

NORMANTON TOWN COUNCIL



MINUTES OF THE FINANCE COMMITTEE

Held on Tuesday 24th January 2023 at 2.00pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor A Bones
Councillor H Jones
Councillor B Mayne - Chairman
Councillor P Mayne
Councillor J Pritchard
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO

One member of the public

29. Apologies for Absence

Apologies were received on behalf of Councillor R Seal.

30. Members Declarations of Interest

Members were reminded of the requirement to declare an interest on any item in which they had an interest.

The following declarations were made:

Item 36. Small Grants

Councillor E Blezard
Non-Pecuniary Interest
Member of Alice Bacon Memorial Trust
Personal Interest in Altofts Cricket Club

Councillor H Jones
Non-Pecuniary Interest
Member of Alice Bacon Memorial Trust

Member of Meet n Eats Diner

Councillor P Mayne

Non-Pecuniary Interest

Member of Alice Bacon Memorial Trust

Councillor J Pritchard

Non-Pecuniary Interest

Member of Meet n Eats Diner

Trustee of The Well Project

31. Minutes

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 6th December 2022 (Minute Numbers 12-28; Page Numbers 4-7) be received and the contents contained therein be approved. The minutes were signed by the Chairman.

32. Cash Books – Month 7-9

RESOLVED that the cashbooks for months 7-9 of the 2022/23 financial year be received and noted.

33. Bank Reconciliation – Month 9

RESOLVED that the Bank Reconciliation for month 9 of the 2022/23 financial year showing a balance of £200,996.01 be received.

34. Balance Sheet

RESOLVED that the Balance Sheet for month 9 of the 2022/23 financial year showing assets and liabilities totalling £281,333.00 be received.

35. Budget Review

Members considered the budget up to the end of Month 9 of the 2022/23 financial year. Attention was drawn to any overspends with a value of £100 or 15% in accordance with financial regulations.

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

Year to date income of £321,020

Year to date expenditure of £587,312

RESOLVED that the budget and actual figures for the 2022/23 financial year be received.

36. Small Grants

RESOLVED that the following grants be awarded:

Alice Bacon Trust	Theatre Trip & Coach	£500.00
Altofts Bowling Club	Green Maintenance	£286.99
Altofts Community Sports Club	Pitch Maintenance	£500.00
Altofts Cricket Club	Score Hut Improvements	£500.00
Friends of Altofts Library	Sound Equipment	£473.89
Friends of Lock Lane Altofts	Plants & Compost	£300.00
Meet n Eats Diner	Christmas Gifts & Cooking Equipment	£484.98
Normanton Knightingale Cheerleaders	Uniforms	£300.00
Normanton Knights	Insulation	£493.56
Normanton St John Cricket Club	General Running Costs	£500.00
Normanton Musical Theatre Society	Insurance & room hire costs	£500.00
The Well Project	Easter Activities	£500.00
		£5,339.42

The remaining budget of £660.58 would be retained until the end of the year for any late applications.

37. Budget and Precept 2022/23

Members considered the draft budget and discussed the budget for items such as the Coronation, Town Hall refurbishment and replacement computers. It was suggested that these one-off items should not be precepted for and should be funded from existing reserves where possible.

The budget provided for the following:

EXPENDITURE

Administration	£169,880
Town Hall	£53,851
Civic	£7,070
Grants	£6,500
Advertising & Promotions	£7,500
Woodhouse Centre	£19,050

Services	£14,550
Events	£82,420
Allotments	£13,000
TOTAL	373,821

INCOME

Administration	£100
Woodhouse Centre	£1,000
Services	£2,238
Events	£2,400
Allotments	£9,251
TOTAL	£14,989

The budgeted income and expenditure left a shortfall of £358,832.

RESOLVED that the budget for the 2023/24 financial year be approved.

38. Precept 2023/24

Members considered the precept for the 2023/24 financial year.

Members were mindful of the impact of increasing the precept due to the cost of living crisis. It was agreed that the one-off expenditure highlighted in the budget report should be taken from existing balances.

The Finance Committee would recommend that the precept should be set at £331,832 with the remaining £27,000 being taken from the general reserve.

This represents an increase of £1.37p per year on a band D property and 91p per year on a band A property.

RESOLVED that the precept of £331,832 be recommended to Council.

39. External Audit

RESOLVED that the arrangements for the external audit with PKF Littlejohn LLP and the fee structure be noted.

40. Internal Auditor

Members considered a quote for a new internal auditor.

RESOLVED that Internal Audit Yorkshire be appointed for the 2023/24 financial year at a cost of £750.00 per year for two visits.

41. Accounts Software

RESOLVED that the Town Council moves to Scribe accounts for its accounting, allotments and facilities software at a cost of £2,040 per year plus a one off set up fee of £719.00. This would be included in the budget for the 2023/24 financial year.

42. Replacement Computers and Cloud Based Server

RESOLVED that the Town Council moves to Microsoft SharePoint using its existing software and online storage subscriptions and that the three office PCs are replaced at a cost of £1,500.00. This would be included in the budget for the 2023/24 financial year.

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