

NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ
Tel: 01924 893794 E: enquiries@normantontowncouncil.co.uk

To members of the Finance
Committee

Date: 16th October 2024

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Tuesday 22nd October 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 read 'Donna', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA
Town Clerk & RFO.

FINANCE COMMITTEE

Tuesday 22nd October 2024 at 1:00pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
014.	To receive apologies for absence.	
015.	To receive members declarations of interest.	
016.	To receive and sign the minutes of a meeting of the Finance Committee. Held on Monday 12 th August 2024 (Minute Numbers 001-013; Page Numbers 1-3).	A
017.	To review the Reserves Policy.	B
018.	To review the Risk Management Policy.	C
019.	To review the Grant Making Policy.	D
020.	To confirm the arrangements for the Small Grants Fund.	E
021.	To receive the cashbook for months 4-6 of the 2024/25 financial year.	F
022.	To receive the bank reconciliation for months 4-6 of the 2024/25 financial year.	G
023.	To receive the balance Sheet for Month 6 of the 2024/25 financial year.	H
024.	To receive the budget to date for the 2024/25 financial year.	I
025.	To review the Contracts Procurement Timetable.	J
026.	To review the contracts for Telephones and Broadband.	
027.	To consider quotes for the Spring Hanging Baskets and associated infrastructure.	K

NORMANTON TOWN COUNCIL**MINUTES OF THE FINANCE COMMITTEE**

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

Present: Councillor E Blezard
Councillor M Jennings
Councillor H Jones
Councillor B Mayne
Councillor P Mayne
Councillor R Seal
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFFO

Absent: Councillor A Bones
Councillor J Pritchard
Councillor P Sampson

001. To formally appoint the Chairman of the Finance Committee.

RESOLVED 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.

RESOLVED that Councillor R Seal continues their role as Vice Chairman for the current municipal year.

003. To receive apologies for absence.

RESOLVED that apologies for absence be received on behalf of Councillors A Bones, J Pritchard and P Sampson.

004. To receive members declarations of interest.

RESOLVED that the following declarations of interest be received.

Councillor E Blezard
Non-Pecuniary Interest – Item 11
Member of the Alice Bacon Memorial Trust

Councillor H Jones
Non-Pecuniary Interest – Item 11
Member of the Alice Bacon Memorial Trust

Councillor P Mayne
Non-Pecuniary Interest – Item 11
Member of the Alice Bacon Memorial Trust

005. To receive and sign the minutes of a meeting of the Finance Committee.

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 30th April 2024 (Minute Numbers 055-066; Page Numbers 19-24) be received as a true record and signed by the Chairman.

006. To receive the cashbook for months 1-3 of the 2024/25 financial year.

RESOLVED that the cashbook for months 1-3 be received.

007. To receive the bank reconciliation for months 1-3 of the 2024/25 financial year.

RESOLVED that the Bank Reconciliation for month 1 showing a balance of £375,596.42 and month 2 showing a balance of £336,964.56 be received and month 3 will follow at the next meeting.

008. To receive the balance Sheet for Month 3 of the 2024/25 financial year.

RESOLVED that the balance sheet showing a balance of £307,746.03 be received.

009. To receive the budget to date for the 2024/25 financial year.

RESOLVED that the Detailed Budget Summary document, showing income of £185,559.75 and expenditure of £107,968.99, be received.

010. To receive the Contracts Procurement Timetable.

RESOLVED that the contracts procurement timetable be received and noted.

011. To consider a request from the Alice Bacon Trust in relation to their previously awarded small grant.

RESOLVED that the Alice Bacon Memorial Trust be given permission to utilise their previously awarded Small Grant for tickets to another production of their choosing.

012. To consider a small grant request from All Saints Parish Church.

RESOLVED that a small grant of £500.00 be awarded to All Saints Parish Church towards the cost of the replacement windows on the North Wall of the Parish Rooms.

013. To consider the purchase of an iPad to facilitate off site inspections and management of assets.

RESOLVED that a 64GB Cellular 10.9” iPad be purchased from any retailer at a cost of £499.00 including VAT.

RESOLVED that the Clerk be delegated authority to also purchase a protective case at a cost of around £25.00 and a data sim at a cost of around £10/m.

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

NORMANTON TOWN COUNCIL

RESERVES POLICY

Introduction

Normanton Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. Reserves are maintained to ensure financial stability and continuity of service delivery.

The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

However, there is no specified minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements. Any decision to set up a reserve must be made by the Council.

Expenditure from reserves may be approved by the Committee to which the reserve is allocated provided that such expenditure is minuted.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.

Reviewing the Council’s Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

General reserves should be reviewed during the budget review and prior to the end of the financial year when setting the precept.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Short-term Financial Risks

In order to assess the adequacy of the general reserve, the Council must take account of the strategic operational and financial risks faced. The level of the reserve for the forthcoming year must be based upon a risk assessment of the Council's income and expenditure and take into account any contingencies that may be required.

The short terms risks that the Town Council faces, with particular reference to its current plans include:

Lower than expected income due to:

- Revenue estimates forming the basis of the precept includes predicted income from a range of sources such as allotment rent, hiring fees, event fees. If income received were to fall below the budgeted level, then the balance could be funded from general reserves.
- Other risks – e.g. pandemic or public health emergencies.

Higher than expected costs due to:

- Inflation increases.
- Capital Overspend. The general reserves fund can be used to fund capital costs as well as to cover short term revenue funding requirements. It would therefore cover any unexpected costs associated with the Councils Capital Projects in the unlikely event that alternative sources of funding do not meet the requirements or that the timing of receipts do not match expenditure.
- Uninsured events which are not adequately provided for.
- Unexpected professional fees.
- Increased costs of running properties and facilities.
- Shortage of staff resources (sickness, maternity, paternity, provision of locum or additional short-term staff)
- Other risks – e.g. pandemic or public health emergencies.

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

- Funding the repairs or replacement of assets.
- Changes to legislation e.g income generated by CIL

Strategy for Long-Term Reserve Building and Replenishment

In order to meet the Council's long-term financial goals, particularly those related to the repair or replacement of assets, a structured reserve building strategy will be implemented. This strategy will ensure that sufficient funds are available to address future capital expenditures without placing undue pressure on the Council's annual budget or requiring sudden, significant precept increases.

The strategy will include the following elements:

- **Gradual Reserve Increase:** The Council will aim to gradually increase earmarked reserves over time, aligning with the expected life cycle of major assets such as buildings, vehicles, and equipment. This incremental approach ensures that adequate funds are available when significant repair or replacement is necessary.
- **Replenishment Plan:** Whenever reserves are drawn upon to meet a specific financial obligation, particularly for capital projects, a replenishment plan will be put in place. This plan will outline how the reserves will be restored within a defined time frame, ensuring that reserves are sustainable and prepared for future liabilities.
- **Annual Review:** Each year, as part of the budget-setting process, the Council will review its current and projected asset repair and replacement needs. This review will help determine the required reserve contributions for the forthcoming year, ensuring alignment with long-term financial strategies.

By adopting this approach, the Council will safeguard its financial health and ensure ongoing service delivery even in the face of significant capital outlay requirements.

Current level of Financial Reserves

The level of financial reserves held by the council will be agreed by the Town Council during the discussions held regarding the setting of the budget for the next financial year.

The current level of general reserves to be held by the Council is 25% of the annual precepted figure, i.e. to fully cover THREE months' expenditure.

NORMANTON TOWN COUNCIL RISK MANAGEMENT

Risk assessment is a systematic general examination of the activities of the Town Council to enable potential risks to be identified.

The Town Council, based on the recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks identified.

This document has been produced to enable Normanton Town Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them.

This risk assessment incorporates a risk matrix which assists in identifying the likelihood and impact of risks.

Priority of risk management				
Likelihood of occurrence	Highly Likely (score 3)	Medium (3 x 1)	High (3 x 2)	Very High (3 x 3)
	Possible (score 2)	Low (2 x 1)	Medium (2 x 2)	High (2 x 3)
	Unlikely (score 1)	Very low (1 x 1)	Low (1 x 2)	Medium (1 x 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
		Impact		

AREA	IDENTIFIED RISK	LIKELIHOOD	IMPACT	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
FINANCIAL MATTERS						
Precept	Adequacy of precept in order for Council to carry out Statutory duties. Precept not submitted. Precept not paid.	1	3	M	<ul style="list-style-type: none"> Annual budget produced. Monthly information and budget monitoring allows Council to estimate standing costs and costs of projects for the subsequent years. Precept request minuted by Council. Receipt of precept reported to Council. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Receipt of Income	Rent or fees not collected or late. Rent or fees charged not adequate.	1	2	L	<ul style="list-style-type: none"> Reminder system for invoices due for payment. All fees and charges are reviewed annually by the appropriate committee. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Financial Records	Inadequate records leading to financial irregularities	1	3	M	<ul style="list-style-type: none"> Financial Regulations sets out requirement for production of records at meetings. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

Bank and banking	Inadequate checks/ bank mistakes	1	3	M	<ul style="list-style-type: none"> Financial Regulations set out setting out banking requirements and controls in place for electronic banking. Monthly bank reconciliation statement 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Reporting and Auditing	Communication of information	1	3	M	<ul style="list-style-type: none"> Financial matters are a regular item on the Agenda of the Council monthly meeting. Monthly checks by Councillors 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Wages and associated costs	Salaries paid incorrectly Incorrect HMRC NI and PAYE payments	1	2	L	<ul style="list-style-type: none"> Salary and wages payments calculated by Payroll provider. Salary payments checked by designated Councillor and reported to the next available Council meeting. HMRC monthly payments made by DD. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Grant Awarding	Protection of public funds	1	1	VL	<ul style="list-style-type: none"> Grant awarding policy in place 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

Access to Council Finance	Risk of theft or dishonesty	1	2	L	<ul style="list-style-type: none"> Only the RFO has access to the bank accounts, cheque books. Other staff have view only access. Admin Officer has a corporate credit card with strict limits in place. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Best Value Accountability	Work awarded incorrectly. Overspend on services	1	1	VL	<ul style="list-style-type: none"> Town Council procedure (as per Financial Regulations) to seek 3 quotes for all work estimated to cost over £500. For major projects, competitive tendering process would be initiated (as per Financial Regulations) 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
ANNUAL RETURN (TO EXTERNAL AUDITORS)	Submission within time limits to avoid financial penalties	1	1	VL	<ul style="list-style-type: none"> Figures for Annual return presented to Council for approval and signing. Subject to internal audit before being sent for External Audit. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
VAT	Unclaimed VAT refunds	1	1	VL	<ul style="list-style-type: none"> Refunds from HMRC for reclaimed VAT 	<ul style="list-style-type: none"> No action required.

					<p>noted in lists of monthly income.</p> <ul style="list-style-type: none"> VAT incurred displayed in separate column in cash book. 	<ul style="list-style-type: none"> Existing procedure adequate
Expenditure	No power to spend.	1	1	VL	<ul style="list-style-type: none"> Council has General Power of Competence. Town Clerk to check that the Council has powers before spending. Training for Councillors. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Budgetary Controls	Overspend against budget	1	2	L	<ul style="list-style-type: none"> Budget is monitored before any major expenditure. Budget vs actual reported each quarter Council has adequate reserves. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
		EMPLOYMENT MATTERS				
Working hours	Over payment of wages for hours worked	1	2	L	<ul style="list-style-type: none"> Staffing Committee has responsibility for monitoring of hours worked for all employees. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					<ul style="list-style-type: none"> • Time sheets submitted to clerk where appropriate • Wage cost submitted on a monthly basis 	
Working conditions	Council non-compliant with contractual obligations; leading to discontented workforce.	1	2	L	<ul style="list-style-type: none"> • Regular reviews of staff performance and working relationship with the Council 	<ul style="list-style-type: none"> • Ensure all staff have access to reviews, etc
Health and Safety	Injury to staff in the working environment	1	2	L	<ul style="list-style-type: none"> • Provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment required to undertake roles. • Professional Health and Safety advisor engaged • Annual health and safety inspection carried out with report for actions required. 	<ul style="list-style-type: none"> • Provide extensive health and safety guidance to all staff on a regular basis in conjunction with regular reviews of working practices and risk assessments.

					<ul style="list-style-type: none"> • Risk assessments and COSHH assessments completed and reviewed. • Training on health and safety matters available online. 	
Fraud / Theft	<p>Fraud by employees</p> <p>Theft by employees</p>	1	3	M	<ul style="list-style-type: none"> • Requirements of Fidelity Guarantee within insurance provision. £705,000.00. • Regular checks and internal controls on financial activity. • Cash locked away and kept at minimal levels. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Salaries/Wages	Incorrect payment made	1	2	L	<ul style="list-style-type: none"> • Payroll checked by Chairman of Staffing Committee. • Spreadsheets set up to monitor wages. • Payroll provider appointed. • Employees to fill in a monthly timesheet for casual staff and overtime. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

Pension Regulator	Not having appropriate pension scheme in place for qualifying staff.	1	2	L	<ul style="list-style-type: none"> • Pension Regulator submissions completed periodically. • Members of West Yorkshire Pension Fund. • Employees assessed for eligibility upon employment. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate 	
RTI (HMRC)	Submission within time limits to avoid financial penalties	1	1	VL	<ul style="list-style-type: none"> • Employers Return to HMRC completed and submitted online within the required time frame by Payroll provider. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate 	
Business Continuity	Loss of key staff	2	2	M	<ul style="list-style-type: none"> • Business Continuity Plan in place. • Admin Officer is CiLCA qualified. 	<ul style="list-style-type: none"> • Additional staff member to be added to the bank account to enable payments to be set up in the absence of the Clerk. 	
		INSURANCE PROVISION					
Adequacy	Insurance provision inadequate for the risk identified	1	2	L	<ul style="list-style-type: none"> • Annual review is undertaken of all insurance arrangements 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate 	

Cost	Best value practice not undertaken	1	2	L	<ul style="list-style-type: none"> • Cost of insurance provision and service provided by said provider reviewed annually. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
FREEDOM OF INFORMATION & DATA PROTECTION						
FREEDOM OF INFORMATION PROVISION	Non-compliance with Freedom of Information Act statutory requirements	1	1	VL	<ul style="list-style-type: none"> • Council has Model Publication scheme available on website and hard copy from the Clerk • Freedom of Information Request Policy 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
DATA PROTECTION	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	1	1	VL	<ul style="list-style-type: none"> • Clerk/RFO and members undertaken training • Council registered with ICO as a Data Controller • Data/information audit complete and reviewed regularly • Privacy notices available on website • Consents log live • Policy for review of consents in place 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

					<ul style="list-style-type: none"> Retention and disposal policy adopted Security Incident Procedure/policy in place 	
		LEGAL MATTERS				
LEGAL POWERS	Illegal activity and/or payments	1	2	L	<ul style="list-style-type: none"> All actions of the Council noted in Minutes presented to all members. All resolutions for payment resolved at monthly meetings of Town Council. Town Council has General Power of Competence 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
STATUTORY OBLIGATIONS REGARDING DOCUMENTS	Accuracy and legality of notices, agendas, Minutes	1	1	VL	<ul style="list-style-type: none"> Minutes produced in the prescribed manner by the Clerk and adhere to legal requirements. Minutes are approved, signed and dated at the next meeting of the Council/Committee. Agendas and notices are produced in the 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					<p>prescribed manner by the Clerk and adhere to legal requirements.</p> <ul style="list-style-type: none"> Agendas and notices are displayed according to legal requirements. 	
		MEMBERS				
MEMBERS INTERESTS	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	1	2	L	<ul style="list-style-type: none"> Request for all members to declare any interests in business to be considered at all meetings. Registration of interests by members on prescribed form. Responsibility of individual member to declare said interests. Register of interests forms published on Town council website. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Code of Conduct	Poor standards of behaviour leading to a Code of Conduct complaint.	2	2	M	<ul style="list-style-type: none"> Councillors sign to agree to abide by the Code of Conduct. Training courses are available from YLCA. 	<ul style="list-style-type: none"> Consider mandatory training in the Code of Conduct for all Councillors every four years.

					<ul style="list-style-type: none"> An overview is provided by the Town Clerk upon joining. 	
GIFTS & HOSPITALITY	Non disclosure leading to Code of Conduct complaint	1	2	L	<ul style="list-style-type: none"> Members required to register gifts and hospitality above £50.00 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
ASSET MANAGEMENT / MAINTENANCE						
ASSETS MAINTENANCE	Loss or damage. Risk damage to third party	1	2	L	<ul style="list-style-type: none"> Annual review of assets undertaken for both insurance provision and external audit requirements. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
i) Notice boards, salt/grit bins, benches, signage	Damage to equipment. Risk to third parties	1	2	L	<ul style="list-style-type: none"> Monthly checks undertaken by Clerk Clerk possesses emergency powers to deal with urgent repairs. Notice board provision considered by council on a regular basis. Public Liability insurance in place. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
ii) Open spaces trees	Damage to equipment.	2	3	H	<ul style="list-style-type: none"> Regular checks undertaken by Clerk 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

	Risk to third parties				<ul style="list-style-type: none"> • Clerk possesses emergency powers to deal with urgent maintenance work. • Open space provision considered by Council on a regular basis. • Public Liability insurance in place. 	
iii) Town Hall and Woodhouse Community Centre	<p>Damage to building, contents.</p> <p>Security of the building</p> <p>Risk to third parties</p> <p>Loss of income</p> <p>Safety of electrical equipment</p>	2	2	M	<ul style="list-style-type: none"> • Insurance policy in place for buildings (where appropriate) and contents. • Burglar and fire alarms installed and maintained. • PAT Testing carried out bi-annually • Loss of income included in the insurance schedule. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
ASSETS	Poor performance of assets	1	2	L	<ul style="list-style-type: none"> • All assets owned by Town Council are regularly reviewed. • All repairs and relevant expenditure authorised 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

					<p>in accordance with correct procedures of the Town Council.</p> <ul style="list-style-type: none"> • All assets insured. • Insurance provision reviewed annually. 		
MEETING LOCATION	Premises inadequate for needs of Council and inaccessible for members of the public	1	1	VL	<ul style="list-style-type: none"> • All meetings of Normanton Town Council are held in Normanton Town Hall which has adequate facilities for the hosting of meetings. • The Town Hall is accessible and on the main bus route through Normanton. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate 	
		COUNCIL RECORDS					
PAPER RECORDS	<p>Loss of essential records through theft and/or fire damage.</p> <p>Council Minutes, leases and historical correspondence.</p>	2	1	L	<ul style="list-style-type: none"> • All Town Council Minutes and financial documents are stored in locked filing cabinets at Normanton Town Hall. • Some legal deeds are stored at the offices of the Town Councils Solicitors. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate 	

	Financial records.				<ul style="list-style-type: none"> Older minutes and historical documents to be deposited with West Yorkshire Archive. 	
ELECTRONIC RECORDS	Loss through; theft, fire damage or corruption of computer	1	1	VL	<ul style="list-style-type: none"> Town Council electronic records are stored on a cloud-based computer system. Back-ups of electronic data are made at regular intervals 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

NORMANTON TOWN COUNCIL

GRANT MAKING POLICY

Normanton Town Council is committed to supporting the development of community-driven initiatives that enhance the quality of life for residents, promote inclusivity, and contribute to a vibrant, cohesive community. Through the Small Grants Fund, we seek to encourage and support projects and activities that align with these goals, benefitting the people or environment of Normanton and Altofts.

The Council aims to provide financial assistance for initiatives that:

- Promote community engagement and inclusivity.
- Encourage social cohesion and reduce isolation.
- Support the improvement of local amenities and services.

Who can apply for funding?

The Town Council awards grants to charities, voluntary organisations, community groups, recreational groups and special interest groups, provided that their activities benefit the local community.

The aim of the Small Grants Fund is to provide one off grants for small groups and not to become the main source of funding for annual events or projects. Applications for specific events or projects which take place year on year will only be accepted every 2 years.

Applications relating to schools or care homes must be submitted by the PTA, Friends of or other fundraising group and not directly from the School or Care Home.

Funding Cap and Allocation Process

The Small Grants Fund offers one-off grants of up to £500 per project. Should the total number of eligible applications exceed the available budget, the following criteria will be used to prioritise funding:

- The potential community impact of the project.
- The alignment of the project with the Council's strategic priorities.

What can be applied for?

The following are examples of the types of projects which are eligible, the list is not exhaustive and should be used for guidance:

- Buying materials for a community art club, drama society or similar event.
- Paying for a training programme or learning opportunity for a group's committee or its members.
- Hiring or purchasing of equipment.
- Paying for new groups to hire a room to hold a first meeting.
- Funding a community festival, sports day or similar event.
- Purchase of basic or specialist IT equipment and relevant training.
- Design and print of group stationery or publicity materials.
- Renovating premises or building improvements to enhance community use.

- Overheads or running costs (i.e. public liability, regular room hire costs, rent, rates, salaries, postage or stationery).
- Trips and meals for specific groups that aim to reduce social isolation.

What is excluded?

The Town Council cannot support the following activities:

- Activities for religious or political purposes (although applications from religious groups for community activities are welcomed).
- The provision of alcohol.
- The cost of work or activities which another person or agency has a statutory duty to undertake (e.g. school curriculum activities).

How to Apply

Application packs are available all year round from the Town Council offices or can be downloaded from the website.

The Small Grants Fund will be advertised in November and December of each year and the closing date will be 31st December. Applications will be considered in January with a view to awarding funding by 31st March.

Applications for emergency funding may be considered outside of this timeframe should the Council feel it appropriate.

What Evidence is Required

At the time of application, all project costs must be supported by written estimates, quotes, catalogue entries, or website printouts.

If your organisation has Public Liability Insurance, please provide a copy.

All applicants must have a bank account in the name of their organisation.

All applicants will need to provide a copy of their bank statement dated within the last three months in the name of the organisation.

Emergency Funding

In exceptional circumstances, applications for emergency funding may be considered outside the normal grant-making cycle. Emergency funding is intended for situations where unforeseen events or circumstances jeopardise the ability of an organisation to continue serving the community. Each emergency funding application will be assessed on its urgency and community impact.

How to Submit an Application

Applications can be returned in the following ways:

- In Person – Normanton Town Hall, High Street, Normanton, WF6 2DZ
- By Post – Normanton Town Council, Town Hall, High Street, Normanton, WF6 2DZ
- By E-mail – enquiries@normantontowncouncil.co.uk

If you need to talk to us about your application please telephone 01924 893794.

Once the Application is Submitted

Your application will be acknowledged, and we may ask you to provide further information or clarify certain points.

Once your grant has been considered you will receive a written confirmation which will inform you of the outcome of your application. This may include conditions that have been requested by the Council.

Grants will be paid by online banking direct into your organisation bank account. A certificate will be presented at our annual presentation evening at the end of March. It is expected that someone from your organisation attends the presentation to receive your certificate.

Organisations awarded funding must return their receipts within three months of the project finishing to be eligible for the following year.

The funding must not be used for any other purposes without prior agreement with the Town Council. The grant must be returned if the project does not proceed or does not spend all the money it was allocated.

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Tuesday 22nd October 2024

SMALL GRANTS FUND

Advertising

The Small Grants Fund will be promoted through the following channels:

- Normanton Advertiser
- Social Media Platforms: Facebook, X (formerly Twitter), Instagram
- Town Noticeboards
- Direct Email to Local Community Groups

Town Council members are encouraged to share information about the grant with any groups or organizations they are involved with in the community.

Grant Application Deadline

The deadline for submitting applications is **Tuesday, 31st December 2024**.

Initial Application Review

Applications will be reviewed on a rolling basis as they are received. If further information is needed, applicants will be contacted to provide additional details.

Finance Committee Review

The Finance Committee will conduct a formal review of all applications on **Monday, 27th January 2025**.

Council Meeting for Payment Approval

Grants approved by the Finance Committee will be listed for payment at the Town Council meeting on **Tuesday, 4th February 2025**.

Notification of Awards



All applicants will be informed of the outcome of their application by **Friday, 21st February 2025**.



Presentation of Grants

The Finance Committee should consider whether to hold a formal presentation evening for distributing the grants or to issue a press release as a cost-effective alternative.

Payments
















Here you can enter, edit and search payment transactions for goods or services provided to the council.

















Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank	
195	01.07.2024	£0.00	£0.00	£0.00	Utilities	Octopus Energy Ltd		Unity Current	
208	01.07.2024	£4.17	£0.83	£5.00	Dishwasher Tablets	Asda	20.06.2024	Petty Cash	
204	02.07.2024	£127.45	£25.49	£152.94	Website Hosting	Multi-Web-Services Ltd	02.07.2024	Unity Current	
205	03.07.2024	£30.00	£0.00	£30.00	Allotment Rent Refund			Unity Current	
209	04.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda	04.07.2024	Petty Cash	
5	09.07.2024	£1,777.50	£355.50	£2,133.00	Toilet Hire	G&S Toilet Hire Ltd	13.07.2024	Unity Current	
161	09.07.2024	£400.00	£0.00	£400.00	Event Presenting	Ian Jefferson Presenting & PA	09.07.2024	Unity Current	
162	09.07.2024	£480.00	£96.00	£576.00	Normanton & District Advertiser	Advertiser Office Printers	19.04.2024	Unity Current	
163	09.07.2024	£75.00	£0.00	£75.00	Civic Sunday Order of Service	Advertiser Office Printers	13.07.2024	Unity Current	
164	09.07.2024	£418.84	£83.77	£502.61	Grounds Maintenance - Potts Terrace	Wakefield Council	27.06.2024	Unity Current	
165	09.07.2024	£880.00	£176.00	£1,056.00	Lift Service	Pinnacle Elevators	03.07.2024	Unity Current	
166	09.07.2024	£300.00	£60.00	£360.00	Marquee Hire	Elite Event Hire	03.07.2024	Unity Current	
168	09.07.2024	£8.06	£1.61	£9.67	Bin	D3 Office Group	04.07.2024	Unity Current	
169	09.07.2024	£110.50	£22.10	£132.60	Payroll Services	Lofthouse & Co	04.07.2024	Unity Current	 















Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank	
170	09.07.2024	£4,000.00	£800.00	£4,800.00	Performers - Party @ Haw Hill Park	Aston Management	05.07.2024	Unity Current	
171	09.07.2024	£2,100.00	£420.00	£2,520.00	Repairs to Alice Bacon Bench	RCW Building Solutions	07.07.2024	Unity Current	
172	09.07.2024	£175.00	£35.00	£210.00	Tap Repairs	RCW Building Solutions	07.07.2024	Unity Current	
173	09.07.2024	£185.00	£37.00	£222.00	Fire Escape Door Stay	RCW Building Solutions	07.07.2024	Unity Current	
174	09.07.2024	£165.00	£33.00	£198.00	Tap Repairs	RCW Building Solutions	07.07.2024	Unity Current	
175	09.07.2024	£150.00	£30.00	£180.00	Toilet Repairs	RCW Building Solutions	07.07.2024	Unity Current	
176	09.07.2024	£115.69	£23.14	£138.83	First Aid Kits	D3 Office Group	08.07.2024	Unity Current	
177	09.07.2024	£238.75	£47.75	£286.50	Mourning Attire	Michaels Civic Robes	09.07.2024	Unity Current	
194	10.07.2024	£435.51	£87.10	£522.61	Hygiene Services	Cathedral Leasing Ltd	10.07.2024	Unity Current	
210	10.07.2024	£5.75	£0.00	£5.75	Refreshments	Asda	10.07.2024	Petty Cash	
206	11.07.2024	£120.00	£24.00	£144.00	Window Cleaning	Wipe Clean	05.06.2024	Unity Current	
207	11.07.2024	£122.85	£0.00	£122.85	Mayors Expenses	Mayor of Normanton 2024-25		Unity Current	
211	11.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda		Petty Cash	
212	11.07.2024	£0.70	£0.00	£0.70	Refreshments	Asda	11.07.2024	Petty Cash	
202	16.07.2024	£33.25	£0.00	£33.25	Water Bill	Everflow Water	08.07.2024	Unity Current	 

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank	
216	16.07.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	02.07.2024	Lloyds Card	1🔗
217	16.07.2024	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink	15.06.2024	Lloyds Card	1🔗
218	16.07.2024	£5.00	£1.00	£6.00	Mobile Phone Contract	Smarty	08.06.2024	Lloyds Card	1🔗
219	16.07.2024	£133.33	£26.67	£160.00	Skip Hire	Pickup Skips	20.06.2024	Lloyds Card	1🔗
220	16.07.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	02.07.2024	Lloyds Card	1🔗
221	16.07.2024	£433.34	£86.66	£520.00	Skip Hire	Pickup Skips	11.06.2024	Lloyds Card	
213	18.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda		Petty Cash	1🔗
196	22.07.2024	£285.77	£57.15	£342.92	HR and H&S Advice	Citation	21.07.2024	Unity Current	1🔗
201	22.07.2024	£45.59	£9.12	£54.71	Telephone Bill - Town Hall	DRDCcommunications	01.07.2024	Unity Current	1🔗
198	24.07.2024	£9,435.15	£0.00	£9,435.15	Salaries & Wages	Employees	24.07.2024	Unity Current	1🔗
214	25.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda		Petty Cash	1🔗
197	29.07.2024	£355.44	£71.09	£426.53	IT Support	Pro Logic Computers (UK) Ltd	14.07.2024	Unity Current	1🔗
215	29.07.2024	£1.45	£0.00	£1.45	Refreshments	Asda		Petty Cash	1🔗
199	30.07.2024	£2,275.91	£0.00	£2,275.91	Pension	West Yorkshire Pension Fund	30.07.2024	Unity Current	1🔗
200	30.07.2024	£1,891.81	£0.00	£1,891.81	PAYE / NIC	HMRC	30.07.2024	Unity Current	1🔗



Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank	
203	30.07.2024	£90.65	£18.13	£108.78	Telephone & Broadband	NGC Networks	16.07.2024	Unity Current	
253	01.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	01.08.2024	Petty Cash	
232	02.08.2024	£127.45	£25.49	£152.94	Website Hosting	Multi-Web-Services Ltd	02.08.2024	Unity Current	
193	06.08.2024	£12.00	£0.00	£12.00	Allotment Rent Refund		06.08.2024	Unity Current	
254	08.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	08.08.2024	Petty Cash	
167	12.08.2024	£900.00	£180.00	£1,080.00	Marquee Hire	Elite Event Hire	16.08.2024	Unity Current	
222	15.08.2024	£251.54	£12.58	£264.12	Utilities	Octopus Energy Ltd	07.08.2024	Unity Current	
255	15.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	15.08.2024	Petty Cash	
178	16.08.2024	£250.00	£50.00	£300.00	Concrete Patching	RCW Building Solutions	07.08.2024	Unity Current	
179	16.08.2024	£120.00	£24.00	£144.00	Window Cleaning	Wipe Clean	07.04.2024	Unity Current	
180	16.08.2024	£250.53	£50.11	£300.64	Fire Alarm Service	Chubb Fire & Security	12.08.2024	Unity Current	
181	16.08.2024	£20.98	£4.20	£25.18	Charging Pack	Pro Logic Computers (UK) Ltd	25.07.2024	Unity Current	
182	16.08.2024	£480.00	£96.00	£576.00	Advertising	Advertiser Office Printers	25.07.2024	Unity Current	
183	16.08.2024	£1,206.00	£241.20	£1,447.20	Event Security	TD Events	16.07.2024	Unity Current	
184	16.08.2024	£6,215.00	£1,243.00	£7,458.00	Gala Entertainment	Midland Entertainment	16.07.2024	Unity Current	 


Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank	
185	16.08.2024	£3,620.00	£724.00	£4,344.00	Sound & Stage Hire	MB Audio Visual LTD	15.07.2024	Unity Current	
186	16.08.2024	£74.69	£14.94	£89.63	Literature Holders	D3 Office Group	12.07.2024	Unity Current	
187	16.08.2024	£45.20	£9.04	£54.24	Shredding	Class Office Equipment Ltd	09.07.2024	Unity Current	
188	16.08.2024	£45.58	£0.00	£45.58	Employee Expenses	Employees	16.08.2024	Unity Current	
189	16.08.2024	£350.00	£70.00	£420.00	Fixed Wiring Testing	Innova Electrical	05.08.2024	Unity Current	
190	16.08.2024	£5,000.00	£1,000.00	£6,000.00	Gala Fireworks	Fuse Fireworks	01.08.2024	Unity Current	
191	16.08.2024	£2,495.00	£499.00	£2,994.00	Decorating	RCW Building Solutions	07.08.2024	Unity Current	
192	16.08.2024	£380.00	£76.00	£456.00	Barrier Hire	Yorkshire Fence Hire Ltd	18.07.2024	Unity Current	
229	16.08.2024	£565.51	£0.00	£565.51	Water Bill	Everflow Water	08.08.2024	Unity Current	
233	16.08.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	02.08.2024	Lloyds Card	
234	16.08.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	02.08.2024	Lloyds Card	
235	16.08.2024	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink	14.07.2024	Lloyds Card	
236	16.08.2024	£0.83	£0.16	£0.99	Phone Backup	Apple	03.07.2024	Lloyds Card	
237	16.08.2024	£5.00	£1.00	£6.00	Mobile Phone Contract	Smarty	08.07.2024	Lloyds Card	
238	16.08.2024	£57.46	£11.49	£68.95	Mobile Wifi	Argos	02.07.2024	Lloyds Card	 

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank	
239	16.08.2024	£4.57	£0.91	£5.48	Plumbing Materials	Screwfix	02.07.2024	Lloyds Card	
240	16.08.2024	£256.20	£51.24	£307.44	Flags & Bunting	Hampshire Flags	02.07.2024	Lloyds Card	
241	16.08.2024	£26.67	£5.33	£32.00	Clocks	IKEA	03.07.2024	Lloyds Card	
242	16.08.2024	£17.99	£3.60	£21.59	Tablet Case	Amazon EU UK Branch	04.07.2024	Lloyds Card	
243	16.08.2024	£21.67	£2.33	£24.00	Wristbands	AA Wristbands	08.07.2024	Lloyds Card	
244	16.08.2024	£5.00	£0.00	£5.00	Bank Charges	Lloyds Bank	09.07.2024	Lloyds Card	
245	16.08.2024	£7.15	£0.00	£7.15	PDF Software	PDF Escape	11.07.2024	Lloyds Card	
246	16.08.2024	£40.08	£8.02	£48.10	Cool Boxes	The Range	11.07.2024	Lloyds Card	
247	16.08.2024	£76.28	£0.00	£76.28	Party @ Haw Hill Refreshments	TESCO	12.07.2024	Lloyds Card	
248	16.08.2024	£22.47	£4.50	£26.97	Traffic Cones	Screwfix	12.07.2024	Lloyds Card	
249	16.08.2024	£52.44	£10.49	£62.93	Traffic Cones	Screwfix	12.07.2024	Lloyds Card	
250	16.08.2024	£70.00	£0.00	£70.00	Party @ Haw Hill Refreshments	TinyIdea	13.07.2024	Lloyds Card	
251	16.08.2024	£53.56	£6.71	£60.27	Catering Supplies	Booker Ltd	18.07.2024	Lloyds Card	
252	16.08.2024	£35.00	£7.00	£42.00	ID Badges	We Print Gifts	19.07.2024	Lloyds Card	
223	21.08.2024	£285.77	£57.15	£342.92	HR and H&S Advice	Citation	21.08.2024	Unity Current	 


Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank	
228	21.08.2024	£44.84	£8.97	£53.81	Telephone Bill - Town Hall	DRDCommunications	01.08.2024	Unity Current	1↻
256	22.08.2024	£0.83	£0.17	£1.00	Cleaning Materials	Asda	22.08.2024	Petty Cash	1↻
257	22.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	22.08.2024	Petty Cash	1↻
225	27.08.2024	£8,609.92	£0.00	£8,609.92	Salaries & Wages	Employees	27.08.2024	Unity Current	1↻
224	28.08.2024	£365.49	£73.10	£438.59	IT Support	Pro Logic Computers (UK) Ltd	14.08.2024	Unity Current	1↻
258	28.08.2024	£8.32	£1.67	£9.99	Salt	Screwfix	28.08.2024	Petty Cash	1↻
231	29.08.2024	£418.00	£83.60	£501.60	Photocopier Lease	Siemens Financial Services	29.07.2024	Unity Current	1↻
259	29.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	29.08.2024	Petty Cash	1↻
227	30.08.2024	£1,565.32	£0.00	£1,565.32	PAYE / NIC	HMRC	30.08.2024	Unity Current	1↻
230	30.08.2024	£90.65	£18.13	£108.78	Telephone & Broadband	NGC Networks	16.08.2024	Unity Current	2↻
226	31.08.2024	£2,104.14	£0.00	£2,104.14	Pension	West Yorkshire Pension Fund	31.08.2024	Unity Current	1↻



NORMANTON TOWN COUNCIL

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


Date: 2/9/24

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

Date: 9/9/24

Bank Reconciliation at 31/07/2024			
	Cash in Hand 01/04/2024		223,343.42
	ADD		
	Receipts 01/04/2024 - 31/07/2024		194,700.98
			418,044.40
	SUBTRACT		
	Payments 01/04/2024 - 31/07/2024		129,574.41
A	Cash in Hand 31/07/2024 (per Cash Book)		288,469.99
Cash in hand per Bank Statements			
	Petty Cash	31/07/2024	174.09
	X Barclays Current	31/07/2024	0.00
	X Barclays Savings	31/07/2024	0.00
	Unity Current	31/07/2024	24,811.33
	Unity Savings	31/07/2024	263,458.69
	Lloyds Card	31/07/2024	0.00
	Admin Float	31/07/2024	100.00
	Events Float	31/07/2024	200.00
			288,744.11
	Less unrepresented payments		2,091.81
			286,652.30
	Plus unrepresented receipts		1,817.69
B	Adjusted Bank Balance		288,469.99
A = B Checks out OK			

NORMANTON TOWN COUNCIL

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


Date: 10/9/24

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

Date: 18/9/24

	Bank Reconciliation at 31/08/2024		
	Cash in Hand 01/04/2024		223,343.42
	ADD Receipts 01/04/2024 - 31/08/2024		199,309.87
			422,653.29
	SUBTRACT Payments 01/04/2024 - 31/08/2024		174,759.65
A	Cash in Hand 31/08/2024 (per Cash Book)		247,893.64
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2024	945.10
	Unity Current	31/08/2024	19,303.61
	Unity Savings	31/08/2024	233,458.69
	Lloyds Card	31/08/2024	0.00
	Admin Float	31/08/2024	100.00
	Events Float	31/08/2024	200.00
			254,007.40
	Less unrepresented payments		7,571.46
			246,435.94
	Plus unrepresented receipts		1,457.70
B	Adjusted Bank Balance		247,893.64
	A = B Checks out OK		

NORMANTON TOWN COUNCIL

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

Date: 10/9/24

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

Date: 18/9/24

	Bank Reconciliation at 31/08/2024			
	Cash in Hand 01/04/2024			223,343.42
	ADD			
	Receipts 01/04/2024 - 31/08/2024			199,309.87
				422,653.29
	SUBTRACT			
	Payments 01/04/2024 - 31/08/2024			174,759.65
A	Cash in Hand 31/08/2024 (per Cash Book)			247,893.64
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2024	945.10	
	Unity Current	31/08/2024	19,303.61	
	Unity Savings	31/08/2024	233,458.69	
	Lloyds Card	31/08/2024	0.00	
	Admin Float	31/08/2024	100.00	
	Events Float	31/08/2024	200.00	
				254,007.40
	Less unrepresented payments			7,571.46
				246,435.94
	Plus unrepresented receipts			1,457.70
B	Adjusted Bank Balance			247,893.64
	A = B Checks out OK			

NORMANTON TOWN COUNCIL

BALANCE SHEET

31/03/2025

<i>(Last) Year Ended</i> 31 Mar 2024		<i>(Current) Year Ended</i> 31 Mar 2025
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
4,248.00	Prepayments	1,824.00
6,811.85	VAT Recoverable	11,335.85
	Temporary lendings (investments)	
223,343.42	Cash in hand	393,143.64
234,403.27	TOTAL ASSETS	406,303.49
	CURRENT LIABILITIES	
8,187.74	Creditors	
<u>226,215.53</u>	NET ASSETS	<u>406,303.49</u>
	Represented by:	
145,091.48	General fund Balance	272,799.54
	Reserves:	
	Capital	
81,124.05	Earmarked	133,503.95
	Adjustments	
<u>226,215.53</u>		<u>406,303.49</u>

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

Signed _____
Responsible Financial Officer

Date _____

I

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Tuesday 22nd October 2024

BUDGET 2024/25

I am pleased to present the budget report for the second quarter of the 2024/25 financial year. This report includes year-end predictions, with minimal overspends to report, indicating a positive and stable financial position for the council.

Enclosed with this report are the following documents for your review:

1. Committed Spend Report

This document outlines the expenditure that has been allocated through the various committees but where invoices have not yet been received. It helps to track the council's financial commitments to date.

2. Detailed Budget Summary

The detailed budget summary provides an overview of the budget, actual figures for the current year, and projections for the upcoming financial year. The forecast includes a 3% increase across the board for 2025/26 to give an indicative view of next year's budget. Year-end adjustments and committed spend data have been factored into the current year's forecast.

3. Summary of Income and Expenditure

This document shows budgeted and actual income and expenditure to date, including adjustments from the previous financial year.

Financial Overview

The council's financial performance continues to be aligned with the planned budget, with no significant areas of concern. Below is the projected year-end financial position:

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

However, taking into account actual performance and potential savings, the forecasted year-end position is more favourable:

Current General Reserve	£273,303.16
Contribution from EMRs	£34,793.84
Budgeted Income due in	£0.00
Budgeted Expenditure due out	-£211,444.69
	£96,652.31

Given the council's prudent financial management, there is scope to achieve savings, which would result in a projected closing reserve of £115,401.53.

Current General Reserve	£273,303.16
Contribution from EMRs	£34,793.84
Forecasted Income due in	£6,410.17
Forecasted Expenditure due out	-£199,105.64
	£115,401.53

Minimal Overspends

There are very few areas where the council is experiencing overspend. The main area to monitor is the **Allotments** budget, which has seen significant expenditure during the first half of the financial year. Based on current spending patterns, there may be a slight overspend in this area. However, the Allotments Committee is monitoring the situation closely and will continue to review the budget every six weeks. Should it become necessary, funds from the Earmarked Reserve for improvement works can be utilised.

Year-End Predictions

The council's current projections indicate a stable financial position by year-end. There are minimal variances between budgeted and actual figures, and the council is expected to end the year with a healthy general reserve. This will provide flexibility in offsetting any potential increases in the precept, should that become necessary.

Reserves and Precept Considerations

Excess reserves should be allocated to offset any future increases in the precept or earmarked for specific purposes. The council cannot build up reserves without justification, so careful planning and allocation of these funds will be essential moving forward.

Recommendations

As part of the ongoing efforts to ensure accuracy and clarity in budgeting, it is recommended that all staffing-related costs (such as staff mileage and training) be reallocated under the **Staffing Committee** budget.

Committed Spend

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

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	2,329.22	-6,436.43						-6,436.43 (-73%)
7	Income - Key Deposit (A									(N/A)
48	Key Deposit									(N/A)
90	Newland Lane Allotment				1,275.00	566.14		566.14	708.86	708.86 (55%)
91	Cypress Road Allotment				867.00	1,062.07		1,062.07	-195.07	-195.07 (-22%)
92	Ellins Terrace 1 Allotmer				1,734.00	233.95	1,500.00	1,733.95	0.05	1,500.05 (86%)
93	Ellins Terrace 2 Allotmer				1,581.00	17.29	300.00	317.29	1,263.71	1,563.71 (98%)
94	Allotments General				131.00	40.85		40.85	90.15	90.15 (68%)
95	Gladstone Street Allotm				2,040.00	1,252.85		1,252.85	787.15	787.15 (38%)
96	Heys Buildings Allotmen				1,487.50	1,890.00	300.00	2,190.00	-702.50	-402.50 (-27%)
97	Norwood Street Allotmer				952.00	52.42		52.42	899.58	899.58 (94%)
98	Wentworth Terrace Allot				2,728.50	453.20	500.00	953.20	1,775.30	2,275.30 (83%)
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)
117	Allotments EMR Expenc					1,300.00		1,300.00	-1,300.00	-1,300.00 (N/A)
SUB TOTAL		8,765.65	1,752.42	-7,013.23	13,000.00	6,868.77	2,600.00	9,468.77	3,531.23	-882.00 (-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	3,540.00	-460.00						-460.00 (-11%)
10	Income - Flower Show	300.00	103.25	-196.75						-196.75 (-65%)
11	Income - Christmas Ligh	150.00	100.00	-50.00						-50.00 (-33%)
12	Income - Party @ Haw H	640.00	1,426.75	786.75						786.75 (122%)
75	Gala				32,000.00	26,797.80	4,046.52	30,844.32	1,155.68	5,202.20 (16%)
76	Flower Show				2,600.00	1,149.80		1,149.80	1,450.20	1,450.20 (55%)
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	4,043.35	4,293.35	706.65	4,750.00 (95%)
81	Party @ Haw Hill Park				16,000.00	13,498.23		13,498.23	2,501.77	2,501.77 (15%)
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%)
85	Brass Band Concert				800.00		250.00	250.00	550.00	800.00 (100%)
86	Christmas Celebration				200.00				200.00	200.00 (100%)
87	Halloween				1,500.00		832.00	832.00	668.00	1,500.00 (100%)
88	Information Events				120.00	7.79		7.79	112.21	112.21 (93%)

Committed Spend

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

89	Events - General				1,000.00	950.86		950.86	49.14	49.14 (4%)
115	Gala 2025					370.00	4,010.00	4,380.00	-4,380.00	-370.00 (N/A)
SUB TOTAL		5,090.00	5,170.00	80.00	67,920.00	45,823.66	16,757.87	62,581.53	5,338.47	22,176.34 (30%)

FINANCE CTTEE

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
5	Income - Interest	1,000.00	3,699.19	2,699.19						2,699.19 (269%)
6	Income - Precept	359,783.44	359,783.44							(0%)
13	Income- Hanging Baske	3,000.00	1,870.00	-1,130.00						-1,130.00 (-37%)
14	Income - Mayor's Appea		290.00	290.00						290.00 (N/A)
15	Income - Mayors Appea		2,026.48	2,026.48						2,026.48 (N/A)
26	Franking Machine Lease				359.00	179.22		179.22	179.78	179.78 (50%)
27	Postage				4,080.00	1,029.70		1,029.70	3,050.30	3,050.30 (74%)
29	Photocopier Lease				1,732.00	836.00		836.00	896.00	896.00 (51%)
30	Printing				2,068.00	670.33	744.02	1,414.35	653.65	1,397.67 (67%)
31	Stationery				1,650.00	408.13		408.13	1,241.87	1,241.87 (75%)
32	Office Equipment				1,000.00	74.69		74.69	925.31	925.31 (92%)
33	IT Equipment				1,000.00	505.23		505.23	494.77	494.77 (49%)
34	IT Software				2,000.00	90.48	59.17	149.65	1,850.35	1,909.52 (95%)
35	IT Support				4,620.00	2,167.79		2,167.79	2,452.21	2,452.21 (53%)
36	Website				2,000.00	764.70		764.70	1,235.30	1,235.30 (61%)
37	Professional Fees				7,030.00	2,051.62	679.50	2,731.12	4,298.88	4,978.38 (70%)
38	Audit Fees				1,640.00	1,215.00		1,215.00	425.00	425.00 (25%)
39	Insurance				6,138.00	6,174.79		6,174.79	-36.79	-36.79 (-0%)
40	GDPR Compliance				500.00	165.40	135.60	301.00	199.00	334.60 (66%)
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	69.28		69.28	430.72	430.72 (86%)
50	Bank Charges				287.00	179.15		179.15	107.85	107.85 (37%)
51	Card Processing Fees	-100.00	-115.15	-15.15						-15.15 (15%)
52	Talking Newspaper				500.00	256.16		256.16	243.84	243.84 (48%)
53	Mayors Appeal 24/25									(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	273.75		273.75	726.25	726.25 (72%)
69	Elections				2,000.00				2,000.00	2,000.00 (100%)
70	Small Grants				7,000.00	500.00		500.00	6,500.00	6,500.00 (92%)
71	Advertising & Promotion				8,760.00	3,900.00	1,860.00	5,760.00	3,000.00	4,860.00 (55%)
74	Hanging Baskets				15,000.00	9,745.58	189.00	9,934.58	5,065.42	5,254.42 (35%)

Committed Spend

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

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			4,787.15		4,787.15		-4,787.15	-4,787.15	(N/A)
107	Mayors Allowance 24/25		2,200.00	634.34		634.34		1,565.66	1,565.66	(71%)
110	Civic Regalia (EMR)									(N/A)
111	SUSPENSE	1.00	1.00							1.00 (N/A)
112	Refreshments			50.93		50.93		-50.93	-50.93	(N/A)
116	Income - Misc	3.06	3.06							3.06 (N/A)
SUB TOTAL		363,683.44	367,558.02	3,874.58	82,517.00	39,636.61	3,667.29	43,303.90	39,213.10	46,754.97 (10%)

PROPERTY CTTEE

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
2	Income - Hire NTH	250.00	211.00	-39.00						-39.00 (-15%)
3	Income - Hire WCC	250.00	575.00	325.00						325.00 (130%)
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	949.98		949.98	1,030.02	1,030.02 (52%)
55	Town Hall Refurb				35,000.00	450.00	4,625.00	5,075.00	29,925.00	34,550.00 (98%)
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	1,281.54		1,281.54	1,282.46	1,282.46 (50%)
60	Repairs & Maint NTH				6,600.00	2,462.38	360.00	2,822.38	3,777.62	4,137.62 (62%)
61	Repairs & Maint WCC				5,775.00	4,573.57	782.03	5,355.60	419.40	1,201.43 (20%)
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	878.61		878.61	721.39	721.39 (45%)
65	Norwood St O/S				1,000.00	41.91	90.00	131.91	868.09	958.09 (95%)
72	Utilities NTH				4,000.00	349.23		349.23	3,650.77	3,650.77 (91%)
73	Utilities WCC				4,000.00	1,675.63		1,675.63	2,324.37	2,324.37 (58%)
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)
SUB TOTAL		1,138.00	1,420.80	282.80	76,995.00	27,521.39	5,857.03	33,378.42	43,616.58	49,756.41 (63%)

STAFFING CTTEE

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
18	Salaries & Wages				139,953.00	69,769.76		69,769.76	70,183.24	70,183.24 (50%)

Committed Spend

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

24	Employers National Inst	13,500.09	1,693.49	1,693.49	11,806.60	11,806.60 (87%)
25	Employers Pension	20,292.00	10,189.72	10,189.72	10,102.28	10,102.28 (49%)
SUB TOTAL		173,745.09	81,652.97	81,652.97	92,092.12	92,092.12 (53%)

Summary

NET TOTAL	378,677.09	375,901.24	-2,775.85	414,177.09	201,503.40	28,882.19	230,385.59	183,791.50	209,897.84 (26%)
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NORMANTON TOWN COUNCIL

15 October 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 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	2,305.00	6,395.94	8,700.94					9,028.57	
7	Income - Key Deposit						10.00		10.00						
48	Key Deposit		40.00												
90	Newland Lane Allotme			1,275.00	-543.98					1,275.00	566.14	3,250.00	3,816.14		1,313.28
91	Cypress Road Allotme			867.00	1,044.41					867.00	1,062.07	600.00	1,662.07		893.04
92	Ellins Terrace 1 Allotm			1,581.00	1,696.17					1,734.00	233.95	1,680.00	1,913.95		1,786.08
93	Ellins Terrace 2 Allotm			1,734.00	829.51					1,581.00	17.29	480.00	497.29		1,628.40
94	Allotments General			80.00	3,584.96					131.00	40.85	60.00	100.85		134.96
95	Gladstone Street Allot			2,040.00	959.31					2,040.00	1,252.85	520.00	1,772.85		2,101.20
96	Heys Buildings Allotme			1,538.50	700.00					1,487.50	1,890.00	1,250.00	3,140.00		1,532.14
97	Norwood Street Allotm		5.00	952.00	763.53					952.00	52.42	280.00	332.42		980.56
98	Wentworth Terrace All			2,728.50	3,448.52					2,728.50	453.20	2,800.00	3,253.20		2,810.34
102	The Grove			85.00						85.00					87.52
103	Gilcar Street			51.00						51.00					52.56
104	Edward Street			68.00						68.00					70.04
109	Garage Plot Rent		636.00				-576.80		-576.80						
117	Allotments EMR Expei										1,300.00		1,300.00		
SUB TOTAL		9,251.00	7,860.44	13,000.00	12,482.43	8,765.65	1,738.20	6,395.94	8,134.14	13,000.00	6,868.77	10,920.00	17,788.77	9,028.57	13,390.12

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	3,540.00	1,350.00	4,890.00		4,120.00
10	Income - Flower Show					300.00	103.25		103.25		309.00
11	Income - Christmas Liq					150.00	100.00	200.00	300.00		154.50

NORMANTON TOWN COUNCIL

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

12	Income - Party @ Haw					640.00	1,426.75		1,426.75					659.20	
75	Gala	1,400.00	3,955.00	27,000.00	26,296.88					32,000.00	20,048.00	6,050.00	26,098.00	32,960.00	
76	Flower Show	400.00	286.19	2,600.00	1,625.26					2,600.00	291.00	200.00	491.00	2,678.00	
77	Remembrance Sunday			3,000.00	3,345.09					3,700.00		3,500.00	3,500.00	3,811.00	
78	Children's Party			1,800.00	1,202.82					1,500.00		1,225.00	1,225.00	1,545.00	
79	Christmas Lights	100.00	60.00	5,000.00	4,579.26					5,000.00	250.00	4,100.00	4,350.00	5,150.00	
80	Coronation			15,000.00	4,102.82										
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	13,030.23		13,030.23	16,480.00	
82	Mayor Making			3,000.00	1,852.09					3,000.00	2,123.78		2,123.78	3,090.00	
83	Civic Sunday			500.00	151.81					500.00	675.40		675.40	515.00	
84	Easter			500.00	100.00										
84	Easter			500.00	100.00										
85	Brass Band Concert			500.00	298.00					800.00		300.00	300.00	824.00	
86	Christmas Celebration		244.53	200.00	632.36					200.00		200.00	200.00	206.00	
87	Halloween			1,200.00	1,361.89					1,500.00		1,300.00	1,300.00	1,545.00	
88	Information Events			620.00	107.26					120.00	7.79	60.00	67.79	123.60	
89	Events - General			500.00	177.67					1,000.00	950.86		950.86	1,030.00	
115	Gala 2025										370.00		370.00		
SUB TOTAL		2,400.00	4,533.22	91,920.00	60,854.97	5,090.00	5,170.00	1,550.00	6,720.00	67,920.00	37,747.06	16,935.00	54,682.06	5,242.70	69,957.60

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	3,699.19	3,699.19	7,398.38					1,030.00	
6	Income - Precept	331,832.00	331,832.00			359,783.44	359,783.44		359,783.44						
13	Income- Hanging Basket					3,000.00	1,760.00	825.00	2,585.00					3,090.00	
14	Income - Mayor's Appeal						290.00		290.00						
15	Income - Mayors Appeal						2,026.48		2,026.48						

NORMANTON TOWN COUNCIL

15 October 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

26	Franking Machine Lea		360.00	358.44				359.00	179.22	179.50	358.72		369.76
27	Postage		3,500.00	3,458.75				4,080.00	1,029.70	2,040.00	3,069.70		4,202.40
29	Photocopier Lease		1,760.00	1,732.00				1,732.00	836.00	866.00	1,702.00		1,783.96
30	Printing		1,500.00	1,357.53				2,068.00	670.33	1,033.98	1,704.31		2,130.04
31	Stationery		1,500.00	1,500.83				1,650.00	267.21	825.00	1,092.21		1,699.56
32	Office Equipment		1,000.00	1,022.51				1,000.00	74.69	499.98	574.67		1,030.00
33	IT Equipment		2,000.00	1,552.25				1,000.00	505.23	499.98	1,005.21		1,030.00
34	IT Software		2,760.00	122.91				2,000.00	90.48	1,000.02	1,090.50		2,060.00
35	IT Support		3,000.00	4,005.04				4,620.00	2,167.79	2,167.79	4,335.58		4,758.60
36	Website		1,650.00	2,874.40				2,000.00	764.70	764.70	1,529.40		2,060.00
37	Professional Fees		7,000.00	7,116.90				7,030.00	2,051.62	2,051.62	4,103.24		7,240.85
38	Audit Fees		1,600.00	2,050.00				1,640.00	375.00	1,340.00	1,715.00		1,689.20
39	Insurance		4,550.00					6,138.00	6,174.79		6,174.79		6,322.14
40	GDPR Compliance		750.00	318.84				500.00	165.40	165.40	330.80		515.00
41	Health & Safety		1,000.00	575.06				1,000.00		499.98	499.98		1,030.00
42	Memberships		2,800.00	2,462.00				2,583.00	2,125.00	412.00	2,537.00		2,660.49
43	Staff Training		1,000.00	30.00				1,000.00		499.98	499.98		1,030.00
44	Councillor Training		1,000.00	262.50				1,000.00	78.80	499.98	578.78		1,030.00
49	Travel Expenses		300.00	164.03				500.00	69.28	300.00	369.28		515.00
50	Bank Charges	-2.78	250.00	262.95				287.00	179.15	179.15	358.30		295.64
51	Card Processing Fees	-106.92	150.00	0.49	-100.00	-113.77	-113.77	-227.54				-103.00	
52	Talking Newspaper			253.36				500.00	256.16	96.00	352.16		515.00
53	Mayors Appeal 24/25	547.00		3,500.00									
54	Normanton Developm		1,000.00	1,000.00									
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		2,090.00	2,090.00		2,492.60
68	Civic Regalia		650.00	958.90				1,000.00	273.75	400.00	673.75		1,030.00
69	Elections		2,000.00	4,887.93				2,000.00					2,060.00
70	Small Grants		6,500.00	5,872.49				7,000.00	500.00	6,500.00	7,000.00		7,210.00

NORMANTON TOWN COUNCIL

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

71	Advertising & Promotic			9,500.00	6,202.00			8,760.00	3,360.00	4,380.00	7,740.00		9,022.80		
74	Hanging Baskets	1,644.00	2,880.15	11,000.00	9,894.83			15,000.00	9,745.58	2,800.00	12,545.58		15,450.00		
99	VAT Refund														
100	Potts Terrace			450.00	404.68			450.00	418.84		418.84		463.50		
105	Administration		1.00	1,000.00	132.70			1,000.00					1,030.00		
106	Mayors Appeal 23/24		4,307.17						4,787.15		4,787.15				
107	Mayors Allowance 24/				236.14			2,200.00	548.34	1,651.66	2,200.00		2,266.00		
110	Civic Regalia (EMR)				1,110.21										
111	SUSPENSE						1.00	1.00							
112	Refreshments								50.93	50.93	101.86				
116	Income - Misc						3.06	3.06							
SUB TOTAL		333,576.00	344,276.25	76,950.00	70,156.12	363,683.44	367,449.40	4,410.42	371,859.82	82,517.00	38,029.69	33,793.65	71,823.34	4,017.00	84,992.54

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	211.00	211.00	422.00					257.45	
3	Income - Hire WCC					250.00	575.00	124.98	699.98					257.45	
4	Income - Garage Plot					638.00	634.80		634.80					657.19	
8	Income - Deposit (WC														
28	Telephone / Internet			2,100.00	1,499.11					1,980.00	949.98	949.98	1,899.96		2,039.40
45	Hire NTH		668.20												
46	Hire WCC	1,000.00	372.00												
47	Deposits		25.00												
47	Deposits		25.00												
55	Town Hall Refurb			42,971.62	20,759.81					35,000.00	450.00	34,550.00	35,000.00		36,050.00
56	Business Rates			17,000.00	12,175.60					13,000.00	12,175.60		12,175.60		13,390.00
58	Defibrillator			250.00	699.85					250.00		124.98	124.98		257.45
59	Hygiene Services			2,700.00	2,563.08					2,564.00	1,281.54	1,281.54	2,563.08		2,640.92

NORMANTON TOWN COUNCIL

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

60	Repairs & Maint NTH		6,000.00	6,309.76		6,600.00	2,342.38	2,342.38	4,684.76	6,798.00					
61	Repairs & Maint WCC		5,250.00	5,626.81		5,775.00	3,673.57	2,101.43	5,775.00	5,948.25					
62	Waste Removal		900.00	657.40		724.00	577.97		577.97	745.72					
63	Garages	594.00				500.00		250.02	250.02	515.00					
64	Cleaning		1,150.00	1,606.48		1,600.00	869.57	869.57	1,739.14	1,648.00					
65	Norwood St O/S		1,000.00	29.63		1,000.00	41.91	499.98	541.89	1,030.00					
72	Utilities NTH		4,000.00	3,364.36		4,000.00		1,250.00	1,250.00	4,120.00					
73	Utilities WCC		4,000.00	4,465.66		4,000.00	1,675.63	1,675.63	3,351.26	4,120.00					
101	Lease NTH		1.00			1.00		1.00	1.00	1.03					
108	Lease WCC		1.00	1.00		1.00		1.00	1.00	1.00					
113	Alice Bacon Bench						2,100.00		2,100.00						
114	Train Station Sign						4.97		4.97						
SUB TOTAL		1,594.00	1,090.20	87,323.62	59,758.55	1,138.00	1,420.80	335.98	1,756.78	76,995.00	26,143.12	45,897.51	72,040.63	1,172.09	79,304.77

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	69,769.76	69,769.76	139,539.52		144,151.56
24	Employers National In			11,500.00	9,841.27					13,500.09	1,693.49	11,600.00	13,293.49		13,905.09
25	Employers Pension			18,500.00	17,806.07					20,292.00	10,189.72	10,189.72	20,379.44		20,900.76
SUB TOTAL				154,100.00	149,145.28					173,745.09	81,652.97	91,559.48	173,212.45		178,957.41

Summary

TOTAL	346,821.00	357,760.11	423,293.62	352,397.35	378,677.09	375,778.40	12,692.34	388,470.74	414,177.09	190,441.61	199,105.64	389,547.25	19,460.36	426,602.44
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NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2024-2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

ALLOTMENTS CTTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Income - Allotment Rent	8,765.65	8,725.16	-40.49				-40.49 (-0%)
7	Income - Key Deposit (Allotment)							(N/A)
48	Key Deposit							(N/A)
90	Newland Lane Allotment				1,275.00	566.14	708.86	708.86 (55%)
91	Cypress Road Allotment				867.00	1,062.07	-195.07	-195.07 (-22%)
92	Ellins Terrace 1 Allotment				1,734.00	233.95	1,500.05	1,500.05 (86%)
93	Ellins Terrace 2 Allotment				1,581.00	17.29	1,563.71	1,563.71 (98%)
94	Allotments General				131.00	40.85	90.15	90.15 (68%)
95	Gladstone Street Allotment				2,040.00	1,252.85	787.15	787.15 (38%)
96	Heys Buildings Allotment				1,487.50	1,890.00	-402.50	-402.50 (-27%)
97	Norwood Street Allotment				952.00	52.42	899.58	899.58 (94%)
98	Wentworth Terrace Allotment				2,728.50	453.20	2,275.30	2,275.30 (83%)
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)
117	Allotments EMR Expenditure					1,300.00	-1,300.00	-1,300.00 (N/A)
SUB TOTAL		8,765.65	8,725.16	-40.49	13,000.00	6,868.77	6,131.23	6,090.74 (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	3,540.00	-460.00				-460.00 (-11%)
10	Income - Flower Show	300.00	103.25	-196.75				-196.75 (-65%)
11	Income - Christmas Lights	150.00	100.00	-50.00				-50.00 (-33%)
12	Income - Party @ Haw Hill Park	640.00	1,426.75	786.75				786.75 (122%)
75	Gala				32,000.00	26,797.80	5,202.20	5,202.20 (16%)
76	Flower Show				2,600.00	1,149.80	1,450.20	1,450.20 (55%)
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%)
81	Party @ Haw Hill Park				16,000.00	14,098.23	1,901.77	1,901.77 (11%)
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%)
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	950.86	49.14	49.14 (4%)
115	Gala 2025					370.00	-370.00	-370.00 (N/A)
SUB TOTAL		5,090.00	5,170.00	80.00	67,920.00	46,423.66	21,496.34	21,576.34 (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	3,699.19	2,699.19				2,699.19 (269%)
6	Income - Precept	359,783.44	359,783.44					(0%)

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

13	Income- Hanging Baskets	3,000.00	1,870.00	-1,130.00			-1,130.00 (-37%)	
14	Income - Mayor's Appeal 23/24		290.00	290.00			290.00 (N/A)	
15	Income - Mayors Appeal 24/25		2,026.48	2,026.48			2,026.48 (N/A)	
26	Franking Machine Lease				359.00	179.22	179.78 (50%)	
27	Postage				4,080.00	1,029.70	3,050.30 (74%)	
29	Photocopier Lease				1,732.00	836.00	896.00 (51%)	
30	Printing				2,068.00	670.33	1,397.67 (67%)	
31	Stationery				1,650.00	408.13	1,241.87 (75%)	
32	Office Equipment				1,000.00	74.69	925.31 (92%)	
33	IT Equipment				1,000.00	505.23	494.77 (49%)	
34	IT Software				2,000.00	1,914.48	85.52 (4%)	
35	IT Support				4,620.00	2,167.79	2,452.21 (53%)	
36	Website				2,000.00	764.70	1,235.30 (61%)	
37	Professional Fees				7,030.00	2,051.62	4,978.38 (70%)	
38	Audit Fees				1,640.00		1,640.00 (100%)	
39	Insurance				6,138.00	6,174.79	-36.79 (-0%)	
40	GDPR Compliance				500.00	165.40	334.60 (66%)	
41	Health & Safety				1,000.00		1,000.00 (100%)	
42	Memberships				2,583.00	2,125.00	458.00 (17%)	
43	Staff Training				1,000.00		1,000.00 (100%)	
44	Councillor Training				1,000.00	78.80	921.20 (92%)	
49	Travel Expenses				500.00	69.28	430.72 (86%)	
50	Bank Charges				287.00	179.15	107.85 (37%)	
51	Card Processing Fees	-100.00	-115.15	-15.15			-15.15 (15%)	
52	Talking Newspaper				500.00	256.16	243.84 (48%)	
53	Mayors Appeal 24/25						(N/A)	
66	Mayors Allowance 23/24					284.55	-284.55 (N/A)	
67	Councillor Allowances				2,420.00		2,420.00 (100%)	
68	Civic Regalia				1,000.00	273.75	726.25 (72%)	
69	Elections				2,000.00		2,000.00 (100%)	
70	Small Grants				7,000.00	500.00	6,500.00 (92%)	
71	Advertising & Promotions				8,760.00	3,900.00	4,860.00 (55%)	
74	Hanging Baskets				15,000.00	9,745.58	5,254.42 (35%)	
99	VAT Refund						(N/A)	
100	Potts Terrace				450.00	418.84	31.16 (6%)	
105	Administration				1,000.00		1,000.00 (100%)	
106	Mayors Appeal 23/24					4,787.15	-4,787.15 (N/A)	
107	Mayors Allowance 24/25				2,200.00	654.34	1,545.66 (70%)	
110	Civic Regalia (EMR)						(N/A)	
111	SUSPENSE		1.00	1.00			1.00 (N/A)	
112	Refreshments					50.93	-50.93 (N/A)	
116	Income - Misc		3.06	3.06			3.06 (N/A)	
SUB TOTAL		363,683.44	367,558.02	3,874.58	82,517.00	40,265.61	42,251.39	46,125.97 (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	211.00	-39.00				-39.00 (-15%)
3	Income - Hire WCC	250.00	575.00	325.00				325.00 (130%)
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	949.98	1,030.02	1,030.02 (52%)
55	Town Hall Refurb				35,000.00	450.00	34,550.00	34,550.00 (98%)
56	Business Rates				13,000.00	12,175.60	824.40	824.40 (6%)

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

58 Defibrillator				250.00		250.00	250.00 (100%)
59 Hygiene Services				2,564.00	1,281.54	1,282.46	1,282.46 (50%)
60 Repairs & Maint NTH				6,600.00	2,462.38	4,137.62	4,137.62 (62%)
61 Repairs & Maint WCC				5,775.00	4,573.57	1,201.43	1,201.43 (20%)
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	878.61	721.39	721.39 (45%)
65 Norwood St O/S				1,000.00	41.91	958.09	958.09 (95%)
72 Utilities NTH				4,000.00	349.23	3,650.77	3,650.77 (91%)
73 Utilities WCC				4,000.00	1,675.63	2,324.37	2,324.37 (58%)
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	1,420.80	282.80	76,995.00	27,521.39	49,473.61	49,756.41 (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	69,769.76	70,183.24	70,183.24 (50%)
24	Employers National Insurance				13,500.09	1,693.49	11,806.60	11,806.60 (87%)
25	Employers Pension				20,292.00	10,189.72	10,102.28	10,102.28 (49%)
SUB TOTAL					173,745.09	81,652.97	92,092.12	92,092.12 (87%)

Restated

(N/A)

NET TOTAL	378,677.09	382,873.98	4,196.89	414,177.09	202,732.40	211,444.69	215,641.58 (27%)
V.A.T.		11,542.46			16,066.46		
GROSS TOTAL		394,416.44			218,798.86		

CONTRACTS PROCUREMENT TIMETABLE

SUPPLIER	SERVICE PROVIDED	CONTRACT START DATE	CONTRACT LENGTH	CONTRACT END	TERMINATION REQUIREMENTS	ACC NO	COST	CONTACT	TEL NO	EMAIL	ADDRESS
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
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
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, BD20 0JB
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
Octopus Energy	Gala & Electric - WCC	Jul-22	3 years	Jul-25	60 days	A-0D421A68	Variable	ONLINE ACCOUNT		www.octopus.energy	
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
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
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
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
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	
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
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
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	
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
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
Pitney Bowes Purchase Power	Franking Machine Credit	Nov-21	Continuing	N/A	N/A	6335052030706090	Variable	ONLINE ACCOUNT		www.pitneybowes.co.uk	
Citation	HR and Health and Safety Support	Jan-22	2 years (Auto Renewal)	Dec-25	6m (30.06.25)	CT0069982	£269.44/m		0161 532 4684	hello@citation.co.uk	Kings Court, Water Lane, Wilmslow, SK9 5AR
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
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

CONTRACTS PROCUREMENT TIMETABLE

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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
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
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	gstolethire@live.co.uk	368 Bradley Road,Bradley, Huddersfield, HD2 1PU
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 0BS
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
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
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
 Tuesday 22nd October 2024

HANGING BASKETS & FLORAL DISPLAYS

For over 20 years, the Town Council has ordered a total of 60 summer hanging baskets each year. More recently, a spring planting scheme was also introduced.

In 2024, the Town Council agreed to increase the number of hanging baskets to 80 and initiated the process of applying for consent through Streetlighting/AMEY. However, due to delays in completing the necessary testing, the increase could not be implemented in 2024.

We now have consent for 80 locations across Normanton and Altofts.

The current budget and costs for hanging baskets is as follows:

Expenditure Budget	£15,000.00
Spring 2024 Hanging Baskets x 60	-£3,535.00
Summer 2024 Hanging Baskets x 60	-£6,210.58
Column Testing	-£2,000.00
Basket Relocations	-£189.00
Budget Remaining	£3,065.42

Quote to clear pit wheel bed:

Clearance of old shrubs	£475.00
Top Soil	£115.00
TOTAL	£590.00

Costs for increasing to 80 baskets in 2025

Additional brackets (One off fee)	£896.00
Spring 2025 Hanging Baskets x 80	£4,754.00
Summer 2025 Hanging Baskets x 80 *Estimate	£7,600.00
	£13,250.00

The cost of the additional brackets can be covered within the current financial year, allowing us to maintain the budget at a similar level or possibly reduce the budget next year.