

NORMANTON TOWN COUNCIL



MINUTES OF THE ANNUAL MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 14th May 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard
Councillor A Bones – Mayor of Normanton
Councillor S Hudson
Councillor M Jennings
Councillor H Jones
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan – Deputy Mayor of Normanton
Councillor C Parsons
Councillor M Rowley
Councillor P Sampson
Councillor A Samuels
Councillor D South
Councillor K Wilson, JP
D Johnston – Town Clerk & RFO

Reverend Alan Murray – Mayors Chaplain
District Councillor D Wilton – Normanton Ward

Absent: Councillor F Marchant
Councillor P Marchant
Councillor J Pritchard
Councillor R Seal

001. Election of Mayor

RESOLVED that Councillor Alison Bones be elected as Mayor for the 2024/25 municipal year.

Upon confirmation of the appointment, the Mayor signed the declaration of acceptance of office.

002. Election of Deputy Mayor

RESOLVED that Councillor Tracy Morgan be elected as Deputy Mayor for the 2024/25 municipal year.

Upon confirmation of the appointment, the Deputy Mayor signed the declaration of acceptance of office.

003. Prayers

The Mayors Chaplain led the Council in prayers.

004. Mayor's Announcements

The Mayor paid tribute to the excellent work carried out by former Mayor, Councillor Carol Appleyard, over the last twelve months.

Members congratulated Councillor C Appleyard on the fantastic fundraising appeal which had raised £4,477 for local good causes.

005. Apologies for Absence

RESOLVED that apologies be recorded on behalf of Councillor F Marchant, Councillor P Marchant, Councillor J Pritchard and Councillor R Seal.

006. Declarations of Interest

There were no declarations of interest recorded.

007. Public Session

There were no members of the public present who wished to ask questions.

008. Minutes of Meetings

Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 9th April 2024 (Minute Numbers 168 – 180; Pages 75 – 78) be received as a true record and signed by the Mayor.

Events Committee

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 8th April 2024 (Minute Numbers 056 – 062; Pages 35 – 39) be received.

Property Committee

RESOLVED that the minutes of a meeting of the Property Committee held on Monday 29th April 2024 (Minute Numbers 030 – 045; Pages 10 – 12) be received.

Finance Committee

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 30th April 2024 (Minute Numbers 055 – 066; Pages 19 – 24) be received.

Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 1st May 2024 (Minute Numbers 061 – 073; Pages 35 – 40) be received.

Staffing Committee

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 7th May 2024 (Minute Numbers 47 – 56; Pages 15 – 17) be received.

009. Review of Committees and Working Groups

RESOLVED that a report on the Town Council’s Committees and Working Groups be received and that the Town Council’s Committees and Liaison Groups be appointed as follows:

- Allotments Committee
- Events Committee
- Finance Committee
- Property Committee
- Staffing Committee

- Allotments Liaison Group
- Talking Newspaper Liaison Group.

010. Nominations to Committees and Liaison Groups

RESOLVED that the nominations to Committees and Liaison Groups as set out below be approved.

Allotments Committee

1	Carol Appleyard
2	Mark Jennings
3	Paul Marchant
4	Brian Mayne
5	Pam Mayne (Chairman)
6	Tracy Morgan

7	Cliff Parsons
8	Megan Rowley
9	Ash Samuels (Vice-Chairman)
10	Roy Seal

Events Committee

1	Carol Appleyard
2	Elaine Blezard (Chairman)
3	Alison Bones
4	Steven Hudson
5	Mark Jennings
6	Hazel Jones (Vice-Chairman)
7	Fiona Marchant
8	Pam Mayne
9	Tracy Morgan
10	Cliff Parsons
11	Josie Pritchard
12	Megan Rowley
13	Paul Sampson
14	Keith Wilson

Finance Committee

1	Elaine Blezard
2	Alison Bones
3	Mark Jennings
4	Hazel Jones
5	Brian Mayne (Chairman)
6	Pam Mayne
7	Josie Pritchard
8	Paul Sampson
9	Roy Seal (Vice-Chairman)
10	Keith Wilson

Property Management Committee

1	Elaine Blezard
2	Alison Bones (Vice-Chairman)
3	Hazel Jones
4	Brian Mayne (Chairman)
5	Pam Mayne
6	Cliff Parsons
7	Paul Sampson
8	Ash Samuels
9	Keith Wilson

Staffing Committee

1	Elaine Blezard (Vice-Chairman)
2	Alison Bones
3	Steven Hudson
4	Hazel Jones
5	Brian Mayne
6	Pam Mayne (Chairman)

Allotments Liaison Group

1	Carol Appleyard
2	Mark Jennings
3	Paul Marchant
4	Brian Mayne
5	Pam Mayne (Chairman)
6	Tracy Morgan
7	Cliff Parsons
8	Megan Rowley
9	Ash Samuels (Vice-Chairman)
10	Roy Seal

Talking Newspaper Liaison Group

1	Alison Bones
2	Hazel Jones (Chairman)
3	Fiona Marchant (vice-Chairman)
4	Julie Medford
5	Cliff Parsons
6	Ash Samuels

011. Scheme of Delegation and Terms of Reference

RESOLVED that the Scheme of Delegation and Terms of Reference be approved.

012. Nominations to Outside Bodies

RESOLVED that the nominations to Outside Bodies as set out below be approved.

Alice Bacon Memorial Trust:

1	Carol Appleyard
2	Elaine Blezard
3	Hazel Jones
4	Pam Mayne
5	Lynn Masterman

Freeston Foundation:

1	Brian Mayne
2	Keith Wilson
3	Heather Hudson (non-Councillor)

Freeston & Sagars Almshouses Charity:

1	Elaine Blezard
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Town & Parish Councils Liaison Group:

1	Cliff Parsons
2	Megan Rowley

Welbeck Liaison Group:

1	Elaine Blezard
2	Mark Jennings
3	Brian Mayne
4	Pam Mayne
5	Daniel South

Yorkshire Local Councils' Association:

1	Mayor – Alison Bones
2	Deputy Mayor – Tracy Morgan
Sub 1	Fiona Marchant
Sub 2	Cliff Parsons

Stanley Ferry Sand & Gravel Quarry Community Liaison Group

1	Mark Jennings
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Normanton and Altofts Senior Citizens Association

1	Hazel Jones
2	Fiona Marchant
3	Cliff Parsons
4	Josie Pritchard

013. Review of Standing Orders

RESOLVED that the Council's Standing Orders be reviewed and no changes made.

014. Councillors with Special Responsibilities

RESOLVED that the following Councillors be appointed special responsibilities as set out below.

Bank Account Signatories (2 to sign cheques, 1 to approve online payments)

- Councillor E Blezard
- Councillor B Mayne
- Councillor T Morgan
- Councillor S Hudson
- Councillor M Jennings

Verification of Bank Reconciliation (1 to sign)

Cannot be a cheque signatory

- Councillor P Mayne
- Councillor R Seal

Signing Schedule of Accounts (2 to sign)

- Mayor of Normanton
- Any other Councillor

Signing of Payroll Records (2 to sign)

- Councillor E Blezard
- Councillor B Mayne
- Councillor P Mayne

015. Review of Policies and Procedures

RESOLVED that the following policies/procedures be reviewed and accepted.

- Complaints Procedure
- Freedom of Information Procedure
- Information and Data Protection Procedure
- Press & Media Policy
- Recording at Meetings Policy
- Website & Social Media Policy
- Rules for Public Session

016. Council Meeting Dates 2024/25

RESOLVED that the list of proposed Council meeting dates for 2024/25 be approved.

- 11th June 2024
- 9th July 2024
- August – no meeting
- 10th September 2024
- 8th October 2024

- 12th November 2024
- 10th December 2024
- January – no meeting
- 4th February 2025
- 11th March 2025
- 8th April 2025
- 13th May 2025

017. Arrangements with Local Authorities and other bodies

RESOLVED that the Town Council confirms it does not have any arrangements or agreements with any other local authority, not for profit body or business.

018. Confirmation of Insurance Cover

RESOLVED that the Town Council notes the insurance cover is in place.

Insurance Policy: AJG Community Schemes

Insurer: Hiscox

Policy Number: 8308622

Effective Date: 1st April 2024

Expiry Date: 31st March 2025

019. Review of Memberships & Subscriptions

RESOLVED that the Town Councils memberships and subscriptions to other bodies be reviewed and accepted.

020. Review of Expenditure under S137

RESOLVED that the Council notes that no expenditure was incurred under Section 137 of the Local Government Act 1972.

021. Reports from District Councillors

Councillor D Wilton representing the Normanton Ward reported on the following issues:

- Haw Hill Park – New fence near cycle track.
- Haw Hill Park – Fence in basketball court repaired.
- Haw Hill Park – Funding for two new benches.
- Haw Hill Park – Work ongoing to improve the condition of the pond.
- Flytipping in the area has been reported and quickly removed.
- Discussions ongoing regarding the management of the Sovereign and conduct of residents.

022. Town Clerk's Report

The Town Clerk reported on a number of ongoing issues including:

Haw Hill Park – Cycle Track

A wooden fence has been installed along the rear of the cycle track on Ashgap Lane.

Wakefield Road – Road Safety

Work on the proposals was progressing with Wakefield and it was noted that another accident occurred yesterday although the circumstances were not clear.

Town Hall Damp Issues

A response is awaited.

Hanging Basket Locations

The testing should be completed by the end of the month. Streetlighting are chasing them for the results as soon as they become available.

Annual Town Meeting

The Annual Town Meeting was held on Wednesday 8th May from 4pm to 7pm. The meeting would be held on the date of the April Council meeting at 6.00pm in future.

Police Contact Point

A Police contact point would be held at the Town Hall on 4th June at 10.00am and the Town Council would provide tea and coffee to those in attendance.

RESOLVED that the Town Clerk's report be received.

023. External Organisations

It was reported that the Community First Responders had recruited a new member and were looking for more volunteers.

RESOLVED that notes of the PACT Meeting held on 18th April 2024 be received.

024. Outside Bodies

There were no reports from outside bodies.

025. Vacancy in the Altofts Ward

Following the resignation of David Appleyard, a casual vacancy has been advertised in the Altofts Ward. The closing date is 3rd June 2024.

The outcome and next steps would be reported at the next meeting.

RESOLVED that the report be received.

026. Financial Matters

RESOLVED that the list of invoices due for payment in May 2024 totalling £21,599.11 (£18,833.95 + £2,756.16 VAT) 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 April 2024 totalling £16,098.86 (£14,614.15 + £1.82 VAT) 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 March 2024 showing a cash balance of £223,343.42 be received.

RESOLVED that a correction report on invoices paid in January, February and March 2024 be received and noted.

027. Planning

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

[024 - Validated Applications - 15.04.2024.pdf](#)

[026 - Validated Applications - 22.04.2024.pdf](#)

[028 - Validated Applications - 29.04.2024.pdf](#)

[030 - Validated Applications - 07.05.2024.pdf](#)

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

INVOICES FOR PAYMENT MAY 2024

Voucher No	Net	VAT	Total	Description	Supplier
37	£3,535.00	£707.00	£4,242.00	Hanging Baskets - Spring	First Impressions
38	£370.00	£74.00	£444.00	Gala Entertainment 2025	Fusion Extreme
39	£1,200.00	£240.00	£1,440.00	Greenhouse Demolition	Coles Demolition
40	£583.56	£116.71	£700.27	Cleaning Materials	Class Office Equipment Ltd
41	£375.00	£0.00	£375.00	Internal Audit Fee	Internal Audit Yorkshire
42	£206.02	£41.20	£247.22	Stationery	Class Office Equipment Ltd
43	£48.00	£0.00	£48.00	Park Licence Fee	Wakefield Council
44	£48.00	£0.00	£48.00	Park Licence Fee	Wakefield Council
45	£25.00	£0.00	£25.00	Allotment Rent Refund	HB Allotment Tenant
46	£226.50	£45.30	£271.80	Payroll Services	Lofthouse & Co
47	£196.64	£39.32	£235.96	Photocopier Charges	RISO (UK) Ltd
48	£17.55	£3.51	£21.06	Cleaning Materials	Class Office Equipment Ltd
49	£800.00	£160.00	£960.00	Tree Work	KB Tree Services and Landscaping
50	£35.10	£0.00	£35.10	NAS Expenses	National Allotment Society
70	£480.00	£96.00	£576.00	Normanton & District Advertiser	Advertiser Office Printers
71	£6,210.58	£1,242.12	£7,452.70	Hanging Baskets Summer	First Impressions
72	£1,850.00	£0.00	£1,850.00	Mayors Appeal Donation	Prince of Wales Hospice
73	£1,850.00	£0.00	£1,850.00	Mayors Appeal Donation	Alice Bacon Memorial Trust
74	£150.00	£0.00	£150.00	Mayors Appeal Donation	1st Altofts Scouts
75	£150.00	£0.00	£150.00	Mayors Appeal Donation	1st Normanton Scouts
76	£250.00	£0.00	£250.00	Mayors Appeal Donation	Royal British Legion
77	£227.00	£0.00	£227.00	Mayors Appeal Donation	The Well Project
	£18,833.95	£2,765.16	£21,599.11		

A signed copy of these Minutes is held by the Town Council and can be made available upon request.

PAYMENTS MADE UNDER CLERKS AUTHORITY

APRIL 2024

Unity Trust Current Account

No	Date	Net	VAT	Total	Description	Supplier
67	30.04.2024	£1,486.53	£0.00		PAYE / NIC	HMRC
66	29.04.2024	£2,036.46	£0.00	£2,036.46	Pension	West Yorkshire Pension Fund
65	25.04.2024	£8,215.40	£0.00	£8,215.40	Salaries & Wages	Employees
14	02.04.2024	£4,329.24	£0.00	£4,329.24	Insurance	Gallagher Insurance
		£16,067.63	£0.00	£14,581.10		

Petty Cash Account

No	Date	Net	VAT	Total	Description	Supplier
4	05.04.2024	£3.40	£0.00	£3.40	Newspapers	Asda
19	05.04.2024	£4.17	£0.83	£5.00	DIY Goods	B&M
27	09.04.2024	£1.45	£0.00	£1.45	Milk for Meetings	Asda
31	11.04.2024	£3.40	£0.00	£3.40	Newspapers	Asda
33	29.04.2024	£6.34	£0.00	£6.34	Fruit for school visit	TESCO
52	25.04.2024	£3.40	£0.00	£3.40	Newspapers	Asda
53	22.04.2024	£4.97	£0.99	£5.96	Dehumidifiers	B&M
54	25.04.2024	£4.10	£0.00	£4.10	Newspapers	Asda
		£31.23	£1.82	£33.05		
		£16,098.86	£1.82	£14,614.15		

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