

NORMANTON TOWN COUNCIL



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

To all members of Normanton Town Council Date: 1st October 2024

Dear Councillor,

You are hereby summoned to attend a **MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 8th October 2024** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

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

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Donna Johnston', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA
Town Clerk & RFO.

Meeting of Normanton Town Council
Tuesday 8th October 2024 at 6.30pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
094.	Prayers.	
095.	To receive announcements from the Mayor.	
096.	To receive apologies for absence.	
097.	To receive members declarations of interest.	
098.	To receive questions and comments from members of the public. (Please refer to the rules for public session.)	
099.	To receive and sign the minutes of a meeting of Normanton Town Council. Held on Tuesday 10 th September 2024 (Minute Numbers 068-093; Pages 22-28).	A
100.	To receive reports from District Councillors. (For information only.)	
101.	To receive a report from the Town Clerk. (For information only.)	
102.	To receive updates from members who attend external organisations. (For information only.)	
103.	To receive updates from Council representatives on Outside Bodies. (For information only.)	
104.	To consider the possibility of creating a temporary Banking Hub at Normanton Town Hall.	B
105.	To confirm receipt of the VAT refund and the first and second instalment of the Precept.	C

106.	To consider the list of invoices due for payment in October 2024.	TO FOLLOW
107.	To receive the list of payments made between meetings.	TO FOLLOW
108.	To receive the Bank Reconciliation for August 2024.	D
109.	To receive the report of the External Auditor in respect of the 2023/24 financial year.	E
110.	To confirm that the Notice of Conclusion of Audit has been published.	F
111.	To consider the appointment of an Internal Auditor for the 2024/25 financial year.	
112.	<p>To consider the planning applications from Wakefield Council.</p> <p>062 - Validated Applications - 09.09.2024.pdf 064 - Validated Applications - 24.09.2024.pdf 066 - Validated Applications - 01.10.2024.pdf</p> <p>(These lists have previously been circulated upon receipt.)</p>	
113.	To review the Town Councils Vexatious or Abusive Complaints Policy.	G
114.	To discuss and determine the appropriate course of action regarding a complaint that may meet the criteria for vexatious complaints, as set out in the Council's Vexatious or Abusive Complaints Policy.	

**MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL**

Held on Tuesday 10th September 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard
Councillor A Bones – Mayor of Normanton
Councillor T Goodwin
Councillor S Hudson
Councillor M Jennings
Councillor H Jones
Councillor F Marchant
Councillor P Marchant
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan – Deputy Mayor of Normanton
Councillor C Parsons
Councillor J Pritchard
Councillor M Rowley
Councillor A Samuels
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
Reverend Alan Murray – Mayors Chaplain
District Councillor A Khan
One member of the public

Absent: Councillor L Masterman
Councillor P Sampson
Councillor R Seal
Councillor D South

068. Prayers.

The Mayors Chaplain led the Council in prayers.

069. To receive announcements from the Mayor.

The Mayor thanked everyone who attended the recent Brass Band Concert. The Mayor reported that she was looking forward to the Gala Weekend and hoped to see many Councillors supporting the event.

- 070. To receive apologies for absence.**
RESOLVED that apologies for absence be received on behalf of Councillors L Masterman, P Sampson and R Seal.
- 071. To receive members declarations of interest.**
There were no declarations of interest recorded.
- 072. To receive questions and comments from members of the public.**
There were no questions or comments raised by members of the public.
- 073. To receive and sign the minutes of a meeting of Normanton Town Council.**
RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 9th July 2024 (Minute Numbers 046-067; Pages 17-21) be received as a true record and signed by the Mayor.
- 074. To receive the notes of the Allotments Liaison Group.**
RESOLVED that the notes of the Allotments Liaison Group held on Wednesday 10th July 2024 be received.
- 075. To receive the minutes of a meeting of the Allotments Committee.**
RESOLVED that the minutes of the Allotments Committee held on Tuesday 16th July 2024 (Minute Numbers 017-029; Pages 9-13) be received.
- 076. To receive the minutes of a meeting of the Finance Committee.**
RESOLVED that the minutes of the Finance Committee held on Monday 12th August 2024 (Minute Numbers 001-013; Pages 1-3) be received.
- 077. To receive the minutes of a meeting of the Events Committee.**
RESOLVED that the minutes of the Events Committee held on Tuesday 13th August 2024 (Minute Numbers 010-016; Pages 5-8) be received.
- 078. To receive the minutes of a meeting of the Property Committee.**
RESOLVED that the minutes of the Property Committee held on Monday 19th August 2024 (Minute Numbers 021-035; Pages 5-7) be received.

079. To receive the minutes of a meeting of the Staffing Committee.

RESOLVED that the minutes of the Staffing Committee held on Tuesday 20th August 2024 (Minute Numbers 001-019; Pages 1-4) be received.

080. To receive the minutes of the Allotments Committee.

RESOLVED that the minutes of the Allotments Committee held on Wednesday 28th August 2024 (Minute Numbers 030-039; Pages 14-18) be received.

081. To consider a request for dispensation from Councillor T Goodwin to discuss and vote on the Precept.

It was reported that a request for dispensation had been received from newly co-opted Councillor T Goodwin who is a resident in Normanton, to enable them to discuss and vote on the budget and precept.

RESOLVED that the dispensation request be granted, on the grounds that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business. The request for dispensation would be approved until the date of the next election in 2027.

082. To receive Councillors attendance records for the 2023/24 municipal year.

RESOLVED that the Councillors attendance record be received.

083. To receive reports from District Councillors.

Councillor D Wilton for the Normanton Ward provided a written report which referred to:

- Surge of fires in the Normanton Ward – Police, Fire Service and Council continuing to work together to resolve the issue and identify those responsible.
- CCTV – All cameras are working, and an update will be provided at the next meeting.
- Planning – two large scale planning proposals had been submitted at Wakefield Road and Newland Lane. Ward Councillors would be objecting.

Councillor Medford for the Normanton Ward provided an update on the following matters:

- Haw Hill Park Pond – Chemicals have not achieved the desired result and there are a number of options being considered including a solar fountain, water source, replacing the fish,

reducing the number of ducks etc. Quotes are being obtained to carry out the required works.

- A disabled parking bay has been reinstalled for a resident following street resurfacing.
- Benson Lane – continuing to get feedback from residents.
- Cars in the High Street – the Police have been asked to ticket drivers who use the High Street at the wrong times.

Councillor A Khan for the Normanton Ward reported on the following matters:

- There were a number of Highways issues raised by the Town Council, some of which have been responded to and others are awaiting a response.
- Bollards – The bollards in the High Street have been delayed until January 2025.
- Wakefield Road Traffic Calming – Residents have been consulted and they were now moving to the construction phase – it is hoped that the work can be carried out in 2025.
- Cemetery – Drug use and damage - Increased security is being provided, police are aware, and they are looking into CCTV.

Councillor J Pritchard for the Altofts & Whitwood Ward reported on the following matters:

- Consultation on the crossing at Church Road has now closed.
- £10,000 funding has been awarded to the Brig for the creation of new football pitches.
- Ward Councillors have objected to the planning application at Pope Street.
- Work is ongoing with Planning Enforcement over the Taylor Wimpy site at Station Road. There were reports that the footpath had been obstructed leading to dead man's tunnel and that work was being carried out at 8am on a Sunday morning.
- The construction traffic was too big to access the site at Station Road and a new entrance would need to be created.
- The access is from Station Road only and no access will be available from the rear of the site.
- Work is ongoing to try to get the crossing moved to a better position.

RESOLVED that the reports be received.

The Town Clerk reported on the following matters:

- Upcoming events including the Gala, Flower Show and Talk & Slide Show – members were reminded to reply to their invitations.
- The layout of the Gala stalls had been altered due to the newly installed bench.
- The roof leak in the Council Chamber had been attended to by the landlord and redecoration would be carried out once the area had dried out.
- A review of polling stations was being carried out – a link would be shared for people to comment.
- The Cabinet Member for Highways had been invited to a meeting to discuss highways issues however, he advised that all issues should be reported via the ward councillors.
- A response was provided on speeding in Altofts which stated that ‘currently, due to average speeds falling below the limit, as well as the accident statistics showing no correlation to excess speeds, we do not see these roads as a priority for any further interventions at this time.’
- A response was provided on speeding on Queen Elizabeth Drive which stated that 85% of vehicles are travelling at or below 34.4 mph. In the last five years there have been 5 slight and 3 serious accidents. ‘Unfortunately based on the above figures I am unable to recommend that this site be put forward for consideration for new works at the present time and I would not be in a position to recommend traffic calming measures at present’.
- A response was provided on the overgrown grass and weeds on the footpath at the bypass ‘due to the length of this bridleway it is ongoing work, the bridleway has been maintained and although there is some overgrowth, it is passable for members of the public. Going forward, it will be monitored and maintained as and when necessary’.

RESOLVED that the report be received.

085. To receive updates from members who attend external organisations.

Councillor S Hudson reported that the Community First Responders had recruited another volunteer for the area.

RESOLVED that the report be received.

RESOLVED that the notes of the PACT meeting dated 11th July 2024 be received.

087. To receive updates from Council representatives on Outside Bodies.

Councillor K Wilson, JP, reported that the Freeston Foundation were continuing to work on the development of the Pingle Field for social housing.

088. To consider the disposal of the former Edward Street Allotment Site.

The Council considered a detailed report on the potential disposal of land at Edward Street which is held for allotment use but has not been used as allotments in the last 25 years.

Members were satisfied that there was sufficient provision in the area and wished to proceed with the disposal.

It was noted that the restrictive covenants in place prevented the land from being used for development and the land would therefore remain in use for farming and grazing.

The next step would be to consult with the National Society of Allotment and Leisure Gardeners before an application to the Secretary of State.

RESOLVED that the Council agreed to dispose of the land and contact be made with the NSALG and Secretary of State.

089. To consider the list of invoices due for payment in September 2024.

RESOLVED that the list of payments totalling £7,568.69 (£935.19 VAT) be approved for payment.

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

090. To receive the list of payments made between meetings.

RESOLVED that the list of payments made between meetings totalling £16,278.45 (£410.32 VAT) for July 2024 and £44,474.75 (£5,195.21 VAT) for August 2024 be approved.

A copy of the list of payments made between meetings can be found at Appendix 2.

RESOLVED that the bank reconciliation for 30th June 2024 showing a balance of £315,408.80 be received.

RESOLVED that the bank reconciliation for 31st July 2024 showing a balance of £288,469.99 be received.

092. To consider the planning applications from Wakefield Council.

RESOLVED that the planning lists be received, and the following objections be submitted.

[048 - Validated Applications - 15.07.2024.pdf](#)

[050 - Validated Applications - 24.07.2024.pdf](#)

[052 - Validated Applications - 29.07.2024.pdf](#)

[054 - Validated Applications - 05.08.2024.pdf](#)

[056 - Validated Applications - 12.08.2024.pdf](#)

[058 - Validated Applications - 27.08.2024.pdf](#)

[060 - Validated Applications - 02.09.2024.pdf](#)

24/01256/FUL Land West of Wakefield Road
Residential development of 331 dwellings

The Clerk was delegated authority to submit an objection based on material planning considerations.

24/00467/FUL Land off Newland Lane
Residential development of 123 dwellings

The Clerk was delegated authority to submit an objection based on material planning considerations.

093. To consider the Councils response (if any) to the planning approval at Station Road.

Members discussed the approved planning permission at Station Road and agreed that the matters were all in hand with the Ward Councillors. They would continue to keep us up to date on any issues. No further action was required from the Town Council at this time.

RESOLVED that the update be noted, and no further action be taken.

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

Item 089 - Invoices due for payment in September 2024

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank
271	10.09.2024	£8.37	£1.67	£10.04	Employee Expenses - Fuel	Glasshoughton Service Station	15.07.2024	Unity Current
270	10.09.2024	£22.50	£0.00	£22.50	Employee Expenses	Employees	10.09.2024	Unity Current
269	10.09.2024	£45.20	£9.04	£54.24	Shredding	Class Office Equipment Ltd	16.08.2024	Unity Current
268	10.09.2024	£196.64	£39.32	£235.96	Photocopier Charges	RISO (UK) Ltd	16.08.2024	Unity Current
267	10.09.2024	£500.00	£0.00	£500.00	Small Grant	All Saints Church	10.09.2024	Unity Current
266	10.09.2024	£480.00	£96.00	£576.00	Advertising	Advertiser Office Printers	20.08.2024	Unity Current
265	10.09.2024	£360.00	£72.00	£432.00	Lift Examination	Pinnacle Elevators	21.08.2024	Unity Current
264	10.09.2024	£1,385.79	£277.16	£1,662.95	Litter Collection	Wakefield Council	05.09.2024	Unity Current
263	10.09.2024	£135.00	£0.00	£135.00	Flowers	Calli-Fleur by Design	06.09.2024	Unity Current
262	10.09.2024	£700.00	£0.00	£700.00	Gala Programmes	Advertiser Office Printers	30.08.2024	Unity Current
261	10.09.2024	£2,200.00	£440.00	£2,640.00	Gala Band	Back Chat Brass	07.09.2024	Unity Current
260	10.09.2024	£600.00	£0.00	£600.00	Event Presenting	Ian Jefferson Presenting & PA	10.09.2024	Unity Current
		£6,633.50	£935.19	£7,568.69				

Voucher No	Date	Net	VAT	Total	Description	Supplier	TYPE	Invoice Date	Bank
194	10.07.2024	£435.51	£87.10	£522.61	Hygiene Services	Cathedral Leasing Ltd	DD	10.07.2024	Unity Current
195	01.07.2024	£0.00	£0.00	£0.00	Utilities	Octopus Energy Ltd	N/A		Unity Current
196	22.07.2024	£285.77	£57.15	£342.92	HR and H&S Advice	Citation	DD	21.07.2024	Unity Current
197	29.07.2024	£355.44	£71.09	£426.53	IT Support	Pro Logic Computers (UK) Ltd	DD	14.07.2024	Unity Current
198	24.07.2024	£9,435.15	£0.00	£9,435.15	Salaries & Wages	Employees	IB	24.07.2024	Unity Current
199	30.07.2024	£2,275.91	£0.00	£2,275.91	Pension	West Yorkshire Pension Fund	IB	30.07.2024	Unity Current
200	30.07.2024	£1,891.81	£0.00	£1,891.81	PAYE / NIC	HMRC	DD	30.07.2024	Unity Current
201	22.07.2024	£45.59	£9.12	£54.71	Telephone Bill - Town Hall	DRDCommunications	DD	01.07.2024	Unity Current
202	16.07.2024	£33.25	£0.00	£33.25	Water Bill	Everflow Water	DD	08.07.2024	Unity Current
203	30.07.2024	£90.65	£18.13	£108.78	Telephone & Broadband	NGC Networks	DD	16.07.2024	Unity Current
204	02.07.2024	£127.45	£25.49	£152.94	Website Hosting	Multi-Web-Services Ltd	DD	02.07.2024	Unity Current
205	03.07.2024	£30.00	£0.00	£30.00	Allotment Rent Refund	WT Tenant	IB		Unity Current
206	11.07.2024	£120.00	£24.00	£144.00	Window Cleaning	Wipe Clean	IB	05.06.2024	Unity Current
207	11.07.2024	£122.85	£0.00	£122.85	Mayors Expenses	Mayor of Normanton 2024-25	IB		Unity Current
208	01.07.2024	£4.17	£0.83	£5.00	Dishwasher Tablets	Asda	PC	20.06.2024	Petty Cash
209	04.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda	PC	04.07.2024	Petty Cash
210	10.07.2024	£5.75	£0.00	£5.75	Refreshments	Asda	PC	10.07.2024	Petty Cash
211	11.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda	PC	11.07.2024	Petty Cash
212	11.07.2024	£0.70	£0.00	£0.70	Refreshments	Asda	PC	11.07.2024	Petty Cash
213	18.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda	PC	18.07.2024	Petty Cash
214	25.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda	PC	25.07.2024	Petty Cash
215	29.07.2024	£1.45	£0.00	£1.45	Refreshments	Asda	PC	29.07.2024	Petty Cash
216	16.07.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	DD	02.07.2024	Lloyds Card
217	16.07.2024	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink	CARD	15.06.2024	Lloyds Card
218	16.07.2024	£5.00	£1.00	£6.00	Mobile Phone Contract	Smarty	CARD	08.06.2024	Lloyds Card
219	16.07.2024	£133.33	£26.67	£160.00	Skip Hire	Pickup Skips	CARD	20.06.2024	Lloyds Card
220	16.07.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	DD	02.07.2024	Lloyds Card
221	16.07.2024	£433.34	£86.66	£520.00	Skip Hire	Pickup Skips	CARD	11.06.2024	Lloyds Card
		£15,868.13	£410.32	£16,278.45					

Voucher No	Date	Net	VAT	Total	Description	Supplier	TYPE	Invoice Date	Bank
167	12.08.2024	£900.00	£180.00	£1,080.00	Marquee Hire	Elite Event Hire	IB	16.08.2024	Unity Current
178	16.08.2024	£250.00	£50.00	£300.00	Concrete Patching	RCW Building Solutions	IB	07.08.2024	Unity Current
179	16.08.2024	£120.00	£24.00	£144.00	Window Cleaning	Wipe Clean	IB	07.04.2024	Unity Current
180	16.08.2024	£250.53	£50.11	£300.64	Fire Alarm Service	Chubb Fire & Security	IB	12.08.2024	Unity Current

181	16.08.2024	£20.98	£4.20	£25.18	Charging Pack	Pro Logic Computers (UK) Ltd	IB	25.07.2024	Unity Current
182	16.08.2024	£480.00	£96.00	£576.00	Advertising	Advertiser Office Printers	IB	25.07.2024	Unity Current
183	16.08.2024	£1,206.00	£241.20	£1,447.20	Event Security	TD Events	IB	16.07.2024	Unity Current
184	16.08.2024	£6,215.00	£1,243.00	£7,458.00	Gala Entertainment	Midland Entertainment	IB	16.07.2024	Unity Current
185	16.08.2024	£3,620.00	£724.00	£4,344.00	Sound & Stage Hire	MB Audio Visual LTD	IB	15.07.2024	Unity Current
186	16.08.2024	£74.69	£14.94	£89.63	Literature Holders	D3 Office Group	IB	12.07.2024	Unity Current
187	16.08.2024	£45.20	£9.04	£54.24	Shredding	Class Office Equipment Ltd	IB	09.07.2024	Unity Current
188	16.08.2024	£45.58	£0.00	£45.58	Employee Expenses	Employees	IB	16.08.2024	Unity Current
189	16.08.2024	£350.00	£70.00	£420.00	Fixed Wiring Testing	Innova Electrical	IB	05.08.2024	Unity Current
190	16.08.2024	£5,000.00	£1,000.00	£6,000.00	Gala Fireworks	Fuse Fireworks	IB	01.08.2024	Unity Current
191	16.08.2024	£2,495.00	£499.00	£2,994.00	Decorating	RCW Building Solutions	IB	07.08.2024	Unity Current
192	16.08.2024	£380.00	£76.00	£456.00	Barrier Hire	Yorkshire Fence Hire Ltd	IB	18.07.2024	Unity Current
193	06.08.2024	£12.00	£0.00	£12.00	Allotment Rent Refund	Paul Cragg	IB	06.08.2024	Unity Current
222	15.08.2024	£251.54	£12.58	£264.12	Utilities	Octopus Energy Ltd	DD	07.08.2024	Unity Current
223	21.08.2024	£285.77	£57.15	£342.92	HR and H&S Advice	Citation	DD	21.08.2024	Unity Current
224	28.08.2024	£365.49	£73.10	£438.59	IT Support	Pro Logic Computers (UK) Ltd	DD	14.08.2024	Unity Current
225	27.08.2024	£8,609.92	£0.00	£8,609.92	Salaries & Wages	Employees	IB	27.08.2024	Unity Current
226	31.08.2024	£2,104.14	£0.00	£2,104.14	Pension	West Yorkshire Pension Fund	IB	31.08.2024	Unity Current
227	30.08.2024	£1,565.32	£0.00	£1,565.32	PAYE / NIC	HMRC	DD	30.08.2024	Unity Current
228	21.08.2024	£44.84	£8.97	£53.81	Telephone Bill - Town Hall	DRDCommunications	DD	01.08.2024	Unity Current
229	16.08.2024	£565.51	£0.00	£565.51	Water Bill	Everflow Water	DD	08.08.2024	Unity Current
230	30.08.2024	£90.65	£18.13	£108.78	Telephone & Broadband	NGC Networks	DD	16.08.2024	Unity Current
231	29.08.2024	£418.00	£83.60	£501.60	Photocopier Lease	Siemens Financial Services	DD	29.07.2024	Unity Current
232	02.08.2024	£127.45	£25.49	£152.94	Website Hosting	Multi-Web-Services Ltd	DD	02.08.2024	Unity Current
233	16.08.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	DD	02.08.2024	Lloyds Card
234	16.08.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	DD	02.08.2024	Lloyds Card
235	16.08.2024	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink	CARD	14.07.2024	Lloyds Card
236	16.08.2024	£0.83	£0.16	£0.99	Phone Backup	Apple	CARD	03.07.2024	Lloyds Card
237	16.08.2024	£5.00	£1.00	£6.00	Mobile Phone Contract	Smarty	CARD	08.07.2024	Lloyds Card
238	16.08.2024	£57.46	£11.49	£68.95	Mobile Wifi	Argos	CARD	02.07.2024	Lloyds Card
239	16.08.2024	£4.57	£0.91	£5.48	Plumbing Materials	Screwfix	CARD	02.07.2024	Lloyds Card
240	16.08.2024	£256.20	£51.24	£307.44	Flags & Bunting	Hampshire Flags	CARD	02.07.2024	Lloyds Card
241	16.08.2024	£26.67	£5.33	£32.00	Clocks	IKEA	CARD	03.07.2024	Lloyds Card
242	16.08.2024	£17.99	£3.60	£21.59	iPad Case	Amazon	CARD	04.07.2024	Lloyds Card
243	16.08.2024	£21.67	£2.33	£24.00	Wristbands	AA Wristbands	CARD	08.07.2024	Lloyds Card
244	16.08.2024	£5.00	£0.00	£5.00	Bank Charges	Lloyds Bank	DD	09.07.2024	Lloyds Card

245	16.08.2024	£7.15	£0.00	£7.15	PDF Software	PDF Escape	CARD	11.07.2024	Lloyds Card
246	16.08.2024	£40.08	£8.02	£48.10	Cool Boxes	The Range	CARD	11.07.2024	Lloyds Card
247	16.08.2024	£76.28	£0.00	£76.28	Party @ Haw Hill Refreshments	TESCO	CARD	12.07.2024	Lloyds Card
248	16.08.2024	£22.47	£4.50	£26.97	Traffic Cones	Screwfix	CARD	12.07.2024	Lloyds Card
249	16.08.2024	£52.44	£10.49	£62.93	Traffic Cones	Screwfix	CARD	12.07.2024	Lloyds Card
250	16.08.2024	£70.00	£0.00	£70.00	Party @ Haw Hill Refreshments	TinyIdea	CARD	13.07.2024	Lloyds Card
251	16.08.2024	£53.56	£6.71	£60.27	Catering Supplies	Booker Ltd	CARD	18.07.2024	Lloyds Card
252	16.08.2024	£35.00	£7.00	£42.00	ID Badges	We Print Gifts	CARD	19.07.2024	Lloyds Card
253	01.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	01.08.2024	Petty Cash
254	08.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	08.08.2024	Petty Cash
255	15.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	15.08.2024	Petty Cash
256	22.08.2024	£0.83	£0.17	£1.00	Cleaning Materials	Asda	PC	22.08.2024	Petty Cash
257	22.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	22.08.2024	Petty Cash
258	28.08.2024	£8.32	£1.67	£9.99	Salt	Screwfix	PC	28.08.2024	Petty Cash
259	29.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	29.08.2024	Petty Cash
6	16.08.2024	£2,425.00	£485.00	£2,910.00	Toilet Hire	G&S Toilet Hire Ltd	IB	13.09.2024	Unity Current
7	16.08.2024	£160.00	£32.00	£192.00	Toilet Hire	G&S Toilet Hire Ltd	IB	14.09.2024	Unity Current
		£39,279.54	£5,195.21	£44,474.75					

NORMANTON TOWN COUNCILTuesday 8th October 2024**TEMPORARY BANKING HUB**

This report outlines the preliminary considerations for the potential use of Normanton Town Hall as a Temporary Banking Hub, following an initial expression of interest from 'Access to Cash'. The Town Hall is one of several sites being evaluated, and this report highlights the basic requirements and implications for the Council to consider before detailed discussions by the Property Committee.

Proposal Overview:

Access to Cash has indicated that the Town Hall could be a suitable venue for a Temporary Banking Hub. They propose using a designated room or rooms for a period of six months, beginning in January 2025. The service would be operational from 9am to 5pm, Monday to Friday, during which time the Town Hall would need to be accessible.

From an initial survey, the most suitable rooms would either be the Waiting Room which may be a little tight for space or alternatively, the Talking Newspaper Room and Community Room 3 which offer more space and would require less infrastructure.

Key Considerations:**1. Operating Hours:**

The Town Hall would need to remain open for extended hours (9am-5pm, Monday to Friday) to accommodate the hub.

2. Staffing:

There will be staffing implications related to opening the building for these extended hours. Access to Cash have indicated that they are willing to cover any additional staffing costs.

3. Financial Implications:

While Access to Cash has stated they will cover additional operational costs, there may be associated administrative or infrastructure costs that should be clarified in future discussions.

4. Council Approval:

The Council's approval is sought to continue exploring this option. Should the Council be agreeable, a more detailed report will be developed after further consultation with Access to Cash and other relevant parties.

Conclusion:


At this stage, the Council is asked to consider if they support the use of the Town Hall as a potential site for the Temporary Banking Hub. A detailed report will follow once a preferred location has been determined by Access to Cash.

NORMANTON TOWN COUNCILTuesday 8th October 2024**INCOME RECEIVED**

Members are requested to note receipt of the following income:

15.04.24	Precept – First Instalment	£179,891.72
23.04.24	VAT Refund – Q4 2023/24	£6,825.87
13.09.24	Precept – Second Instalment	£179,891.72

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		

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Normanton Town Council – WY0056**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 1 has been incorrectly completed, as the asset register needs updating. This is consistent with the Internal Auditor’s response to Internal Control Objective H. The smaller authority has confirmed that it is in the process of updating the register.

The AGAR was not accurately completed before submission for review.:

- The smaller authority has not restated the prior year figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners’ Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This matter was also raised by the internal auditor in the completion of the Annual Internal Audit Report and their detailed report.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18/09/2024

NORMANTON TOWN COUNCIL

Tuesday 8th October 2024

NOTICE OF CONCLUSION OF AUDIT

The External Audit report has been received and must be published before 30th September 2024.

I confirm that the Notice of Conclusion of Audit along with the AGAR Sections 1, 2 & 3 was published on 25th September 2024.

The notices were published on the Website www.normantontowncouncil.co.uk and the notice board outside the Town Hall.

These notices will remain in place for 14 days.

The AGAR Sections 1, 2 & 3 will remain available for a period of not less than 5 years from the date of publication.

NORMANTON TOWN COUNCIL

VEXATIOUS OR ABUSIVE COMPLAINTS

This policy sets out Council's stance on vexatious or abusive complaints, demands and/or repeated requests for information including Freedom of Information requests and how they will be dealt with.

Vexatious or Abusive Complaints/Freedom of Information Requests

Most complainants or people making Freedom of Information requests behave in legitimate ways. A very small minority make complaints/requests that are vexatious, in that they persist unreasonably with their complaints/requests or make complaints/requests in order to make life difficult for the Council rather than genuinely to resolve a grievance.

The Council recognises that it is important to distinguish between people who make a number of complaints/requests because they genuinely believe things have gone wrong, and people who are seeking to subvert the legitimate business of the council. It is acknowledged that complainants will often be frustrated and aggrieved and it is therefore important to consider the merits of each case rather than the way in which they are expressed.

It is not necessary to meet a person's unreasonable demands, or to answer every single point in an unreasonable letter. Judgement will be required to separate a person's legitimate queries from those that are unreasonable, often within the same complaint. Skill will be required to respond tactfully and sympathetically. If the person's persistence adversely affects the Council's ability to do its work and provide a service to others, the Parish Council need to address such behaviour.

Where the Clerk is of the view that complaints, requests or persons could be identified as vexatious (in accordance with the criteria set out in Appendix 1), the Clerk will refer the matter to the Council for a decision and their determination of what action to take. The Clerk will implement such action and will notify the complainant that their complaint/request is considered as vexatious and what action that will be taken. This notification will be copied to all Councillors and a record kept of the reasons why a complaint/request has been classified as vexatious.

The Council may deal with vexatious complaints/requests in one or more of the following ways:

- In a letter, setting out a code of commitment and responsibilities for the parties involved if the Parish Council is to continue processing the complaint/request. If these terms are contravened, consideration will then be given to implementing other action as indicated below.
- Decline contact with the complainant, either in person, by telephone, fax, email or any combination of these, provided that one form of contact is maintained which will usually be by conventional post (letter).
- Notify the complainant/requestor in writing that the Council has responded to the points raised and tried to resolve the complaint/request but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant/requestor will also be notified that the correspondence is at an end and the Council does not intend to engage in further correspondence dealing with the complaint/request.

- Inform the complainant/requestor that the Council intends to seek legal advice on unreasonable or vexatious complaints/requests and behaviour.
- Temporarily suspend all contact with the complainant / requestor in connection with the issues relating to the complaint/request being considered.

Restricting Contact

Any restrictions will be appropriate and proportionate to the nature of the person's contacts with the Council at the time such as:

- Placing time limits on telephone conversations and personal contacts;
- Limiting the person to one form of contact (letter);
- Requiring the person to communicate only with one named employee/member;
- If a complaint is currently going through the Council's complaints procedure, asking the complainant to enter into a written agreement about their future conduct if the complaint is to be progressed;
- Closing the investigation into a complaint;
- Refusing to register and process further complaints/requests providing the person with acknowledgements only;
- Banning a person from the Council's premises;
- Involving the police where the person is believed to have committed a criminal offence (harassment, assault or criminal damage), where assault is threatened, or the complainant refuses to leave council premises.

The Clerk will inform the complainant/requestor in writing why a decision has been made to restrict or stop future contact, the contact arrangements and the length of time that these restrictions will be in place.

There should never be a blanket ban for an unspecified period of time unless the Council is legally required to do so following a police investigation. The Council should always try to maintain one form of contact which will normally be by way of conventional post (letter). In extreme situations the Council will tell the complainant in writing that they must restrict contact to communication through a nominated advocate known and declared to be acting on their behalf.

In deciding which restrictions are appropriate, careful consideration will be given to balancing the rights of the individual with the need to ensure other residents, Council employees, councillors and co-opted members do not suffer any disadvantage or undue stress and the resources of the Council are used as effectively as possible.

Threatening and Abusive People and Harassment

We do not expect staff or members to tolerate unacceptable behaviour by people which causes or may cause undue stress. The Council believes that harassment is totally unacceptable. The Council will work to prevent any form of harassment from happening in the first instance and where it has already occurred, will work to prevent it from happening again.

Harassment is a term that is generally used to define unwelcome and unwarranted behaviour that affects the dignity of an individual or group of individuals. Harassment may also include actions characterised as offensive, intimidating, malicious, insulting or humiliating that attempts to undermine or injure an individual or group of individuals.

Where there is abusive or aggressive behaviour which produces damaging or hurtful effects, physically or emotionally, on the staff or members which includes, but not exclusively, verbal abuse (including name calling), bullying, shouting or swearing or threat of any of these behaviours the staff or members affected should step away from the situation and the person asked to leave the premises where appropriate.

This can mean terminating a conversation whether it is face to face or by telephone, advising that the conversation is being terminated, and in the case of such behaviour in a face-to-face contact in the office or public meeting the person should be asked to leave the premises.

All such incidences must be documented. This will, in itself, cause personal contact with the complainant to be discontinued and the complaint will, thereafter, only be continued through written communication by post.

Any complainant/requestor who threatens or uses physical violence towards staff or members will receive written confirmation that they are being treated as a vexatious complainant/requestor and informed of the action that will be taken.

Legal References

Under the Freedom of Information Act 2000 Section 14(1), public authorities do not have to comply with vexatious requests. The Council also has a legal duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees and members.

Appendix 1

Definition of a Vexatious Complainant/Requestor

This definition applies equally to someone making a complaint and to someone making a request for information.

Complainants (and/or anyone acting on their behalf) may be deemed to be vexatious where contact with them shows that they meet one or more of the following criteria:

- * Persist in pursuing a complaint/request where the Council's Complaints Procedure or the Freedom of Information procedure has been fully implemented & exhausted.
- * Persistently change the substance of a complaint/request or continually raise new issues or seek to prolong contact by continually raising further concerns or questions upon receipt of a response.
- * Are repeatedly unwilling to accept evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
- * Repeatedly do not clearly identify the precise issues which they wish to raise despite reasonable efforts of the Council to address their concerns, and/or where the concerns identified are not within the remit of the Council.
- * If the complaint/request is about essentially the same matter that has already been considered, with only very minor differences, and does not contain any new information. The most difficult vexatious complaints to deal with are often complaints that are slightly different from the original complaint, but about the same broad area of activity.
- * Regularly focus on a trivial matter to an extent which is out of proportion to its significance. It is recognised that determining what is a trivial matter can be subjective and careful judgement must be used in identifying frivolous complaints.
- * Have threatened or used physical violence towards staff or members at any time.
- * Have had an excessive number of contacts with the Council - placing unreasonable demands on staff or members. Discretion will be used in determining the precise of number of excessive contacts applicable under this section, using judgement based on the specific circumstances of each individual case.
- * Have harassed or been personally abusive or verbally aggressive towards staff or members dealing with the complaint/grievance. The Council recognise, however, that complainants may sometimes act out of character in times of stress, anxiety or distress and should make reasonable allowances for this. All instances of harassment, abusive or verbally aggressive behaviour will be documented.

- * Have harassed or been personally abusive or verbally aggressive towards any Members of the Council (Councillors) or co-opted members whether this has been on a face-to-face contact or at public meetings.
- * Are known to have recorded meetings or conversations without the prior knowledge and consent of other parties involved and/or have impersonated any member of staff or Councillors with the objective of soliciting information for whatever purpose.
- * Seeking to coerce, intimidate or threaten staff, Councillors or other people involved, whether by use of language, tone of voice or behaviour including body language.
- * Repeatedly raise grievances which are already proven to be without substance or foundation.