

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

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The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

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To all members of Normanton Town Council Our ref: DJ/hs
Date: 7th December 2023
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend an **ORDINARY MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 12th December 2023** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

Please ensure that you arrive 15 minutes prior to the meeting to ensure that you are seated for the start of the meeting.

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.

Yours sincerely

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

Please note:

- A seating plan has been implemented so please do not move seats.
- Drinking water will be available in the Council Chamber.
- Hot drinks are available in the Councillors meeting room – please help yourselves. Hot drinks may be brought into the Council Chamber.
- Please raise your hand when you wish to speak, and the Mayor will indicate when it is your turn.
- Please address the Mayor when speaking.
- Please put all mobile devices on silent during the meeting.
- Mobile devices should not be used during the meeting, other than to read the agenda.

Meeting of Normanton Town Council
Tuesday 12th December 2023 at 6.30pm at Normanton Town Hall

AGENDA

118.	Prayers The Mayors Chaplain will lead the Council in prayers.	
119.	Mayors Announcements To receive any announcements that the Mayor may wish to make.	
120.	Apologies for Absence To receive apologies for absence.	
121.	Declarations of Interest To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.	
122.	Members of the Public To receive questions and comments from members of the public. Please refer to the rules for public session.	
123.	Presentation – 38 High Street, Normanton. To hear from the owners of 38 High Street (JAGS of Normanton) on their proposals for the building.	
124.	Minutes of Meetings Council To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 14 th November 2023 (Minute Numbers 96-117; Pages 45-54).	ENC A
125.	Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
126.	Town Clerk's Report To receive a report from the Town Clerk on any ongoing matters.	

127.	External Organisations To receive updates from members who attend external organisations.	
128.	Outside Bodies To receive updates from Council representatives on Outside Bodies.	
129.	Financial Matters To consider the list of invoices due for payment in December 2023. To receive the list of payments made under the Clerks Authority in October 2023. To receive the Bank Reconciliation for October 2023. To delegate authority to the Town Clerk to make payments on any invoices due before the next meeting on 6 th February 2024.	To Follow ENC B ENC C
130.	Internal Control Policy To consider and approve the new Internal Controls Policy as recommended by the new Internal Auditor.	ENC D
131.	Scheme of Delegation and Terms of Reference To consider and approve the new Scheme of Delegation and Terms of Reference as recommended by the new Internal Auditor.	ENC E
132.	Planning To consider the planning applications on the previously circulated validated lists. 069 - Validated Applications - 22.11.2023.pdf 071 - Validated Applications - 04.12.2023.pdf The planning lists have been circulated by email or post upon receipt from Wakefield Council. The links above provides access to the planning lists previously circulated.	

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 14th November 2023 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard – Mayor of Normanton
 Councillor D Appleyard
 Councillor E Blezard
 Councillor A Bones – Deputy Mayor
 Councillor S Hudson
 Councillor M Jennings
 Councillor H Jones
 Councillor L Masterman
 Councillor B Mayne
 Councillor P Mayne
 Councillor J Medford
 Councillor T Morgan
 Councillor C Parsons
 Councillor J Pritchard
 Councillor M Rowley
 Councillor P Sampson
 Councillor A Samuels
 Councillor D South
 Councillor K Wilson, JP
 Donna Johnston – Town Clerk
 Reverend Alan Murray – Mayors Chaplain
 District Councillor A Kahn

Absent: Councillor F Marchant
 Councillor P Marchant

096. Prayers

The Mayor's Chaplain led the Council in prayers.

097. Mayors Announcements

The Mayor reported that she had attended a number of events over the last month including:

Harvest Supper at the Baptist Church on 14th October, Alice Bacon Trust fundraising evening on 20th October, Halloween in Normanton on 31st October, Remembrance Parade at Nostell Priory on 5th November, Haven Lodge Remembrance Service on 10th November, Festival of Remembrance at Wakefield Cathedral on 10th November, and Remembrance Sunday at Altofts and Normanton on 12th November.

098. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor F Marchant and Councillor P Marchant.

099. Declarations of Interest

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

There were no declarations made.

100. Members of the Public

There were no members of the public present.

101. Minutes of Meetings

Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 10th October 2023 (Minute Numbers 81-95; Pages 40-44) be received and signed.

Property Committee

RESOLVED that the minutes of a meeting of the Property Committee held on Monday 23rd October 2023 (Minute Numbers 009-017; Pages 4-6) be received.

Finance Committee

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 24th October 2023 (Minute Numbers 014-027; Pages 4-6) be received.

Events Committee

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 6th November (Minute Numbers 019-028; Pages 17-21) be received.

Staffing Committee

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 7th November 2023 (Minute Numbers 25-35; Pages 8-11) be received.

Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 8th November 2023 (Minute Numbers 022-033; Pages 14-20) be received.

102. Reports from District Councillors

Councillor Armaan Kahn for Normanton Number 10 Ward reported on the following issues:

- Illegal vehicle crossing at the Canoe takeaway is being investigated and may take a few weeks.
- Royal Sovereign – Investigation ongoing following a recent incident.
- Welbeck Planning Application – Will be attending and speaking on behalf of the District Councillors.
- Walkaround with Cllr D Jefferey and Cllr M Morley of Wakefield Council on Thursday to look again at the market, town centre issues and business concerns.

Councillor Julie Medford for Normanton Number 10 Ward reported on the following issues:

- Lighting in the market area and B&M is inadequate.
- Parking issues at King Edward Street Car Park are being looked into.
- School Street funding for Normanton Common School is progressing.
- CCTV and Shop Radios – continuing to work with the Police.

Members raised concerns about the stones positioned where the old market was knocked down and asked if the space could be used on a temporary basis for shop owner parking. There doesn't appear to have been any progress with the market since the last visit from Cllr D Jefferey.

Councillor Josie Pritchard for Altofts & Whitwood Number 3 Ward reported on the following issues:

- Welbeck Planning Application – an objection has been submitted by the Ward 3 Councillors.

RESOLVED that the reports be received.

103. Town Clerk's Report

The Town Clerk provided a report on correspondence and other ongoing matters including:

Halifax Bank

Information on a 'Banking Hub' had been obtained and circulated.

Wakefield Road – Road Safety

Details of the proposals for Wakefield Road had been received and circulated.

Haw Hill Park – Cycle Track Fencing

No further update received.

Canoe Takeaway – Vehicular Access

The issue of vehicular access via a gate on Wakefield Road was passed to the ASB department who have spoken to the owner and made them aware that they are in breach of the planning conditions. They have been advised to cease vehicular movements across the footpath immediately. It is suggested that the Town Council refers the matter to planning enforcement for breach of paragraph 16 in the planning approval letter.

Parking Time Limits in Car Parks

No further update received.

Normanton Junior School – Ofsted

It was reported that Normanton Junior School had received a 'Good' Ofsted report. The Town Council congratulated the headteacher and staff for their hard work.

CCTV and Shop Radios

Concern has been expressed by the Police regarding the coverage of the CCTV in the Town Centre. They have been referred to Wakefield Council.

The Police reported that uptake for the shop radio scheme was low.

OTHER ONGOING MATTERSEvents

Over the course of the last month, we have successfully delivered a number of events including Halloween and Remembrance Sunday. Both events will be reviewed by the events committee.

We have the following events scheduled: Christmas Lights Switch On – Friday 24th November 2023 and Children’s Christmas Party – Wednesday 6th December 2023.

Councillors were asked to confirm their attendance with the office if they were available to assist with event delivery.

Internal Audit

A new Internal Auditor had been appointed and a full report was expected in 4-6 weeks.

Woodhouse Business Centre

A complaint was received in November 2022 regarding loose slates on the roof of the Woodhouse Business Centre. It was reported on 7th November 2023 that a couple of loose slates had been pushed back into place and it appears that the case has now been closed.

Upon speaking to the original complainant, they reported that there were over 50 loose slates and a large hole in the roof which was allowing pigeons to nest in the roof space.

This was reported back to the District Councillors for Normanton on 9th November for their attention.

Memorial Bench

The bench in memory of firefighter Sid Jones has been refurbished and was installed on 14th November 2023. His family will be contacted in due course.

Town Hall Damp Issues

A number of issues with water ingress at the Town Hall which are the responsibility of the landlord, Wakefield Council.

All these issues have been reported to Corporate Landlord and a response is awaited. These matters will be monitored by the Property Committee.

RESOLVED that the report from the Town Clerk be received.

104. Shop Radio Scheme

Members considered a report on the Police Shop Radio Scheme and the possible location for a hub and antenna. It was felt that it would not be appropriate to site third party equipment at the Town Hall and alternative options should be considered.

It was suggested that the matter be deferred pending further enquiries.

RESOLVED that this item be deferred to the next meeting.

105. Proposed Traffic Calming Scheme – Wakefield Road

Members considered the proposed traffic calming measures on Wakefield Road and felt that the suggestions were inadequate. Members felt that speed humps cause damage to vehicles and hinder the emergency services.

It was suggested that chicanes may be more effective along with a humped zebra crossing. It was also suggested that a speed indicator device could be effective.

RESOLVED that the comments above be forwarded to the District Councillors.

106. Electric Vehicle Charging Infrastructure

Members considered potential locations for EV charging infrastructure as requested by Wakefield Council.

It was suggested that the following areas may be suitable:

- The Library / Swimming Pool car park,
- All Wakefield Council car parks,
- Railway Station,
- Haw Hill Park,
- Garages on Queen Elizabeth Drive.

RESOLVED that the suggestion above be forwarded to Wakefield Council.

107. Welbeck Compliance Assessment Report

RESOLVED that a report from the Environment Agency on a recent compliance inspection be noted.

108. Climate and Ecology Bill

Members of Normanton Town Council considered an email from Zero Hour relating to the Climate and Ecology Bill. This Council notes that:

The Climate and Ecology Bill has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by cross-party MPs and Peers, local authorities, alongside the

support of eminent scientists, such as Sir David King; NGOs, such as the Wildlife Trusts, the Doctors' Association, Oxfam, the W.I. and CPRE; businesses, such as The Co-operative Bank, Riverford and The Body Shop; and 42,000 members of the public.

The CE Bill would require the UK Government to develop and achieve a new environmental strategy, which would include:

1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, and require a plan that considers both together;
2. Reducing greenhouse gas emissions in line with 1.5°C to ensure emissions are reduced in line with the best chance of meeting the UK's Paris Agreement obligations;
3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
4. Taking responsibility for our overseas footprint, both emissions and ecological;
5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;
6. Providing for re-training for those people currently working in fossil fuel industries; and
7. Giving the British people a say in finding a fair way forward via a temporary, independent and representative *Climate & Nature Assembly*, as part of creating consensus and ensuring that no one and no community is left behind.

RESOLVED that Normanton Town Council supports the Climate and Ecology Bill and that the following actions will be taken:

1. Write to Yvette Cooper, MP to inform them that this motion has been passed, and urge them to sign up to support the CE Bill.
2. Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing Normanton Town Council's support.

109. Royal Garden Party

RESOLVED that Councillor Hazel Jones be nominated for the YLCA Royal Garden Party draw on the grounds of her 28 years continued service to Normanton Town Council and the people of Normanton.

110. Alteration of Published Council Meeting Dates

RESOLVED that the February meeting of Normanton Town Council will be held on Tuesday 6th February 2024 and that the February meeting in each year is moved forward one week in order to meet the precept submission requirements.

111. Councillors Attendance

RESOLVED that the report on Councillors attendance for 2022-23 be received.

112. External Organisations

It was reported that The Well Shop was continuing to move on with the lease now agreed. The grant was awaiting approval, and they should have the keys very soon.

RESOLVED that the report be received.

113. Outside Bodies

Freeston Foundation – there would be £1,050 in prize money awarded at the annual prizegiving ceremony for students' attainment and progress.

RESOLVED that the report be received.

114. Financial Matters

RESOLVED that the list of invoices due for payment in November 2023 totalling £6,285.15 be approved.

A copy of the list of accounts for payment can be found at Appendix 1.

RESOLVED that the list of payments made under the Clerks Authority in September 2023 totalling £29,592.70 be approved.

A copy of the list of payments made under Clerks Authority can be found at Appendix 2.

RESOLVED that the Bank Reconciliation for September 2023 showing a cash balance of £364,914.56 be received.

115. Local Government Pay Award 2023-24

RESOLVED that the national pay award be noted and that the backpay from 1st April will be paid in the November payroll.

116. Banking Hub

Members considered a report on Banking Hubs following the announcement of the closure of Halifax Bank. It was agreed that banking facilities were not sufficient and cash machines were already running out of cash. It was also reported that the Post Office closes early on a Saturday.

It was suggested that Nationwide should be approached to open up a new bank.

RESOLVED that an 'Access to Cash Review' would be requested on behalf of the Community.

117. Planning

RESOLVED that the planning applications on the previously circulated validated lists be received.

[057 - Validated Applications - 11.10.2023.pdf](#)

[059 - Validated Applications - 17.10.2023.pdf](#)

[061 - Validated Applications - 24.10.2023.pdf](#)

[063 - Validated Applications - 30th October 2023.pdf](#)

[065 - Validated Applications - 6th November 2023.pdf](#)

[067 - Validated Applications - 13.11.2023.pdf](#)

RESOLVED that an objection be lodged on the following application:

23/01849/FUL

Land at Wharfedale Drive, Altofts

Residential Development of 83 houses

Members of Normanton Town Council have considered the application and have serious concerns that the impact of yet another housing development in the small village of Altofts would be detrimental to the village setting.

Highway Safety

The proposed development raises significant concerns regarding highway safety. The increase in residential units will inevitably lead to an upsurge in vehicular and pedestrian movements within the vicinity. The existing road infrastructure may not be equipped to handle the additional traffic load,

potentially jeopardising the safety of both residents and commuters.

Traffic Generation

The development of 83 houses will undoubtedly contribute to increased traffic volumes in the area. A comprehensive traffic impact assessment should be conducted to evaluate the potential impact on the local road network. Additionally, measures should be implemented to mitigate any adverse effects identified, such as the provision of additional pedestrian crossings, traffic calming measures, or improvements to road signage.

Vehicular Access

The proposed vehicular access points need careful consideration to prevent congestion and maintain efficient traffic flow. There is a concern that this development could link up with the proposed development at Station Road which may then become a rat run for people trying to avoid the already congested roads within the village.

Flooding

The removal of green spaces for the residential development may exacerbate the risk of flooding in the area. Green spaces play a crucial role in absorbing rainwater and preventing surface water runoff.

Additionally, we suggest that a face-to-face public consultation be conducted to gather input from local residents who may be directly affected by the proposed development.

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

Accounts for Payment

14th November 2023

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Invoice/Order No
332	10.10.2023	£805.00	£161.00	£966.00		Replacement Locks	RCW Building Solutions	10357
346	14.11.2023	£42.00	£0.00	£42.00		Printing	Advertiser Office Printers	SI-1019
347	14.11.2023	£480.00	£0.00	£480.00		Advertising	Normanton & District Advertiser	INV-0211
348	14.11.2023	£30.70	£0.00	£30.70		Mayors Expenses	Deputy Mayor	
351	14.11.2023	£115.25	£0.00	£115.25		Employee Expenses	Employees	
352	14.11.2023	£163.90	£32.78	£196.68		Fire Alarm Service	Chubb Fire & Security	10123723
353	14.11.2023	£108.00	£0.00	£108.00		Mayors Expenses	Mayor of Normanton 23-24	
354	14.11.2023	£29.00	£0.00	£29.00		Mayoress of Morley at Home	Morley Town Council	
355	14.11.2023	£196.64	£39.32	£235.96		Photocopier Charges	RISO (UK) Ltd	23404471
356	14.11.2023	£1,344.80	£268.96	£1,613.76		Music Licence	PPL PRS Ltd	SIN2555551
357	14.11.2023	£48.00	£0.00	£48.00		Park Licence Fee	Wakefield Council	91315302325
358	14.11.2023	£144.00	£28.80	£172.80		First Aid	Trinity Medical	2275
359	14.11.2023	£45.00	£2.00	£47.00		Printing	Advertiser Office Printers	
360	14.11.2023	£5.00	£0.00	£5.00		Allotment Site Fees	Norwood Street Allotment	
361	14.11.2023	£160.00	£0.00	£160.00		Presenting	Ian Jefferson Presenting & PA	
362	14.11.2023	£325.00	£65.00	£390.00		Stationery	Advertiser Office Printers	SI-1073
363	14.11.2023	£780.00	£0.00	£780.00		Coach Hire	Frank Poppleton & Co	P00373
364	14.11.2023	£40.00	£8.00	£48.00		Shredding	Class Office Equipment Ltd	IN00130602
365	14.11.2023	£185.00	£37.00	£222.00		Printing	Advertiser Office Printers	SI-1067
366	14.11.2023	£595.00	£0.00	£595.00		Event Catering	STW Catering	
		£5,642.29	£642.86	£6,285.15				

Approved by

Approved by

APPENDIX 2

LLOYDS CARD PAYMENTS							
Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier
313	05.09.2023	£95.83	£19.17	£115.00	30.09.2023	Gala Ropes	Rope Services UK
314	06.09.2023	£92.33	£18.45	£110.78	30.09.2023	Maintenance Supplies	Screwfix
315	06.09.2023	£15.30	£2.60	£17.90	30.09.2023	Gala Miscellaneous	Asda
316	06.09.2023	£37.20	£7.44	£44.64	30.09.2023	Refreshments	Asda
317	06.09.2023	£39.10	£8.30	£47.40	30.09.2023	PPE	Amazon Services Europe
318	07.09.2023	£40.00	£8.00	£48.00	30.09.2023	Storage Boxes	B&M
319	08.09.2023	£16.65	£3.33	£19.98	30.09.2023	Gala Ropes	Screwfix
320	12.09.2023	£63.16	£12.63	£75.79	30.09.2023	Banquet Roll	Nisbets
321	25.09.2023	£11.34	£2.27	£13.61	30.09.2023	DIY Goods	Screwfix
322	29.09.2023	£22.00	£4.40	£26.40	30.09.2023	Membership	Costco
323	30.09.2023	£3.00	£0.00	£3.00	30.09.2023	Bank Charges	Lloyds Bank
		£435.91	£86.59	£522.50			

PETTY CASH							
Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier
324	05.09.2023	£100.00	£0.00	£100.00		Bowling Club Prize	Haw Hill Park Bowling Club
325	09.09.2023	£25.80	£0.00	£25.80		Staff Refreshments	Snack Attack
326	15.09.2023	£7.50	£0.00	£7.50		Flower Show Refreshments	Asda
327	19.09.2023	£503.00	£0.00	£503.00		Show Prize Money	Flower Show Entrants
328	15.09.2023	£30.60	£0.00	£30.60		Staff Refreshments	Lucky Dragon
329	21.09.2023	£3.20	£0.00	£3.20		Newspapers	Asda
330	26.09.2023	£2.90	£0.00	£2.90		Talk & Slide Show Refreshments	Asda
331	28.09.2023	£7.37	£0.83	£8.20		Newspapers / Cleaning	Asda
		£680.37	£0.83	£681.20			

INVOICES							
Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier
312	30.09.2023	£17.56	£0.00	£17.56	30.09.2023	Employee Expenses	Employees
268	30.09.2023	£3,339.49	£0.00	£3,339.49	30.09.2023	PAYE / NIC	HMRC
267	30.09.2023	£2,319.92	£0.00	£2,319.92	30.09.2023	Pension	West Yorkshire Pension Fund
266	30.09.2023	£10,927.79	£0.00	£10,927.79	30.09.2023	Salaries & Wages	Employees
239	20.09.2023	£264.00	£0.00	£264.00	30.09.2023	Refreshments	STW Catering
238	20.09.2023	£1,098.20	£219.64	£1,317.84	30.09.2023	First Aid	Trinity Medical
237	20.09.2023	£538.00	£107.60	£645.60	30.09.2023	Table Hire	You Can Hire
235	20.09.2023	£2,864.00	£572.80	£3,436.80	30.09.2023	Traffic Management	Think Traffic Management Ltd
234	20.09.2023	£100.00	£20.00	£120.00	30.09.2023	Show Card printing	Advertiser Office Printers
233	01.09.2023	£5,000.00	£1,000.00	£6,000.00	30.09.2023	Gala Fireworks	Fuse Fireworks
		£26,468.96	£1,920.04	£28,389.00			

Grand Total **£27,585.24 £2,007.46 £29,592.70**

PAYMENTS MADE UNDER CLERKS AUTHORITY - OCTOBER 2023

INVOICES

VOUCHER NO	DATE	NET	VAT	TOTAL	CASHED DATE	DESCRIPTION	SUPPLIER
344	26.10.2023	£1,916.39	£0.00	£1,916.39	31.10.2023	Pension	West Yorkshire Pension Fund
343	26.10.2023	£7,265.31	£0.00	£7,265.31	31.10.2023	Salaries & Wages	Employees
340	12.10.2023	£50.00	£0.00	£50.00		Poppy Wreaths	Poppy Appeal
		£9,231.70	£0.00	£9,231.70			

PETTY CASH

VOUCHER NO	DATE	NET	VAT	TOTAL	CASHED DATE	DESCRIPTION	SUPPLIER
367	31.10.2023	£90.00	£0.00	£90.00		Halloween Prize Money	N/A
350	26.10.2023	£3.20	£0.00	£3.20		Newspapers	Asda
349	19.10.2023	£3.20	£0.00	£3.20		Newspapers	Asda
339	12.10.2023	£16.67	£3.33	£20.00		Key Cutting	Timpson
338	12.10.2023	£3.20	£0.00	£3.20		Newspapers	Asda
337	05.10.2023	£3.20	£0.00	£3.20		Newspapers	Asda
336	05.10.2023	£30.00	£0.00	£30.00		Mayors Expenses	Wakefield Council
335	05.10.2023	£24.00	£0.00	£24.00		Morley Race Night	Morley Town Council
		£173.47	£3.33	£176.80			

LLOYDS CARD PAYMENTS

VOUCHER NO	DATE	NET	VAT	TOTAL	CASHED DATE	DESCRIPTION	SUPPLIER
379	31.10.2023	£3.00	£0.00	£3.00	31.10.2023	Bank Charges	Lloyds Bank
378	29.10.2023	£28.30	£5.66	£33.96	31.10.2023	Prizes	Houseware Ltd
377	29.10.2023	£123.42	£24.72	£148.14	31.10.2023	Sweets	The Kids Kandy Company
376	30.10.2023	£96.61	£19.32	£115.93	31.10.2023	Grotto Decorations	Amazon Services Europe
375	30.10.2023	£98.32	£19.66	£117.98	31.10.2023	Gazebos	Amazon EU UK Branch
374	30.10.2023	£30.00	£6.00	£36.00	31.10.2023	Sweets	TESCO
373	30.10.2023	£48.96	£9.79	£58.75	31.10.2023	Paper Bags	Booker Ltd
372	27.10.2023	£660.00	£0.00	£660.00	31.10.2023	Christmas Books	The Works
371	27.10.2023	£384.25	£76.78	£461.03	31.10.2023	Selection Boxes	Cadbury Gifts Direct
370	27.10.2023	£228.92	£0.00	£228.92	31.10.2023	Elf Costumes	Fancydress.com
369	27.10.2023	£69.90	£0.00	£69.90	31.10.2023	Sweets	Amazon
368	22.10.2023	£24.92	£4.98	£29.90	31.10.2023	Allotment Marking Flags	Malton Plastics (UK) Ltd
345	14.10.2023	£13.74	£2.75	£16.49	31.10.2023	Printing	HP Instant Ink
341	12.10.2023	£29.26	£0.00	£29.26	31.10.2023	PDF Software	PDF Escape
334	11.10.2023	£2.40	£0.00	£2.40	31.10.2023	Refreshments	Asda
333	09.10.2023	£53.50	£10.70	£64.20	31.10.2023	Advertising	National World
		£1,895.50	£180.36	£2,075.86			

Grand Total	£11,300.67	£183.69	£11,484.36
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NORMANTON TOWN COUNCIL

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		201,403.16
	ADD Receipts 01/04/2023 - 31/10/2023		368,779.74
	SUBTRACT Payments 01/04/2023 - 31/10/2023		570,182.90
			229,973.34
	Cash in Hand 31/10/2023 (per Cash Book)		340,209.56
B	Cash in hand per Bank Statements		
	Petty Cash	31/10/2023	500.00
	Lloyds	31/10/2023	-2,075.86
	Unity Savings	31/10/2023	198,920.21
	Unity Current	31/10/2023	144,086.83
	X Barclays Savings	31/10/2023	0.00
	X Barclays Current	31/10/2023	0.00
			341,431.18
	Less unrepresented payments		1,416.00
			340,015.18
	Plus unrepresented receipts		194.38
	Adjusted Bank Balance		340,209.56
	A = B Checks out OK		

NORMANTON TOWN COUNCIL

INTERNAL CONTROLS POLICY

Version History:

001 4th December 2023 Created

Document Status: Draft

Date of review: May 2024 (To be reviewed annually at the Annual Council Meeting)

PART I

Introduction

Normanton Town Council is responsible for ensuring that its business is conducted ethically and in accordance with the law, and that public funds are safeguarded, properly accounted for, and used economically, efficiently, and effectively in the public interest.

The Council's Standing Orders, Financial Regulations and Committee terms of reference set parameters for the Council's operations.

In discharging this overall responsibility, the Council is also responsible through the Responsible Financial Officer, who implements financial systems and controls, ensuring that there is a sound system of internal control which allows for the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

The Purpose of the System of Internal Control

Internal controls have four primary purposes:

- to protect the Council's assets,
- to ensure records are accurate,
- to promote operational efficiency, and
- to encourage adherence to policies and procedures.

The Internal Control Environment

The Council has established internal control systems as follows:

- Division of Duties
- Council Policies including Standing Orders and Financial Regulations
- Budget Setting and Monitoring
- Independent Internal Auditor
- Internal Audits by Members
- External Audit
- Annual Return
- Register of Assets
- Insurance Policy
- Risk Management
- Protection of data

Each is described in more detail in Part II

Review of Effectiveness

The Council has responsibility for conducting a Review of the Effectiveness of Internal Controls. This is conducted by two members of the Finance Committee in March each year.

The Review monitors the following:

- Internal Audit
- Risk Assessments
- Internal Audits by Members
- Budget Monitoring
- Insurance
- Assets Register

The Review is reported to the Finance Committee and any concerns are investigated, and action taken as appropriate.

PART II

Internal Control Environment

1. Division of Duties

Whenever possible, a division of duties is adopted by the Council. For example, cash and cheques are receipted by the Admin Assistant, checked by the Admin Officer, banked by the Town Clerk, and input onto Scribe by the Town Clerk. Budget monitoring is carried out by the Town Clerk reporting to the Finance Committee.

2. Standing Orders

Standing Orders are reviewed annually by the Council.

3. Financial Regulations

Financial Regulations are reviewed annually by the Council.

4. Scheme of Delegation

The Scheme of Delegation including Terms of Reference for Committees is reviewed annually by the Council.

5. Budget Setting and Monitoring

The Annual Budget is approved by the Council in February each year following detailed scrutiny by the Finance Committee in January.

The Town Clerk produces a Budget Monitoring Statement from Scribe which is considered by the Finance Committee.

6. Independent Auditor

It is imperative that the appointed Internal Auditor is totally independent of the Council i.e., does not carry out any other function for the Council.

Reports by the Internal Auditor are considered by the Finance Committee.

7. Internal Audits by Members

The Finance Committee appoints four Members (not including those selected to carry out the Review of Internal Controls) to conduct internal audits on a quarterly basis.

Each internal audit is reported back to the Finance Committee.

8. External Audit

The External Auditor is independently appointed by SAAA, and the External Audit is currently conducted by PFK Littlejohn LLP. The External Auditor examines the Annual Return and other documents specifically requested.

9. Annual Governance & Accountability Return (AGAR)

The AGAR is completed by the Town Clerk each year and presented to the Finance Committee initially followed by Council for approval. The Council must approve the Accounting Statements and Annual Governance Statement by resolution prior to it being forwarded to the External Auditor.

10. Register of Assets

The Town Clerk maintains a Register of Assets and ensures that major assets are periodically valued to ensure adequate insurance is held.

11. Insurance Policy

An insurance policy is purchased each year and includes cover for assets, Public Liability, Employer's Liability and Fidelity Guarantee.

The Insurance Policy and Assets Register are reconciled annually to ensure adequate cover.

12. Risk Management

The Finance Committee reviews the Council's Risk Management Assessment annually. Other more specific risk assessments are reviewed by the Town Clerk periodically.

13. Protection of Data

Under the Data Protection Act 2018 and General Data Protection Regulations (May 2018), the Council is registered with the Information Commissioner's Office and the Town Clerk is the designated Data Controller.

Individual computers are password protected and all data is regularly backed-up.

PART III

Day to Day Procedures

1. Cash Handling

Cash is paid into the Admin Office at the hatch or in the reception area and receipted by the Administrative Assistant. The Administrative Officer cashes up and reconciles all income for the day and deposits the report and any cash with the Town Clerk at the end of each day. The cash is then held in a secure cupboard within the Town Clerk's office. The Town Clerk banks the cash at regular intervals. The Town Clerk inputs data into the Scribe accounts system from the income sheets. The Town Clerk monitors the receipts against budgeted targets and reports to the Finance Committee.

The Admin Office door is locked at all times with keypad entry.

Keys to the secure cupboard are held by the Town Clerk, and not left on the premises out-of-hours.

Insurance cover is held for cash on the premises.

2. Purchasing and Creditor Payments

Expenditure is authorised in accordance with the delegated budgets policy. A purchase order is raised with a unique reference number.

Creditor invoices are checked and coded by the Town Clerk. Payments are input into the Scribe accounts system by the Town Clerk. The monthly Schedule of Payments is authorised by the Council. The Town Clerk actions the internet banking payments and arranges for cheques to be signed. The Schedule of Payments is signed by two Members of the Council at the Council meeting.

Internet banking payments are set up by the Town Clerk following approval by Council. One of three Councillors can log in to authorise these payments, checking the payment amounts and payees against the list of invoices circulated at the Council meeting.

3. Invoicing

The Administrative Officer raises invoices through Square or Scribe, mainly for allotments, events and hanging baskets. Copy invoices are stored in the cloud. Payments are receipted by the Administrative Assistant and banked by the Town Clerk. Online payments are reconciled by the Administrative Officer. Bad debts are pursued by the Town Clerk. Long outstanding invoices are reported to the Finance Committee.

4. Signatories

The Council nominates three signatories for each bank account, any two of which can sign cheques and direct debit mandates.

The Town Clerk is also a bank signatory for the sole purpose of administering the accounts and therefore cannot sign cheques or direct debit mandates.

5. Bank Reconciliation

The individual bank reconciliations and consolidated bank reconciliation are completed by the Town Clerk. These are checked by a named Councillor and reported to the Council each month. A copy is also shared with the Finance Committee.

6. Budget Monitoring

Budget Monitoring Statements are regularly produced by the Town Clerk and presented to the Finance Committee.

7. Assets Register & Insurance

The Assets Register is updated throughout the year by the Town Clerk. An Asset Check is conducted annually to ensure items are present and to confirm their condition.

Comprehensive insurance cover is provided by Axa via Gallagher Insurance Brokers.

The Insurance Schedule is reconciled with the Assets Register annually.

8. Computer Security

All PCs and laptops are password protected.

Data is backed up in the cloud using Microsoft SharePoint and SharePoint backup. A local backup of the old Rialtas data is taken daily on a hard drive which is backed up to the cloud.

For continuity of service, the server and IT systems are remotely monitored by a local PC maintenance company.

9. Staffing Records and Confidentiality

Hard copy confidential records are retained in a locked cabinet within the Town Clerk's office.

Electronic confidential reports and records are stored on the Town Clerk's area on the network server and only accessible to the Town Clerk.

A record of current passwords is retained in the locked cupboard within the Town Clerk's office and is only accessible by the Town Clerk.

10. Internal Audits by Members & Review of Internal Controls

Members of the Finance Committee are nominated to conduct four internal checks per year. These checks are reported back to the Committee.

The Finance Committee conducts an annual Review of Internal Controls each March which is also reported back to the Committee before being presented to Council for review.

11. Independent Internal Audit & External Audit

Every year at the June meeting, the Council appoints its Independent Internal Auditor. The current Auditor (Internal Audit Yorkshire) conducts an Interim Audit in October/November prior to the main audit in April/May.

The Annual Return and other requested documentation are examined by the External Auditor – PFK Littlejohn LLP.

12. Statutory Notices

Statutory Notices are displayed on the Council's noticeboards and website in a timely manner.

13. Risk Management Assessment

An annual Risk Management Assessment is carried out and reviewed by the Finance Committee.

NORMANTON TOWN COUNCIL

SCHEME OF DELEGATION

Incorporating Committee Terms of Reference

This Scheme of Delegation forms part of the Council's Standing Orders and Financial Regulations.

This Scheme of Delegation sets out how the Council delegates some of its powers and duties to the Town Clerk and other officers within the Council.

This Scheme of Delegation authorises the Committees and sub-Committees of the Council to act within the delegated authority in the specific circumstances detailed.

This Scheme of Delegation will be reviewed by the Town Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

Version History:

001	4 th December 2023	Created
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Document Status: Draft

Date of review: May 2024 (To be reviewed annually at the Annual Council Meeting)

1. DISCHARGE OF THE SCHEME

- 1) This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 2) One of the purposes of the document is to clearly define the parameters within which officers of the Council are able to act without reference to either their line managers or Council members.
- 3) Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 4) Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 5) The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various Committees. This element of the scheme incorporates the Terms of Reference of the Committees.
- 6) This Scheme of Delegation is in accordance with Normanton Town Council's Standing Orders.

2. THE POWER TO DELEGATE

The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

Local Government Act 1972 S. 101 Arrangements for discharge of function by local authorities

- 1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee, or an officer of the authority, or (b) by any other local authority.
- 2) Whereby virtue of this section any functions of a local authority may be discharged by a Committee of theirs, then, unless the local authority otherwise directs, the Committee may arrange for the discharge of any of those functions by a sub-Committee of the authority, then unless the local authority or the Committee otherwise direct, the sub-Committee may arrange for the discharge of any of those functions by an officer of the authority.

- 3) Any arrangements made by a local authority or Committee under this section for the discharge of any functions by a Committee, sub-Committee, officer, or local authority shall not prevent the authority or Committee by whom the arrangements are made from exercising those functions.
- 4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint Committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
- 5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3. OFFICER'S CONFLICTS OF INTERESTS

- 1) Under the Local Government Act 1972, section 117; Officers must make a formal declaration about Council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk and/or Chairman of the Council.
- 2) Where an employee is unsure whether an interest should be declared, they should speak to the Town Clerk and/or Chairman of the Council in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest may result in disciplinary action being taken which could lead to dismissal.
- 3) Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council subject to the provisions contained within their contracts of employment.
- 4) All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
- 5) Where an officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an officer except with the prior approval of the Town Clerk and/or Chairman of the Council. Any approval granted by the Town Clerk and/or Chairman of the Council shall be formally recorded in the Council minutes.

Where such approval has been granted for the officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

4. COUNCIL RESERVED POWERS AND SAFEGUARDS

- 1) Each Committee has delegated authority to decide matters within their terms of reference as incorporated within this delegation scheme except for the following matters, which are to be resolved only by the Full Town Council:
 - To appoint the Chairman and Deputy Chairman of the Town Council.
 - To amend and re-adopt the Standing Orders, Financial Regulations, Scheme of Delegation, and other Council adopted policies and procedures.
 - Approval of the budget and setting the precept.
 - Approval of the Annual Return and Audit of Accounts.
 - Considering the external auditor's report made in the public interest.
 - To determine the Council's Corporate Priorities.
 - To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
 - Filling of any vacancies occurring on any Committee of the Council during the Council year.
 - To adopt the schedule of meetings for the ensuing year.
 - Declaring the eligibility of the General Power of Competence (to be confirmed by a resolution subject to satisfactory criteria met).
 - Adopting and revising the Council's code of conduct.
 - Approving any grant or financial commitment exceeding £5000.00.
 - Addressing any recommendations in any report from the internal or external auditors.
 - Appointment or nominating of Council representatives to outside bodies.
 - Agreement to take on new, including devolved, services, subject in all cases to a fully costed business plan, to be recommended by the relevant Committee.
 - To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by members of the Council in respect of authorised or approved duties.
 - To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
 - To determine any matters referred to it by a Committee in accordance with Standing Orders.
 - Approval of borrowing.
 - To determine matters which do not fall within the remit of any Committee.
 - To receive statutory reports from the Town Clerk/Responsible Financial Officer.
 - To consider all other matters which must, by law be considered by the Full Town Council.

- 2) The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or officer.
- 3) In accordance with the Standing Orders, the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months either by a special motion, bearing the names of at least three councillors, or by a motion moved in pursuance of the recommendation of a Committee or a sub-Committee.
- 4) Members will be advised by the Clerk whether or not a particular item under
 - a. discussion is within the Committee's (or sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED." If it is not, then the minutes will show the decision as "RECOMMENDATION." The Clerk will then add the recommendation to the next Full Town Council meeting agenda where the item can be discussed in full by the Town Council and voted on and ratified by members.
- 5) In any case where a Committee (or sub-Committee) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision-making. A power delegated does not always have to be exercised.

5. DELEGATION TO COMMITTEES AND SUB-COMMITTEES

- 1) The following matters are delegated to the Council's Committees and sub-Committees to make decisions on behalf of the Council. The delegated decision-making by Committees and sub-Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where they are delegated to the Committee, so far as is legally permissible, they are deemed the acts and proceedings of the Council.
- 2) The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 3) Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
- 4) The members of a Committee may include non-councillors unless it is a Committee which regulates and controls the finance of the Council. The appointment of non-councillors will be on a strictly non-voting basis. Where authority has been delegated to a Committee to appoint non-councillors this will be included within the Committee's terms of reference.

- 5) The Council and each Committee are authorised to establish sub-Committees and working groups and to appoint advisers as and when necessary to assist in its work:
 - a) A Committee can arrange for the discharge of any of its delegated powers to a sub-Committee. The delegated powers will be decided by the Committee at the time it is formed detailing the delegated powers. The collective decision-making responsibilities in the Committee and sub-Committee are limited by the terms of reference of the parent Committee.
 - b) The appointment of members to a sub-Committee shall comprise of members appointed to the parent Committee. The chairman of a Committee or sub-Committee may be elected by the Committee from among its members.
 - c) The work of a working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working parties or groups have no delegated powers.
 - d) The Committees shall be:
 1. Events
 2. Finance
 3. Staffing
 4. Property
 5. Allotments
- 6) Committees will be formed by means of a Committee preference form circulated prior to the annual meeting. Each councillor will be required to indicate which Committee they would like to serve on. Where more than enough members apply for a Committee, a ballot will take place at the meeting. The Council shall formally appoint councillors to Committees by a formal resolution of the meeting and the names shall be recorded in the minutes having considered the results of the Committee preference forms.
- 7) Appointment of councillors (or non-councillors) to Committees, sub-Committees and working groups shall continue on an annual basis until the next annual Council meeting held in May.
- 8) Definition of “Oversee” in regard to the Scheme of Delegation for each Committee:
 - ‘To monitor and supervise the responsibilities of officers for a given area and provide instruction or direction, or recommendations to officers when appropriate. This will include Committees receiving appropriate reports and information from officers in order to make informed decisions.’

EVENTS COMMITTEE

Membership: Fifteen Town Councillors with voting rights.

Quorum: Five Town Councillors with voting rights.

Non-Councillors: None currently appointed.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to consider, oversee, and promote events on behalf of the Town Council or supported by the Town Council and this shall include the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To oversee the co-ordination of community events including the Easter Event, Mayor Making, Party @ Haw Hill Park, Civic Sunday, Normanton Gala, Talk & Slide Show, Flower & Vegetable Show, Halloween Event, Remembrance Sunday, Christmas Lights Switch On, Children's Christmas Party, Christmas Celebration and other events agreed by the Committee in accordance with the agreed budget.
- 5) To promote events, entertainments, the arts, recreational and tourism matters by or on behalf of the Town Council and in liaison or partnership with external bodies and in consultation with the delegated Events officer/Town Clerk who will be the lead person/organiser of each event on behalf of the Town Council.
- 6) To have delegated authority to use external sources for any or all parts of each event in relation to health and safety, promotion, and publicity.
- 7) To invite non-voting participants such as various local groups and organisations to the meetings as and when required.
- 8) To consider an annual programme of events to be held or supported by the Town Council with detailed budget requirements for each event identified, and to provide a report to the Finance Committee for consultation on the annual event programme as part of the budgeting requirements for the following financial year.
- 9) To oversee Event Management and Control:
 - a) **Responsible Officers:** In the absence of the Council's delegated officer, the Chair of the Events Committee or representative will take remedial action if advised of an unsatisfactory arrangement or situation by an officer with responsibilities. E.g., Police, Fire, Medical Services, Emergency Planning, Environmental Health, Highways, Safety, Security, Traffic and Transport officers.

- b) **Unacceptable Situations:** This applies to any situation which could arise relating to traffic management, crowd control, public order, illegal activities, hazards relating to Health & Safety and public well-being or to ensure that the Council complies with legislation relating to any event where the Council may exercise control.
- c) **Liaison Meetings:** In the absence of the delegated Events officer, the Chair of Events may give undertakings during liaison meetings (prior to the event day) with officers as outlined above relating to potential situations described above, which may arise at a future date, where expenditure may be incurred in amelioration and providing that any potential additional costs to the Council have been agreed with the relevant officer prior to that meeting.
- d) **Urgent Action:** On the event day, remedial action available to the Chair of Events arising as a result of conditions in situations outlined above, will include down-scaling, curtailing or cancellation of the event or any other action necessary within the resources available for that event (e.g. redeployment or contracting of staff).
- e) **Advice:** The Committee may make recommendations to the Council's delegated Events officer/Town Clerk which must be taken into consideration.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities on it by the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and its sub-Committee(s).

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by Full Town Council in accordance with the approved Council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.

- 4) To authorise expenditure in accordance with the Financial Regulations and Committee-allocated budget.
- 5) To receive details of event expenditure incurred by an officer with delegated authority in accordance with the Financial Regulations.
- 6) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of the responsibilities or services of this Committee in accordance with the Financial Regulations.

FINANCE COMMITTEE

Membership: Ten Town Councillors with voting rights.

Quorum: Four Town Councillors with voting rights.

Non-Councillors: None permitted (Committee regulates the finances of the council).

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to oversee and regulate financial matters, and this shall include the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To annually review any subscriptions, service provision/level agreements with suppliers and providers with a view to their continued necessity, suitability and value for money and where required, consult with the relevant Committee.
- 5) To approve the use of a variable direct debit which shall be renewed by resolution of the Council at least every two years in accordance with the Financial Regulations.
- 6) The Town Clerk will undertake the work of the Responsible Financial Officer and the Committee will provide direction, governance and an audit and scrutiny function in all financial aspects and as required in accordance with the Financial Regulations including but not limited to payments authorisation and bank reconciliations.
- 7) To ensure that there is adequate insurance cover in place for Council assets and an appropriate fidelity guarantee for members and officers which shall cover the maximum risk exposure which is to be determined annually by the council.
- 8) To annually review the Council's Corporate Risk Assessment in accordance with the Risk Assessment policy and to recommend to Full Town Council to adopt.
- 9) To recommend to Full Town Council the engagement of specialist consultants and advisors subject to a supported business case to support the proposal provided by the relevant Committee.
- 10) To be responsible for approving grant applications in accordance with their terms and conditions and subject to the limits set out in the Finance Regulations. Any grant exceeding the limit in the Financial Regulations must be recommended to Full Town Council for approval.
- 11) To be responsible for the town's summer and winter planting programme and to ensure contracts are kept under review and quotations obtained as required to ensure the best value for money is secured.

- 12) To consider where appropriate alternative external funding on Council projects on request by a Committee or Council.
- 13) To be responsible for ensuring that the annual Council budget process is carried out in accordance with the requirements set out in the Financial Regulations.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities placed on it by the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and sub-Committees.

Financial Delegation and Responsibility

- 1) To monitor the income and expenditure of the Council and Committees to oversee that it does not overspend its budget in total and to receive the budget monitoring financial reports. The Committee is not responsible for the close control of another Committee's spend. Any income or expenditure that is not the responsibility of another Committee shall be the responsibility of the Finance Committee.
- 2) To be responsible for any budgets delegated by Full Town Council in accordance with the approved Council budget.
- 3) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 4) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.
- 5) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 6) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of the responsibilities or services of this Committee in accordance with the Financial Regulations.

STAFFING COMMITTEE

Membership: Six Town Councillors with voting rights.

Quorum: Three Town Councillors with voting rights.

Non-Councillors: None permitted.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to oversee and regulate employment matters, and this shall include the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To be responsible for all health and safety matters not otherwise delegated to other Council Committees.
- 5) To review health and safety for all Council employees and contractors.
- 6) To be responsible for the procurement of professional employment and health and safety support services and to authorise additional employment support as necessary to assist with any employment-related matter subject to budget provisions.
- 7) To appoint the Chair of the Staffing Committee as the day-to-day contact support for the Town Clerk to be informed of annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters). In the absence of the nominated member, the Vice Chairman of the Staffing Committee will act as the day-to-day contact support.
- 8) To review staffing structures and levels and make recommendations to the Council.
- 9) To authorise overtime for staff in exceptional circumstances subject to budget parameters and/or receive notification from the Town Clerk where overtime has been authorised for staff in accordance with their delegated authority.
- 10) To receive reports from the Town Clerk for the management of other Council employees and to oversee the management of the Clerk.
- 11) To confirm the appointment of appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent taking into account the employee's job descriptions.
- 12) To agree and annually review contracts of employment, job descriptions and person specifications for employed staff and to arrange the execution of new employment contracts and changes to contracts.

- 13) To oversee and implement pay awards, increments and payroll and pension management including payroll service level provision.
- 14) To review staff pension arrangements.
- 15) To ensure that appropriate training and continual professional development programmes are in place for the staff of the Council and that these are underpinned by a robust performance appraisal scheme which is created, designed, implemented, and monitored by this Committee.
- 16) To review staff salaries and terms of conditions and make recommendations to Council if required. The Committee must have some regard for recommendations to the Society of Local Council Clerks (SLCC) or the National Association of Local Council Clerks (NALC).
- 17) To be responsible for the recruitment and appointment of all permanent and temporary staff posts in liaison with the Town Clerk. The employment of the Town Clerk and Responsible Financial Officer must be ratified by the Full Town Council.
- 18) To appoint from its membership a recruitment panel when necessary and agree on interview procedures and matrix documents to assess the suitability of candidates. Recruitment panels will normally include three members in the case of appointment to the Town Clerk or RFO posts; and two members of the Committee plus the Town Clerk for all other posts. The recruitment panel must report its findings to the Committee prior to the offer of employment being made to the candidate unless resolved otherwise by the Committee.
- 19) To oversee any process leading to the dismissal of staff (including redundancy).
- 20) To monitor and address regular or sustained staff absence.
- 21) To consider a grievance or disciplinary matter (and any appeal).
- 22) To consider any staffing matters referred to the Committee or by the Council.
- 23) To review all Council policies that relate to staff employment on an annual basis including the Employee Handbook and any stand-alone employment policies to be recommended to the Full Town Council to adopt.
- 24) To ensure that the Council complies with all legislative requirements relating to the employment of staff.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities placed on it by the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and Sub-Committee(s).

Sub-Committees (Grievance, Disciplinary and Appeal Panels):

- 1) To appoint a grievance or disciplinary sub-Committee comprising no less than three members to consider grievance or disciplinary matters (not including any appeals) in accordance with the Council's grievance or disciplinary policies/procedures. The members appointed must not have previously been involved in the case.
- 2) To be responsible for any appeals which must be heard by a panel of three members of this Committee who have not previously been involved in the case. There may be insufficient members of this Committee who have not previously been involved. If so, the appeal panel will be appointed by the Full Town Council which may include Staffing Committee members not previously involved in this case.
- 3) The Standing Orders shall regulate the proceedings of the Committee and Sub-Committee(s).

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by Full Town Council in accordance with the approved Council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.
- 4) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 5) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 6) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of responsibilities or services of this Committee in accordance with the Financial Regulations.

PROPERTY COMMITTEE

Membership: Nine Town Councillors with voting rights.

Quorum: Three Town Councillors with voting rights.

Non-Councillors: None currently appointed.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to oversee the management of the Woodhouse Community Centre, Normanton Town Hall, land holdings, benches, Alice Bacon Memorial, train station signage, Norwood Street open space, Norwood Street garages and other matters included in the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To oversee the health, safety and building compliance management and contracts for the Woodhouse Community Centre and Normanton Town Hall, including but not limited to:
 - a) Risk Assessments and Fire Risk Assessments
 - b) Pest Protection
 - c) Music License
 - d) Lift servicing and maintenance
 - e) Automatic door maintenance
 - f) PAT Testing
 - g) Kitchen extraction fan cleaning
 - h) Roller shutter maintenance; Security alarms; CCTV
 - i) Fire Procedures:
 - Fire alarm test (Weekly)
 - Fire alarm service record (Quarterly, where required, six monthly and annual)
 - Emergency lighting, inspection, test, and maintenance (monthly and annual)
 - Fire and emergency evacuation record, fire alarm drill (Twice yearly)
 - Fire extinguisher training record (Routine)
 - Fire Procedures review (annual – more often in higher risk premises)
 - Action Log (record any issues found during checks, tests, drills, assessments etc carried out) and recording them in a log (continuous requirement)
 - j) Reception/Visitor signing in procedures.

- k) Internal signage
- l) Disabled access and mobility scooter policies
- 5) To oversee the management of the Woodhouse Community Centre and Normanton Town Hall, including room and hall hire ensuring that there is an adequate effective management system in place, to authorise any changes to improve the facilities and to recommend any changes to the Full Town Council.
- 6) To annually review the hire rates for the Woodhouse Community Centre and Normanton Town Hall and to recommend any price increases to the Full Town Council.
- 7) To promote the amenities of the Woodhouse Community Centre and Normanton Town Hall.
- 8) To be responsible for considering any agreeing public safety initiatives on behalf of the Town Council or in conjunction with the principal authority or partnership with third parties for example the police.
- 9) To be responsible for reviewing and updating the emergency plan. Any significant changes to the plan are to be recommended to the Full Town Council.
- 10) To consider methods to increase the safety of residents within the Normanton and Altofts area during adverse weather and to implement any agreed actions within budget parameters.
- 11) To consider the development of green spaces and recreational areas.
- 12) To oversee and direct the promotional and marketing aspects on behalf of the Council, including notice boards and external displays.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities placed upon the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and sub-Committee(s).

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by the Full Town Council in accordance with the approved Council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.

- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.
- 4) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 5) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 6) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of responsibilities or services of this Committee in accordance with the Financial Regulations.

ALLOTMENTS COMMITTEE

Membership: Ten Town Councillors with voting rights.

Quorum: Four Town Councillors with voting rights.

Non-Councillors: None currently appointed.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to oversee the management of the Town Council's allotments included in the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To oversee the health, safety and compliance management and contracts for the Allotments, including but not limited to:
 - Risk Assessments and Fire Risk Assessments
 - Signage
 - Access
- 5) To consider, agree and implement an improvement plan to manage the facilities by using the income generated from the allotment rent, the allocated Committee budget, earmarked reserves, and grant income.
- 6) To oversee the management of the allotment sites owned by the Town Council and to consider annual repairs, maintenance, and the improvements programme for ring-fenced monies to be used on allotment sites only.
- 7) To be responsible for reviewing allotment leases, rules, regulations, and associated policy documents and to recommend increases in fees to Full Town Council for approval.
- 8) To be responsible for the inspection of allotment sites during the course of the year and issuing improvement notices and evictions where tenancy agreements are not being adhered to.
- 9) To invite non-voting participants such as various local groups and organisations to the meetings as and when required.
- 10) To oversee the day-to-day management of the Allotments. This will include Committees receiving appropriate reports and information from officers in order to make informed decisions.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities placed upon the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and sub-Committee(s).

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by the Full Town Council in accordance with the approved Council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.
- 4) To identify grant funding providers and to recommend any suitable applications to the Full Town Council for approval.
- 5) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 6) To receive the Committee financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of responsibilities or services of this Committee in accordance with the Financial Regulations.

6. WORKING GROUPS

- 1) The work of a working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working groups have no delegated powers.
- 2) Working group meetings are informal and, whilst they are not open to the public, members of the public may attend the meetings subject to the terms detailing the formation of the working group.
- 3) The main purpose of a working group is to carry out such investigative work as identified by the Council or its Committees.
- 4) Notes shall be drawn up recording the discussions by councillors.
- 5) Recommendations and actions put forward to the Council or Committee that formed it are decided by majority vote.

CONSULTATION WORKING GROUP

Membership: All Town Councillors are invited to join the meeting.

Quorum: Five Town Councillors.

Members of the Public: Not invited to the meeting.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Working Group: To review consultation documents and to make recommendations to the Full Town Council on the response to be provided.

Scope:

- 1) To discuss consultation documents that are circulated by the Town Council or third-party organisations.
- 2) To obtain assistance and support from external organisations on the subject for consultation.
- 3) To consider and recommend any consultation responses to the Full Town Council.

Documentation:

- 1) To ensure that notes of the working group meetings are made available and presented to the Full Town Council meetings with any recommendations to be agreed.

ALLOTMENT WORKING GROUP

Membership: All members of the Allotments Committee are invited to join the meeting.

Quorum: Three Town Councillors.

External Members: Two Site Representatives are invited to attend and participate in the discussions.

Members of the Public: Not invited to attend the meeting.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Working Group: To liaise with Allotment Site representatives to discuss general issues on allotments and seek recommendations from Sites on improvements.

Scope:

To work with the Allotment Site representatives to produce suggestions for the ongoing management and improvement of Allotments Sites in Normanton and Altofts.

Documentation:

- 1) To ensure that the notes of the working group meetings are made available and presented to the Full Town Council meetings and Allotments Committee with any recommendations to be agreed.

7. DELEGATION TO OFFICERS

- 1) The delegations to officers in this scheme should not be construed as a job description for individual members of staff. This is a scheme that sets out specific delegations to officers to act within defined parameters on behalf of the Council. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation and with directions given by the Council from time to time.
- 2) The following matters are delegated to the Council's officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- 3) The Council may at any time, following resolution, revoke any delegated authority.
- 4) Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

Town Clerk [Proper Officer]

- 1) The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to exercise the delegations of the Proper Officer contained within the Council's Standing Orders.
- 2) The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.
- 3) In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a) The day-to-day administration of services, together with routine inspection and control in accordance with the Council's policies.
 - b) Day-to-day supervision and management of all staff employed by the Council.
 - c) Authorisation and payment of routine expenditure within the agreed budget in accordance with the Financial Regulations.
 - d) Emergency expenditure in accordance with the Financial Regulations.
 - e) Matters specifically delegated by the Council or Committee.
 - f) Respond to consultations discussed by the Consultation working group in the absence of a Town Council meeting before the consultation end date.
 - g) Respond to planning applications after consultation with members in the absence of a Town Council meeting before the closing date.

- h) Purchase of routine stationery and office equipment within the agreed budget and in accordance with Financial Regulations.
 - i) Purchase of defibrillator consumables including pads and batteries within the agreed budget and in accordance with Financial Regulations.
- 4) The Clerk has the authority to release press statements on any activities of the Council in accordance with the Council's Press and Social Media policies.
 - 5) To be responsible for editorial control of the Town Council websites and social media accounts.
 - 6) The Clerk will have the authority to act immediately on all health and safety or emergency issues without waiting for endorsement by the Council or Committee.
 - 7) The Clerk is required to identify training needs for all staff and seek approval from the Chairman of the Staffing Committee to agree on these.
 - 8) The Clerk is authorised to book training courses for themselves and Council staff within the budget-approved parameters or as requested by the Chair(s) of the Finance and Staffing Committee(s).
 - 9) The Clerk is authorised to book training courses for members of the Council as directed by the Council or in accordance with the Council's training policy for members.

Responsible Financial Officer

- 1) The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.
- 2) The Responsible Financial Officer shall ensure the approved precept is issued to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3) The Responsible Financial Officer will have the power to release any financial-related report or document to the Council or its Committees in the discharge of the Responsible Financial Officer's responsibilities.
- 4) The Responsible Financial Officer shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

- 5) The Responsible Financial Officer shall oversee independent monthly checks of the Council's financial records. The independent checks are to be completed by two councillors who are not members of the Finance Committee.

Administrative Officer

- 1) The Administrative Officer has the power to issue the meeting summons agenda for any Council or Committee meetings under the direction of the Town Clerk or in the absence of the Town Clerk.
- 2) The Administrative Officer is given delegated authority to manage and support all administration in relation to the Council's services and activities and to support the Town Clerk in the execution of all Council business to meet the Town Council's statutory requirements. This may include attending meetings, minute taking, events management support, maintaining records, supporting the Town Clerk with day-to-day management of the Council, and ensuring that all legal requirements are complied with.

Consultant / Self-Employed Contractors

- 1) Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.