

# NORMANTON TOWN COUNCIL



## ANNUAL REPORT 2020 - 2021

## Welcome

Hello and welcome to the Normanton Town Council Annual Report for the year 2020 – 2021.

Inside these pages you will find information on what the Council has been doing over the course of the last twelve months, as well as key financial information.

You can find out more about the Town Council by looking at our website [www.normantontowncouncil.co.uk](http://www.normantontowncouncil.co.uk) or visiting our facebook page.

Normanton Town Council covers the Town of Normanton as well as the village of Altofts.

Normanton Town Council serves a population of around 21,000 people.

We have twenty-two unpaid councillors who have been elected / co-opted to serve the local community.

We employ 3 permanent office staff, 2 cleaners and 6 casual staff for events.

Normanton Town Council is funded through the Precept which is a levy included with your yearly Council Tax bill.

We try our best to provide good value for money by always monitoring budgets while delivering good quality services to our residents.

## Town Councillors

There are 22 Town Councillors covering the Normanton and Altofts area. You can contact them to discuss any issues relating to the Town Council's services or for signposting to other agencies:

### Altofts Ward

Carol Appleyard	01924223901	<a href="mailto:cappleyard@normantontowncouncil.co.uk">cappleyard@normantontowncouncil.co.uk</a>
David Appleyard	01924 223901	<a href="mailto:dappleyard@normantontowncouncil.co.uk">dappleyard@normantontowncouncil.co.uk</a>
Ray Best	01924 892816	
Josie Farrar	07795 192927	<a href="mailto:jfarrar@normantontowncouncil.co.uk">jfarrar@normantontowncouncil.co.uk</a>
Lynn Masterman	07825 927995	<a href="mailto:lmasterman@normantontowncouncil.co.uk">lmasterman@normantontowncouncil.co.uk</a>
Audrey Wood	01924 893866	<a href="mailto:awood@normantontowncouncil.co.uk">awood@normantontowncouncil.co.uk</a>
Bill Wood		<a href="mailto:bwood@normantontowncouncil.co.uk">bwood@normantontowncouncil.co.uk</a>

### Common Ward

Jade Botterill	07854 330057	<a href="mailto:jbotterill@normantontowncouncil.co.uk">jbotterill@normantontowncouncil.co.uk</a>
Steven Hudson	07500 919359	<a href="mailto:shudson@normantontowncouncil.co.uk">shudson@normantontowncouncil.co.uk</a>

### Normanton Ward

Alison Bones		<a href="mailto:abones@normantontowncouncil.co.uk">abones@normantontowncouncil.co.uk</a>
Fiona Marchant	07896 746884	<a href="mailto:fmarchant@normantontowncouncil.co.uk">fmarchant@normantontowncouncil.co.uk</a>
Paul Marchant	07581 226989	<a href="mailto:pmarchant@normantontowncouncil.co.uk">pmarchant@normantontowncouncil.co.uk</a>
Pam Mayne	01924 314622	<a href="mailto:pmayne@normantontowncouncil.co.uk">pmayne@normantontowncouncil.co.uk</a>
Julie Medford		<a href="mailto:jmedford@normantontowncouncil.co.uk">jmedford@normantontowncouncil.co.uk</a>
Keith Wilson, JP	07775 566904	<a href="mailto:kwilson@normantontowncouncil.co.uk">kwilson@normantontowncouncil.co.uk</a>

### Woodhouse Ward

Elaine Blezard	07824 320815	<a href="mailto:eblezard@normantontowncouncil.co.uk">eblezard@normantontowncouncil.co.uk</a>
Hazel Jones	01924 896453	
Brian Mayne	01924 314622	<a href="mailto:bmayne@normantontowncouncil.co.uk">bmayne@normantontowncouncil.co.uk</a>
Alexandra Moran	07860 396083	
Daniel South		<a href="mailto:dsouth@normantontowncouncil.co.uk">dsouth@normantontowncouncil.co.uk</a>

The Mayor of Normanton for the 2020/21 year was Councillor Josie Farrar. Josie was raising funds for TLG and The Well Project. These are two local charities that are based in Normanton and do a fantastic job with supporting families and young people. Further information on the Mayors fundraising efforts can be found in her end of term report.

The Deputy Mayor for 2020/21 was Councillor David Appleyard. Councillor Appleyard will take over as Mayor for the 2021/22 year on 4<sup>th</sup> May 2021.

## Meetings

The Town Council meets on the second Tuesday in each month at 6.30pm.

During the Pandemic, meetings were moved to an online meeting platform where members of the public could join and ask questions.

Meetings were held on the following dates during 2020/2021

4 <sup>th</sup> August 2020	Council
8 <sup>th</sup> September 2020	Council
1 <sup>st</sup> October 2020	Allotments Committee
13 <sup>th</sup> October 2020	Council
14 <sup>th</sup> October 2020	Property Committee
30 <sup>th</sup> October 2020	Finance Committee
10 <sup>th</sup> November 2020	Council
11 <sup>th</sup> November 2020	Special Projects Committee
20 <sup>th</sup> November 2020	Staffing Committee
27 <sup>th</sup> November 2020	Property Committee
8 <sup>th</sup> December 2020	Council
17 <sup>th</sup> December 2020	Property Committee
13 <sup>th</sup> January 2021	Allotments Committee
27 <sup>th</sup> January 2021	Finance Committee
9 <sup>th</sup> February 2021	Council
24 <sup>th</sup> February 2021	Finance Committee
9 <sup>th</sup> March 2021	Council
11 <sup>th</sup> March 2021	Property Committee
17 <sup>th</sup> March 2021	Special Projects Committee
25 <sup>th</sup> March 2021	Property Committee
23 <sup>rd</sup> April 2021	Staffing Committee
27 <sup>th</sup> April 2021	Finance Committee
29 <sup>th</sup> April 2021	Allotments Committee
4 <sup>th</sup> May 2021	Annual Meeting of Council

Our schedule of Council meetings for 2021/22 is:

Tuesday 13<sup>th</sup> July 2021  
Tuesday 14<sup>th</sup> September 2021  
Tuesday 12<sup>th</sup> October 2021  
Tuesday 9<sup>th</sup> November 2021  
Tuesday 14<sup>th</sup> December 2021  
Tuesday 8<sup>th</sup> February 2022  
Tuesday 8<sup>th</sup> March 2022  
Tuesday 12<sup>th</sup> April 2022  
Tuesday 10<sup>th</sup> May 2022

## **COMMITTEE MEMBERSHIP FOR THE COMING YEAR**

As approved at the Annual Meeting of Council – 4<sup>th</sup> May 2021

### **Allotments Committee**

Councillor Mrs C. Appleyard  
Councillor Mrs E. Blezard  
Councillor P. Marchant  
Councillor B. Mayne  
Councillor Mrs P. Mayne (Chairman)  
Councillor R. Seal (Vice-Chairman)

### **Allotments Working Group**

Councillor Mrs C. Appleyard  
Councillor Mrs E. Blezard  
Councillor G. Cheesbrough  
Councillor P. Marchant  
Councillor B. Mayne (Chairman)  
Councillor Mrs P. Mayne  
Councillor R. Seal (Vice-Chairman)

### **Finance Committee**

Councillor Mrs E. Blezard  
Councillor A. Bones  
Councillor J. Botterill (Vice-Chairman)  
Councillor J. Farrar  
Councillor Mrs H.W. Jones  
Councillor B. Mayne (Chairman)  
Councillor Mrs P. Mayne  
Councillor Mrs A. Moran  
Councillor R. Seal  
Councillor K. Wilson, JP

### **General Purposes Committee**

Councillor Mrs E. Blezard (Vice-Chairman)  
Councillor J. Botterill  
Councillor Mrs H.W. Jones  
Councillor B. Mayne  
Councillor Mrs P. Mayne (Chairman)  
Councillor R. Seal

### **Property Management Committee**

Councillor A. Bones  
Councillor Mrs E. Blezard (Vice-Chairman)  
Councillor G. Cheesbrough  
Councillor Mrs H.W. Jones  
Councillor B. Mayne (Chairman)  
Councillor Mrs P. Mayne  
Councillor J. Medford  
Councillor Mrs A. Moran  
Councillor K. Wilson, JP

### **Special Projects Committee**

Councillor Mrs C. Appleyard  
Councillor D. Appleyard  
Councillor R. Best  
Councillor Mrs E. Blezard (Chairman)  
Councillor S. Hudson  
Councillor Mrs H.W. Jones (Vice-Chairman)  
Councillor Mrs F. Marchant  
Councillor P. Marchant  
Councillor Mrs P. Mayne  
Councillor Mrs A. Moran  
Councillor K. Wilson, JP  
Councillor Mrs A. Wood  
Councillor W. Wood

### **Staffing Committee**

Councillor Mrs E. Blezard (Vice-Chairman)  
Councillor A. Bones  
Councillor J. Botterill  
Councillor Mrs H.W. Jones  
Councillor B. Mayne  
Councillor P. Mayne (Chairman)  
Councillor Mrs A. Wood

## **APPOINTMENTS TO OUTSIDE BODIES FOR THE COMING YEAR**

As approved at the Annual Meeting of Council – 4<sup>th</sup> May 2021

### **Alice Bacon Memorial Trust**

Councillor Mrs C. Appleyard  
Councillor Mrs E. Blezard  
Councillor Mrs H.W. Jones  
Councillor Mrs P. Mayne  
Councillor W. Wood

### **Freston Foundation**

Councillor B. Mayne  
Councillor K. Wilson, JP  
Mrs H. Hudson (non-Councillor)

### **Freston & Sagars Almhouse Charity**

Councillor Mrs E. Blezard

### **Normanton Home Safety Committee**

Councillor Mrs E. Blezard  
Councillor Mrs H.W. Jones  
Councillor Mrs P. Mayne

### **Talking Newspaper for the Blind**

The Mayor - Chairman  
Councillor Mrs C. Appleyard  
Councillor G. Cheesbrough  
Councillor Mrs H.W. Jones  
Councillor Mrs F. Marchant  
Councillor Mrs A. Moran

### **Town & Parish Councils Liaison Group**

Councillor Mrs F. Marchant  
Councillor Mrs P. Mayne  
Town Clerk

### **Welbeck Liaison Group**

Councillor B. Mayne  
Councillor Mrs P. Mayne  
Councillor D. South

## **Yorkshire Local Councils' Association**

Mayor

Deputy Mayor

Councillor Mrs F. Marchant

Councillor J. Medford



## MAIN RESPONSIBILITIES

Normanton Town Council is a second-tier local government authority within the Wakefield District. Wakefield Council is the District Council for the area.

The main responsibilities of the Town Council are:

- Representing the Town with the District Council, central government and various local, regional and national bodies.
- Promoting local projects.
- Dealing with residents' concerns.
- Supporting local groups and organisations.
- Monitoring and commenting on planning applications and proposed developments.
- Acting in partnership with Wakefield Council to deliver services.
- Improving the quality of life and the environment for residents.
- Owning and managing over 400 allotment plots.
- Owning and managing 26 garage plots at Norwood Street.
- Owning and managing the Woodhouse Community Centre.
- Owning and managing street furniture including benches and walls.
- Providing spring and summer floral displays and Hanging Baskets.
- Managing and refurbishing Normanton Town Hall.
- Delivering key community events including Normanton Gala, Party @ Haw Hill Park, Remembrance Sunday and the Christmas Lights Switch On.
- Administering the Small Grants Scheme which provides £6,000 funding to local groups.

## 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

## **REPORT FROM THE LEADER AND DEPUTY LEADER**

It's 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.

<b>Beneficiary</b>	<b>Purpose</b>	<b>Amount</b>
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
		<b>£5,941.48</b>

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 alongside 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

## 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 12<sup>th</sup> 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.

Donna Johnston, FdA, FLSCC  
Town Clerk & Responsible Financial Officer



## FINANCIAL REPORT

### Income

Precept	£298,700
Community Infrastructure Levy	£51,278
Donations	£1,500
Woodhouse Centre	£11,826
Services	£790
Allotments	£7,701
Misc	£198
<b>TOTAL</b>	<b>£371,990</b>

### Expenditure

Administration	£124,076
Town Hall	£25,401
Civic	£1,708
Grants & Donations	£9,141
Advertising & Promotions	£1,056
Woodhouse Centre	£20,773
Services	£10,224
Special Projects	£5,499
Allotments	£12,600
<b>TOTAL</b>	<b>£210,478</b>

## Budget 2021/22

### Budgeted Expenditure

Open Spaces	£11,500
Allotments	£12,200
Community Buildings	£60,301
Markets	£300
Administration	£50,010
Staff Costs	£122,605
Civic Costs	£7,070
Grants & Donations	£10,500
Events	£61,620
TOTAL	£336,106

### Budgeted Income

Fees & Charges	£15,170
Contribution from balances	£20,495
WMDC Grant	£3,881
TOTAL	£39,546.00

### Precept Calculation

Budgeted Income	£39,546
Less: Budgeted Expenditure	£336,106
Precept	£296,560

## Precept

The precept levied by the Town Council in 2020/21 was £298,700 which represents a charge of £48.51 per year to the average Band D property.

In light of the pandemic, the Town Council has reduced its overall precept for 2021/22 to ensure that there were no additional costs to the public. The Band D rate has stayed the same as the previous year.

The table below shows the precept figures across the Wakefield district, sorted in order of Band D payment per year. You will see that Normanton is in 11<sup>th</sup> position and providing good value for money to the precept payers of our area.

	<b>Parish</b>	<b>Precept</b>	<b>Band D</b>
1	South Kirkby	£802,930.00	£288.10
2	Hemsworth	£749,388.00	£206.50
3	South Elmsall	£365,500.00	£190.56
4	Havercroft with Cold Hiendley	£64,534.00	£126.04
5	Upton and North Elmsall	£245,287.00	£121.43
6	Ackworth	£209,358.00	£74.06
7	Ryhill	£54,185.00	£70.10
8	South Hiendley	£34,160.00	£63.03
9	Woolley	£33,335.00	£51.44
10	Warmfield cum Heath	£15,260.00	£48.60
11	<b>Normanton</b>	<b>£296,560.00</b>	<b>£48.51</b>
12	Sharlston	£35,000.00	£45.34
13	Nostell	£4,400.00	£42.31
14	Crofton	£78,635.00	£39.52
15	Thorpe Audlin	£9,898.00	£33.90
16	Walton	£39,000.00	£33.05
17	Badsworth	£11,000.00	£31.70
18	Sittlington	£57,600.00	£29.51
19	Featherstone	£138,000.00	£27.57
20	Crigglestone	£80,000.00	£24.09
21	West Bretton	£5,250.00	£24.08
22	Notton	£10,000.00	£23.58
23	Darrington	£13,044.02	£20.74
24	East Hardwick	£979.00	£12.39