

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Tuesday 11th October 2022 at 6.30pm at All Saints Church

Present:

- Councillor E Blezard
- Councillor A Bones
- Councillor G Cheesbrough
- Councillor M Jennings
- Councillor S Hudson
- Councillor H Jones
- Councillor F Marchant
- Councillor P Marchant
- Councillor B Mayne
- Councillor P Mayne
- Councillor J Medford
- Councillor J Pritchard
- Councillor A Samuels
- Councillor W Wood

D Johnston – Town Clerk & RFO

3 members of the public
3 representatives from ESH

Absent:

- Councillor C Appleyard
- Councillor D Appleyard
- Councillor R Seal
- Councillor D South
- Councillor K Wilson, JP
- Councillor A Wood

054. Mayors Announcements

The Council began with observing a minute's silence for the late Queen, Elizabeth II.

The Mayors Chaplain lead the Council in prayers.

The Mayor reported that she had attended numerous church services following the sad death of her Majesty, Queen Elizabeth II. She was

honoured to take the book of condolence to Haven Lodge Nursing Home.

She reported on the Summer Fayre at Haven Lodge, the rescheduled Normanton Gala and a fundraiser organised by Normanton Nightingale Cheerleaders.

The Mayor made a presentation to a member of staff who had retired. The Council places on record its thanks for their service and wishes them a very happy retirement.

055. Apologies for Absence

Apologies were received on behalf of Councillor C Appleyard, Councillor D Appleyard, Councillor D South, Councillor R Seal, Councillor K Wilson, JP, and Councillor A Wood.

056. Declarations of Interest

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

The following declarations were made:

Councillor E Blezard

Non-pecuniary interest

Item - Presentation by ESH on the proposed development of social housing at Pingle Field

Reason - Member of the Freeston Foundation

Councillor M Jennings

Pecuniary Interest

Item – Planning

Reason – personal planning application submitted.

Councillor B Mayne

Non-pecuniary interest

Item - Presentation by ESH on the proposed development of social housing at Pingle Field

Reason - Member of the Freeston Foundation

Councillor W Wood

Pecuniary interest

Item – Planning

Reason – planning application submitted by a relative

057. Members of the Public

A member of the public who has been attending every meeting since April raised concerns about the Localism Act, seating arrangements at the July Council meeting, the Code of Conduct, Civility and Respect and the development of houses at Norman Court.

It was once again explained that the development of housing at Norman Court was a WDH issue and not something the Town Council was involved with.

058. Guest Speaker

The Mayor was pleased to welcome three representatives from ESH to give a presentation on the proposal for a development of social housing at Pingle Field.

The key points from the presentation were:

- The development would be accessed from Beckbridge Lane.
- A pre-planning application had been submitted to WMDC.
- The development would consist of 66 affordable homes.
- These would be 2-bedroom bungalows and 2/3 bedroom houses.
- There would be a public open space.
- Connectivity through the site would be maintained as part of the proposal.
- The land is currently owned by the Freeston Foundation.
- There is a commitment from the Freeston Foundation to provide a 3G pitch which would be accessible for the community.
- The 3G pitch aligns with the WMDC playing pitch strategy.
- It is currently proposed to have 100% affordable rented properties managed by a housing provider.
- There would be a construction management plan to ensure issues of safety and disruption around the school were dealt with.
- An additional footpath would be provided on both sides of the road near the school.
- ESH were in communication with the Diocese with regard to the school's needs.
- There would be an ecology survey prepared.
- An Arbor impact assessment would be carried out and any trees lost would be offset with new planting.
- Footpaths through the site would potentially be diverted during the build but it is intended to maintain connectivity.

- There would be an estimated build period of two and a half years.
- The funds would be transferred to the Freeston Foundation upon grant of planning permission so that work can begin on the 3G pitch.
- ESH were happy to return before full planning is submitted to talk in more depth about the affordable housing split.

The Mayor thanked the guest speakers for an interesting presentation.

059. Minutes

Meeting of Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 12th July 2022 (Minute Numbers 038-053; Pages 16-22) be received and the contents contained therein be approved.

Joint Finance and Property Committee

RESOLVED that the minutes of a meeting of a Joint Finance and Property Committee held on Wednesday 13th July 2022 (Minute Numbers 1-3; Pages 1-2) be received.

Staffing Committee

RESOLVED that the minutes of a meeting of a Staffing Committee held on Tuesday 6th September 2022 (Minute Numbers 10-15; Pages 4-5) be received.

060. Notes - Consultations Working Group

RESOLVED that the notes of a meeting of the Consultations Working Group held on Friday 22nd July 2022 be received.

061. Correspondence

RESOLVED that the following items of correspondence be received.

- i) Yvette Cooper MP
Reply to letter regarding ethical standards in local government and a follow-up letter from the Department for Levelling Up on ethical standards.
- ii) The Big Conversation
Feedback from a resident which was forwarded to the Town Council along with our response.
- iii) Better Busses for West Yorkshire
Campaign information and a request to send a template letter to the Mayor of West Yorkshire on behalf of the Town Council.

It was suggested that the Town Council would invite the Mayor of West Yorkshire to attend a Town Council meeting to give an update on public transport.

iv) **WASPI Group**

Email requesting support for the WASPI campaign.

It was suggested that the WASPI Campaign representatives be asked to attend a Town Council meeting to provide further information about their campaign and what support they require.

062. Civility & Respect Project

RESOLVED that the Council signs up to the civility and respect pledge.

063. Reports from District Councillors

To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.

Councillor J Medford for Normanton reported on:

- The battery farm application at Heath
- Litter picking
- Loose Dogs
- Issues with drug taking
- Off road biking
- 20MPH speed limits
- Fires in fields during the summer

Councillor J Pritchard for Altofts reported on:

- Daffodil bulb planting
- Speeding issues

064. External Organisations

Councillor J Pritchard reported on issues of anti-social behaviour which were being addressed through the Well Project Youth Workers. It was reported that a multi-agency meeting had been arranged which included Police, youth workers, trustees and the District Council ASB team.

Funding had been put in place for more detached work and additional boxing equipment.

The Police were continuing to liaise with the Youth Workers.

065. Outside Bodies

There were no reports from Council representatives on Outside Bodies.

066. Financial Matters

RESOLVED that the list of invoices due for payment in October 2022 be approved.

A copy of the list can be found at appendix 1.

RESOLVED that the list of payments made under the Clerks Authority in July 2022 totalling £155,632.46 and August 2022 totalling £110,864.93 be approved.

A copy of the list can be found at appendix 2.

RESOLVED that the Bank Reconciliation for June and July 2022, showing a cash balance of £589,925 and £459,355 respectively be received.

RESOLVED that the report of the external auditor for the 2021-22 financial year be received and the clerk's actions be noted.

067. Smaller Authorities Audit Appointments

RESOLVED that the Council does not wish to opt out of the central audit appointment service for the five-year period to 2027.

068. Common Ward – Declaration of Vacancy

RESOLVED that the Council declares a vacancy in the Common Ward following the non-attendance of Councillor Jade Botterill for a period of six months.

It was noted that the Woodhouse Ward vacancy could be filled by co-option and the Clerk would now advertise the vacancy.

069. Written Motion – Fracking - Councillor J Pritchard

RESOLVED that the Town Council writes to the Prime Minister urging the Government to re-think the decision and ban fracking in the UK.

070. Altofts Junior School – School Streets Proposal

Members considered a proposal from WMDC to create a 'School Street' at Altofts Junior School.

Members felt that closing Ash Tree Gardens would only push traffic further out onto the main road and traffic is already difficult in that area.

It was understood that Lidl had been suggested as a parking area which would see many more children walking across the very busy

railway bridge, with only one footpath, potentially putting them in more danger.

Members felt that traffic is already chaotic in this area and were not supportive of the proposal.

071. Planning

RESOLVED that the following planning applications be received, and no objections raised.

| APP NO | ADDRESS | PROPOSAL |
|--------------|--|---|
| 22/01492/FUL | 1 Hillcrest Normanton WF6 2NT | Proposed Single Storey Extension to Side & Rear |
| 22/01325/FUL | 16 Church Lane Normanton WF6 1EU | Change of use and sub division of property creating one apartment at ground floor/basement level and a 5 bed HMO on the first and second floors with associated changes including new window openings and works to external levels. |
| 22/01378/FUL | 7 Market Place Normanton WF6 2AU | Retrospective application for garage for domestic storage and associated boundary treatment |
| 22/01205/FUL | Altofts Sports Ground Lock Lane Normanton Wakefield WF6 2QJ | Erection of a storage unit |
| 22/01448/FUL | 9 Eskdale Avenue Altofts Normanton WF6 2RE | SINGLE STOREY REAR EXTENSION AND INTERNAL ALTERATIONS |
| 22/01501/CPE | Land Off Birkwood Road Altofts | Use for storage and recycling of timber and building materials; and sale of timber and building materials to the public |

| | | |
|--------------|---|--|
| 22/01541/FUL | 11 Newland View Normanton WF6 2JR | <u>2 storey side extension, alterations to roof and loft conversion with dormer to front and rear, render to full property, porch to front & Detached garage</u> |
| 22/01614/FUL | 34 Birkwood Road Normanton WF6 2NL | <u>Erection of external boundary wall and electric entrance gates (Retrospective)</u> |
| 22/01519/FUL | 242 Snydale Road Normanton WF6 1PE | <u>Part single storey to front, two storey extension to side</u> |
| 22/01717/FUL | 76 Foxholes Lane Normanton WF6 2PE | <u>Single Storey Extension to Front</u> |
| 22/01740/CPL | 30 Windsor Close Normanton WF6 1TX | <u>Garage conversion</u> |
| 22/01747/FUL | 12 Church Fields Normanton WF6 1EQ | <u>Proposed detached garage to the front</u> |
| 22/01790/TPO | 1 Altofts Lodge Drive Normanton WF6 2LB | <u>Removal of Epicormic Growth from all Trees to a Height of 3metres from Ground Level. No Pruning Wounds Greater than 80mm in Diameter to be Generated.</u> |
| 22/00905/FUL | 2 Market Street Normanton WF6 2AR | <u>Demolition of existing single storey workshop and storage building and construction of a two storey building replacement building consisting of retail/office to ground floor and first floor flat.</u> |
| 22/01741/FUL | All Saints Church And Cemetery High Street | <u>Erection of 2no. mesh fences (2.0m in height) to northern side of Church, with new entrance gate to mesh fence</u> |

| | | |
|--------------|---|---|
| | Normanton WF6 1NR | at north eastern end of the Church |
| 22/01829/FUL | 44-48 Newlaithes Crescent Normanton WF6 1SY | Change of use of land to rear of no. 44, 46, 48 Newlaithes Crescent from grass verge to form residential garden |
| 22/01930/TPO | 113A Church Road Altofts Normanton WF6 2QG | Remove 1 Cherry Tree |
| 22/01919/FUL | 31 Buckthorne Road Normanton Wakefield WF6 2FH | Single Storey Bay Window to Front |

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

APPENDIX 1

11/10/2022

Normanton Town Council

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Invoices Due for Payment by 11 October 2022

For Creditors

Pay by Electronic Payment

| Invoice Date | Invoice No. | Ref No. | Invoice Detail | Authorise Ref | Date Due | Amount Due | Discount To Claim | Net Amount due |
|---|-------------|---------|-------------------------------|---------------|------------|------------------|-------------------|------------------|
| 5 Towns Decorating Ltd [5TO001] | | | | | | | | |
| 08/10/2022 | 000009 | 545 | Decorating | | 08/10/2022 | 3,867.90 | | 3,867.90 |
| Total of Invoices Due (5TO001) | | | | | | 3,867.90 | 0.00 | 3,867.90 |
| D3 Office Group Ltd [D3O001] | | | | | | | | |
| 29/09/2022 | 82632 | 494 | Paper Towel Dispensers | | 29/09/2022 | 156.74 | | 156.74 |
| 30/09/2022 | 83181 | 544 | Supplies | | 30/09/2022 | 263.18 | | 263.18 |
| Total of Invoices Due (D3O001) | | | | | | 419.92 | 0.00 | 419.92 |
| D C Contracts Ossett Ltd [DCC001] | | | | | | | | |
| 05/10/2022 | 21684 | 546 | Town Hall Curtains and Blinds | | 05/10/2022 | 9,504.00 | | 9,504.00 |
| Total of Invoices Due (DCC001) | | | | | | 9,504.00 | 0.00 | 9,504.00 |
| Dhand Construction [DHA001] | | | | | | | | |
| 10/10/2022 | INV 0687 | 562 | Valuation 9 | | 10/10/2022 | 21,841.37 | | 21,841.37 |
| Total of Invoices Due (DHA001) | | | | | | 21,841.37 | 0.00 | 21,841.37 |
| Ian Jefferson Presenting & PA Systems [IAN001] | | | | | | | | |
| 10/10/2022 | 002 | 564 | Presenter | | 10/10/2022 | 400.00 | | 400.00 |
| Total of Invoices Due (IAN001) | | | | | | 400.00 | 0.00 | 400.00 |
| George Mudford & Sons Ltd [MUD001] | | | | | | | | |
| 05/10/2022 | 49013 | 563 | Table Hire | | 05/10/2022 | 60.00 | | 60.00 |
| Total of Invoices Due (MUD001) | | | | | | 60.00 | 0.00 | 60.00 |
| Rialtas Business Solutions Ltd [RIA001] | | | | | | | | |
| 30/09/2022 | SM26234 | 551 | Allotment App Integration | | 30/09/2022 | 90.00 | | 90.00 |
| Total of Invoices Due (RIA001) | | | | | | 90.00 | 0.00 | 90.00 |
| STW Catering [STW001] | | | | | | | | |
| 01/10/2022 | 005 | 550 | Gala Catering | | 01/10/2022 | 480.00 | | 480.00 |
| Total of Invoices Due (STW001) | | | | | | 480.00 | 0.00 | 480.00 |
| TD Events Ltd [TDE001] | | | | | | | | |
| 01/10/2022 | INV 1069 | 546 | Gala Security | | 01/10/2022 | 717.00 | | 717.00 |
| Total of Invoices Due (TDE001) | | | | | | 717.00 | 0.00 | 717.00 |
| Think Traffic Management Ltd [THI001] | | | | | | | | |
| 09/10/2022 | TTM INV0250 | 547 | Traffic Management | | 09/10/2022 | 2,948.40 | | 2,948.40 |

11/10/2022

Normanton Town Council

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Invoices Due for Payment by 11 October 2022

For Creditors

Pay by Electronic Payment

| Invoice Date | Invoice No. | Ref No. | Invoice Detail | Authorise Ref | Date Due | Amount Due | Discount To Claim | Net Amount due |
|---|-------------|---------|-------------------|---------------|------------|------------|-------------------|----------------|
| Total of Invoices Due (THI001) | | | | | | 2,948.40 | 0.00 | 2,948.40 |
| Wakefield Metropolitan District Council [WAK001] | | | | | | | | |
| 29/09/2022 | 91314112248 | 549 | Halloween Licence | | 29/09/2022 | 47.00 | | 47.00 |
| Total of Invoices Due (WAK001) | | | | | | 47.00 | 0.00 | 47.00 |
| Total of Invoices Due (Creditors) | | | | | | 40,375.59 | 0.00 | 40,375.59 |
| TOTAL OF INVOICES DUE (ALL LEDGERS) | | | | | | 40,375.59 | 0.00 | 40,375.59 |

APPENDIX 2

Date: 07/09/2022

Normanton Town Council

Page: 2

Time: 10:32

Cashbook 1

User: DMJ

Barclays Current

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|---------------------------------|------------|--------------|-------------|--------|------|--------|----------|---------------------------|
| 04/07/2022 | You Can Hire | HJ00920421 | 129.60 | 129.60 | | 500 | | | Chair Hire |
| 04/07/2022 | Create Cafe @ Wakefield One | WAKE1484 | 498.00 | 498.00 | | 500 | | | Civic Sunday Catering |
| 04/07/2022 | Aston Management Tribute Acts | 9435 | 1,680.00 | 1,680.00 | | 500 | | | P@HHP Performers |
| 04/07/2022 | Clean Business | 110873 | 19.00 | 19.00 | | 500 | | | Laundry - M. Making |
| 04/07/2022 | Brook (Leicester) Ltd | 2022-9367 | 79.90 | 79.90 | | 500 | | | Hi Viz Vests |
| 04/07/2022 | Domu Brands Ltd | 326286 | 89.99 | 89.99 | | 500 | | | Gazebo |
| 04/07/2022 | Barclays Bank | DD | 8.50 | | | 4150 | 101 | 8.50 | Bank Charges |
| 07/07/2022 | Argos Limited | CARD 1 | 120.00 | 120.00 | | 500 | | | Gazebo |
| 08/07/2022 | Asda Supermarkets Ltd | 080722 | 1.68 | 1.68 | | 500 | | | Food Bags |
| 08/07/2022 | Tesco | CARD 2 | 69.16 | 69.16 | | 500 | | | Refreshments |
| 11/07/2022 | Asda Supermarkets Ltd | 110722 | 2.04 | 2.04 | | 500 | | | Water - Allot Inspections |
| 11/07/2022 | AC Funfairs | 110722 a | 61.00 | 61.00 | | 500 | | | Catering - P@HHP |
| 11/07/2022 | Deano's Pizza | 110722 b | 37.00 | 37.00 | | 500 | | | Catering - P@HHP |
| 11/07/2022 | F and D Leisure | 110722 c | 49.00 | 49.00 | | 500 | | | Catering - P@HHP |
| 11/07/2022 | Argofield Limited | 4165233 | 528.77 | 528.77 | | 500 | | | Wallpaper |
| 12/07/2022 | Domu Brands Ltd | CARD | -89.99 | | -15.00 | 4657 | 201 | -74.99 | Domu Brands Ltd |
| 13/07/2022 | Asda Supermarkets Ltd | CARD 3 | 1.75 | 1.75 | | 500 | | | Water |
| 15/07/2022 | Unity Trust Current | PAR 15.07 | 200.00 | | | 260 | | 200.00 | CORR - Dinosaur Deposit |
| 19/07/2022 | Amazon EU S.a.r.l. UK Branch | 19.07.22 | 39.99 | 39.99 | | 500 | | | External Hard Drive |
| 19/07/2022 | Beresford Grant Associates Lim | 19.07.22. | 14.99 | 14.99 | | 500 | | | Light Shades |
| 19/07/2022 | Unity Trust Current | WAK 19.07 | 60.00 | | | 260 | | 60.00 | CORR - Car Boot Licence |
| 22/07/2022 | Unity Trust Current | PAG 22.07 | 872.00 | | | 260 | | 872.00 | CORR - Lighting |
| 22/07/2022 | Unity Trust Current | LED 22.07 | 1,050.00 | | | 260 | | 1,050.00 | CORR- LED Lighting |
| 23/07/2022 | Amazon Services Europe S.a.r.l. | 23.07.22 | 17.96 | 17.96 | | 500 | | | Stationery |
| 23/07/2022 | Amazon Services Europe S.a.r.l. | 23.07.22. | 59.22 | 59.22 | | 500 | | | Toilet Brushes |
| 23/07/2022 | Nigel Waters Hardware Ltd | 23.07.2022 | 13.30 | 13.30 | | 500 | | | Allotment Keys |
| Total Payments for Month | | | 5,612.86 | 3,512.35 | -15.00 | | | 2,115.51 | |
| Balance Carried Fwd | | | 6,684.56 | | | | | | |
| Cashbook Totals | | | 12,297.42 | 3,512.35 | -15.00 | | | 8,800.07 | |

APPENDIX 2

Date: 07/09/2022

Normanton Town Council

Page: 2

Time: 10:33

Cashbook 5

User: DMJ

Unity Trust Current

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|------------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 01/07/2022 | Scottish Power Energy Retail L | SCO003 | 79.00 | 79.00 | | 500 | | | Gas Bill |
| 04/07/2022 | Barclays Current | HJ00920421 | 129.60 | | | 200 | | 129.60 | CORR - Chair Hire |
| 04/07/2022 | Barclays Current | WAKE1484 | 498.00 | | | 200 | | 498.00 | CORR - Civic Sunday Catering |
| 04/07/2022 | Barclays Current | 9435 | 1,680.00 | | | 200 | | 1,680.00 | CORR - P@HHP Performers |
| 04/07/2022 | Barclays Current | 110873 | 19.00 | | | 200 | | 19.00 | CORR - Laundry |
| 04/07/2022 | Multi-Web Services Ltd | MUL001 | 152.94 | 152.94 | | 500 | | | Website Hosting |
| 14/07/2022 | G & S Toilet Hire | SI-19258 | 2,124.00 | 2,124.00 | | 500 | | | Toilet Hire - P@HHP |
| 14/07/2022 | Woodside Consulting Engineers | INV-0322 | 360.00 | 360.00 | | 500 | | | Structural Engineer Additional |
| 14/07/2022 | 5 Towns Decorating Ltd | 110722 | 1,641.00 | 1,641.00 | | 500 | | | Decorating - Stairs & Landing |
| 14/07/2022 | Ian Jefferson Presenting & PA | 11072022 | 350.00 | 350.00 | | 500 | | | Presenting P@HHP |
| 14/07/2022 | WH Joinery | 140722 | 250.00 | 250.00 | | 500 | | | Joinery |
| 14/07/2022 | Pitney Bowes Purchase Power | BJ159530 | 557.35 | 557.35 | | 500 | | | Franker Credit |
| 14/07/2022 | Dhand Construction | INV-0608 | 36,399.80 | 36,399.80 | | 500 | | | Refurb - Valuation 5 |
| 14/07/2022 | Wakefield Metropolitan Distric | 1770856476 | 107.56 | 107.56 | | 500 | | | Alarm Repairs |
| 14/07/2022 | Talking Newspaper | 120722 | 110.10 | 110.10 | | 500 | | | Transfer of Funds |
| 14/07/2022 | Mayors Charity Fund | 12072022 | 115.00 | 115.00 | | 500 | | | Transfer of Funds |
| 14/07/2022 | Advertiser Office Printers Lim | SI236 | 48.00 | 48.00 | | 500 | | | Stationery |
| 14/07/2022 | Advertiser Office Printers Lim | SI246 | 123.60 | 123.60 | | 500 | | | Printing |
| 14/07/2022 | RCW Building Solutions Ltd | 10266 | 750.00 | 750.00 | | 500 | | | Remove Damaged Fence |
| 14/07/2022 | Wakefield Metropolitan Distric | 1313959673 | 476.09 | 476.09 | | 500 | | | Grounds Maint - Potts Terrace |
| 14/07/2022 | DMS Architecture Ltd | 02455 | 1,038.16 | 1,038.16 | | 500 | | | Architects Fees |
| 14/07/2022 | Enviratass Asbestos Surveyors | 030896 | 80.00 | 80.00 | | 500 | | | Asbestos Testing |
| 14/07/2022 | Woodside Consulting Engineers | INV 0316 | 2,100.00 | 2,100.00 | | 500 | | | Structural Engineer Fees |
| 14/07/2022 | Tim Howe Consultancy | TIM 14.07 | 250.00 | 250.00 | | 500 | | | QS Fees |
| 14/07/2022 | NGC Network Services Ltd | NGC01 | 90.00 | 90.00 | | 500 | | | Telephone Maintenance |
| 14/07/2022 | Wakefield Metropolitan Distric | WAK001 | 1,272.00 | 1,272.00 | | 500 | | | Business Rates |
| 14/07/2022 | Wakefield Metropolitan Distric | WAK001b | 227.00 | 227.00 | | 500 | | | Business Rates |
| 21/07/2022 | Dhand Construction | INV 0609 | 87,518.93 | 87,518.93 | | 500 | | | Refurb - Valuation 6 |
| 21/07/2022 | Citation Ltd | CIT002 | 283.20 | 283.20 | | 500 | | | H and S and HR Advice |
| 21/07/2022 | DRD Communications | DRD001 | 55.55 | 55.55 | | 500 | | | Telephone Bill |
| 27/07/2022 | Employees | Std Ord 20 | 7,184.21 | | | 4000 | 101 | 5,784.21 | Employee Wages |
| | | | | | | 4000 | 102 | 536.52 | Employee Wages |
| | | | | | | 4000 | 130 | 278.68 | Employee Wages |
| | | | | | | 4000 | 140 | 92.80 | Employee Wages |
| | | | | | | 4000 | 201 | 492.00 | Employee Wages |
| 27/07/2022 | HMRC | Std Ord 21 | 2,141.92 | | | 4000 | 101 | 1,315.29 | HMRC - PAYE/NIC |
| | | | | | | 4002 | 101 | 726.23 | HMRC - PAYE/NIC |
| | | | | | | 4000 | 130 | 19.20 | HMRC - PAYE/NIC |
| | | | | | | 4000 | 140 | -2.80 | HMRC - PAYE/NIC |
| | | | | | | 4000 | 201 | 84.00 | HMRC - PAYE/NIC |
| 28/07/2022 | Employment Law Advisory Servic | ELA001 | 30.00 | 30.00 | | 500 | | | Payroll Services |
| 28/07/2022 | Pro Logic Computers (UK) Ltd | PRO001 | 342.06 | 342.06 | | 500 | | | IT Support and Software |
| 29/07/2022 | NGC Network Services Ltd | NGC001 | 144.82 | 144.82 | | 500 | | | Telephone Bill |
| 30/07/2022 | West Yorkshire Pension Fund | Std Ord 3 | 1,740.71 | | | 4000 | 101 | 425.90 | Pension Contributions |

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APPENDIX 2

Date: 07/09/2022

Normanton Town Council

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Time: 10:32

Cashbook 1

User: DMJ

Barclays Current

For Month No: 5

Payments for Month 5**Nominal Ledger Analysis**

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-----------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 04/08/2022 | Royal Mail | 04.08.22 | 856.42 | 856.42 | | 500 | | | Newsletter Delivery |
| 05/08/2022 | Beresford Grant Associates Lim | 05.08.22 | 149.90 | 149.90 | | 500 | | | Light Shades |
| 09/08/2022 | LED Panel Store Limited | 09.08.22 | 66.00 | 66.00 | | 500 | | | Lighting |
| 10/08/2022 | Asda Supermarkets Ltd | 10.08.22 | 1.24 | 1.24 | | 500 | | | Cleaning Products |
| 10/08/2022 | National Chrysanthemum Society | 10.08.2022 | 32.00 | 32.00 | | 500 | | | Flower Show Medals |
| 11/08/2022 | The National Dahlia Society | 11.08.22 | 29.00 | 29.00 | | 500 | | | Flower Show Medals |
| 16/08/2022 | We Print Gifts Ltd | 16.08.22 | 52.50 | 52.50 | | 500 | | | ID Cards |
| 16/08/2022 | Bigdug Limited | CARD 16/08 | 699.89 | 699.89 | | 500 | | | Shelving |
| 17/08/2022 | HM Land Registry | CARD 17/08 | 12.00 | 12.00 | | 500 | | | Land Registry Searches |
| 18/08/2022 | B and M Retail Ltd | CARD 18/08 | 20.00 | 20.00 | | 500 | | | Kettle |
| 22/08/2022 | Unity Trust Current | CBT | 100,000.00 | | | 260 | | 100,000.00 | Cash Book Transfer |
| Total Payments for Month | | | 101,918.95 | 1,918.95 | 0.00 | | | 100,000.00 | |
| Balance Carried Fwd | | | 4,782.81 | | | | | | |
| Cashbook Totals | | | 106,701.76 | 1,918.95 | 0.00 | | | 104,782.81 | |

APPENDIX 2

Date: 07/09/2022

Normanton Town Council

Page: 90

Time: 10:32

Cashbook 5

User: DMJ

Unity Trust Current

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|--------------------------|--------------------------------|------------|--------------|-------------|-------|------|--------|------------|-----------------------------|
| 01/07/2022 | Advertiser Office Printers Lim | ADV 26.08. | 48.00 | 48.00 | | 500 | | | Stationery |
| 15/07/2022 | Partytime Yorkshire | PAR 15.07. | 200.00 | 200.00 | | 500 | | | Dinosaur Deposit |
| 19/07/2022 | Wakefield Metropolitan Distric | WAK 19.07 | 60.00 | 60.00 | | 500 | | | Car Boot Licence |
| 22/07/2022 | Pagazzi Lighting | PAG 22.07 | 872.00 | 872.00 | | 500 | | | Lighting |
| 22/07/2022 | LED Panel Store Limited | LED 22.07 | 1,050.00 | 1,050.00 | | 500 | | | Lighting |
| 22/07/2022 | B and M Retail Ltd | BAN 22.07 | 4.47 | 4.47 | | 500 | | | Laundry Bags |
| 02/08/2022 | Asda Supermarkets Ltd | ASD 02.08 | 5.00 | 5.00 | | 500 | | | Refreshments |
| 05/08/2022 | The Yorkshire Removal Company | YOR 05.08 | 336.00 | 336.00 | | 500 | | | Storage Fees |
| 05/08/2022 | Normanton & District Advertise | NOR 05.08 | 33.60 | 33.60 | | 500 | | | Advertising - Civic Sunday |
| 05/08/2022 | TD Events Ltd | TDE 05.08 | 1,293.60 | 1,293.60 | | 500 | | | Security |
| 05/08/2022 | Motor Fuels Ltd | MOT 05.08 | 10.00 | 10.00 | | 500 | | | Fuel - Mower |
| 05/08/2022 | Glasshoughton Service Station | GLA 05.08 | 19.29 | 19.29 | | 500 | | | Fuel - Mower |
| 05/08/2022 | Midland Entertainment | MID 05.08 | 3,096.00 | 3,096.00 | | 500 | | | Entertainment |
| 05/08/2022 | Yorkshire Fence Hire Limited | YOR 05.08. | 354.00 | 354.00 | | 500 | | | Fence Hire |
| 05/08/2022 | HG1 Commuications | HG1 05.08 | 4,155.60 | 4,155.60 | | 500 | | | Stage and Sound |
| 05/08/2022 | Asda Supermarkets Ltd | ASD 05.08 | 46.50 | 46.50 | | 500 | | | Refreshments - PAHHP |
| 05/08/2022 | Employees | EMP 05.08 | 48.75 | 48.75 | | 500 | | | Employees Expenses |
| 12/08/2022 | DMS Architecture Ltd | DMS 12.08 | 1,038.16 | 1,038.16 | | 500 | | | Architects Fees |
| 15/08/2022 | Scottish Power | DD | -108.31 | | -6.45 | 4600 | 130 | -101.86 | Refund - Utility Bill |
| 16/08/2022 | 5 Towns Decorating Ltd | 16.08.22 | 1,135.00 | 1,135.00 | | 500 | | | Decorating |
| 16/08/2022 | You Can Hire | LNTV0001 | 724.44 | 724.44 | | 500 | | | Table Hire |
| 16/08/2022 | Shredall (East Midlands) Ltd | NOR223 | 105.22 | 105.22 | | 500 | | | Shredding |
| 16/08/2022 | Express Signs (Yorkshire) Ltd | NORMANTO | 31.08 | 31.08 | | 500 | | | HB Plaques |
| 16/08/2022 | Unity Trust Savings | CBT | 50,000.00 | | | 270 | | 50,000.00 | Cash BookTransfer |
| 17/08/2022 | RBL Poppy Appeal | CQ 300003 | 150.00 | | | 4653 | 201 | 150.00 | Poppy Wreaths |
| 19/08/2022 | Advertiser Office Printers Lim | ADV 19.08 | 24.00 | 24.00 | | 500 | | | Printing Posters |
| 19/08/2022 | Tim Howe Consultancy | TIM 19.08 | 250.00 | 250.00 | | 500 | | | QS Fees |
| 22/08/2022 | Mayor of Normanton | 002 | 40.00 | 40.00 | | 500 | | | Mayors Expenses |
| 22/08/2022 | George Mudford & Sons Ltd | NORM01 | 1,584.00 | 1,584.00 | | 500 | | | Marquee Hire |
| 22/08/2022 | The National Vegetable Society | 001 | 15.20 | 15.20 | | 500 | | | Medals |
| 22/08/2022 | Declan Moyser | 190822 | 1,700.00 | 1,700.00 | | 500 | | | Wall Repairs |
| 22/08/2022 | 5 Towns Decorating Ltd | 000005 | 650.00 | 650.00 | | 500 | | | Decorating - Town Hall |
| 26/08/2022 | Riso Digital Print Solutions | RIS 26.08 | 779.94 | 779.94 | | 500 | | | Relocation of Photocopier |
| 26/08/2022 | Advertiser Office Printers Lim | ADV 26.08 | 600.00 | 600.00 | | 500 | | | Gala Programmes |
| 26/08/2022 | Wakefield Metropolitan Distric | WAK 26.08 | 1,774.42 | 1,774.42 | | 500 | | | Insurance Rent 2019 to 2022 |
| 26/08/2022 | Dhand Construction | INV-0664 | 34,987.46 | 34,987.46 | | 500 | | | Valuation 7 |
| 30/08/2022 | Advertiser Office Printers Lim | SI315 | 110.40 | 110.40 | | 500 | | | Envelopes |
| 30/08/2022 | Riso Digital Print Solutions | 133541 | 218.16 | 218.16 | | 500 | | | Photocopier Charges |
| 30/08/2022 | Advertiser Office Printers Lim | SQ-219 | 1,000.00 | 1,000.00 | | 500 | | | Newsletter Printing |
| 30/08/2022 | Normanton & District Advertise | N00001 | 384.00 | 384.00 | | 500 | | | Advertising |
| 30/08/2022 | Aston Management Tribute Acts | 9554 | 120.00 | 120.00 | | 500 | | | Deposit PAHHP 2024 |
| Total Payments for Month | | | 108,945.98 | 58,904.29 | -6.45 | | | 50,048.14 | |
| Balance Carried Fwd | | | 163,486.99 | | | | | | |
| Cashbook Totals | | | 272,434.97 | 58,904.29 | -6.45 | | | 213,537.13 | |