

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
**Town Clerk & RFO**

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High Street  
Normanton  
WF6 2DZ

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To all members of the Finance  
Committee

Our ref: DJ/DJ  
Date: 30<sup>th</sup> November 2022  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Tuesday 6<sup>th</sup> December 2022** at **6.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

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.

**FINANCE COMMITTEE**  
**Tuesday 6<sup>th</sup> December 2022**  
**AGENDA**

<b>12.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>13.</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>14.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Finance Committee held on Tuesday 7 <sup>th</sup> June 2022 (Minute Numbers 1-11; Page Numbers 1-3) and approve the contents contained therein.  To receive and sign the minutes of a meeting of the Joint Finance and Property Meeting held on Wednesday 13 <sup>th</sup> July 2022 (Minute Numbers 1-3; Pages 1-2) and approve the contents therein.	<b>ENC A</b>  <b>ENC B</b>
<b>15.</b>	<b>Cash Books – Month 1-6</b> To receive the cashbooks for Months 1-6 of the 2022/23 financial year.	<b>ENC C</b>
<b>16.</b>	<b>Bank Reconciliation – Month 6</b> To receive the Bank Reconciliation for month 6 of the 2022/23 financial year.	<b>ENC D</b>
<b>17.</b>	<b>Balance Sheet</b> To receive the Balance Sheet for Month 6 of the 2022/23 financial year.	<b>ENC E</b>
<b>18.</b>	<b>Budget Review</b> To review the budget up to Month 6 of the 2022/23 financial year.	<b>ENC F</b>
<b>19.</b>	<b>Audit</b> To receive the report of the internal auditor from their first inspection of the 2022/23 financial year.	<b>ENC G</b>

<b>20.</b>	<b>Community Infrastructure Levy</b> To receive a verbal report on receipts under Community Infrastructure Levy.	
<b>21.</b>	<b>IT Upgrades</b> To receive a verbal update on IT upgrades which will be required in the new financial year.	
<b>22.</b>	<b>Norwood Street Garages – Request for signage</b> To consider a request from a tenant to install signage to indicate that access is required at all times following years of issues with access being blocked by school traffic.	
<b>23.</b>	<b>Hanging Baskets</b> To consider quotes for the supply and maintenance of hanging baskets for summer 2023.	
<b>24.</b>	<b>Riso Copier Update</b> To receive an update on the new copier which was installed in January 2022 and the cost increases expected in January 2023.	
<b>25.</b>	<b>Caseworker System</b> To consider a quote for the caseworker system.	
<b>26.</b>	<b>Rialtas Cloud</b> To consider a quote to migrate to the Rialtas cloud-based system from 1st April 2023.	
<b>27.</b>	<b>Shredding</b> To consider quotes for the shredding contract which is due to renew in June 2023.	
<b>28.</b>	<b>Tree Work at Norwood Street Open Space</b> To consider carrying out tree work at the Norwood Street Open Space.	