has been identified. These investigations usually start at £5,000+VAT and would involve works such as trial pits to consider drainage options. Do come back to us if you have any questions.

Best wishes

Louise

Louise Cornell

Collective Community Planning

T: 01603 972553

E: louise@collectivecommunityplanning.co.uk