

# NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ  
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To members of the Finance  
Committee

Date: 17<sup>th</sup> January 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Tuesday 28<sup>th</sup> January 2025** at **1.30pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

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

Yours sincerely

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

Mrs Donna Johnston FdA  
Town Clerk & RFO.

## FINANCE COMMITTEE

Tuesday 28<sup>th</sup> January 2025 at 1:30pm at Normanton Town Hall

### AGENDA

Item	Description	Enclosure
028.	To receive apologies for absence.	
029.	To receive members declarations of interest.	
030.	To receive and sign 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).	A
031.	To receive the cashbook for months 7-9 of the 2024/25 financial year.	B
032.	To receive the bank reconciliation for months 7-9 of the 2024/25 financial year.	C
033.	To receive the balance Sheet for Month 9 of the 2024/25 financial year.	D
034.	To receive the budget to date for the 2024/25 financial year.	E
035.	To consider applications for funding from the Small Grants Fund.	F
036.	To receive an update on Community Infrastructure Levy received.	G
037.	To consider a report from the Independent Remuneration Panel on Town Councillor Allowances.	H
038.	To consider the quotes for the telephony and broadband services.	I
039.	To note the purchase of a Past Mayors Badge for the Mayor.	

<b>040.</b>	<b>To consider a request from Wakefield Council to provide funding towards the refurbishment of the Jubilee Obelisk.</b>	
<b>041.</b>	<b>To consider and approve the budget for the 2025/26 financial year.</b>	<b>J</b>
<b>042.</b>	<b>To consider the precept for the 2025/26 financial year.</b>	<b>K</b>
<b>043.</b>	<b>To review the Policy on Internal Controls</b>	<b>L</b>
<b>044.</b>	<b>To review the Policy on Mayor and Members Allowances and Expenses.</b>	<b>M</b>

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

Held on Tuesday 22<sup>nd</sup> October 2024 at 1:00pm at Normanton Town Hall

Present: Councillor E Blezard  
Councillor A Bones  
Councillor B Mayne - Chairman  
Councillor P Mayne  
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO

Absent: Councillor M Jennings  
Councillor H Jones  
Councillor J Pritchard  
Councillor P Sampson  
Councillor R Seal

**014. To receive apologies for absence.**

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

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

There were no declarations of interest recorded.

**016. 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 Monday 12<sup>th</sup> August 2024 (Minute Numbers 001-013; Page Numbers 1-3) be received as a true record and signed by the Chairman.

**017. To review the Reserves Policy.**

RESOLVED that the Reserves Policy be reviewed and agreed.

**018. To review the Risk Management Policy.**

RESOLVED that the Risk Management Policy be reviewed and agreed.

**019. To review the Grant Making Policy.**

RESOLVED that the Grant Making Policy be reviewed and agreed.

**020. To confirm the arrangements for the Small Grants Fund.**

RESOLVED that the Small Grants Fund will be advertised with a closing date of 31<sup>st</sup> December 2024 and that:

- i) Grants will be considered in January 2025.
- ii) Grant payments will be presented to Council in February 2025.
- iii) There will be no presentation evening.

**021. To receive the cashbook for months 4-6 of the 2024/25 financial year.**

RESOLVED that the cashbook for months 4-6 of the 2024/25 financial year be received.

**022. To receive the bank reconciliation for months 4-6 of the 2024/25 financial year.**

RESOLVED that the bank reconciliation for month 4 showing a balance of £288,469.99, month 5 showing a balance of £247,893.64, and month 6 showing a balance of £247,893.64 be received.

**023. To receive the balance Sheet for Month 6 of the 2024/25 financial year.**

RESOLVED that the balance sheet for month 6 showing a balance of £406,303.49 be received.

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

RESOLVED that the budget document showing income of £375,901.24 and expenditure of £230,385.69 be received.

It was noted that there had been significant expenditure to date in the Allotments Committee budget and this would require close monitoring over the rest of the financial year.

**025. To review the Contracts Procurement Timetable.**

RESOLVED that the Contracts Procurement Timetable be noted and that the waste collection contracts be renewed with Wakefield Council when they are due for renewal.

**026. To review the contracts for Telephones and Broadband.**

RESOLVED that the proposal be received and that:

- i) The broadband contract be renewed with NGC at a cost of £34.00/m for Normanton Town Hall.

- ii) The broadband contract be renewed with NGC at a cost of £34.00/m for Woodhouse Community Centre.
- iii) The mobile phone contract be renewed with NGC at a cost of £7.50/m.
- iv) The two temporary mobile sims remain with Smarty on a 30-day contract.
- v) The telephony contract be put on hold pending a review.

**027. To consider quotes for the Spring Hanging Baskets and associated infrastructure.**

RESOLVED that the quotes for the Hanging Baskets be received and that:

- i) The contract for the clearance of the Pit Wheel bed and topsoil be awarded to First Impressions at a cost of £590.00.
- ii) The Spring Hanging Basket contract be awarded to First Impressions at a cost of £4,754.00 for 80 baskets.
- iii) The additional brackets be ordered from First Impressions at a cost of £896.00.

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

NORMANTON TOWN COUNCIL

PAYMENTS LIST

**B**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
308	Stationery	08/10/2024		Unity Current		Printer Paper	Advertiser Office Printers	S	130.00	26.00	156.00
309	Utilities NTH	08/10/2024		Unity Current		Utilities	Wakefield Council	S	349.23	65.60	414.83
310	Repairs & Maint WCC	08/10/2024		Unity Current		Pointing	RCW Building Solutions	S	900.00	180.00	1,080.00
311	Stationery	08/10/2024		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	10.92	2.18	13.10
311	Cleaning	08/10/2024		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	9.04	1.81	10.85
312	Repairs & Maint NTH	08/10/2024	Property 29.04.24 / 38	Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
313	Mayoral Expenses 24/25	08/10/2024		Unity Current		Mayors Expenses	Normanton Baptist Church	Z	18.00		18.00
314	Flower Show	08/10/2024		Unity Current		Table Hire	You Can Hire	S	398.80	79.76	478.56
315	Advertising & Promotions	08/10/2024		Unity Current		Advertising	Advertiser Office Printers	S	480.00	96.00	576.00
315	Advertising & Promotions	08/10/2024		Unity Current		Advertising	Advertiser Office Printers	S	60.00	12.00	72.00
316	Audit Fees	08/10/2024		Unity Current		External Audit Fee	PKF Littlejohn LLP	S	840.00	168.00	1,008.00
317	Gala	08/10/2024		Unity Current		Event Stage / PA	HG1 Communications	S	1,800.00	360.00	2,160.00
318	Gala	08/10/2024		Unity Current		Litter Collection	Wakefield Council	S	2,143.80	428.76	2,572.56
319	Party @ Haw Hill Park	08/10/2024		Unity Current		First Aid	Mediqas Group	S	468.00	93.60	561.60
320	Gala	08/10/2024		Unity Current		First Aid	Mediqas Group	S	1,450.00	290.00	1,740.00
321	Gala	08/10/2024		Unity Current		Event Security	TD Events	S	864.00	172.80	1,036.80
322	Flower Show	08/10/2024		Unity Current		Flower Show Prize Cards	Advertiser Office Printers	S	100.00	20.00	120.00
323	Flower Show	08/10/2024		Unity Current		Flower Show Catering	STW Catering	Z	360.00		360.00
324	Gala	08/10/2024		Unity Current		Gala Day Catering	STW Catering	Z	492.00		492.00
325	Mayoral Expenses 24/25	08/10/2024		Unity Current		Mayors Expenses	Mayor of Normanton 2024-	Z	68.00		68.00
326	Mayoral Expenses 24/25	12/11/2024		Unity Current		Small Lottery Licence	Wakefield Council	Z	20.00		20.00
327	Website	02/10/2024		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
328	Hygiene Services	10/10/2024		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
329	Utilities WCC	15/10/2024		Unity Current		Utilities	Octopus Energy Ltd	L	249.09	12.45	261.54
330	Newland Lane Allotment	16/10/2024		Unity Current		Water Bill	Everflow Water	Z	91.49		91.49
330	Cypress Road Allotment	16/10/2024		Unity Current		Water Bill	Everflow Water	Z	180.24		180.24
330	Ellins Terrace 1 Allotment	16/10/2024		Unity Current		Water Bill	Everflow Water	Z	21.27		21.27
330	Gladstone Street Allotment	16/10/2024		Unity Current		Water Bill	Everflow Water	Z	35.03		35.03
330	Ellins Terrace 2 Allotment	16/10/2024		Unity Current		Water Bill	Everflow Water	Z	21.28		21.28
330	Norwood Street Allotment	16/10/2024		Unity Current		Water Bill	Everflow Water	Z	8.56		8.56
330	Wentworth Terrace Allotment	16/10/2024		Unity Current		Water Bill	Everflow Water	Z	59.73		59.73
330	Utilities WCC	16/10/2024		Unity Current		Water Bill	Everflow Water	Z	35.11		35.11
331	Postage	17/10/2024		Unity Current		Postage	Pitney Bowes - Purchase Pt	E	1.42		1.42
332	Professional Fees	21/10/2024		Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92

# NORMANTON TOWN COUNCIL

14 January 2025 (2024-2025)

## PAYMENTS LIST

**B**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
333	Telephone / Internet	21/10/2024		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	49.25	9.85	59.10
334	Salaries & Wages	28/10/2024		Unity Current		Salaries & Wages	Employees	X	8,177.12		8,177.12
335	Salaries & Wages	28/10/2024		Unity Current		Pension	West Yorkshire Pension Fui	X	532.02		532.02
335	Employers Pension	28/10/2024		Unity Current		Pension	West Yorkshire Pension Fui	X	1,552.06		1,552.06
336	Salaries & Wages	28/10/2024		Unity Current		PAYE / NIC	HMRC	X	1,447.59		1,447.59
336	Employers National Insurance	28/10/2024		Unity Current		PAYE / NIC	HMRC	X	787.18		787.18
337	IT Support	28/10/2024		Unity Current		IT Support	Pro Logic Computers (UK)	S	373.51	74.70	448.21
338	Postage	30/10/2024		Unity Current		Franker Ink	Pitney Bowes Ltd	S	159.95	31.99	191.94
339	Telephone / Internet	31/10/2024		Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
340	Bank Charges	31/10/2024		Unity Current		Bank Charges	Unity Trust Bank	Z	14.85		14.85
341	Employers National Insurance	25/10/2024		Unity Current		Employers NI Underpayment	HMRC	X	5,000.00		5,000.00
342	Bank Charges	16/10/2024		Lloyds Card		Bank Charges	Lloyds Bank	Z	6.00		6.00
343	Printing	16/10/2024		Lloyds Card		Printer Ink	HP Instant Ink	S	15.41	3.08	18.49
344	Telephone / Internet	16/10/2024		Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
345	Telephone / Internet	16/10/2024		Lloyds Card		Mobile Phone Contract	Smarty	S	4.50	0.90	5.40
346	Telephone / Internet	16/10/2024		Lloyds Card		Data Sim	Smarty	S	6.75	1.35	8.10
347	Heys Buildings Allotment	16/10/2024		Lloyds Card		Skip Hire	Pickup Skips	S	216.67	43.33	260.00
348	Repairs & Maint NTH	16/10/2024		Lloyds Card		Event Supplies	Nisbets	S	5.99	1.20	7.19
348	Gala	16/10/2024		Lloyds Card		Event Supplies	Nisbets	S	11.28	2.26	13.54
348	Gala	16/10/2024		Lloyds Card		Event Supplies	Nisbets	S	11.98	2.40	14.38
348	Flower Show	16/10/2024		Lloyds Card		Event Supplies	Nisbets	S	49.17	9.83	59.00
348	Events - General	16/10/2024		Lloyds Card		Event Supplies	Nisbets	S	50.99	10.20	61.19
348	Events - General	16/10/2024		Lloyds Card		Event Supplies	Nisbets	S	12.38	2.46	14.84
349	Civic Regalia	16/10/2024		Lloyds Card		ID Badges	We Print Gifts	S	9.99	2.00	11.99
350	Gala	16/10/2024		Lloyds Card		Cold drinks for Gala	TESCO	Z	43.05		43.05
351	Gala	16/10/2024		Lloyds Card		Safety Gloves	Screwfix	S	22.37	4.48	26.85
352	Refreshments	16/10/2024		Lloyds Card		Milk	Booker Ltd	Z	10.99		10.99
353	Mayors Appeal 24/25	16/10/2024		Lloyds Card		Advertising	National World	S	80.00	16.00	96.00
354	Flower Show	16/10/2024		Lloyds Card		Flower Show Refreshments	Asda	Z	23.70		23.70
355	Repairs & Maint NTH	16/10/2024		Lloyds Card		Miscellaneous	Screwfix	S	8.98	1.80	10.78
355	Repairs & Maint NTH	16/10/2024		Lloyds Card		Miscellaneous	Screwfix	S	39.98	8.00	47.98
355	Repairs & Maint NTH	16/10/2024		Lloyds Card		Miscellaneous	Screwfix	S	24.15	4.83	28.98
355	Flower Show	16/10/2024		Lloyds Card		Miscellaneous	Screwfix	S	6.65	1.33	7.98
356	Gala	16/10/2024		Lloyds Card		Talk & Slide Show Refreshment	Asda	Z	17.55		17.55
357	Norwood Street Allotment	16/10/2024		Lloyds Card		Skip Hire	Pickup Skips	S	216.67	43.33	260.00
358	Stationery	16/10/2024		Lloyds Card		Stationery	Amazon EU UK Branch	S	8.82	1.77	10.59



# NORMANTON TOWN COUNCIL

14 January 2025 (2024-2025)

## PAYMENTS LIST

**B**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
359	Stationery	16/10/2024		Lloyds Card		Stationery	Amazon	Z	3.79		3.79
360	Repairs & Maint WCC	16/10/2024		Lloyds Card		Key Cutting	Timpson	S	38.33	7.67	46.00
361	Events - General	16/10/2024		Lloyds Card		Miscellaneous	Booker Ltd	Z	60.96		60.96
361	Events - General	16/10/2024		Lloyds Card		Miscellaneous	Booker Ltd	S	19.98	4.00	23.98
361	Children's Party	16/10/2024		Lloyds Card		Miscellaneous	Booker Ltd	S	25.98	5.19	31.17
362	Repairs & Maint NTH	16/10/2024		Lloyds Card		Key Rings	Amazon EU UK Branch	S	9.52	1.92	11.44
363	Repairs & Maint NTH	16/10/2024		Lloyds Card		Key Rings	Amazon EU UK Branch	S	6.76	1.35	8.11
364	Heys Buildings Allotment	16/10/2024		Lloyds Card		Number Tags	Amazon EU UK Branch	S	11.57	2.32	13.89
365	Christmas Lights	16/10/2024		Lloyds Card		Sweets	The Kids Kandy Company	S	86.64	17.32	103.96
366	Halloween	16/10/2024		Lloyds Card		Halloween Decorations / Equip	Amazon EU UK Branch	S	8.22	1.64	9.86
367	Halloween	16/10/2024		Lloyds Card		Halloween Decorations / Equip	Amazon EU UK Branch	S	16.28	3.26	19.54
368	Repairs & Maint NTH	16/10/2024		Lloyds Card		Scoop for gritting	Malton Plastics (UK) Ltd	S	5.37	1.08	6.45
369	Repairs & Maint NTH	16/10/2024		Lloyds Card		Wheelbarrow for gritting	Star Supplies (Brighton) Lt	S	27.49	5.50	32.99
370	Halloween	16/10/2024		Lloyds Card		Halloween Decorations / Equip	Amazon EU UK Branch	S	19.12	3.82	22.94
371	Talking Newspaper	03/10/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
372	Talking Newspaper	10/10/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
373	Talking Newspaper	17/10/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
374	Talking Newspaper	24/10/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
375	Talking Newspaper	31/10/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
376	Flower Show	01/10/2024		Petty Cash		DUPLICATED IN ERROR	DUPLICATED IN ERROR	X			
377	Halloween	31/10/2024		Petty Cash		Halloween Prize Money	Prize Winners	X	90.00		90.00
378	Train Station Sign	31/10/2024		Petty Cash		Dehumidifiers	B&M	S	5.83	1.17	7.00
379	Halloween	12/11/2024		Unity Current		Event Presenting	Ian Jefferson Presenting &	Z	200.00		200.00
380	Christmas Lights	12/11/2024		Unity Current		Event Presenting	Ian Jefferson Presenting &	Z	300.00		300.00
381	Office Equipment	12/11/2024	Clerks Authority	Unity Current		Filing Tray	D3 Office Group	S	11.75	2.35	14.10
382	Office Equipment	12/11/2024	Clerks Authority	Unity Current		Desk Equipment / Trays	D3 Office Group	S	87.27	17.45	104.72
383	Printing	12/11/2024	CONTRACT	Unity Current		Photocopier Charges	RISO (UK) Ltd	S	204.50	40.90	245.40
384	Printing	12/11/2024		Unity Current		Order of Service Printing	Advertiser Office Printers	Z	600.00		600.00
385	Stationery	12/11/2024		Unity Current		Paper	Advertiser Office Printers	S	130.00	26.00	156.00
386	Office Equipment	12/11/2024	Clerks Authority	Unity Current		Desk	D3 Office Group	S	255.08	51.02	306.10
387	Remembrance Sunday	12/11/2024	Events Committee 12.02.24	Unity Current		Remembrance Sunday Catering	STW Catering	Z	595.00		595.00
388	Halloween	12/11/2024		Unity Current		Owl Display	The Flying Squadron	Z	150.00		150.00
389	Remembrance Sunday	12/11/2024		Unity Current		Coach Hire	Frank Poppleton & Co	Z	850.00		850.00
390	Brass Band Concert	12/11/2024		Unity Current		Brass Band Performance	Altofts & Normanton Brass	Z	250.00		250.00
391	Advertising & Promotions	12/11/2024		Unity Current		Advertising	Advertiser Office Printers	S	480.00	96.00	576.00

# NORMANTON TOWN COUNCIL

14 January 2025 (2024-2025)

## PAYMENTS LIST

**B**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
391	Advertising & Promotions	12/11/2024		Unity Current		Advertising	Advertiser Office Printers	S	30.00	6.00	36.00
392	Halloween	12/11/2024		Unity Current		Face Painting	Donna's Face Painting	Z	325.00		325.00
393	Christmas Lights	12/11/2024		Unity Current		Face Painting	Donna's Face Painting	Z	435.00		435.00
394	GDPR Compliance	12/11/2024		Unity Current		Shredding	Class Office Equipment Ltd	S	45.20	9.04	54.24
395	Mayoral Expenses 24/25	12/11/2024		Unity Current		Mayors Expenses	Mayor of Normanton 2024-	X	62.85		62.85
396	Gala	12/11/2024		Unity Current		Talk & Slide Show Donation	John Hodgkins	Z	100.00		100.00
397	Gala	12/11/2024		Unity Current		Traffic Management	Think Traffic Management	S	2,864.00	572.80	3,436.80
398	Remembrance Sunday	12/11/2024		Unity Current		Event Stage / PA	HG1 Communications	S	275.00	55.00	330.00
399	Christmas Lights	12/11/2024		Unity Current		Event Stage / PA	HG1 Communications	S	2,070.00	414.00	2,484.00
400	Christmas Lights	12/11/2024		Unity Current		Event Security	TD Events	S	168.00	33.60	201.60
401	Christmas Lights	12/11/2024		Unity Current		First Aid	Mediqas Group	E	263.25		263.25
402	Halloween	12/11/2024		Unity Current		First Aid	Mediqas Group	S	157.00	31.40	188.40
403	Christmas Lights	12/11/2024		Unity Current		Brass Band Performance	Altofts & Normanton Brass	Z	75.00		75.00
404	Remembrance Sunday	12/11/2024		Unity Current		Brass Band Performance	Skelmanthorpe Brass Band	Z	550.00		550.00
405	Children's Party	12/11/2024		Unity Current		Magician	Truffles & Company	Z	275.00		275.00
406	Gala	12/11/2024		Unity Current		Gala Parade	1st Altofts Scouts	X	50.00		50.00
407	Gala	12/11/2024		Unity Current		Gala Parade	1st Normanton Scouts	X	50.00		50.00
408	Gala	12/11/2024		Unity Current		Gala Dance	CODE	X	100.00		100.00
409	Gala	12/11/2024		Unity Current		Gala Dance / Parade	Dance House	X	150.00		150.00
410	Gala	12/11/2024		Unity Current		Gala Dance / Parade	Dance Relentless	X	150.00		150.00
411	Gala	12/11/2024		Unity Current		Gala Dance / Parade	Diamond Cheerleading	X	150.00		150.00
412	Gala	12/11/2024		Unity Current		Gala Parade	Eagles Explorer Unit	X	50.00		50.00
413	Gala	12/11/2024		Unity Current		Gala Dance / Parade	Free Spirits Cheerleading	X	150.00		150.00
414	Gala	12/11/2024		Unity Current		Gala Parade	Girlguiding Whitwood	X	50.00		50.00
415	Gala	12/11/2024		Unity Current		Gala Dance	Hailey Black School of Dan	X	100.00		100.00
416	Gala	12/11/2024		Unity Current		Gala Dance / Parade	Melissa Radway School of I	X	150.00		150.00
417	Gala	12/11/2024		Unity Current		Gala Parade	Normanton Musical Theatru	X	50.00		50.00
418	Gala	12/11/2024		Unity Current		Gala Parade	Normanton Fire Station	X	50.00		50.00
419	Gala	12/11/2024		Unity Current		Gala Dance / Parade	Normanton Knightingale Ct	X	150.00		150.00
420	Gala	12/11/2024		Unity Current		Gala Parade	The Well Project	X	50.00		50.00
421	Gala	12/11/2024		Unity Current		Gala Dance / Parade	Vibe Fitness	X	150.00		150.00
422	Gala	12/11/2024		Unity Current		Gala Dance	The Well Kids	X	100.00		100.00
423	Remembrance Sunday	12/11/2024	Events - 08.04.2024	Unity Current		Traffic Management	Think Traffic Management	S	1,000.00	200.00	1,200.00
424	Repairs & Maint WCC	12/11/2024		Unity Current		Fire Extinguisher Service	Chubb Fire & Security	S	132.70	26.54	159.24

# NORMANTON TOWN COUNCIL

14 January 2025 (2024-2025)

## PAYMENTS LIST

**B**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
425	Utilities WCC	14/11/2024		Unity Current		Utilities	Octopus Energy Ltd	L	187.71	9.39	197.10
426	Postage	15/11/2024		Unity Current		Franker Credit	Pitney Bowes - Purchase Pr	E	514.25		514.25
427	Professional Fees	21/11/2024		Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92
428	IT Support	28/11/2024		Unity Current		IT Support	Pro Logic Computers (UK)	S	373.51	74.70	448.21
429	Salaries & Wages	26/11/2024		Unity Current		Salaries & Wages	Employees	X	11,550.47		11,550.47
429	Councillor Allowances	26/11/2024		Unity Current		Salaries & Wages	Employees	X	1,584.00		1,584.00
430	Salaries & Wages	29/11/2024		Unity Current		Pension	West Yorkshire Pension Fui	X	575.45		575.45
430	Employers Pension	29/11/2024		Unity Current		Pension	West Yorkshire Pension Fui	X	1,688.23		1,688.23
431	Salaries & Wages	30/11/2024		Unity Current		PAYE / NIC	HMRC	X	1,269.49		1,269.49
431	Employers National Insurance	30/11/2024		Unity Current		PAYE / NIC	HMRC	X	1,319.74		1,319.74
431	Councillor Allowances	30/11/2024		Unity Current		PAYE / NIC	HMRC	X	176.00		176.00
432	Telephone / Internet	21/11/2024		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.05	9.21	55.26
433	Newland Lane Allotment	18/11/2024		Unity Current		Water Bill	Everflow Water	Z	97.07		97.07
433	Cypress Road Allotment	18/11/2024		Unity Current		Water Bill	Everflow Water	Z	184.19		184.19
433	Ellins Terrace 1 Allotment	18/11/2024		Unity Current		Water Bill	Everflow Water	Z	22.34		22.34
433	Ellins Terrace 2 Allotment	18/11/2024		Unity Current		Water Bill	Everflow Water	Z	22.34		22.34
433	Gladstone Street Allotment	18/11/2024		Unity Current		Water Bill	Everflow Water	Z	234.71		234.71
433	Norwood Street Allotment	18/11/2024		Unity Current		Water Bill	Everflow Water	Z	164.13		164.13
433	Wentworth Terrace Allotment	18/11/2024		Unity Current		Water Bill	Everflow Water	Z	-52.91		-52.91
433	Utilities WCC	18/11/2024		Unity Current		Water Bill	Everflow Water	Z	97.75		97.75
434	Telephone / Internet	29/11/2024		Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
435	Photocopier Lease	29/11/2024		Unity Current		Photocopier Lease	Siemens Financial Services	S	418.00	83.60	501.60
436	Website	04/11/2024		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
437	Lease WCC	01/11/2024		Unity Current		Rent of Land - WCC	WDH	E	1.00		1.00
438	Bank Charges	30/11/2024		Unity Current		Bank Charges	Unity Trust Bank	Z	13.50		13.50
439	Telephone / Internet	18/11/2024		Lloyds Card		Text System Credit	Text Magic	S	20.00	4.00	24.00
440	Telephone / Internet	18/11/2024		Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
441	Cleaning	18/11/2024		Lloyds Card		Altro Floor mop	Chemiclean	S	49.45	9.89	59.34
442	Cleaning	18/11/2024		Lloyds Card		Altro Floor Cleaning Solution	Altro Ltd	S	129.86	25.97	155.83
443	Repairs & Maint NTH	18/11/2024		Lloyds Card		Fridge	Currys Group Ltd	S	215.83	43.17	259.00
444	Telephone / Internet	18/11/2024		Lloyds Card		Mobile Phone Contract	Smarty	S	4.50	0.90	5.40
445	Remembrance Sunday	18/11/2024		Lloyds Card		Poppy Wreaths	Poppy Appeal	X	120.00		120.00
446	Remembrance Sunday	18/11/2024		Lloyds Card		Remembrance Service Book	Amazon EU UK Branch	E	24.06		24.06
447	SUSPENSE	18/11/2024		Lloyds Card		Purchase Error	Amazon EU UK Branch	Z	16.99		16.99
448	IT Software	18/11/2024		Lloyds Card		PDF Software	PDF Escape	Z	27.54		27.54
449	Printing	18/11/2024		Lloyds Card		Printer Ink	HP Instant Ink	S	15.41	3.08	18.49

# NORMANTON TOWN COUNCIL

14 January 2025 (2024-2025)

## PAYMENTS LIST

**B**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
450	Halloween	18/11/2024		Lloyds Card		Halloween Sweets	TESCO	S	97.92	19.58	117.50
451	Health & Safety	18/11/2024		Lloyds Card		Safety Signage	Value Products Ltd	S	97.85	19.56	117.41
452	Telephone / Internet	18/11/2024		Lloyds Card		Data Sim	Smarty	S	6.75	1.35	8.10
453	Refreshments	18/11/2024		Lloyds Card		Biscuits for Volunteers	Universal Product Solutions	Z	13.49		13.49
454	Halloween	18/11/2024		Lloyds Card		Mats for Event	Toolstation	S	58.30	11.66	69.96
455	Children's Party	18/11/2024		Lloyds Card		Selection Boxes	Cadbury Gifts Direct	S	511.81	101.89	613.70
456	Children's Party	18/11/2024		Lloyds Card		Christmas Books	The Works	Z	350.00		350.00
456	Children's Party	18/11/2024		Lloyds Card		Christmas Books	The Works	S	33.33	6.67	40.00
456	Christmas Lights	18/11/2024		Lloyds Card		Christmas Books	The Works	Z	250.00		250.00
457	Telephone / Internet	18/11/2024		Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
458	Bank Charges	18/11/2024		Lloyds Card		Bank Charges	Lloyds Bank	Z	6.00		6.00
459	Repairs & Maint NTH	01/11/2024		Petty Cash		Lightbulbs	Screwfix	S	7.13	1.43	8.56
460	Talking Newspaper	07/11/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
461	Talking Newspaper	14/11/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
462	Cleaning	18/11/2024		Petty Cash		Bucket	B&Q	S	0.83	0.17	1.00
463	SUSPENSE	18/11/2024		Petty Cash		Correction	CORRECTION	Z	-16.99		-16.99
464	Talking Newspaper	21/11/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
465	Christmas Lights	25/11/2024		Petty Cash		Door Knobs	B&Q	S	4.17	0.83	5.00
466	Christmas Lights	27/11/2024		Petty Cash		Washers	B&Q	S	2.63	0.53	3.16
467	Refreshments	27/11/2024		Petty Cash		Milk	Asda	Z	1.45		1.45
468	Income - Key Deposit (Allotmei	27/11/2024		Petty Cash		DUPLICATED IN ERROR	Lynnette Matthews	Z			
469	Talking Newspaper	28/11/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
470	Mayoral Expenses 24/25	10/12/2024		Unity Current		Mayors Expenses	Mayor of Normanton 2024-	Z	40.00		40.00
471	Civic Regalia	10/12/2024		Unity Current		Past Mayors Badge	Michaels Civic Robes	S	246.75	49.35	296.10
472	Christmas Lights	10/12/2024		Unity Current		Switch On Catering	STW Catering	Z	400.00		400.00
473	Repairs & Maint NTH	10/12/2024		Unity Current		CCTV System	Calder Security	S	2,291.00	458.20	2,749.20
474	Gala	10/12/2024		Unity Current		Gala Policing	West Yorkshire Police	Z	872.52		872.52
475	Repairs & Maint WCC	10/12/2024		Unity Current		Boiler Installation	CM Gas & Service	S	2,000.00	400.00	2,400.00
476	Mayoral Expenses 24/25	10/12/2024		Unity Current		Coffee Morning Banner	Advertiser Office Printers	S	45.00	9.00	54.00
477	Repairs & Maint NTH	10/12/2024		Unity Current		Auto Door Service	Access Solutions Northern	S	65.00	13.00	78.00
478	Advertising & Promotions	10/12/2024		Unity Current		Advertising	Advertiser Office Printers	S	480.00	96.00	576.00
479	Health & Safety	10/12/2024	Clerks Authority - Health & S	Unity Current		Step Stool	D3 Office Group	S	97.98	19.60	117.58
480	Councillor Allowances	10/12/2024		Unity Current		Councillor Expenses	Councillor Mark Jennings	Z	60.27		60.27
481	Repairs & Maint NTH	10/12/2024		Unity Current		Air Conditioning Service	Knight Engineers Ltd	S	850.00	170.00	1,020.00
482	Christmas Lights	10/12/2024		Unity Current		Christmas Character Walkabout	Midland Entertainment	S	650.00	130.00	780.00

# NORMANTON TOWN COUNCIL

14 January 2025 (2024-2025)

## PAYMENTS LIST

**B**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
483	Pre-Payments	10/12/2024		Unity Current		Band Deposit 2025	Back Chat Brass	S	345.00	69.00	414.00
484	Professional Fees	10/12/2024		Unity Current		Music Licence	PPL PRS Ltd	S	1,396.81	279.37	1,676.18
485	Website	02/12/2024		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
486	Photocopier Lease	03/12/2024		Unity Current		Photocopier Lease	Siemens Financial Services	S	60.00	12.00	72.00
487	Franking Machine Lease	12/12/2024		Unity Current		Franker Lease	Pitney Bowes Ltd	S	89.61	17.92	107.53
488	Hygiene Services	13/12/2024		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
489	Utilities WCC	18/12/2024		Unity Current		Utilities	Octopus Energy Ltd	L	107.33	5.37	112.70
490	Professional Fees	23/12/2024		Unity Current		HR and H&S Advice	Citation	S	295.50	59.10	354.60
491	Telephone / Internet	23/12/2024		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	47.16	9.43	56.59
492	IT Support	30/12/2024		Unity Current		IT Support	Pro Logic Computers (UK) I	S	373.51	74.70	448.21
493	Telephone / Internet	30/12/2024		Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
494	Salaries & Wages	19/12/2024		Unity Current		Salaries & Wages	Employees	X	9,316.33		9,316.33
495	Salaries & Wages	19/12/2024		Unity Current		Pension	West Yorkshire Pension Fui	X	584.06		584.06
495	Employers Pension	19/12/2024		Unity Current		Pension	West Yorkshire Pension Fui	X	1,711.51		1,711.51
496	Salaries & Wages	19/12/2024		Unity Current		PAYE / NIC	HMRC	X	1,965.58		1,965.58
496	Employers National Insurance	19/12/2024		Unity Current		PAYE / NIC	HMRC	X	987.42		987.42
497	Bank Charges	31/12/2024		Unity Current		Bank Charges	Unity Trust Bank	Z	17.25		17.25
498	Bank Charges	31/12/2024		Unity Current		Bank Charges	Unity Trust Bank	Z	22.50		22.50
499	Salaries & Wages	19/12/2024		Unity Current		PAYE / NIC	HMRC	X	1,435.89		1,435.89
500	Children's Party	04/12/2024		Petty Cash		Volunteer Refreshments	Jus Eat (Gems)	Z	77.98		77.98
501	Office Equipment	05/12/2024		Petty Cash		Desk Mat	Amazon EU UK Branch	S	12.90	2.59	15.49
502	Repairs & Maint NTH	05/12/2024		Petty Cash		DIY Goods	Melvyn's	Z	4.00		4.00
503	Talking Newspaper	05/12/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
504	Talking Newspaper	12/12/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
505	Repairs & Maint NTH	15/12/2024		Petty Cash		Key Hooks	B&Q	S	8.33	1.67	10.00
506	Stationery	15/12/2024		Petty Cash		Gorilla Tape	TESCO	S	5.83	1.17	7.00
507	Talking Newspaper	19/12/2024		Petty Cash		Newspapers	Asda	Z	3.60		3.60
508	Bank Charges	02/12/2024		Lloyds Card		Bank Charges	Lloyds Bank	Z	6.00		6.00
509	Christmas Lights	16/12/2024		Lloyds Card		Milk	Asda	Z	4.80		4.80
510	Stationery	16/12/2024		Lloyds Card		Labels	Amazon EU UK Branch	S	11.66	2.33	13.99
511	Remembrance Sunday	16/12/2024		Lloyds Card		Refreshments	TESCO	S	39.83	7.97	47.80
511	Remembrance Sunday	16/12/2024		Lloyds Card		Refreshments	TESCO	Z	32.33		32.33
512	Stationery	16/12/2024		Lloyds Card		Stationery	Amazon EU UK Branch	S	10.17	2.04	12.21
513	Office Equipment	16/12/2024		Lloyds Card		Kettle & Office Equip	B&M	S	26.45	5.29	31.74
514	Telephone / Internet	08/11/2024		Lloyds Card		Mobile Phone Contract	Smarty	S	4.50	0.90	5.40

NORMANTON TOWN COUNCIL

PAYMENTS LIST

**B**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
515	Stationery	10/11/2024		Lloyds Card		Stationery	Amazon EU UK Branch	S	18.87	3.77	22.64
516	Health & Safety	14/11/2024		Lloyds Card		PPE	Screwfix	S	76.65	15.33	91.98
517	Norwood St O/S	20/11/2024		Lloyds Card		Skip Hire	Pickup Skips	S	133.33	26.67	160.00
518	Printing	15/11/2024		Lloyds Card		Printer Ink	HP Instant Ink	S	15.41	3.08	18.49
519	Christmas Lights	17/11/2024		Lloyds Card		Christmas Decorations	The Range	S	184.95	36.99	221.94
520	National Events	18/11/2024		Lloyds Card		Black Ribbon	Amazon EU UK Branch	S	5.82	1.17	6.99
521	National Events	18/11/2024		Lloyds Card		Photo Frames	Amazon EU UK Branch	S	13.32	2.66	15.98
522	National Events	19/11/2024		Lloyds Card		Union Flag	Hampshire Flags	S	108.61	21.72	130.33
523	National Events	18/11/2024		Lloyds Card		Memorial Book	Shaws	S	124.88	24.98	149.86
524	Health & Safety	18/11/2024		Lloyds Card		Telescopic Ladder	Screwfix	S	149.99	30.00	179.99
525	Children's Party	20/11/2024		Lloyds Card		Colouring Books	Amazon EU UK Branch	S	28.45	5.70	34.15
526	Children's Party	20/11/2024		Lloyds Card		Colouring Pencils	Amazon EU UK Branch	S	11.84	2.40	14.24
527	Repairs & Maint NTH	21/11/2024		Lloyds Card		Dishwasher	AO	S	399.17	79.83	479.00
528	Telephone / Internet	21/11/2024		Lloyds Card		Data Sim	Smarty	S	6.75	1.35	8.10
529	Events - General	24/11/2024		Lloyds Card		Napkins	IKEA	S	4.37	0.88	5.25
530	Christmas Lights	26/11/2024		Lloyds Card		Christmas Trees	B&Q	S	233.33	46.67	280.00
531	Christmas Lights	28/11/2024		Lloyds Card		Chocolate Sprouts	Aldi Stores	S	15.83	3.17	19.00
532	Cypress Road Allotment	17/12/2024		Unity Current		Refund	Everflow Water	Z	-3,216.71		-3,216.71
<b>Total</b>									<b>95,721.25</b>	<b>6,952.13</b>	<b>102,673.38</b>

# NORMANTON TOWN COUNCIL

14 January 2025 (2024-2025)

## RECEIPTS LIST

**B**

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
219	Income - Allotment Rent	07/10/2024		Unity Current		Norwood Street - Rent		Z	11.61		11.61
223	VAT Refund	01/10/2024		Unity Current		VAT Refund		R		4,716.59	4,716.59
224	Income - Key Deposit (Allotment)	04/10/2024		Petty Cash		Key Deposit Refund		Z	-10.00		-10.00
225	Income - Allotment Rent	08/10/2024		Unity Current		Norwood Street - Rent		Z	11.61		11.61
226	Income - Allotment Rent	08/10/2024		Unity Current		Gladstone Street - Rent		Z	1.00		1.00
227	Income- Hanging Baskets	09/10/2024		Unity Current		Hanging Basket Sponsorship		Z	55.00		55.00
228	Income- Hanging Baskets	14/10/2024		Unity Current		Hanging Basket Sponsorship		Z	55.00		55.00
228	Card Processing Fees	14/10/2024		Unity Current		Hanging Basket Sponsorship		Z	-1.38		-1.38
232	Income - Allotment Rent	15/10/2024		Unity Current		Norwood Street - Rent		Z	11.10		11.10
233	Income - Allotment Rent	18/10/2024		Unity Current		Cypress Road - Rent		Z	12.00		12.00
234	Income - Key Deposit (Allotment)	08/10/2024		Unity Current	CASH	Key Deposit		Z	10.00		10.00
235	Income - Mayors Appeal 24/25	09/10/2024		Unity Current	CASH	Mayors Appeal Donation		Z	160.00		160.00
236	Income - Gala	09/10/2024		Unity Current	CASH	Gala Trade Stall		Z	150.00		150.00
237	Income - Gala	09/10/2024		Unity Current	CASH	Gala Fairground Donation		Z	500.00		500.00
238	Income - Gala	09/10/2024		Unity Current	CASH	Gala Fairground Donation		Z	700.00		700.00
239	Income - Hire NTH	10/10/2024		Unity Current	CASH	Town Hall Donation		Z	15.00		15.00
240	VAT Refund	11/10/2024		Unity Current		VAT Refund		R		9,329.36	9,329.36
241	Income - Mayors Appeal 24/25	22/10/2024		Unity Current	CASH	Mayors Appeal Donation		Z	260.00		260.00
242	Income - Hire WCC	24/10/2024		Unity Current		Woodhouse Hire		Z	20.00		20.00
243	Income - Key Deposit (Allotment)	31/10/2024		Unity Current		Key Deposit		Z	10.00		10.00
243	Card Processing Fees	31/10/2024		Unity Current		Key Deposit		Z	-0.18		-0.18
244	Income - CIL	28/10/2024		Unity Current		Community Infrastructure Levy		Z	53.16		53.16
245	Income- Hanging Baskets	05/11/2024		Unity Current		Hanging Basket Sponsorship		Z	55.00		55.00
245	Card Processing Fees	05/11/2024		Unity Current		Hanging Basket Sponsorship		Z	-1.37		-1.37
246	Income- Hanging Baskets	05/11/2024		Unity Current		Hanging Basket Sponsorship		Z	55.00		55.00
246	Card Processing Fees	05/11/2024		Unity Current		Hanging Basket Sponsorship		Z	-1.38		-1.38
247	Income - Allotment Rent	11/11/2024		Unity Current		Gladstone Street - Rent		Z	10.00		10.00
248	Income - Hire WCC	01/11/2024		Unity Current		Woodhouse Hire		Z	10.00		10.00
249	Income - Hire NTH	05/11/2024		Unity Current	CASH	Town Hall Donation		Z	40.00		40.00
250	Income - Christmas Lights	15/11/2024		Unity Current		Christmas Lights Stall		Z	20.00		20.00
250	Card Processing Fees	15/11/2024		Unity Current		Christmas Lights Stall		Z	-0.50		-0.50
251	Income - Christmas Lights	15/11/2024		Unity Current		Christmas Lights Stall		Z	20.00		20.00
251	Card Processing Fees	15/11/2024		Unity Current		Christmas Lights Stall		Z	-0.50		-0.50
252	Income - Allotment Rent	18/11/2024		Unity Current		Norwood Street - Rent		Z	9.67		9.67

# NORMANTON TOWN COUNCIL

14 January 2025 (2024-2025)

## RECEIPTS LIST

**B**


Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
252	Card Processing Fees	18/11/2024		Unity Current		Norwood Street - Rent		Z	-0.24		-0.24
253	Income - Allotment Rent	18/11/2024		Unity Current		Norwood Street - Rent		Z	4.63		4.63
254	Income - Allotment Rent	18/11/2024		Unity Current		Cypress Road - Rent		Z	10.06		10.06
255	Income - Misc	20/11/2024		Unity Current	CASH	Photocopying Income		Z	1.00		1.00
256	Income - Christmas Lights	22/11/2024		Unity Current		Christmas Lights Stall		Z	20.00		20.00
256	Card Processing Fees	22/11/2024		Unity Current		Christmas Lights Stall		Z	-0.50		-0.50
257	Income - Christmas Lights	23/11/2024		Unity Current		Christmas Lights Stall		Z	40.00		40.00
257	Card Processing Fees	23/11/2024		Unity Current		Christmas Lights Stall		Z	-1.00		-1.00
258	Income - Christmas Lights	27/11/2024		Unity Current		Christmas Lights Stall		Z	20.00		20.00
258	Card Processing Fees	27/11/2024		Unity Current		Christmas Lights Stall		Z	-0.50		-0.50
259	Income - Allotment Rent	06/12/2024		Unity Current		Wentworth Terrace - Rent		Z	7.74		7.74
260	Income - Allotment Rent	09/12/2024		Unity Current		Cypress Road - Rent		Z	3.87		3.87
261	Income - Hire NTH	21/11/2024		Unity Current	CASH	Town Hall Donation		Z	16.00		16.00
262	Income - Allotment Rent	12/12/2024		Unity Current		Cypress Road - Rent		Z	8.27		8.27
263	Income - Allotment Rent	18/12/2024		Unity Current		Heys Buildings - Rent		Z	6.90		6.90
264	Income - Hire NTH	02/12/2024		Unity Current		Town Hall Donation		Z	10.00		10.00
265	Income - Hire NTH	05/12/2024		Unity Current	CASH	Town Hall Donation		Z	15.00		15.00
266	Income - Misc	02/12/2024		Unity Current	CASH	Postage		Z	1.26		1.26
267	Income - Mayors Appeal 24/25	13/12/2024		Unity Current	CASH	Mayors Appeal Donation		Z	250.00		250.00
268	Christmas Celebration	13/12/2024		Unity Current	CASH	Christmas Celebration Collectio		Z	367.15		367.15
269	Allotments General	17/12/2024		Unity Current		Correction		Z			
270	Income - Allotment Rent	24/12/2024		Unity Current		Cypress Road - Rent		Z	8.27		8.27
270	Card Processing Fees	24/12/2024		Unity Current		Cypress Road - Rent		Z	-0.37		-0.37
271	Income - Hire WCC	20/12/2024		Unity Current	CASH	Woodhouse Hire		Z	25.00		25.00
272	Income - Hire WCC	20/12/2024		Unity Current		Woodhouse Hire		Z	25.00		25.00
272	Card Processing Fees	20/12/2024		Unity Current		Woodhouse Hire		Z	-0.44		-0.44
278	Income - Interest	31/12/2024		Unity Savings		Bank Interest		Z	2,224.33		2,224.33
279	Income - Key Deposit (Allotmei	27/11/2024		Petty Cash		Key Deposit Refund		Z	-10.00		-10.00
<b>Total</b>									<b>5,291.27</b>	<b>14,045.95</b>	<b>19,337.22</b>



## NORMANTON TOWN COUNCIL

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


Date: 12.11.24

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

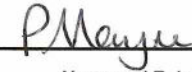
Date: 12.11.24

	<b>Bank Reconciliation at 31/10/2024</b>			
	Cash in Hand 01/04/2024			223,343.42
	<b>ADD</b>			
	Receipts 01/04/2024 - 31/10/2024			398,674.14
				622,017.56
	<b>SUBTRACT</b>			
	Payments 01/04/2024 - 31/10/2024			239,198.49
<b>A</b>	<b>Cash in Hand 31/10/2024</b> (per Cash Book)			<b>382,819.07</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2024	479.67	
	Unity Current	31/10/2024	46,560.02	
	Unity Savings	31/10/2024	335,348.90	
	Lloyds Card	31/10/2024	0.00	
	Admin Float	31/10/2024	100.00	
	Events Float	31/10/2024	200.00	
				<b>382,688.59</b>
	Less unrepresented payments			2,234.77
				380,453.82
	Plus unrepresented receipts			2,365.25
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>382,819.07</b>
	<b>A = B Checks out OK</b>			

**NORMANTON TOWN COUNCIL**

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

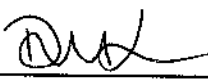
Date: 12/12/24

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

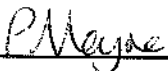
Date: 15/1/25

<b>Bank Reconciliation at 30/11/2024</b>		
	Cash in Hand 01/04/2024	223,343.42
	<b>ADD</b> Receipts 01/04/2024 - 30/11/2024	398,999.51
		622,342.93
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/11/2024	280,472.01
<b>A</b>	<b>Cash in Hand 30/11/2024</b> (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>		

**NORMANTON TOWN COUNCIL**

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

Date: 13/1/25

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

Date: 15/1/25

<b>Bank Reconciliation at 31/12/2024</b>			
	Cash in Hand 01/04/2024		223,343.42
	<b>ADD</b>		
	Receipts 01/04/2024 - 31/12/2024		405,168.20
			<hr/>
			628,511.62
	<b>SUBTRACT</b>		
	Payments 01/04/2024 - 31/12/2024		310,387.65
			<hr/>
<b>A</b>	<b>Cash in Hand 31/12/2024</b> (per Cash Book)		<b>318,123.97</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2024	82.82
	Unity Current	31/12/2024	28,220.51
	Unity Savings	31/12/2024	297,573.23
	Lloyds Card	31/12/2024	0.00
	Admin Float	31/12/2024	100.00
	Events Float	31/12/2024	200.00
			<hr/>
			<b>326,176.56</b>
	Less unrepresented payments		8,768.00
			<hr/>
			317,408.56
	Plus unrepresented receipts		715.41
			<hr/>
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>318,123.97</b>
<b>A = B Checks out OK</b>			

## NORMANTON TOWN COUNCIL

## BALANCE SHEET

31/03/2025

<i>(Last) Year Ended</i> 31 Mar 2024		<i>(Current) Year Ended</i> 31 Mar 2025
£	<b>CURRENT ASSETS</b>	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
4,248.00	Prepayments	1,824.00
6,811.85	VAT Recoverable	6,938.11
	Temporary lendings (investments)	
223,343.42	Cash in hand	318,156.65
234,403.27	<b>TOTAL ASSETS</b>	326,918.76
	<b>CURRENT LIABILITIES</b>	
8,187.74	Creditors	
<u>226,215.53</u>	<b>NET ASSETS</b>	<u>326,918.76</u>
	<b>Represented by:</b>	
145,091.48	General fund Balance	193,655.33
	<b>Reserves:</b>	
	Capital	
81,124.05	Earmarked	133,263.43
	Adjustments	
<u>226,215.53</u>		<u>326,918.76</u>

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

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

**NORMANTON TOWN COUNCIL**  
**FINANCE COMMITTEE**  
 Tuesday 28<sup>th</sup> January 2024

**BUDGET 2024/25**

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

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

**1. Committed Spend Report**

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

**2. Forecasting Report**

The forecasting report provides an estimate of expenditure likely to be incurred in the current financial year excluding the committed costs in the report above.

**3. Year End Summary of Income and Expenditure**

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

**Financial Overview**

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

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

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

Current General Reserve	£193,655.33
Contribution from EMRs	£38,750.64
Budgeted Income due in	£0.00
Budgeted Expenditure due out	<b>-£130,905.23</b>
	<b>£101,500.74</b>

Given the council's prudent financial management, there is scope to achieve savings, which would result in a projected closing reserve of closer to £110,000.

Current General Reserve	£193,655.33
Contribution from EMRs	£7,163.20
Forecasted Income due in	£2,254.46
Committed Expenditure due out	-£65,267.23
Forecasted Expenditure due out	-£24,672.85
Contribution to Reserves	-£3,000.00
	<b>£110,132.91</b>

### Minimal Overspends

There are very few areas where the council is experiencing overspend. The main area to monitor is the **Allotments Committee** budget, which has seen significant expenditure during the earlier part of the financial year. A refund of overpaid water bills has been received which has offset much of the additional expenditure. Earmarked reserves have been utilised for gates and fencing where required.

The **Property Committee** has experienced some overspend on repairs and maintenance at both the Town Hall and Woodhouse Community Centre. The boiler was replaced at the Woodhouse Community Centre which was unexpected. At the Town Hall, the additional cost was for the installation of CCTV.

The Alice Bacon Bench required refurbishment at a cost of £2100 which was unbudgeted.

### Year-End Predictions

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

### Reserves and Precept Considerations

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

### Recommendations

As part of the ongoing efforts to ensure accuracy and clarity in budgeting, it is recommended that all telephony related costs (such as telephones, mobile phones and broadband) be reallocated under the **Finance Committee** budget.

Committed Spend

E

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

ALLOTMENTS CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
1	Income - Allotment Rent	8,765.65	2,449.99	-6,315.66						-6,315.66 (-72%)
7	Income - Key Deposit (A		10.00	10.00						10.00 (N/A)
48	Key Deposit									(N/A)
90	Newland Lane Allotment				1,275.00	754.70	850.00	1,604.70	-329.70	520.30 (40%)
91	Cypress Road Allotment				867.00	-1,790.21		-1,790.21	2,657.21	2,657.21 (306%)
92	Ellins Terrace 1 Allotmer				1,734.00	277.56	1,500.00	1,777.56	-43.56	1,456.44 (83%)
93	Ellins Terrace 2 Allotmer				1,581.00	60.91	300.00	360.91	1,220.09	1,520.09 (96%)
94	Allotments General				131.00	40.85		40.85	90.15	90.15 (68%)
95	Gladstone Street Allotm				2,040.00	1,522.59		1,522.59	517.41	517.41 (25%)
96	Heys Buildings Allotmen				1,487.50	2,118.24	550.00	2,668.24	-1,180.74	-630.74 (-42%)
97	Norwood Street Allotmer				952.00	441.78		441.78	510.22	510.22 (53%)
98	Wentworth Terrace Allot				2,728.50	460.02	500.00	960.02	1,768.48	2,268.48 (83%)
102	The Grove				85.00				85.00	85.00 (100%)
103	Gilcar Street				51.00				51.00	51.00 (100%)
104	Edward Street				68.00				68.00	68.00 (100%)
109	Garage Plot Rent		-576.80	-576.80						-576.80 (N/A)
117	Allotments EMR Expenc				4,000.00	1,300.00	2,495.00	3,795.00	205.00	2,700.00 (67%)
<b>SUB TOTAL</b>		<b>8,765.65</b>	<b>1,883.19</b>	<b>-6,882.46</b>	<b>17,000.00</b>	<b>5,186.44</b>	<b>6,195.00</b>	<b>11,381.44</b>	<b>5,618.56</b>	<b>4,931.10 (19%)</b>

EVENTS CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
9	Income - Gala	4,000.00	4,890.00	890.00						890.00 (22%)
10	Income - Flower Show	300.00	103.25	-196.75						-196.75 (-65%)
11	Income - Christmas Ligh	150.00	220.00	70.00						70.00 (46%)
12	Income - Party @ Haw H	640.00	1,426.75	786.75						786.75 (122%)
75	Gala				32,000.00	32,440.55		32,440.55	-440.55	-440.55 (-1%)
76	Flower Show				2,600.00	1,229.32		1,229.32	1,370.68	1,370.68 (52%)
77	Remembrance Sunday				3,700.00	3,486.22		3,486.22	213.78	213.78 (5%)
78	Children's Party				1,500.00	1,314.39	11.72	1,326.11	173.89	185.61 (12%)
79	Christmas Lights				5,000.00	5,393.60	332.10	5,725.70	-725.70	-393.60 (-7%)
81	Party @ Haw Hill Park				16,000.00	13,498.23	270.00	13,768.23	2,231.77	2,501.77 (15%)
82	Mayor Making				3,000.00	2,123.78		2,123.78	876.22	876.22 (29%)
83	Civic Sunday				500.00	675.40		675.40	-175.40	-175.40 (-35%)
85	Brass Band Concert				800.00	250.00	50.00	300.00	500.00	550.00 (68%)
86	Christmas Celebration		367.15	367.15	200.00		225.23	225.23	-25.23	567.15 (283%)
87	Halloween				1,500.00	1,121.84	50.00	1,171.84	328.16	378.16 (25%)
88	Information Events				120.00	7.79		7.79	112.21	112.21 (93%)

Committed Spend

E

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

89	Events - General				1,000.00	1,099.54		1,099.54	-99.54	-99.54 (-9%)
115	Gala 2025									(N/A)
119	MISC									(N/A)
120	National Events					252.63		252.63	-252.63	-252.63 (N/A)
<b>SUB TOTAL</b>		<b>5,090.00</b>	<b>7,007.15</b>	<b>1,917.15</b>	<b>67,920.00</b>	<b>62,893.29</b>	<b>939.05</b>	<b>63,832.34</b>	<b>4,087.66</b>	<b>6,943.86 (9%)</b>

FINANCE CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
5	Income - Interest	1,000.00	5,923.52	4,923.52						4,923.52 (492%)
6	Income - Precept	359,783.44	359,783.44							(0%)
13	Income- Hanging Baske	3,000.00	1,980.00	-1,020.00						-1,020.00 (-34%)
14	Income - Mayor's Appea		290.00	290.00						290.00 (N/A)
15	Income - Mayors Appea		2,696.48	2,696.48						2,696.48 (N/A)
26	Franking Machine Lease				359.00	268.83	89.61	358.44	0.56	90.17 (25%)
27	Postage				4,080.00	1,705.32		1,705.32	2,374.68	2,374.68 (58%)
29	Photocopier Lease				1,732.00	1,314.00	418.00	1,732.00		418.00 (24%)
30	Printing				2,068.00	1,521.06	371.55	1,892.61	175.39	546.94 (26%)
31	Stationery				1,650.00	597.27	25.26	622.53	1,027.47	1,052.73 (63%)
32	Office Equipment				1,000.00	468.14		468.14	531.86	531.86 (53%)
33	IT Equipment				1,000.00	505.23		505.23	494.77	494.77 (49%)
34	IT Software				2,000.00	118.02		118.02	1,881.98	1,881.98 (94%)
35	IT Support				4,620.00	3,288.32	1,125.00	4,413.32	206.68	1,331.68 (28%)
36	Website				2,000.00	1,147.05	382.35	1,529.40	470.60	852.95 (42%)
37	Professional Fees				7,030.00	4,315.47	1,566.00	5,881.47	1,148.53	2,714.53 (38%)
38	Audit Fees				1,640.00	1,215.00		1,215.00	425.00	425.00 (25%)
39	Insurance				6,138.00	6,174.79		6,174.79	-36.79	-36.79 (-0%)
40	GDPR Compliance				500.00	210.60	90.40	301.00	199.00	289.40 (57%)
41	Health & Safety				1,000.00	422.47		422.47	577.53	577.53 (57%)
42	Memberships				2,583.00	2,125.00	415.00	2,540.00	43.00	458.00 (17%)
44	Councillor Training				1,000.00	78.80		78.80	921.20	921.20 (92%)
50	Bank Charges				287.00	265.25	18.00	283.25	3.75	21.75 (7%)
51	Card Processing Fees		-122.48	-122.48	100.00				100.00	-22.48 (-22%)
52	Talking Newspaper				500.00	299.36	43.20	342.56	157.44	200.64 (40%)
53	Mayors Appeal 24/25					80.00		80.00	-80.00	-80.00 (N/A)
66	Mayoral Expenses 23/24					284.55		284.55	-284.55	-284.55 (N/A)
67	Councillor Allowances				2,420.00	1,820.27		1,820.27	599.73	599.73 (24%)
68	Civic Regalia				1,000.00	530.49		530.49	469.51	469.51 (46%)
69	Elections				2,000.00				2,000.00	2,000.00 (100%)
70	Small Grants				7,000.00	500.00		500.00	6,500.00	6,500.00 (92%)
71	Advertising & Promotion				8,760.00	4,890.00	870.00	5,760.00	3,000.00	3,870.00 (44%)
74	Hanging Baskets				15,000.00	9,745.58	1,675.00	11,420.58	3,579.42	5,254.42 (35%)



Committed Spend

E

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

99	VAT Refund									(N/A)
100	Potts Terrace		450.00	418.84		418.84	31.16	31.16		31.16 (6%)
105	Administration		1,000.00				1,000.00	1,000.00		1,000.00 (100%)
106	Mayors Appeal 23/24			4,787.15		4,787.15	-4,787.15	-4,787.15		-4,787.15 (N/A)
107	Mayoral Expenses 24/25		2,200.00	802.19	94.85	897.04	1,302.96	1,397.81		1,397.81 (63%)
110	Civic Regalia (EMR)									(N/A)
111	SUSPENSE	1.00	1.00							1.00 (N/A)
112	Refreshments			76.86		76.86	-76.86	-76.86		-76.86 (N/A)
116	Income - Misc	5.32	5.32							5.32 (N/A)
118	Income - CIL	53.16	53.16							53.16 (N/A)
<b>SUB TOTAL</b>		<b>363,783.44</b>	<b>370,610.44</b>	<b>6,827.00</b>	<b>81,117.00</b>	<b>49,975.91</b>	<b>7,184.22</b>	<b>57,160.13</b>	<b>23,956.87</b>	<b>37,968.09</b> (8%)

PROPERTY CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
2	Income - Hire NTH	250.00	307.00	57.00						57.00 (22%)
3	Income - Hire WCC	250.00	665.00	415.00						415.00 (166%)
4	Income - Garage Plot R	638.00	634.80	-3.20						-3.20 (-0%)
8	Income - Deposit (WCC									(N/A)
28	Telephone / Internet				1,980.00	1,420.63	458.16	1,878.79	101.21	559.37 (28%)
55	Town Hall Refurb				35,000.00	450.00	4,625.00	5,075.00	29,925.00	34,550.00 (98%)
56	Business Rates				13,000.00	12,175.60		12,175.60	824.40	824.40 (6%)
58	Defibrillator				250.00				250.00	250.00 (100%)
59	Hygiene Services				2,564.00	1,922.31	640.77	2,563.08	0.92	641.69 (25%)
60	Repairs & Maint NTH				6,600.00	6,431.08	2,405.00	8,836.08	-2,236.08	168.92 (2%)
61	Repairs & Maint WCC				5,775.00	6,744.60	2,004.03	8,748.63	-2,973.63	-969.60 (-16%)
62	Waste Removal				724.00	577.97		577.97	146.03	146.03 (20%)
63	Garages				500.00				500.00	500.00 (100%)
64	Cleaning				1,600.00	1,058.75	1.00	1,059.75	540.25	541.25 (33%)
65	Norwood St O/S				1,000.00	175.24		175.24	824.76	824.76 (82%)
72	Utilities NTH				4,000.00	349.23		349.23	3,650.77	3,650.77 (91%)
73	Utilities WCC				4,000.00	2,352.62		2,352.62	1,647.38	1,647.38 (41%)
101	Lease NTH				1.00				1.00	1.00 (100%)
108	Lease WCC				1.00	1.00		1.00		(0%)
113	Alice Bacon Bench					2,100.00		2,100.00	-2,100.00	-2,100.00 (N/A)
114	Train Station Sign					10.80		10.80	-10.80	-10.80 (N/A)
<b>SUB TOTAL</b>		<b>1,138.00</b>	<b>1,606.80</b>	<b>468.80</b>	<b>76,995.00</b>	<b>35,769.83</b>	<b>10,133.96</b>	<b>45,903.79</b>	<b>31,091.21</b>	<b>41,693.97</b> (53%)

Committed Spend

E

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

**STAFFING CTTEE**

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
18	Salaries & Wages				139,953.00	106,623.76	33,150.00	139,773.76	179.24	33,329.24 (23%)
24	Employers National Insu				13,500.09	9,787.83	2,160.00	11,947.83	1,552.26	3,712.26 (27%)
25	Employers Pension				20,292.00	15,141.52	5,505.00	20,646.52	-354.52	5,150.48 (25%)
43	Staff Training				1,000.00				1,000.00	1,000.00 (100%)
49	Staff Travel Expenses				500.00	69.28		69.28	430.72	430.72 (86%)
<b>SUB TOTAL</b>					<b>175,245.09</b>	<b>131,622.39</b>	<b>40,815.00</b>	<b>172,437.39</b>	<b>2,807.70</b>	<b>43,622.70 (24%)</b>

**YEAR END ADJUSTM**

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
121	Pre-Payments					715.00	4,010.00	4,725.00	-4,725.00	-715.00 (N/A)
<b>SUB TOTAL</b>						<b>715.00</b>	<b>4,010.00</b>	<b>4,725.00</b>	<b>-4,725.00</b>	<b>-715.00 (N/A)</b>

**Summary**

<b>NET TOTAL</b>	<b>378,777.09</b>	<b>381,107.58</b>	<b>2,330.49</b>	<b>418,277.09</b>	<b>286,162.86</b>	<b>69,277.23</b>	<b>355,440.09</b>	<b>62,837.00</b>	<b>134,444.72 (16%)</b>
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## NORMANTON TOWN COUNCIL

15 January 2025 (2024-2025)

## Receipts and Payments Forecast

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

## ALLOTMENTS CTTEE

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
1	Income - Allotment Ren	8,765.65	2,421.73		2,421.73	-6,343.92						-6,343.92
7	Income - Key Deposit (		10.00		10.00	10.00						10.00
48	Key Deposit											
90	Newland Lane Allotmer						1,275.00	754.70	150.00	904.70	370.30	370.30
91	Cypress Road Allotmer						867.00	-1,790.21	150.00	-1,640.21	2,507.21	2,507.21
92	Ellins Terrace 1 Allotme						1,734.00	277.56	150.00	427.56	1,306.44	1,306.44
93	Ellins Terrace 2 Allotme						1,581.00	60.91	150.00	210.91	1,370.09	1,370.09
94	Allotments General						131.00	40.85	30.00	70.85	60.15	60.15
95	Gladstone Street Allotr						2,040.00	1,522.59	150.00	1,672.59	367.41	367.41
96	Heys Buildings Allotme						1,487.50	2,118.24	150.00	2,268.24	-780.74	-780.74
97	Norwood Street Allotm						952.00	441.78	150.00	591.78	360.22	360.22
98	Wentworth Terrace Allc						2,728.50	460.02	150.00	610.02	2,118.48	2,118.48
102	The Grove						85.00				85.00	85.00
103	Gilcar Street						51.00				51.00	51.00
104	Edward Street						68.00				68.00	68.00
109	Garage Plot Rent		-576.80		-576.80	-576.80						-576.80
117	Allotments EMR Exper						4,000.00	1,300.00	2,700.00	4,000.00		
<b>SUB TOTAL</b>		<b>8,765.65</b>	<b>1,854.93</b>		<b>1,854.93</b>	<b>-6,910.72</b>	<b>17,000.00</b>	<b>5,186.44</b>	<b>3,930.00</b>	<b>9,116.44</b>	<b>7,883.56</b>	<b>972.84</b>

## EVENTS CTTEE

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
9	Income - Gala	4,000.00	4,890.00		4,890.00	890.00						890.00
10	Income - Flower Show	300.00	103.25		103.25	-196.75						-196.75
11	Income - Christmas Lic	150.00	220.00		220.00	70.00						70.00
12	Income - Party @ Haw	640.00	1,426.75		1,426.75	786.75						786.75
75	Gala						32,000.00	32,440.55		32,440.55	-440.55	-440.55
76	Flower Show						2,600.00	1,229.32		1,229.32	1,370.68	1,370.68
77	Remembrance Sunday						3,700.00	3,486.22		3,486.22	213.78	213.78
78	Children's Party						1,500.00	1,314.39		1,314.39	185.61	185.61
79	Christmas Lights						5,000.00	5,393.60		5,393.60	-393.60	-393.60
81	Party @ Haw Hill Park						16,000.00	13,498.23		13,498.23	2,501.77	2,501.77
82	Mayor Making						3,000.00	2,123.78		2,123.78	876.22	876.22
83	Civic Sunday						500.00	675.40		675.40	-175.40	-175.40
85	Brass Band Concert						800.00	250.00		250.00	550.00	550.00
86	Christmas Celebration		367.15		367.15	367.15	200.00				200.00	567.15
87	Halloween						1,500.00	1,121.84		1,121.84	378.16	378.16
88	Information Events						120.00	7.79		7.79	112.21	112.21

## NORMANTON TOWN COUNCIL

15 January 2025 (2024-2025)

## Receipts and Payments Forecast

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

89	Events - General					1,000.00	1,099.54		1,099.54	-99.54	-99.54
115	Gala 2025										
119	MISC										
120	National Events						252.63		252.63	-252.63	-252.63
<b>SUB TOTAL</b>		<b>5,090.00</b>	<b>7,007.15</b>	<b>7,007.15</b>	<b>1,917.15</b>	<b>67,920.00</b>	<b>62,893.29</b>	<b>62,893.29</b>	<b>5,026.71</b>	<b>6,943.86</b>	

## FINANCE CTTEE

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
5	Income - Interest	1,000.00	5,923.52	1,974.51	7,898.03	6,898.03						6,898.03
6	Income - Precept	359,783.44	359,783.44		359,783.44							
13	Income- Hanging Bask	3,000.00	1,980.00		1,980.00	-1,020.00						-1,020.00
14	Income - Mayor's Appe		290.00		290.00	290.00						290.00
15	Income - Mayors Appe		2,696.48		2,696.48	2,696.48						2,696.48
26	Franking Machine Lea						359.00	268.83		268.83	90.17	90.17
27	Postage						4,080.00	1,705.32	780.00	2,485.32	1,594.68	1,594.68
29	Photocopier Lease						1,732.00	1,314.00		1,314.00	418.00	418.00
30	Printing						2,068.00	1,521.06	516.99	2,038.05	29.95	29.95
31	Stationery						1,650.00	597.27	1,000.00	1,597.27	52.73	52.73
32	Office Equipment						1,000.00	468.14	500.00	968.14	31.86	31.86
33	IT Equipment						1,000.00	505.23	450.00	955.23	44.77	44.77
34	IT Software						2,000.00	118.02	250.00	368.02	1,631.98	1,631.98
35	IT Support						4,620.00	3,288.32		3,288.32	1,331.68	1,331.68
36	Website						2,000.00	1,147.05		1,147.05	852.95	852.95
37	Professional Fees						7,030.00	4,315.47	500.00	4,815.47	2,214.53	2,214.53
38	Audit Fees						1,640.00	1,215.00	1,340.00	2,555.00	-915.00	-915.00
39	Insurance						6,138.00	6,174.79		6,174.79	-36.79	-36.79
40	GDPR Compliance						500.00	210.60		210.60	289.40	289.40
41	Health & Safety						1,000.00	422.47	140.82	563.29	436.71	436.71
42	Memberships						2,583.00	2,125.00		2,125.00	458.00	458.00
44	Councillor Training						1,000.00	78.80		78.80	921.20	921.20
50	Bank Charges						287.00	265.25	88.42	353.67	-66.67	-66.67
51	Card Processing Fees		-122.13	-40.71	-162.84	-162.84	100.00				100.00	-62.84
52	Talking Newspaper						500.00	299.36		299.36	200.64	200.64
53	Mayors Appeal 24/25							80.00		80.00	-80.00	-80.00
66	Mayoral Expenses 23/							284.55		284.55	-284.55	-284.55
67	Councillor Allowances						2,420.00	1,820.27		1,820.27	599.73	599.73
68	Civic Regalia						1,000.00	530.49		530.49	469.51	469.51
69	Elections						2,000.00				2,000.00	2,000.00
70	Small Grants						7,000.00	500.00	6,500.00	7,000.00		
71	Advertising & Promotio						8,760.00	4,890.00		4,890.00	3,870.00	3,870.00

## NORMANTON TOWN COUNCIL

15 January 2025 (2024-2025)

## Receipts and Payments Forecast

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

74	Hanging Baskets					15,000.00	9,745.58	2,800.00	12,545.58	2,454.42	2,454.42	
99	VAT Refund											
100	Potts Terrace					450.00	418.84		418.84	31.16	31.16	
105	Administration					1,000.00				1,000.00	1,000.00	
106	Mayors Appeal 23/24						4,787.15		4,787.15	-4,787.15	-4,787.15	
107	Mayoral Expenses 24/25					2,200.00	802.19	1,000.00	1,802.19	397.81	397.81	
110	Civic Regalia (EMR)											
111	SUSPENSE	1.00		1.00	1.00						1.00	
112	Refreshments						76.86	25.62	102.48	-102.48	-102.48	
116	Income - Misc	5.32		5.32	5.32						5.32	
118	Income - CIL	53.16		53.16	53.16						53.16	
<b>SUB TOTAL</b>		<b>363,783.44</b>	<b>370,610.79</b>	<b>1,933.80</b>	<b>372,544.59</b>	<b>8,761.15</b>	<b>81,117.00</b>	<b>49,975.91</b>	<b>15,891.85</b>	<b>65,867.76</b>	<b>15,249.24</b>	<b>24,010.39</b>

## PROPERTY CTTEE

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
2	Income - Hire NTH	250.00	307.00	102.33	409.33	159.33						159.33
3	Income - Hire WCC	250.00	655.00	218.33	873.33	623.33						623.33
4	Income - Garage Plot F	638.00	634.80		634.80	-3.20						-3.20
8	Income - Deposit (WCC)											
28	Telephone / Internet						1,980.00	1,420.63		1,420.63	559.37	559.37
55	Town Hall Refurb						35,000.00	450.00		450.00	34,550.00	34,550.00
56	Business Rates						13,000.00	12,175.60		12,175.60	824.40	824.40
58	Defibrillator						250.00				250.00	250.00
59	Hygiene Services						2,564.00	1,922.31		1,922.31	641.69	641.69
60	Repairs & Maint NTH						6,600.00	6,431.08	1,300.00	7,731.08	-1,131.08	-1,131.08
61	Repairs & Maint WCC						5,775.00	6,744.60	750.00	7,494.60	-1,719.60	-1,719.60
62	Waste Removal						724.00	577.97		577.97	146.03	146.03
63	Garages						500.00				500.00	500.00
64	Cleaning						1,600.00	1,058.75	500.00	1,558.75	41.25	41.25
65	Norwood St O/S						1,000.00	175.24		175.24	824.76	824.76
72	Utilities NTH						4,000.00	349.23	600.00	949.23	3,050.77	3,050.77
73	Utilities WCC						4,000.00	2,352.62	1,000.00	3,352.62	647.38	647.38
101	Lease NTH						1.00		1.00	1.00		
108	Lease WCC						1.00	1.00		1.00		
113	Alice Bacon Bench							2,100.00		2,100.00	-2,100.00	-2,100.00
114	Train Station Sign							10.80	500.00	510.80	-510.80	-510.80
<b>SUB TOTAL</b>		<b>1,138.00</b>	<b>1,596.80</b>	<b>320.66</b>	<b>1,917.46</b>	<b>779.46</b>	<b>76,995.00</b>	<b>35,769.83</b>	<b>4,651.00</b>	<b>40,420.83</b>	<b>36,574.17</b>	<b>37,353.63</b>

## NORMANTON TOWN COUNCIL

## Receipts and Payments Forecast

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

## STAFFING CTTEE

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
18	Salaries & Wages						139,953.00	106,623.76		106,623.76	33,329.24	33,329.24
24	Employers National Ins						13,500.09	9,787.83		9,787.83	3,712.26	3,712.26
25	Employers Pension						20,292.00	15,141.52		15,141.52	5,150.48	5,150.48
43	Staff Training						1,000.00				1,000.00	1,000.00
49	Staff Travel Expenses						500.00	69.28	200.00	269.28	230.72	230.72
<b>SUB TOTAL</b>							<b>175,245.09</b>	<b>131,622.39</b>	<b>200.00</b>	<b>131,822.39</b>	<b>43,422.70</b>	<b>43,422.70</b>

## YEAR END ADJUSTMEN

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
121	Pre-Payments							715.00		715.00	-715.00	-715.00
<b>SUB TOTAL</b>								<b>715.00</b>		<b>715.00</b>	<b>-715.00</b>	<b>-715.00</b>

## Summary

<b>NET TOTAL</b>	<b>378,777.09</b>	<b>381,069.67</b>	<b>2,254.46</b>	<b>383,324.13</b>	<b>4,547.04</b>	<b>418,277.09</b>	<b>286,162.86</b>	<b>24,672.85</b>	<b>310,835.71</b>	<b>107,441.38</b>	<b>111,988.42</b>
V.A.T.				20,871.82					20,998.08		
<b>GROSS TOTAL</b>				<b>404,195.95</b>					<b>331,833.79</b>		

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

**ALLOTMENTS CTTEE**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Income - Allotment Rent	8,765.65	8,845.93	80.28				80.28 (0%)
7	Income - Key Deposit (Allotment)		10.00	10.00				10.00 (N/A)
48	Key Deposit							(N/A)
90	Newland Lane Allotment				1,275.00	754.70	520.30	520.30 (40%)
91	Cypress Road Allotment				867.00	-1,790.21	2,657.21	2,657.21 (306%)
92	Ellins Terrace 1 Allotment				1,734.00	277.56	1,456.44	1,456.44 (83%)
93	Ellins Terrace 2 Allotment				1,581.00	60.91	1,520.09	1,520.09 (96%)
94	Allotments General				131.00	40.85	90.15	90.15 (68%)
95	Gladstone Street Allotment				2,040.00	1,522.59	517.41	517.41 (25%)
96	Heys Buildings Allotment				1,487.50	2,118.24	-630.74	-630.74 (-42%)
97	Norwood Street Allotment				952.00	441.78	510.22	510.22 (53%)
98	Wentworth Terrace Allotment				2,728.50	460.02	2,268.48	2,268.48 (83%)
102	The Grove				85.00		85.00	85.00 (100%)
103	Gilcar Street				51.00		51.00	51.00 (100%)
104	Edward Street				68.00		68.00	68.00 (100%)
109	Garage Plot Rent							(N/A)
117	Allotments EMR Expenditure				4,000.00	1,300.00	2,700.00	2,700.00 (67%)
<b>SUB TOTAL</b>		<b>8,765.65</b>	<b>8,855.93</b>	<b>90.28</b>	<b>17,000.00</b>	<b>5,186.44</b>	<b>11,813.56</b>	<b>11,903.84 (N/A)</b>

**EVENTS CTTEE**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Income - Gala	4,000.00	4,890.00	890.00				890.00 (22%)
10	Income - Flower Show	300.00	103.25	-196.75				-196.75 (-65%)
11	Income - Christmas Lights	150.00	220.00	70.00				70.00 (46%)
12	Income - Party @ Haw Hill Park	640.00	1,426.75	786.75				786.75 (122%)
75	Gala				32,000.00	32,440.55	-440.55	-440.55 (-1%)
76	Flower Show				2,600.00	1,229.32	1,370.68	1,370.68 (52%)
77	Remembrance Sunday				3,700.00	3,486.22	213.78	213.78 (5%)
78	Children's Party				1,500.00	1,314.39	185.61	185.61 (12%)
79	Christmas Lights				5,000.00	5,393.60	-393.60	-393.60 (-7%)
81	Party @ Haw Hill Park				16,000.00	14,098.23	1,901.77	1,901.77 (11%)
82	Mayor Making				3,000.00	2,123.78	876.22	876.22 (29%)
83	Civic Sunday				500.00	675.40	-175.40	-175.40 (-35%)
85	Brass Band Concert				800.00	250.00	550.00	550.00 (68%)
86	Christmas Celebration		367.15	367.15	200.00		200.00	567.15 (283%)
87	Halloween				1,500.00	1,121.84	378.16	378.16 (25%)
88	Information Events				120.00	7.79	112.21	112.21 (93%)
89	Events - General				1,000.00	1,099.54	-99.54	-99.54 (-9%)
115	Gala 2025							(N/A)
119	MISC							(N/A)
120	National Events					252.63	-252.63	-252.63 (N/A)
<b>SUB TOTAL</b>		<b>5,090.00</b>	<b>7,007.15</b>	<b>1,917.15</b>	<b>67,920.00</b>	<b>63,493.29</b>	<b>4,426.71</b>	<b>6,343.86 (N/A)</b>

**FINANCE CTTEE**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

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

5	Income - Interest	1,000.00	5,923.52	4,923.52			4,923.52 (492%)	
6	Income - Precept	359,783.44	359,783.44				(0%)	
13	Income- Hanging Baskets	3,000.00	1,980.00	-1,020.00			-1,020.00 (-34%)	
14	Income - Mayor's Appeal 23/24		290.00	290.00			290.00 (N/A)	
15	Income - Mayors Appeal 24/25		2,696.48	2,696.48			2,696.48 (N/A)	
26	Franking Machine Lease				359.00	268.83	90.17 (25%)	
27	Postage				4,080.00	1,705.32	2,374.68 (58%)	
29	Photocopier Lease				1,732.00	1,314.00	418.00 (24%)	
30	Printing				2,068.00	1,521.06	546.94 (26%)	
31	Stationery				1,650.00	597.27	1,052.73 (63%)	
32	Office Equipment				1,000.00	468.14	531.86 (53%)	
33	IT Equipment				1,000.00	505.23	494.77 (49%)	
34	IT Software				2,000.00	1,942.02	57.98 (2%)	
35	IT Support				4,620.00	3,288.32	1,331.68 (28%)	
36	Website				2,000.00	1,147.05	852.95 (42%)	
37	Professional Fees				7,030.00	4,315.47	2,714.53 (38%)	
38	Audit Fees				1,640.00		1,640.00 (100%)	
39	Insurance				6,138.00	6,174.79	-36.79 (-0%)	
40	GDPR Compliance				500.00	210.60	289.40 (57%)	
41	Health & Safety				1,000.00	422.47	577.53 (57%)	
42	Memberships				2,583.00	2,125.00	458.00 (17%)	
44	Councillor Training				1,000.00	78.80	921.20 (92%)	
50	Bank Charges				287.00	265.25	21.75 (7%)	
51	Card Processing Fees		-122.48	-122.48	100.00		100.00 (-22%)	
52	Talking Newspaper				500.00	299.36	200.64 (40%)	
53	Mayors Appeal 24/25					80.00	-80.00 (N/A)	
66	Mayoral Expenses 23/24					284.55	-284.55 (N/A)	
67	Councillor Allowances				2,420.00	1,820.27	599.73 (24%)	
68	Civic Regalia				1,000.00	530.49	469.51 (46%)	
69	Elections				2,000.00		2,000.00 (100%)	
70	Small Grants				7,000.00	500.00	6,500.00 (92%)	
71	Advertising & Promotions				8,760.00	4,890.00	3,870.00 (44%)	
74	Hanging Baskets				15,000.00	9,745.58	5,254.42 (35%)	
99	VAT Refund						(N/A)	
100	Potts Terrace				450.00	418.84	31.16 (6%)	
105	Administration				1,000.00		1,000.00 (100%)	
106	Mayors Appeal 23/24					4,787.15	-4,787.15 (N/A)	
107	Mayoral Expenses 24/25				2,200.00	802.19	1,397.81 (63%)	
110	Civic Regalia (EMR)						(N/A)	
111	SUSPENSE		1.00	1.00			1.00 (N/A)	
112	Refreshments					76.86	-76.86 (N/A)	
116	Income - Misc		5.32	5.32			5.32 (N/A)	
118	Income - CIL		53.16	53.16			53.16 (N/A)	
<b>SUB TOTAL</b>		<b>363,783.44</b>	<b>370,610.44</b>	<b>6,827.00</b>	<b>81,117.00</b>	<b>50,584.91</b>	<b>30,532.09</b>	<b>37,359.09 (N/A)</b>

**PROPERTY CTTEE**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Income - Hire NTH	250.00	307.00	57.00				57.00 (22%)
3	Income - Hire WCC	250.00	665.00	415.00				415.00 (166%)
4	Income - Garage Plot Rent	638.00	634.80	-3.20				-3.20 (-0%)
8	Income - Deposit (WCC)							(N/A)
28	Telephone / Internet				1,980.00	1,420.63	559.37	559.37 (28%)
55	Town Hall Refurb				35,000.00	450.00	34,550.00	34,550.00 (98%)



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

56 Business Rates		13,000.00	12,175.60	824.40	824.40 (6%)		
58 Defibrillator		250.00		250.00	250.00 (100%)		
59 Hygiene Services		2,564.00	1,922.31	641.69	641.69 (25%)		
60 Repairs & Maint NTH		6,600.00	6,431.08	168.92	168.92 (2%)		
61 Repairs & Maint WCC		5,775.00	6,744.60	-969.60	-969.60 (-16%)		
62 Waste Removal		724.00	577.97	146.03	146.03 (20%)		
63 Garages		500.00		500.00	500.00 (100%)		
64 Cleaning		1,600.00	1,058.75	541.25	541.25 (33%)		
65 Norwood St O/S		1,000.00	175.24	824.76	824.76 (82%)		
72 Utilities NTH		4,000.00	349.23	3,650.77	3,650.77 (91%)		
73 Utilities WCC		4,000.00	2,352.62	1,647.38	1,647.38 (41%)		
101 Lease NTH		1.00		1.00	1.00 (100%)		
108 Lease WCC		1.00	1.00		(0%)		
113 Alice Bacon Bench			2,100.00	-2,100.00	-2,100.00 (N/A)		
114 Train Station Sign			10.80	-10.80	-10.80 (N/A)		
<b>SUB TOTAL</b>	<b>1,138.00</b>	<b>1,606.80</b>	<b>468.80</b>	<b>76,995.00</b>	<b>35,769.83</b>	<b>41,225.17</b>	<b>41,693.97 (N/A)</b>

**STAFFING CTTEE**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Salaries & Wages				139,953.00	106,623.76	33,329.24	33,329.24 (23%)
24	Employers National Insurance				13,500.09	9,787.83	3,712.26	3,712.26 (27%)
25	Employers Pension				20,292.00	15,141.52	5,150.48	5,150.48 (25%)
43	Staff Training				1,000.00		1,000.00	1,000.00 (100%)
49	Staff Travel Expenses				500.00	69.28	430.72	430.72 (86%)
<b>SUB TOTAL</b>					<b>175,245.09</b>	<b>131,622.39</b>	<b>43,622.70</b>	<b>43,622.70 (86%)</b>

**YEAR END ADJUSTMENTS**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
121	Pre-Payments					715.00	-715.00	-715.00 (N/A)
<b>SUB TOTAL</b>						<b>715.00</b>	<b>-715.00</b>	<b>-715.00 (N/A)</b>

Restated (N/A)

<b>NET TOTAL</b>	<b>378,777.09</b>	<b>388,080.32</b>	<b>9,303.23</b>	<b>418,277.09</b>	<b>287,371.86</b>	<b>130,905.23</b>	<b>140,208.46 (17%)</b>
<b>V.A.T.</b>		<b>20,871.82</b>			<b>20,998.08</b>		
<b>GROSS TOTAL</b>		<b>408,952.14</b>			<b>308,369.94</b>		

	BUDGET	ACTUAL SPEND	COMMITTED SPEND	FORECASTED SPEND		Saving on Budget	EMR Expenditure	
ALLOTMENTS COMMITTEE	£17,000	£5,186	£6,195	£3,930	<b>£15,311</b>	£1,689	Allotment Gates	£2,495
EVENTS COMMITTEE	£67,920	£62,893	£939	£0	<b>£63,832</b>	£4,088	TNP	£43
FINANCE COMMITTEE	£81,117	£49,976	£7,184	£15,892	<b>£73,052</b>	£8,065	Plumbing Work	£4,625
PROPERTY COMMITTEE	£76,995	£35,770	£10,134	£4,651	<b>£50,555</b>	£26,440		£7,163
STAFFING COMMITTEE	£175,245	£131,622	£40,815	£200	<b>£172,637</b>	£2,608		
	<b>£418,277</b>	<b>£285,447</b>	<b>£65,267</b>	<b>£24,673</b>	<b>£375,388</b>	<b>£42,890</b>		
					<b>£375,388</b>			
OPENING GENERAL RESERVE	£132,832							
TRANSFERRED TO EMR	£57,346							
GENERAL RESERVE BALANCE	£75,486							
GENERAL RESERVE 31.12.24	£193,655							
ADD - CONTRIBUTION FROM EMR	£7,163							
LESS - Comitted Spend	£65,267							
LESS - Forecasted Spend	£24,673							
ADD - Forecasted Income	£2,254							
LESS - Contribution TO EMR	£3,000							
Forecasted Closing GEN RES	£110,133							

## SMALL GRANT APPLICATIONS 2024-25

ORGANISATION	PROJECT	£	WHAT IS BEING FUNDED	HOW MANY PEOPLE WILL BENEFIT	INCOME	EXPENDITURE	BENEFIT
Spectrum Children's Drama Company	Musical performance in May 2025	£500	Costumes £200 Scenery £100 Music £50 Props £100 Programmes £50	320	£3,500	£3,000	Low Income Families
Acorn Alternative Provision (Normanton)	To fund resources for two external groups. One is to buy resources for our Tuesday after school club and the second is to cover costs of using an external gym to help our students access a healthy lifestyle.	£500	Craft equipment, sporting equipment and also cover the weekly cost of accessing an external facility.	at least ten.	These will be provided by our leadership team.		Young people
All Saints Normanton Community Project - The Well Project	The Meet n Eat's Diner - Christmas Dinner. The diner is aimed at reducing social isolation amongst people in our community. We are looking for funding to help buy each person attending a gift at Christmas so they have something to open on the day. The Christmas dinner with all of the trimmings is usually served approximately 2 weeks before Christmas and is attended by up to 48 people plus our volunteers. We would add Normanton Town Council to the gifts we give.	£500	We would purchase a small gift for each person attending the diner, including the volunteers - in the past we have bought chocolates and a plant for example.	65	£59,390	£57,137	Elderly

SMALL GRANT APPLICATIONS 2024-25

ORGANISATION	PROJECT	£	WHAT IS BEING FUNDED	HOW MANY PEOPLE WILL BENEFIT	INCOME	EXPENDITURE	BENEFIT
All Saints Normanton Community Project - The Well Project	Easter Egg Hunt - our annual Easter Egg Hunt takes place in Haw Hill Park and is free to attend for all, each young person receives a free Easter Egg when they have completed the trail. We would like to apply for funding to supply facepainters for the event. The face painters will provide free face painting to children throughout the event.	£500	Face Painters x 2, balloon models and craft stall - £500	350+ children and their families	£59,390	57,137	Young people
Prickly Edge Hedgehog Rescue C.I.C	We wish to purchase materials to produce 250 children’s information/activity packs, to be offered free of charge on gala day and when visiting childminders, nurseries, schools and community groups.  We wish to purchase resources that will enable us to offer free hedgehog themed arts and crafts activities on 2025.	£492.79	<a href="https://www.amazon.co.uk/hz/wishlist/ls/3S1AWAB6RJEL6?ref=wl_share">https://www.amazon.co.uk/hz/wishlist/ls/3S1AWAB6RJEL6?ref=wl_share</a>	Unknown	£30,143	£26,694	Young people
Normanton Knights ARLFC	In this upcoming season, we are starting two new age group girls teams and so need training equipment, balls, cones etc for them.	£500	Rugby balls, ball bags, kicking tees, tackle bags & water bottles and carriers.	Circa 50 including players and parents	£102,384	£101,644	Low Income Families

SMALL GRANT APPLICATIONS 2024-25

ORGANISATION	PROJECT	£	WHAT IS BEING FUNDED	HOW MANY PEOPLE WILL BENEFIT	INCOME	EXPENDITURE	BENEFIT
Wakefield Wildcats Netball Club	due to rule change by our governing body England Netball, we have to adhere to new rules in September 2024. The new rules include rolling subs who can interchange during the game, this has to be quick and only at certain times so we do need extra bibs to enable us to use the rule change effectively without any delays during the game.	£500	Velcro Bibs x 10 £550.00	100	Income £30,000	£25,000	Young people
Prince of Wales Hospice	Specialist Recliner Chairs costing £46,900 for the 14 in care bedrooms	£500	Specialist Recliner Chairs	80 (30% of patients)	£5,943,297	£4,427,087	Disabled, Elderly
Friends of Altofts Library affiliated to Altofts Community &	Storytime involving approx 30 Pre-school children takes place weekly at The Brig and requires funding in	£450	Spreadsheet containing all purchases to be made, is being sent separately	30+ children every week	£0	Rely on donations	Young people; Low Income Families
Alice Bacon Memorial Trust	We propose to have an evening of food and entertainment for 84 people, based on the recent number of people attending similar evenings	£500	Pie and pea supper - £504.00	84	£9,689.60	£8,021.97	Elderly
	These evenings have been particularly well attended since lock down and provide social interaction for aged people in the community						

**SMALL GRANT APPLICATIONS 2024-25**

ORGANISATION	PROJECT	£	WHAT IS BEING FUNDED	HOW MANY PEOPLE WILL BENEFIT	INCOME	EXPENDITURE	BENEFIT
Altofts Bowling Club	As we are now undertaking maintenance of the green ourselves, we need specialist equipment to enable us to do so.	£499	Allett UC Verticutter Cartridge 20"/51cm - £499.00	50	£3,560	£2,402	Disabled;Elderly;Low Income Families
Normanton Musical Theatre Society	set and costumes	£500	set wood 100 set stage 100 set paint 100 costume material 100 costumes 100	uo to 500	£8,000	£9,000	all
Altofts Cricket Club	Creating a more gender neutral space within the changing rooms to encourage female players to feel comfortable in the changing facilities available.	£500	Paint £150 approx. Cleaning Products £30 Feminine Hygiene bins £72 Hair styling tools such as hair dryers etc £150 Mirrors £98	over 200	£29,044.53	£23,488.40	Elderly; Young people; Low Income Families; Disabled

**£6,442**

Budget Allocation                      £7,000.00

Expenditure to date:

Parish Rooms              Window Replacement                      £500.00

Balance Remaining                      £6,500.00

**NORMANTON TOWN COUNCIL**  
**FINANCE COMMITTEE**  
Tuesday 28<sup>th</sup> January 2025

**COMMUNITY INFRASTRUCTURE LEVY**

Members have previously raised concern regarding the minimal CIL payments received from Wakefield Council in recent years. A significant piece of work has been carried out which involved checking through all approved planning applications dating back to 2016. A query was then raised with Wakefield Council to ascertain which applications had been subject to CIL and which had not.

Members should be aware of the following information:

- Wakefield Council adopted CIL on 1<sup>st</sup> April 2016.
- CIL is charged on three types of development within the Wakefield District, these are:
  - Residential Dwelling C3
  - Retail Warehouse A1\*
  - Large Supermarkets over 2000 m2
- Planning applications ending in OUT are outline applications and CIL is not charged on outline applications.
- Planning applications ending in REM are reserved matters applications which follow an outline application. Where applicable, CIL notices are issued on REM applications because it is at this stage that detailed plans are provided.
- If the outline planning application was approved before the Council adopted CIL then the application would not be liable for CIL.
- There are various credits available which reduces the amount of CIL payable such as 'Demolition credit' and 'Self Build Relief'.
- If planning permission is not implemented or the application is withdrawn, CIL is not payable.
- The commencement of a development triggers the CIL notice however in most cases the first payment is not due until 9 months from the commencement date.
- It should be noted that not all developers pay on time and Wakefield Council have a set procedure to follow as set out in the CIL regulations.

- Normanton Town Council receives 25% of the CIL money received by Wakefield Council, less any surcharges. Surcharges are applied to cover the costs of additional administration time that is required when the correct procedures are not followed. The Town Council does not receive a share of the additional surcharges.

### Planning Application Review

App Number	Site Address	Dwellings	Notes	CIL Rec'd	CIL Adjustments
16/00157/FUL	Woodhouse Hill WMC	4	Approved prior to CIL	N/A	N/A
16/02379/FUL	127 High Street	1	Withdrawn	N/A	N/A
16/02518/REM	Land Opposite 6 Edward Street	1	Outline Application	N/A	N/A
16/02752/FUL	342 castleford Road	2	Conversion of house to flats	£34.91	-£28.52
16/01967/FUL	Land off Norwood Street	1		£328.77	
16/02804/FUL	10 Benson Lane	?		£1,514.39	
16/02910/OUT	Land off Granville Street	1	Outline Application	N/A	N/A
16/02981/FUL	Hill Top Farm, Birkwood Road	1	Demolition Credit	N/A	N/A
17/00753/FUL	Ryedale Place	2		£1,313.53	
17/00811/REM	2 Pope Street	12	Approved prior to CIL	N/A	N/A
17/00863/FUL	33 Ashgap Lane	5	Not Implemented and Expired	N/A	N/A
17/01285/REM	46 Pearson Street	?		£1,032.36	
17/01791/FUL	53 & 53a Rose Farm Approach	3		£2,351.66	
18/00712/FUL	2 Pope Street	11		£6,872.09	-£203.10
18/01687/REM	Granville Street (Land Off)	22	Not Implemented.	N/A	N/A
18/02215/FUL	11 High Street	3	No record of implementation	N/A	N/A
18/02291/FUL	Alma, Church Road	1	Self Build Relief	N/A	N/A
18/02395/FUL	100a Church Road	3		£1,570.61	
18/02592/OUT	Land at Mill Lane	232	Outline Application	N/A	N/A
18/02814/FUL	Hill Top Farm, Birkwood Road	1	Not yet approved	N/A	N/A
18/02893/FUL	Land Adjacent West Close	140		£50,845.17	
19/00189/OUT	2 Edward Street	1	No commencement Notice received.	N/A	N/A
19/00285/FUL	Barclays Bank, Market Street	3	Retained Use Credit	N/A	N/A
19/00472/OUT	38 Church Road	1		£432.67	
19/00870/REM	Land at Church Road	?		£10,907.68	
19/01802/FUL	70 Queen Street	3	Credit Given in October 2021		
19/01852/FUL	51 Wakefield Road	1		£802.50	



19/02322/FUL	Jodine, Church Road	1	Self Build Relief	N/A	N/A
19/02607/FUL	61 Church Lane	3		£138.78	
19/02660/FUL	201 Wakefield Road	2		£575.15	
20/00599/FUL	7 Edward Street	1	Self Build Relief	N/A	N/A
20/00744/OUT	24 Snydale Road	1	Outline Application	N/A	N/A
20/00911/FUL	24 Edward Street	1	Self Build Relief	N/A	N/A
20/01058/FUL	West Street Garage, West Street	3		£1,543.71	
20/01476/FUL	Newlands Hall Estate	1	Withdrawn	N/A	N/A
20/01532/FUL	Land at Martin Frobisher Drive	13	Not Implemented	N/A	N/A
20/02160/FUL	Land off Greenfield Road	1	Refused	N/A	N/A
20/02851/FUL	308 Castleford Road	2	Not CIL Liable	N/A	N/A
21/00140/FUL	317 Castleford Road	2	Not CIL Liable	N/A	N/A
21/00204/FUL	Martin Frobisher Drive	12	Refused	N/A	N/A
21/01504/OUT	38 Church Road	1	Outline Application	N/A	N/A
22/00298/FUL	15a Birkwood Road	1	No commencement Notice received.	N/A	N/A
22/02361/FUL	Land off Church Lane	24	CIL Payment Due April 2025		
23/00390/FUL	14 Snydale Road	1	Withdrawn	N/A	N/A
23/01108/FUL	2 Horner Place	1	No commencement Notice received.	N/A	N/A
22/02101/FUL	29 Clarke Crescent	1		£252.19	
23/01281/OUT	43 Church Road	1			
23/01599/FUL	201 Wakefield Road	1			
24/00120/FUL	Land off Greenfield Road	1			
24/00761/COU	42-44 High Street	4	Conversion of offices to flats		
23/00322/FUL	Land off Station Road	408			
			<b>TOTAL RECEIVED</b>	<b>£80,516.17</b> <b>£80,284.55</b>	<b>-£231.62</b>

The CIL reports which are found on our website show that there is currently £3688.37 in the CIL fund after the majority was spent on the refurbishment of the Town Hall in line with our pre-agreed priority list.

The priority list is also attached for your reference and is due to be reviewed in the new financial year.

<b>Community Infrastructure Levy – Neighbourhood spending information gathering exercise:</b>	
Town, Parish or Community Council Name:	<b>Normanton Town Council</b>
CIL project / infrastructure ideas: (please list)	<p>I provide below a list of the main issues in Normanton. Within each item would be short, medium and long term goals which could be achieved dependant on the levels of funding available.</p> <p>Development of Community Buildings</p> <ul style="list-style-type: none"> <li>• Normanton Town Hall</li> <li>• Alice Bacon Centre</li> <li>• Woodhouse Community Centre</li> <li>• The Brigg (Altofts)</li> </ul> <p>Improvements to the Market  Improvements to the Town Centre including potential roof  Surfacing of un-adopted roads  Train Station improvements  Roundabouts and town gateway improvements  Swimming Pool and Library improvements  Allotment improvements  Parks including Haw Hill Park, Smirthwaite Park, Lock Lane (Altofts)  Grit bins / snow wardens  Sports facilities including the Bronte Consortium  Education  Monuments  Cleaving  Churchyards</p> <p>Policing and dog wardens.</p>
Priority for spending:	We have not established priorities as this would need to be based on the levels of income received.
How priority for spending has been agreed?	All members of the Town Council were asked to put forward their top 10 priorities for improvements in Normanton and Altofts. These ideas were then discussed by a small working group and the final list was developed from these suggestions.
Do you consider your council has the resources to record CIL monies?	YES
Any other comments to make regarding CIL:	NO

**NORMANTON TOWN COUNCIL  
COMMUNITY INFRASTRUCTURE LEVY REPORT 2017/18**

	£
Total CIL Receipts brought Forward	£0.00
Total CIL Receipts in year	£59.07
Total CIL expenditure in year	£0.00
Summary of CIL expenditure in year: NIL	
Total CIL Receipts retained at 31st March	£59.07

**Normanton Town Council**  
**Community Infrastructure Levy Report 2018/19**

Total CIL receipts brought forward	£59.07
Total CIL receipts in year	£6,171.41
Total CIL expenditure in year	£0.00
Summary of CIL expenditure in year	£0.00
Total CIL receipts retained at 31st March 2019	£6,230.48

**NORMANTON TOWN COUNCIL  
COMMUNITY INFRASTRUCTURE LEVY REPORT 2019/20**

	£
Total CIL Receipts brought Forward	£6,230.48
Total CIL Receipts in year	£10,907.68
Total CIL expenditure in year	£0.00
Summary of CIL expenditure in year: NIL	£0.00
Total CIL Receipts retained at 31st March	£17,138.16

**Normanton Town Council**  
**Community Infrastructure Levy Report 2020/2021**

Total CIL receipts brought forward	£17,138.16
Total CIL receipts in year	£51,277.84
Total CIL expenditure in year	£0.00
Summary of CIL expenditure in year	£0.00
Total CIL receipts retained at 31st March 2021	£68,416.00

**Normanton Town Council**  
**Community Infrastructure Levy Report 2021/2022**

Total CIL receipts brought forward	£68,416.00
Total CIL receipts in year	£8,265.88
Total CIL expenditure in year	£0.00
Summary of CIL expenditure in year	£0.00
Total CIL receipts retained at 31st March 2021	£76,681.88

**Normanton Town Council**  
**Community Infrastructure Levy Report 2022/23**

Total CIL receipts brought forward	£76,681.88	
Total CIL receipts in year	£3,549.49	
Total CIL expenditure in year	£76,543.00	
Summary of CIL expenditure in year	£76,543.00	Normanton Town Hall Refurbishment - accessible entrance - accessible toilet facilities - community rooms for meetings and events
Total CIL receipts retained at 31st March 2023	<b>£3,688.37</b>	



**Normanton Town Council**  
**Community Infrastructure Levy Report 2023/24**

Total CIL receipts brought forward	£3,688.37
Total CIL receipts in year	£0.00
Total CIL expenditure in year	£0.00
Summary of CIL expenditure in year	N/A
Total CIL receipts retained at 31st March 2024	<b>£3,688.37</b>

Total CIL receipts brought forward	£3,688.37
Total CIL receipts in year	£53.16
Total CIL expenditure in year	£0.00
Summary of CIL expenditure in year	N/A

Total CIL receipts retained at 31st March 2025      **£3,741.53**

**REPORT OF THE INDEPENDENT REMUNERATION PANEL**

**ON BEHALF OF NORMANTON TOWN COUNCIL**

**CONVENED BY WAKEFIELD COUNCIL**

**Panel Members**

Neil Warren (Chair)

Peter Cruikshanks

Karen Sykes

# Independent Remuneration Panel

## FOREWORD

The City of Wakefield Metropolitan District Council Independent Remuneration Panel was established to provide advice and recommendations to the Council on amounts to be paid under its Councillors' Allowances scheme and on behalf of Town and Parish Councils within its area. Members of the Panel are appointed by the Council and are independent members of the local community.

The Panel's focus is to:

***Ensure that the Council's Members' Allowances Scheme is fair and balanced and remunerates Members in a way that reflects the relative levels of time and effort involved.***

The Panel is convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 2003/1021) (the 2003 Regulations) Section 27.

The Panel acted in accordance with the Terms of Reference approved by Wakefield Council in July 2024 for such purposes when considering a request from Normanton Town Council to review the current allowance rates payable to Town Councillors at Normanton.

In reaching its conclusions the Panel recognised that the current allowance had been agreed in 2006, and had not been increased since. During that time there had been increased costs in using not only telephone, but also through technological advances in the intervening years resulting in costs for mobile and broadband which are now widely used in the course of Council duties.

**On behalf of the Chair of the Independent Remuneration Panel**

## 1. Panel Membership

### 1.1 The Panel are:

Neil Warren (Chair)	Executive Director of Resources, WDH
Peter Cruikshanks	Company Director, Business Coach and Advisor
Karen Sykes	Group Exec Director at Heart of Yorkshire Education Group

## 2. Terms of Reference

### 2.1 The relevant terms of reference of the Panel are:

- To consider Schemes of Members' Allowances for Town and Parish Councils as and when required.

## 3. Scope of the Report

### 3.1 The report sets out the Panel's recommendations to enable the Normanton Town Council to agree any changes to its Allowances Scheme.

### 3.2 The Panel is afforded the support of Wakefield Council Officers, including the Chief Legal Officer, Committee Team Manager and Committee Services Officer to assist them in their deliberations. This includes:-

- Information on the Council's current allowances
- Canvassing opinions from the Town Council
- Details of other Councils' schemes

## 4. How the Panel Approached the Review

### 4.1 Given the scope of this review was to consider an increase to the Normanton Town Council Member allowance, the Panel met on 2 occasions; in October and November 2024. At the first session the Panel considered the request from the Town Council and were broadly in support of increasing the allowance paid, requesting that the supporting Officers gather further information to assist the Panel in its deliberations. The second meeting was to finalise views and to approve this report.

### 4.2 In reaching its recommendations the Panel has had specific regard to the following:

- **The Terms of Reference for the Review approved by Wakefield Council in July 2024**

#### Transparency

The Panel should have consideration for an appropriate balance between public service and remuneration. Additionally, the Panel's recommendations should not dissuade people from standing for election

#### Accountability

As Members ultimately determine their own allowances, on advice from the IRP, they should be able to justify to the public their remuneration and support in terms of their own workloads.

### Cost to the Public Purse

The Panel should be mindful of the economic climate and the need for recommendations which could be feasibly met within the existing budget available.

- **Consideration of relevant legislation and guidance**

Councillor's allowances are paid in accordance with Local Government and Housing Act 1989 and the Local Government Act 2000.

The Local Authorities (Members' Allowances) (England) Regulations 2003 were made under these provisions. The Regulations provide that it is for each local authority to decide its scheme and the amounts to be paid under that scheme.

A Parish Remuneration Panel may be established by a responsible authority and shall make recommendations in respect of the authorities for which the establishing authority is the responsible authority. Such Panel will provide the relevant authority with advice on its scheme and the amounts to be paid and the Council must have regard to this advice.

- **Consideration of the current scheme of allowances**

The Panel had regard to the current allowance paid to Members of Normanton Town Council as recommended by the then Panel and last recommended in 2006.

- **Review of similar allowances paid by comparable authorities**

In looking at the allowances paid, the Panel considered the level of allowances paid to Councillors performing similar roles at similar sized local Councils. The comparators included South Kirkby Town Council and Keighley Town Council.

Benchmarking is useful as a 'sense check' however as each authority sets its own precepts and the overall workload/time commitment depending on the organisation of the council in question may vary amongst local Councils, they can therefore only be a guideline and not an absolute figure.

## **5. Evidence**

The Panel, with the assistance of the Committee Team Manager, sought the views of the Town Council on the current Scheme and any potential changes.

The Clerk to the Town Council confirmed that the Town Council would like the Panel to look at the following areas:-

- Changes in technology and increased costs since the allowances were last reviewed in 2006 for telephone, mobile phone and broadband, of which the latter two had not been commonly used in 2006.

## **6. Recommendations of the Panel**

6.1 The Panel agreed to the following recommendations for Normanton Town Council:

**Recommendation 1:** That the current Normanton Town Councillor allowance be raised to £200.

**Recommendation 2:** That the allowance be increased annually in line with any percentage increase agreed to Wakefield Council Member Allowances.

## **7. What are the reasons for the recommendations?**

The Panel acknowledged that it had been 18 years since the Town Council had agreed to the current allowance and considering inflation and telephone, mobile and broadband cost increases since 2006, agreed that the allowances rate should be increased to £200 per year.

Further the Panel felt that it would be appropriate for the Town Council to agree to increase future allowances in line with any percentage increase applied by the District Council to Wakefield Council Basic Member Allowances.

|

**NORMANTON TOWN COUNCIL**  
**FINANCE COMMITTEE**  
 Tuesday 28<sup>th</sup> January 2025

**TELEPHONY & BROADBAND**

Our telephone, mobile and broadband packages are currently split between three suppliers. The telephone system is through DRD Communications via Pro-Logic, our broadband and one mobile contract is through NGC and another two contracts are through an online provider on a SIM only deal.

At the last meeting, the Finance Committee agreed to stay with our existing suppliers however the quote from NGC was not valid unless we moved all our services to them.

**CURRENT COSTS**

SERVICE	LOCATION	SUPPLIER	COST
Broadband - ADSL	Woodhouse	NGC	£25.35
Telephone – PSTN	Woodhouse	NGC	£15.67
Answering Service	Woodhouse	NGC	£1.62
Broadband – FTTP	Town Hall	NGC	£34.45
Telephone System & Calls	Town Hall	DRD	£42.30
Mobile 1	Town Clerk	NGC	£13.56
Mobile 2	Property Officer	ONLINE	£5.40
Mobile 3	iPad	ONLINE	£9.10
			<b>£147.45</b>
Annual Cost 25/26			<b>£1,773.00</b>

**ORIGINAL PROPOSAL – Move all services to NGC**

**THREE YEARS ON ALL SERVICES**

SERVICE	LOCATION	SUPPLIER	COST/M
Broadband - SOGEA	Woodhouse	NGC	£34.00
Broadband – FTTP	Town Hall	NGC	£34.00
Telephone System & Calls	Town Hall & Woodhouse	NGC	£33.50
Mobile 1	Town Clerk	NGC	£7.50
Mobile 2	Property Officer	NGC	£10.00
Mobile 3	iPad	NGC	£11.00
			<b>£130.00</b>
One off Charge	Handset	NGC	£43.00
Annual Cost Yr 1			<b>£1,603.00</b>
Annual Cost Yr 2			<b>£1,560.00</b>



Members considered this proposal at the last meeting but preferred the flexibility of the online mobile contracts which could be cancelled at any time should staffing levels or demands change.

**Option 2 – Move telephone System to NGC**

**THREE YEARS ON NGC CONTRACTS – 30 DAY ONLINE CONTRACTS**

SERVICE	LOCATION	SUPPLIER	COST
Broadband - SOGEA	Woodhouse	NGC	£36.00
Broadband – FTTP	Town Hall	NGC	£34.00
Telephone System & Calls	Town Hall & Woodhouse	NGC	£39.00
Mobile 1	Town Clerk	NGC	£10.00
Mobile 2	Property Officer	ONLINE	£5.40
Mobile 3	iPad	ONLINE	£9.10
			<b>£133.50</b>
One off Charge	Handset		£43.00
One off Charge	Set Up		£350.00
Annual Cost Yr 1			<b>£1,995.00</b>
Annual Cost Yr 2			<b>£1602.00</b>

**Option 2 – Keep all services where they are currently**

**THREE YEARS ON NGC / DRD CONTRACTS – 30 DAY ONLINE CONTRACTS**

SERVICE	LOCATION	SUPPLIER	COST
Broadband - SOGEA	Woodhouse	NGC	£36.00
Broadband – FTTP	Town Hall	NGC	£34.00
Telephone System & Calls	Town Hall & Woodhouse	DRD	£38.75
Mobile 1	Town Clerk	NGC	£10.00
Mobile 2	Property Officer	ONLINE	£5.40
Mobile 3	iPad	ONLINE	£9.10
			<b>£133.25</b>
One off Charge	Handset		£47.65
One off Charge	Set Up		£9.99
Annual Cost Yr 1			<b>£1,656.64</b>
Annual Cost Yr 2			<b>£1599.00</b>

It should be noted that the mobile contracts are sim only and do not include the devices. Two of the devices may need to be upgraded in the next 12-18 months.

**NORMANTON TOWN COUNCIL**  
**FINANCE COMMITTEE**  
Tuesday 28<sup>th</sup> January 2025

**BUDGET 2025-26**

On the following pages you will find the draft budget for the 2025/26 financial year, prepared in consultation with the Council's Committees. Each Committee has reviewed and approved their respective draft budgets, which are now presented for your consideration.

The overall budget total has increased compared to last year. This change is primarily due to the inclusion of earmarked expenditure (EMR) in the main budget, which had not been previously accounted for. Including EMR expenditures helps to better track and identify overspends.

### **Allotments**

The existing allotments budget has been insufficient to address ongoing challenges. To address this, the Committee has requested an additional £4,000, specifically allocated for waste removal. The current budget has also been restructured to provide each site with a small allocation for water and general repairs. New budget lines have been added for plot clearance, waste removal, and gates/fencing, with the gates and fencing funded through the EMR.

### **Events**

The Events Committee has streamlined activities in recent years, but rising costs necessitate adjustments. To successfully deliver the planned events, some key event budgets have been increased. The proposed budget supports the 2025 events calendar and includes funding for "National Events," which will also draw from an EMR.

The Committee also requests that any budget underspends be earmarked for the celebration of **NTC50**, marking the Town Council's 50th anniversary in 2025.

### **Finance Committee**

The Finance Committee budget has been reviewed based on anticipated expenditures, with many contracts being fixed. Key changes include:

- **IT Upgrades:** An increased budget is allocated for upgrading older computers, which will no longer be supported by Microsoft.
- **New Software:** Additional funds have been included to explore and implement office software to improve operations.
- **Councillor Allowances:** The budget reflects an increase recommended by the Independent Remuneration Panel.
- **Refreshments:** A small allocation for items such as milk for volunteers, meetings, and guests.
- **Travel Expenses:** A new budget line has been added for Councillor travel costs.

## Property

The Property budget has been reduced, reflecting the completion of some of the work on the Town Hall. Additionally, a new budget line for street furniture has been introduced to cover items such as benches, the Alice Bacon Memorial, and the "Welcome to Normanton" sign at the train station.

## Staffing

The Staffing Committee budget reflects the following considerations:

- Recent pay awards for administrative and cleaning staff.
- Increases in employer National Insurance contributions and pension costs.
- An estimate for the 2025/26 cost-of-living pay award, expected to be announced in November.

The table below shows a comparison of the current financial year, proposed budget for 2025/26 and a predicted budget based on a 5% increase.

## EXPENDITURE

	2024/25				
COMMITTEE	BUDGET	2025/26	2026/27	2027/28	2028/29
Finance Committee	£81,117	£88,695	£92,605	£97,235	£102,097
Allotments Committee	£17,000	£22,000	£23,100	£24,255	£25,468
Events Committee	£67,920	£87,248	£91,610	£96,190	£101,000
Property Committee	£76,995	£70,672	£37,456	£39,328	£41,295
Staffing Committee	£175,245	£190,116	£218,633	£251,428	£276,571
	<b>£418,277</b>	<b>£458,731</b>	<b>£463,404</b>	<b>£508,437</b>	<b>£546,431</b>

## INCOME

	2024/25				
COMMITTEE	BUDGET	2025/26	2026/27	2027/28	2028/29
Finance Committee	£4,000	£8,500	£8,670	£8,843	£9,020
Allotments Committee	£8,766	£8,643	£8,816	£8,993	£9,172
Events Committee	£5,090	£5,350	£5,457	£5,566	£5,677
Property Committee	£1,138	£1,160	£1,183	£1,207	£1,231
Staffing Committee	£0	£0	£0	£0	£0
	<b>£18,994</b>	<b>£23,653</b>	<b>£24,126</b>	<b>£24,609</b>	<b>£25,101</b>

## CONTRIBUTION FROM RESERVES

COMMITTEE	2024/25 BUDGET	2025/26
Finance Committee	£500	£2,400
Property Committee	£35,000	£29,925
Allotments Committee	£4,000	£5,000
Events Committee		£12,248
	<b>£39,500</b>	<b>£49,573</b>

## VARIANCE

	2024/25	2025/26
EXPENDITURE	£418,277	£458,731
LESS INCOME	£18,994	£23,653
LESS RESERVES	£39,500	£49,573
<b>SHORTFALL</b>	<b>£359,783</b>	<b>£385,504</b>

# NORMANTON TOWN COUNCIL

## Detailed Budget Summary

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

### ALLOTMENTS 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
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

		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

# NORMANTON TOWN COUNCIL

## 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		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	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
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### 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
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**NORMANTON TOWN COUNCIL**  
**FINANCE COMMITTEE**  
 Tuesday 28<sup>th</sup> January 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
Shortfall	<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  
 Current Tax Base

£367,339.00

**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.

## **NORMANTON TOWN COUNCIL**

### **INTERNAL CONTROL POLICY**

#### **1. SCOPE OF RESPONSIBILITY**

- 1.1 Normanton Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for; and used economically, efficiently and effectively.
- 1.2 Regulation 4 of the Accounts and Audit (England) Regulations 2011, imposes a duty on local councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body’s functions and which includes arrangements for the management of risk”.

#### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the Clerk who is the Responsible Financial Officer, but the Council members must ensure that they have an understanding of those controls and are responsible for checking that they are operated effectively.

#### **3. RESPONSIBILITY FOR THE INTERNAL CONTROL ENVIRONMENT**

##### **3.1 The Council**

- 3.1.1 The Council as a corporate body is responsible under statute for certain decisions which cannot be delegated; setting of the precept and approval of the Annual Return & Governance Statement. It may delegate responsibility for dealing with the consideration and approval of all other financial matters to the Finance Committee and officers, subject to the approval of delegation arrangements.
- 3.1.2 The Council will make and keep under review Financial Regulations and may include within its Standing Orders particular provisions relating to contracts. The Council’s System of Internal Control is ancillary to and underpins the Financial Regulations and Standing Orders.
- 3.1.3 The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful with the advice of the Town Clerk. Neither the Chairman nor any individual councillor may make decisions on behalf of the Council.
- 3.1.4 The Council is required to appoint an independent Internal Auditor. An annual work programme for the Internal Auditor will be agreed by the Council, and the Internal Auditor will provide a certificate to be submitted with the Annual Return as part of the annual external audit. Reports from the Internal Auditor shall be presented to the Finance Committee.
- 3.1.5 The Chairman shall sign each page of the minutes once approved at the Council meetings.
- 3.1.6 Decisions are made in accordance with the Standing Orders and Financial Regulations approved by the Council.
- 3.1.7 The Finance Committee is made up of 10 Councillors. The Committee meets quarterly to undertake all financial and other miscellaneous matters on behalf of the Council in accordance with its terms of reference.
- 3.1.8 The Council approves a budget for the following year by the end of January each year and also approves the level of precept for the following financial year.
- 3.1.9 The Finance Committee shall receive a budget report at each meeting alongside a financial statement and a bank reconciliation.

### **3.2 Officers**

The Council has appointed a Town Clerk who as Proper Officer acts as the Council's advisor and administrator. The Clerk is also the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are maintained.

- 3.2.1 The duties of the Clerk / RFO are laid down in a Job Description which is reviewed from time to time by the Council or a nominated committee.
- 3.2.2 The Clerk / RFO shall check and authorise payments prior to their presentation for signature in accordance with the approved financial procedures.
- 3.2.3 The Clerk / RFO submits all the requested information to the internal and external auditor by the required date.
- 3.2.4 The Clerk / RFO arranges for public notices to be displayed.
- 3.2.5 The Clerk / RFO retains all relevant documents relating to finances in accordance with best practice and the council's Document Retention Policy (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments, accounts and supporting information).

### **3.3 Internal Auditor**

- 3.3.1 The Council will appoint a suitably qualified and experienced Independent Internal Auditor who will report to the Council in accordance with the scope of internal audit sufficient to provide an adequate level of assurance for the Council to complete assertions 2 and 6 in its Annual Governance Statement.
- 3.3.2 The effectiveness of the internal audit shall be reviewed annually, and the council agrees the appointment of the Internal Auditor.
- 3.3.3 The scope of the work of the Internal Auditor is reviewed annually, the review and the appointment are minuted.
- 3.3.4 The reports of the Internal Auditor are considered at the following Council or Finance Committee meeting.

### **3.4 External Audit**

- 3.4.1 The Council's External Auditors are appointed in accordance with the current statutory accounting and audit framework.
- 3.4.2 The Council shall display public notices of the exercise of electors' rights and conclusion of audit as required by regulation.

## **4. FINANCIAL AND ACCOUNTING PROCEDURES**

### **4.1 Signatories**

- 4.1.1 Two councillors sign all cheques, the signatories also initial the cheque stubs. The signatories ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. The invoice is likewise initialled by the signatories.
- 4.1.2 Internet banking payments are raised by the Clerk and authorised by one councillor.

**4.2 Invoicing**

- 4.2.1 Invoices shall be rendered on the basis of the scale of fees and charges effective at the time. The Town Council will review these annually before the start of the next financial year.
- 4.2.2 All invoices shall bear reference to payment terms of not more than 30 days.

**4.3 Cash and Cheque Handling/Security**

- 4.3.1 The Clerk will receive all income. All cash and cheques shall be kept safely in a locked place and shall be periodically banked.
- 4.3.2 All income shall be reported to the Finance Committee and significant income including the precept, CIL and VAT refunds are reported to Council.

**4.4 Salaries and other Staff Payments**

- 4.4.1 Salaries and other staff payments shall be made by no later than the 28<sup>th</sup> day of each month (by online banking). Payments shall be paid on the basis of information supplied by the independent payroll company. Supplementary payments for additional duties beyond the core duties of staff shall be made on the basis of weekly timesheets, endorsed by the Clerk and reported to the Staffing Committee.
- 4.4.2 Mileage and any other expenses shall be reimbursed in accordance with rates approved by the Council from time to time.
- 4.4.3 A P11 deduction working sheet shall be established where appropriate by the independent payroll company and the end of year Form P35 shall be filed on line after completion by that company.
- 4.4.4 Upon the production of appropriate receipts, out of pocket expenses for small day to day items appropriate to the duties of the Clerk shall be reimbursed.

**4.5 Budgetary Control**

- 4.5.1 The Clerk (RFO) will ensure that all accounts certified for payment are endorsed within the correct budgetary centre
- 4.5.2 The Clerk (RFO) shall every month reconcile statements of the Parish Council's accounts taken from the information contained in the cash book with copies of the relevant bank statements.
- 4.5.3 The Finance Committee shall receive on a quarterly basis an expenditure against budget report.
- 4.5.4 The Council shall receive a monthly bank reconciliation.
- 4.5.5 The Finance Committee will meet in January for the purposes of budgetary control review and the preparation of budget for presentation to the February Town Council meeting. At that meeting, the Town Council will approve such estimates, and determine its budget requirement and consequent precept for the next financial year.

**4.6 Procurement**

- 4.6.1 Financial Regulations provide a framework and set procedures for dealing with contracts of certain values. Working beneath that framework, provision needs to be made for the day to day operational work of the Town Council to be administered, and to that end the Clerk is authorised to issue orders for office and

- 4.6.2 other supplies to support the Town Council's administration and day to day operation within agreed budgets.
- The Clerk may incur expenditure on behalf of the Council which is necessary for the purposes of any repair, replacement or other work of an urgent nature, whether or not budgetary provision exists for such expenditure, up to a limit of £1,000. The Clerk shall report the action to Council or the appropriate Committee at the next available meeting.

**5. ASSET MANAGEMENT**

The Council's Asset Register and any associated current Management Plans are to be reviewed on an annual basis by the Finance Committee.

**6 RISK MANAGEMENT**

The Council's Risk Assessment of its land, property, and activities, together with any associated current Management Plans are to be reviewed on an annual basis by the Finance Committee.

**7 REVIEW OF EFFECTIVENESS**

The Council is responsible for conducting, at least annually, a review of the effectiveness of the system of internal control. This role will be initiated by the Finance Committee and incorporated within the annual work programme of the Council's Internal Auditor. The findings of the annual review shall be reported to and considered by the Council



**NORMANTON TOWN COUNCIL**  
**MAYOR AND MEMBERS ALLOWANCE AND EXPENSES POLICY**

**1. Councillor's Allowances**

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 apply to parishes that pay members' allowances. Normanton Town Council provides allowances at a rate of £[\*\*] per year.
  - 1.2 This allowance is subject to PAYE and National Insurance.
  - 1.3 Only elected members are eligible to claim Members' Allowances.
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**2. Mayoral Expenses**

- 2.1 A budget of £2,200 is allocated annually for **Mayoral expenses**. This budget covers:
    - a) Reimbursement of travel and subsistence expenses for events where the Mayor has received an official invitation through the Town Council offices. (The HMRC-approved rate of 45p per mile for private vehicles applies.)
    - b) Reimbursement for the cost of event tickets where the Mayor has received an official invitation through the Town Council offices.
    - c) **Reimbursement for raffle tickets or small donations.**
    - d) **Reimbursement for flowers or small gifts required for anniversaries, condolences, etc.**
    - e) **Reimbursement for clothing needed to fulfil Mayoral duties.**
    - f) **Any other expenses approved by the Town Clerk.**
  - 2.2 If the Mayor cannot attend an event to which they have received an official invitation through the Town Council offices, the Deputy Mayor may attend as a substitute. In such cases, the Deputy Mayor's expenses will be reimbursed as outlined in section 2.1 and charged against the Mayoral Expenses budget.
  - 2.3 **The Mayoral Expenses budget is not transferrable and cannot be used to 'top up' the Mayors Appeal.**
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**3. Members' and Co-opted Members' Expenses**

- 3.1 Members and co-opted members attending meetings or training courses outside the Town Council's area may claim mileage at 45p per mile.

- 3.2 Travel within the Town Council boundary is **not** claimable.
- 3.3 Members and co-opted members formally representing the Town Council may claim reimbursement for public transport, taxi fares, or parking costs.
- 3.4 Members attending events or meetings that are expected to last all day may claim reimbursement for meal expenses, subject to providing receipts and within reasonable limits approved by the Town Clerk.