



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council
General Purposes & Finance Committee
Held on Monday 17th June 2024 at 8.00 pm.
Held at the Town Hall, Queens Square.**

Present:

Cllr S Taylor – presiding.
Cllr A Westby, Cllr Thwaites,
Cllr Fraser, Cllr T Taylor,
In attendance – Sharon Smyth - Town Clerk
Anne Willett- Clerks Assistant – Minute Taker
Public x 4

001.24) To Elect a Committee Chairman

On the motion of Cllr Fraser, seconded by Cllr Thwaites, it was
RESOLVED – to elect Cllr S Taylor as Committee Chairman

002.24) To Elect a Committee Vice Chairman

On the motion of Cllr S Taylor, seconded by Cllr T Taylor, it was
RESOLVED – to elect Cllr Westby as Committee Vice-Chairman

003.24 Welcome and Housekeeping – Cllr S Taylor welcomed everyone to the meeting

004.24) Apologies for Absence

Cllr Tyrer – No apologies received

005.24) Declarations of Interest

- a) To receive and consider declarations of interest; Cllr Fraser – Item 9 and 10c
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –
None

006.24) Public Participation – None

007.24) Finance

- a) Budget vs actual figures to date – Noted
- b) To monitor the Council's reserves – Noted
- c) Town Council's Asset Register – Noted
En Bloc taking Clerks advice for the above

d) Town Hall Project 2024 –

After a discussion regarding suitable colour scheme

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

RESOLVED to accept the quotation from Hopkins Flooring £4,991 a darker red for carpeting and to request additional samples from Hopkins Flooring for wood flooring.

ACTION: CLERK

Further discussion took place regarding kitchen refurbishment and exterior decorating.

It was agreed to present designs for kitchen to Councillors at next meeting.

On the motion of Cllr T Taylor, seconded by Cllr Thwaites, it was

RESOLVED – to accept quotation from Rob Dixon £2,200 for external decorating.

ACTION: CLERK

It was agreed to defer the doorway to enable the Clerk to obtain for the next meeting pricing for making doorway wider and automatic doors and contact the Conservation Officer to arrange a site visit and ask for confirmation in writing the work can be carried out on a listed building. Cllr T Taylor informed members that the stairlift and lift was not a viable option, and an alternative would be to have Reception office moved downstairs.

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

RESOLVED - to suspend further enquiries regarding lift repair and installing a stair lift and start focusing on moving an office downstairs.

ACTION: CLERK

008.24) Town Market Matters

The Clerk explained this was on agenda as a standing item. Cllr S Taylor stated there were no issues with Market, but it would be nice to attract a street food vendor perhaps once a month. Swaffham and Diss have fantastic markets it would be good to try and improve our market so it may be helpful to contact their Clerks to discuss how they achieve their success.

ACTION: CLERK

Cllr Fraser leaves meeting

009.24) Sub-Contractor Caretaker – to review

On the motion of Cllr Thwaites, seconded by Cllr T Taylor, it was

RESOLVED - to defer for discussion at next Personnel Meeting more appropriate, keep on a rolling basis until then.

ACTION: CLERK

Cllr Fraser returns to meeting

010.24) Purchase Requests –

a) Additional vehicle for Grounds Staff

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

RESOLVED – in principle accept request for additional vehicle for Grounds Staff with the administration to seek quotes for comparable vehicle

b) Two monitors for the Clerk and Assistant Clerk

On the motion of Cllr T Taylor, seconded by Cllr Thwaites, it was

RESOLVED –to approve two monitors @ £65 each.

ACTION: CLERK

Cllr Fraser leaves meeting

c) Laptop for Caretakers use (Cllr Fraser leaves the meeting).
On the motion of Cllr T Taylor, seconded by Cllr Thwaites, it was
RESOLVED – to approve laptop

ACTION: CLERK

Cllr Fraser returns to meeting

011.24) Second Public Participation (10 Minutes)

- Member of public agreed any access to the stairs would be a problem if the power failed or a fire started. You would need to evacuate people which would be difficult so would be in agreement with moving office.
- It was suggested that the Council investigate the possibility of having a Farmers Market once a month on a Saturday.
- The Clerk raised the public order being for a Thursday, but it was agreed that an extra one could be applied for or alternatively hold on Queens Square.

012.24) Items for the next Agenda

Risk Register,
Member Training,
Bank Reconciliation (August),
Bar and Licensing,
Terms of Reference
Microphones for tables

Meeting Closed 9pm