

NORMANTON TOWN COUNCIL



MINUTES OF THE FINANCE COMMITTEE

Held on Tuesday 28th January 2025 at 1:30pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor A Bones
Councillor M Jennings
Councillor B Mayne – Chairman
Councillor P Mayne
Donna Johnston – Town Clerk & RFO

Absent: Councillor H Jones
Councillor J Pritchard
Councillor P Sampson
Councillor R Seal
Councillor K Wilson, JP

028. To receive apologies for absence.

RESOLVED: that apologies for their inability to attend be received on behalf of Councillors H Jones, J Pritchard, P Sampson, R Seal and K Wilson, JP.

029. To receive members declarations of interest.

RESOLVED: that the following declarations of interest be received:

Councillor A Bones

Pecuniary Interest

Item 39 – Purchase of Past Mayors Badge

Councillor A Bones is the serving Mayor and the recipient of the Past Mayors Badge.

Councillor E Blezard

Non-Pecuniary Interest

Item 35 – Small Grants

Member of the Alice Bacon Memorial Trust.

DRAFT

Councillor P Mayne
Non-Pecuniary Interest
Item 35 – Small Grants
Member of the Alice Bacon Memorial Trust.

030. 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 22nd October 2024 (Minute Numbers 014-027; Page Numbers 4-6) be received as a true record and signed by the Chairman.

031. To receive the cashbook for months 7-9 of the 2024/25 financial year.

RESOLVED: that the cashbook for months 7-9 of the 2024/25 financial year be received.

032. To receive the bank reconciliation for months 7-9 of the 2024/25 financial year.

RESOLVED: that the bank reconciliation for month 7 showing a balance of £382,819.07, month 8 showing a balance of £341,870.92, and month 9 showing a balance of £318,123.97 be received.

033. To receive the balance Sheet for Month 9 of the 2024/25 financial year.

RESOLVED: that the balance sheet for month 9 showing a balance of £326,918.76 be received.

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

RESOLVED: that the budget document to month 9 of the 2024/25 financial year showing income of £388,080.32 and expenditure of £287,371.86 be received.

RESOLVED: that telephony related costs be moved from the Property Committee budget to the Finance Committee budget.

035. To consider applications for funding from the Small Grants Fund.

RESOLVED: that the following Small Grants be awarded:

Spectrum Children’s Drama Company	£500.00
Acorn Alternative Provision	£500.00
The Well Project – Meet n Eats Diner	£500.00
The Well Project – Easter Egg Hunt	£500.00

DRAFT

Prickly Edge Hedgehog Rescue	£492.79
Normanton Knights ARLFC	£500.00
Prince of Wales Hospice	£500.00
Friends of Altofts Library	£450.00
Alice Bacon Memorial Trust	£500.00
Altofts Bowling Club	£499.00
Normanton Musical Theatre Society	£500.00
Altofts Cricket Club	£500.00
TOTAL	£5,941.79

RESOLVED: that the unspent budget of £558.21 be earmarked under the Small Grants EMR.

036. To receive an update on Community Infrastructure Levy received.

A report was provided on the receipt of Community Infrastructure Levy from 2016 to date. It was noted that a total of £80,231.37 had been received and £76,543 had been spent on the refurbishment of the Town Hall in line with the CIL Priorities Policy.

A total of £3,741.53 was retained with the following expenditure deadlines:

£ 138.88	October 2026
£3,549.49	April 2027
£ 53.16	October 2029

Members requested that this item be placed on the agenda every six months following receipt of the CIL monies.

RESOLVED: that the report be received and the CIL priorities be reviewed in the new financial year.

037. To consider a report from the Independent Remuneration Panel on Town Councillor Allowances.

Members considered the report of the Independent Remuneration Panel on the allowances currently paid to Normanton Town Council.

The current allowance had been implemented in 2006 at £110.00 per year subject to PAYE.

The recommendation of the report was to increase the allowance to £200.00 and that future increases be in line with any percentage increase agreed to Wakefield Council Member Allowances.

DRAFT

RESOLVED: that the report be received and the matter be referred to the next available meeting of Council.

- 038. To consider the quotes for the telephony and broadband services.**
Members considered a number of options for telephony and broadband services.

RESOLVED: that the telephony and broadband packages remain with their current providers on a new three-year contract.

Broadband (WCC)	NGC	£36.00/m
Broadband (NTH)	NGC	£34.00/m
Mobile 1	NGC	£10.00/m
Telephone System	DRD	£38.75/m
New Telephone (WCC)	DRD	£47.65
Set Up (WCC)	DRD	£9.99
Mobile 2 & 3	Online	£16.00/m

- 039. To note the purchase of a Past Mayors Badge for the Mayor.**
RESOLVED: that the purchase of the Past Mayors Badge from Michaels Civic Robes at a cost of £246.75 + VAT be noted.

- 040. To consider a request from Wakefield Council to provide funding towards the refurbishment of the Jubilee Obelisk.**
Members considered a request for a contribution towards the repair of the Jubilee Obelisk in the Town Centre. It was noted that an order for the works has already been placed by Wakefield Council.

RESOLVED: that the request to fund the Obelisk improvements be declined.

- 041. To consider and approve the budget for the 2025/26 financial year.**
RESOLVED: that the budget for the 2025/26 financial year be agreed as follows:

Expenditure

Finance Committee	£88,695
Allotments Committee	£22,000
Events Committee	£87,248
Property Committee	£70,672
Staffing Committee	£190,116
	£458,731.00

Income

Finance Committee	£8,500
Allotments Committee	£8,643
Events Committee	£5,350
Property Committee	£1,160
Staffing Committee	£0
	£23,653.00

The budgeted income and expenditure leave a shortfall of £435,078 which would be funded through reserves and the precept.

042. To consider the precept for the 2025/26 financial year.

RESOLVED: that the precept for the 2025/26 financial year be recommended to Council at £367,339.

Expenditure Budget	£458,731
LESS Income	-£23,653
LESS Earmarked Reserves	-£49,573
SHORTFALL	£385,504
	(adjusted for rounding)

Contribution from General Reserves	-£18,165
PRECEPT	£367,339

The Year End General Reserve has been forecasted at £110,000 and the contribution of £18,165 would leave a General Reserve of £91,835 which is equivalent of 3 months Precept in accordance with the Reserves Policy.

043. To review the Policy on Internal Controls

RESOLVED: that the Internal Controls Policy be reviewed and adopted.

044. To review the Policy on Mayor and Members Allowances and Expenses.

RESOLVED: that the Policy on Mayor and Members Allowances and Expenses be reviewed and adopted.

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