

NORMANTON TOWN COUNCIL



MINUTES OF THE FINANCE COMMITTEE

Held on Tuesday 22nd 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 12th 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 31st 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.