

MINUTES OF A MEETING OF THE FINANCE COMMITTEE

Held on Thursday 26th 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 27th 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.