



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

Minutes of the Annual Meeting of the Attleborough Town Council

Held on Monday 13th May 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 T Ashby Cllr S Fraser Cllr T Taylor Cllr N Thwaites Cllr G Dalton

In attendance – Sharon Smyth – Town Clerk

Anne Willett – Clerks Assistant (minute taker)

Public x 16

001.24) Mayors Welcome – Cllr Tyrer welcomed everyone and said it has been a privilege and an honour to serve as Mayor and thanked Cllrs for their support as well as Town Clerk for helping to provide a stable capable Town Council...

002.24) Election of Chairman/Town Mayor for the Municipal Year 2024-2025

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

RESOLVED – after a unanimous vote to elect Cllr T Taylor Chairman/Town Mayor for the Municipal Year 2024-25.

003.24) Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2024-2025

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

RESOLVED – after a unanimous vote to elect Cllr Ashby Deputy Chairman/Town Mayor for the Municipal Year 2024-25.

004.24) Apologies for absence – None received

Cllr Mackinnon had emailed her apology for her conduct at the last meeting and now given her resignation.

005.24) Declarations of Interest

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

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

Cllr Fraser – Item 8a

006.24) Public Participation –

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

007.24) Minutes of the Town Council meeting held on 8th April 2024 –

On the motion of Cllr Tyrer, seconded by Cllr De Souza, it was,
RESOLVED – to accept and approve the minutes of the Town Council meeting held on 8th April 2024

a) Minutes of the Annual Town Assembly meeting held on 15th April 2024

On the motion of Cllr Thwaites, seconded by Cllr Tyrer, it was
RESOLVED – to accept and approve the minutes of the Annual Town Assembly meeting held on 15th April 2024 with the amendment to add Cllr Dales apologies.

ACTION: TOWN CLERK

Cllr Fraser leaves the meeting

008.24) Financial Matters

a) To authorise payments –

On the motion of Cllr S Taylor, seconded by Cllr Wenham, it was,
RESOLVED - to accept and approve the following payment list dated May 2024
Total £12,153.87

Cllr Fraser returns to the meeting

b) To agree direct debits –

On the motion of Cllr J Taylor, seconded by Cllr Thwaites, it was,
RESOLVED - to approve and accept the direct debit list dated May 2024 Total £31,587.54

c) To receive Income –

On the motion of Cllr Dale, seconded by Cllr Wenham, it was,
RESOLVED - to approve and accept the income list for April 2024 Total £351,346.86

d) Petty cash – Noted for information

e) Income & Expenditure March & April 2024 – Noted for information

f) Asset Register

On the motion of Cllr Tyrer, seconded by Cllr Ashby, it was,
RESOLVED – to accept and approve the Asset Register

g) Insurance Schedule

On the motion of Cllr Tyrer, seconded by Cllr Thwaites, it was
RESOLVED – to accept and approve Insurance Schedule

h) Subscriptions –

On the motion of Cllr Tyrer, seconded by Cllr Dalton, it was
RESOLVED – to accept and approve Subscriptions

l) Church Wall Quotation–

On the motion of Cllr Westby, seconded by Cllr Tyrer, it was
RESOLVED – to accept quotation for Option 2 £21,502

ACTION: TOWN CLERK

009.24) Councillors Reports

- Cllr Tyrer had attended ADP meeting along with Cllr Westby, the concept is to develop the Town going forward and the meeting was very positive. Cllr Ashby had also attended and felt confident as well.
- Cllr S Taylor attended Breckland meeting, also held a Councillor surgery not much to report from District other than blocked ditches and some car parking strategies, the hole at the top of Chapel Rd the Clerk has been acting on, together with Cllr Ashby we spoke about funding for a disabled resident, Cllr T Taylor and I are still working on extra facilities for children with special needs.

010.24) Clerks Report

- Town Hall improvements - flooring swatches are available
- In process of collating Open Spaces responses
- Policies being approved on the agenda tonight
- Book Sale raised £573.07, and Borneo Girls raised £270 from cake sale
- Grounds Team underway with their maintenance of open space areas, Bloomers been busy planting up tubs, and old Post Office benches are nearly ready to be reinstalled
- Statement due to be submitted to Breckland Planning requesting open space renamed Woodland and Mini Country Park
- Working on Scouts Lease
- New Town signs on order

011.24) Bar Lease - To Ratify Members Majority Email Responses Agreeing to change from 7 to 14 Days

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was **RESOLVED** – to ratify the change.

ACTION: TOWN CLERK

012.24) Cemetery Land Proposals –

The Clerk explained at the previous Planning and Highways meeting 2 quotations had been discussed and it was recommended to accept CDS quotation for £6,262.50 + vat

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

RESOLVED – to accept recommendation of the Planning and Highways Committee.

ACTION: TOWN CLERK

013.24) Large Grant Application

- a) Attleborough Town Football Club

The Clerk explained to members there was a slight complication of not having received all bank account statements and recommended to wait for the next set of full certified accounts.

- b) Gaymers Bowls Club

It was discussed that there was scope to amend the Grant Budget, and this would be an agenda item for June meeting before any further Grant Applications.

On the motion of Cllr Tyrer, seconded by Cllr De Souza it was proposed £5000 2 votes

On the motion of Cllr Ashby, seconded by Cllr S Taylor it was proposed £4000 10 votes

Second motion £4000 carried and to advise of Match Funding Scheme.

ACTION: TOWN CLERK

014.24) 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

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

RESOLVED – to accept and approve en bloc the Committee Terms of Reference.

ACTION: TOWN CLERK

015.24) Committee Members for the municipal year 2024-2025

To nominate members for the following committees:

- a) Environment (Renamed Opens Spaces) – Cllr T Taylor, Cllr Westby, Cllr Wenham, Cllr S Taylor, Cllr Tyrer, Cllr Dale, Cllr J Taylor, Cllr Fraser, Cllr Reynolds, Cllr Dalton, Cllr Thwaites.
- b) Standing Order Review – Cllr T Taylor, Cllr Westby, Cllr Ashby, Cllr Tyrer, Cllr De Souza, Cllr Dalton.
- c) Jubilee Woodland Committee – Cllr Reynolds, Cllr Dalton, Cllr Tyrer, Cllr Fraser, Cllr S Taylor, Cllr Wenham, Cllr T Taylor.
- d) Personnel Committee (2023-2027) – Cllr Ashby, Cllr T Taylor, Cllr Tyrer, Cllr Westby, Cllr Dale.
- e) General & Purposes and Finance - Cllr T Taylor, Cllr Fraser, Cllr Westby, Cllr S Taylor, Cllr Tyrer, Cllr Thwaites.
- f) Planning & Highways – Cllr T Taylor, Cllr Westby, Cllr Dale, Cllr Reynolds, Cllr Tyrer, Cllr Thwaites.

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

RESOLVED – to accept and approve en bloc the above Committee Members.

ACTION: TOWN CLERK

016.24) Scheme of Delegation to Consider for Attleborough Town Council -

This will be added to the agenda for June meeting

ACTION: TOWN CLERK

017.24) To consider the Council's eligibility to exercise the General Power of Competence for the ensuing term of office -

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

RESOLVED – to accept Council's eligibility to exercise the General Power of Competence for the ensuing term of office.

ACTION: TOWN CLERK

018.24) Annual Review of the Effectiveness of Internal Controls -

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

RESOLVED – to accept Annual Review of the Effectiveness of Internal Controls

ACTION: TOWN CLERK

019.24) Meeting Schedule for Ordinary Meetings for the municipal year 2024-2025

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

RESOLVED – to accept Meeting Schedule for Ordinary Meetings for municipal year 2024-2025

ACTION: TOWN CLERK

020.24) Representatives on outside bodies Municipal Year 2024-2025

To nominate members for outside bodies:

- Attleborough Development Partnership -Cllr Westby, Cllr Tyrer, Substitute Cllr S Taylor
- Attleborough Health, Care and Well Being Trust – Cllr Dalton
- Attleborough Charities – Cllr Dale
- Banham Poultry – Cllr Dale, Cllr Ashby
- Community Emergency Coordinator (Reaffirm) – Cllr T Taylor, Deputy Cllr Fraser, Others Cllr Dale, Cllr De Souza

- East Harling Internal Drainage Board – Cllr Westby
 - SNAP Police Liaison – Cllr T Taylor, Cllr De Souza.
- On the motion of Cllr Dale, seconded by Cllr Fraser, it was
RESOLVED – to appoint en bloc the above representatives on outside bodies for municipal year 2024.25

ACTION: TOWN CLERK

021.24) 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**

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

RESOLVED – to accept and approve en bloc all the above documents recently reviewed by SORC.

ACTION: TOWN CLERK

022.24) Employees Handbook -

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

RESOLVED – to accept and approve Employees Handbook

ACTION: TOWN CLERK

023.24) Public Participation (10 Minutes) –

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

024.24) Items for Next Agenda –

Councillor Co-Option

Scheme of Delegation

Meeting closed 8.10pm

Public Participation 1st Session

- Item 11 on the agenda was queried
- The Clerk responded she was going to verbally report

Public Participation 2nd Session

- Resident congratulated Cllr T Taylor and Cllr Ashby on becoming Town Mayor and Deputy Mayor. Also queried would both councillor vacancies be on June meeting agenda.
- Clerk confirmed second vacancy would be on agenda for July meeting.
- It was queried if Emergency Plan was on website
- The new website is imminent, and content should be more easily found
- Other queries included bin in layby on London Rd, TIC move to Library, Crossing on Queens Rd, and Bank hub. Town signs/Dodds Road signs.
- Crossing no further forward but it is coming, unfortunately because we have a Nationwide, we do not qualify for a bank hub. Town signs coming.
- The Clerk will look into a 30-mph sign for Queens Road.