



# 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 15<sup>th</sup> July 2024 at 6.30 pm.  
Held at the Town Hall, Queens Square.

Present:

Cllr S Taylor – presiding.  
Cllr A Westby, Cllr N Thwaites, Cllr V Dale,  
Cllr S Fraser, Cllr T Taylor,  
In attendance – Sharon Smyth - Town Clerk  
Anne Willett- Clerks Assistant – Minute Taker  
Public x 5

**013.24 Welcome and Housekeeping** – Cllr S Taylor welcomed everyone to the meeting and apologised for the late start.

**014.24) Apologies for Absence**

Cllr Tyrer – Code 3

**015.24) Declarations of Interest**

- a) To receive and consider declarations of interest – None received
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received.

**016.24) Public Participation** – No public wished to speak.

**017.24 Minutes of the Meeting dated 17<sup>th</sup> June 2024 –**

On the motion of Cllr T Taylor, seconded by Cllr N Thwaites, it was  
**RESOLVED** – to accept the minutes of the meeting held on 17<sup>th</sup> June 2024.

**ACTION: CLERK**

**018.24 Terms of Reference –**

On the motion of Cllr T Taylor, seconded by Cllr Westby, it was  
**RESOLVED** - to accept recommendations for the amendment as Clerk presented and have ratified at next full council meeting as an item immediately prior to the item for extra members to be added.

**ACTION: CLERK**

**019.24 Council Risk Register –**

On the motion of Cllr T Taylor, seconded by Cllr Fraser, it was  
**RESOLVED** - to accept and adopt Council Risk Register.

**ACTION: CLERK**

### **020.24) Finance**

a) Budget vs actual figures to date – to monitor at this time

b) Town Hall Project 2024 –

Cllr T Taylor suggested Cllr S Taylor liaise with Clerk regarding kitchen design and bring back recommendations to Committee. The Clerk had consulted the conservation officer about refurbishment to the Town Hall and would be taking his advice and also informed members external decorating to Town Hall would start 29<sup>th</sup> July keeping as near to the current shade of green. There was a brief discussion regarding rear car park.

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

**RESOLVED** – Clerk to explore costs for drop down posts, re-surfacing, and additional lighting for rear car park.

c) Review of Allotment Fees –

There was a brief discussion about having a set rate fee for all allotments.

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

**RESOLVED** – to accept the 10% increase but in readiness for the next review undertake a site meeting at all three allotments sites to gauge comparable costs and bring all three sites in line.

Cllr S Taylor requested Chapel Road and Queens Road allotment tenants forewarned their rents may be increased to become comparable with Grosvenor Park Allotments.

d) Review of Cemetery Fees

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

**RESOLVED** - to not increase Cemetery fees for the time being.

**ACTION: CLERK**

### **021.24) Town Market Matters**

The Clerk informed members she had approached the market towns for information on how to increase market stall holders and was working on the information she had received from Watton.

**ACTION: CLERK**

### **022.24) Purchase Requests –**

a) Microphones for table

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

**RESOLVED** – to defer to the next meeting

**ACTION: CLERK**

### **023.24 Member Training –**

Cllr S Taylor suggested that when a Committee agenda allowed group training could be scheduled as most Cllrs would be present and would be very beneficial.

### **024.24 Bar and Licensing –**

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

**RESOLVED** – for the Clerk to undertake DPS training and to obtain a Personal Licence.

### **025.24 Heritage Matters –**

The Clerk informed members the Heritage Group are looking to adopt and take ownership of the signal box. A letter would be sent to Railway to express the Town Council's support of this.

**026.24) Second Public Participation (10 Minutes)**

- Signal box comes under Network Rail. Also, market traders keen for a Saturday or Sunday market perhaps once a month. The Clerk will explore this option.
- It was queried Thetford discussing 20 million investment funds from Central Government
- There is currently none for Attleborough at the moment, However, with change of Government this is unknown, so at District level we are still waiting to hear.

**027.24) Items for the next Agenda**

Bus shelters, Car Park strategy for Attleborough

Meeting Closed 7.15pm