

NORMANTON TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE COMMITTEE
Held on Thursday 28th October 2021 at 6.00pm at Normanton Town Hall

Present

Councillor E Blezard
Councillor A Bones
Councillor J Botterill – Vice-Chairman
Councillor J Farrar
Councillor H Jones
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor K Wilson, JP
D Johnston – Town Clerk & RFO

Absent

Councillor A Moran
Councillor R Seal

10. Apologies for Absence

The Chairman welcomed everyone to the meeting.

RESOLVED that apologies be received from Councillor A Moran.

RESOLVED that apologies be received, and reasons approved on behalf of Councillor R Seal.

11. Members Declarations of Interest

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

There were no declarations made.

12. Minutes

RESOLVED that the minutes of a meeting of the Finance Committee held on Thursday 26th August 2021 (Minute Numbers 1-9; Page Numbers 1-3) be received and the contents contained therein be approved.

The minutes were duly signed by the Chairman.

13. Cash Books – Month 4-6

RESOLVED that the cashbooks for Months 4-6 of the 2021/22 financial year be received.

14. Bank Reconciliation – Month 4-6

RESOLVED that the Bank Reconciliations for months 4-6 of the 2021/22 financial year be received.

15. Balance Sheet

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

Debtors	340
VAT Control	13,138
Current Acc	3,802
Savings Acc	100,005
Petty Cash	1,065
Unity Trust	29,406
Unity Savings	580,158
	727,913
Less Liabilities (Creditors)	-3,687
Total	724,226

Represented by:

Current Year Fund	164,990
General Reserves	148,280
EMR – Elections	29,000
EMR – Woodhouse	20,000
EMR – Town Hall Refurb	227,040
EMR – CIL	68,416
EMR – Allotments	15,000
EMR – Obelisk	1,500
Total	724,226

RESOLVED that the Balance Sheet for Month 6 of the 2021/22 financial year be received.

16. Budget Review 2021/22

Members considered the detailed budget to the end of Month 6 of the 2021/22 financial year.

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

Year to date Income of £314,471

Year to date expenditure of £149,481

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

17. Staffing Committee Recommendation – Increase of Hours

Members considered a recommendation put forward by the staffing Committee for an increase in hours for the two part time Administration staff (currently contracted to 34.5 hours). The Town Clerk had demonstrated the workload was sufficient to warrant full time hours and provided financial information to support the proposal.

RESOLVED that the two administrative staff be contracted to 37 hours per week with effect from Monday 8th November 2021.

18. Small Grants

RESOLVED that the Small Grants Awards for 2021/22 be opened and made available to community groups and organisations in the Normanton and Altofts area with a closing date of Tuesday 4th January 2022.

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