

# 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> August 2021  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Thursday 26<sup>th</sup> August 2021** at **11.00am** 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.

## **Face Coverings / Shields**

- We would ask that for the safety and comfort of others, visitors continue to wear a face covering or face shield whilst in the building.

## **Covid Testing**

- Office staff are taking lateral flow tests twice a week.
- We would ask that Councillors continue to take regular lateral flow tests.

## **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.

## **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.
- For Town Council meetings at 1m distance – out of respect for others, we would ask that attendees wear a face covering unless speaking.
- For all other committee meetings, face coverings may be removed once seated.
- 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 26<sup>th</sup> August 2021**

**AGENDA**

<b>1.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>2.</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>3.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Finance Committee held on Tuesday 27 <sup>th</sup> April 2021 (Minute Numbers 30-40; Page Numbers 11-14) and approve the contents contained therein.	<b>ENC A</b>
<b>4.</b>	<b>Budget Review 2021/22</b> To review the budget and actual figures for the 2021/22 financial year.	<b>ENC B</b>
<b>5.</b>	<b>Franking Machine</b> To consider options for the renewal of the franking machine lease.	<b>ENC C</b>
<b>6.</b>	<b>Hanging Basket Brackets</b> To consider the replacement of the Hanging Basket brackets.	<b>ENC D</b>
<b>7.</b>	<b>Photocopier</b> To consider options for the renewal of the photocopier lease.	<b>ENC E</b>
<b>8.</b>	<b>Purchase Ledger Module</b> To consider the purchase of the Purchase Ledger Module for the Accounts software.	<b>ENC F</b>
<b>9.</b>	<b>Newsletter</b> To consider the plans for the Town Council Newsletter for the remainder of the year.	<b>ENC G</b>