



# Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the Annual Meeting of the Attleborough Town Council  
Held on Monday 3<sup>rd</sup> June 2024 at 7.00pm.  
Held at the Town Hall, Queens Square.**

**Present:**

Cllr T Taylor - presiding  
Cllr S Taylor   Cllr V Dale   Cllr A Westby   Cllr De Souza  
Cllr N Thwaites   Cllr G Dalton   Cllr S Fraser   Cllr T Ashby  
In attendance – Sharon Smyth – Town Clerk  
Public x 13

**025.24) Mayors Welcome** – Cllr T Taylor opened the meeting and welcomed everyone.

**026.24) Apologies for absence** –

Cllr Tyrer, Cllr Reynolds, Cllr Wenham, Cllr J Taylor

**027.24) 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 7a

**028.24) Councillor Vacancy for Co-Option**

A brief introduction was given by each of the two applicants, members then proceeded to carry out a paper ballot vote, the Clerk announced the person elected by a majority vote was Mr Daniel Burcham who proceeded to sign his Declarations of Acceptance and joined the members at the table for the remainder of the meeting.

**029.24) Public Participation** –

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

**030.24) Minutes of the Town Council meeting held on 13<sup>th</sup> May 2024** –

On the motion of Cllr De Souza, seconded by Cllr Dalton, it was,

**RESOLVED** – to accept and approve the minutes of the Town Council meeting held on 13<sup>th</sup> May 2024

**ACTION: TOWN CLERK**

Cllr Fraser leaves the meeting

**031.24) Financial Matters**

a) To authorise payments –

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

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

Total £49,895.36

**b) To agree direct debits –**

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

**RESOLVED** - to approve and accept the direct debit list dated June 2024 Total £27,206.80

**c) To receive Income –** to approve and accept the income list for May 2024 Total £3,766.50

**Unresolved**

**d) Petty cash –** Noted for information

Cllr Fraser returns to the meeting

**e) Revision of Grants Budget**

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

**RESOLVED** - to increase the Grants Budget to £60,000

**f) Virements to Earmarked Reserves**

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

**RESOLVED** – to accept the virements to Earmarked Reserves with amendment of £20,000 added to Grants Budget.

**ACTION: TOWN CLERK**

**032.24) Conclusion of Financial Year 2023-24**

**a) Internal Audit Report for the year ended 31 March 2024**

On the motion of Cllr De Souza, seconded by Cllr Ashby, it was

**RESOLVED** – to accept and approve Internal Audit Report for the year ended 31 March 2024.

**b) End of year financial reports 31 March 2024**

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

**RESOLVED** – to accept and approve End of year financial reports 31 March 2024

**c) Completion of Annual Return 31 March 2024**

- **Section 1 – Annual Governance Statement for Attleborough Town Council**
- **Section 2 – Accounting Statements for Attleborough Town Council**

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

**RESOLVED** – to accept and approve Completion of Annual Return 31 March 2024

Section 1 – Annual Governance Statement for Attleborough Town Council

Section 2 – Accounting Statements for Attleborough Town Council

**033.24) Councillors Reports**

- Cllr S Taylor reported she was pleased to see an item on the agenda that ward members had been working on. I have liaised with Cllr Ashby regarding helping a resident but unfortunately that's been put on hold due to circumstances beyond residents' control. I have attended Overview & Scrutiny and Cllr T Taylor has attended General Purposes and Cllr Ashby has been busy and Cllr Fraser has been supporting us all.

**034.24) Clerks Report**

- Still working on Town Hall improvements back kitchen door and double doors have been ordered. Improvements to disabled toilet completed with new alert system. Front door intercom system working well and has been extended to top floor.
- Open spaces consultation has been reported to Open Spaces Committee and will be available on our new website and results shared with Breckland Council.
- The Town Hall has welcomed a new caretaker who is settling in very well.
- Grounds team have painted bus shelter at Queens Square Cyprus Road shelter will also be painted and two benches have been refurbished and replaced outside the 'Old Post Office'.

- The Town Council will soon be putting its own digital notifications onto digital board at the Queens Square bus stop.
- The new style website is going live on Wednesday 5<sup>th</sup> June.
- Cllr S Taylor thanked the Clerk for all the improvements to the Town Hall, a resident had been in contact who is a regular user and was very grateful for the work that has been carried out so far. Cllr T Taylor informed members quotations were coming in all the time and more improvements would follow and also thanked the Grounds team for their work on the benches which had been a hot topic in the town.

**035.24) Scheme of Delegation to Consider for Attleborough Town Council -**

The Clerk confirmed she would delete the referral to Broadland and thanked the resident for bringing it to her attention.

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

**RESOLVED** – to accept and approve the Scheme of Delegation with the amendments that had been pointed out.

**ACTION: TOWN CLERK**

**036.24) Breckland Electoral Review** – Noted for information

**037.24) Public Participation (10 Minutes)** –

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

**038.24) Items for Next Agenda** – None

**039.24) Exclusion of Press & Public**

On the motion of Cllr Thwaites, seconded by Cllr Fraser, 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.

**040.24) A Matter Relating to Youth Provision in Attleborough -**

Councillors had a discussion relating to Youth Provision in the Town.

All Cllrs were in favour of supporting the project.

On the motion of Cllr Dale, seconded by Cllr De Souza, it was

**RESOLVED** - to take the project forward to include all facilities.

6 Votes in favour

4 Abstentions Cllr T Taylor, Cllr S Taylor, Cllr Ashby, Cllr Fraser

Meeting closed 8.10pm.

### Public Participation 1st Session

- Cllr Burcham was congratulated by his proud mother
- It was queried what experience the internal auditor had regarding Item 8 on agenda and Item 11 Scheme of Delegation urged Cllrs to think carefully as in some past instances led to too much power and look carefully before accepting document.
- The Clerk responded that she would need to come back with a detailed explanation on Internal Auditor. The Clerk explained she had adapted The Scheme of Delegation, and it was an oversight that some wording had been left in error. If approved the document would be amended.
- Resident queried settlement agreement from May 2021 where £20,000 was awarded. On a condition of this payout £10,000 would be paid to local charity or project, AttCare was mentioned. No information has been given out where that money has gone.
- Cllr T Taylor confirmed Council and residents had not received an update as on discussion with her solicitor, the Council and residents have no express right to know and if I wanted to share that it would be due to the generosity of my heart. It still remains my intention to choose AttCare as my charity to support although the timescales are under review with my solicitor, so while no contributions have yet been committed it is still the intention and I do not think at this point I have any more to say on that. Yes, I do, it was not a payout it was compensation for how poorly I was treated.

### Public Participation 2nd Session

- Resident queried minutes of previous meeting during public participation had referred to Dodds Road Sign
- The Clerk confirmed this would be amended.
- Bus Shelters were also queried
- The Clerk confirmed Megan Free was looking into this in particular any highways' issues. Cllr S Taylor enquired about the matching funding Parish Partnership Scheme that should be available during June.
- Grants budget queried regarding whether it will be distributed evenly throughout the year.
- This would be discussed at General Purpose & Finance Committee
- Resident queried if Homes England site would go ahead
- Cllr T Taylor confirmed it may be some time before any progress made.
- The word delegation and its meaning were queried
- It is a reaffirmation of the powers Councillors and the Clerk have, useful in extreme circumstances if there was a threat to services i.e. mass resignation the Council and the services it provides could still function.
- How much can you spend with authorisation from the Council on your own merit
- £5,000 in consultation with Council during an emergency or £1,000 discretionary spend under normal circumstances.