

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO

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To all members of Normanton Town  
Council

Our ref: DJ/hs

Date: 9<sup>th</sup> September 2021

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend an **ORDINARY MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 14<sup>th</sup> September 2021** in the **Conference Room, Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

**IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES  
AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.**

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', written in a cursive style.

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

## AGENDA

### **59. Mayors Announcements**

To receive any announcements that the Mayor may wish to make (for information only).

The Mayors Chaplain will lead the Council in prayers.

### **60. Apologies for Absence**

To receive apologies and approve reasons for absence.

### **61. Declarations of Interest**

To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

### **62. Members of the Public**

To receive questions and comments from members of the public.

\*Note: An answer to questions raised may not necessarily be available at the meeting. Issues may need further investigation or discussion. Such responses will be communicated in writing to the resident at a later stage.

### **63. Good Citizen Award**

To present a Good Citizen Award to a young man who has shown his commitment to fundraising.

### **64. Minutes – Council**

**ENC A**

To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 13<sup>th</sup> July 2021 (Minute Numbers 38 - 58; Pages 16 - 25) and approve the contents contained therein.

### **65. Minutes – Special Projects Committee**

**ENC B**

To receive the minutes of the Special Projects Committee held on Wednesday 4<sup>th</sup> August 2021 (Minute Numbers 1 - 4; Pages 1 - 2).

### **66. Minutes – Finance Committee**

**ENC C**

To receive the minutes of the Finance Committee held on Thursday 26<sup>th</sup> August 2021 (Minute Numbers 1 - 9; Pages 1 - 3).

### **67. Expenditure Requiring Approval by Council**

To consider the approval of expenditure above £5,000 in accordance with Financial Regulation 4.1.

At a meeting of the Finance Committee on Thursday 26<sup>th</sup> August 2021 at minute number 7, it was Resolved that the photocopier lease be awarded to RISO at a cost of £8,360 over the term of the five-year contract.

This expenditure is affordable within the existing budget and represents a significant saving.

Recommendation: That the Council approves this expenditure.

**68. Correspondence**

To receive any correspondence - for information only (unless otherwise stated).

- i) Email from a resident requesting a skatepark.
- ii) WMDC – Licensing Consultation requesting views from those with an interest in the ‘night-time economy’.
- iii) YLCA – Introduction from the new Wakefield Branch Chairman.

**69. External Organisations**

To receive updates from members who attend external organisations.

**70. Outside Bodies**

To receive verbal updates from Council representatives on Outside Bodies.

**71. Policies**

To review the Customer Care Policy.

**ENC D**

To review the Petitions Policy.

**ENC E**

**72. Financial Matters**

To receive the Bank Reconciliation for July.

**ENC F**

To receive the report of the external auditor.

**ENC G**

**73. Town Hall Refurbishment**

To receive a verbal update on progress with the Town Hall refurbishment.

**74. Queens Jubilee Obelisk Repairs**

To receive an update on progress with repairs to the Jubilee Obelisk which have been ongoing since 2019.

- 75. Delegated Decision Making** **ENC H**  
To receive the decisions made under Delegated Authority in July and August 2021.
- 76. Invoices for Payment** **ENC I**  
To consider the list of invoices due for payment in September 2021.
- 77. Payments made under Clerks Authority** **ENC J**  
To receive the list of payments made under the Clerks Authority in July and August 2021.
- 78. Planning** **ENC K**  
To consider the planning applications in the enclosed schedules.