

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
**Town Clerk & RFO**

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To all members of the Finance  
Committee

Our ref: DJ/hs  
Date: 20<sup>th</sup> January 2022  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Monday 31<sup>st</sup> January 2022** at **10.00am** at **WOODHOUSE COMMUNITY CENTRE**, Queen Elizabeth Drive, Normanton, WF6 1JF.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

# **COVID 19 PROTOCOL**

## **Symptoms**

- If you have any symptoms of Covid 19, you must not attend the meeting and should book a PCR test.

## **Covid Testing**

- We recommend taking Lateral Flow tests regularly but do not require you to report the result in.

## **Upon Arrival**

- The doors will be opened ten minutes before the start of the meeting.
- Please proceed to the main hall upon arrival.
- Please sanitise your hands when you arrive.

## **Face Coverings / Shields**

- The use of face coverings is a matter of personal choice.

## **Meeting Room**

- The room will accommodate a maximum of 30 people.
- Where a meeting has fewer attendees, seats will be spread out to maintain distancing.
- The windows will be opened for ventilation.

## **Refreshments and Equipment**

- Refreshments will not be available so please bring your own water.
- We will not provide spare copies of the agenda so please remember to bring yours with you.

## **Toilets**

- Ladies, gents and unisex disabled toilets are available in the entrance.

**FINANCE COMMITTEE**  
**Monday 31<sup>st</sup> January 2022**  
**AGENDA**

<b>19.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>20.</b>	<b>Members Declarations of Interest</b> To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.	
<b>21.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Finance Committee held on Thursday 28 <sup>th</sup> October 2021 (Minute Numbers 10-18; Page Numbers 4-6) and approve the contents contained therein.	<b>ENC A</b>
<b>22.</b>	<b>Cash Books – Month 7-9</b> To receive the cashbooks for Months 7-9 of the 2021/22 financial year.	<b>ENC B</b>
<b>23.</b>	<b>Bank Reconciliation – Month 7-9</b> To receive the Bank Reconciliation for months 7-9 of the 2021/22 financial year.	<b>ENC C</b>
<b>24.</b>	<b>Balance Sheet</b> To receive the Balance Sheet for Month 9 of the 2021/22 financial year.	<b>ENC D</b>
<b>25.</b>	<b>Budget Review 2021/22</b> To review the budget and actual figures for the 2021/22 financial year.	<b>ENC E</b>
<b>26.</b>	<b>Small Grants</b> To consider the applications for Small Grants.	<b>ENC F</b>
<b>27.</b>	<b>Who Does What Poster</b> To consider a quote for a poster / flyer which informs the public what we do as a Council and what WMDC are responsible for.	

<b>28.</b>	<b>Hanging Baskets – Summer 2022</b> To approve the quote for the summer hanging baskets and floral displays.	
<b>29.</b>	<b>Budget and Precept 2022/23</b> To consider the draft budget and precept with a view to recommending it to Council.	<b>ENC G</b>
<b>30.</b>	<b>Town Hall Budget 2022/23</b> To consider the revised budget for the refurbishment of the Town Hall and agree the funding position.	<b>ENC H</b>