

NORMANTON TOWN COUNCIL



MINUTES OF THE FINANCE COMMITTEE

Tuesday 24th October 2023 at Normanton Town Hall at 2.00pm

Present: Councillor E Blezard
Councillor A Bones
Councillor B Mayne - Chairman
Councillor P Mayne
Councillor P Sampson
Councillor K Wilson, JP
Donna Johnston – Town Clerk & RFO

Absent: Councillor M Jennings
Councillor H Jones
Councillor J Pritchard
Councillor R Seal – Vice-Chairman

014. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillors M Jennings, H Jones, J Pritchard and R Seal.

015. Members Declarations of Interest

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

There were no declarations made.

016. Minutes

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 24th July 2023 (Minute Numbers 001-013; Page Numbers 1-3) be received as a true record and signed.

017. Cash Books

RESOLVED that the cashbooks for months 4-6 of the 2023/24 financial year be received.

018. Bank Reconciliation

RESOLVED that the Bank Reconciliation for month 6 of the 2023/24 financial year showing a cash balance of £364,914.56 be received.

019. Balance Sheet

RESOLVED that the Balance Sheet for month 6 of the 2023/24 financial year showing a balance of £369,296.82 be received.

020. Budget Review

Members considered the budget up to month 6 of the 2023/24 financial year. Attention was drawn to any significant overspends in accordance with financial regulations.

Members were satisfied with the detail of the report which showed:

Income of £352,377.81

Expenditure of £202,790.43

RESOLVED that the budget review reports be received.

021. Mayoral Robes

RESOLVED that a replacement Mayoral Robe, Jabot, Sleeves and gloves be purchased from Michaels Civic Robes at a cost of £1,488.95 with the earmarked reserve of £1,110.21 being utilised towards the cost.

022. Retired Mayoral Chain

Members considered a quote for a velvet collar and display stand for the retired mayoral chain but found the costs too high.

RESOLVED that the quote for a velvet collar and stand be declined.

023. Past Mayors Badge

RESOLVED that a Past Mayors Badge be purchased from Michaels Civic Robes at a cost of £246.75.

024. Sign for Coffee Mornings

Members considered options for signage for events at the Town Hall but felt that the options available weren't suitable. Quotes are to be obtained for signage that could be affixed to the railings instead.

RESOLVED that the matter be deferred to a future meeting pending further information.

025. Risk Management Assessment

RESOLVED that the Risk Management Assessment be reviewed and agreed.

026. Grant Awarding Policy

RESOLVED that the Grant Awarding Policy be reviewed and a number of small changes to the wording be agreed. The policy would be updated and uploaded to the website in time for the next round of applications.

027. Town Hall Refurbishment

Members considered a report on the position with the contractor and liquidator. A budget report was also considered which set out works still to be completed.

Members were satisfied with the content of the report.

RESOLVED that the report be received.

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