

NORMANTON TOWN COUNCIL



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

To all members of Normanton Town Council Date: 5th March 2025

Dear Councillor,

You are hereby summoned to attend a **MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 11th March 2025** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

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

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', written in a cursive style.

Mrs Donna Johnston FdA
Town Clerk & RFO.

Meeting of Normanton Town Council
 Tuesday 11th March 2025 at 6.30pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
176.	Prayers.	
177.	To receive announcements from the Mayor.	
178.	To receive apologies for absence.	
179.	To receive members declarations of interest.	
180.	To receive questions and comments from members of the public. (Please refer to the rules for public session.)	
181.	To receive and sign the minutes of a meeting of Normanton Town Council. Held on Tuesday 4 th February 2025 (Minute Numbers 152-175; Pages 45-50).	A
182.	To receive the minutes of the Staffing Committee. Held on Tuesday 11 th February 2025 (Minute Numbers 040-054; Pages 9-11).	B
183.	To receive the minutes of the Property Committee. Held on Tuesday 18 th February 2025 (Minute Numbers 069- 88; Pages 14-16).	C
184.	To receive reports from District Councillors. (For information only.)	
185.	To receive a report from the Town Clerk. (For information only.)	
186.	To receive updates from members who attend external organisations. (For information only.) <ul style="list-style-type: none"> • Notes of the Normanton PACT Meeting – 06.02.25 • Notes of the Altofts PACT Meeting – 06.02.25 	D E

187.	<p>To receive updates from Council representatives on Outside Bodies. (For information only.)</p> <ul style="list-style-type: none"> Minutes of the Town & Parish Council Liaison Group – 03.12.24 	F
188.	<p>To consider the list of invoices due for payment in March 2025.</p>	G To Follow
189.	<p>To receive the list of payments made in January 2025.</p>	H
190.	<p>To receive the Bank Reconciliation for January 2025.</p>	I
191.	<p>To review the effectiveness of internal controls.</p>	J
192.	<p>To review the Risk Management Assessment.</p>	K
193.	<p>To consider the report of the Independent Remuneration Panel and agree the rate of Members Allowances for the 2025/26 financial year.</p>	L
194.	<p>To receive a verbal report on the Welbeck Appeal.</p>	
195.	<p>To consider the planning applications from Wakefield Council.</p> <p>007 - Validated Applications - 10.02.2025.pdf 010 - Validated Applications - 17.02.2025.pdf 011 - Validated Applications - 24.02.2025.pdf 013 - Validated Application - 03.03.2025.pdf</p>	

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MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 4th February 2025 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard
Councillor A Bones – Mayor of Normanton
Councillor T Goodwin
Councillor M Jennings
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan – Deputy Mayor of Normanton
Councillor C Parsons
Councillor D South
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO

Absent: Councillor S Hudson
Councillor H Jones
Councillor M King
Councillor F Marchant
Councillor P Marchant
Councillor J Pritchard
Councillor P Sampson
Councillor A Samuels
Councillor R Seal

152. Prayers.

The Mayor led the Council in prayers.

153. To receive announcements from the Mayor.

The Mayor reported that she was collecting knitted and crocheted poppies for a project for Remembrance Sunday. A pattern was available which would be shared on social media.

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154. To receive apologies for absence.

RESOLVED: that apologies for their inability to attend be received on behalf of Councillors S Hudson, H Jones, F Marchant, J Pritchard, P Sampson, A Samuels and R Seal.

155. To receive members declarations of interest.

RESOLVED: that the following Declarations of Interest be recorded.

Councillor C Appleyard

Non-Pecuniary Interest

Item 171 – Small Grant payment to Alice Bacon Trust

Member of the Alice Bacon Memorial Trust

Councillor E Blezard

Non-Pecuniary Interest

Item 171 – Small Grant payment to Alice Bacon Trust

Member of the Alice Bacon Memorial Trust

Councillor P Mayne

Non-Pecuniary Interest

Item 171 – Small Grant payment to Alice Bacon Trust

Member of the Alice Bacon Memorial Trust

Councillor L Masterman

Non-Pecuniary Interest

Item 171 – Small Grant payment to Alice Bacon Trust

Member of the Alice Bacon Memorial Trust

Councillor C Parsons

Non-Pecuniary Interest

Item 171 – Small Grant payment to Normanton Knights

Member of Normanton Knights ARLFC.

156. To receive questions and comments from members of the public.

There were no members of the public present.

157. To receive and sign the minutes of a meeting of Normanton Town Council.

RESOLVED: that the minutes of a meeting of Normanton Town Council held on Tuesday 10th December 2024 (Minute Numbers 135-151; Pages 40-44) be received as a true record and signed by the Mayor.

- 158. To receive the minutes of the Staffing Committee.**
RESOLVED: that the minutes of the Staffing Committee held on Tuesday 3rd December 2024 (Minute Numbers 020-039; Pages 14-17) be received.
- 159. To receive the minutes of the Events Committee.**
RESOLVED: that the minutes of the Events Committee held on Monday 9th December 2024 (Minute Numbers 026-034; Pages 26-32) be received.
- 160. To receive the minutes of the Allotments Committee.**
RESOLVED: that the minutes of the Allotments Committee held on Monday 16th December 2024 (Minute Numbers 083-089; Pages 33-34) be received.
- 161. To receive the minutes of the Property Committee.**
RESOLVED: that the minutes of the Property Committee held on Monday 16th December 2024 (Minute Numbers 052-068; Pages 11-13) be received.
- 162. To receive the minutes of the Allotments Committee.**
RESOLVED: that the minutes of the Allotments Committee held on Wednesday 15th January 2025 (Minute Numbers 090-104; Pages 35-42) be received.
- 163. To receive the minutes of the Events Committee.**
RESOLVED: that the minutes of the Events Committee held on Monday 20th January 2025 (Minute Numbers 035-043; Pages 18-22) be received.
- 164. To receive the minutes of the Finance Committee.**
RESOLVED: that the minutes of the Finance Committee held on Tuesday 28th January 2025 (Minute Numbers 028-044; Pages 7 onwards) be received.
- 165. To receive reports from District Councillors.**
Councillor D Wilton for the Normanton Ward provided a written report on the following matters:
- HMO application at 3 Castleford Road – Urged members to object.
 - Town Centre CCTV upgrade and reiterating the need for people to report crimes and ASB through the appropriate channels.

- Christmas Santa Run – request for District Councillors to be included in the working group. The matter would be referred to the Events Committee.

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

- HMO at Castleford Road – The District Councillors were hoping to have a public meeting.
- Issues with ASB at Cross Queen Street.
- High Street Bollards – Hoping to be installed in the next three months, if this is not achievable then an alternative needs to be considered.
- A quantity of York Stone had been stolen from the path near All Saints School. The ownership of the path is unclear, but it is dangerous, and efforts were being made to push for action from the District Council.
- New gates had been funded at Normanton Knights.
- A new litter picking scheme had been implemented whereby residents were being invited to join in on pre-planned litter picks.
- A new bench would be installed near the cenotaph to commemorate VE Day.

RESOLVED: that the report be received.

166. To receive a report from the Town Clerk.

The Town Clerk reported on the recent Community Governance Review conducted by Wakefield Council which had resulted in a change to the Parish name following submission of a response which had been submitted without the approval of the Town Council. It was unclear where the consultation response had originated, and it was disappointing that there was no further consultation on this matter before it was accepted by Wakefield Council.

The Town Council had resolved in 2021 that no changes were required to the Parish name.

Further enquiries were ongoing to identify the source of the consultation response and the next appropriate steps.

RESOLVED: that the report be received and a report be brought to a future meeting.

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

Councillor E Blezard reported that she attends the WDH meetings, and a lot of work had been carried out in the Normanton area including Street PACTS in partnership with the Police and District Councillors, replacement windows, landscaping and fencing works. It was reported that funding may be available for community projects.

RESOLVED: that the report be received.

RESOLVED: that the notes of the PACT Meeting held on 14.11.2024 be received. It was noted that the Altofts and Normanton PACT meetings would be held separately on the same evening moving forward.

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

Councillor M Jennings reported that the Welbeck appeal was still with the Inspectorate and a decision could take up to three months.

RESOLVED: that the report be received.

169. Budget 2025-26

Members considered the budget for the 2025-26 Financial Year which had been recommended by the Finance Committee.

The budget was broken down as follows:

Expenditure	£458,731
Income	-£23,653
Contribution from Earmarked Reserves	-£49,573
Shortfall	£385,504

RESOLVED: that the budget be approved.

170. Precept 2025-26

Having reviewed the budget and given consideration to the level of General Reserves, members agreed to fix the precept for the 2025/26 financial year as follows:

Shortfall	£385,504
Contribution from General Reserves	£18,165
Precept	£367,399

This would leave a General Reserve of £91,835 which was in line with the Reserves Policy.

RESOLVED: that the Precept for the 2025/26 Financial Year be fixed at £367,399.

171. To consider the list of invoices due for payment in February 2025.

RESOLVED: that the list of invoices for payment totalling £17,175.11 and detailed in appendix 1 be approved for payment.

172. To receive the list of payments made in December 2024.

RESOLVED: that the list of payments made in December 2024 totalling £17,974.34 and detailed in appendix 2 be approved.

173. To receive the Bank Reconciliation for November and December 2024.

RESOLVED: that the Bank Reconciliation for November 2024 showing a balance of £341,870.92 and the Bank Reconciliation for December showing a balance of £318,123.97 be received.

174. To consider the planning applications from Wakefield Council.

RESOLVED: that the following planning lists be received.

[088 - Validated Applications - 16.12.2024.pdf](#)

[090 - Validated Applications - 23.12.2024.pdf](#)

[001 - Validated Applications - 06.01.2025.pdf](#)

[003 - Validated Applications - 13.01.2025.pdf](#)

[005 - Validated Applications - 20.01.2025.pdf](#)

It was reported that the validated list for 27th January 2025 had not been received but a search had been carried out on the website for any new applications.

RESOLVED: that an objection be submitted in relation to 25/00079/FUL 6 bed HMO and single flat unit at 3 Castleford Road on the grounds of overconcentration of similar properties in a small area, crime and antisocial behaviour, highway concerns, and waste issues.

RESOLVED: that Councillor M Jennings be appointed as the Town Council's representative for the Buckthorne Road planning application.

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

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NORMANTON TOWN COUNCIL

DRAFTPAYMENTS LIST 585 TO 613

Voucher	Cheque	Name	Description	Amount
585		RCW Building Solutions	Tap Repairs	420.00
586		RCW Building Solutions	Pointing of Windows	1,020.00
587		RCW Building Solutions	Asbestos Removal	540.00
588		Advertiser Office Printers	Advertising	576.00
589		RCW Building Solutions	Asbestos Removal	330.00
590		Castleford Salvation Army Band	Christmas Celebration Donation	122.38
591		Chubb Fire & Security	Fire Alarm Service	323.18
592		Chubb Fire & Security	Emergency Lighting Test	189.31
593		Aston Management	Performers P@HHP 2026	600.00
594		Aston Management	Performers P@HHP 2025	1,090.00
595		First Impressions	Hanging Basket and Planting Infrastructure	1,783.20
596		The Well Project	Santa Run Donation	2,100.00
597		RISO (UK) Ltd	Printing	245.40
598		D3 Office Group	Cleaning / Stationery Supplies	41.53
599		Class Office Equipment Ltd	Cleaning / Stationery Supplies	58.32
600		RCW Building Solutions	Asbestos Removal	1,794.00
601		Spectrum Children's Drama Group	Small Grant	500.00
602		Acorn Alternative Provision	Small Grant	500.00
603		The Well Project	Small Grant	500.00
604		The Well Project	Small Grant	500.00
605		Prickly Edge Hedgehog Rescue	Small Grant	492.79
606		Normanton Knights ARLFC	Small Grant	500.00
607		Prince of Wales Hospice	Small Grant	500.00
608		Friends of Altofts Library	Small Grant	450.00
609		Alice Bacon Memorial Trust	Small Grant	500.00
610		Altofts Bowling Club	Small Grant	499.00
611		Normanton Musical Theatre Society	Small Grant	500.00
612		Altofts Cricket Club	Small Grant	500.00
613		Channy Music	Performers P@HHP 2025	500.00
			TOTAL	17,675.11

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

NORMANTON TOWN COUNCIL



MINUTES OF THE STAFFING COMMITTEE

Held on Tuesday 11th February 2025 at 1.30pm at Normanton Town Hall

Present: Councillor A Bones
Councillor S Hudson
Councillor B Mayne
Councillor P Mayne – Chairman
Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor H Jones

- 040. To receive apologies for absence.**
RESOLVED: that apologies for their inability to attend be received on behalf of Councillors E Blezard and H Jones.
- 041. To receive declarations of interest.**
There were no declarations of interest recorded.
- 042. To receive and sign the minutes of a meeting of the Staffing Committee.**
RESOLVED: that the minutes of a meeting of the Staffing Committee held on Tuesday 3rd December 2024 (Minute Numbers 020-039; Pages 5-8) be received as a true record and signed.
- 043. To resolve to take items 44-49 in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.**
RESOLVED: that items 44-49 be taken in private due to the confidential nature of the business to be transacted.
- 044. To receive a report on flexitime and TOIL balances.**
A report was circulated on flexitime and TOIL which showed that all balances were within policy limits.
RESOLVED: that the report be received.

- 045. To receive a report on absence.**
A report was circulated on absence levels which were minimal and within policy guidelines.
- RESOLVED:** that the report be received.
- 046. To receive a report on annual leave for the 2024/25 year.**
A report was circulated on annual leave booked and outstanding for the current holiday year.
- RESOLVED:** that the report be received.
- 047. To receive a report on annual leave for the 2025/26 year.**
A report was circulated on annual leave booked and outstanding for the 2025/26 holiday year.
- RESOLVED:** that the report be received.
- 048. To receive a report on staff training and development.**
A report was circulated on staff training and development.
- RESOLVED:** that the report be received.
- 049. To receive a report on workload.**
A report was presented on workload which remains high however it was positive to note that the staff were utilising existing software solutions to streamline processes and efficiency. Further support was needed, and a number of IT solutions were being considered. It was agreed that Town Hall hirers should be responsible for letting in their own guests to minimise the impact on the office staff.
- RESOLVED:** that the report be received.
- 050. To review the staffing budget to the end of Month 9 of the 2024/25 financial year.**
RESOLVED: that the Staffing Committee Budget showing year to date expenditure of £131,622.39, committed expenditure of £41,475 and forecasted expenditure of £200.00 be received.
- RESOLVED:** that consideration should be given to funding long term staff absence should the situation arise.

- 051. To review the Maternity Leave & Pay Policy.**
RESOLVED: that the Maternity Leave and Pay Policy be reviewed and the recommended changes be accepted.
- 052. To review the Equality & Diversity Policy.**
RESOLVED: that the Equality & Diversity Policy be reviewed and the recommended changes be accepted.
- 053. To review the Employee Expenses Policy.**
RESOLVED: that the Employee Expenses Policy be reviewed and the recommended changes be accepted.
- 054. To review the Disciplinary Policy.**
RESOLVED: that the Disciplinary Policy be reviewed and the recommended changes be accepted.

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



MINUTES OF THE PROPERTY COMMITTEE

Held on Tuesday 18th February 2025 at 1:30pm at Normanton Town Hall

Present: Councillor A Bones
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor K Wilson, JP

D Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor H Jones
Councillor C Parsons
Councillor A Samuels
Councillor P Sampson

069. To receive apologies for absence.

RESOLVED: that apologies for their inability to attend be received on behalf of Councillors E Blezard, H Jones and P Sampson.

070. To receive declarations of Interest.

There were no declarations of interest recorded.

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

RESOLVED: that the minutes of the Property Committee held on Monday 16th December 2024 (Minute Numbers 052-068; Pages 11-13) be received as a true record and signed by the Chairman.

072. To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall in December 2024 and January 2025.

RESOLVED: that the bookings reports be received.

073. To receive an update on any incidents and accidents.

RESOLVED: that the report on incidents and accidents be received with no accident or incidents reported.

- 074. To receive the budget to date for the 2024/25 financial year.**
RESOLVED: that the budget report showing income of £1,621.80 and expenditure of £39,886.90 be received.
- RESOLVED:** that the following expenditure be taken from earmarked reserves:
- CCTV £2,291 – Repairs & Renewals EMR
 - Boiler £2,000 – Woodhouse EMR
 - Chairs £2,100 – Repairs & Renewals EMR
- 075. To receive an inspection report for the Alice Bacon Memorial Bench.**
RESOLVED: that the inspection report dated 6th February 2025 be received.
- 076. To receive an inspection report for the Welcome to Normanton Sign.**
RESOLVED: that the inspection report dated 6th February 2025 be received.
- 077. To receive an inspection report for Woodhouse Community Centre.**
RESOLVED: that the inspection report dated 6th February 2025 be received.
- 078. To receive the Legionella report for Woodhouse Community Centre.**
RESOLVED: that the inspections dated 10th January 2025 and 30th January 2025 be received.
- 079. To receive an inspection report for Normanton Town Hall.**
RESOLVED: that the inspection report dated 7th February 2025 be received.
- 080. To receive an inspection report for the benches at Normanton Town Hall.**
RESOLVED: that the inspection report dated 6th February 2025 be received.
- 081. To receive the Ladder Inspection Reports.**
RESOLVED: that the inspection reports dated 6th February 2025 be received.
- 082. To receive the Health & Safety Inspection Report from Citation for Woodhouse Community Centre.**
RESOLVED: that the Health & Safety Inspection Report be received.

- 083. To receive the Health & Safety Inspection Report from Citation for Normanton Town Hall.**
RESOLVED: that the Health & Safety Inspection Report be received and that hirers will be informed that they must not charge up equipment which has not been PAT tested.
- 084. To consider quotes for heating controls at Woodhouse Community Centre.**
RESOLVED: that the contract for the installation of Hive Heating Controls be awarded to CM Gas Services at a cost of £260.00 + VAT.
- 085. To consider quotes for replacement Perspex on the Welcome to Normanton sign.**
RESOLVED: that the contract for the installation of replacement acrylic panels be awarded to Visual Impact at a cost of £316.00 + VAT.
- 086. To consider a motion recommending the purchase of a Normanton Town Council branded flag.**
RESOLVED: that the motion be declined due to the Town Councils existing flag flying policy which states that the Union Flag should be flown.
- 087. To review the Tree Management Policy.**
RESOLVED: that the Tree Management Policy be reviewed and agreed.
- 088. To review the Garage Plot rent for 2026/27.**
RESOLVED: that the Garage Plot rent for 2026/27 be fixed at £35.00.

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

NOTES OF NORMANTON PACT MEETING**Date: 06/02/25 – 7:00pm****Location: Normanton Fire Station****Attendees**

2 members of the Police – PC Young, PCSO Busfield

2 District Councillors – Julie Medford, Daniel Wilton

3 Town Councillors - Tracy Morgan, Alison Bones, Tracey Goodwin

3 members of the public

Crime figures (23/12/24 – 06/02/25)**Normanton**

Burglary from Business: 3

2 x filed due to evidential issues, 1 x under investigation

Burglary from Residential: 6

3 x filed – no suspect identified

3 x under investigation

Theft from Shop: 24

3 x Original Factory Shop - 1 x suspect charged, 1 x under investigation & 1 x filed due to no suspect identified

1 x Sainsburys – filed due to no suspect identified

10 x B&M – 4 x under investigation, 2 x suspect charged, 4 x filed due to no suspect identified

1 x Lidl – under investigation

8 x Farmfoods – 4 x under investigation, 2 x suspect charged, 2 x filed due to no suspect identified

1 x Starbucks – filed due to no suspect identified

Theft from Motor Vehicle: 2

2 x filed due to no suspect identified

Theft of Motor Vehicle: 2

2 x filed due to no suspect identified

Public Order: 23

4 x suspect identified but evidential difficulties

1 x victim declines/withdraws support

10 x filed, no suspect identified

1 x suspect charged

1 x community resolution/out of court disposal was given

1 x cancelled/transferred

5 x under investigation

Matters raised by local residents

Paving stones stolen from outside All Saints Parish Church – District Councillors are struggling to get the pathway repaired as the land does not belong to the Council or the Church. Good CCTV has been obtained of the hire van that was used to steal the stones. The Police will speak with the hire company to gain details on the person that hired the vehicle. Still under investigation.

The Safe Guarding Officer at Outwood Freeston Academy has agreed to liaise with the Police to help identify youths that are causing anti-social disturbances. The Officer shared her contact details with the Police.

Local resident raised issues with youths throwing stones on Castleford Road and at buses/taxis in town (near the Midland Pub). The Police are aware of the issue. They suggested that witnesses should report it to the Police with date & time so that they can look back at CCTV.

CCTV in All Saints Church – District Councillors are awaiting a quote for this to be installed.

Residents raised the issue of the new HMO planned for 3 Castleford Road. The Town Council & District Councillors will be objecting and have asked it to go to Planning Meeting. A discussion meeting has been organised by the District Councillors to be held on 13 February 2024 at All Saints Parish Church at 7pm – for the public to raise their concerns. Online objections have reached over 1,000.

The Police confirmed they are not consulted about HMOs.

A local resident raised concerns about the saturation of HMOs in the local area.

Next PACT meeting will be held on Thursday 20 March 2025 at Normanton Fire Station from 7pm.

Useful Contacts:

Email: normanton@westyorkshire.police.uk

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

Attendance - Cllr J Pritchard, Cllr M Jennings, 3 x MOP

Altofts and Whitwood

PACT meeting 06/02/2025 (23/12/2024-06/02/2025)

Next meeting 20th March 2025

Theft 23 (-19)

1 Bicycle- 1 New +1

12 Theft- non-specific- 5 New 5 No suspect identified 1 Vic declines support +1

2 Shoplifting- 2 New +5

0 From person same

4 From Motor vehicle- 3 No suspect identified 1 New -14

2 Theft of Motor vehicle 1 New 1 No suspect -4

2 Interference- 2 No suspect -6

7 Burglary (+3)

1 Business- 1 No suspect -3

9 Residential- 6 New 3 No suspect identified +6

Criminal damage (Same)

13 Criminal damage- 4 New 3 decline support 6 No suspect identified same

0 Arson same

10 Public Order (+1)

3 new 4 evidential difficulties 3 no suspect identified +1

PACT (Police & Communities Together) Meeting Agenda

Ward:-	Altofts & Whitwood	Location:-	Wakefield Divisional Headquarters, Havertop Lane, Normanton
Date & Time	06/02/2025 19:00 – 20:00	Attending Officers	PCSO 75 LLOYD, PCSO 76 RIPLEY, PC 5591 SWIFT
Councillors & Partnership Attendees:-	Josie Pritchard, Mark Jennings		
Total number of residents in attendance:-	Number of attendees from hard-to-reach communities:-		
3	0		
Open Meeting			
Objective	The objective of this meeting is to provide an opportunity for members of the local community to raise their community priorities or concerns, receive crime prevention advice, and be updated as to what the police and partners have been doing to address the priorities and concerns raised at the previous meeting.		

	Actions from Previous PACT Meeting	Outcome
1	See Normanton PACT meeting minutes.	
2		
3		
4		
5		
ISSUES RAISED / DISCUSSED		
1	Latest crime figures for the Ward area.	
2	ASB on Greenbank Grove.	
3	Parking issues around school start/finish times outside Altofts Junior School.	
4	Speeding on Wharfedale Drive and Station Road.	
5	Drug dealing on and around Garforth Drive.	
6	Off road bikes / ASB on Birkwood Road.	

	ACTIONS SET	Responsible
1	To bring the speed gun / Smiley SID to Wharfedale Drive / Station Road to combat speeding issues.	PC 5591 SWIFT / PCSO 75 LLOYD
2	PCSOs to attend at Altofts Junior School during school start/finish times to manage parking.	PCSO 75 LLOYD / PCSO 76 RIPLEY
3	Develop intelligence regarding drug dealing near and around Garforth Drive.	PCSO 76 RIPLEY
4	Pass information regarding off road bikes to Op Matrix / off road bike team.	OP MATRIX

5	Regular patrols for ASB during reported times in and around Greenbank Grove.	PCSO 75 LLOYD / PCSO 76 RIPLEY
WARD PRIORITIES FOR THE NEXT 6 WEEKS		
1	Developing intelligence regarding drug dealing and ASB in the area.	
2	Tackling speeding on Wharfedale Drive and Station Road.	
3	Manage school time parking issues.	

TOWN AND PARISH COUNCIL LIAISON GROUP

Tuesday, 3 December 2024

Present: The Deputy Chair (Councillor Wilton)
 Councillor Tim Saunders – Walton Parish Council
 Councillor Cliff Parsons – Normanton Town Council
 Councillor Tony Hames - East Hardwick Parish Council
 Nic Stansby – Clerk, Havercroft-with-Cold Hiendley Parish Council
 Charles Greaves – Clerk, Ryhill Parish Council
 Richard Leach – Clerk, South Hiendley Parish Council
 Peter Walsh – Clerk, Walton Parish Council
 Sarah Knowles - Crigglestone Parish Council
 Jemma Nolan – Clerk, Ackworth Parish Council
 Donna Johnston – Clerk, Normanton Town Council

Individuals presenting agenda items

Andrew Raven – Deputy Electoral Services Manager
 Sarah Young, Health and Safety Manager

Supporting officers

Mark Tolson – Scrutiny and Political Support Manager
 Michael Reynolds – Overview and Scrutiny Assistant

11. CHAIR'S INTRODUCTION AND WELCOME

In the absence of Councillor Cummings, Councillor Daniel Wilton (the Deputy Portfolio Holder for Communities and Poverty) introduced himself and welcomed everyone to the meeting.

It was noted that the Liaison Group gave Town and Parish Councils a welcome opportunity to share knowledge and ideas, and to question the District Council's political leaders and key officers.

Councillors Hemingway and Morley had been invited to attend today's meeting to discuss public footpaths, planning and other related matters. As they were unavailable, they had now been invited to the March 2025 meeting.

12. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were accepted on behalf of:

Councillor Maureen Cummings - Chair of the Liaison Group

Tracy Johnson – Clerk, Warmfield-cum-Heath Parish Council
 Julia Kendall – Clerk, East Hardwick Parish Council
 Sue Earnshaw – Clerk, West Bretton Parish Council
 Julia Talbot – Clerk, Sitlington Parish Council
 Councillor Anthony Smith – Thorpe Audlin Parish Council
 Councillor Peter Daniels – Crigglestone Parish Council
 Councillor Megan Rowley – Normanton Town Council

13. MINUTES - 30 JULY 2024

Resolved - That the minutes of the meeting of the Town and Parish Councils' Liaison Group held on 30 July 2024 be approved as a correct record.

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 3 DECEMBER 2024**14. HEALTH AND SAFETY UPDATE**

The Chair welcomed Sarah Young, Health and Safety Manager who gave a presentation on lone working and personal safety.

Attendees shared their concerns, particularly regarding lack of support, and welcomed the valuable safety advice and practical tips. Ms Young offered to check and challenge risk assessments and highlighted the importance of reporting any incidents to allow investigation and to enhance future safety.

Councillor Wilton informed those present of the Wakefield Council funded Walk Safe app. The leading personal safety app combined journey-sharing features and a national Safe Space map.

The Chair thanked Ms Young for the update.

Resolved – (1) That the information presented at the meeting be noted.

(2) That the presentation, the Council's Lone Working and Personal Safety Policy and Procedures (2023), a lone working flow chart, an example risk assessment and a briefing on the Walk Safe app be circulated.

15. POLLING DISTRICT REVIEW UPDATE

The chair welcomed Andrew Raven, Deputy Electoral Services Manager to provide an update on the Polling District Review.

Following the current round of consultation, which would end on 9 December, the final recommendations would be made. Mr Raven was grateful for the submissions made so far, which were being worked through.

It was hoped that polling facilities could be provided with reduced reliance on school premises which would mean less disruption for school staff and children. However, there was a lack of suitable community buildings.

Mr Raven appreciated the local knowledge shared by attendees and explained the Electoral Commission's guidance ([Reviews of polling districts, polling places and polling stations | Electoral Commission](#)).

The Chair thanked Mr Raven for the update.

Resolved – That the information presented at the meeting be noted.

16. ANY OTHER BUSINESS

Mark Tolson advised that the final recommendations on the new electoral arrangements for Wakefield Council from the Local Government Boundary Commission for England had just been released. The document and accompanying map would be circulated to all Town and Parish Councils for information.

Following comments regarding disappointing communication and delays from the Council's Communities Team, relating mainly to Christmas decorations, Councillor Wilton asked for issues to be forwarded to him for investigation.

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 3 DECEMBER 2024**17. ITEMS FOR FUTURE BUSINESS**

The Group discussed ideas for items of future business to be considered at the March 2025 and subsequent meetings of the Liaison Group.

Following comments regarding the operation of the Community Infrastructure Levy, it was suggested that the lead officer for the community grants be invited to a meeting.

Members were requested to email the Overview and Scrutiny Team at Scrutinycontact@wakefield.gov.uk with any suggestions for items of future business. Suggestions would be developed into a work programme for the remainder of the 2024/25 Municipal Year as well as the forthcoming 2025/26 Municipal Year.

18. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of the Town and Parish Councils' Liaison Group be held remotely on 25 March 2025 at 10.30 am.

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NORMANTON TOWN COUNCIL

20 February 2025 (2024-2025)

PAYMENTS LIST

H

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
400	Christmas Lights	31/01/2025		Unity Current		Event Security	TD Events	S	168.00	33.60	201.60
540	Bank Charges	02/01/2025		Lloyds Card		Bank Charges	Lloyds Bank	Z	6.00		6.00
541	Talking Newspaper	09/01/2025		Petty Cash		Newspapers	Asda	Z	3.60		3.60
542	Wentworth Terrace Allotment	31/01/2025	Clerks Authority	Petty Cash		Allotment Keys	Wentworth Terrace	Z	20.00		20.00
543	Repairs & Maint NTH	13/01/2025		Petty Cash		DIY Goods	Toolstation	S	8.92	1.78	10.70
544	Talking Newspaper	16/01/2025		Petty Cash		Newspapers	Asda	Z	3.60		3.60
545	Information Events	17/01/2025		Petty Cash		Refreshments	TESCO	Z	7.57		7.57
546	Talking Newspaper	23/01/2025		Petty Cash		Newspapers	Asda	Z	3.60		3.60
547	Refreshments	27/01/2025		Petty Cash		Milk	TESCO	Z	2.40		2.40
548	Repairs & Maint NTH	29/01/2025		Petty Cash		DIY Goods	Toolstation	S	1.99	0.40	2.39
549	Talking Newspaper	30/01/2025		Petty Cash		Newspapers	Asda	Z	3.60		3.60
550	Mayoral Expenses 24/25	10/01/2025		Unity Current		Mayors Expenses	Mayor of Normanton 2024-	Z	94.85		94.85
551	Advertising & Promotions	10/01/2025		Unity Current		Advertising	Advertiser Office Printers	S	480.00	96.00	576.00
552	GDPR Compliance	10/01/2025		Unity Current		Shredding	Class Office Equipment Ltd	S	45.20	9.04	54.24
553	Stationery	10/01/2025		Unity Current		Stationery	D3 Office Group	S	25.26	5.05	30.31
554	Printing	10/01/2025		Unity Current		Order of Service Printing	Advertiser Office Printers	Z	90.00		90.00
555	Repairs & Maint NTH	10/01/2025	Property 29.04.24 / 38	Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
556	Memberships	10/01/2025		Unity Current		Membership	National Allotment Society	S	55.00	11.00	66.00
557	Brass Band Concert	24/01/2025		Unity Current		Park Hire	Wakefield Council	Z	50.00		50.00
558	Repairs & Maint WCC	24/01/2025		Unity Current		Replacement Sign	Visual Impact	S	298.00	59.60	357.60
559	Repairs & Maint NTH	24/01/2025	Clerks Authority	Unity Current		Toilet Repairs	CM Gas Services	S	70.00	14.00	84.00
560	Repairs & Renewals	24/01/2025		Unity Current		Chairs	Class Office Equipment Ltd	S	2,100.00	420.00	2,520.00
561	Utilities NTH	24/01/2025		Unity Current		Utilities	Wakefield Council	Z	100.81		100.81
561	Utilities NTH	24/01/2025		Unity Current		Utilities	Wakefield Council	S	338.84	67.77	406.61
562	Repairs & Maint NTH	24/01/2025	Clerks Authority	Unity Current		Rock Salt	D3 Office Group	S	37.45	7.49	44.94
563	Party @ Haw Hill Park	24/01/2025		Unity Current		Minibus Hire	The Well Project	Z	270.00		270.00
564	Christmas Celebration	24/01/2025		Unity Current		Christmas Celebration Donatior	All Saints Church	Z	50.00		50.00
565	Christmas Celebration	24/01/2025		Unity Current		Christmas Celebration Donatior	Normanton Musical Theatre	Z	50.00		50.00
566	Xmas Celeb Collection	24/01/2025		Unity Current		Christmas Celebration Donatior	The Well Project	Z	122.39		122.39
567	Xmas Celeb Collection	24/01/2025		Unity Current		Christmas Celebration Donatior	Castleford Male Voice Choir	Z	122.38		122.38
568	Memberships	24/01/2025		Unity Current		SLCC Membership	SLCC	Z	360.00		360.00
569	Norwood St O/S	24/01/2025		Unity Current		Employee Expenses - Fuel	Glasshoughton Service Stal	S	7.16	1.43	8.59
570	Staff Travel Expenses	24/01/2025		Unity Current		Employee Expenses	Employees	Z	47.25		47.25
571	Staff Travel Expenses	24/01/2025		Unity Current		Employee Expenses	Employees	Z	40.50		40.50

NORMANTON TOWN COUNCIL

20 February 2025 (2024-2025)

PAYMENTS LIST

H

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
572	Salaries & Wages	27/01/2025		Unity Current		Salaries & Wages	Employees	X	8,588.70		8,588.70
573	Salaries & Wages	27/01/2025		Unity Current		Pension	West Yorkshire Pension Fui	X	555.65		555.65
573	Employers Pension	27/01/2025		Unity Current		Pension	West Yorkshire Pension Fui	X	1,627.35		1,627.35
574	Salaries & Wages	31/01/2025		Unity Current		PAYE / NIC	HMRC	X	1,630.99		1,630.99
574	Employers National Insurance	31/01/2025		Unity Current		PAYE / NIC	HMRC	X	839.61		839.61
575	Mayoral Expenses 24/25	24/01/2025		Unity Current		Mayors Expenses	Hebden Royd Mayors Chari	Z	10.00		10.00
576	Website	02/01/2025		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
577	Hygiene Services	10/01/2025		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
578	Utilities WCC	16/01/2025		Unity Current		Utilities	Octopus Energy Ltd	L	660.03	33.00	693.03
579	Cypress Road Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	34.71		34.71
579	Ellins Terrace 1 Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	67.67		67.67
579	Newland Lane Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	52.10		52.10
579	Ellins Terrace 2 Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	67.68		67.68
579	Gladstone Street Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	11.52		11.52
579	Norwood Street Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	22.11		22.11
579	Wentworth Terrace Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	34.46		34.46
579	Utilities WCC	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	37.89		37.89
580	Professional Fees	21/01/2025		Unity Current		HR and H&S Advice	Citation	S	295.50	59.10	354.60
581	Telephone / Internet	21/01/2025		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	44.75	8.95	53.70
582	Telephone / Internet	30/01/2025		Unity Current		Telephone & Broadband	NGC Networks	S	251.08	50.22	301.30
583	IT Support	28/01/2025		Unity Current		IT Support	Pro Logic Computers (UK)	S	373.51	74.70	448.21
584	Bank Charges	31/01/2025		Unity Current		Bank Charges	Unity Trust Bank	Z	15.15		15.15
Total									20,987.79	1,089.72	22,077.51

NORMANTON TOWN COUNCIL
REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL
FINANCIAL YEAR 2024-2025

Reviewed: 11th March 2025

	YES/NO	OBSERVATIONS	ACTION TO BE TAKEN
BOOKKEEPING			
Finance software maintained and kept up to date		Scribe Accounts package used which is an online system that does not require software updates.	
Evidence of internal control and effectiveness reviewed		Internal control checklists are carried out but there has been a limited response from Councillors offering to carry out the checks.	Councillors to be reminded of the importance of internal control checks.
VAT evidence recording and reclaimed		Scribe Accounts records and calculates VAT. VAT reclaimed quarterly	
Payments in cashbook supported by invoices, authorised and minuted.		This is checked as part of the internal control checklist. Lists of payments approved at Council and included in the minutes.	
Appropriate books of account kept properly through the year.		Accounts are maintained on a receipts and payments basis and converted through Scribe to Income and expenditure at year end.	

DUE PROCESS			
Standing Orders adopted to accord with NALC model July 2018 (2022 update)		Model Standing Orders adopted including the 2022 update.	
Standing Orders reviewed in the year		Reviewed May 2024.	To be reviewed at the annual meeting of Council or when changes are issued.
Financial Regulations adopted and up to date		Reviewed June 2024.	
Financial Regulations properly tailored to the Council		Financial Regulations have been tailored to the Council with a number of additional sections following recommendation by the Internal Auditor in November 2023.	
Equality policy		Adopted April 2021.	To be reviewed by Staffing Committee.
Terms of reference for committees etc adopted and reviewed		Terms of Reference reviewed and approved for all committees and sub-committees May 2024.	To review at Annual Meeting of Council.
Scheme of delegation adopted and reviewed		Scheme of Delegation approved December 2023 and reviewed May 2024.	
Adequate internal controls for payments. Adequate arrangements for Bacs, direct debits and, standing orders and card payments		Internal controls for payments are set out in Financial Regulations. Direct debits are approved by full council and reviewed every year.	

		A list of regular payments has been prepared for approval in advance of the new financial year. DD payments reported to Council monthly.	To be approved by Council in March of each year.
List of councillor interests held		Register of Interests are published on the Wakefield Council website and the Normanton Town Council website.	
Summons signed, specified and displayed within three clear days' notice.		Summons displayed on the notice board outside the Town Hall as well as on the website.	
Purchasing authority defined in Financial Regulations.		Financial Regulations Section 4.	
Legal powers identified in minutes or cashbook		The Town Council has the General Power of Competence. This is the power of first resort.	
RISK MANAGEMENT			
Annual risk assessment carried out		Reviewed by Council March 2025.	
Insurance cover appropriate and adequate		Insurance cover reviewed annually prior to renewal and periodically as changes are made.	
Evidence of annual insurance review		Insurance review and renewal is documented in the minutes.	

Internal financial controls documented and evidenced		Internal control checklists completed by 2 councillors who are not members of the finance committee.	
Minutes initialled, each page numbered and overall signed		Signed minute books in locked cupboard in admin office. Each page is numbered, signed and each item has a minute number.	
Regular reporting and minuting of bank balance		Reported to Council each month along with a bank reconciliation which is checked and signed by a nominated Councillor.	
Does the Council have any cash investments	N/A		
If the Council does have cash investments has the Council considered the Government's investment guidance	N/A		
BUDGET			
Annual budget to support precept		Annual budget (2024/25) agreed February 2024. Annual budget (2025/26) agreed February 2025.	
Budget against spend regularly provided to Council along with bank reconciliation		Quarterly budget reporting, along with material variances considered by relevant committee and reported to Council within their minutes.	

Has budget been discussed and adopted by the Council		<p>Each Committee prepares their own budget for consideration by the Finance Committee.</p> <p>The full budget is initially discussed by the Finance Committee who provide a recommendation to Council.</p> <p>Annual budget (2024/25) agreed February 2024.</p> <p>Annual budget (2025/26) agreed February 2025.</p>	
Any reserves earmarked		EMRs specified within the accounts system and reported to relevant committees regularly.	
Level of general reserves within Proper Practice i.e. between 3- and 12-months net running cost		<p>2024/25 net revenue expenditure is £359,783 Reserve should be a minimum of £89,946.</p> <p>General Reserve was £89,946 on 01.04.24</p>	
Any unexplained variances from budget		All variances from budget are reported quarterly at the Finance Committee.	
Precept demand minuted		<p>2024/25 Precept agreed February 2024.</p> <p>2025/26 Precept agreed February 2025.</p>	
PAYROLL			
Contract of employment for all members of staff		All staff are on the model contract.	

		Contracts are reviewed by Citation to ensure that they remain up to date following changes to legislation.	
Tax codes issued and applied correctly		Lofthouse Chartered Accountants provide payroll services on behalf of the Council.	
PAYE/NI/RTI evidence i.e. P32 records		Lofthouse Chartered Accountants submit the RTI to HMRC and payment is taken by HMRC via Direct Debit. Payroll records are sent to the Town Council by email which are then saved electronically and in a paper file.	
Has Council approved the salary for each member of staff		Salaries approved at the time of appointment for each member of staff. A salary review was undertaken in January 2020 and again in December 2024. An independent job evaluation for the Town Clerk was undertaken in 2023 which accords with current rate of pay. Annual cost of living awards reported to the Staffing Committee.	
Salary accords with SCP agreed by Council		SCPs are listed in the minutes at the time of appointment and when any review is carried out.	

Other payments reasonable and approved by the Council		Overtime for junior staff is checked by the Town Clerk. Overtime for the Town Clerk is checked by the Chairman of the Staffing Committee.	
Wage slips and P60 evidence		Payroll services provided by Lofthouse Chartered Accountants. Wage slips and P60s are provided to the Town Council via email. A copy is kept on the payroll file and a copy given to the employee.	
Staff being paid correct amount as per council approval.		Monthly salary payments reported, in bulk, to council to approve payments. Chairman and Vice-Chairman of the Staffing Committee reviews and signs the salary spreadsheet each month. Any discrepancies should be queried, and an explanation provided.	
National Living Wage paid		All staff are paid above the National Living Wage.	
Pension obligations met		Members of the West Yorkshire Pension Fund. Submissions to the Pensions Regulator to confirm this as required.	
Grievance Policy and Disciplinary Policy adopted		Grievance Policy adopted by Staffing Committee November 2020. Disciplinary Policy adopted by Staffing Committee February 2025.	Due for review May 2025

ASSET CONTROL			
Does Council keep a register of all material assets owned		Asset register updated throughout the year, reviewed and approved at the Annual Meeting of Council	Full review to be completed March 2025.
Is asset register up to date and accords with Proper Practices		Asset register includes asset title, location, purchase cost, and other relevant information.	
Value of individual assets included		Purchase cost or nominal value included for gifted assets.	
Inspected for risk and up to date inspection records exist		Benches and signage inspected regularly, and records kept. Allotments regularly inspected.	
Record of deeds, articles and land register references available		Some land register numbers are available. Deeds are stored in the Town Council office.	
Bank Reconciliations			
Is there a bank reconciliation for each account		Bank Reconciliations carried out in Scribe for each account including Current Acc, Savings Acc, Credit Card, Petty Cash, Admin Float, and Events Float.	

Reconciliation carried out on receipt of statement		Carried out using a print off from online banking to accord with the month end date. The statements are checked and verified monthly by the nominated councillor and reported to the Council meeting.	
Any unexplained balancing entries in any reconciliation		Banking errors are clearly shown at the bottom of the bank reconciliation along with an explanation from the Town Clerk which is recorded in the minutes.	
Year End Procedures			
Bank statements and ledger reconcile		Bank statements are checked against the accounts on a monthly basis by nominated Councillor.	
Underlying financial trail from records to presented accounts		Minute reference for expenditure, invoices checked and signed by nominated councillors, list of invoices approved at Council, payments authorised by Councillors, Accounts presented to Finance Committee quarterly.	Internal financial controls checklist to be completed by two councillors and reported to Finance Committee and Council every quarter.
Where appropriate, debtors and creditors properly recorded		Debtors and creditors shown on year end Bank Reconciliation and reconciliation between boxes 7 and 8 document.	
Has Council agreed, signed and minuted sections 1 and 2 of AGAR		2023-24 agreed and signed June 2024.	

MISCELLANEOUS			
Have points from last audit been addressed		Recommendations from Internal Auditor April 2024 addressed through Finance Committee.	
Has the Council adopted a Code of Conduct since July 2012		Adopted November 2021.	
Is eligibility for General Power of Competence properly evidenced		Eligibility confirmed following elections in May 2023.	
Are all electronic files backed up		Files backed up using cloud storage using Office 365 and SharePoint.	
Do arrangements for public inspection of the Council's records exist		Members of the public are permitted to come and view publicly available documents. Many documents are on the Council website.	
Is the Council compliant with the Local Government Transparency Code 2015		All transparency code documents can be found on the website.	
Does the Council have a privacy policy Is it on its website		Reviewed October 2021 and available on the website.	
Does the Council have a website		www.normantontowncouncil.co.uk	
Has the Council done a data audit		Originally completed in 2018 and last reviewed February 2021.	Review to ensure accuracy.

Has the Council adopted a record management policy		Adopted October 2021.	
Does the Council have a Complaints procedure		Adopted May 2021 and reviewed May 2024.	
Is the Council a sole trustee of a Charity	NO		
If yes, have the accounts been separately audited	N/A		
Has the Council any outstanding loans	NO		
If the Council has outstanding loans, has it budgeted for repayments in the year	N/A		

REVIEW OF ARRANGEMENTS TO PROTECT MONEY

Some arrangements are also included in the table above.

Appointed Responsible Financial Officer with duties listed in Financial Regulations and elsewhere		Town Clerk is also appointed as RFO. Appointed 1 st April 2010.	
Payments supported by invoices		Checked and signed by two nominated councillors each month.	
Expenditure properly approved		Schedule of payments approved at Full Council before payments are made. Online payments set up by Town Clerk and approved by one of three councillor signatories.	
Initialled cheque stub		Two signatures required where cheques are used.	
Online banking		Bank mandate requires one councillor to authorise online payments. Payments are set up by the Town Clerk. Process for checking against the schedule of	

		payments approved at Council.	
Regular internal audit		Once a year- May/June.	
Minute showing appointment of internal auditor		8 th October 2024 – Minute Number 111.	
Income received as expected		Precept and CIL reported to Council upon receipt. Monthly income records reported to the Finance Committee quarterly.	
Adequate check on reimbursed expenses		Expenses forms checked and verified by RFO. Policies in place for councillor and employee expenses. Expenses policy reviewed January 2025.	
Council appoints signatories		Bank Mandate reviewed annually. Last review May 2024.	
Credit card has defined limits and is cleared monthly by direct debit from the bank account		Limit of £7,000 and cleared by DD each month.	

Council approves the bank mandate and any amendments to mandate		Bank Mandate reviewed annually. Last review May 2024.	
Those with direct responsibility for money undertake appropriate training from time to time		Clerk/RFO attends training where required.	

NORMANTON TOWN COUNCIL RISK MANAGEMENT

Risk assessment is a systematic general examination of the activities of the Town Council to enable potential risks to be identified.

The Town Council, based on the recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks identified.

This document has been produced to enable Normanton Town Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them.

This risk assessment incorporates a risk matrix which assists in identifying the likelihood and impact of risks.

Priority of risk management				
Likelihood of occurrence	Highly Likely (score 3)	Medium (3 x 1)	High (3 x 2)	Very High (3 x 3)
	Possible (score 2)	Low (2 x 1)	Medium (2 x 2)	High (2 x 3)
	Unlikely (score 1)	Very low (1 x 1)	Low (1 x 2)	Medium (1 x 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
		Impact		

AREA	IDENTIFIED RISK	LIKELIHOOD	IMPACT	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
FINANCIAL MATTERS						
Precept	Adequacy of precept in order for Council to carry out Statutory duties. Precept not submitted. Precept not paid.	1	3	M	<ul style="list-style-type: none"> Annual budget produced. Monthly information and budget monitoring allows Council to estimate standing costs and costs of projects for the subsequent years. Precept request minuted by Council. Receipt of precept reported to Council. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Receipt of Income	Rent or fees not collected or late. Rent or fees charged not adequate.	1	2	L	<ul style="list-style-type: none"> Reminder system for invoices due for payment. All fees and charges are reviewed annually by the appropriate committee. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Financial Records	Inadequate records leading to financial irregularities	1	3	M	<ul style="list-style-type: none"> Financial Regulations sets out requirement for production of records at meetings. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

Bank and banking	Inadequate checks/ bank mistakes	1	3	M	<ul style="list-style-type: none"> Financial Regulations set out setting out banking requirements and controls in place for electronic banking. Monthly bank reconciliation statement 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Reporting and Auditing	Communication of information	1	3	M	<ul style="list-style-type: none"> Financial matters are a regular item on the Agenda of the Council monthly meeting. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Wages and associated costs	Salaries paid incorrectly Incorrect HMRC NI and PAYE payments	1	2	L	<ul style="list-style-type: none"> Salary and wages payments calculated by Payroll provider. Salary payments checked by designated Councillor and reported to the next available Council meeting. HMRC monthly payments made by DD. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Grant Awarding	Protection of public funds	1	1	VL	<ul style="list-style-type: none"> Grant awarding policy in place 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Access to Council Finance	Risk of theft or dishonesty	1	2	L	<ul style="list-style-type: none"> The RFO and Admin Officer have access to the bank accounts with 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					view and submit access only. Cheque books are retained by the RFO. The RFO and Admin Officer have a corporate credit card with strict limits in place.	
Best Value Accountability	Work awarded incorrectly. Overspend on services	1	1	VL	<ul style="list-style-type: none"> Town Council procedure (as per Financial Regulations) to seek 3 quotes for all work estimated to cost over £500. For major projects, competitive tendering process would be initiated (as per Financial Regulations) 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
ANNUAL RETURN (TO EXTERNAL AUDITORS)	Submission within time limits to avoid financial penalties	1	1	VL	<ul style="list-style-type: none"> Figures for Annual return presented to Council for approval and signing. Subject to internal audit before being sent for External Audit. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
VAT	Unclaimed VAT refunds	1	1	VL	<ul style="list-style-type: none"> Refunds from HMRC for reclaimed VAT 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					<p>noted in lists of monthly income.</p> <ul style="list-style-type: none"> VAT incurred displayed in separate column in cash book. 	
Expenditure	No power to spend.	1	1	VL	<ul style="list-style-type: none"> Council has General Power of Competence. Town Clerk to check that the Council has powers before spending. Training for Councillors. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Budgetary Controls	Overspend against budget	1	2	L	<ul style="list-style-type: none"> Budget is monitored before any major expenditure. Budget vs actual reported each quarter Council has adequate reserves. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
EMPLOYMENT MATTERS						
Working hours	Over payment of wages for hours worked	1	2	L	<ul style="list-style-type: none"> Town Clerk has responsibility for monitoring of hours worked for all employees. Time sheets submitted to clerk where appropriate 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					<ul style="list-style-type: none"> Wage cost submitted on a monthly basis. 	
Working conditions	Council non-compliant with contractual obligations; leading to discontented workforce.	1	2	L	<ul style="list-style-type: none"> Regular reviews of staff performance and working relationship with the Council 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Health and Safety	Injury to staff in the working environment	1	2	L	<ul style="list-style-type: none"> Provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment required to undertake roles. Professional Health and Safety advisor engaged Annual health and safety inspection carried out with report for actions required. Risk assessments and COSHH assessments completed and reviewed. 	<ul style="list-style-type: none"> Continue to provide health and safety guidance to all staff on a regular basis in conjunction with regular reviews of working practices and risk assessments.

					<ul style="list-style-type: none"> Regular training on health and safety matters. 	
Fraud / Theft	<p>Fraud by employees</p> <p>Theft by employees</p>	1	3	M	<ul style="list-style-type: none"> Requirements of Fidelity Guarantee within insurance provision. £705,000.00. Regular checks and internal controls on financial activity. Cash locked away and kept at minimal levels. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Salaries/Wages	Incorrect payment made	1	2	L	<ul style="list-style-type: none"> Payroll checked by Chairman of Staffing Committee. Spreadsheets set up to monitor wages. Payroll provider appointed. Employees to fill in a monthly timesheet for overtime. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Pension Regulator	Not having appropriate pension scheme in place for qualifying staff.	1	2	L	<ul style="list-style-type: none"> Pension Regulator submissions completed periodically. Members of West Yorkshire Pension Fund. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					<ul style="list-style-type: none"> Employees assessed for eligibility upon employment. 		
RTI (HMRC)	Submission within time limits to avoid financial penalties	1	1	VL	<ul style="list-style-type: none"> Employers Return to HMRC completed and submitted online within the required time frame by Payroll provider. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate 	
Business Continuity	Loss of key staff	2	2	M	<ul style="list-style-type: none"> Business Continuity Plan in place. Admin Officer is CiLCA qualified. Admin Officer has access to view and submit on the bank account. 		
		INSURANCE PROVISION					
Adequacy	Insurance provision inadequate for the risk identified	1	2	L	<ul style="list-style-type: none"> Annual review is undertaken of all insurance arrangements 	<ul style="list-style-type: none"> No action required. Existing procedure adequate 	
Cost	Best value practice not undertaken	1	2	L	<ul style="list-style-type: none"> Cost of insurance provision and service provided by said 	<ul style="list-style-type: none"> No action required. Existing procedure adequate 	

					provider reviewed annually.	
		FREEDOM OF INFORMATION & DATA PROTECTION				
FREEDOM OF INFORMATION PROVISION	Non-compliance with Freedom of Information Act statutory requirements	1	1	VL	<ul style="list-style-type: none"> • Council has Model Publication scheme available on website and hard copy from the Clerk • Freedom of Information Request Policy 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
DATA PROTECTION	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	1	1	VL	<ul style="list-style-type: none"> • Clerk/RFO and members undertaken training • Council registered with ICO as a Data Controller • Data/information audit complete and reviewed regularly • Privacy notices available on website • Consents log live • Policy for review of consents in place • Retention and disposal policy adopted 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

					<ul style="list-style-type: none"> Security Incident Procedure/policy in place 	
		LEGAL MATTERS				
LEGAL POWERS	Illegal activity and/or payments	1	2	L	<ul style="list-style-type: none"> All actions of the Council noted in Minutes presented to all members. All resolutions for payment resolved at monthly meetings of Town Council. Town Council has General Power of Competence 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
STATUTORY OBLIGATIONS REGARDING DOCUMENTS	Accuracy and legality of notices, agendas, Minutes	1	1	VL	<ul style="list-style-type: none"> Minutes produced in the prescribed manner by the Clerk and adhere to legal requirements. Minutes are approved and signed at the next meeting of the Council/Committee. Agendas and notices are produced in the prescribed manner by the Clerk and adhere to legal requirements. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					<ul style="list-style-type: none"> Agendas and notices are displayed according to legal requirements. 		
		MEMBERS					
MEMBERS INTERESTS	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	1	2	L	<ul style="list-style-type: none"> Request for all members to declare any interests in business to be considered at all meetings. Registration of interests by members on prescribed form. Responsibility of individual member to declare said interests. Register of interests forms published on Town council website. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate 	
Code of Conduct	Poor standards of behaviour leading to a Code of Conduct complaint.	2	2	M	<ul style="list-style-type: none"> Councillors sign to agree to abide by the Code of Conduct. Training courses are available from YLCA. An overview is provided by the Town Clerk upon joining. 	<ul style="list-style-type: none"> Consider mandatory training in the Code of Conduct for all Councillors every four years. 	

GIFTS & HOSPITALITY	Non disclosure leading to Code of Conduct complaint	1	2	L	<ul style="list-style-type: none"> Members required to register gifts and hospitality above £50.00 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
		ASSET MANAGEMENT / MAINTENANCE				
ASSETS MAINTENANCE	Loss or damage. Risk damage to third party	1	2	L	<ul style="list-style-type: none"> Annual review of assets undertaken for both insurance provision and external audit requirements. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
i) Notice boards, salt/grit bins, benches, signage	Damage to equipment. Risk to third parties	1	2	L	<ul style="list-style-type: none"> Monthly checks undertaken by Clerk Clerk possesses emergency powers to deal with urgent repairs. Public Liability insurance in place. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
ii) Open spaces trees	Damage to equipment. Risk to third parties	2	3	H	<ul style="list-style-type: none"> Regular checks undertaken by Clerk Clerk possesses emergency powers to deal with urgent maintenance work. Public Liability insurance in place. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

iii) Town Hall and Woodhouse Community Centre	Damage to building, contents. Security of the building Risk to third parties Loss of income Safety of electrical equipment	2	2	M	<ul style="list-style-type: none"> • Insurance policy in place for buildings (where appropriate) and contents. • Burglar and fire alarms installed and maintained. • PAT Testing carried out bi-annually • Loss of income included in the insurance schedule. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
ASSETS	Poor performance of assets	1	2	L	<ul style="list-style-type: none"> • All assets owned by Town Council are regularly reviewed. • All repairs and relevant expenditure authorised in accordance with correct procedures of the Town Council. • All assets insured. • Insurance provision reviewed annually. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
MEETING LOCATION	Premises inadequate for	1	1	VL	<ul style="list-style-type: none"> • All meetings of Normanton Town 	<ul style="list-style-type: none"> • No action required.

	needs of Council and inaccessible for members of the public				<p>Council are held in Normanton Town Hall which has adequate facilities for the hosting of meetings.</p> <ul style="list-style-type: none"> The Town Hall is accessible and on the main bus route through Normanton. 	<ul style="list-style-type: none"> Existing procedure adequate
		COUNCIL RECORDS				
PAPER RECORDS	<p>Loss of essential records through theft and/or fire damage.</p> <p>Council Minutes, leases and historical correspondence.</p> <p>Financial records.</p>	2	1	L	<ul style="list-style-type: none"> All Town Council Minutes and financial documents are stored in locked filing cabinets at Normanton Town Hall. Older minutes and historical documents to be deposited with West Yorkshire Archive. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
ELECTRONIC RECORDS	Loss through; theft, fire damage or corruption of computer	1	1	VL	<ul style="list-style-type: none"> Town Council electronic records are stored on a cloud-based computer system. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					<ul style="list-style-type: none">• Back-ups of electronic data are made at regular intervals	
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NORMANTON TOWN COUNCIL

Tuesday 11th March 2025

MEMBERS ALLOWANCES

A review of members allowances has been carried out by the Independent Remuneration Panel, convened by Wakefield Council.

The report of the panel is set out on the following pages.

The current members allowance, set in 2006, is £110.00 per year and is subject to PAYE.

The independent review has recommended an allowance of £200.00 per year, with an annual percentage increase thereafter, in line with that received by the District Councillors.

Members are asked to agree the level of members allowances to be paid in 2025/26. The allowance is payable to elected members only and not co-opted members.

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.

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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.