

NORMANTON TOWN COUNCIL

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Town Clerk & RFO

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Our ref: DJ/hs
Date: 19th April 2021
Please Reply to: Donna

The **ANNUAL TOWN MEETING** will be held on **Wednesday 5th May 2021** commencing at **6.00pm**.

Members of the public are welcome to attend the meeting to ask questions.

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting is being conducted remotely via the Zoom video conferencing platform.

To join the meeting please use this link:

<https://zoom.us/j/91488647703?pwd=RHVGUUnJXWWxBQlFMlYwXVZlTlVnZlE3UT09>

Or log in to the Zoom App:

Meeting ID: 914 8864 7703 Password: 609643

I hope it will be convenient for you to attend.

Councillor Mrs P Mayne
Councillor Mrs P Mayne
Leader

Councillor Mrs E Blezard
Councillor Mrs E Blezard
Deputy Leader

ANNUAL TOWN MEETING
AGENDA

1. **Welcome and Apologies**
2. **Minutes of Annual Town Meeting 2019.** **ENC A**
3. **Mayor's Report** **ENC B**
4. **Leader's Report** **ENC C**
5. **Town Clerk's Report.** **ENC D**
6. **Financial Report** **ENC E**
7. **Reports from Organisations**
8. **Issues raised by Residents**

MINUTES OF THE ANNUAL TOWN MEETING
Held on Tuesday 9th April 2019 at 7:30pm at Normanton Town Hall

Present: Councillor D. Appleyard
Councillor R. Best
Councillor Mrs E. Blezard
Councillor Miss J. Botterill
Councillor Miss J. Farrar
Councillor J. Hepworth
Councillor S. Hudson
Councillor Mrs H.W. Jones
Councillor B. Mayne
Councillor Mrs P. Mayne
Councillor Mrs A. Moran
Councillor Mrs C. Moran, BEM
Councillor R. Seal
Councillor A. Wassell
Councillor K. Wilson, JP

1. Welcome & Apologies

In the absence of the Mayor, Councillor Mrs C. Moran, BEM was appointed as Chairman of the meeting.

The Chairman welcomed everyone to the meeting.

Members apologies for their inability to attend were submitted on behalf of Councillor G. Croft, Councillor F.D. Jones, Councillor Mrs L. Masterman, Councillor E. Moran and Councillor Mrs A. Wood.

2. Minutes of the Annual Parish Meeting 2018

RESOLVED that the minutes of the Annual Parish Meeting held on Tuesday 8th May (Minute Numbers 1-7; Pages 1-3) be received as a true record.

(Proposed by Councillor Mrs H.W. Jones / Seconded by Councillors Mrs C. Moran, BEM)

3. Outgoing Mayors Report

The outgoing Mayor, Councillor F.D. Jones, circulated a written report on his year in office.

RESOLVED that the report be received and included in the Annual Report which is available on the Town Council's website.

4. Leaders Report

The Leader of the Council, Councillor Mrs C. Moran, BEM, circulated a written report on the work of the Council over the last twelve months.

RESOLVED that the report be received and included in the Annual Report which is available on the Town Council's website.

5. Town Clerks Report

The Town Clerk circulated a written report on the work of the Council over the last twelve months.

RESOLVED that the report be received and included in the Annual Report which is available on the Town Council's website.

6. Financial Report

The Town Clerk circulated a written report on the audited accounts for the 2017/18 financial year and budget for 2019/20.

RESOLVED that the report be received and included in the Annual Report which is available on the Town Council's website.

7. Issues Raised by Residents

There were three members of the public present and no issues raised.

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

ANNUAL TOWN MEETING

Wednesday 5th May 2021

MAYOR'S REPORT

I became the Mayor of Normanton for the first time in May 2019 but the Mayoral year ground to a halt in March 2020 with the onset of the Coronavirus Pandemic which resulted in me serving the town as Mayor for a second year.

Whilst I haven't been able to represent the town at many events since March 2020, I did attend many events during the earlier part of my first year in office including Yorkshire Day which was held in Whitby. It was great to see so many Mayors from across Yorkshire celebrating what Yorkshire has to offer.

But for me, the best part of being the Mayor is seeing what our own town has to offer and celebrating local achievements.

It is always a pleasure to represent Normanton at our hometown events such as the Gala, Flower Show, Halloween, Remembrance Sunday and Christmas events. I see how much work goes on behind the scenes and very much appreciate everyone who is involved in bringing these events together, especially the community groups who work so hard to support the event and raise vital funds for themselves.

I have fundraised throughout my two years in office and organised a number of events in 2019/20 including a Pyjama Party, Coffee Mornings and a Comedy night. I am delighted to report that I have raised a total of £13,668.50 for my chosen charities.

I would like to express my sincere thanks to everyone who has supported my fundraising efforts throughout the last two years, particularly Urban Airsoft and Yorkshire Scare Grounds who have been a tremendous support to the charity fund.

My charities this year were The Well Project who are a local charity providing the Normanton Foodbank, Youth Club, Health Walks and support for virtually anyone who needs it. My second charity was TLG Wakefield, based at All Saints Parish Rooms. TLG provide education and support to young people who are struggling in mainstream school who, without the support of TLG, may end up excluded.

The donations made from the Mayors Charity were as follows:

The Well Project	£5,168.50
TLG	£6,500.00
Meet n Eats Diner	£200.00
Youth Club	£200.00
School Uniform Exchange	£200.00
Friends of Haw Hill Park	£200.00
Army Cadets	£200.00
Scouts	£200.00
St Mary's Church Boiler	£200.00
The Brigg	£200.00
Talking Newspaper	£200.00
Altofts JFC	£200.00
	£13,668.50

I would like to take this opportunity to wish the new Mayor and Mayoress and Deputy Mayor and Consort all the best as they begin their new role, and I am sure they will enjoy their year in office as much as I have.

Councillor Josie Farrar
Mayor of Normanton
2019 to 2021

ANNUAL TOWN MEETINGWednesday 5th May 2021**REPORT FROM THE LEADER AND DEPUTY LEADER**

Its fair to say that 2020 and 2021 will be forever etched in our minds for all the wrong reasons. The heartache, the struggle and the devastation that has been the Coronavirus Pandemic will be difficult to forget.

That being said, the pandemic has also brought out the best in our community as they worked together to support each other. Our residents who have followed the government rules and sacrificed their normal routine have played an enormous part in getting things back to normal. We would like to thank all those volunteers in the community who have risen to the challenge whether that was shopping for their neighbours, volunteering with community groups, collecting prescriptions, collecting litter in the community or simply checking that their neighbours are ok and not feeling isolated.

We would also like to thank all those key workers who have continued to go to work to serve our community, particularly those who work in the NHS who have been absolutely critical in the fight against the virus.

The 2020-21 municipal year began under lockdown conditions and our Mayor and Deputy Mayor were asked to continue in their role for a further twelve months. We would like to record our thanks to Councillor J. Farrar and Councillor D. Appleyard who have done a tremendous job in their respective roles and have served the community to the best of their ability.

The Mayor has raised an amazing £14,000 for her Charity Appeal which has supported The Well Project and TLG as well as other local good causes.

Councillor J. Farrar will receive a well-earned break from the civic role when she hands over the chains to Councillor D. Appleyard at the Annual Meeting in May.

Councillor F. Marchant will be supporting Councillor D. Appleyard in her new role of Deputy Mayor.

We wish the new Mayor and Deputy Mayor all the best as they begin their new roles in the next week or so.

In October we were pleased to welcome three new co-opted Town Councillors and we hope that they find their time on the council enjoyable and rewarding. Our Councillors are all volunteers, and they do a fantastic job on behalf of the community that they represent.

Whilst the Town Council were prohibited from meeting face to face, they have been meeting online and have continued with the decision-making process in a new way. We would like to thank our Town Councillors for adapting so well to this new way of working and thank members of the public who have attended the meetings to raise their concerns about the local community.

Whilst the Councillors have been fulfilling their roles as Councillors by attending meetings, they have also been busy within the community by getting involved with litter picking, shopping for residents, marshalling at the vaccination events and collecting prescriptions.

Many of the Committees have continued to function through the pandemic. The Finance Committee has continued to keep a close eye on the budget and ensured that we are spending public money in an appropriate way and they have made awards totalling almost £6,000 in grants to local community groups this year.

Beneficiary	Purpose	Amount
The Well Project (Foodbank)	Food and Supplies during the Covid Pandemic	£500.00
Meet n Eats Diner	Christmas Gifts for service users	£112.50
The Well Project (Foodbank)	Food and Supplies during the Covid Pandemic	£500.00
Marie Curie	Support to residents during the Covid Pandemic	£100.00
Vicki's Cups n Cakes	School Holiday Hunger Project	£100.00
The Well Project (Youth Club)	Christmas Activities during the Covid Pandemic	£250.00
The Well Project (School Uniform Exchange)	Decorating and uniform supplies	£300.00
Altofts Community Sports Foundation	PPE during the Covid Pandemic	£500.00
Normanton & Altofts Community Support	Refugee Programme	£300.00
Altofts Community Sports Club	Cricket Maintenance	£500.00
Richmond Fellowship	Greenhouse and storage for residents	£499.98
The Well Project (Foodbank)	Cool bags and cool boxes, toothbrushes	£500.00
The Well Project (Youth Club)	Easter activities during the Covid Pandemic	£500.00
JP Baker School of Dance	Mirrors for specialist dance space for disabled children	£500.00
Normanton Knights ARLFC	Laptop for online training	£379.00
Normanton St Johns Cricket Club	Cricket Equipment	£400.00
		£5,941.48

The Property Committee has continued to work hard on the plans for the refurbishment of Normanton Town Hall which we hope to get started with in the next twelve months. We have appointed the architect, quantity surveyor and project manager and will be starting on detailed designs and quotes very soon.

The Town Council's office-based staff have continued to work from home during the pandemic and have provided the best service that they can with limited resources. We would like to place on record our thanks to them for the way they have adapted to the change and how well they have coped with work along side their parenting and caring responsibilities.

We were very disappointed to have to cancel our events in 2020 but it just was not safe to proceed. We are really hopeful that with the easing of lockdown, we can start to once again make plans to bring back those well-loved community events for 2021.

We look forward to a return to more normal times in 2021.

Councillor Mrs Pamela Mayne
Leader

Councillor Mrs Elaine Blezard
Deputy Leader

ANNUAL TOWN MEETING

Wednesday 5th May 2021

TOWN CLERKS REPORT

When I prepared last years' report, we were in the midst of the Covid Pandemic. I didn't imagine that twelve months later, we would still be in the same position. The Coronavirus Pandemic has changed the way of life for the entire country but we are hopeful that there is some light at the end of the tunnel with the relaxation of the lockdown rules and the vaccination programme moving at a fast pace.

This pandemic has resulted in the ongoing closure of the Town Council's offices and our staff are continuing to do their best, working from home, and providing the best service that they can under the circumstances.

During the last twelve months the Town Council has not been able to provide its usual calendar of events, but we are tentatively preparing for a return to our normal schedule in 2021.

Our Committees have continued to work hard throughout the year in line with their Terms of Reference. We have seen a change in the way we work and make decisions, using online meetings to continue the business of the Town Council.

This has been an interesting learning experience for everyone involved and I am pleased that it has resulted in a higher level of attendance than physical meetings. These meetings have been open to the public to observe and ask questions in the normal way.

The Woodhouse Community Centre has been closed for much of the year, other than a short period in September to October when the centre was opened with a restricted capacity. The centre re-opened on 12th April but to a limited number of hirers such as Citizens Advice and the Grace Assembly. We hope to welcome our other hirers in May and June as restrictions are eased.

We have continued to support Community Groups by providing almost £6,000 in funding through the Small Grants Scheme. These grants provide much needed funding to small community groups in our area who do a wonderful job on a voluntary basis, particularly during these uncertain times.

The Town Hall Refurbishment Project is now moving at a fast pace with the appointment of our architect, quantity surveyor, and project manager. We are now working towards preparing tender documents and submitting our required planning applications.

The Town Hall once refurbished will be available to local community groups free of charge and we hope that it can be a hub for the local community once more.

There is still a long road ahead and we have been looking at efficient use of the building and what improvements we can make. Again, the pandemic has caused some delays to our plans, but we are continuing to work on this major project.

The Mayor of Normanton, Councillor Josie Farrar, has continued in her role for an additional year and although it has not been a 'normal' year, she has continued to fulfil the role to the best of her ability and raise funds where possible. The Mayor has raised almost £14,000 for her Charity Fund which supported The Well Project and TLG as well as other local good causes.

I would like to thank all of the Town Councillors who have served Normanton Town Council over the last twelve months and express a warm welcome to our three new co-opted Councillors who joined us in October 2020. All our Councillors are volunteers and do not get paid for the work they do on behalf of the community. They serve because they want to make a difference and because they want Normanton and Altofts to be a good place to live and work.

I sincerely hope that we will return to normal soon, and that our families, friends and local businesses emerge from this situation unscathed.

ANNUAL TOWN MEETING

Wednesday 5th May 2021

FINANCIAL REPORT

On the following pages, you will see a summary of the Town Councils accounts for the 2019/20 financial year.

The accounts for the 2020/21 financial year are in the process of being finalised and audited and will be available very soon.

Budgetary information upon which the precept was set in 2021/22 is also included for reference.

The Town Council continues to monitor its financial position and has regular meetings to review the budget, income and expenditure.

Normanton Town Council**Income and Expenditure Account for Year Ended 31st March 2020**

31st March 2019		31st March 2020
	Operating Income	
299,598	Administration	301,250
0	Grants & Donations	3,624
4,030	Woodhouse Community Centre	5,198
3,164	Services	2,772
4,021	Special Projects	5,050
812	Allotments - Cypress Road	387
200	Allotments - Edward Street	200
2,503	Allotments - Ellins Terrace	712
45	Allotments - Gilcar Street	45
1,545	Allotments - Gladstone Street	833
1,084	Allotments - Heys Buildings	876
895	Allotments - Newland Lane	581
810	Allotments - Norwood Street	352
25	Allotments - The Grove	20
2,413	Allotments - Wentworth Terrace	1,018
190	Allotments - Ellins 2	645
321,333	Total Income	323,561
	Running Costs	
147,719	Administration	135,751
2,672	Town Hall	21,170
3,343	Civic	3,886
9,300	Grants & Donations	11,907
7,334	Advertising & Promotions	9,628
8,885	Woodhouse Community Centre	13,276
13,994	Services	11,066
53,091	Special Projects	46,053
335	Allotments - General	934
1,154	Allotments - Cypress Road	347
2,011	Allotments - Ellins Terrace	629
1,319	Allotments - Gladstone Street	426
463	Allotments - Heys Buildings	5,650
2,050	Allotments - Newland Lane	346
669	Allotments - Norwood Street	108
3,486	Allotments - Wentworth Terrace	276
0	Allotments - Ellins 2	1,697
257,824	Total Expenditure	263,150
	General Fund Analysis	
203,744	Opening Balance	267,253
321,333	Plus : Income for Year	323,561
525,077		590,814
257,824	Less : Expenditure for Year	263,150
267,253		327,664
0	Transfers TO / FROM Reserves	0
267,253	Closing Balance	327,664

THE COUNCIL OF THE CITY OF WAKEFIELD**PARISH BUDGET STATEMENT - NORMANTON****ESTIMATES 2021/22**

	£ p
<u>Expenditure</u>	
1) Cemeteries & Crematoriums	
2) Sport & Recreation	
3) Parks & Open Spaces	11,500
4) Allotments	12,200
5) Community Centres & Village Halls	60,301
6) Libraries	
7) Markets	300
8) Administration	50,010
9) Salaries & Wages	122,605
10) Contribution to Reserves	
11) Other (Please State)	
Civic and Elections	7,070
Grants	10,500
Events	61,620
Total Expenditure	336,106
<u>Income</u>	
1) Fees and Charges	15,170
2) Contribution from Reserves	20,495
3) Other (Please State) WMDC Grant	3,881
Total Income	39,546
TOTAL PRECEPT (Expenditure - Income)	-296,560

Date: _____

Signed: _____

Clerk to the Council