

# NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ  
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To all members of Normanton Town Council      Date:      24<sup>th</sup> January 2025

Dear Councillor,

You are hereby summoned to attend a **MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 4<sup>th</sup> February 2025** 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 4<sup>th</sup> February 2025 at 6.30pm at Normanton Town Hall

**AGENDA**

| <b>Item</b> | <b>Description</b>  | <b>Enclosure</b> |
|-------------|---|------------------|
| <b>152.</b> | <b>Prayers.</b>   |                  |
| <b>153.</b> | <b>To receive announcements from the Mayor.</b>   |                  |
| <b>154.</b> | <b>To receive apologies for absence.</b>  |                  |
| <b>155.</b> | <b>To receive members declarations of interest.</b>   |                  |
| <b>156.</b> | <b>To receive questions and comments from members of the public.</b><br>(Please refer to the rules for public session.)   |                  |
| <b>157.</b> | <b>To receive and sign the minutes of a meeting of Normanton Town Council.</b><br>Held on Tuesday 10 <sup>th</sup> December 2024 (Minute Numbers 135-151; Pages 40-44). | <b>A</b>         |
| <b>158.</b> | <b>To receive the minutes of the Staffing Committee.</b><br>Held on Tuesday 3 <sup>rd</sup> December 2024 (Minute Numbers 020-039; Pages 14-17).                        | <b>B</b>         |
| <b>159.</b> | <b>To receive the minutes of the Events Committee.</b><br>Held on Monday 9 <sup>th</sup> December 2024 (Minute Numbers 026-034; Pages 26-32).                           | <b>C</b>         |
| <b>160.</b> | <b>To receive the minutes of the Allotments Committee.</b><br>Held on Monday 16 <sup>th</sup> December 2024 (Minute Numbers 083-089; Pages 33-34).                      | <b>D</b>         |
| <b>161.</b> | <b>To receive the minutes of the Property Committee.</b><br>Held on Monday 16 <sup>th</sup> December 2024 (Minute Numbers 052-068; Pages 11-13).                        | <b>E</b>         |
| <b>162.</b> | <b>To receive the minutes of the Allotments Committee.</b><br>Held on Wednesday 15 <sup>th</sup> January 2025 (Minute Numbers 090-104; Pages 35-42).                    | <b>F</b>         |

|      |   |                              |
|------|---|------------------------------|
| 163. | <b>To receive the minutes of the Events Committee.</b><br>Held on Monday 20 <sup>th</sup> January 2025 (Minute Numbers 035-043; Pages 18-22).   | <b>G</b>                     |
| 164. | <b>To receive the minutes of the Finance Committee.</b><br>Held on Tuesday 28 <sup>th</sup> January 2025 (Minute Numbers 028-044; Pages 7 onwards).   | <b>H</b>                     |
| 165. | <b>To receive reports from District Councillors.</b><br>(For information only.)   |                              |
| 166. | <b>To receive a report from the Town Clerk.</b><br>(For information only.)  |                              |
| 167. | <b>To receive updates from members who attend external organisations.</b><br>(For information only.) <ul style="list-style-type: none"> <li>• Notes of the PACT Meeting – 14.11.2024</li> </ul>   | <b>I</b>                     |
| 168. | <b>To receive updates from Council representatives on Outside Bodies.</b><br>(For information only.)  |                              |
| 169. | <b>Budget 2025-26</b><br>To approve the budget for the 2025-26 Financial Year.  | <b>J</b>                     |
| 170. | <b>Precept 2025-26</b><br>To approve the precept for the 2025-26 Financial Year.  | <b>K</b>                     |
| 171. | <b>To consider the list of invoices due for payment in February 2025.</b>   | <b>L</b><br><b>To Follow</b> |
| 172. | <b>To receive the list of payments made in December 2024.</b>   | <b>M</b>                     |
| 173. | <b>To receive the Bank Reconciliation for November and December 2024.</b>   | <b>N</b>                     |
| 174. | <b>To consider the planning applications from Wakefield Council.</b><br><br><a href="#">088 - Validated Applications - 16.12.2024.pdf</a><br><a href="#">090 - Validated Applications - 23.12.2024.pdf</a><br><a href="#">001 - Validated Applications - 06.01.2025.pdf</a><br><a href="#">003 - Validated Applications - 13.01.2025.pdf</a><br><a href="#">005 - Validated Applications - 20.01.2025.pdf</a> |                              |

# NORMANTON TOWN COUNCIL



## MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 10<sup>th</sup> December 2024 at 6.30pm at Normanton Town Hall

Present: Councillor E Blezard  
Councillor T Goodwin  
Councillor S Hudson  
Councillor M Jennings  
Councillor H Jones  
Councillor M King  
Councillor L Masterman  
Councillor B Mayne  
Councillor P Mayne  
Councillor J Medford  
Councillor T Morgan – Deputy Mayor  
Councillor J Pritchard  
Councillor A Samuels  
Councillor R Seal  
Councillor D South  
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO  
Reverend Alan Murray – Mayors Chaplain

One member of the public

Absent: Councillor C Appleyard  
Councillor A Bones  
Councillor F Marchant  
Councillor P Marchant  
Councillor C Parsons  
Councillor P Sampson

In the absence of the Mayor, the Deputy Mayor chaired the meeting.

### 135. Prayers.

The Mayors Chaplain led the Council in prayers.

**136. To receive announcements from the Mayor.**

There were no announcements from the Mayor, but members referenced the Christmas Coffee morning that had been held earlier in the day and thanked those who supported the event.

**137. To receive apologies for absence.**

**RESOLVED:** that apologies for their inability to attend be submitted on behalf of Councillors C Appleyard, A Bones, F Marchant, and P Sampson.

**138. To receive members declarations of interest.**

**RESOLVED:** that the following declaration of interest be recorded.

Councillor M Jennings

Pecuniary Interest

Item 148 – Invoices for payment

Councillor M Jennings' expenses were listed for payment.

**139. To receive questions and comments from members of the public.**

One member of the public was in attendance who wished to speak on the matter of the Welbeck Landfill Site. The member of the public indicated that three minutes would not be sufficient.

**RESOLVED:** that Standing Orders be suspended to enable the member of public to speak for up to five minutes.

The member of the public congratulated Councillor Jennings on his efforts on behalf of the Town Council. They then went on to speak about various issues relating to the Welbeck landfill site.

The member of the public continued to speak after the five minutes had expired and refused to stop speaking at the request of the Deputy Mayor in accordance with Standing Order 2a.

**RESOLVED:** that the member of the public be no longer heard in accordance with Standing Order 2b.

**140. 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 12<sup>th</sup> November 2024 (Minute Numbers 115-134; Pages 34-39) be received as a true record and signed by the Deputy Mayor.

**141. To receive the minutes of the Allotments Committee.**

**RESOLVED:** that the minutes of the Allotments Committee held on Wednesday 6<sup>th</sup> November 2024 (Minute Numbers 052-58; Pages 24-25) be received.

**142. To receive the minutes of the Allotments Committee.**

**RESOLVED:** that the minutes of the Allotments Committee held on Wednesday 20<sup>th</sup> November 2024 (Minute Numbers 059-082; Pages 26-32) be received.

**143. To receive the notes of the Allotments Liaison Group.**

**RESOLVED:** that the notes of the Allotments Liaison Group held on Wednesday 13<sup>th</sup> November 2024 be received.

**144. To receive reports from District Councillors.**

Councillor J Medford for the Normanton Ward reported on the following matters:

- Cars using the High Street – Bollards estimated in Spring 2025.
- Dog fouling on the increase.
- Issues with school bus services being reduced.
- ASB at shared occupation houses.
- Objection for the planning application at Buckthorne Road.
- Consultation on 20mph speed limit at Benson Lane – results awaited.

Councillor J Pritchard for the Altofts Ward reported on the following issues:

- Footpath at Station Lane blocked and left dirty by builders - dealt with.

**RESOLVED:** that the reports be received.

**145. To receive a report from the Town Clerk.**

The Town Clerk reported on the following matters:

- Children's Christmas Party – Thank you to everyone who attended.
- Christmas Celebration on Thursday 12<sup>th</sup> December – everyone welcome.
- The office will close on Friday 20<sup>th</sup> December and will re-open on Monday 6<sup>th</sup> January 2025.

**RESOLVED:** that the report be received.

**146. To receive updates from members who attend external organisations.**

There were no updates from members who attend external organisations.

**147. To receive updates from Council representatives on Outside Bodies.**

Freeston Foundation – it was reported that much of the government funding for social housing projects was being allocated to projects which already have planning permission in place. Work is ongoing to get the project moving.

**RESOLVED:** that the report be received.

**148. To consider the list of invoices due for payment in December 2024.**

**RESOLVED:** that the list of invoices for payment totalling £11,533.85 (including VAT of £1,693.52) be approved.

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

**149. To receive the list of payments made in November.**

**RESOLVED:** That the list of payments made in November totalling £25,029.82 (including VAT of £628.67) be received.

A copy of the list of payments made in November can be found at Appendix 2.

**150. To receive the Bank Reconciliation for October 2024.**

**RESOLVED:** that the bank reconciliation for 31<sup>st</sup> October 2024 showing a cash balance of £382,819.07 be received.

**151. To consider the planning applications from Wakefield Council.**

**RESOLVED:** that the following planning lists be received.

[080 - Validated Applications - 19.11.2024.pdf](#)

[082 - Validated Applications - 25.11.2024.pdf](#)

[084 - Validated Applications - 03.12.2024pdf.pdf](#)

[086 - Validated Applications - 09.12.2024.pdf](#)

**RESOLVED:** that an objection be submitted in relation to the following application.

24/02022FUL

Land at Buckthorne Road

Erection of 141 dwellings

The objection would be on the following grounds:

Flooding, impact on residents, previous planning enforcement issues at that location, infrastructure and environment.

**RESOLVED:** that the Town Clerk be delegated authority to draw up the objection in consultation with members via email.

**Telephone Mast at Birkwood Road**

**RESOLVED:** that a comment be submitted to the applicant requesting that the infrastructure be painted green to blend in with the rural setting.

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



Invoices for Payment  
December 2024

| Voucher No | Date       | Net            | VAT              | Total             | Description                    | Supplier                      | Invoice Date | Bank          |
|------------|------------|----------------|------------------|-------------------|--------------------------------|-------------------------------|--------------|---------------|
| 484        | 10.12.2024 | £1,396.81      | £279.37          | £1,676.18         | Music Licence                  | PPL PRS Ltd                   | 18.11.2024   | Unity Current |
| 483        | 10.12.2024 | £345.00        | £69.00           | £414.00           | Band Deposit 2025              | Back Chat Brass               | 15.11.2024   | Unity Current |
| 482        | 10.12.2024 | £650.00        | £130.00          | £780.00           | Christmas Character Walkabouts | Midland Entertainment         | 22.11.2024   | Unity Current |
| 481        | 10.12.2024 | £850.00        | £170.00          | £1,020.00         | Air Conditioning Service       | Knight Engineers Ltd          | 21.11.2024   | Unity Current |
| 480        | 10.12.2024 | £60.27         | £0.00            | £60.27            | Councillor Expenses            | Councillor Mark Jennings      | 10.12.2024   | Unity Current |
| 479        | 10.12.2024 | £97.98         | £19.60           | £117.58           | Step Stool                     | D3 Office Group               | 18.11.2024   | Unity Current |
| 478        | 10.12.2024 | £480.00        | £96.00           | £576.00           | Advertising                    | Advertiser Office Printers    | 02.12.2024   | Unity Current |
| 477        | 10.12.2024 | £65.00         | £13.00           | £78.00            | Auto Door Service              | Access Solutions Northern Ltd | 29.11.2024   | Unity Current |
| 476        | 10.12.2024 | £45.00         | £9.00            | £54.00            | Coffee Morning Banner          | Advertiser Office Printers    | 03.12.2024   | Unity Current |
| 475        | 10.12.2024 | £2,000.00      | £400.00          | £2,400.00         | Boiler Installation            | CM Gas & Service              | 04.12.2024   | Unity Current |
| 474        | 10.12.2024 | £872.52        | £0.00            | £872.52           | Gala Policing                  | West Yorkshire Police         | 02.12.2024   | Unity Current |
| 473        | 10.12.2024 | £2,291.00      | £458.20          | £2,749.20         | CCTV System                    | Calder Security               | 04.12.2024   | Unity Current |
| 472        | 10.12.2024 | £400.00        | £0.00            | £400.00           | Switch On Catering             | STW Catering                  | 29.11.2024   | Unity Current |
| 471        | 10.12.2024 | £246.75        | £49.35           | £296.10           | Past Mayors Badge              | Michaels Civic Robes          | 19.11.2024   | Unity Current |
| 470        | 10.12.2024 | £40.00         | £0.00            | £40.00            | Mayors Expenses                | Mayor of Normanton 2024-25    | 10.12.2024   | Unity Current |
|            |            | <b>9840.33</b> | <b>£1,693.52</b> | <b>£11,533.85</b> |                                |                               |              |               |

**List of Payments Between Meetings  
November 2024**

| Voucher No | Date       | Net        | VAT     | Total      | Description                   | Supplier                        | Invoice Date | Bank          |
|------------|------------|------------|---------|------------|-------------------------------|---------------------------------|--------------|---------------|
| 425        | 14.11.2024 | £187.71    | £9.39   | £197.10    | Utilities                     | Octopus Energy Ltd              | 06.11.2024   | Unity Current |
| 426        | 15.11.2024 | £514.25    | £0.00   | £514.25    | Franker Credit                | Pitney Bowes - Purchase Power   | 02.11.2024   | Unity Current |
| 427        | 21.11.2024 | £285.77    | £57.15  | £342.92    | HR and H&S Advice             | Citation                        | 21.11.2024   | Unity Current |
| 428        | 28.11.2024 | £373.51    | £74.70  | £448.21    | IT Support                    | Pro Logic Computers (UK) Ltd    | 13.11.2024   | Unity Current |
| 429        | 26.11.2024 | £13,134.47 | £0.00   | £13,134.47 | Salaries & Wages              | Employees                       |              | Unity Current |
| 430        | 29.11.2024 | £2,263.68  | £0.00   | £2,263.68  | Pension                       | West Yorkshire Pension Fund     | 29.11.2024   | Unity Current |
| 431        | 30.11.2024 | £4,201.12  | £0.00   | £4,201.12  | PAYE / NIC                    | HMRC                            | 30.11.2024   | Unity Current |
| 432        | 21.11.2024 | £46.05     | £9.21   | £55.26     | Telephone Bill - Town Hall    | DRDCommunications               | 01.11.2024   | Unity Current |
| 433        | 18.11.2024 | £769.62    | £0.00   | £769.62    | Water Bill                    | Everflow Water                  | 08.11.2024   | Unity Current |
| 434        | 29.11.2024 | £90.65     | £18.13  | £108.78    | Telephone & Broadband         | NGC Networks                    | 16.11.2024   | Unity Current |
| 435        | 29.11.2024 | £418.00    | £83.60  | £501.60    | Photocopier Lease             | Siemens Financial Services      | 29.10.2024   | Unity Current |
| 436        | 04.11.2024 | £127.45    | £25.49  | £152.94    | Website Hosting               | Multi-Web-Services Ltd          | 02.11.2024   | Unity Current |
| 437        | 01.11.2024 | £1.00      | £0.00   | £1.00      | Rent of Land - WCC            | WDH                             | 01.11.2024   | Unity Current |
| 438        | 30.11.2024 | £13.50     | £0.00   | £13.50     | Bank Charges                  | Unity Trust Bank                | 31.10.2024   | Unity Current |
| 439        | 18.11.2024 | £20.00     | £4.00   | £24.00     | Text System Credit            | Text Magic                      | 25.10.2024   | Lloyds Card   |
| 440        | 18.11.2024 | £0.83      | £0.16   | £0.99      | Phone Backup                  | Apple                           | 02.10.2024   | Lloyds Card   |
| 441        | 18.11.2024 | £49.45     | £9.89   | £59.34     | Altro Floor mop               | Chemiclean                      | 07.10.2024   | Lloyds Card   |
| 442        | 18.11.2024 | £129.86    | £25.97  | £155.83    | Altro Floor Cleaning Solution | Altro Ltd                       | 07.10.2024   | Lloyds Card   |
| 443        | 18.11.2024 | £215.83    | £43.17  | £259.00    | Fridge                        | Currys Group Ltd                | 07.10.2024   | Lloyds Card   |
| 444        | 18.11.2024 | £4.50      | £0.90   | £5.40      | Mobile Phone Contract         | Smarty                          | 08.11.2024   | Lloyds Card   |
| 445        | 18.11.2024 | £120.00    | £0.00   | £120.00    | Poppy Wreaths                 | Poppy Appeal                    | 09.10.2024   | Lloyds Card   |
| 446        | 18.11.2024 | £24.06     | £0.00   | £24.06     | Remembrance Service Book      | Amazon EU UK Branch             | 10.10.2024   | Lloyds Card   |
| 447        | 18.11.2024 | £16.99     | £0.00   | £16.99     | Purchase Error                | Amazon EU UK Branch             |              | Lloyds Card   |
| 448        | 18.11.2024 | £27.54     | £0.00   | £27.54     | PDF Software                  | PDF Escape                      | 15.10.2024   | Lloyds Card   |
| 449        | 18.11.2024 | £15.41     | £3.08   | £18.49     | Printer Ink                   | HP Instant Ink                  | 15.10.2024   | Lloyds Card   |
| 450        | 18.11.2024 | £97.92     | £19.58  | £117.50    | Halloween Sweets              | TESCO                           | 16.10.2024   | Lloyds Card   |
| 451        | 18.11.2024 | £97.85     | £19.56  | £117.41    | Safety Signage                | Value Products Ltd              | 16.10.2024   | Lloyds Card   |
| 452        | 18.11.2024 | £6.75      | £1.35   | £8.10      | Data Sim                      | Smarty                          | 21.10.2024   | Lloyds Card   |
| 453        | 18.11.2024 | £13.49     | £0.00   | £13.49     | Biscuits for Volunteers       | Universal Product Solutions Ltd | 24.10.2024   | Lloyds Card   |
| 454        | 18.11.2024 | £58.30     | £11.66  | £69.96     | Mats for Event                | Toolstation                     | 28.10.2024   | Lloyds Card   |
| 455        | 18.11.2024 | £511.81    | £101.89 | £613.70    | Selection Boxes               | Cadbury Gifts Direct            | 30.10.2024   | Lloyds Card   |
| 456        | 18.11.2024 | £533.33    | £106.67 | £640.00    | Christmas Books               | The Works                       | 30.10.2024   | Lloyds Card   |

List of Payments Between Meetings  
November 2024

|     |            |                   |                |                   |                    |             |            |             |
|-----|------------|-------------------|----------------|-------------------|--------------------|-------------|------------|-------------|
| 457 | 18.11.2024 | £0.83             | £0.16          | £0.99             | Phone Backup       | Apple       | 02.11.2024 | Lloyds Card |
| 458 | 18.11.2024 | £6.00             | £0.00          | £6.00             | Bank Charges       | Lloyds Bank | 18.11.2024 | Lloyds Card |
| 459 | 01.11.2024 | £7.13             | £1.43          | £8.56             | Lightbulbs         | Screwfix    | 01.11.2024 | Petty Cash  |
| 460 | 07.11.2024 | £3.60             | £0.00          | £3.60             | Newspapers         | Asda        | 07.11.2024 | Petty Cash  |
| 461 | 14.11.2024 | £3.60             | £0.00          | £3.60             | Newspapers         | Asda        | 14.11.2024 | Petty Cash  |
| 462 | 18.11.2024 | £0.83             | £0.17          | £1.00             | Bucket             | B&Q         | 18.11.2024 | Petty Cash  |
| 463 | 18.11.2024 | -£16.99           | £0.00          | -£16.99           | Correction         | CORRECTION  |            | Petty Cash  |
| 464 | 21.11.2024 | £3.60             | £0.00          | £3.60             | Newspapers         | Asda        | 21.11.2024 | Petty Cash  |
| 465 | 25.11.2024 | £4.17             | £0.83          | £5.00             | Door Knobs         | B&Q         | 25.11.2024 | Petty Cash  |
| 466 | 27.11.2024 | £2.63             | £0.53          | £3.16             | Washers            | B&Q         | 27.11.2024 | Petty Cash  |
| 467 | 27.11.2024 | £1.45             | £0.00          | £1.45             | Milk               | Asda        | 27.11.2024 | Petty Cash  |
| 468 | 27.11.2024 | £10.00            | £0.00          | £10.00            | Key Deposit Refund | ET1 Tenant  | 27.11.2024 | Petty Cash  |
| 469 | 28.11.2024 | £3.60             | £0.00          | £3.60             | Newspapers         | Asda        | 28.11.2024 | Petty Cash  |
|     |            | <b>£24,401.15</b> | <b>£628.67</b> | <b>£25,029.82</b> |                    |             |            |             |

# NORMANTON TOWN COUNCIL



## MINUTES OF THE STAFFING COMMITTEE

Held on Tuesday 3<sup>rd</sup> December 2024 at 1.00pm at Normanton Town Hall

Present: Councillor E Blezard – Vice Chairman  
Councillor A Bones  
Councillor H Jones  
Councillor B Mayne  
Councillor P Mayne – Chairman  
Donna Johnston – Town Clerk & RFO

Absent: Councillor S Hudson

**020. To receive apologies for absence.**

There were no apologies for absence received.

**021. To receive declarations of interest.**

There were no declarations of interest recorded.

**022. To receive and sign the minutes of a meeting of the Staffing Committee.**

**RESOLVED:** that the minutes of a meeting of the Staffing Committee held on Tuesday 20<sup>th</sup> August 2024 (Minute Numbers 001-019; Pages 1-4) be received as a true record and signed by the Chairman.

**023. To consider if any items should be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

**RESOLVED:** that all items relating to individual staffing matters be taken in private due to the confidential nature of the business to be transacted.

**024. To receive a report on flexitime and TOIL balances.**

A report was circulated on flexitime and TOIL which showed that all balances were within policy limits.

**RESOLVED:** that the report be received.

**025. To receive a report on sickness and absences.**

A report was circulated on sickness and absence levels which were minimal and within policy guidelines.

**RESOLVED:** that the report be received.

**026. To receive a report on annual leave for the 2024/25 year.**

A report was circulated on annual leave booked and remaining for the current holiday year.

**RESOLVED:** that the report be received.

**027. To receive a report on staff training and development.**

A report was circulated on staff training and development.

**RESOLVED:** that the report be received.

**028. To receive a report on workload.**

A report was presented on workload which remains high, primarily driven by allotment management, financial work and event planning. Efforts are underway to streamline event invitations and grant applications which were being trialled and proving effective. Challenges persist in building management, volume of emails, and distinguishing responsibilities from Wakefield Council. The limited levels of staffing may necessitate adopting advanced IT solutions to maintain efficiency and support the growing legislative and compliance demands. A number of IT solutions were suggested which would assist in speeding up some elements of the administrative tasks.

**RESOLVED:** that the report be received and that a report be put forward to the Finance Committee for additional IT software solutions.

**029. To receive a report on staff appraisals.**

A report was circulated which set out the appraisals which had been carried out and goals that had been set. Members noted that all staff appraisals had now been completed.

**RESOLVED:** that the report be received.

- 030. To review the Staffing Committee Budget to the end of Month 7 of the 2024/25 financial year.**  
**RESOLVED:** that the Staffing Committee Budget showing expenditure of £99,218.22 be received.
- 031. To note the National Joint Council pay award for 2024.**  
**RESOLVED:** that the NJC Pay Award for 2024 be noted.
- 032. To note the increase in Employers National Insurance contributions effective from April 2025.**  
**RESOLVED:** that the increase in Employers National Insurance from 1<sup>st</sup> April 2025 be noted.
- 033. To consider the implementation date of the proposed pay scale increase for the administrative staff.**  
Members considered the financial implications of the previously agreed pay review for the Administrative staff.
- Members considered the costs of implementing the revised pay scales from 1<sup>st</sup> April 2024 and 1<sup>st</sup> December 2024. Members noted that the increased costs were affordable from the existing budget.
- RESOLVED:** that the new pay scales be effective from 1<sup>st</sup> April 2024 and that backpay be processed in the December payroll run.
- 034. To review the pay point for the cleaning staff.**  
Members reviewed the pay point for the cleaning staff and referenced the minimum wage and Living Wage.
- RESOLVED:** that the new pay point for the Cleaning Staff will be SCP4 with effect from 1<sup>st</sup> April 2025.
- 035. To consider the appointment and pay point/scale for the Property Officer.**  
Members reviewed the temporary appointment of the Property Officer and concluded that it had been a success. After discussing the pay scale and contracted hours, members considered making the role permanent.
- RESOLVED:** that the Property Officer will be appointed on a permanent contract for 8 hours per week at SCP17, with the flexibility to work up to 2 additional hours of overtime per week if required.

**036. To review the draft budget for the 2025/26 financial year.**

Members reviewed the proposed budget for the new financial year, which accounted for pay scale increases for Administrative and Cleaning staff, as well as the permanent appointment of the Property Officer. The budget also included provisions for casual staff hours at events, additional hours for allotment and property work, and the anticipated rise in employer National Insurance contributions.

**RESOLVED:** that the proposed Staffing Committee Budget for 2025/26 is set at £190,116.00.

**037. To review the Menopause Policy.**

**RESOLVED:** that the Menopause Policy be reviewed and adopted without modification.

**038. To review the Appraisal and Supervision Policy.**

**RESOLVED:** that the Appraisal and Supervision Policy be reviewed and adopted without modification.

**039. To review the Anti Bullying and Harassment Policy.**

**RESOLVED:** that the Anti Bullying and Harassment Policy be reviewed and adopted without modification.

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

# NORMANTON TOWN COUNCIL



## MINUTES OF THE EVENTS COMMITTEE

Held on Monday 9<sup>th</sup> December 2024 at 1.00pm at Normanton Town Hall

Present: Councillor C Appleyard  
 Councillor E Blezard – Chairman  
 Councillor A Bones  
 Councillor H Jones – Vice Chairman  
 Councillor P Mayne  
 Councillor T Morgan  
 Councillor C Parsons  
 Councillor J Pritchard

Donna Johnston – Town Clerk & RFO  
 Helen Senior – Admin Officer

Absent: Councillor S Hudson  
 Councillor M King  
 Councillor F Marchant  
 Councillor P Sampson  
 Councillor K Wilson

**026. To receive apologies for absence.**

RESOLVED that apologies for absence be received on behalf of Councillors S Hudson, F Marchant, P Sampson and K Wilson.

**027. To receive Declarations of Interest.**

No declarations of interest were recorded.

**028. To approve and sign the minutes of a meeting of the Events Committee.**

RESOLVED that the minutes of the Events Committee held on Monday 4<sup>th</sup> November 2024 (Minute Numbers 017--025; Pages 9-13) be received as a true record and signed by the Chairman.

**029. To review recent events including Remembrance Sunday, Christmas Lights Switch On and Children's Christmas Party.**

Members reviewed the events that have taken place since the last meeting and made the following observations:



### Remembrance Sunday

- The sound didn't travel well and as a result, people further away from the microphone struggled to hear the service. To consider hiring more speakers next year.
- The collective singing of the hymns was especially poor this year. To consider arranging a singer/choir to lead the congregation next year.
- The attendance for refreshments at the Town Hall following the services was lower than previous years; however, it was noted that this was largely due to refreshments being invitation only in 2024.
- The Normanton service finished too early this year. This was due to wreaths being laid too fast. It was suggested that a member of staff or a volunteer could be utilised next year to control the queue.
- It was suggested that Tommys could be purchased for future services. Quotes are to be obtained for six Tommys to cover the two service venues and the Town Hall.
- It was queried whether a mesh net could be placed outside of the Town Hall where people could attach crocheted/knitted poppies. It was suggested that a local community group could be approached to take the lead on this.
- It had been mentioned by a member of the public that more could have been done to involve veterans in the Parade from the Town Hall to the Cenotaph at Haw Hill Park. Veterans are invited to join in with the Parade already, and it was suggested that this could be advertised more next year.

### Christmas Lights Switch On

- The litter was not collected on the Saturday as arranged. This has been raised with Wakefield Council and an investigation is ongoing.
- There was an issue with the security booked for the event leaving their posts early, and the invoice not matching the approved quote. These issues have been raised with the company.
- The two Santa's Grottos worked really well this year with the new layout.
- The Grinch was very well received this year, and members noted their thanks to Councillor Hudson for volunteering his time once again. It was suggested that a new mask could be purchased for next year due to sight restrictions with the current mask. It was also suggested that consideration could be given to getting a Cindy-Lou Who walk-about character to compliment the Grinch next year.
- A local business raised a query about the possibility of changing the location of the stage next year. A draft map of the set up with the

new possible stage location was shared among members, and it was agreed that this could be trialled in 2025.

#### Children's Christmas Party

- The gifts this year went down really well with the children.
- Truffles the Magician was once again very well received by all in attendance.
- One of the schools arrived very early for the afternoon party due to limited seating on their minibus. This would have to be considered when planning for next year's event.
- The afternoon party was cut short to enable the children sufficient time to get back to school. This worked well and it was agreed that only one party game would be planned for next year and each party would last 1.5 hours.

#### **030. To discuss arrangements for the remaining events in 2024.**

Members were provided with an update on the remaining preparations for the Christmas Celebration.

RESOLVED that the update on arrangements for the Christmas Celebration be received and noted.

#### **031. To discuss arrangements and consider quotes for events in 2025.**

##### VE Day 80

- The service will take place at 7pm for around an hour.
- Refreshments and entertainment to take place between 8pm and 9:25pm, followed by the Beacon Lighting at 9:30pm.

##### Mayor Making

- 15' Wooden Parquet dance floor to be hired from Elite Event Hire at a cost of £270.00 + VAT.

##### Presenter

- Ian 'Jaffa' Jefferson to be booked for the following events:
  - Mayor Making at a cost of £350.00
  - Party @ Haw Hill Park at a cost of £420.00
  - Gala Weekend at a cost of £625.00
  - Halloween in Normanton at a cost of £200.00
  - Christmas Lights Switch On at a cost of £315.00

##### Christmas Lights Switch On

- Vince Pie to be booked as mix and mingle entertainment at a cost of £520.00 + VAT.

**032. To review terms and conditions, stall charges and donations for events in 2025.**

RESOLVED that the terms and conditions, stall charges, and donations for events in 2025 be reviewed and approved, subject to the donation for Gala Parade participants being amended from £50.00 to £60.00.

**033. To consider entertainment for the Gala 2026.**

RESOLVED that the following entertainment be booked for Gala 2026 if available:

- i) Mighty Smith Show at a cost of £675.00 + Travel Expenses.
- ii) Trampoline Wall Stunt Show at a cost of £1600.00 + Travel Expenses + VAT.
- iii) The Dinosaur Invasion at a cost of £995.00 + Travel Expenses.
- iv) Ian's Mobile Farm – Cost TBC.

**034. To review the Events Budget for the 2024/25 financial year.**

RESOLVED that the Events Committee Budget report for the period ending October 2024, showing an income of £6,620.00 and total committed expenditure of £68,346.83, be received.

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



## MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Monday 16<sup>th</sup> December 2024 at 12.40pm at Normanton Town Hall

Present: Councillor M Jennings  
Councillor M King  
Councillor B Mayne  
Councillor P Mayne - Chairman  
Councillor A Samuels – Vice Chairman  
Councillor R Seal  
Donna Johnston – Town Clerk & RFO

Absent: Councillor C Appleyard  
Councillor P Marchant  
Councillor T Morgan  
Councillor C Parsons

**083. To receive apologies for absence.**

**RESOLVED:** that apologies for their inability to attend be recorded on behalf of Councillors P Marchant, T Morgan and P Sampson.

**084. To receive Declarations of Interest in accordance with the Code of Conduct.**

There were no declarations of interest recorded.

**085. To exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

**RESOLVED:** that the public and press be excluded from the meeting in order to protect the privacy of the appellant.

**086. To consider an appeal against eviction from tenant 74DE0FCE.**

Members considered the written submission from the tenant along with inspection records from 2021, 2022, 2023 and 2024.

The tenant indicated that they wished to retain TWO of their full plots and give up ONE full plot and TWO half plots.

The tenant provided mitigation in respect of their personal issues over the last two years.

Members considered the previous offers and suggestions put forward by the Town Council during that time to assist the tenant in managing their plots effectively. It was noted that the tenant had declined a previous offer to reduce their plots.

An independent inspection had taken place which noted that the plot was not being kept in accordance with the tenancy agreement.

Since the independent inspection, the plots had grown into a state of disrepair. The cart track had not been maintained in accordance with the tenancy agreement and was now impassible. Several plots were significantly overgrown. It was noted that the tenant had recently made an effort to trim an area of one plot.

Members could not support the tenants request to retain two plots due to the condition of the remaining plots that they now intended on giving up.

**RESOLVED:** that the appeal be rejected and the eviction proceeds with the eviction period being 28 days from the date of the notice of the outcome of the appeal.

**087. To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.**

**RESOLVED:** that Councillors E Blezard, J Pritchard and P Sampson be appointed to the Appeal Sub-Committee.

**088. To appoint the Chairman of the Appeal Sub Committee from the appointed members.**

**RESOLVED:** that Councillor E Blezard be appointed as Chairman of the Sub-Committee.

**089. To consider if an independent person should be appointed to the Appeal Sub Committee as an independent impartial arbitrator.**

**RESOLVED:** that an independent person would be appointed to the Appeal Sub-Committee should a meeting be required. The independent impartial arbitrator would be appointed by the Appeal Sub-Committee.

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

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

Held on Monday 16<sup>th</sup> December 2024 at 1:00pm at Normanton Town Hall

Present: Councillor E Blezard  
Councillor B Mayne - Chairman  
Councillor P Mayne  
Councillor A Samuels  
Donna Johnston – Town Clerk

Absent: Councillor A Bones  
Councillor H Jones  
Councillor C Parsons  
Councillor P Sampson  
Councillor K Wilson

**052. To receive apologies for absence.**

**RESOLVED:** that apologies for their inability to attend be received on behalf of Councillors A Bones, H Jones, C Parsons and P Sampson.

**053. To receive declarations of Interest.**

There were no declarations of interest recorded.

**054. To receive and sign the minutes of a meeting of the Property Committee.**

**RESOLVED:** that the minutes of a meeting of the Property Committee held on Tuesday 15<sup>th</sup> October 2024 (Minute Numbers 036-051; Pages 8-10) be received and signed by the Chairman.

**055. To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall in October and November 2024.**

**RESOLVED:** that the bookings reports be received.

**056. To consider a request to use the Woodhouse Community Centre car park for a fruit and veg stall.**

Members considered the request to hold a fruit and veg stall in the car park of the Woodhouse Community Centre.

Members expressed concern that the car park is to be used for the building hirers and there were health and safety risks associated with

people accessing the stall through an active car park. It was also noted that the car park was not under the ownership of the Town Council and additional permits may be required.

It was suggested that the applicant should liaise with Wakefield Council who have incentives for new market traders.

**RESOLVED:** that the request be declined.

**057. To receive an update on any incidents and accidents.**

**RESOLVED:** that the report on incidents and accidents be received. It was noted that there had been no accidents in the current year.

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

**RESOLVED:** that the budget report showing income of £1,505.80 and committed expenditure of £41,907.38 be received.

**059. To receive an inspection report for the Alice Bacon Memorial Bench.**

**RESOLVED:** that the inspection report dated 5<sup>th</sup> December 2024 be received and no defects noted.

**060. To receive an inspection report for the Welcome to Normanton Sign.**

**RESOLVED:** that the inspection report dated 5<sup>th</sup> December 2024 be received and the Perspex be replaced at the earliest opportunity.

**061. To receive an inspection report for Woodhouse Community Centre.**

**RESOLVED:** that the inspection report dated 28<sup>th</sup> November 2024 be received.

**062. To receive the Legionella report for Woodhouse Community Centre.**

**RESOLVED:** that the report dated 5<sup>th</sup> November 2024 be received.

**063. To receive an inspection report for Normanton Town Hall.**

**RESOLVED:** that the inspection report dated 5<sup>th</sup> December 2024 be received.

**064. To receive an inspection report for the benches at Normanton Town Hall.**

**RESOLVED:** that the inspection report dated 28<sup>th</sup> November 2024 be received.

**065. To consider replacing the old chairs in Community Room 2 at Normanton Town Hall.**

Members considered a report on the replacement of chairs in the Community Rooms at Normanton Town Hall. The chairs in CR2 were 20+ years old and in a poor state.

The newer chairs in CR1 were slightly too wide for the table layout.

It was suggested that the chairs in CR1 are moved to CR2 where they fit the tables better, and that new chairs are purchased for CR1.

**RESOLVED:** that 60 banqueting chairs be purchased from Class Office at a cost of £2100.00 + VAT.

**RESOLVED:** that the old chairs be disposed of to a local organisation or sold if possible. If there was no interest, then the chairs would be thrown away.

**066. To consider the draft Property Committee Budget for the 2025/26 financial year.**

A draft budget had been prepared which showed the budget and actual for the last financial year, the budget and year to date for the current financial year and a proposed budget for the next three years.

Members were satisfied that the budget was manageable and only resulted in an increase of £705.00 on the previous year.

**RESOLVED:** that the Property Committee Budget be recommended to the Finance Committee based on income of £1,160.00 and expenditure of £72,625.00 of which £29,925 would be taken from existing reserves.

**067. To consider and adopt the draft CCTV Policy.**

Members considered a draft of the CCTV Policy.

**RESOLVED:** that the CCTV Policy be reviewed and adopted without modification.

**068. To review the Mobility Scooter Policy.**

Members considered the Mobility Scooter Policy. It was suggested that additional clarity was required regarding the use of Class 2 Mobility Scooters.

**RESOLVED:** that the Mobility Scooter Policy be reviewed and adopted subject to an additional line be included to confirm that Class 2 Mobility Scooters may be parked in a designated space inside the building.

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



## NORMANTON TOWN COUNCIL

**MINUTES OF THE ALLOTMENTS COMMITTEE**

Held on Wednesday 15<sup>th</sup> January 2025 at 1.30pm at Normanton Town Hall

Present: Councillor M Jennings  
Councillor B Mayne  
Councillor P Mayne – Chairman  
Councillor T Morgan  
Councillor C Parsons  
Councillor A Samuels  
Councillor R Seal  
D Johnston – Town Clerk

Absent: Councillor C Appleyard  
Councillor M King  
Councillor P Marchant

**090. To receive apologies for absence.**

**RESOLVED:** that apologies for their inability to attend be received on behalf of Councillor P Marchant.

**091. To receive Declarations of Interest in accordance with the Code of Conduct.**

**RESOLVED:** that the following declarations of interest be recorded:

Councillor M Jennings

Pecuniary Interest

All matters relating to or impacting on tenants at Wentworth Terrace Allotment Site due to his allotment tenancy at that site.

**092. To receive and sign the minutes of a meeting of the Allotments Committee.**

**RESOLVED:** that the minutes of the Allotments Committee held on Wednesday 20<sup>th</sup> November 2024 (Minute Numbers 059-082; Pages 26-32) be received as a true record and signed by the Chairman.

**093. To receive and sign the minutes of a meeting of the Allotments Committee.**

**RESOLVED:** that the minutes of the Allotments Committee held on Tuesday 16<sup>th</sup> December 2024 (Minute Numbers 083-089; Pages 33-34) be received as a true record and signed by the Chairman.

**094. To receive an update on general allotment matters and consider quotes for works.**

An update was provided on general allotment matters including:

Waiting List

|                   | LAST MEETING | THIS MEETING |
|-------------------|--------------|--------------|
| Cypress Road      | 24           | 15           |
| Ellins Terrace 1  | 14           | 9            |
| Ellins Terrace 2  | 17           | 11           |
| Gilcar Street     | 2            | 3            |
| Gladstone Street  | 12           | 11           |
| Heys Buildings    | 12           | 9            |
| Newland Lane      | 20           | 12           |
| Norwood Street    | 3            | 4            |
| The Grove         | 7            | 6            |
| Wentworth Terrace | 13           | 4            |
|                   | <b>124</b>   | <b>84</b>    |

\* There are a total of 47 individual applicants, of which 11 are existing tenants, leaving 36 new applicants.

New Applicants Awaiting Allocation

| MONTH          | APPLICATIONS |
|----------------|--------------|
| 2022           | 2            |
| 2023           | 4            |
| January 2024   | 1            |
| February 2024  | 0            |
| March 2024     | 0            |
| April 2024     | 4            |
| May 2024       | 7            |
| June 2024      | 1            |
| July 2024      | 4            |
| August 2024    | 3            |
| September 2024 | 6            |
| October 2024   | 0            |
| November 2024  | 2            |
| December 2024  | 2            |

|  |           |
|--|-----------|
|  | <b>36</b> |
|--|-----------|

Vacancies

|                   | LAST MEETING | 31 <sup>st</sup> December 2024 |
|-------------------|--------------|--------------------------------|
| Cypress Road      | 1            | 0                              |
| Ellins Terrace 1  | 12           | 13                             |
| Ellins Terrace 2  | 10           | 12                             |
| Gilcar Street     | 0            | 0                              |
| Gladstone Street  | 2            | 3                              |
| Heys Buildings    | 3            | 2                              |
| Newland Lane      | 2            | 3                              |
| Norwood Street    | 1            | 2                              |
| The Grove         | 0            | 0                              |
| Wentworth Terrace | 3            | 3                              |
|                   | <b>34</b>    | <b>38</b>                      |

Vacant Plots

|                   | LAST MEETING   | 31 <sup>st</sup> December 2024   |
|-------------------|--|--|
| Cypress Road      | 14   |  |
| Ellins Terrace 1  | 11, 12, 16, 17, 21,<br><b>28, 29, 30, 31</b> , 39,<br>40, <b>E</b> | 11, 12, 16, 17, 21,<br><b>28, 29, 30, 31</b> , 39,<br>40, 41, <b>E</b> |
| Ellins Terrace 2  | <b>54, 67, 70, 71, 72,</b><br><b>73, 74</b> , 80, 86, 89           | <b>54, 67, 70, 71, 72,</b><br><b>73, 74</b> , 76, 79, 80,<br>86, 89    |
| Gilcar Street     |  |  |
| Gladstone Street  | 19, 20   | 19, 20, 49   |
| Heys Buildings    | 7, 13b, 43   | 13b, 43  |
| Newland Lane      | 15, <b>40</b>  | 15, 17, <b>40</b>  |
| Norwood Street    | 23   | 3, 23  |
| The Grove         |  |  |
| Wentworth Terrace | 6, <b>26</b> , 31  | <b>26</b> , 43, 47   |
|                   |  |  |

\* Plots in red text are untenable in their current condition.

Occupancy Data

|                  | TOTAL PLOTS | OCCUPIED | OCCUPANCY % |
|------------------|-------------|----------|-------------|
| Cypress Road     | 30          | 30       | 100%        |
| Ellins Terrace 1 | 53          | 40       | 75%         |
| Ellins Terrace 2 | 46          | 34       | 74%         |

|                   |            |            |            |
|-------------------|------------|------------|------------|
| Gilcar Street     | 3          | 3          | 100%       |
| Gladstone Street  | 60         | 57         | 95%        |
| Heys Buildings    | 51         | 49         | 96%        |
| Newland Lane      | 40         | 37         | 93%        |
| Norwood Street    | 29         | 27         | 93%        |
| The Grove         | 5          | 5          | 100%       |
| Wentworth Terrace | 86         | 83         | 96%        |
|                   | <b>403</b> | <b>365</b> | <b>90%</b> |

#### New Tenancies in 2024

|                   |           |
|-------------------|-----------|
| Cypress Road      | 5         |
| Ellins Terrace 1  | 3         |
| Ellins Terrace 2  | 1         |
| Gilcar Street     | 0         |
| Gladstone Street  | 4         |
| Heys Buildings    | 10        |
| Newland Lane      | 10        |
| Norwood Street    | 9         |
| The Grove         | 1         |
| Wentworth Terrace | 10        |
|                   | <b>53</b> |

\* Excluding plot swaps for existing tenants and lead tenant changes.

#### Tenancy Terminations in 2024

|               | EVICTION  | NON-PAYMENT | TENANT CHOICE | PLOT SWAP | TOTAL     |
|---------------|-----------|-------------|---------------|-----------|-----------|
| Cypress Rd    | 2         | 1           | 2             | 0         | 5         |
| Ellins Terr 1 | 1         | 3           | 0             | 1         | 5         |
| Ellins Terr 2 | 2         | 0           | 2             | 0         | 4         |
| Gilcar Street | 0         | 0           | 0             | 1         | 1         |
| Gladstone     | 4         | 1           | 3             | 0         | 8         |
| Heys          | 2         | 0           | 3             | 1         | 6         |
| Newland       | 1         | 1           | 3             | 1         | 6         |
| Norwood       | 1         | 2           | 4             | 2         | 9         |
| The Grove     | 0         | 0           | 0             | 0         | 0         |
| Wentworth     | 1         | 0           | 5             | 2         | 8         |
|               | <b>14</b> | <b>8</b>    | <b>22</b>     | <b>8</b>  | <b>52</b> |

### Cypress Road

- The refund of the water overpayment was received in December.

### Ellins Terrace 1

- Plot allocations to be revisited in Spring after the flail has been on site.

### Ellins Terrace 2

- Plot allocations to be revisited in Spring after the flail has been on site.
- A bonfire complaint was received for a fire on 3<sup>rd</sup> January, with limited information on the location. Complainant was advised of the bonfire policy and referred to Environmental Health.

### Gilcar Street

- Site inspections taking place monthly following a complaint from a neighbouring property.  
Some progress has been made with the plot.

### Gladstone Street

- Greenhouse removal required at plot 19/20.

**RESOLVED:** that the contract for the removal of the greenhouse and asbestos be awarded to Coles Demolition at a cost of £2,600 + VAT.

### Heys Buildings

- Plot numbers have been installed on most plots as part of a trial.

### Newland Lane

- The waiting list has been reviewed and those who are no longer interested have been removed.
- A temporary repair has been made to the gate by the new Site Secretary.
- The cost of the fence repair was confirmed, and the work would be completed alongside the gate installation.

**RESOLVED:** that the contract for the fence repair be awarded to RCW Building Maintenance at a cost of £650 - £850 + VAT dependant on the level of work required once the posts were removed.

Wentworth Terrace

- The Site Secretary had confirmed that volunteers were assisting an older tenant with some tasks on his plot following the recent inspections.

**RESOLVED:** that the report on general allotment matters be received and noted.

**095. To consider requests from tenants.**

**RESOLVED:** that the request from plot HB007 to carry out the following works be approved:

Remove existing shed

Install small storage box (H 4' / W 4' / L 6')

Install shed (H 7' / W 6' / L 6')

It was noted that the tenant has taken on a plot which contained an amount of waste left by the previous tenant and a skip may be required in the Spring.

**096. To consider any complaints from tenants or neighbours about the allotments.**

There were no complaints to consider.

**097. To review the survey on the collection of site fees.**

It was reported that a survey had been carried out in relation to the collection of site fees. The five sites that had responded were supportive of the Town Council collecting the fees on their behalf alongside the rent. All sites who wish to be included may do so.

**RESOLVED:** that Site Fees be fixed at £5.00 per plot paid by bank transfer to each site at the agreed collection rate of 95% based on the total number of plots on the site.

**098. To receive the Allotments Committee Budget for the 2024/25 financial year.**

**RESOLVED:** that the Allotments Committee budget showing income of £8,855.93, expenditure of £5,186.44 and committed expenditure of £6,195.00 be received.

**099. To consider the Allotments Budget for 2025/26.**

**RESOLVED:** that the following budget be recommended to the Finance Committee for the 2025/26 financial year:

|                       |                |
|-----------------------|----------------|
| Water                 | £4,000         |
| Repairs & Maintenance | £4,000         |
| Plot Clearance        | £5,000         |
| Waste Removal         | £4,000         |
| Fencing & Gates       | £5,000         |
|                       | <b>£22,000</b> |
| Contribution from EMR | -£5,000        |
|                       | <b>£17,000</b> |

- 100. To consider the Allotment Rent to be charged from 2026 onwards.**  
Members were mindful of the increased costs related to the running costs for the allotments, and the increased budget that was now required to ensure that the allotments were properly managed.

**RESOLVED:** that notice would be given of an increase to the allotment rent for 2026/27 as follows:

|                           |        |
|---------------------------|--------|
| Allotment Rent (Pro Rata) | £30.00 |
| Water Charge (Pro Rata)   | £ 5.00 |
| Total                     | £35.00 |

- 101. To exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

**RESOLVED:** that the public and press be excluded due to the confidential nature of the business to be transacted.

- 102. To consider an appeal against eviction from tenant A263F575.**

Members considered the appeal from tenant A263F575 and were mindful of the difficult position they had been in recently.

**RESOLVED:** that the appeal be allowed and the written warning be extended to 31<sup>st</sup> March 2025 to give the tenant additional time to work the plot.

The tenant would also be offered the opportunity to split the plot into a half plot and the offer of strimming the plot for £50 would be extended once again.

If the plot remains in a poor condition after 31<sup>st</sup> March, then the eviction process will re-commence.

- 103. To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required. RESOLVED:** that Councillors T Goodwin, P Sampson and J Pritchard be appointed to the Appeal Sub Committee.
- 104. To appoint the Chairman of the Appeal Sub Committee from the appointed members. RESOLVED:** that Councillor T Goodwin be appointed as Chairman of the Appeal Sub Committee.

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



# NORMANTON TOWN COUNCIL



## MINUTES OF THE EVENTS COMMITTEE

Held on Monday 20<sup>th</sup> January 2025 at 1.30pm at Normanton Town Hall

Present: Councillor C Appleyard  
Councillor E Blezard - Chairman  
Councillor S Hudson  
Councillor P Mayne  
Councillor T Morgan  
Councillor C Parsons

Donna Johnston – Town Clerk & RFO  
Helen Senior – Admin Officer

Absent: Councillor A Bones  
Councillor H Jones – Vice-Chairman  
Councillor M King  
Councillor F Marchant  
Councillor J Pritchard  
Councillor P Sampson  
Councillor K Wilson

**035. To receive apologies for absence.**

**RESOLVED:** that apologies for absence be received on behalf of Councillors H Jones, M King, F Marchant, P Sampson, and K Wilson.

**036. To receive Declarations of Interest.**

No declarations of interest were recorded.

**037. To approve and sign the minutes of a meeting of the Events Committee.**

**RESOLVED:** that the minutes of the Events Committee held on Monday 9<sup>th</sup> December 2024 (Minute Numbers 026-034; Pages 14-17) be received as a true record and signed by the Chairman.

**038. To review recent events including the Christmas Celebration and the Santa Run.**

Members reviewed the last two events of 2024 and made the following observations:

Christmas Community Celebration

- Those who attended all agreed that the event went well. There was a higher turnout than in previous years, which was fantastic.
- The refreshments were very popular, with the hot water running out halfway through the queue. It was suggested that smaller cups could be used for 2025, and signs could be utilised to help form orderly queues.

Santa Run

- Those that attended the Santa Run confirmed that it was a resounding success, and the amount raised for The Well Project was fantastic.
- Looking to 2025, it was agreed that dedicated rest and photo opportunity stops should be factored in.
- Councillor Hudson had been approached by a company offering to lend decorated buggies for volunteers to utilise during the run, free of charge.

**039. To review the Events Committee Budget for the 2024/25 financial year.**

**RESOLVED:** that the Events Committee Budget report for the 2024/25 financial year, showing a total income of £7,007.15 and total committed expenditure of £62,597.64, be received.

**040. To review the draft Events Committee Budget for the 2025/26 financial year.**

**RESOLVED:** that the draft Events Committee Budget report for the 2025/26 financial year, showing a total to date expenditure of £27,731.00, be received.

**041. To discuss arrangements and consider quotes for events in 2025.**VE Day 80

- Finger Buffet and Scones to be ordered from STW Catering.
- A 1940's style singer is to be booked for the entertainment.

Mayor Making

- Pie and Peas, Roasties, and cold dessert options to be ordered from STW Catering.
- A selection of wines, lagers and soft drinks to be provided for each table.
- The guest list was reviewed and finalised.
- The dancefloor would be situated in the side chapel to keep the main area available for guests to sit.

NTC 50

- A Community Awards event to be held in June 2025, date to be confirmed once availability has been discussed with All Saints Parish Church.
- Full Buffet including warm potatoes, pasta, and rice dishes to be ordered from STW Catering.
- Guests will receive a welcome drink of Prosecco or Bucks Fizz, with a non-alcoholic option. Juice and water will be provided for each table, and hot beverages are to be served from the servery.
- Categories for the awards will be as follows: Outstanding Support for Children and Young People, Outstanding Support for Older People, Outstanding Support in Sports and Recreation, Outstanding Contribution by a Voluntary Organisation, and Young Community Champion. The category for the public to select will be Community Champion.
- Each shortlisted nominee will receive a framed certificate, and the winners will also receive an engraved glass award.

Civic Sunday

- Finger Buffet to be ordered from STW Catering.
- A meeting is to be arranged with the Mayor to discuss the order of service.

Party @ Haw Hill Park

- The stage would be placed in the opposite corner of the field this year, out of the way of neighbouring houses to mitigate noise pollution.
- The following performers to be booked at an overall total of £3,925.00, subject to availability:
  - Channy, Jamie Lee Harrison + 1 other £500.00  
To be booked through Channy Music
  - Kylie Minogue tribute £675.00
  - Dolly Parton tribute £650.00
  - Avril Lavigne tribute £650.00
  - Cher tribute £550.00
  - Fleetwood Mac tribute £900.00Total £3,425.00 to be booked via Aston Management.

Summer Brass Band Concerts

- Altofts and Normanton Brass Band and Crofton Silver Band will be approached regarding their availability.
- One Band Concert will take place in Normanton and the other will be held in Altofts.

Gala

- Afternoon Tea in a box to be ordered for Civic Guests, Volunteers and Staff from STW Catering.
- A meeting is to be arranged with the Miners Arms and Poplar Inn pubs to discuss possible parking and refreshment options for the Parade starting point.
- Jade Wright is to be approached for the pre-Fireworks entertainment.

Talk & Slide Show

- Members were happy to keep the format the same as in previous years.

Halloween in Normanton

- Following the review of the event in 2024, it was agreed that a gazebo would be placed outside for entry forms to be handed out and returned due to limited space within the Well Project building.
- Quotes are to be obtained from Donna's Facepainting for x3 face painters, and from Flying Squadron for the Owl Display.

Remembrance Sunday

- A singer or choir to be sourced to assist with the hymns during the service.
- Plans for a knitted/crocheted Poppy Cascade at the Town Hall would go ahead, lead by Councillor C Appleyard.
- Soup and sandwiches, and a selection of seasonal desserts to be ordered from STW Catering.

Christmas Lights Switch On

- Following the review of the event in 2024, it was agreed to move the stage further down the precinct and have it facing upwards to provide better visibility and footfall to the shops that remain open during the event.
- Stew and Dumplings and a cold dessert to be ordered from STW Catering.
- Availability and costs are to be looked into for Ian's Festive Farm.

Children's Christmas Party

- Each party to last 1.5 hours to provide extra travel time for the schools.
- Truffles the Magician is to be approached for the parties in 2025.

Christmas Community Celebration

- Members were happy to keep the format the same as in previous years.

**042. To consider if the Santa Run should be organised again in 2025 and added to the Town Council's regular calendar of events.**

Members reviewed the organisation of the Santa Run and discussed the feasibility of holding the event in 2025 and beyond.

**RESOLVED:** that the Santa Run will proceed in principle for 2025 and be added to the Town Council's regular calendar of events subject to a meeting with Goldwings and The Well Project to confirm their availability and involvement. The offer of the old sleigh is to be declined due to storage issues.

Members delegated future discussions regarding the Santa Run to a Working Group consisting of Councillors E Blezard, S Hudson, P Mayne, and T Morgan, along with one representative each from Goldwings and The Well Project.

**043. To discuss arrangements and consider quotes for events in 2026.**Party @ Haw Hill Park

- The following performers to be booked via Aston Management at a total cost of £2,800.00, subject to availability:
  - Harry Styles tribute - £600.00
  - Sabrina Carpenter tribute - £750.00
  - George Ezra tribute - £425.00
  - Taylor Swift tribute - £600.00
  - Ed Sheeran tribute - £425.00

Gala

- Ian's Mobile Farm including Daisy the Milking Cow to be booked at a total cost of £860.50.

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

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

Held on Tuesday 28<sup>th</sup> 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.

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 22<sup>nd</sup> 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 |

|                                   |           |
|-----------------------------------|-----------|
| 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.



**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           |
|                      | <b>£458,731.00</b> |

**Income**

|                      |                   |
|----------------------|-------------------|
| Finance Committee    | £8,500            |
| Allotments Committee | £8,643            |
| Events Committee     | £5,350            |
| Property Committee   | £1,160            |
| Staffing Committee   | £0                |
|                      | <b>£23,653.00</b> |

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        |
| <b>PRECEPT</b>                     | <b>£367,339</b> |

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.

## MINUTES FOR PACT MEETING

Date: 14/11/2024 – 7:00pm

Location: Normanton Fire Station

### Attendees

4 member of the Police – PC Appleyard, PC Ashan, PCSO Busfield, PCSO Lloyd

3 District Councillors – Julie Medford, Jo Hepworth, Jacquie Speight

1 Town Councillor: Tracy Morgan

7 members of the public

### Crime figures (03/10/24 – 14/11/24)

#### **Normanton**

Burglary from Business: 6 (up 4 from last meeting)

3 x filed due to no suspect identified, 3 x under investigation

Burglary from Residential: 6 (up 6 from last meeting)

2 x residential – under investigation

2 x unconnected building – 1 x under investigation, 1 filed due to no suspect identified

Theft from Shop: 19 (up 7 from last meeting)

39 High x 5 (2 filed due to no suspect identified & 3 under investigation), Greggs x 1 (filed due to no suspect identified), 8-8A Market St x 1 (filed due to no suspect identified), B&M x 7 (All filed - 6 due to no suspect identified & 1 named suspect but evidential difficulties), Farmfoods x 3 (2 under investigation & 1 filed, no suspect identified), Sainsburys x 1 (filed due to no suspect identified)

Theft from Motor Vehicle: 0 (down 4 from last meeting)

Theft of Motor Vehicle: 6 (up 3 from last meeting)

4 x filed, no suspect identified

2 x under investigation

Public Order: 20 (up 1 from last meeting)

1 x suspect identified but evidential difficulties

4 x victim declines/withdraws support

6 x filed, no suspect identified

3 x cancelled

6 x under investigation

#### **Altofts & Whitwood**

Burglary from Business: 3 (up 2 from last meeting)

2 x filed due to no suspect identified

1 x under investigation

Burglary from Residential: 10 (up 8 from last meeting)

7 x residential -1 x named suspect but victim declined to support, 3 x filed due to no suspect identified, 3 x under investigation

2 x unconnected building – 1 x filed due to no suspect identified, 1 x under investigation

1 x created by error

Theft from shop: 5 (up 2 from last meeting)

117 Church Rd x 1 (under investigation), Premier Express x 2 (filed due to no suspect identified), Tesco Express x 2 (1 x filed due to no suspect identified & 1 under investigation)

Theft from Motor Vehicle: 15 (up 13 from last meeting)

11 x filed, no suspect identified

1 x charged

3 x under investigation

Theft of Motor Vehicle: 6 (up 3 from last meeting)  
5 x filed, no suspect identified  
1 x under investigation

Public Order: 22 (up 7 from last meeting)  
6 x suspect identified but evidential difficulties  
10 x filed, no suspect identified  
6 x under investigation

### **Matters raised by local residents**

A member of the public reported that they keep getting logged out of the website when reporting a crime. Police will check with IT whether there is a problem with the website.

The concern for the increase in shop lifting was raised. The Police reiterated that if the shop lifter is no longer in the shop when the crime is reported then it is downgraded to a standard log and the Police will get to it when they can, they do not attend the shop as soon as it is reported. Ideally shop keepers should log the day/time the shop lifting occurred so that the Police can look back on CCTV. The Police also advised that the CCTV from Tesco Express is hard to access as they have to email a request through to head office to view the CCTV, it is not possible to view it in the shop.

Cllr Medford confirmed that the CCTV in the high street has been upgraded and is functioning properly. She will check whether it covers Assembly St & Exchange St as residents have been having problems with anti-social behaviour there – mostly between 6-9pm.

Concerns were raised about antisocial behaviour by youths in the market area – the Police reported that early interventions have been given out to 2 youths and 6 others have been identified.

A local resident raised concern about cars driving down the High Street during 10am-4pm when it is supposed to be pedestrianised. Cllr Medford confirmed that the rise and fall bollards have been delayed due to procurement problems finding a suitable company to install them. She had requested for a temporary barrier to be installed but that has been rejected. The Police will look into holding a Day of Action Ticketing session in the High Street to ticket cars that are using the High Street between 10am-4pm.

**Next PACT meeting will be held on Thursday 6 February 2025 at Normanton Fire Station from 7pm.** They will miss out the date in December as it would fall on Boxing Day.

### **Useful Contacts:**

Email: [normanton@westyorkshire.police.uk](mailto:normanton@westyorkshire.police.uk)

Website to report a crime: <https://www.westyorkshire.police.uk/report-it>

# NORMANTON TOWN COUNCIL

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/01/2026 and 31/03/2026)

### ALLOTMENTS CTTEE

| ALLOTMENTS<br>CTTEE |                         | Last Year 2024-2025 |                 |                  |                 | Current Year 2025-2026 |        |          |       | Next Year 2026-2027 |          |          |       |        |
|---------------------|-------------------------|---------------------|-----------------|------------------|-----------------|------------------------|--------|----------|-------|---------------------|----------|----------|-------|--------|
|                     |                         | Receipts            |                 | Payments         |                 | Receipts               |        | Payments |       | Receipts            | Payments |          |       |        |
|                     |                         | Budget              | Actual          | Budget           | Actual          | Budget                 | Actual | Forecast | Total | Budget              | Actual   | Forecast | Total | Budget |
| 1                   | Income - Allotment Re   | 8,765.65            | 2,449.99        |                  |                 | 8,643.00               |        |          |       |                     |          |          |       |        |
| 7                   | Income - Key Deposit    |                     | 10.00           |                  |                 |                        |        |          |       |                     |          |          |       |        |
| 48                  | Key Deposit             |                     |                 |                  |                 |                        |        |          |       |                     |          |          |       |        |
| 90                  | Newland Lane Allotme    |                     |                 | 1,275.00         | 754.70          |                        |        |          |       | 900.00              |          |          |       |        |
| 91                  | Cypress Road Allotme    |                     |                 | 867.00           | -1,790.21       |                        |        |          |       | 700.00              |          |          |       |        |
| 92                  | Ellins Terrace 1 Allotm |                     |                 | 1,734.00         | 277.56          |                        |        |          |       | 1,100.00            |          |          |       |        |
| 93                  | Ellins Terrace 2 Allotm |                     |                 | 1,581.00         | 60.91           |                        |        |          |       | 1,100.00            |          |          |       |        |
| 94                  | Allotments General      |                     |                 | 131.00           | 40.85           |                        |        |          |       |                     |          |          |       |        |
| 95                  | Gladstone Street Allot  |                     |                 | 2,040.00         | 1,522.59        |                        |        |          |       | 900.00              |          |          |       |        |
| 96                  | Heys Buildings Allotme  |                     |                 | 1,487.50         | 2,118.24        |                        |        |          |       | 400.00              |          |          |       |        |
| 97                  | Norwood Street Allotm   |                     |                 | 952.00           | 441.78          |                        |        |          |       | 700.00              |          |          |       |        |
| 98                  | Wentworth Terrace All   |                     |                 | 2,728.50         | 460.02          |                        |        |          |       | 1,900.00            |          |          |       |        |
| 102                 | The Grove               |                     |                 | 85.00            |                 |                        |        |          |       | 150.00              |          |          |       |        |
| 103                 | Gilcar Street           |                     |                 | 51.00            |                 |                        |        |          |       | 150.00              |          |          |       |        |
| 104                 | Edward Street           |                     |                 | 68.00            |                 |                        |        |          |       |                     |          |          |       |        |
| 109                 | Garage Plot Rent        |                     | -576.80         |                  |                 |                        |        |          |       |                     |          |          |       |        |
| 117                 | Allotments EMR Experi   |                     |                 | 4,000.00         | 1,300.00        |                        |        |          |       |                     |          |          |       |        |
| 125                 | Plot Clearance          |                     |                 |                  |                 |                        |        |          |       | 5,000.00            |          |          |       |        |
| 126                 | Waste Removal           |                     |                 |                  |                 |                        |        |          |       | 4,000.00            |          |          |       |        |
| 127                 | Gates & Fencing         |                     |                 |                  |                 |                        |        |          |       | 5,000.00            |          |          |       |        |
| <b>SUB TOTAL</b>    |                         | <b>8,765.65</b>     | <b>1,883.19</b> | <b>17,000.00</b> | <b>5,186.44</b> | <b>8,643.00</b>        |        |          |       | <b>22,000.00</b>    |          |          |       |        |

### EVENTS CTTEE

| EVENTS CTTEE |  | Last Year 2024-2025 |        |          |        | Current Year 2025-2026 |        |          |       | Next Year 2026-2027 |          |          |       |
|--------------|--|---------------------|--------|----------|--------|------------------------|--------|----------|-------|---------------------|----------|----------|-------|
|              |  | Receipts            |        | Payments |        | Receipts               |        | Payments |       | Receipts            | Payments |          |       |
|              |  | Budget              | Actual | Budget   | Actual | Budget                 | Actual | Forecast | Total | Budget              | Actual   | Forecast | Total |

# NORMANTON TOWN COUNCIL

16 January 2025 (2025-2026)

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## Detailed Budget Summary

All Cost Centres and Codes (Between 01/01/2026 and 31/03/2026)

|                  |                       |                 |                 |                  |                  |                 |                  |
|------------------|-----------------------|-----------------|-----------------|------------------|------------------|-----------------|------------------|
| 9                | Income - Gala         | 4,000.00        | 4,890.00        |                  | 4,500.00         |                 |                  |
| 10               | Income - Flower Show  | 300.00          | 103.25          |                  |                  |                 |                  |
| 11               | Income - Christmas Li | 150.00          | 220.00          |                  | 200.00           |                 |                  |
| 12               | Income - Party @ Haw  | 640.00          | 1,426.75        |                  | 650.00           |                 |                  |
| 75               | Gala                  |                 | 32,000.00       | 32,440.55        |                  | 37,500.00       |                  |
| 76               | Flower Show           |                 | 2,600.00        | 1,229.32         |                  |                 |                  |
| 77               | Remembrance Sunda     |                 | 3,700.00        | 3,486.22         |                  | 4,000.00        |                  |
| 78               | Children's Party      |                 | 1,500.00        | 1,314.39         |                  | 1,500.00        |                  |
| 79               | Christmas Lights      |                 | 5,000.00        | 5,393.60         |                  | 7,000.00        |                  |
| 80               | Coronation            |                 |                 |                  |                  |                 |                  |
| 81               | Party @ Haw Hill Park |                 | 16,000.00       | 13,498.23        |                  | 16,000.00       |                  |
| 82               | Mayor Making          |                 | 3,000.00        | 2,123.78         |                  | 3,500.00        |                  |
| 83               | Civic Sunday          |                 | 500.00          | 675.40           |                  | 750.00          |                  |
| 84               | Easter                |                 |                 |                  |                  |                 |                  |
| 85               | Brass Band Concert    |                 | 800.00          | 250.00           |                  | 800.00          |                  |
| 86               | Christmas Celebration | 367.15          | 200.00          |                  |                  | 300.00          |                  |
| 87               | Halloween             |                 | 1,500.00        | 1,121.84         |                  | 1,500.00        |                  |
| 88               | Information Events    |                 | 120.00          | 7.79             |                  | 250.00          |                  |
| 89               | Events - General      |                 | 1,000.00        | 1,099.54         |                  | 1,000.00        |                  |
| 115              | Gala 2025             |                 |                 |                  |                  |                 |                  |
| 119              | MISC                  |                 |                 |                  |                  |                 |                  |
| 120              | National Events       |                 |                 | 252.63           |                  | 9,247.57        |                  |
| 122              | VE DAY 80             |                 |                 |                  |                  | 750.00          |                  |
| 123              | Talk & Slide Show     |                 |                 |                  |                  | 150.00          |                  |
| 124              | NTC50                 |                 |                 |                  |                  | 3,000.00        |                  |
| <b>SUB TOTAL</b> |                       | <b>5,090.00</b> | <b>7,007.15</b> | <b>67,920.00</b> | <b>62,893.29</b> | <b>5,350.00</b> | <b>87,247.57</b> |

# NORMANTON TOWN COUNCIL

16 January 2025 (2025-2026)

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## Detailed Budget Summary

All Cost Centres and Codes (Between 01/01/2026 and 31/03/2026)

|               |                       | Last Year 2024-2025 |            |          |          | Current Year 2025-2026 |        |          |       | Next Year 2026-2027 |        |          |       |                 |                 |
|---------------|-----------------------|---------------------|------------|----------|----------|------------------------|--------|----------|-------|---------------------|--------|----------|-------|-----------------|-----------------|
| FINANCE CTTEE |                       | Receipts            |            | Payments |          | Receipts               |        |          |       | Payments            |        |          |       |                 |                 |
| Code          | Title                 | Budget              | Actual     | Budget   | Actual   | Budget                 | Actual | Forecast | Total | Budget              | Actual | Forecast | Total | Receipts Budget | Payments Budget |
| 5             | Income - Interest     | 1,000.00            | 5,923.52   |          |          | 6,000.00               |        |          |       |                     |        |          |       |                 |                 |
| 6             | Income - Precept      | 359,783.44          | 359,783.44 |          |          |                        |        |          |       |                     |        |          |       |                 |                 |
| 13            | Income- Hanging Basl  | 3,000.00            | 1,980.00   |          |          | 2,500.00               |        |          |       |                     |        |          |       |                 |                 |
| 14            | Income - Mayor's Appr |                     | 290.00     |          |          |                        |        |          |       |                     |        |          |       |                 |                 |
| 15            | Income - Mayors Appe  |                     | 2,696.48   |          |          |                        |        |          |       |                     |        |          |       |                 |                 |
| 26            | Franking Machine Lea  |                     |            | 359.00   | 268.83   |                        |        |          |       | 360.00              |        |          |       |                 |                 |
| 27            | Postage               |                     |            | 4,080.00 | 1,705.32 |                        |        |          |       | 3,500.00            |        |          |       |                 |                 |
| 28            | Telephone / Internet  |                     |            | 1,980.00 | 1,420.63 |                        |        |          |       | 1,953.00            |        |          |       |                 |                 |
| 29            | Photocopier Lease     |                     |            | 1,732.00 | 1,314.00 |                        |        |          |       | 1,732.00            |        |          |       |                 |                 |
| 30            | Printing              |                     |            | 2,068.00 | 1,521.06 |                        |        |          |       | 2,100.00            |        |          |       |                 |                 |
| 31            | Stationery            |                     |            | 1,650.00 | 597.27   |                        |        |          |       | 1,600.00            |        |          |       |                 |                 |
| 32            | Office Equipment      |                     |            | 1,000.00 | 468.14   |                        |        |          |       | 1,000.00            |        |          |       |                 |                 |
| 33            | IT Equipment          |                     |            | 1,000.00 | 505.23   |                        |        |          |       | 2,500.00            |        |          |       |                 |                 |
| 34            | IT Software           |                     |            | 2,000.00 | 118.02   |                        |        |          |       | 6,000.00            |        |          |       |                 |                 |
| 35            | IT Support            |                     |            | 4,620.00 | 3,288.32 |                        |        |          |       | 5,000.00            |        |          |       |                 |                 |
| 36            | Website               |                     |            | 2,000.00 | 1,147.05 |                        |        |          |       | 1,800.00            |        |          |       |                 |                 |
| 37            | Professional Fees     |                     |            | 7,030.00 | 4,315.47 |                        |        |          |       | 7,000.00            |        |          |       |                 |                 |
| 38            | Audit Fees            |                     |            | 1,640.00 | 1,215.00 |                        |        |          |       | 1,700.00            |        |          |       |                 |                 |
| 39            | Insurance             |                     |            | 6,138.00 | 6,174.79 |                        |        |          |       | 6,700.00            |        |          |       |                 |                 |
| 40            | GDPR Compliance       |                     |            | 500.00   | 210.60   |                        |        |          |       | 500.00              |        |          |       |                 |                 |
| 41            | Health & Safety       |                     |            | 1,000.00 | 422.47   |                        |        |          |       | 1,000.00            |        |          |       |                 |                 |
| 42            | Memberships           |                     |            | 2,583.00 | 2,125.00 |                        |        |          |       | 3,000.00            |        |          |       |                 |                 |
| 44            | Councillor Training   |                     |            | 1,000.00 | 78.80    |                        |        |          |       | 1,000.00            |        |          |       |                 |                 |
| 50            | Bank Charges          |                     |            | 287.00   | 265.25   |                        |        |          |       | 300.00              |        |          |       |                 |                 |
| 51            | Card Processing Fees  |                     | -122.48    | 100.00   |          |                        |        |          |       | 150.00              |        |          |       |                 |                 |
| 52            | Talking Newspaper     |                     |            | 500.00   | 299.36   |                        |        |          |       | 400.00              |        |          |       |                 |                 |
| 53            | Mayors Appeal 24/25   |                     |            |          | 80.00    |                        |        |          |       |                     |        |          |       |                 |                 |

# NORMANTON TOWN COUNCIL

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/01/2026 and 31/03/2026)

|                  |                        |                   |                   |                  |                  |                 |  |  |  |                  |  |  |  |  |  |
|------------------|------------------------|-------------------|-------------------|------------------|------------------|-----------------|--|--|--|------------------|--|--|--|--|--|
| 54               | Normanton Developm     |                   |                   |                  |                  |                 |  |  |  |                  |  |  |  |  |  |
| 66               | Mayoral Expenses 23/   |                   |                   |                  | 284.55           |                 |  |  |  |                  |  |  |  |  |  |
| 66               | Mayors Allowance 23/   |                   |                   |                  | 284.55           |                 |  |  |  |                  |  |  |  |  |  |
| 67               | Councillor Allowances  |                   |                   | 2,420.00         | 1,820.27         |                 |  |  |  | 4,400.00         |  |  |  |  |  |
| 68               | Civic Regalia          |                   |                   | 1,000.00         | 530.49           |                 |  |  |  | 1,000.00         |  |  |  |  |  |
| 69               | Elections              |                   |                   | 2,000.00         |                  |                 |  |  |  | 2,000.00         |  |  |  |  |  |
| 70               | Small Grants           |                   |                   | 7,000.00         | 500.00           |                 |  |  |  | 7,000.00         |  |  |  |  |  |
| 71               | Advertising & Promotic |                   |                   | 8,760.00         | 4,890.00         |                 |  |  |  | 8,000.00         |  |  |  |  |  |
| 74               | Hanging Baskets        |                   |                   | 15,000.00        | 9,745.58         |                 |  |  |  | 13,000.00        |  |  |  |  |  |
| 99               | VAT Refund             |                   |                   |                  |                  |                 |  |  |  |                  |  |  |  |  |  |
| 100              | Potts Terrace          |                   |                   | 450.00           | 418.84           |                 |  |  |  | 450.00           |  |  |  |  |  |
| 105              | Administration         |                   |                   | 1,000.00         |                  |                 |  |  |  | 1,000.00         |  |  |  |  |  |
| 106              | Mayors Appeal 23/24    |                   |                   |                  | 4,787.15         |                 |  |  |  |                  |  |  |  |  |  |
| 106              | Mayors Appeal 23/24    |                   |                   |                  | 4,787.15         |                 |  |  |  |                  |  |  |  |  |  |
| 107              | Mayoral Expenses       |                   |                   | 2,200.00         | 802.19           |                 |  |  |  | 2,200.00         |  |  |  |  |  |
| 110              | Civic Regalia (EMR)    |                   |                   |                  |                  |                 |  |  |  |                  |  |  |  |  |  |
| 111              | SUSPENSE               |                   | 1.00              |                  |                  |                 |  |  |  |                  |  |  |  |  |  |
| 112              | Refreshments           |                   |                   |                  | 76.86            |                 |  |  |  | 250.00           |  |  |  |  |  |
| 116              | Income - Misc          |                   | 5.32              |                  |                  |                 |  |  |  |                  |  |  |  |  |  |
| 118              | Income - CIL           |                   | 53.16             |                  |                  |                 |  |  |  |                  |  |  |  |  |  |
| 128              | Cllr Travel            |                   |                   |                  |                  |                 |  |  |  | 100.00           |  |  |  |  |  |
| <b>SUB TOTAL</b> |                        | <b>363,783.44</b> | <b>370,610.44</b> | <b>83,097.00</b> | <b>56,468.24</b> | <b>8,500.00</b> |  |  |  | <b>88,695.00</b> |  |  |  |  |  |

| PROPERTY CTTEE |                      | Last Year 2024-2025 |        |          |        | Current Year 2025-2026 |        |          |       | Next Year 2026-2027 |        |          |       |        |        |
|----------------|----------------------|---------------------|--------|----------|--------|------------------------|--------|----------|-------|---------------------|--------|----------|-------|--------|--------|
|                |                      | 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              | 307.00 |          |        | 350.00                 |        |          |       |                     |        |          |       |        |        |
| 3              | Income - Hire WCC    | 250.00              | 665.00 |          |        | 150.00                 |        |          |       |                     |        |          |       |        |        |
| 4              | Income - Garage Plot | 638.00              | 634.80 |          |        | 660.00                 |        |          |       |                     |        |          |       |        |        |



# NORMANTON TOWN COUNCIL

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/01/2026 and 31/03/2026)

|                  |                      |                 |                 |                  |                  |                 |  |                  |  |
|------------------|----------------------|-----------------|-----------------|------------------|------------------|-----------------|--|------------------|--|
| 8                | Income - Deposit (WC |                 |                 |                  |                  |                 |  |                  |  |
| 47               | Deposits             |                 |                 |                  |                  |                 |  |                  |  |
| 55               | Town Hall Refurb     |                 | 35,000.00       | 450.00           |                  |                 |  | 29,925.00        |  |
| 56               | Business Rates       |                 | 13,000.00       | 12,175.60        |                  |                 |  | 13,000.00        |  |
| 58               | Defibrillator        |                 | 250.00          |                  |                  |                 |  | 255.00           |  |
| 59               | Hygiene Services     |                 | 2,564.00        | 1,922.31         |                  |                 |  | 2,600.00         |  |
| 60               | Repairs & Maint NTH  |                 | 6,600.00        | 6,431.08         |                  |                 |  | 6,930.00         |  |
| 61               | Repairs & Maint WCC  |                 | 5,775.00        | 6,744.60         |                  |                 |  | 6,065.00         |  |
| 62               | Waste Removal        |                 | 724.00          | 577.97           |                  |                 |  | 635.00           |  |
| 63               | Garages              |                 | 500.00          |                  |                  |                 |  | 500.00           |  |
| 64               | Cleaning             |                 | 1,600.00        | 1,058.75         |                  |                 |  | 1,760.00         |  |
| 65               | Norwood St O/S       |                 | 1,000.00        | 175.24           |                  |                 |  | 1,000.00         |  |
| 72               | Utilities NTH        |                 | 4,000.00        | 349.23           |                  |                 |  | 3,000.00         |  |
| 73               | Utilities WCC        |                 | 4,000.00        | 2,352.62         |                  |                 |  | 4,000.00         |  |
| 101              | Lease NTH            |                 | 1.00            |                  |                  |                 |  | 1.00             |  |
| 108              | Lease WCC            |                 | 1.00            | 1.00             |                  |                 |  | 1.00             |  |
| 113              | Street Furniture     |                 |                 | 2,100.00         |                  |                 |  | 1,000.00         |  |
| 114              | Train Station Sign   |                 |                 | 10.80            |                  |                 |  |                  |  |
| <b>SUB TOTAL</b> |                      | <b>1,138.00</b> | <b>1,606.80</b> | <b>75,015.00</b> | <b>34,349.20</b> | <b>1,160.00</b> |  | <b>70,672.00</b> |  |

### STAFFING

#### CTTEE

| Code | Title                 | Last Year 2024-2025 |        |            |            | Current Year 2025-2026 |        |          |       | Next Year 2026-2027 |          |          |       |        |
|------|-----------------------|---------------------|--------|------------|------------|------------------------|--------|----------|-------|---------------------|----------|----------|-------|--------|
|      |                       | Receipts            |        | Payments   |            | Receipts               |        | Payments |       | Receipts            | Payments |          |       |        |
|      |                       | Budget              | Actual | Budget     | Actual     | Budget                 | Actual | Forecast | Total | Budget              | Actual   | Forecast | Total | Budget |
| 18   | Salaries & Wages      |                     |        | 139,953.00 | 106,623.76 |                        |        |          |       | 149,378.00          |          |          |       |        |
| 24   | Employers National In |                     |        | 13,500.09  | 9,787.83   |                        |        |          |       | 16,883.00           |          |          |       |        |
| 25   | Employers Pension     |                     |        | 20,292.00  | 15,141.52  |                        |        |          |       | 22,355.00           |          |          |       |        |
| 43   | Staff Training        |                     |        | 1,000.00   |            |                        |        |          |       | 1,000.00            |          |          |       |        |
| 49   | Travel Expenses       |                     |        | 500.00     | 69.28      |                        |        |          |       | 500.00              |          |          |       |        |

# NORMANTON TOWN COUNCIL

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/01/2026 and 31/03/2026)

|                  |  |            |            |  |            |
|------------------|--|------------|------------|--|------------|
| <b>SUB TOTAL</b> |  | 175,245.09 | 131,622.39 |  | 190,116.00 |
|------------------|--|------------|------------|--|------------|

### YEAR END ADJUSTMENTS

|                  |              | Last Year 2024-2025 |        |          |               | Current Year 2025-2026 |        |          |       | Next Year 2026-2027 |          |          |       |        |        |
|------------------|--------------|---------------------|--------|----------|---------------|------------------------|--------|----------|-------|---------------------|----------|----------|-------|--------|--------|
|                  |              | Receipts            |        | Payments |               | Receipts               |        | Payments |       | Receipts            | Payments |          |       |        |        |
| Code             | Title        | Budget              | Actual | Budget   | Actual        | Budget                 | Actual | Forecast | Total | Budget              | Actual   | Forecast | Total | Budget | Budget |
| 121              | Pre-Payments |                     |        |          | 715.00        |                        |        |          |       |                     |          |          |       |        |        |
| <b>SUB TOTAL</b> |              |                     |        |          | <b>715.00</b> |                        |        |          |       |                     |          |          |       |        |        |

### Summary

|              |            |            |            |            |           |            |
|--------------|------------|------------|------------|------------|-----------|------------|
| <b>TOTAL</b> | 378,777.09 | 381,107.58 | 418,277.09 | 291,234.56 | 23,653.00 | 458,730.57 |
|--------------|------------|------------|------------|------------|-----------|------------|

**NORMANTON TOWN COUNCIL**

Tuesday 4<sup>th</sup> February 2025

**PRECEPT 2025/26**

The following figures have been used to calculate the required precept.

The forecasted general reserve is likely to be around £110,000 and it is therefore recommended that some of the general reserves are used to offset any increase in the precept.

|                         |                  |
|-------------------------|------------------|
| Expenditure Budget      | £458,731         |
| LESS Income             | -£23,653         |
| LESS Earmarked Reserves | -£49,573         |
| <b>Shortfall</b>        | <b>£385,504*</b> |

\* Figure adjusted for rounding purposes.

|  |                 |
|--|-----------------|
| Shortfall                              | £385,504        |
| LESS Contribution from General Reserve | -£18,165        |
| <b>Precept</b>                         | <b>£367,339</b> |

Level of precept required to cover net expenditure

£367,339.00

Current Tax Base

6,516

**Precept for 2025-26 per Band D**

£56.37

**The equivalent figure for 2024-25 is:**

The precept was

£359,783.44

Collected via a Council Tax Base of

6,550

The precept per Band D was therefore

£54.93

**Change in precept per Band D**

**£1.45**

**Percentage change**

**2.63%**

Precepts per dwelling valuation band can be calculated as follows:

| Dwelling Valuation Band | Proportion of Band D Rate | <u>24/25 Charge</u> | <u>Indicative 25/26 Charge</u> | <u>Annual Increase</u> |
|-------------------------|---------------------------|---------------------|--------------------------------|------------------------|
| A                       | 6/9                       | £36.62              | £37.58                         | £0.96                  |
| B                       | 7/9                       | £42.72              | £43.85                         | £1.12                  |
| C                       | 8/9                       | £48.83              | £50.11                         | £1.29                  |
| D                       | 9/9                       | £54.93              | £56.37                         | £1.45                  |
| E                       | 11/9                      | £67.14              | £68.90                         | £1.77                  |
| F                       | 13/9                      | £79.34              | £81.43                         | £2.09                  |
| G                       | 15/9                      | £91.55              | £93.96                         | £2.41                  |
| H                       | 18/9                      | £109.86             | £112.75                        | £2.89                  |

#### Impact on General Reserve:

|  |                |
|--|----------------|
| Precept                                | £367,339       |
| General Reserve Required (3m Precept)  | <b>£91,835</b> |
| Forecasted General Reserve             | £110,000       |
| LESS Contribution from General Reserve | -£18,165       |
|  | <b>£91,835</b> |

#### Council Tax Base

Members will see that the Council Tax Base has reduced by 34.

Having compared the calculations on the Council Tax Base to last year, it has been noted that

- the number of chargeable dwellings has reduced by 12
- the number of 25% discounts has increased by 14
- the number of 50% discounts has increased by 7
- the number of people in receipt of the Council Tax Support Scheme has increased by 25.6


All of these relatively minor changes have an impact on the Council Tax Base.

PAYMENTS MADE IN DECEMBER

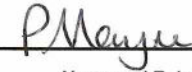
M

| Voucher No | Date       | Net               | VAT            | Total             | Description                | Supplier                            | Invoice Date | Bank          | Cashed Date |
|------------|------------|-------------------|----------------|-------------------|----------------------------|-------------------------------------|--------------|---------------|-------------|
| 485        | 02.12.2024 | £127.45           | £25.49         | £152.94           | Website Hosting            | Multi-Web-Services Ltd              | 02.12.2024   | Unity Current | 02.12.2024  |
| 486        | 03.12.2024 | £60.00            | £12.00         | £72.00            | Photocopier Lease          | Siemens Financial Services          | 31.10.2024   | Unity Current | 03.12.2024  |
| 487        | 12.12.2024 | £89.61            | £17.92         | £107.53           | Franker Lease              | Pitney Bowes Ltd (Pitney Bowes Ltd) | 11.11.2024   | Unity Current | 12.12.2024  |
| 488        | 13.12.2024 | £205.26           | £41.05         | £246.31           | Hygiene Services           | Cathedral Leasing Ltd               | 13.12.2024   | Unity Current | 13.12.2024  |
| 489        | 18.12.2024 | £107.33           | £5.37          | £112.70           | Utilities                  | Octopus Energy Ltd                  | 04.12.2024   | Unity Current | 18.12.2024  |
| 490        | 23.12.2024 | £295.50           | £59.10         | £354.60           | HR and H&S Advice          | Citation                            | 23.12.2024   | Unity Current | 23.12.2024  |
| 491        | 23.12.2024 | £47.16            | £9.43          | £56.59            | Telephone Bill - Town Hall | DRDCommunications                   | 01.12.2024   | Unity Current | 23.12.2024  |
| 492        | 30.12.2024 | £373.51           | £74.70         | £448.21           | IT Support                 | Pro Logic Computers (UK) Ltd        | 13.12.2024   | Unity Current | 30.12.2024  |
| 493        | 30.12.2024 | £90.65            | £18.13         | £108.78           | Telephone & Broadband      | NGC Networks                        | 16.12.2024   | Unity Current | 30.12.2024  |
| 494        | 19.12.2024 | £9,316.33         | £0.00          | £9,316.33         | Salaries & Wages           | Employees                           | 19.12.2024   | Unity Current | 19.12.2024  |
| 495        | 19.12.2024 | £2,295.57         | £0.00          | £2,295.57         | Pension                    | West Yorkshire Pension Fund         | 19.12.2024   | Unity Current | 19.12.2024  |
| 496        | 19.12.2024 | £2,953.00         | £0.00          | £2,953.00         | PAYE / NIC                 | HMRC                                | 19.12.2024   | Unity Current |             |
| 497        | 31.12.2024 | £17.25            | £0.00          | £17.25            | Bank Charges               | Unity Trust Bank                    | 31.12.2024   | Unity Current | 31.12.2024  |
| 498        | 31.12.2024 | £22.50            | £0.00          | £22.50            | Bank Charges               | Unity Trust Bank                    | 31.12.2024   | Unity Current | 31.12.2024  |
| 499        | 19.12.2024 | £1,435.89         | £0.00          | £1,435.89         | PAYE / NIC                 | HMRC                                | 19.12.2024   | Unity Current | 27.12.2024  |
| 500        | 04.12.2024 | £77.98            | £0.00          | £77.98            | Volunteer Refreshments     | Jus Eat (Gems)                      | 04.12.2024   | Petty Cash    | 04.12.2024  |
| 501        | 05.12.2024 | £12.90            | £2.59          | £15.49            | Desk Mat                   | Amazon EU UK Branch                 | 05.12.2024   | Petty Cash    | 05.12.2024  |
| 502        | 05.12.2024 | £4.00             | £0.00          | £4.00             | DIY Goods                  | Melvyn's                            | 05.12.2024   | Petty Cash    | 05.12.2024  |
| 503        | 05.12.2024 | £3.60             | £0.00          | £3.60             | Newspapers                 | Asda                                | 05.12.2024   | Petty Cash    | 05.12.2024  |
| 504        | 12.12.2024 | £3.60             | £0.00          | £3.60             | Newspapers                 | Asda                                | 12.12.2024   | Petty Cash    | 12.12.2024  |
| 505        | 15.12.2024 | £8.33             | £1.67          | £10.00            | Key Hooks                  | B&Q                                 | 15.12.2024   | Petty Cash    | 15.12.2024  |
| 506        | 15.12.2024 | £5.83             | £1.17          | £7.00             | Gorilla Tape               | TESCO                               | 15.12.2024   | Petty Cash    | 15.12.2024  |
| 507        | 19.12.2024 | £3.60             | £0.00          | £3.60             | Newspapers                 | Asda                                | 19.12.2024   | Petty Cash    | 19.12.2024  |
| 508        | 02.12.2024 | £6.00             | £0.00          | £6.00             | Bank Charges               | Lloyds Bank                         | 02.12.2024   | Lloyds Card   | 16.12.2024  |
| 509        | 16.12.2024 | £4.80             | £0.00          | £4.80             | Milk                       | Asda                                | 29.11.2024   | Lloyds Card   | 16.12.2024  |
| 510        | 16.12.2024 | £11.66            | £2.33          | £13.99            | Labels                     | Amazon EU UK Branch                 | 04.11.2024   | Lloyds Card   | 16.12.2024  |
| 511        | 16.12.2024 | £72.16            | £7.97          | £80.13            | Refreshments               | TESCO                               | 04.11.2024   | Lloyds Card   | 16.12.2024  |
| 512        | 16.12.2024 | £10.17            | £2.04          | £12.21            | Stationery                 | Amazon EU UK Branch                 | 06.11.2024   | Lloyds Card   | 16.12.2024  |
| 513        | 16.12.2024 | £26.45            | £5.29          | £31.74            | Kettle & Office Equip      | B&M                                 | 06.11.2024   | Lloyds Card   | 16.12.2024  |
|            |            | <b>£17,688.09</b> | <b>£286.25</b> | <b>£17,974.34</b> |                            |                                     |              |               |             |

**NORMANTON TOWN COUNCIL**

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

Date: 12/12/24

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

Date: 15/1/25

|  |   |                   |
|--|---|-------------------|
| <b>Bank Reconciliation at 30/11/2024</b> |   |                   |
|  | Cash in Hand 01/04/2024                             | 223,343.42        |
|  | <b>ADD</b><br>Receipts 01/04/2024 - 30/11/2024      | 398,999.51        |
|  |   | 622,342.93        |
|  | <b>SUBTRACT</b><br>Payments 01/04/2024 - 30/11/2024 | 280,472.01        |
| <b>A</b>                                 | <b>Cash in Hand 30/11/2024</b><br>(per Cash Book)   | <b>341,870.92</b> |
|  | Cash in hand per Bank Statements                    |                   |
|  | Petty Cash 30/11/2024                               | 208.09            |
|  | Unity Current 30/11/2024                            | 38,460.07         |
|  | Unity Savings 30/11/2024                            | 315,348.90        |
|  | Lloyds Card 30/11/2024                              | 0.00              |
|  | Admin Float 30/11/2024                              | 100.00            |
|  | Events Float 30/11/2024                             | 200.00            |
|  |   | <b>354,317.06</b> |
|  | Less unrepresented payments                         | 12,503.14         |
|  |   | 341,813.92        |
|  | Plus unrepresented receipts                         | 57.00             |
| <b>B</b>                                 | <b>Adjusted Bank Balance</b>                        | <b>341,870.92</b> |
| <b>A = B Checks out OK</b>               |   |                   |

