

# 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> October 2021  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Thursday 28<sup>th</sup> October 2021** at **6.00pm** in the Conference Room, Normanton Town Hall, High Street, Normanton.

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 'Check In Desk' upon arrival for registration.
- 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, we will spread people out to maintain better distancing.
- The windows to the end and left of the room will be opened for ventilation but the windows on the front of the building will remain closed due to the impact of the noise from outside.
- Councillors should remain in the meeting room and not enter adjacent rooms.

## **Refreshments and Equipment**

- Refreshments will not be available so please bring your own water.
- We have a supply of pens available at the Check In Desk.
- We will not provide spare copies of the agenda so please remember to bring yours with you.

## **Toilets**

- A unisex disabled toilet is available in the reception area.
- Ladies and Gents toilets are available on the first floor.

**FINANCE COMMITTEE**  
**Thursday 28<sup>th</sup> October 2021**

**AGENDA**

<b>10.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>11.</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>12.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Finance Committee held on Thursday 26 <sup>th</sup> August 2021 (Minute Numbers 1-9; Page Numbers 1-3) and approve the contents contained therein.	<b>ENC A</b>
<b>13.</b>	<b>Cash Books – Month 4-6</b> To receive the cashbooks for Months 4-6 of the 2021/22 financial year.	<b>ENC B</b>
<b>14.</b>	<b>Bank Reconciliation – Month 4-6</b> To receive the Bank Reconciliation for months 4-6 of the 2021/22 financial year.	<b>ENC C</b>
<b>15.</b>	<b>Balance Sheet</b> To receive the Balance Sheet for Month 6 of the 2021/22 financial year.	<b>ENC D</b>
<b>16.</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>17.</b>	<b>Staffing Committee Recommendation – Increase of Hours</b> To consider the costs for an increase in hours for the Admin Staff as recommended by the Staffing Committee.	<b>ENC F</b>
<b>18.</b>	<b>Small Grants</b> To consider the approach to the Small Grants Awards for 2021/22.	