

NORMANTON TOWN COUNCIL

Donna Johnston
Town Clerk & RFO

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The Town Hall
High Street
Normanton
WF6 2DZ
W: normantontowncouncil.co.uk

To members of the Finance
Committee

Our ref: DJ/hs
Date: 7th August 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Monday 12th August 2024** at **1.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', written in a cursive style.

Mrs Donna Johnston FdA
Town Clerk & RFO.

FINANCE COMMITTEE

Monday 12th August 2024 at 1:00pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
001.	To formally appoint the Chairman of the Finance Committee. The proposal from Council is that Councillor B Mayne continues their role as Chairman for the current municipal year.	
002.	To formally appoint the Vice Chairman of the Finance Committee. The proposal from Council is that Councillor R Seal continues their role as Vice Chairman for the current municipal year.	
003.	To receive apologies for absence.	
004.	To receive members declarations of interest.	
005.	To receive and sign the minutes of a meeting of the Finance Committee. Held on Tuesday 30 th April 2024 (Minute Numbers 055-066; Page Numbers 19-24).	A
006.	To receive the cashbook for months 1-3 of the 2024/25 financial year.	B
007.	To receive the bank reconciliation for months 1-3 of the 2024/25 financial year.	C
008.	To receive the balance Sheet for Month 3 of the 2024/25 financial year.	D
009.	To receive the budget to date for the 2024/25 financial year.	E
010.	To receive the Contracts Procurement Timetable.	F
011.	To consider a request from the Alice Bacon Trust in relation to their previously awarded small grant.	G

012.	To consider a small grant request from All Saints Parish Church.	H
013.	To consider the purchase of an iPad to facilitate off site inspections and management of assets.	I

NORMANTON TOWN COUNCIL

**MINUTES OF THE FINANCE COMMITTEE**

Held on Tuesday 30th April 2024 at 1:00pm at Normanton Town Hall

Present: Councillor A Bones
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor P Sampson
Councillor R Seal – Vice-Chairman
Councillor K Wilson, JP
D Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor M Jennings
Councillor H Jones
Councillor J Pritchard

055. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard, Councillor M Jennings, Councillor H Jones, and Councillor J Pritchard.

056. Members Declarations of Interest

There were no declarations of interest recorded.

057. Minutes

RESOLVED that the minutes of a meeting of the Finance Committee held on Wednesday 6th March 2024 (Minute Numbers 038-054; Page Numbers 11-18) be agreed as a true record and signed by the Chairman.

058. Budget Review 2023/24

Members considered the budget at the end of the 2023/24 financial year.

It was noted that there were some small overspends in some areas of the budget, however these could be easily absorbed by budget savings elsewhere within the budget.

It was reported that income was £358,483 against a budget of £346,821 and expenditure was £351,977 against a budget of £406,794.

The opening balance at the start of the 2023/24 financial year was £219,709 which was made up of earmarked reserves of £99,691 and a general reserve of £120,018.

The closing balance at the end of the financial year was £226,216 which was made up of earmarked reserves of £81,124, a general reserve of £132,303 and a contribution to reserves for 2024/25 of £12,788.

In accordance with proper practices, members reviewed the general and earmarked reserves to ensure that a general reserve of around three months net revenue expenditure was maintained.

The earmarked reserves were agreed as follows:

Elections	£25,000.00
Community Centre Repairs & Renewals	£20,000.00
Town Hall Refurbishment	£35,000.00
Community Infrastructure Levy	£3,688.37
Allotments	£20,000.00
Small Grants	£674.58
Talking Newspaper	£2,559.26
Mayors Allowance 23/24	£284.55
Mayors Appeal 23/24	£4,497.91
Deposits Held	£65.00
IT / Website	£5,000.00
Town Hall Repairs & Renewals	£10,000.00
National Events	£9,500.00
	£136,269.67

The general reserve is therefore £89,946.00 which represents 3 months net revenue expenditure in line with the Practitioners Guide.

RESOLVED that the budget report be received and the earmarked and general reserves be agreed.

059. Internal Audit Report

The report of the internal auditor following the end of the 2023/24 financial year was circulated.

There were nine recommendations:

1. That improvements are made to the budget document to demonstrate how all income and spending plans come together taking into account the opening and closing balances, general and earmarked reserves and how this is linked to the level of precept to be levied.
2. That the reasons for any variances in excess of 15% are recorded in the council minutes with the proposed action of how any overspends will be met.
3. That the General Reserves Policy be updated to reflect the calculations for general reserves as per requirements of the Governance and Accountability Practitioners Guide.
4. That all reserves (general and earmarked) be reviewed and justified regularly (i.e. at least annually) and as part of the budget setting process.
5. That the asset register be updated to reflect all current fixed assets and equipment in use by the council at purchase or nominal value. Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded in a register for audit purposes. Consideration should be given to developing an Asset Register and Disposal Policy which includes a valuation policy for all fixed assets, and which reflects the requirements of the Governance and Accountability Practitioners Guide.
6. That the council ensures that the compliance requirements of Financial Regulation 14.6 be implemented (review of assets annually).
7. That the accounting statements be reviewed by the RFO and updated accordingly prior to submission to council members for formal approval.
8. That the council fully complies with the requirements of the Local Government Data Transparency Code.
9. That the Publication Scheme be published on the Town Council website.

The Council notes the recommendations and makes the following comments:

Point 4 – all reserves are reviewed annually, usually in April once the financial year end has been completed. The Council will carry out this task as part of the budget setting process.

Point 5 – the Council has stated that it is in the process of reviewing the entire asset register to ensure compliance with the Practitioners Guide. This is an ongoing piece of work and will be completed in time for the next audit.

Point 7 – The RFO has raised a query with the Yorkshire Local Councils Associations to clarify the advice given by the internal auditor in relation to the accounting statements.

RESOLVED that the Internal Audit Report be received.

060. Quarterly Internal Audit Checks

RESOLVED that the Internal Audit Checklists for Q3 and Q4 of the 2023/24 financial year be received.

It was noted that the debit card payments from January were missed from the list that was reported to Council. A supplementary list will be circulated to the next available meeting of Council.

061. External Audit

Due to the queries raised with the Yorkshire Local Council's Association, the draft external audit documents were not available for review.

These would be presented to the next available meeting of Council.

062. Budget 2024/25

RESOLVED that the budget report for the 2024/25 financial year showing the previous year's budget, current year's budget and next year's budget be received.

063. HP Instant Ink

RESOLVED that the Instant Ink subscription continue with HP at a cost of £15.41 + VAT per month.

This expenditure is affordable from within the printing budget.

064. IT Infrastructure and Support

RESOLVED that a report on IT infrastructure and support be received and that:

- i) Interest be expressed with Pro-Logic for the Dark Web Scan service.
- ii) The price increase from Pro-Logic be noted.
- iii) Further information be obtained for a gov.uk domain name.
- iv) Canva be renewed at a cost of £99.99 for the year.
- v) The PDF Escape Subscription be upgraded to ultimate to enable e signatures to be used on council documents at a cost of around £71.00 dependant on exchange rates.

This expenditure is affordable from within the IT Software budget.

065. Hanging Baskets

A report was circulated on the hanging baskets and the ongoing difficulties with column testing being carried out by Wakefield Council / Amey.

It was reported that the planned expansion of the baskets could not go ahead this summer until the position with column testing was clarified.

It was noted that there was now a change of £21 per basket for relocations through First Impressions and nine baskets had been relocated already at a cost of £189.00.

There were 8 locations currently available without sponsors but if existing columns fail, they will be needed to relocate existing sponsors as a priority.

No new sponsors would be allocated until the current sponsors are dealt with.

RESOLVED that the report be received, and the position be reviewed for Spring 2025.

066. Mayors Appeal

It was reported that the Mayor had raised over £4,000.00 for her chosen good causes.

This would be distributed to the Alice Bacon Trust, Prince of Wales Hospice, Royal British Legion, Normanton Scouts, Altofts Scouts and The Well Project.

RESOLVED that the Town Clerk be delegated authority to distribute the funds, in consultation with the Mayor, subject to the payments being listed at the next available meeting of Council before being paid.

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

NORMANTON TOWN COUNCIL

17 July 2024 (2024-2025)

RECEIPTS LIST

B

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Income - Allotment Rent	01/04/2024		Unity Current		Cypress Road - Rent		Z			
2	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	12.00		12.00
3	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	10.00		10.00
4	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
5	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
6	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
7	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	30.00		30.00
8	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
9	Income - Allotment Rent	02/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
10	Income - Allotment Rent	02/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00
11	Income - Allotment Rent	02/04/2024		Unity Current		Wentworth Terrace - Rent		Z	12.00		12.00
12	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	24.00		24.00
8	Card Processing Fees	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	-0.60		-0.60
7	Card Processing Fees	02/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	-0.75		-0.75
13	Income - Allotment Rent	02/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
14	Income - Allotment Rent	02/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
15	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	24.00		24.00
16	Income - Allotment Rent	02/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
17	Income - Allotment Rent	02/04/2024		Unity Current		Norwood Street - Rent		Z	24.00		24.00
18	Income - Allotment Rent	02/04/2024		Unity Current		Heys Buildings - Rent		Z	18.00		18.00
19	Income - Allotment Rent	02/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
20	Income - Allotment Rent	02/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
21	Income - Allotment Rent	02/04/2024		Unity Current		Heys Buildings - Rent		Z	24.00		24.00
22	Income - Allotment Rent	02/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
23	Income - Allotment Rent	02/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
24	Income - Allotment Rent	02/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
27	Income - Allotment Rent	02/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00
28	Income - Allotment Rent	02/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00
25	Income - Garage Plot Rent	02/04/2024		Unity Current		Garages - Rent		Z	29.00		29.00
26	Income - Garage Plot Rent	02/04/2024		Unity Current		Garages - Rent		Z	29.00		29.00
29	Income - Allotment Rent	02/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00
30	Income - Allotment Rent	02/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00
31	Income - Allotment Rent	02/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00

NORMANTON TOWN COUNCIL

17 July 2024 (2024-2025)

RECEIPTS LIST

B

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
32	Income - Allotment Rent	02/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00
33	Income - Allotment Rent	02/04/2024		Unity Current		Norwood Street - Rent		Z	24.00		24.00
34	Income - Allotment Rent	02/04/2024		Unity Current		Norwood Street - Rent		Z	24.00		24.00
35	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
36	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
37	Income - Allotment Rent	02/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
38	Income - Allotment Rent	02/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
39	Income - Allotment Rent	02/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
40	Income - Allotment Rent	02/04/2024		Unity Current		Edward Street - Rent		Z	100.00		100.00
41	Income - Allotment Rent	03/04/2024		Unity Current		Cypress Road - Rent		Z	24.00		24.00
42	Income - Allotment Rent	03/04/2024		Unity Current		Norwood Street - Rent		Z	24.00		24.00
43	Income - Allotment Rent	03/04/2024		Unity Current		Newland Lane - Rent		Z	12.00		12.00
44	Income - Allotment Rent	03/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
45	Income - Allotment Rent	03/04/2024		Unity Current		Newland Lane - Rent		Z	12.00		12.00
49	Income - Allotment Rent	03/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00
45	Card Processing Fees	03/04/2024		Unity Current		Newland Lane - Rent		Z	-0.21		-0.21
44	Card Processing Fees	03/04/2024		Unity Current		Newland Lane - Rent		Z	-0.42		-0.42
46	SUSPENSE	03/04/2024		Unity Current		Suspense Item		Z	1.00		1.00
48	Income - Allotment Rent	04/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
48	Income - Allotment Rent	04/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	-12.00		-12.00
47	Income - Allotment Rent	04/04/2024		Unity Current		Heys Buildings - Rent		Z	12.00		12.00
47	Card Processing Fees	04/04/2024		Unity Current		Heys Buildings - Rent		Z	-0.30		-0.30
50	Income - Allotment Rent	05/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	24.00		24.00
51	Income - Allotment Rent	05/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	24.00		24.00
52	Income - Allotment Rent	05/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
53	Income - Allotment Rent	05/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
54	Income - Allotment Rent	05/04/2024		Unity Current		Norwood Street - Rent		Z	24.00		24.00
55	Income - Allotment Rent	05/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
56	Income - Allotment Rent	05/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
57	Income - Allotment Rent	05/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
58	Income - Allotment Rent	08/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	12.00		12.00
59	Income - Allotment Rent	08/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
60	Income - Allotment Rent	08/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	24.00		24.00
61	Income - Allotment Rent	08/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
62	Income - Allotment Rent	08/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00

RECEIPTS LIST

B

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
63	Income - Allotment Rent	08/04/2024		Unity Current		Heys Buildings - Rent		Z	24.00		24.00
68	Income - Mayor's Appeal 23/24	08/04/2024		Unity Current		Cash Receipts		Z	60.00		60.00
59	Card Processing Fees	08/04/2024		Unity Current		Newland Lane - Rent		Z	-0.42		-0.42
58	Card Processing Fees	08/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	-0.21		-0.21
64	Income - Allotment Rent	09/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	24.00		24.00
65	Income - Allotment Rent	09/04/2024		Unity Current		Heys Buildings - Rent		Z	24.00		24.00
66	Income - Allotment Rent	09/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
67	Income - Allotment Rent	10/04/2024		Unity Current		Heys Buildings - Rent		Z	36.00		36.00
69	Income - Hire WCC	10/04/2024		Unity Current		Woodhouse Hire		Z	5.00		5.00
70	Income - Mayor's Appeal 23/24	10/04/2024		Unity Current		Cash Receipts		Z	30.00		30.00
67	Card Processing Fees	10/04/2024		Unity Current		Heys Buildings - Rent		Z	-0.90		-0.90
71	Income - Allotment Rent	11/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	24.00		24.00
72	Income - Allotment Rent	11/04/2024		Unity Current		Cypress Road - Rent		Z	24.00		24.00
73	Income - Allotment Rent	11/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
74	Income - Allotment Rent	11/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
75	Income - Allotment Rent	11/04/2024		Unity Current		The Grove - Rent		Z	6.00		6.00
71	Card Processing Fees	11/04/2024		Unity Current		Ellins Terrace 2 - Rent		Z	-0.60		-0.60
76	Income - Allotment Rent	12/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
78	Income - Allotment Rent	12/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
77	Income - Allotment Rent	12/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
82	Income - Key Deposit (Allotment)	12/04/2024		Unity Current		Key Deposit		Z	10.00		10.00
77	Card Processing Fees	12/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	-0.42		-0.42
82	Card Processing Fees	12/04/2024		Unity Current		Key Deposit		Z	-0.18		-0.18
76	Card Processing Fees	12/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	-0.42		-0.42
83	SUSPENSE	12/04/2024		Unity Current		Allotment Rent - Paid in Error		Z	25.00		25.00
79	Income - Allotment Rent	15/04/2024		Unity Current		Heys Buildings - Rent		Z	24.00		24.00
80	Income - Allotment Rent	15/04/2024		Unity Current		Heys Buildings - Rent		Z	24.00		24.00
81	Income - Allotment Rent	15/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
104	Income - Precept	15/04/2024		Unity Current	ONLINE	Precept		Z	179,891.72		179,891.72
84	Income - Christmas Lights	15/04/2024		Unity Current		Fairground Donation		Z	100.00		100.00
85	Income - Mayor's Appeal 23/24	16/04/2024		Unity Current		Cash Receipts		Z	30.00		30.00
86	Income - Allotment Rent	17/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	2.00		2.00
87	Income - Allotment Rent	17/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00
88	Income - Allotment Rent	17/04/2024		Unity Current		Gladstone Street - Rent		Z	24.00		24.00

NORMANTON TOWN COUNCIL

17 July 2024 (2024-2025)

RECEIPTS LIST

B

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
91	Card Processing Fees	18/04/2024		Unity Current		Mad Hatters Tea Party Tickets		Z	-0.75		-0.75
91	Mayors Appeal 23/24	18/04/2024		Unity Current		Mad Hatters Tea Party Tickets		Z	30.00		30.00
89	Income - Allotment Rent	23/04/2024		Unity Current		Heys Buildings - Rent		Z	12.00		12.00
92	Card Processing Fees	23/04/2024		Unity Current		Mad Hatters Tea Party Tickets		Z	-0.53		-0.53
94	VAT Refund	23/04/2024		Unity Current		VAT Refund		R		6,825.87	6,825.87
93	Mayors Appeal 23/24	23/04/2024		Unity Current		Raffle Income		Z	110.00		110.00
92	Mayors Appeal 23/24	23/04/2024		Unity Current		Mad Hatters Tea Party Tickets		Z	30.00		30.00
90	Income - Allotment Rent	24/04/2024		Unity Current		Heys Buildings - Rent		Z	12.00		12.00
95	Income - Hire NTH	24/04/2024		Unity Current		Town Hall Donation		Z	40.00		40.00
96	Income - Allotment Rent	25/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
97	Income - Allotment Rent	25/04/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
98	Income - Allotment Rent	25/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
99	Income - Hire NTH	25/04/2024		Unity Current		Town Hall Donation		Z	15.00		15.00
100	Income - Allotment Rent	26/04/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
101	Income - Allotment Rent	29/04/2024		Unity Current		Heys Buildings - Rent		Z	24.00		24.00
102	Income - Allotment Rent	29/04/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
103	Income - Allotment Rent	07/05/2024		Unity Current	ONLINE	Ellins Terrace 2 - Rent		Z	24.00		24.00
105	Key Deposit	09/05/2024		Unity Current	CASH	Key Deposit		Z	10.00		10.00
106	SUSPENSE	10/05/2024		Unity Current		Allotment Rent Refund		Z	-25.00		-25.00
107	Income - Allotment Rent	14/05/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
108	Income - Allotment Rent	16/05/2024		Unity Current		Norwood Street - Rent		Z	24.00		24.00
112	Income - Mayors Appeal 24/25	17/05/2024		Unity Current		Mayors Appeal Donation		Z	15.00		15.00
112	Card Processing Fees	17/05/2024		Unity Current		Mayors Appeal Donation		Z	-0.27		-0.27
109	Income - Allotment Rent	23/05/2024		Unity Current		Ellins Terrace 2 - Rent		Z	24.00		24.00
114	Income - Hire NTH	23/05/2024		Unity Current		Town Hall Donation		Z	15.00		15.00
113	Income - Key Deposit (Allotment)	23/05/2024		Unity Current		Key Deposit		Z	10.00		10.00
110	Income - Allotment Rent	24/05/2024		Unity Current		Ellins Terrace 1 - Rent		Z	24.00		24.00
110	Card Processing Fees	24/05/2024		Unity Current		Ellins Terrace 1 - Rent		Z	-0.42		-0.42
115	Income - Mayors Appeal 24/25	29/05/2024		Unity Current		Mayors Appeal Donation		Z	585.10		585.10
116	Income - Hire WCC	04/06/2024		Unity Current		Woodhouse - Election Fee		Z	257.50		257.50
111	Income - Allotment Rent	05/06/2024		Unity Current		Cypress Road - Rent		Z	24.00		24.00
123	Income - Hire NTH	12/06/2024		Unity Current		Town Hall Donation		Z	40.00		40.00
124	Income - Misc	18/06/2024		Unity Current		Photocopying Income		Z	0.10		0.10
117	Income - Allotment Rent	20/06/2024		Unity Current		Wentworth Terrace - Rent		Z	24.00		24.00
125	Income - Hire NTH	20/06/2024		Unity Current		Town Hall Donation		Z	16.00		16.00

RECEIPTS LIST

B

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
126	Income - Party @ Haw Hill Parl	21/06/2024		Unity Current		Catering Stall		Z	130.00		130.00
126	Card Processing Fees	21/06/2024		Unity Current		Catering Stall		Z	-3.25		-3.25
118	Income - Allotment Rent	24/06/2024		Unity Current		Newland Lane - Rent		Z	24.00		24.00
128	Income - Interest	30/06/2024		Unity Savings		Bank Interest		Z	1,808.98		1,808.98
								Total	185,445.75	6,825.87	192,271.62

NORMANTON TOWN COUNCIL

17 July 2024 (2024-2025)

PAYMENTS LIST

B

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
14	Insurance	02/04/2024		Unity Current		Insurance	Gallagher Insurance	Z	4,329.24		4,329.24
30	Website	02/04/2024		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
29	Telephone / Internet	02/04/2024		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
4	Talking Newspaper	05/04/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
19	Repairs & Maint NTH	05/04/2024		Petty Cash		DIY Goods	B&M	S	4.17	0.83	5.00
9	Newland Lane Allotment	09/04/2024		Unity Current		Newland Lane - Maintenance F	Newland Lane Allotment	Z			
27	Refreshments	09/04/2024		Petty Cash		Milk for Meetings	Asda	Z	1.45		1.45
58	Hygiene Services	10/04/2024		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
31	Talking Newspaper	11/04/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
15	Printing	12/04/2024		Unity Current		Show Schedule Printing	Advertiser Office Printers	Z	200.00		200.00
11	Memberships	12/04/2024		Unity Current		YLCA Membership	Yorkshire Local Councils As	Z	2,125.00		2,125.00
10	Councillor Training	12/04/2024		Unity Current		Councillor Training	Yorkshire Local Councils As	Z	52.50		52.50
18	Mayors Allowance 23/24	12/04/2024		Unity Current		Mayors Allowance Donation	Hebden Royd Mayors Chari	Z	15.00		15.00
17	Mayors Allowance 23/24	12/04/2024		Unity Current		Mayor of Morley Civic Dinner	Morley Town Council	Z	74.00		74.00
16	Advertising & Promotions	12/04/2024		Unity Current		Normanton & District Advertise	Advertiser Office Printers	S	120.00	24.00	144.00
16	Advertising & Promotions	12/04/2024		Unity Current		Normanton & District Advertise	Advertiser Office Printers	S	120.00	24.00	144.00
16	Advertising & Promotions	12/04/2024		Unity Current		Normanton & District Advertise	Advertiser Office Printers	S	120.00	24.00	144.00
16	Advertising & Promotions	12/04/2024		Unity Current		Normanton & District Advertise	Advertiser Office Printers	S	120.00	24.00	144.00
22	Insurance	12/04/2024		Unity Current		Event Insurance	Gallagher Insurance	Z	1,845.55		1,845.55
20	Business Rates	12/04/2024		Unity Current		Business Rates	Wakefield Council	Z	2,070.85		2,070.85
21	Business Rates	12/04/2024		Unity Current		Business Rates	Wakefield Council	Z	10,104.75		10,104.75
23	Repairs & Maint NTH	12/04/2024		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
12	Repairs & Maint WCC	12/04/2024		Unity Current		Employee Expenses - Fuel	MFG Normanton Service St	S	5.42	1.08	6.50
25	Waste Removal	12/04/2024		Unity Current		Waste Removal	Wakefield Council	Z	539.62		539.62
24	Waste Removal	12/04/2024		Unity Current		Waste Removal	Wakefield Council	Z	38.35		38.35
13	Norwood St O/S	12/04/2024		Unity Current		Employee Expenses - Fuel	Glasshoughton Service Stai	S	6.52	1.30	7.82
63	Newland Lane Allotment	16/04/2024		Unity Current		Water Bill	Everflow Water	Z	-5.11		-5.11
63	Cypress Road Allotment	16/04/2024		Unity Current		Water Bill	Everflow Water	Z	184.33		184.33
63	Ellins Terrace 1 Allotment	16/04/2024		Unity Current		Water Bill	Everflow Water	Z	34.76		34.76
63	Ellins Terrace 2 Allotment	16/04/2024		Unity Current		Water Bill	Everflow Water	Z	34.76		34.76
63	Gladstone Street Allotment	16/04/2024		Unity Current		Water Bill	Everflow Water	Z	0.18		0.18
63	Norwood Street Allotment	16/04/2024		Unity Current		Water Bill	Everflow Water	Z	-5.11		-5.11
63	Wentworth Terrace Allotment	16/04/2024		Unity Current		Water Bill	Everflow Water	Z	3.70		3.70
59	Utilities WCC	16/04/2024		Unity Current		Utilities	Octopus Energy Ltd	L	675.18	33.76	708.94

NORMANTON TOWN COUNCIL

PAYMENTS LIST

B

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
63	Utilities WCC	16/04/2024		Unity Current		Water Bill	Everflow Water	Z	39.89		39.89
60	Professional Fees	22/04/2024		Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92
53	Train Station Sign	22/04/2024		Petty Cash		Dehumidifiers	B&M	S	4.97	0.99	5.96
62	Telephone / Internet	22/04/2024		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	47.64	9.53	57.17
52	Talking Newspaper	25/04/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
54	Talking Newspaper	25/04/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
54	Refreshments	25/04/2024		Petty Cash		Newspapers	Asda	Z	0.70		0.70
65	Salaries & Wages	25/04/2024		Unity Current		Salaries & Wages	Employees	X	8,215.40		8,215.40
61	IT Support	29/04/2024		Unity Current		IT Support	Pro Logic Computers (UK)	S	352.08	70.42	422.50
66	Salaries & Wages	29/04/2024		Unity Current		Pension	West Yorkshire Pension Fu	X	532.02		532.02
66	Employers Pension	29/04/2024		Unity Current		Pension	West Yorkshire Pension Fu	X	1,504.44		1,504.44
33	Information Events	29/04/2024		Petty Cash		Fruit for school visit	TESCO	Z	6.34		6.34
67	Salaries & Wages	30/04/2024		Unity Current		PAYE / NIC	HMRC	X	699.35		699.35
67	Employers National Insurance	30/04/2024		Unity Current		PAYE / NIC	HMRC	X	787.18		787.18
64	Telephone / Internet	30/04/2024		Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
35	Talking Newspaper	02/05/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
34	Refreshments	02/05/2024		Petty Cash		Milk for Meetings	Asda	Z	1.45		1.45
68	Website	02/05/2024		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
51	Mayors Allowance 23/24	03/05/2024		Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	195.55		195.55
51	Mayors Appeal 23/24	03/05/2024		Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	310.15		310.15
50	Allotments General	09/05/2024		Unity Current		NAS Expenses	National Allotment Society	Z	35.10		35.10
49	Gladstone Street Allotment	09/05/2024		Unity Current		Tree Work	KB Tree Services and Land	S	800.00	160.00	960.00
39	Heys Buildings Allotment	09/05/2024		Unity Current		Greenhouse Demolition	Coles Demolition	S	1,200.00	240.00	1,440.00
47	Printing	09/05/2024		Unity Current		Photocopier Charges	RISO (UK) Ltd	S	196.64	39.32	235.96
42	Stationery	09/05/2024		Unity Current		Stationery	Class Office Equipment Ltd	S	206.02	41.20	247.22
46	Professional Fees	09/05/2024		Unity Current		Payroll Services	Lofthouse & Co	S	226.50	45.30	271.80
41	Audit Fees	09/05/2024		Unity Current		Internal Audit Fee	Internal Audit Yorkshire	Z	375.00		375.00
36	Talking Newspaper	09/05/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
37	Hanging Baskets	09/05/2024		Unity Current		Hanging Baskets - Spring	First Impressions	S	3,535.00	707.00	4,242.00
45	SUSPENSE	09/05/2024		Unity Current		Allotment Rent Refund	HB Allotment Tenant	Z			
40	Cleaning	09/05/2024		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	239.60	47.92	287.52
40	Cleaning	09/05/2024		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	89.10	17.82	106.92
40	Cleaning	09/05/2024		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	21.00	4.20	25.20
40	Cleaning	09/05/2024		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	79.80	15.96	95.76
40	Cleaning	09/05/2024		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	15.00	3.00	18.00

NORMANTON TOWN COUNCIL

17 July 2024 (2024-2025)

PAYMENTS LIST

B

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
40	Cleaning	09/05/2024		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	79.56	15.91	95.47
40	Cleaning	09/05/2024		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	59.50	11.90	71.40
48	Cleaning	09/05/2024		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	17.55	3.51	21.06
44	Gala	09/05/2024		Unity Current		Park Licence Fee	Wakefield Council	Z	48.00		48.00
43	Party @ Haw Hill Park	09/05/2024		Unity Current		Park Licence Fee	Wakefield Council	Z	48.00		48.00
38	Gala 2025	09/05/2024		Unity Current		Gala Entertainment 2025	Fusion Extreme	S	370.00	74.00	444.00
69	Mayors Allowance 24/25	10/05/2024		Petty Cash		Mayor Making Gift	Costco	S	20.49	4.09	24.58
93	Utilities WCC	13/05/2024		Unity Current		Utilities	Octopus Energy Ltd	L	188.69	9.43	198.12
70	Advertising & Promotions	14/05/2024		Unity Current		Normanton & District Advertise	Advertiser Office Printers	S	480.00	96.00	576.00
71	Hanging Baskets	14/05/2024		Unity Current		Hanging Baskets Summer	First Impressions	S	6,210.58	1,242.12	7,452.70
77	Mayors Appeal 23/24	14/05/2024		Unity Current		Mayors Appeal Donation	The Well Project	Z	227.00		227.00
75	Mayors Appeal 23/24	14/05/2024		Unity Current		Mayors Appeal Donation	1st Normanton Scouts	Z	150.00		150.00
74	Mayors Appeal 23/24	14/05/2024		Unity Current		Mayors Appeal Donation	1st Altofts Scouts	Z	150.00		150.00
73	Mayors Appeal 23/24	14/05/2024		Unity Current		Mayors Appeal Donation	Alice Bacon Memorial Trust	Z	1,850.00		1,850.00
72	Mayors Appeal 23/24	14/05/2024		Unity Current		Mayors Appeal Donation	Prince of Wales Hospice	Z	1,850.00		1,850.00
100	Newland Lane Allotment	16/05/2024		Unity Current		Water Bill	Everflow Water	Z	8.56		8.56
100	Cypress Road Allotment	16/05/2024		Unity Current		Water Bill	Everflow Water	Z	190.82		190.82
100	Ellins Terrace 1 Allotment	16/05/2024		Unity Current		Water Bill	Everflow Water	Z	40.68		40.68
26	Ellins Terrace 1 Allotment	16/05/2024		Lloyds Card		Skip Hire	Pickup Skips	S	216.67	43.33	260.00
100	Ellins Terrace 2 Allotment	16/05/2024		Unity Current		Water Bill	Everflow Water	Z	40.69		40.69
100	Gladstone Street Allotment	16/05/2024		Unity Current		Water Bill	Everflow Water	Z	12.09		12.09
100	Norwood Street Allotment	16/05/2024		Unity Current		Water Bill	Everflow Water	Z	8.56		8.56
100	Wentworth Terrace Allotment	16/05/2024		Unity Current		Water Bill	Everflow Water	Z	17.38		17.38
32	Printing	16/05/2024		Lloyds Card		Instant Ink Subscription	HP Instant Ink	S	15.41	3.08	18.49
28	Bank Charges	16/05/2024		Lloyds Card		Cash Withdrawal Fee	Lloyds Bank	Z	5.00		5.00
55	Stationery	16/05/2024		Lloyds Card		Stationery	Ryman	S	28.32	5.66	33.98
57	Bank Charges	16/05/2024		Lloyds Card		Bank Charges	Lloyds Bank	Z	3.00		3.00
78	Talking Newspaper	16/05/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
1	Telephone / Internet	16/05/2024		Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
2	Telephone / Internet	16/05/2024		Lloyds Card		Telephone & Broadband	Smarty	S	5.00	1.00	6.00
3	Telephone / Internet	16/05/2024		Lloyds Card		Phone Case	WASZ LTD	S	5.41	1.08	6.49
56	Repairs & Maint NTH	16/05/2024		Lloyds Card		Lightbulbs	Screwfix	S	7.48	1.50	8.98
100	Utilities WCC	16/05/2024		Unity Current		Water Bill	Everflow Water	Z	-30.74		-30.74
103	Mayor Making	17/05/2024		Petty Cash		Ice for Mayor Making	Asda	Z	15.00		15.00
104	Cleaning	20/05/2024		Petty Cash		Dishwasher Tablets	Asda	S	4.17	0.83	5.00

NORMANTON TOWN COUNCIL

17 July 2024 (2024-2025)

PAYMENTS LIST

B

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
94	Professional Fees	21/05/2024		Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92
99	Telephone / Internet	22/05/2024		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	48.78	9.76	58.54
105	Key Deposit	23/05/2024		Petty Cash		Key Deposit Refund	Allotment Tenants	Z	20.00		20.00
106	Talking Newspaper	23/05/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
96	Salaries & Wages	27/05/2024		Unity Current		Salaries & Wages	Employees	X	9,952.10		9,952.10
95	IT Support	28/05/2024		Unity Current		IT Support	Pro Logic Computers (UK)	S	361.93	72.39	434.32
102	Photocopier Lease	29/05/2024		Unity Current		Photocopier Lease	Siemens Financial Services	S	418.00	83.60	501.60
107	Talking Newspaper	30/05/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
107	Refreshments	30/05/2024		Petty Cash		Newspapers	Asda	Z	0.70		0.70
97	Salaries & Wages	30/05/2024		Unity Current		Pension	West Yorkshire Pension Fu	X	699.64		699.64
98	Salaries & Wages	30/05/2024		Unity Current		PAYE / NIC	HMRC	X	2,501.95		2,501.95
97	Employers Pension	30/05/2024		Unity Current		Pension	West Yorkshire Pension Fu	X	1,953.85		1,953.85
101	Telephone / Internet	30/05/2024		Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
108	Website	03/06/2024		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
130	Information Events	03/06/2024		Petty Cash		Milk (Police Contact Point)	Asda	Z	1.45		1.45
135	Talking Newspaper	06/06/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
131	Refreshments	06/06/2024		Petty Cash		Catering / Cleaning Supplies	Booker Ltd	Z	3.89		3.89
131	Cleaning	06/06/2024		Petty Cash		Catering / Cleaning Supplies	Booker Ltd	S	14.98	3.00	17.98
131	Events - General	06/06/2024		Petty Cash		Catering / Cleaning Supplies	Booker Ltd	S	13.96	2.79	16.75
131	Events - General	06/06/2024		Petty Cash		Catering / Cleaning Supplies	Booker Ltd	Z	5.59		5.59
132	Events - General	06/06/2024		Petty Cash		Milk	Asda	Z	4.80		4.80
80	Mayors Allowance 24/25	11/06/2024	Council June 2024	Unity Current		Flowers	Calli-Fleur by Design	Z	175.00		175.00
89	GDPR Compliance	11/06/2024	Council June 2024	Unity Current		Shredding	Class Office Equipment Ltd	S	40.00	8.00	48.00
85	Councillor Training	11/06/2024	Council June 2024	Unity Current		Councillor Training	YLCA	Z	26.30		26.30
84	Advertising & Promotions	11/06/2024	Council June 2024	Unity Current		Normanton & District Advertise	Advertiser Office Printers	S	480.00	96.00	576.00
81	Gala	11/06/2024	Council June 2024	Unity Current		Gala Fireworks	Fuse Fireworks	S	1,250.00	250.00	1,500.00
87	Mayor Making	11/06/2024	Council June 2024	Unity Current		Hire of Church	All Saints Church	Z	250.00		250.00
86	Mayor Making	11/06/2024	Council June 2024	Unity Current		Post Event Cleaning	All Saints Church	Z	25.00		25.00
83	Mayor Making	11/06/2024	Council June 2024	Unity Current		Mayor Making Catering	STW Catering	Z	1,110.00		1,110.00
79	Events - General	11/06/2024	Council June 2024	Unity Current		D Day Catering	STW Catering	Z	250.00		250.00
82	Events - General	11/06/2024	Council June 2024	Unity Current		Organist - D Day	G Hainsworth	Z	100.00		100.00
91	Gala	11/06/2024	Council June 2024	Unity Current		Gala Entertainment	Channy Music	Z	150.00		150.00
90	Christmas Lights	11/06/2024	Council June 2024	Unity Current		Performance Switch On	Channy Music	Z	250.00		250.00
109	Mayor Making	11/06/2024	Council June 2024	Unity Current		Mayor Making Refreshments	Hark to Mopsey	S	251.74	50.35	302.09
88	Mayor Making	11/06/2024	Council June 2024	Unity Current		Order of Service Printing	Advertiser Office Printers	Z	50.00		50.00

NORMANTON TOWN COUNCIL

17 July 2024 (2024-2025)

PAYMENTS LIST

B

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
92	Events - General	11/06/2024	Council June 2024	Unity Current		D Day Orders of Service	Advertiser Office Printers	Z	150.00		150.00
112	Franking Machine Lease	12/06/2024		Unity Current		Franker Lease	Pitney Bowes Ltd	S	89.61	17.92	107.53
134	Norwood Street Allotment	13/06/2024		Petty Cash		Replacement Tap	Hunts Pipeline Supplies	S	13.86	2.77	16.63
133	Talking Newspaper	13/06/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
111	Hygiene Services	13/06/2024		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
110	Utilities WCC	14/06/2024		Unity Current		Utilities	Octopus Energy Ltd	L	420.27	21.01	441.28
113	Newland Lane Allotment	17/06/2024		Unity Current		Water Bill	Everflow Water	Z	111.19		111.19
113	Cypress Road Allotment	17/06/2024		Unity Current		Water Bill	Everflow Water	Z	198.30		198.30
113	Ellins Terrace 1 Allotment	17/06/2024		Unity Current		Water Bill	Everflow Water	Z	42.63		42.63
113	Ellins Terrace 2 Allotment	17/06/2024		Unity Current		Water Bill	Everflow Water	Z	42.63		42.63
113	Gladstone Street Allotment	17/06/2024		Unity Current		Water Bill	Everflow Water	Z	114.72		114.72
113	Norwood Street Allotment	17/06/2024		Unity Current		Water Bill	Everflow Water	Z	8.85		8.85
113	Wentworth Terrace Allotment	17/06/2024		Unity Current		Water Bill	Everflow Water	Z	17.67		17.67
76	Mayors Appeal 23/24	17/06/2024		Lloyds Card		Mayors Appeal Donation	Royal British Legion	Z	250.00		250.00
114	Postage	17/06/2024		Unity Current		Franker Credit	Pitney Bowes - Purchase Pr	E	514.25		514.25
150	Printing	17/06/2024		Lloyds Card		Instant Ink Subscription	HP Instant Ink	S	15.41	3.08	18.49
160	Bank Charges	17/06/2024		Lloyds Card		Bank Charges	Lloyds Bank	Z	6.00		6.00
156	Talking Newspaper	17/06/2024		Lloyds Card		RNIB Membership	RNIB	Z	169.56		169.56
146	Refreshments	17/06/2024		Lloyds Card		Refreshments - Annual Town M	Asda	Z	13.40		13.40
146	Refreshments	17/06/2024		Lloyds Card		Refreshments - Annual Town M	Asda	S	5.75	1.15	6.90
113	Utilities WCC	17/06/2024		Unity Current		Water Bill	Everflow Water	Z	35.55		35.55
159	Telephone / Internet	17/06/2024		Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
142	Telephone / Internet	17/06/2024		Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
145	Telephone / Internet	17/06/2024		Lloyds Card		Mobile Phone Contract	Smarty	S	5.00	1.00	6.00
152	Repairs & Maint NTH	17/06/2024		Lloyds Card		Fire Call Point Signs	Value Products Ltd	S	25.43	5.09	30.52
153	Repairs & Maint NTH	17/06/2024		Lloyds Card		Tea Boiler	Nisbets	S	387.99	77.59	465.58
148	Repairs & Maint NTH	17/06/2024		Lloyds Card		DIY Goods	Screwfix	S	4.49	0.90	5.39
149	Repairs & Maint WCC	17/06/2024		Lloyds Card		DIY Goods	Amazon EU UK Branch	S	25.22	5.04	30.26
148	Repairs & Maint WCC	17/06/2024		Lloyds Card		DIY Goods	Screwfix	S	11.66	2.33	13.99
8	Flower Show	17/06/2024		Lloyds Card		Membership & Medals	National Chrysanthemum S	Z	22.00		22.00
141	Flower Show	17/06/2024		Lloyds Card		Membership & Medals	National Chrysanthemum S	Z	22.00		22.00
141	Flower Show	17/06/2024		Lloyds Card		Membership & Medals	National Chrysanthemum S	Z	22.00		22.00
141	Flower Show	17/06/2024		Lloyds Card		Membership & Medals	National Chrysanthemum S	Z	4.00		4.00
141	Flower Show	17/06/2024		Lloyds Card		Membership & Medals	National Chrysanthemum S	Z	4.00		4.00
155	Mayor Making	17/06/2024		Lloyds Card		Ice	TESCO	S	8.33	1.67	10.00
151	Mayor Making	17/06/2024		Lloyds Card		Table Runners	Touch Global UK Ltd	S	13.98	2.80	16.78

NORMANTON TOWN COUNCIL

17 July 2024 (2024-2025)

PAYMENTS LIST

B

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
147	Mayor Making	17/06/2024		Lloyds Card		Storage Boxes	Nisbets	S	155.98	31.19	187.17
144	Mayor Making	17/06/2024		Lloyds Card		Storage Boxes	Caterbox UK Ltd	S	209.15	41.83	250.98
143	Mayor Making	17/06/2024		Lloyds Card		Long Service Award	Keep it Personal	S	32.48	6.50	38.98
154	Events - General	17/06/2024		Lloyds Card		Premises Licence - Haw Hill Pa	Wakefield Council	Z	70.00		70.00
157	Mayor Making	17/06/2024		Lloyds Card		Gift Bags	Asda	S	2.12	0.43	2.55
158	Events - General	17/06/2024		Lloyds Card		Gas for Beacon	B&Q	S	67.49	13.50	80.99
115	Professional Fees	21/06/2024		Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92
137	Civic Sunday	23/06/2024		Petty Cash		Milk	BP Ackworth	Z	5.40		5.40
116	Telephone / Internet	24/06/2024		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.52	9.30	55.82
138	Repairs & Maint WCC	24/06/2024		Petty Cash		Employee Expenses - Fuel	MFG Normanton Service St	S	5.42	1.09	6.51
120	Heys Buildings Allotment	25/06/2024		Unity Current		Fencing	Barkers Fencing	S	1,300.00	260.00	1,560.00
119	Town Hall Refurb	25/06/2024	Property 29.04.24 / 41	Unity Current		Installation of Fused Spur	Innova Electrical	S	200.00	40.00	240.00
117	Civic Sunday	25/06/2024		Unity Current		Civic Sunday Catering	STW Catering	Z			
118	Civic Sunday	25/06/2024		Unity Current		Civic Sunday Catering	STW Catering	Z	595.00		595.00
136	Talking Newspaper	26/06/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
139	Repairs & Maint NTH	26/06/2024		Petty Cash		Paintbrushes	B&M	S	3.32	0.67	3.99
140	Talking Newspaper	27/06/2024		Petty Cash		Newspapers	Asda	Z	3.40		3.40
121	Salaries & Wages	27/06/2024		Unity Current		Salaries & Wages	Employees	X	8,307.73		8,307.73
123	Norwood St O/S	27/06/2024		Unity Current		Employee Expenses - Fuel	Glasshoughton Service Stai	S	7.02	1.41	8.43
122	Norwood St O/S	27/06/2024		Unity Current		Employee Expenses	Employees	Z	20.00		20.00
124	IT Support	28/06/2024		Unity Current		IT Support	Pro Logic Computers (UK)	S	355.44	71.09	426.53
127	Bank Charges	28/06/2024		Unity Current		Bank Charges	Unity Trust Bank	Z	11.00		11.00
126	Salaries & Wages	28/06/2024		Unity Current		Pension	West Yorkshire Pension Fu	X	532.02		532.02
126	Employers Pension	28/06/2024		Unity Current		Pension	West Yorkshire Pension Fu	X	1,552.06		1,552.06
125	Telephone / Internet	28/06/2024		Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
128	Bank Charges	30/06/2024		Unity Current		Bank Charges	Unity Trust Bank	Z	66.45		66.45
129	Salaries & Wages	30/06/2024		Unity Current		PAYE / NIC	HMRC	X	1,093.27		1,093.27
129	Employers National Insurance	30/06/2024		Unity Current		PAYE / NIC	HMRC	X	386.73		386.73
Total									95,489.65	4,716.59	100,206.24

NORMANTON TOWN COUNCIL

Prepared by: DM Johnston
Name and Role (Clerk/RFO etc)

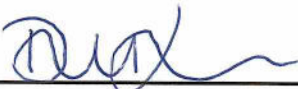
Date: 13/5/24

Approved by: P Maye
Name and Role (RFO/Chair of Finance etc)

Date: 14/5/24

Bank Reconciliation at 30/04/2024			
	Cash in Hand 01/04/2024		223,343.42
	ADD Receipts 01/04/2024 - 30/04/2024		189,220.88
			412,564.30
	SUBTRACT Payments 01/04/2024 - 30/04/2024		36,607.88
A	Cash in Hand 30/04/2024 (per Cash Book)		375,956.42
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2024	180.91
	Unity Current	30/04/2024	205,512.33
	Unity Savings	30/04/2024	171,649.71
	Lloyds Card	30/04/2024	0.00
	Admin Float	30/04/2024	100.00
	Events Float	30/04/2024	200.00
			377,642.95
	Less unrepresented payments		1,686.53
			375,956.42
	Plus unrepresented receipts		
B	Adjusted Bank Balance		375,956.42
	A = B Checks out OK		

NORMANTON TOWN COUNCIL

Prepared by: 
 Name and Role (Clerk/RFO etc)

Date: 11/06/24

Approved by: 
 Name and Role (RFO/Chair of Finance etc)

Date: 11 6 24

	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		223,343.42
	ADD Receipts 01/04/2024 - 31/05/2024		189,950.29
			413,293.71
	SUBTRACT Payments 01/04/2024 - 31/05/2024		76,329.15
A	Cash in Hand 31/05/2024 (per Cash Book)		336,964.56
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2024	97.18
	Unity Current	31/05/2024	21,274.52
	Unity Savings	31/05/2024	321,649.71
	Lloyds Card	31/05/2024	0.00
	Admin Float	31/05/2024	100.00
	Events Float	31/05/2024	200.00
			343,321.41
	Less unrepresented payments		7,000.95
			336,320.46
	Plus unrepresented receipts		644.10
B	Adjusted Bank Balance		336,964.56
	A = B Checks out OK		

NORMANTON TOWN COUNCIL

BALANCE SHEET

31/03/2025

(Last) Year Ended 31 Mar 2024		(Current) Year Ended 31 Mar 2025
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
4,248.00	Debtors (Net of provision for doubtful debts)	
6,811.85	Prepayments	7,103.43
	VAT Recoverable	
223,343.42	Temporary lendings (investments)	
	Cash in hand	300,642.60
234,403.27	TOTAL ASSETS	307,746.03
	CURRENT LIABILITIES	
8,187.74	Creditors	
<u>226,215.53</u>	NET ASSETS	<u>307,746.03</u>
	Represented by:	
145,091.48	General fund Balance	173,857.21
	Reserves:	
	Capital	
81,124.05	Earmarked	133,888.82
	Adjustments	
<u>226,215.53</u>		<u>307,746.03</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed _____
Responsible Financial Officer

Date _____

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
 12th August 2024

BUDGET 2024/25

I have included a series of documents from the Scribe accounts system to assist you in reviewing the budget for the first quarter of the 2024/25 financial year.

- The 'Detailed Budget Summary' sets out the budget and actual for the last financial year, current year and estimates for next year. This document includes a forecast for the year end in each cost code.
- The 'Committed Spend' report sets out actual expenditure and includes purchase orders raised to indicate where money is intended to be spent.
- The 'Summary of Income & Expenditure' report includes adjustments made at the end of the last financial year such as pre-payments and receipts in advance.

To determine the overall picture, members will need to consider all of these reports together.

Below is a summary of the cost centres with the adjustments and commitments included:

Income:

Cost Centre	Budget	Adjustments	Actual	Committed	TOTAL	REMAINING
Allotments	£8,765.65	£6,395.94	£2,302.00	£0.00	£8,697.94	-£67.71
Events	£5,090.00	£0.00	£230.00	£0.00	£230.00	-£4,860.00
Finance	£363,783.44	£0.00	£182,581.25	£0.00	£182,581.25	-£181,202.19
Property	£1,138.00	£576.80	£446.50	£0.00	£1,023.30	-£114.70
Staffing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£378,777.09		£185,559.75		£192,532.49	(£186,244.60)

Expenditure

Cost Centre	Budget	Adjustments	Actual	Committed	TOTAL	REMAINING
Allotments	£13,000.00	£0.00	£5,027.91	£1,066.68	£6,094.59	£6,905.41
Events	£67,920.00	£600.00	£13,307.88	£43,658.01	£57,565.89	£10,354.11
Finance	£82,617.00	£609.00	£30,807.52	£2,139.18	£35,988.70	£46,628.30
Property	£76,995.00	£0.00	£20,107.94	£5,761.10	£25,869.04	£51,125.96
Staffing	£173,745.09	£0.00	£38,717.74	£0.00	£38,717.74	£135,027.35
	£414,277.09	£1,209.00	£107,968.99		£164,235.96	£250,041.13

The planned year end position was:

Opening General Reserve	£89,945.86
Contribution from EMRs	£35,500.00
Income	£378,777.09
Expenditure	-£414,277.09
	£89,945.86

If the income and expenditure align with the planned budgets, then the year end outturn figure is likely to be:

Current General Reserve	£175,681.21
Contribution from EMRs	£35,500.00
Income due in	£186,244.60
Expenditure due out	-£305,099.10
	£92,326.71

There is, of course, scope to achieve budget savings in some areas which will result in a higher general reserve.

Members should be aware that excess general reserves must be used to offset any increases in the precept, where they are not being utilised for a specific purpose. The Council cannot simply build up reserves for no reason.

In the 'Detailed Budget Summary' you will see the budget, actual and forecasted figures to the year end.

The forecast has been calculated in a variety of ways including year to date, monthly or flexed dependant on the nature of the cost code.

At this stage, there are no areas of concern other than allotments which have already had significant expenditure in the first quarter of the financial year. Based on current spending patterns, it is likely that there may be a slight overspend in this budget. It should be noted that there is an EMR for capital works which may have to be utilised where required.

The Allotments Committee continue to monitor the budget every six weeks.

NORMANTON TOWN COUNCIL

16 July 2024 (2024-2025)

Detailed Budget Summary

E

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

ALLOTMENTS CTTEE

		Last Year 2023 - 2024				Current Year 2024-2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Income - Allotment Re	9,251.00	7,179.44			8,765.65	2,272.00		2,272.00					9,203.89	
7	Income - Key Deposit						20.00		20.00						
48	Key Deposit		40.00				10.00		10.00		20.00		20.00		
90	Newland Lane Allotme			1,275.00	-543.98					1,275.00	114.64		114.64		1,338.72
91	Cypress Road Allotme			867.00	1,044.41					867.00	573.45		573.45		910.32
92	Ellins Terrace 1 Allotm			1,581.00	1,696.17					1,734.00	334.74		334.74		1,820.76
93	Ellins Terrace 2 Allotm			1,734.00	829.51					1,581.00	118.08		118.08		1,660.08
94	Allotments General			80.00	3,584.96					131.00	35.10		35.10		137.59
95	Gladstone Street Allot			2,040.00	959.31					2,040.00	926.99		926.99		2,142.00
96	Heys Buildings Allotme			1,538.50	700.00					1,487.50	2,840.00		2,840.00		1,561.90
97	Norwood Street Allotm		5.00	952.00	763.53					952.00	26.16		26.16		999.64
98	Wentworth Terrace All			2,728.50	3,448.52					2,728.50	38.75		38.75		2,864.94
102	The Grove			85.00						85.00					89.21
103	Gilcar Street			51.00						51.00					53.52
104	Edward Street			68.00						68.00					71.36
109	Garage Plot Rent		636.00												
SUB TOTAL		9,251.00	7,860.44	13,000.00	12,482.43	8,765.65	2,302.00		2,302.00	13,000.00	5,027.91		5,027.91	9,203.89	13,650.04

EVENTS CTTEE

		Last Year 2023 - 2024				Current Year 2024-2025				Next Year 2025-2026	
		Receipts		Payments		Receipts		Payments		Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
9	Income - Gala					4,000.00					4,200.04
10	Income - Flower Show					300.00					315.00
11	Income - Christmas Liq					150.00	100.00		100.00		157.56
12	Income - Party @ Hav					640.00	130.00		130.00		672.04

NORMANTON TOWN COUNCIL

16 July 2024 (2024-2025)

Detailed Budget Summary

E

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

75	Gala	1,400.00	3,955.00	27,000.00	26,296.88			32,000.00	2,648.00		2,648.00		33,599.96
76	Flower Show	400.00	286.19	2,600.00	1,625.26			2,600.00	74.00		74.00		2,729.96
77	Remembrance Sunday			3,000.00	3,345.09			3,700.00					3,885.04
78	Children's Party			1,800.00	1,202.82			1,500.00					1,575.00
79	Christmas Lights	100.00	60.00	5,000.00	4,579.26			5,000.00	250.00		250.00		5,249.96
80	Coronation			15,000.00	4,102.82								
81	Party @ Haw Hill Park	500.00	-12.50	15,000.00	10,818.94			16,000.00	6,225.50		6,225.50		16,800.04
82	Mayor Making			3,000.00	1,852.09			3,000.00	2,123.78		2,123.78		3,150.00
83	Civic Sunday			500.00	151.81			500.00	675.40		675.40		524.96
84	Easter			500.00	100.00								
85	Brass Band Concert			500.00	298.00			800.00					839.96
86	Christmas Celebration		244.53	200.00	632.36			200.00					209.96
87	Halloween			1,200.00	1,361.89			1,500.00					1,575.00
88	Information Events			620.00	107.26			120.00	7.79		7.79		126.00
89	Events - General			500.00	177.67			1,000.00	933.41		933.41		1,050.04
115	Gala 2025								370.00		370.00		
SUB TOTAL		2,400.00	4,533.22	76,420.00	56,652.15	5,090.00	230.00	230.00	67,920.00	13,307.88	13,307.88	5,344.64	71,315.88

Last Year 2023 - 2024

Current Year 2024-2025

Next Year 2025-2026

FINANCE CTTEE

Code	Title	Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
5	Income - Interest	100.00	4,818.63			1,000.00	1,808.98		1,808.98					1,050.04	
6	Income - Precept	331,832.00	331,832.00			359,783.44	179,891.72		179,891.72						
13	Income- Hanging Basl					3,000.00								3,150.00	
14	Income - Mayor's Appx						120.00		120.00						
15	Income - Mayors Appe						600.10		600.10						
26	Franking Machine Lea			360.00	358.44					359.00	89.61		89.61		376.99
27	Postage			3,500.00	3,458.75					4,080.00	514.25		514.25		4,284.00
29	Photocopier Lease			1,760.00	1,732.00					1,732.00	418.00		418.00		1,818.64

NORMANTON TOWN COUNCIL

16 July 2024 (2024-2025)

Detailed Budget Summary

E

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

30	Printing		1,500.00	1,357.53		2,068.00	427.46	427.46	2,171.44
31	Stationery		1,500.00	1,500.83		1,650.00	234.34	234.34	1,732.56
32	Office Equipment		1,000.00	1,022.51		1,000.00			1,050.04
33	IT Equipment		2,000.00	1,552.25		1,000.00			1,050.04
34	IT Software		2,760.00	122.91		2,000.00			2,099.96
35	IT Support		3,000.00	4,005.04		4,620.00	1,069.45	1,069.45	4,851.00
36	Website		1,650.00	2,874.40		2,000.00	382.35	382.35	2,099.96
37	Professional Fees		7,000.00	7,116.90		7,030.00	1,194.31	1,194.31	7,381.48
38	Audit Fees		1,600.00	2,050.00		1,640.00	375.00	375.00	1,721.96
39	Insurance		4,550.00			6,138.00	6,174.79	6,174.79	6,444.96
40	GDPR Compliance		750.00	318.84		500.00	40.00	40.00	524.96
41	Health & Safety		1,000.00	575.06		1,000.00			1,050.04
42	Memberships		2,800.00	2,462.00		2,583.00	2,125.00	2,125.00	2,712.12
43	Staff Training		1,000.00	30.00		1,000.00			1,050.04
44	Councillor Training		1,000.00	262.50		1,000.00	78.80	78.80	1,050.04
49	Travel Expenses		300.00	164.03		500.00			524.96
50	Bank Charges	-2.78	250.00	262.95		287.00	91.45	91.45	301.39
51	Card Processing Fees	-106.92	150.00	0.49	-10.65	100.00			105.04
52	Talking Newspaper			253.36		500.00	213.76	213.76	524.96
53	Mayors Appeal 24/25	547.00		3,500.00					
54	Normanton Developm		1,000.00	1,000.00					
66	Mayors Allowance 23/		2,000.00	1,715.45			284.55	284.55	
67	Councillor Allowances		2,420.00	1,760.00		2,420.00			2,540.96
68	Civic Regalia		650.00	958.90		1,000.00			1,050.04
69	Elections		2,000.00	4,887.93		2,000.00			2,099.96
70	Small Grants		6,500.00	5,872.49		7,000.00			7,350.04
71	Advertising & Promoti		9,500.00	6,202.00		8,760.00	1,920.00	1,920.00	9,198.00
74	Hanging Baskets	1,644.00	2,880.15	11,000.00	9,894.83	15,000.00	9,745.58	9,745.58	15,750.00
99	VAT Refund								
100	Potts Terrace		450.00	404.68		450.00	418.84	418.84	472.56

NORMANTON TOWN COUNCIL

16 July 2024 (2024-2025)

Detailed Budget Summary

E

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

105	Administration	1.00	1,000.00	132.70				1,000.00			1,050.04		
106	Mayors Appeal 23/24	4,307.17			170.00	170.00		4,787.15		4,787.15			
107	Mayors Allowance 24/			236.14				2,200.00	195.49	195.49	2,310.04		
110	Civic Regalia (EMR)			1,110.21									
111	SUSPENSE				1.00	1.00							
112	Refreshments								27.34	27.34			
116	Income - Misc				0.10	0.10							
SUB TOTAL		333,576.00	344,276.25	75,950.00	69,156.12	363,783.44	182,581.25	182,581.25	82,617.00	30,807.52	30,807.52	4,200.04	86,748.22

PROPERTY CTTEE		Last Year 2023 - 2024				Current Year 2024-2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
2	Income - Hire NTH					250.00	126.00		126.00					262.48	
3	Income - Hire WCC					250.00	262.50		262.50					262.48	
4	Income - Garage Plot					638.00	58.00		58.00					669.92	
8	Income - Deposit (WC														
28	Telephone / Internet			2,100.00	1,499.11					1,980.00	519.46		519.46		2,079.00
45	Hire NTH		668.20												
46	Hire WCC	1,000.00	372.00												
47	Deposits		25.00												
55	Town Hall Refurb			42,971.62	20,759.81					35,000.00	200.00		200.00		36,749.96
56	Business Rates			17,000.00	12,175.60					13,000.00	12,175.60		12,175.60		13,650.04
58	Defibrillator			250.00	699.85					250.00					262.48
59	Hygiene Services			2,700.00	2,563.08					2,564.00	640.77		640.77		2,692.16
60	Repairs & Maint NTH			6,000.00	6,309.76					6,600.00	1,700.75		1,700.75		6,930.00
61	Repairs & Maint WCC			5,250.00	5,626.81					5,775.00	197.72		197.72		6,063.72
62	Waste Removal			900.00	657.40					724.00	577.97		577.97		760.24
63	Garages	594.00								500.00					524.96
64	Cleaning			1,150.00	1,606.48					1,600.00	628.32		628.32		1,680.04

NORMANTON TOWN COUNCIL

16 July 2024 (2024-2025)

Detailed Budget Summary

E

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

65	Norwood St O/S	1,000.00	29.63		1,000.00	33.54	33.54	1,050.04					
72	Utilities NTH	4,000.00	3,364.36		4,000.00			4,200.04					
73	Utilities WCC	4,000.00	4,465.66		4,000.00	1,328.84	1,328.84	4,200.04					
101	Lease NTH	1.00			1.00			1.01					
108	Lease WCC	1.00	1.00		1.00			1.01					
113	Alice Bacon Bench					2,100.00	2,100.00						
114	Train Station Sign					4.97	4.97						
SUB TOTAL		1,594.00	1,065.20	87,323.62	59,758.55	1,138.00	446.50	446.50	76,995.00	20,107.94	20,107.94	1,194.88	80,844.74

STAFFING

CTTEE

		Last Year 2023 - 2024				Current Year 2024-2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
18	Salaries & Wages			124,100.00	121,497.94					139,953.00	32,533.48		32,533.48		146,950.68
24	Employers National In			11,500.00	9,841.27					13,500.09	1,173.91		1,173.91		14,175.00
25	Employers Pension			18,500.00	17,806.07					20,292.00	5,010.35		5,010.35		21,306.60
SUB TOTAL				154,100.00	149,145.28					173,745.09	38,717.74		38,717.74		182,432.28

Summary

TOTAL		346,821.00	357,735.11	406,793.62	347,194.53	378,777.09	185,559.75	185,559.75	414,277.09	107,968.99	107,968.99	19,943.45	434,991.16
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Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

E

ALLOTMENTS CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
1	Income - Allotment Rent	8,765.65	2,272.00	-6,493.65						-6,493.65 (-74%)
7	Income - Key Deposit (A		30.00	30.00		20.00		20.00	-20.00	10.00 (N/A)
48	Key Deposit									(N/A)
90	Newland Lane Allotment				1,275.00	114.64		114.64	1,160.36	1,160.36 (91%)
91	Cypress Road Allotment				867.00	573.45		573.45	293.55	293.55 (33%)
92	Ellins Terrace 1 Allotmer				1,734.00	334.74		334.74	1,399.26	1,399.26 (80%)
93	Ellins Terrace 2 Allotmer				1,581.00	118.08		118.08	1,462.92	1,462.92 (92%)
94	Allotments General				131.00	35.10		35.10	95.90	95.90 (73%)
95	Gladstone Street Allotm				2,040.00	926.99	216.67	1,143.66	896.34	1,113.01 (54%)
96	Heys Buildings Allotmen				1,487.50	2,840.00	650.01	3,490.01	-2,002.51	-1,352.50 (-90%)
97	Norwood Street Allotmer				952.00	26.16		26.16	925.84	925.84 (97%)
98	Wentworth Terrace Allot				2,728.50	38.75	200.00	238.75	2,489.75	2,689.75 (98%)
102	The Grove				85.00				85.00	85.00 (100%)
103	Gilcar Street				51.00				51.00	51.00 (100%)
104	Edward Street				68.00				68.00	68.00 (100%)
109	Garage Plot Rent		-576.80	-576.80						-576.80 (N/A)
SUB TOTAL		8,765.65	1,725.20	-7,040.45	13,000.00	5,027.91	1,066.68	6,094.59	6,905.41	931.64 (4%)

EVENTS CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
9	Income - Gala	4,000.00		-4,000.00						-4,000.00 (-100%)
10	Income - Flower Show	300.00		-300.00						-300.00 (-100%)
11	Income - Christmas Ligh	150.00	100.00	-50.00						-50.00 (-33%)
12	Income - Party @ Haw H	640.00	130.00	-510.00						-510.00 (-79%)
75	Gala				32,000.00	2,648.00	25,846.27	28,494.27	3,505.73	29,352.00 (91%)
76	Flower Show				2,600.00	74.00	969.40	1,043.40	1,556.60	2,526.00 (97%)
77	Remembrance Sunday				3,700.00		3,301.00	3,301.00	399.00	3,700.00 (100%)
78	Children's Party				1,500.00		275.00	275.00	1,225.00	1,500.00 (100%)
79	Christmas Lights				5,000.00	250.00	3,608.35	3,858.35	1,141.65	4,750.00 (95%)
80	Coronation									(N/A)
81	Party @ Haw Hill Park				16,000.00	6,225.50	7,059.79	13,285.29	2,714.71	9,774.50 (61%)
82	Mayor Making				3,000.00	2,123.78		2,123.78	876.22	876.22 (29%)
83	Civic Sunday				500.00	675.40		675.40	-175.40	-175.40 (-35%)
84	Easter									(N/A)
85	Brass Band Concert				800.00		500.00	500.00	300.00	800.00 (100%)
86	Christmas Celebration				200.00				200.00	200.00 (100%)
87	Halloween				1,500.00		357.00	357.00	1,143.00	1,500.00 (100%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

E

88	Information Events		120.00	7.79		7.79	112.21	112.21 (93%)		
89	Events - General		1,000.00	933.41	256.20	1,189.61	-189.61	66.59 (6%)		
115	Gala 2025			370.00	4,010.00	4,380.00	-4,380.00	-370.00 (N/A)		
SUB TOTAL		5,090.00	230.00	-4,860.00	67,920.00	13,307.88	46,183.01	59,490.89	8,429.11	49,752.12 (68%)

FINANCE CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
5	Income - Interest	1,000.00	1,808.98	808.98						808.98 (80%)
6	Income - Precept	359,783.44	179,891.72	-179,891.72						-179,891.72 (-50%)
13	Income- Hanging Baske	3,000.00		-3,000.00						-3,000.00 (-100%)
14	Income - Mayor's Appea		120.00	120.00						120.00 (N/A)
15	Income - Mayors Appea		600.10	600.10						600.10 (N/A)
26	Franking Machine Lease				359.00	89.61		89.61	269.39	269.39 (75%)
27	Postage				4,080.00	514.25		514.25	3,565.75	3,565.75 (87%)
29	Photocopier Lease				1,732.00	418.00		418.00	1,314.00	1,314.00 (75%)
30	Printing				2,068.00	427.46	744.02	1,171.48	896.52	1,640.54 (79%)
31	Stationery				1,650.00	234.34	130.00	364.34	1,285.66	1,415.66 (85%)
32	Office Equipment				1,000.00		54.17	54.17	945.83	1,000.00 (100%)
33	IT Equipment				1,000.00				1,000.00	1,000.00 (100%)
34	IT Software				2,000.00		142.49	142.49	1,857.51	2,000.00 (100%)
35	IT Support				4,620.00	1,069.45		1,069.45	3,550.55	3,550.55 (76%)
36	Website				2,000.00	382.35		382.35	1,617.65	1,617.65 (80%)
37	Professional Fees				7,030.00	1,194.31	679.50	1,873.81	5,156.19	5,835.69 (83%)
38	Audit Fees				1,640.00	375.00		375.00	1,265.00	1,265.00 (77%)
39	Insurance				6,138.00	6,174.79		6,174.79	-36.79	-36.79 (-0%)
40	GDPR Compliance				500.00	40.00	200.00	240.00	260.00	460.00 (92%)
41	Health & Safety				1,000.00				1,000.00	1,000.00 (100%)
42	Memberships				2,583.00	2,125.00		2,125.00	458.00	458.00 (17%)
43	Staff Training				1,000.00				1,000.00	1,000.00 (100%)
44	Councillor Training				1,000.00	78.80		78.80	921.20	921.20 (92%)
49	Travel Expenses				500.00				500.00	500.00 (100%)
50	Bank Charges				287.00	91.45		91.45	195.55	195.55 (68%)
51	Card Processing Fees		-10.65	-10.65	100.00				100.00	89.35 (89%)
52	Talking Newspaper				500.00	213.76		213.76	286.24	286.24 (57%)
53	Mayors Appeal 24/25									(N/A)
54	Normanton Developmer									(N/A)
66	Mayors Allowance 23/24					284.55		284.55	-284.55	-284.55 (N/A)
67	Councillor Allowances				2,420.00				2,420.00	2,420.00 (100%)
68	Civic Regalia				1,000.00				1,000.00	1,000.00 (100%)
69	Elections				2,000.00				2,000.00	2,000.00 (100%)
70	Small Grants				7,000.00				7,000.00	7,000.00 (100%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

E

71	Advertising & Promotion			8,760.00	1,920.00		1,920.00	6,840.00	6,840.00 (78%)	
74	Hanging Baskets			15,000.00	9,745.58	189.00	9,934.58	5,065.42	5,254.42 (35%)	
99	VAT Refund								(N/A)	
100	Potts Terrace			450.00	418.84		418.84	31.16	31.16 (6%)	
105	Administration			1,000.00				1,000.00	1,000.00 (100%)	
106	Mayors Appeal 23/24	170.00	170.00		4,787.15		4,787.15	-4,787.15	-4,617.15 (N/A)	
107	Mayors Allowance 24/25			2,200.00	195.49		195.49	2,004.51	2,004.51 (91%)	
110	Civic Regalia (EMR)								(N/A)	
111	SUSPENSE	1.00	1.00						1.00 (N/A)	
112	Refreshments				27.34		27.34	-27.34	-27.34 (N/A)	
116	Income - Misc	0.10	0.10						0.10 (N/A)	
SUB TOTAL		363,783.44	182,581.25	-181,202.19	82,617.00	30,807.52	2,139.18	32,946.70	49,670.30	-129,392.71 (-28%)

PROPERTY CTTEE

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
2	Income - Hire NTH	250.00	126.00	-124.00						-124.00 (-49%)
3	Income - Hire WCC	250.00	262.50	12.50						12.50 (5%)
4	Income - Garage Plot R	638.00	634.80	-3.20						-3.20 (-0%)
8	Income - Deposit (WCC									(N/A)
28	Telephone / Internet				1,980.00	519.46		519.46	1,460.54	1,460.54 (73%)
45	Hire NTH									(N/A)
46	Hire WCC									(N/A)
47	Deposits									(N/A)
55	Town Hall Refurb				35,000.00	200.00	300.00	500.00	34,500.00	34,800.00 (99%)
56	Business Rates				13,000.00	12,175.60		12,175.60	824.40	824.40 (6%)
58	Defibrillator				250.00				250.00	250.00 (100%)
59	Hygiene Services				2,564.00	640.77		640.77	1,923.23	1,923.23 (75%)
60	Repairs & Maint NTH				6,600.00	1,700.75	720.00	2,420.75	4,179.25	4,899.25 (74%)
61	Repairs & Maint WCC				5,775.00	197.72	4,651.10	4,848.82	926.18	5,577.28 (96%)
62	Waste Removal				724.00	577.97		577.97	146.03	146.03 (20%)
63	Garages				500.00				500.00	500.00 (100%)
64	Cleaning				1,600.00	628.32		628.32	971.68	971.68 (60%)
65	Norwood St O/S				1,000.00	33.54	90.00	123.54	876.46	966.46 (96%)
72	Utilities NTH				4,000.00				4,000.00	4,000.00 (100%)
73	Utilities WCC				4,000.00	1,328.84		1,328.84	2,671.16	2,671.16 (66%)
101	Lease NTH				1.00				1.00	1.00 (100%)
108	Lease WCC				1.00				1.00	1.00 (100%)
113	Alice Bacon Bench					2,100.00		2,100.00	-2,100.00	-2,100.00 (N/A)
114	Train Station Sign					4.97		4.97	-4.97	-4.97 (N/A)

Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

E

SUB TOTAL	1,138.00	1,023.30	-114.70	76,995.00	20,107.94	5,761.10	25,869.04	51,125.96	56,772.36 (72%)
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STAFFING CTTEE

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
18	Salaries & Wages				139,953.00	32,533.48		32,533.48	107,419.52	107,419.52 (76%)
24	Employers National Insu				13,500.09	1,173.91		1,173.91	12,326.18	12,326.18 (91%)
25	Employers Pension				20,292.00	5,010.35		5,010.35	15,281.65	15,281.65 (75%)
SUB TOTAL					173,745.09	38,717.74		38,717.74	135,027.35	135,027.35 (77%)

Summary

NET TOTAL	378,777.09	185,559.75	-193,217.34	414,277.09	107,968.99	55,149.97	163,118.96	251,158.13	113,090.76 (14%)
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NORMANTON TOWN COUNCIL
Income & Expenditure Account
01/04/2024 to 31/03/2025

E

(Last) Year Ended
31 Mar 2024

(Current) Year Ended
31 Mar 2025

(Last) Year Ended 31 Mar 2024		(Current) Year Ended 31 Mar 2025
	<u>Income</u>	
8,608.70	ALLOTMENTS CTTEE	8,697.94
344,276.25	FINANCE CTTEE	182,581.25
1,065.20	PROPERTY CTTEE	1,023.30
4,533.22	EVENTS CTTEE	230.00
<u>£358,483.37</u>		<u>£192,532.49</u>
	<u>Expense</u>	
8,922.43	ALLOTMENTS CTTEE	5,027.91
74,557.84	FINANCE CTTEE	33,240.52
58,058.55	PROPERTY CTTEE	20,107.94
61,099.15	EVENTS CTTEE	13,907.88
149,339.31	STAFFING CTTEE	38,717.74
<u>£351,977.28</u>		<u>£111,001.99</u>
	<u>General Fund</u>	
120,018.09	Balance at 01 Apr 2024	145,091.48
<u>358,483.37</u>	ADD Total Income	<u>192,532.49</u>
478,501.46		337,623.97
<u>351,977.28</u>	DEDUCT Total Expenditure	<u>111,001.99</u>
126,524.18		226,621.98
<u>-18,567.30</u>	DEDUCT Reserves Balance	<u>52,764.77</u>
<u>£145,091.48</u>	Balance at 31 Mar 2025	<u>£173,857.21</u>

Reserves:

Earmarked Reserve Balance £133888.82

NORMANTON TOWN COUNCIL
Reserves Balance
2024-2025

E

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
EMR - Elections	22,112.07	2,887.93			25,000.00
EMR - Community Centre	15,000.00	5,000.00			20,000.00
EMR - Town Hall Refurbishment	22,211.81	12,788.19			35,000.00
EMR - Community Infrastructure	3,688.37				3,688.37
EMR - Allotments	10,077.57	9,922.43			20,000.00
EMR - Mayors Allowance 24/25		2,200.00	195.49		2,004.51
EMR - Talking Newspaper	2,559.26		213.76		2,345.50
EMR - Mayors Appeal 24/25				600.10	600.10
EMR - Mayors Appeal 23/24	4,497.91		4,787.15	290.00	0.76
DEPOSITS HELD	65.00		20.00	30.00	75.00
EMR - Small Grants	627.51	47.07			674.58
EMR - Mayors Allowance 23/24	284.55		284.55		0.00
EMR - Civic Regalia					0.00
EMR - IT/Website		5,000.00			5,000.00
EMR - NTH Repairs & Renewal		10,000.00			10,000.00
EMR - National Events		9,500.00			9,500.00
Total Earmarked	81,124.05	57,345.62	5,500.95	920.10	133,888.82
TOTAL RESERVE	81,124.05	57,345.62	5,500.95	920.10	133,888.82
GENERAL FUND					175,681.21
TOTAL FUNDS					309,570.03

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2024-2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

E**ALLOTMENTS CTTEE**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Income - Allotment Rent	8,765.65	8,667.94	-97.71				-97.71 (-1%)
7	Income - Key Deposit (Allotment)		30.00	30.00		20.00	-20.00	10.00 (N/A)
48	Key Deposit							(N/A)
90	Newland Lane Allotment				1,275.00	114.64	1,160.36	1,160.36 (91%)
91	Cypress Road Allotment				867.00	573.45	293.55	293.55 (33%)
92	Ellins Terrace 1 Allotment				1,734.00	334.74	1,399.26	1,399.26 (80%)
93	Ellins Terrace 2 Allotment				1,581.00	118.08	1,462.92	1,462.92 (92%)
94	Allotments General				131.00	35.10	95.90	95.90 (73%)
95	Gladstone Street Allotment				2,040.00	926.99	1,113.01	1,113.01 (54%)
96	Heys Buildings Allotment				1,487.50	2,840.00	-1,352.50	-1,352.50 (-90%)
97	Norwood Street Allotment				952.00	26.16	925.84	925.84 (97%)
98	Wentworth Terrace Allotment				2,728.50	38.75	2,689.75	2,689.75 (98%)
102	The Grove				85.00		85.00	85.00 (100%)
103	Gilcar Street				51.00		51.00	51.00 (100%)
104	Edward Street				68.00		68.00	68.00 (100%)
109	Garage Plot Rent							(N/A)
SUB TOTAL		8,765.65	8,697.94	-67.71	13,000.00	5,027.91	7,972.09	7,904.38 (N/A)

EVENTS CTTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Income - Gala	4,000.00		-4,000.00				-4,000.00 (-100%)
10	Income - Flower Show	300.00		-300.00				-300.00 (-100%)
11	Income - Christmas Lights	150.00	100.00	-50.00				-50.00 (-33%)
12	Income - Party @ Haw Hill Park	640.00	130.00	-510.00				-510.00 (-79%)
75	Gala				32,000.00	2,648.00	29,352.00	29,352.00 (91%)
76	Flower Show				2,600.00	74.00	2,526.00	2,526.00 (97%)
77	Remembrance Sunday				3,700.00		3,700.00	3,700.00 (100%)
78	Children's Party				1,500.00		1,500.00	1,500.00 (100%)
79	Christmas Lights				5,000.00	250.00	4,750.00	4,750.00 (95%)
80	Coronation							(N/A)
81	Party @ Haw Hill Park				16,000.00	6,825.50	9,174.50	9,174.50 (57%)
82	Mayor Making				3,000.00	2,123.78	876.22	876.22 (29%)
83	Civic Sunday				500.00	675.40	-175.40	-175.40 (-35%)
84	Easter							(N/A)
85	Brass Band Concert				800.00		800.00	800.00 (100%)
86	Christmas Celebration				200.00		200.00	200.00 (100%)
87	Halloween				1,500.00		1,500.00	1,500.00 (100%)
88	Information Events				120.00	7.79	112.21	112.21 (93%)
89	Events - General				1,000.00	933.41	66.59	66.59 (6%)
115	Gala 2025					370.00	-370.00	-370.00 (N/A)
SUB TOTAL		5,090.00	230.00	-4,860.00	67,920.00	13,907.88	54,012.12	49,152.12 (N/A)

FINANCE CTTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	Income - Interest	1,000.00	1,808.98	808.98				808.98 (80%)

NORMANTON TOWN COUNCIL

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Summary of Income & Expenditure 2024-2025 All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

6	Income - Precept	359,783.44	179,891.72	-179,891.72				-179,891.72 (-50%)
13	Income- Hanging Baskets	3,000.00		-3,000.00				-3,000.00 (-100%)
14	Income - Mayor's Appeal 23/24		120.00	120.00				120.00 (N/A)
15	Income - Mayors Appeal 24/25		600.10	600.10				600.10 (N/A)
26	Franking Machine Lease				359.00	89.61	269.39	269.39 (75%)
27	Postage				4,080.00	514.25	3,565.75	3,565.75 (87%)
29	Photocopier Lease				1,732.00	418.00	1,314.00	1,314.00 (75%)
30	Printing				2,068.00	427.46	1,640.54	1,640.54 (79%)
31	Stationery				1,650.00	234.34	1,415.66	1,415.66 (85%)
32	Office Equipment				1,000.00		1,000.00	1,000.00 (100%)
33	IT Equipment				1,000.00		1,000.00	1,000.00 (100%)
34	IT Software				2,000.00	1,824.00	176.00	176.00 (8%)
35	IT Support				4,620.00	1,069.45	3,550.55	3,550.55 (76%)
36	Website				2,000.00	382.35	1,617.65	1,617.65 (80%)
37	Professional Fees				7,030.00	1,194.31	5,835.69	5,835.69 (83%)
38	Audit Fees				1,640.00	-840.00	2,480.00	2,480.00 (151%)
39	Insurance				6,138.00	6,174.79	-36.79	-36.79 (-0%)
40	GDPR Compliance				500.00	40.00	460.00	460.00 (92%)
41	Health & Safety				1,000.00		1,000.00	1,000.00 (100%)
42	Memberships				2,583.00	2,125.00	458.00	458.00 (17%)
43	Staff Training				1,000.00		1,000.00	1,000.00 (100%)
44	Councillor Training				1,000.00	78.80	921.20	921.20 (92%)
49	Travel Expenses				500.00		500.00	500.00 (100%)
50	Bank Charges				287.00	91.45	195.55	195.55 (68%)
51	Card Processing Fees		-10.65	-10.65	100.00		100.00	89.35 (89%)
52	Talking Newspaper				500.00	213.76	286.24	286.24 (57%)
53	Mayors Appeal 24/25							(N/A)
54	Normanton Development							(N/A)
66	Mayors Allowance 23/24					284.55	-284.55	-284.55 (N/A)
67	Councillor Allowances				2,420.00		2,420.00	2,420.00 (100%)
68	Civic Regalia				1,000.00		1,000.00	1,000.00 (100%)
69	Elections				2,000.00		2,000.00	2,000.00 (100%)
70	Small Grants				7,000.00		7,000.00	7,000.00 (100%)
71	Advertising & Promotions				8,760.00	1,920.00	6,840.00	6,840.00 (78%)
74	Hanging Baskets				15,000.00	9,745.58	5,254.42	5,254.42 (35%)
99	VAT Refund							(N/A)
100	Potts Terrace				450.00	418.84	31.16	31.16 (6%)
105	Administration				1,000.00		1,000.00	1,000.00 (100%)
106	Mayors Appeal 23/24		170.00	170.00		4,787.15	-4,787.15	-4,617.15 (N/A)
107	Mayors Allowance 24/25				2,200.00	195.49	2,004.51	2,004.51 (91%)
110	Civic Regalia (EMR)							(N/A)
111	SUSPENSE		1.00	1.00				1.00 (N/A)
112	Refreshments					27.34	-27.34	-27.34 (N/A)
116	Income - Misc		0.10	0.10				0.10 (N/A)
SUB TOTAL		363,783.44	182,581.25	-181,202.19	82,617.00	31,416.52	51,200.48	-130,001.71 (N/A)

PROPERTY CTTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Income - Hire NTH	250.00	126.00	-124.00				-124.00 (-49%)
3	Income - Hire WCC	250.00	262.50	12.50				12.50 (5%)
4	Income - Garage Plot Rent	638.00	634.80	-3.20				-3.20 (-0%)
8	Income - Deposit (WCC)							(N/A)
28	Telephone / Internet				1,980.00	519.46	1,460.54	1,460.54 (73%)

NORMANTON TOWN COUNCIL

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Summary of Income & Expenditure 2024-2025 All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

45 Hire NTH							(N/A)
46 Hire WCC							(N/A)
47 Deposits							(N/A)
55 Town Hall Refurb	35,000.00	200.00	34,800.00	34,800.00			(99%)
56 Business Rates	13,000.00	12,175.60	824.40	824.40			(6%)
58 Defibrillator	250.00		250.00	250.00			(100%)
59 Hygiene Services	2,564.00	640.77	1,923.23	1,923.23			(75%)
60 Repairs & Maint NTH	6,600.00	1,700.75	4,899.25	4,899.25			(74%)
61 Repairs & Maint WCC	5,775.00	197.72	5,577.28	5,577.28			(96%)
62 Waste Removal	724.00	577.97	146.03	146.03			(20%)
63 Garages	500.00		500.00	500.00			(100%)
64 Cleaning	1,600.00	628.32	971.68	971.68			(60%)
65 Norwood St O/S	1,000.00	33.54	966.46	966.46			(96%)
72 Utilities NTH	4,000.00		4,000.00	4,000.00			(100%)
73 Utilities WCC	4,000.00	1,328.84	2,671.16	2,671.16			(66%)
101 Lease NTH	1.00		1.00	1.00			(100%)
108 Lease WCC	1.00		1.00	1.00			(100%)
113 Alice Bacon Bench		2,100.00	-2,100.00	-2,100.00			(N/A)
114 Train Station Sign		4.97	-4.97	-4.97			(N/A)
SUB TOTAL	1,138.00	1,023.30	-114.70	76,995.00	20,107.94	56,887.06	56,772.36 (N/A)

STAFFING CTTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Salaries & Wages				139,953.00	32,533.48	107,419.52	107,419.52 (76%)
24	Employers National Insurance				13,500.09	1,173.91	12,326.18	12,326.18 (91%)
25	Employers Pension				20,292.00	5,010.35	15,281.65	15,281.65 (75%)
SUB TOTAL					173,745.09	38,717.74	135,027.35	135,027.35 (91%)

Restated (N/A)

NET TOTAL	378,777.09	192,532.49	-186,244.60	414,277.09	109,177.99	305,099.10	118,854.50 (14%)
V.A.T.		6,825.87			7,117.45		
GROSS TOTAL		199,358.36			116,295.44		

CONTRACTS PROCUREMENT TIMETABLE

NUMBER	SUPPLIER	SERVICE PROVIDED	CONTRACT START DATE	CONTRACT LENGTH	CONTRACT END	TERMINATION REQUIREMENTS	ACC NO	COST	CONTACT	TEL NO	EMAIL	ADDRESS
1	Riso	Photocopier / Print Costs	Sep-21	5 years	Sep-26	60 days	133541	£189.07/Q		020 8236 5800	info@riso.co.uk	Suite 23, Building 6. Croxley Park, Hatters Lane, Watford, Herts, WD18 8YH
2	Pinnacle	Lift Service	1st July 2024	1 year (Auto renewal)	30th June 2025	TBC	PE1001	£880.00/Y	Steve Cullis	0800 699 0402	info@pinnacle-elevators.com	14 Beech Crescent, Darrington, WF8 3AD
3	Knights Engineering	Air Con Service	Nov-22	5 years	Nov-27	TBC	NORMANTO	£850.00/Yr	Paddy Coleman	01535 668000	info@knightengineers.co.uk	Bramble Croft, Howden Road, Silsden, B020 0JB
4	Pro-Logic	IT Support	Feb-20	30 Day	Ongoing	30 days notice		Variable	Paul Fox	01977 649100	paul@pro-logic.co.uk	6&8 Doncaster Road, South Elmsall, Pontefract, WF9 2HZ
5	Octopus Energy	Gala & Electric - WCC	Jul-22	3 years	Jul-25	60 days	A-0D421A68	Variable	ONLINE ACCOUNT		www.octopus.energy	
6	NGC Telephones	Mobile (Sim Only)	Apr-22	2 years	Apr-24	TBC	NOR001	£13.56/m	Darryl Ransome	0344 980 0340	enquiries@ngcnetworks.co.uk	2 Navigation Court, Calder Park, WF2 7BJ
7	NGC Telephones	Telephone & Broadband (WCC)	Mar-20	3 years	Mar-23	TBC	NOR001	£42.64/m	Darryl Ransome	0344 980 0340	enquiries@ngcnetworks.co.uk	2 Navigation Court, Calder Park, WF2 7BJ
8	NGC Telephones	Broadband (NTH)	Mar-22	3 Years	Mar-25	TBC	NOR001	£34.45/m	Darryl Ransome	0344 980 0340	enquiries@ngcnetworks.co.uk	2 Navigation Court, Calder Park, WF2 7BJ
9	Qudo (DRD Communications)	Telephone	Sep-20	30 Day	Ongoing	30 days	Q649578	Variable		0800 195 7978	sales@qudo.com	12-16 Addiscombe Road, Croydon, Surrey, CR10 0XT
10	HP Instant Ink	Ink for Desktop Printer	Oct-23	30 Day	Ongoing	30 days	3284699532	£15.41/m for 500 pages	ONLINE ACCOUNT		www.instantink.hpconnected.com	
11	Class Office	Shredding	May-23	1 year (Auto renewal)	Ongoing	16 weeks	NORM001	£40.00/8wks	Shane Jameson	01937 843411	sales@classoffice.co.uk	Unit 713a, Street 3, Thorp Arch estate, Wetherby, LS23 7FY
12	Internal Audit Yorkshire	Annual Auditing	01.04.23	1 year	31.04.24	N/A	N/A	£375.00/visit	Safia Kauser	07553 960 125	info@internalaudit-yorkshire.co.uk	
13	Multi-Web Services Ltd	Website Hosting, Security & Maintenance		30 Day		30 days		£127.45/28 days	Adrian Blatherwick	01302 590444	accounts@multiwebmarketing.co.uk	Marketing House, Manor Way, Askern, Doncaster, DN6 0AJ
14	Pitney Bowes Ltd	Franking Machine Lease	Dec-21	5 Years	Dec-26	Not specified	10238401	£89.61/qtr	ONLINE ACCOUNT	08444 922 922	www.pitneybowes.co.uk	
15	Cathedral Leasing Ltd	Hygiene Services (NTH)	Oct-22	5 Years	Oct-27	3 months	108316	435.50/Q	Louise Evans	01827 263910	contact@cathedralhygiene.co.uk	300 Relay Point, Relay Drive, Tamworth, Staffs, B77 5PA
16	Cathedral Leasing Ltd	Hygiene Services (WCC)	Oct-22	5 years	Oct-27	3 months	94707	£246.31/QTR	Louise Evans	01827 263910	contact@cathedralhygiene.co.uk	300 Relay Point, Relay Drive, Tamworth, Staffs, B77 5PA
17	Pitney Bowes Purchase Power	Franking Machine Credit	Nov-21	Continuing	N/A	N/A	6335052030706090	Variable	ONLINE ACCOUNT		www.pitneybowes.co.uk	
18	Citation	HR and Health and Safety Support	Jan-22	2 years (Auto Renewal)	Jan-24	TBC	CT0069982	£269.44/m		0161 532 4684	hello@citation.co.uk	Kings Court, Water Lane, Wilmslow, SK9 5AR
19	Wakefield Council	Refuse Collection (WCC)	Apr-24	1 year (Auto renewal)	Mar-25	1 month	10005377	£504.40/y		0345 8 506 506	commercialwaste@wakefield.gov.uk	Commercial Waste Services, Carrwood Road, Castleford, WF10 4PS
20	Wakefield Council	Refuse Collection (NTH)	Apr-24	1 Year (Auto Renewal)	Mar-25	1 month	10005377	£78.00/y		0345 8 506 506	commercialwaste@wakefield.gov.uk	Commercial Waste Services, Carrwood Road, Castleford, WF10 4PS
21	Siemens	Photocopier Lease	Sep-21	5 Years	Sep-26	90 days	A9722581/001	£418/q plus £60 annual service fee		0800320520		Sefton Park, Bells Hill, Stoke Poges, Buckinghamshire, SL2 4JS
22	Lofthouse & Co	Payroll Services	Apr-24	3 years	Apr-27	30 days		Wage Cost £3.50pp, Starters & Leavers £10pp, Monthly Pension £10.00/m, Year End £50/yr. Wage Costs 2025/26 £3.75pp, Wage Costs 2026/27 £4.00pp	Louise / Nick	01977 600272	payroll@lofthouseandco.co.uk	36 Ropergate, Pontefract, WF8 1LY

23	G&S Toilet Hire	Event Toilet Hire	Jul-24	3 years	Jun-27	N/A		P@HHP £2175.00, Free Fun Fair £100.00, Gala Day £1215.50, Gala Sunday £1215.50		07557 393399	gstoilethire@live.co.uk	368 Bradley Road,Bradley, Huddersfield, HD2 1PU
24	Think Traffic Management	Event Traffic Management	Sep-24	3 years	Aug-27	N/A		Gala £2864.00, Remembrance Sunday £996.00	Mark Groundwell	07590 237502	accounts@thinktm.org	Think Traffic Management Ltd Unit K2 Pelican Works, Wakefield Road, Leeds, LS26 0RS
25	MB Audio Visual	Stage Hire	Jul-24	3 years	Jun-27	N/A		P@HHP 2024 £3620.00, 2025 £3801.00, 2026 £3991.05		01845 522322	info@mbaudiovisual.co.uk	Unit F Lumbley Close, Thirsk Industrial Estate, Thirsk, YO7 3TD
26	Fuse Fireworks	Fireworks Display	Sep-24	3 years	Aug-27	N/A		£6250.00 per year for 20 minutes including 50 x 2" shells FOC	Zoe	07938 001511	zoe@fuse-fireworks.com	6 Ryton Close, Blyth, Worksop, Nottinghamshire, S81 8DN
27	Yorkshire Fence Hire	Fence Hire	Jul-24	3 years	Jun-27	N/A		£380.00 per year	Kris Storey	01274 687883	kris@yorkshirefencehire.co.uk	Unit 37/37a, Headway Business Centre, Knowles Lane, Bradford, BD4 9SW

**NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
12th August 2024**

REQUEST FROM ALICE BACON TRUST

The Alice Bacon Trust received a Small Grant which was intended to fund a trip to the Normanton Musical Theatre production of the Addams Family earlier this year.

Unfortunately, due to limited uptake, the trip did not go ahead.

The Alice Bacon Trust would like to use the allocated funds for the December production of Snow White instead which they feel will have more interest.

The grant awarded was £500.00 of which £280.00 was to be spent on tickets to the show.

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
12th August 2024

SMALL GRANT REQUEST – ALL SAINTS CHURCH

All Saints Church have submitted a Small Grant Request in the sum of £500.00 towards a project totalling £11,936.00.

The project is as follows:

The North Wall windows of the Parish Rooms are in need of replacement which will include the replacement and recuring of the stonework and mullions surrounding the windows. The Parish Rooms, although not listed itself, is in the conservation area created around the Grade 2* listed building which is the church itself. The style and design of the repair and new windows will not change the appearance of the building and planning permission has already been granted by Wakefield MDC on this basis. The new windows will be of the same design as the recently replaced windows to the rear of the parish rooms and of clear specially designed resistant glass set within thin metal frames which will then be incorporated and fixed within the newly recurved and fitted stone mullions. The North gable of the Parish Rooms is a very strong feature and can be seen from the Swan junction and beyond and can be seen by anyone approaching down High Street to Snyderdale Road. This major work will return that feature to prevalence after quite some time of partial dilapidation.

Project Start Date – Summer 2024

Project End Date – Summer 2024

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**NORMANTON TOWN COUNCIL
FINANCE COMMITTEE**

12th August 2024

IPAD PURCHASE

In order to carry out our allotment and asset inspections, we need a device that will allow us to get online to access the Scribe system.

Over the last month, we have 'made do' with an old device which is not ideally suited to the task. The Surface Go machine is five years old, it has difficulty picking up the Wi-Fi signal (which we have to carry around separately), and the battery doesn't last as long as it should. There is no way to replace the battery in this device.

I have resorted to taking out my own iPad to carry out the inspections, but I do not feel comfortable giving it to other members of staff as it would give them access to my bank, photos and personal data etc.

The feature that enables us to upload photographs is far easier to use on the iPad and the system works much more intuitively on the iPad compared to the Surface Go.

Scribe have now released an asset management function which is included in our subscription for 12 months and this enables us to 'geotag' our assets which will then appear on a mapping system. This could include planters, hanging baskets, signs, benches and buildings for example. They have also added a useful mapping feature for allotments which could be vital.

Having the appropriate tools to enable us to carry out these tasks will make the job more straight forward and streamlined, enabling us to get more done with our time.

I have a number of costs for iPad devices which are set out below:

ARGOS £499.00
10.9" iPad 2022 64GB WiFi / Cellular

APPLE £499.00
10.9" iPad 2022 64GB WiFi / Cellular

CURRYS £499.00
10.9" iPad 2022 64GB WiFi / Cellular

iPad carry case £25.00 Approx.
Data SIM £10.00/m Approx.