

## **MINUTES OF A MEETING OF THE FINANCE COMMITTEE**

Held on Thursday 26<sup>th</sup> August 2021 at 11.00am at Normanton Town Hall

**Present** Councillor E. Blezard  
Councillor H.W. Jones  
Councillor B. Mayne - Chairman  
Councillor P. Mayne  
Councillor K. Wilson, JP

**Observer** Councillor G. Cheesbrough

**Absent** Councillor A. Bones  
Councillor J. Botterill  
Councillor J. Farrar  
Councillor A. Moran  
Councillor R. Seal

### **1. Apologies for Absence**

Apologies were received on behalf of Councillor R. Seal.

Apologies were received and reasons approved on behalf of Councillors A. Bones, J. Farrar and A. Moran.

### **2. Members Declarations of Interest**

There were no interests declared.

### **3. Minutes**

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 27<sup>th</sup> April 2021 (Minute Numbers 30-40; Page Numbers 11-14) be received as a true record and the contents contained therein be approved.

### **4. Budget Review 2021/22**

Members gave consideration to the detailed budget reports for months 1, 2 and 3 of the 2021/22 financial year.

Members were satisfied with the detail of the reports which showed:

Year to date income of £160,925

Year to date expenditure of £66,953

Assets of £652,875

Represented by

|                    |          |
|--------------------|----------|
| General Reserves   | £241,920 |
| Elections Reserve  | £29,000  |
| Woodhouse Reserve  | £20,000  |
| Town Hall Reserve  | £277,040 |
| CIL Reserve        | £68,416  |
| Allotments Reserve | £15,000  |
| Obelisk Reserve    | £1,500   |

RESOLVED that the budget reports be received and approved.

**5. Franking Machine**

Members considered a number of options for postage solutions.

RESOLVED that a franking machine contract be awarded to Pitney Bowes at an annual cost of £358.44 over a five-year term.

**6. Hanging Basket Brackets**

Members considered a quote for the replacement of the hanging basket brackets.

RESOLVED that the hanging basket brackets be replaced through First Impressions at a cost of £850.00.

**7. Photocopier**

Members considered a number of options for the replacement of the photocopier at the end of the lease term.

RESOLVED that the Photocopier lease contract be awarded to RISO at a cost of £1,672 per year with cost per copy costs of 0.39p for mono and 1.5p for colour.

Due to the value of the contract being over £5,000, the approval of this item would be referred to the next meeting of Council.

**8. Purchase Ledger Module**

Members considered the quote for the additional Purchase Ledger module for the accounting system.

RESOLVED that the Purchase Ledger Module from Rialtas Business Solutions be purchased at a cost of £395.00 with an annual support fee of £143.00 per year.

**9. Newsletter**

Members considered a number of options for the delivery of the newsletter and compared the costs for each.

RESOLVED that the quarterly newsletter continue in its usual format with 11,000 copies being sent through Royal Mail. This would be in accordance with the budget already agreed by Council.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.