

# NORMANTON TOWN COUNCIL

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

Tel: 01924 893794

E: [enquiries@normantontowncouncil.co.uk](mailto:enquiries@normantontowncouncil.co.uk)



The Town Hall  
High Street  
Normanton  
WF6 2DZ

W: [normantontowncouncil.co.uk](http://normantontowncouncil.co.uk)

To all members of the Finance  
Committee

Our ref: DJ/hs  
Date: 18<sup>th</sup> October 2023  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Tuesday 24<sup>th</sup> October 2023** at **2.00pm** 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', followed by a period.

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

## FINANCE COMMITTEE

Tuesday 24<sup>th</sup> October 2023 at Normanton Town Hall

### AGENDA

<b>014.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>015.</b>	<b>Members Declarations of Interest</b> Members are reminded of the requirement to make an appropriate declaration at the meeting on any item in which they have an interest.	
<b>016.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Finance Committee held on Tuesday 24 <sup>th</sup> July 2023 (Minute Numbers 001-013; Page Numbers 1-3).	<b>ENC A</b>
<b>017.</b>	<b>Cash Books</b> To receive the cashbooks for months 4-6 of the 2023/24 financial year.	<b>ENC B</b>
<b>018.</b>	<b>Bank Reconciliation</b> To receive the Bank Reconciliation for month 6 of the 2023/24 financial year.	<b>ENC C</b>
<b>019.</b>	<b>Balance Sheet</b> To receive the Balance Sheet for month 6 of the 2023/24 financial year.	<b>ENC D</b>
<b>020.</b>	<b>Budget Review</b> To review the budget up to month 6 of the 2023/24 financial year.	<b>ENC E</b>
<b>021.</b>	<b>Mayoral Robes</b> To consider a quote for Mayoral Robes.	
<b>022.</b>	<b>Retired Mayoral Chain</b> To consider a quote for a velvet collar and display stand for the retired mayoral chain.	
<b>023.</b>	<b>Past Mayors Badge</b> To consider a quote for the Past Mayors Badge.	

<b>024.</b>	<b>Sign for Coffee Mornings</b> To consider purchasing a sign to be placed outside to attract passers-by to coffee mornings and events.	
<b>025.</b>	<b>Risk Management Assessment</b> To undertake the annual Risk Management Assessment.	<b>ENC F</b>
<b>026.</b>	<b>Grant Awarding Policy</b> To review the grant awarding policy.	<b>ENC G</b>
<b>027.</b>	<b>Town Hall Refurbishment</b> To receive an update on the Town Hall refurbishment.	<b>ENC H</b>