

# **NORMANTON TOWN COUNCIL**

## **MINUTES OF A MEETING OF THE FINANCE COMMITTEE**

Held on Wednesday 2<sup>nd</sup> February 2022 at 2.30pm at Woodhouse Community Centre

Present: Councillor E Blezard  
Councillor J Farrar  
Councillor B Mayne  
Councillor P Mayne  
Councillor R Seal  
Councillor K Wilson, JP  
D Johnston – Town Clerk & RFO

Absent: Councillor A Bones  
Councillor J Botterill  
Councillor H Jones  
Councillor A Moran

**19. Apologies for Absence**

RESOLVED that apologies be received, and reasons approved on behalf of Councillor A Bones and Councillor H Jones.

**20. Members Declarations of Interest**

RESOLVED that the following declarations be received:

Councillor E Blezard  
Non-Pecuniary Interest  
Small Grants – Member of the Alice Bacon Trust

Councillor P Mayne  
Non-Pecuniary Interest  
Small Grants – Member of the Alice Bacon Trust

**21. Minutes**

RESOLVED that 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) be received and the contents contained therein be approved.

**22. Cash Books – Month 7-9**

RESOLVED that the cashbooks for Months 7-9 of the 2021/22 financial year be received.

**23. Bank Reconciliation – Month 7-9**

RESOLVED that the Bank Reconciliation for months 7-9 of the 2021/22 financial year be received.

**24. Balance Sheet**

The balance sheet showed the assets and liabilities of the Council along with the current earmarked reserves.

Debtors	220
VAT Control	16,521
Current Acc	1,098
Savings Acc	100,007
Petty Cash	539
Unity Trust	10,301
Unity Savings	540,191

Less liabilities	-3,232
Total	672,109

Represented by:	
Current year fund	112,873
General Reserves	140,153
EMR – Elections	29,000
EMR – Woodhouse	20,000
EMR - Town Hall Refurb	277,040
EMR – CIL	76,543
EMR – Allotments	15,000
EMR – Obelisk	1,500
Total	672,103

RESOLVED that the Balance Sheet for Month 9 of the 2021/22 financial year be received.

**25. Budget Review 2021/22**

Members considered the detailed budget to the end of Month 9 of the 2021/22 financial year.

Members were satisfied with the detail of the report which showed:

Year to date income of £322,997

Year to date expenditure of £210,124

RESOLVED that the budget and actual figures for the 2021/22 financial year be received.

**26. Small Grants**

RESOLVED that the following small grants be awarded:

Altofts Community Sports Foundation Purchase of mower	£424.00
Alice Bacon Memorial Trust Theatre trip and coach	£440.00
Friends of Altofts Library Library Equipment	£433.35
Meet n Eats Diner Christmas gift for socially isolated guests	£300.00
Friends in Common Gardening equipment	£263.50
Normanton Nightingales Refurbishment of sleigh and costumes	£500.00
Normanton knights ARLFC Training Equipment	£439.80
Normanton St John Cricket Club Hall hire, training equipment	£500.00
Smirthwaite Bowling Club Defibrillator	£500.00
Normanton Talking Newspaper Microphones and storage cupboard	£422.86
Total awarded	£4,223.51

**27. Who Does What Poster**

RESOLVED that an infographic be designed at a cost of £80.00 which informs the public what Normanton Town Council and WMDC are responsible for.

**28. Hanging Baskets – Summer 2022**

RESOLVED that the quote for the summer hanging baskets be approved at a cost of £5,982.10 through First Impressions.

**29. Budget and Precept 2022/23**

Members considered the draft budget which had been prepared and considered information relating to the budget set aside for the newsletter printing and CAB services.

The newsletter costs had increased due to the rising cost of paper, and it was suggested that the number of editions be cut to 3 instead of 4 to keep the budget stable and avoid the need to increase the budget.

The costs for Citizens Advice services had more than doubled and members were mindful of the low usage of the service and the fact that many clients still had to travel to Wakefield for their follow up appointments. It was agreed that the service would no longer be funded and that instead, the Town Council would signpost people to the agencies who could assist. The existing budget would be retained to provide other advice services locally. This could include multi agency advice events for example.

The budget provided for the following:

**EXPENDITURE**

Administration	£154,460
Town Hall	£53,001
Civic	£7,070
Grants	£7,000
Advertising & Promotions	£10,600
Woodhouse Centre	£17,500
Services	£16,450
Events	£66,220
Allotments	£12,000
TOTAL	344,301

**INCOME**

Administration	£50
Woodhouse Centre	£2,000
Services	£2,500
Events	£3,000
Allotments	£8,000
TOTAL	£15,550

The budgeted income and expenditure left a shortfall of £328,751.

Members were mindful of the impact of increasing the precept to cover this shortfall and agreed once again to limit any increase to 1.99% and take the remaining funds from balances.

The precept would therefore be set at £310,440 with the remaining £18,311 being taken from the general reserve.

This represents an increase of 97p per year on a band D property.

RESOLVED that the budget be agreed and the precept of £310,440 be recommended to Council.

### **30. Town Hall Budget 2022/23**

The budget for the refurbishment works and funding sources were considered in detail.

Professional Fees	£18,000
Refurbishment Contract (2022/23)	£364,476
Contingency	£19,000
Decorating	£20,000
Carpets	£10,000
Curtains	£5,000
Removals & Storage	£5,000
IT Networking	£3,000
Other	£30,000
TOTAL	£474,476.00

The funding of the project was agreed as follows:

Town Hall EMR	£277,039
CIL EMR	£76,543
CIL Income to be moved to EMR	£138
Budget Savings 2021/22 *estimated	£31,000-£42,000
Vire of Allotments EMR	£15,000
Vire of Elections EMR	£4,000
Vire of Woodhouse EMR	£5,000
Contribution from General Reserve	£38,627
Savings in 2022/23 *estimated	£23,200
CIL Income 2022/23	TBC
Total	£470,187 - £481,187

Dependant on the savings achieved in the current year, there could be a variance of -£4,289 to +£6,711 on the funding for the project.

Given that the variance is so small, and can easily be found within existing budgets, it will not be necessary to increase the precept further to pay for the refurbishment and it will not be necessary to apply for a loan to fund the works as originally planned.

RESOLVED that the budget for the Town Hall refurbishment be approved and kept under regular review.

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