

NORMANTON TOWN COUNCIL



MINUTES OF THE FINANCE COMMITTEE

Tuesday 6th December 2022 at 6.00pm at Normanton Town Hall

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

Donna Johnston – Town Clerk & RFO

Absent: Councillor R Seal
Councillor K Wilson, JP

12. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor R Seal and Councillor K Wilson, JP.

13. Members Declarations of Interest

Members were reminded to make any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

There were no declarations made.

14. Minutes

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 7th June 2022 (Minute Numbers 1-11; Page Numbers 1-3) be received and the contents contained therein be approved.

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

15. Cash Books – Month 1-6

RESOLVED that the cashbooks for Months 1-6 of the 2022/23 financial year be received.

16. Bank Reconciliation – Month 6

RESOLVED that the Bank Reconciliation for month 6 of the 2022/23 financial year showing a balance of £351,027.96 be received.

17. Balance Sheet

RESOLVED that the Balance Sheet for Month 6 of the 2022/23 financial year showing assets and liabilities totalling £416,126 be received.

18. Budget Review

Members considered the budget up to Month 6 of the 2022/23 financial year. Attention was drawn to any overspends on budget 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 £317,965

Year to date expenditure of £449,539

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

19. Audit

RESOLVED that the report of the internal auditor from their first inspection of the 2022/23 financial year be received.

20. Community Infrastructure Levy

It was reported that £3,549.49 had been received during the year. This made a total of £80,231.37.

Wakefield Council had confirmed that the CIL funding could be spent on community buildings in full as it was classed as infrastructure.

RESOLVED that the Community Infrastructure Levy update be received.

21. IT Upgrades

It was reported that the server would reach the end of its life in 2023 and there was a proposal to move to a cloud-based system.

Costs would be obtained in time for preparation of the budget in the new year.

RESOLVED that the report be received.

22. Norwood Street Garages – Request for signage

Members considered 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.

It was suggested that there should be a consultation with the tenants before signs are provided to establish who requires them.

RESOLVED that the report be received, and a consultation be carried out with tenants.

23. Hanging Baskets

Members considered quotes for the supply and maintenance of hanging baskets for summer 2023 and Spring 2023.

RESOLVED that the contract be awarded to First Impressions subject to alterations to the order quantities. The final cost would be confirmed at the next meeting.

24. Riso Copier Update

It was reported that the new copier was disappointing compared to the quality of the previous laser copier. The 4% cost increase from January was noted.

It was agreed that a desktop laser printer be purchased for the Clerk's Office for confidential printing and higher quality colour prints.

RESOLVED that the report be received and that a new laser printer be purchased at a cost of £230.00 with a subscription to instant ink at £9.99 per month.

25. Caseworker System

Members considered a quote for the Caseworker system and wanted further information, examples and a demonstration before committing to purchasing.

26. Rialtas Cloud

Members considered a quote to migrate to the Rialtas cloud-based accounting system from 1st April 2023.

RESOLVED that a subscription to Rialtas Cloud be agreed at a maximum cost of £1,923.12 per year.

27. Shredding

It was reported that the shredding contract is due to renew in June 2023.

Alternative quotes had been sought.

RESOLVED that the shredding contract be awarded to Class Office at a cost of £40 every 8 weeks including two consoles.

28. Tree Work at Norwood Street Open Space

RESOLVED that the quote from WMDC for tree work at the Norwood Street Open Space be agreed at a total cost of £1,672.14.

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