



NORMANTON
Town Council

To all members of the Finance Committee

Date: 17th August 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Monday, 24th August 2026** at **1.30pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

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

Please note that this meeting may be audio recorded by the Clerk to assist in the accurate production of minutes.

Yours sincerely

Donna Johnston
Town Clerk & RFO.



FINANCE COMMITTEE AGENDA

Monday, 24th August 2026 at 1.30pm at Normanton Town Hall

Item	Description	Enclosure
025.	To receive apologies and approve reasons for absence.	
026.	To receive members' declarations of interest.	
027.	To receive and sign the minutes of a meeting of the Finance Committee held on Monday, 18th May 2026 (Minute Numbers 001-024; Page Numbers 1-6).	A
028.	To receive the Bank Reconciliations for Quarter 1 of the 2026/27 financial year. • April 2026 • May 2026 • June 2026	B C D
029.	To receive the Balance Sheet for Month 3 of the 2026/27 financial year.	E
030.	To receive the Budget Report for the 2026/27 financial year. • Budget Summary • Allotments Committee Budget Report • Events Committee Budget Report • Finance Committee Budget Report • Property Committee Budget Report • Staffing Committee Budget Report	F G H I J K
031.	To receive the Reserves Report for the 2026/27 financial year.	L
032.	To receive the Internal Control Checklists for Quarter 4 of the 2025/26 financial year.	M
033.	To receive the Internal Control Checklists for Quarter 1 of the 2026/27 financial year.	N



034.	To receive the Community Infrastructure Levy Report.	O
035.	To consider a report on the provision of a gov.uk website.	P
036.	To consider a proposal from the Allotments Committee for the provision of fencing at the Gilcar Street Allotments and make a recommendation to Council regarding funding.	Q
037.	To receive an update on progress with Internal Audit recommendations from last meeting. (Minute 011 of 18th May 2026)	R
038.	To review the Reserves Policy.	S



FINANCE COMMITTEE MINUTES

Monday, 18th May 2026 at 1:30pm at Normanton Town Hall

Present:

Councillor Elaine Blezard
Councillor Alison Bones
Councillor Mark Jennings
Councillor Brian Mayne – Chair
Councillor Pam Mayne
Councillor Roy Seal
Councillor Keith Wilson, JP

Also Present:

Donna Johnston – Town Clerk
One member of the public

Absent:

Councillor Josie Pritchard
Councillor Paul Sampson

001. To appoint the Vice Chair of the Finance Committee.

RESOLVED: that Councillor Mark Jennings be appointed as Vice Chair of the Finance Committee.

002. To receive apologies and approve reasons for absence.

RESOLVED: that members' apologies for their inability to attend be received on behalf of Councillors Josie Pritchard and Paul Sampson.

003. To receive members declarations of interest.

There were no declarations of interest recorded.

004. To receive and sign the minutes of a meeting of the Finance Committee held on Monday, 26th January 2026 (Minute Numbers 026-040; Page Numbers 7-12).

RESOLVED: that the minutes be approved and signed.



005. To receive the cashbooks for Quarter 4 of the 2025/26 financial year.

RESOLVED: that the Income Report showing income of £19,330.10 and Expenditure report showing expenditure of £79,592.64 for quarter 4 be received.

006. To receive the Bank Reconciliations for Quarter 4 of the 2025/26 financial year.

RESOLVED: that the Bank Reconciliations for quarter 4 be received.

007. To receive the Balance Sheet for Month 12 of the 2025/26 financial year.

RESOLVED: that the Balance Sheet for month 12 showing a balance of £338,448.35 be received.

008. To receive the Budget Report for the 2025/26 financial year.

A budget summary was provided and supported by a number of accounting reports.

Total income for the year was £471,508.00 and total expenditure for the year was £378,957.91. It was noted that each of the Council's Committees had achieved budget savings over the course of the year.

Members reviewed the General Reserve and Earmarked Reserves.

RESOLVED: that the report be received and noted, and that:

- i) A new 'Community Resilience Fund' be created with an Earmarked Reserve of £3,000.00. The purpose of this fund would be to support local voluntary and community organisations who provided vital services such as youth provision, food support or activities which improve the wellbeing of residents.
- ii) £944.00 be transferred to the Allotments Earmarked Reserve.
- iii) £115.00 be transferred to the Civic Regalia Earmarked Reserve.
- iv) £1,000.00 be transferred into a new Earmarked Reserve for the Norwood Street Trees.
- v) The General Reserve would be set at £110,500.00, which is in line with recommendations contained in the Practitioners' Guide (three months' net revenue expenditure).



009. To receive the Internal Control Checklists for the 2025/26 financial year.

It was reported that a new remote system of internal control had been established and the Town Clerk thanked those Councillors who have been involved with trialling the new system. It was reported that two councillors had carried out independent checks on the accounts and supporting documents for each quarter.

RESOLVED: that the Internal Control Checklists be received.

010. To receive the draft external audit submission prior to consideration by Council.

RESOLVED: that the draft external audit documents be received and the restatement of the Fixed Assets figure be agreed.

011. To receive the report of the Internal Auditor.

The Elkerlodge Services Internal Audit Checklist was circulated to members, and the Town Clerk highlighted any areas for improvement which included:

- Minutes for 2015 should be added to the website.
- Disciplinary Procedure to be added to the website.
- Terms of Reference for Committees to be added to the website; however, these were already included.
- Grievance Procedure to be added to the website; however, this was already included.
- Business Continuity Plan recommended for addition to the website; however, due to sensitive information relating to supplier account numbers, this would not be added.
- It was further suggested by telephone that all policies should be uploaded in alphabetical order to assist with searching for documents.

RESOLVED: that the report be received.

The Internal Audit Report had been received and would be reported to Council in June.



RESOLVED: that the report be received.

012. To receive the Community Infrastructure Levy (CIL) Report.

CIL Income of £66,521.17 had been received during the year and no expenditure had been recorded.

There was a balance of £70,262.70, with £138.88 to be spent by October 2026 and £3,549.49 to be spent by April 2027. Failure to spend this funding may result in it being returned to Wakefield Council.

RESOLVED: that the report be received.

013. To receive an update of the Mayor's Appeal and to confirm delegated authority to the Town Clerk to award donations up to the value of the sum raised in consultation with the outgoing Mayor.

It was reported that the Mayor had raised £6,500.00 and would be making donations to The Well Project, Normanton Army Cadets, Normanton Scouts, Normanton Knights ARLFC and Spectrum Children's Drama Group.

RESOLVED: that the Town Clerk be granted delegated authority to make the payments in consultation with the Mayor.

014. To consider proposals for the replacement of the office printer / copier.

The current copier would be coming to the end of its lease in November 2027 and there were concerns regarding the lower quality printing.

A series of alternative quotes were provided for members' consideration.

RECOMMENDATION: that the 5-year contract be accepted from Nuvem Solutions for a Toshiba 65ppm machine at a cost of £364.00 per quarter + VAT. The total contract value being £7,280.00 + VAT.

The printing costs being £0.025 + VAT for colour and £0.0025 +VAT for mono.



RESOLVED: that a 30-day contract be accepted from Nuvem Solutions for a Toshiba desktop machine at no cost, with printing costs of £0.05 + VAT for colour and £0.01 + VAT for mono.

- 015. To approve the purchase of Civic.ly for the management and maintenance of Council assets.**

RESOLVED: that a contract be accepted from Civic.ly for asset maintenance software at a cost of £1,572.00 + VAT.

- 016. To consider a proposal to trial Microsoft Copilot.**

RESOLVED: that three licences for Microsoft Copilot be added to the software package with Pro-Logic Computers at a cost of £16.99 per month per user, at a total yearly cost of £611.64.

- 017. To confirm the authorisation of a Council Multipay card for the Allotments Officer.**

RESOLVED: that the Allotments Officer be authorised to have a Multipay card at a cost of £6 per month, with a credit limit of £2,000.00 and a single transaction limit of £500.00.

- 018. To consider a quote for planning advice from Andrew Towlerton Associates.**

RESOLVED: that the quote be noted but not pursued due to the cost and lack of a budget.

- 019. To note the price increase from CloudClevr with effect from 1st April 2026.**

RESOLVED: that the price increase of 7.3% with effect from 1st April 2026 be noted.

- 020. To note the new charging schedule from Unity Trust Bank.**

RESOLVED: that the new charging schedule be received and that enquiries be made into the provision of Bulk Faster Payments with the bank.



021. To review the Asset Register Policy.

RESOLVED: that the Asset Register Policy be reviewed and accepted.

022. To review the Asset Register.

RESOLVED: that the Asset Register showing assets of £40,729.60 be received.

023. To review the Data Audit.

RESOLVED: that the review of the Data Audit be noted.

024. To review the Business Continuity Plan.

RESOLVED: that the Business Continuity Plan be reviewed and accepted.

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

**NORMANTON TOWN COUNCIL
BANK RECONCILIATION**

A	Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/26			£345,743.36
	ADD			
	Receipts 01/04/26 - 30/04/26			£199,028.67
				£544,772.03
A	SUBTRACT			
	Payments 01/04/26 - 30/04/26			£40,198.70
	Cash in Hand 30/04/26			£504,573.33
	(per Cash Book)			
B	Cash in hand per Bank Statements			
	Petty Cash	30/04/26	£186.02	
	Unity Current	30/04/26	£196,234.20	
	Unity Savings	30/04/26	£311,024.93	
	Lloyds Card	30/04/26	£0.00	
	Admin Float	30/04/26	£100.00	
	Events Float	30/04/26	£200.00	
	Square	30/04/26	£0.00	
				£507,745.15
	Less unrepresented payments			£3,708.88
				£504,036.27
	Plus unrepresented receipts			£537.06
	Adjusted Bank Balance			£504,573.33

A=B Checks out OK

£0.00

Prepared by:

Donna Johnston - Town Clerk & RFO
22nd May 2026

Checked by:

Councillor Pam Mayne
27th May 2026

**NORMANTON TOWN COUNCIL
BANK RECONCILIATION**

A	Bank Reconciliation at 31/05/2026			
	Cash in Hand 01/04/26			£345,743.36
	ADD			
	Receipts 01/04/26 - 31/05/26			£200,158.65
				£545,902.01
B	SUBTRACT			
	Payments 01/04/26 - 31/05/26			£68,276.59
	Cash in Hand 31/05/26			£477,625.42
	(per Cash Book)			
B	Cash in hand per Bank Statements			
	Petty Cash	31/05/26	£186.02	
	Unity Current	31/05/26	£23,645.72	
	Unity Savings	31/05/26	£456,024.93	
	Lloyds Card	31/05/26	£0.00	
	Admin Float	31/05/26	£100.00	
	Events Float	31/05/26	£200.00	
	Square	31/05/26	£0.00	
				£480,156.67
	Less unrepresented payments			£3,768.91
				£476,387.76
	Plus unrepresented receipts			£1,237.66
	Adjusted Bank Balance			£477,625.42

A=B Checks out OK

£0.00

Prepared by:

Donna Johnston - Town Clerk & RFO
5th June 2026

Checked by:

Councillor Pam Mayne
26th June 2026

**NORMANTON TOWN COUNCIL
BANK RECONCILIATION**

A	Bank Reconciliation at 30/06/2026			
	Cash in Hand 01/04/26			£345,743.36
	ADD			
	Receipts 01/04/26 - 30/06/26			£203,674.44
				£549,417.80
A	SUBTRACT			
	Payments 01/04/26 - 30/06/26			£107,140.27
	Cash in Hand 30/06/26			£442,277.53
	(per Cash Book)			
B	Cash in hand per Bank Statements			
	Petty Cash	30/06/26	£173.89	
	Unity Current	30/06/26	£27,024.62	
	Unity Savings	30/06/26	£417,950.53	
	Lloyds Card	30/06/26	£0.00	
	Admin Float	30/06/26	£100.00	
	Events Float	30/06/26	£200.00	
	Square	30/06/26	£0.00	
				£445,449.04
	Less unrepresented payments			£3,734.09
				£441,714.95
	Plus unrepresented receipts			£562.58
	Adjusted Bank Balance			£442,277.53

A=B Checks out OK

£0.00

Prepared by:

Donna Johnston - Town Clerk & RFO
3rd July 2026

Checked by:

Councillor Pam Mayne
6th July 2026

NORMANTON TOWN COUNCIL

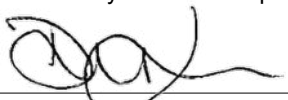
BALANCE SHEET

21/07/2026

<i>(Last) Year Ended</i> 31 Mar 2026		<i>(Current) Year Ended</i> 31 Mar 2027	
£		£	
	CURRENT ASSETS		
	Stocks and stores		
	Work in progress		
2,884.00	Debtors (Net of provision for doubtful debts)		
	Prepayments		
	Temporary lendings (investments)		
3,347.29	VAT	10,025.74	
	BANK BALANCES		
34,232.41	Unity Current	16,778.38	
311,024.93	Unity Savings	387,950.53	
0.00	Lloyds Card	0.00	
100.00	Admin Float	100.00	
200.00	Events Float	200.00	
0.00	Square	0.00	
186.02	Petty Cash	163.89	
345,743.36	TOTAL BANKS	405,192.80	
351,974.65	TOTAL ASSETS	415,218.54	
	CURRENT LIABILITIES		
713.66	Creditors	0.00	
11,162.64	Receipts in Advance	0.00	
1,650.00	Accruals	0.00	
0.00	VAT	0.00	
13,526.30	TOTAL LIABILITIES	0.00	
<u>338,448.35</u>	NET ASSETS	<u>415,218.54</u>	
	Represented by:		
143,559.46	General fund Balance	214,986.52	
	Reserves:		

Capital Reserves		
0.00		0.00
Earmarked Reserves		
25,000.00	EMR - Elections	25,000.00
18,000.00	EMR - Community Centre	18,000.00
34,550.00	EMR - Town Hall Refurbishment	40,191.00
70,262.70	EMR - Community Infrastructure	70,262.70
17,056.00	EMR - Allotments	18,000.00
0.00	EMR - Mayors Allowance 24/25	0.00
1,248.50	EMR - Talking Newspaper	1,248.50
0.00	EMR - Mayors Appeal 24/25	0.00
5,366.17	EMR - Mayors Appeal 25/26	0.00
195.00	DEPOSITS HELD	195.00
1,232.79	EMR - Small Grants	1,232.79
1,214.00	EMR - Mayors Allowance 25/26	0.00
451.19	EMR - Civic Regalia	566.19
5,000.00	EMR - IT/Website	5,000.00
5,609.00	EMR - NTH Repairs & Renewal	5,609.00
9,703.54	EMR - National Events	9,703.54
0.00	EMR - NTC50	0.00
0.00	EMR - Mayors Appeal 26/27	1,223.30
0.00	EMR - Mayors Allowance 26/27	0.00
0.00	Community Resilience Fund	3,000.00
0.00	EMR - Norwood Street Trees	1,000.00
194,888.89		200,232.02
Adjustments		
<u>338,448.35</u>		<u>415,218.54</u>

The above statement represents fairly the financial position of the council as at 21st July 2026

Signed 
Responsible Financial Officer

Date 21st July 2026

NORMANTON TOWN COUNCILMonday, 24th August 2026**BUDGET REPORT****Purpose of the Report**

To provide the Finance Committee with an overview of the Council's financial position at the end of Quarter 1 of the 2026/27 financial year, based on the Net Position Report and Committed Spend Report for each committee, and to highlight any significant variances requiring explanation or ongoing monitoring.

Overall Financial Position

The Council remains within its approved overall budget.

The attached Net Position Reports show income and expenditure recorded between 1 April and 30 June 2026. The Committed Spend Reports identify expenditure already committed through contracts, purchase orders and other known obligations that have not yet been invoiced or paid.

Members are therefore requested to consider both reports together when reviewing budget performance, as each report provides different but complementary information.

In accordance with proper accounting practice, year-end accounting adjustments have also been processed to ensure that income and expenditure are recognised in the correct financial year.

These are accounting entries only and do not represent additional cash received or paid by the Council during the reporting period.

Income	£
Approved Income Budget	414,001.00
Income Received	200,327.93
Plus: Receipts in Advance	11,162.64
Total Income Recognised	211,490.57

Expenditure	£
Approved Expenditure Budget	501,654.74
Expenditure Recorded	102,806.93
Plus: Prepayments (2025/26)	2,884.00

Expenditure	£
Less: Creditors	(716.32)
Less: Accruals	(1,650.00)
Total Expenditure Recognised	103,324.61
Plus: Committed Expenditure	70,210.65
Total Expenditure & Commitments	173,535.26
Budget Utilised	34.6%

The income and expenditure figures above are taken from the Net Position Report as at 30 June 2026.

Overall income is broadly in line with expectations for this stage of the financial year. The Council has received the first instalment of the annual precept together with income from allotments, property, interest, events and other operational sources.

Taking committed expenditure into account, the Council has utilised 34.6% of its approved expenditure budget at the end of Quarter 1.

Several budgets show comparatively high levels of expenditure during Quarter 1. This reflects the timing of annual payments and contractual commitments, including insurance, software licences, memberships and professional services, rather than indicating any underlying overspend.

Committee Budget Monitoring

Allotments Committee

The Allotments Committee remains in a healthy financial position.

Income from allotment rents is slightly ahead of the anticipated budget and routine expenditure remains well within the approved budget. Repairs and maintenance budgets across the allotment sites remain largely available for works later in the financial year.

The Site Fees income budget currently appears below the original estimate. This does not represent a collection issue. Site Fees are collected from tenants and transferred back to individual allotment sites at a fixed rate. The original income budget was overestimated, so the corresponding expenditure will reduce accordingly. This has no material impact on the Council's overall financial position. Site Fees are also being accounted for differently this year, as a new cost code has been set up. Some Site Fees are currently recorded within the allotment rent cost code.

Water expenditure at Newland Lane has utilised most of the annual budget allocation and will continue to be monitored throughout the remainder of the financial year.

Events Committee

The majority of the Council's events take place during Quarters 2 and 3 of the financial year, and expenditure reflects the seasonal nature of the events programme.

Expenditure has been incurred for Mayor Making, Civic Sunday and preliminary costs associated with Party @ Haw Hill Park. The majority of event budgets remain available for planned activity later in the financial year.

Individual budget headings within Mayor Making show minor overspends which are offset by underspends elsewhere within the event budget.

Party @ Haw Hill Park income is in line with expectations at this stage, whilst income relating to the Gala and Christmas Lights will be received closer to those events.

Finance Committee

Finance budgets are progressing broadly as anticipated.

Interest income continues to perform well, whilst annual expenditure including insurance, software licences, memberships and professional services has largely been incurred in accordance with the timing of contractual renewals.

No significant concerns have been identified within the Committee's operational budgets.

Property Committee

The Property Committee remains within its approved budget.

Routine expenditure on business rates, servicing, utilities and maintenance is progressing broadly in line with expectations, whilst repairs and maintenance budgets retain sufficient provision for future works.

Waste Removal at Woodhouse Community Centre has utilised a significant proportion of the annual budget allocation but as this is an annual invoice, it is not expected to increase any further.

Members should note that a substantial utility invoice relating to the Town Hall were received during July. As these fall outside the Quarter 1 reporting period, they are not reflected within this report but will be reported as part of the Quarter 2 budget monitoring.

Staffing Committee

Staffing expenditure remains in line with the approved staffing budget.

Salary, National Insurance and pension costs are progressing as anticipated for the first quarter of the financial year. Training budgets remain largely unspent at this stage, and staff travel expenditure is minimal.

No concerns have been identified.

Significant Budget Variances

The following variances require explanation but do not currently give rise to significant financial concern.

Hanging Baskets

Committed expenditure currently exceeds the original budget estimate because the Council's original contractor ceased trading and a replacement contractor was appointed at a higher cost.

Sponsorship invoices are currently being issued and the income position will become clearer during the course of the financial year. This budget will continue to be monitored.

Looking Ahead

Whilst the Council's financial position at Quarter 1 remains sound, Members should note that Quarter 2 will include:

- a significant Town Hall utility invoice relating to historic under-billing by the landlord;
- expenditure associated with the delivery of Party @ Haw Hill Park and the Gala.

These transactions fall outside the Quarter 1 reporting period and will be reflected within the Quarter 2 budget monitoring report.

Conclusion

At the end of Quarter 1, the Council remains within its approved budget and continues to maintain a sound financial position.

The majority of identified variances relate to:

- the timing of annual expenditure;
- seasonal income patterns;
- accounting adjustments associated with the previous financial year.

No evidence has been identified of any material overspend against the Council's approved budget at this stage of the financial year.

Financial performance will continue to be monitored throughout Quarter 2, with particular attention given to:

- Town Hall utility costs;
- Hanging Basket expenditure;
- Newland Lane water costs;
- Delivery of the Council's events programme;
- Monitoring of committed expenditure against approved budgets.

NORMANTON TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Allotments Committee

Cost Centre NameEdward Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
337	Repairs & Maintenance				200.00		200.00
					200.00		200.00

Ellins 1 Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
134	Repairs & Maintenance				460.00		460.00
135	Water				800.00	74.82	725.18
					1,260.00	£74.82	1,185.18

Ellins 2 Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
136	Repairs & Maintenance				520.00		520.00
137	Water				800.00	74.81	725.19
					1,320.00	£74.81	1,245.19

Gilcar Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
138	Repairs & Maintenance				200.00		200.00
					200.00		200.00

Gladstone Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
139	Repairs & Maintenance				600.00	22.90	577.10
140	Water				800.00	-151.04	951.04
					1,400.00	£-128.14	1,528.14

Grove Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
141	Repairs & Maintenance				200.00		200.00
					200.00		200.00

Heys Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
142	Repairs & Maintenance				460.00		460.00
					460.00		460.00

Newland Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
143	Repairs & Maintenance				460.00		460.00
144	Water				900.00	888.38	11.62
					1,360.00	£888.38	471.62

Norwood Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
145	Repairs & Maintenance				280.00		280.00
146	Water				300.00	26.46	273.54

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

NORMANTON TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Allotments Committee

Cost Centre Name

580.00	£26.46	553.54
--------	--------	--------

Wentworth Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
147	Repairs & Maintenance				800.00	149.50	650.50
148	Water				1,400.00	177.53	1,222.47
					2,200.00	£327.03	1,872.97

NET TOTAL			13,491.00	£2,585.82	26,440.00	£2,655.29	12,879.53
-----------	--	--	-----------	-----------	-----------	-----------	-----------

Committed Spend

Cost Centre Group - Allotments Committee (Between 01/04/2026 and 31/03/2027)

ALLOTMENTS CTTEE

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
117	Allotments EMR Expenc									(N/A)
94	Allotments General									(N/A)
91	Cypress Road Allotment									(N/A)
104	Edward Street									(N/A)
92	Ellins Terrace 1 Allotmer									(N/A)
93	Ellins Terrace 2 Allotmer									(N/A)
127	Gates & Fencing									(N/A)
103	Gilcar Street									(N/A)
95	Gladstone Street Allotm									(N/A)
96	Heys Buildings Allotmen									(N/A)
1	Income - Allotment Rent		-9,947.64	-9,947.64						-9,947.64 (N/A)
7	Income - Key Deposit (A									(N/A)
129	Income - Waste Re-char									(N/A)
90	Newland Lane Allotment									(N/A)
97	Norwood Street Allotme									(N/A)
125	Plot Clearance									(N/A)
130	Site Fees									(N/A)
102	The Grove									(N/A)
126	Waste Removal									(N/A)
98	Wentworth Terrace Allot									(N/A)
SUB TOTAL			-9,947.64	-9,947.64						-9,947.64 (N/A)

Cypress Allotments

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
131	Repairs & Maintenance				260.00	75.00		75.00	185.00	185.00 (71%)
132	Water				1,000.00	-39.21		-39.21	1,039.21	1,039.21 (103%)
SUB TOTAL					1,260.00	35.79		35.79	1,224.21	1,224.21 (97%)

Edward Allotments

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
337	Repairs & Maintenance				200.00				200.00	200.00 (100%)
SUB TOTAL					200.00				200.00	200.00 (100%)

Committed Spend

G

Cost Centre Group - Allotments Committee (Between 01/04/2026 and 31/03/2027)

Ellins 1 Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
134	Repairs & Maintenance				460.00				460.00	460.00 (100%)
135	Water				800.00	134.04		134.04	665.96	665.96 (83%)
SUB TOTAL					1,260.00	134.04		134.04	1,125.96	1,125.96 (89%)

Ellins 2 Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
136	Repairs & Maintenance				520.00	75.00		75.00	445.00	445.00 (85%)
137	Water				800.00	134.04		134.04	665.96	665.96 (83%)
SUB TOTAL					1,320.00	209.04		209.04	1,110.96	1,110.96 (84%)

Gilcar Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
138	Repairs & Maintenance				200.00				200.00	200.00 (100%)
SUB TOTAL					200.00				200.00	200.00 (100%)

Gladstone Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
139	Repairs & Maintenance				600.00	22.90		22.90	577.10	577.10 (96%)
140	Water				800.00	302.01		302.01	497.99	497.99 (62%)
SUB TOTAL					1,400.00	324.91		324.91	1,075.09	1,075.09 (76%)

Grove Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
141	Repairs & Maintenance				200.00				200.00	200.00 (100%)
SUB TOTAL					200.00				200.00	200.00 (100%)

Heys Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
142	Repairs & Maintenance				460.00				460.00	460.00 (100%)
SUB TOTAL					460.00				460.00	460.00 (100%)

Committed Spend

G

Cost Centre Group - Allotments Committee (Between 01/04/2026 and 31/03/2027)

Newland Allotments

Newland Allotments		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
143	Repairs & Maintenance				460.00				460.00	460.00 (100%)
144	Water				900.00	1,060.32		1,060.32	-160.32	-160.32 (-17%)
SUB TOTAL					1,360.00	1,060.32		1,060.32	299.68	299.68 (22%)

Wentworth Allotments

Wentworth Allotments		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
147	Repairs & Maintenance				800.00	149.50		149.50	650.50	650.50 (81%)
148	Water				1,400.00	441.74		441.74	958.26	958.26 (68%)
SUB TOTAL					2,200.00	591.24		591.24	1,608.76	1,608.76 (73%)

Allotments General

Allotments General		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
149	Allotments General				500.00				500.00	500.00 (100%)
155	Income - Allotment Rent	11,991.00	12,334.91	343.91						343.91 (2%)
333	Income - Key Deposit		20.00	20.00						20.00 (N/A)
154	Income - Site Fees	1,500.00	195.00	-1,305.00						-1,305.00 (-87%)
152	Site Fees				1,500.00	978.50		978.50	521.50	521.50 (34%)
SUB TOTAL		13,491.00	12,549.91	-941.09	2,000.00	978.50		978.50	1,021.50	80.41 (0%)

Allotments Gates & Fencing

Allotments Gates & F		Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
150	Gates & Fencing				5,000.00				5,000.00	5,000.00 (100%)
SUB TOTAL					5,000.00				5,000.00	5,000.00 (100%)

Allotments Plot Clearance

Allotments Plot Clearance		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
151	Plot Clearance				5,000.00		905.00	905.00	4,095.00	5,000.00 (100%)
SUB TOTAL					5,000.00		905.00	905.00	4,095.00	5,000.00 (100%)

Allotments Waste Removal

Allotments Waste Ren		Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
153	Skip Hire				4,000.00	500.00		500.00	3,500.00	3,500.00 (87%)

Committed Spend

Cost Centre Group - Allotments Committee (Between 01/04/2026 and 31/03/2027)

SUB TOTAL				4,000.00	500.00		500.00	3,500.00	3,500.00 (87%)
-----------	--	--	--	----------	--------	--	--------	----------	-------------------

Norwood Allotments

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
145	Repairs & Maintenance				280.00				280.00	280.00 (100%)
146	Water				300.00	31.02		31.02	268.98	268.98 (89%)
SUB TOTAL					580.00	31.02		31.02	548.98	548.98 (94%)

Summary

NET TOTAL	13,491.00	2,602.27	-10,888.73	26,440.00	3,864.86	905.00	4,769.86	21,670.14	11,686.41 (29%)
-----------	-----------	----------	------------	-----------	----------	--------	----------	-----------	--------------------

Committed Spend

H

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

EVENTS CTTEE

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
85	Brass Band Concert									(N/A)
78	Children's Party									(N/A)
86	Christmas Celebration									(N/A)
79	Christmas Lights									(N/A)
83	Civic Sunday									(N/A)
89	Events - General									(N/A)
75	Gala									(N/A)
87	Halloween									(N/A)
11	Income - Christmas Ligh									(N/A)
9	Income - Gala									(N/A)
12	Income - Party @ Haw H									(N/A)
88	Information Events									(N/A)
82	Mayor Making									(N/A)
120	National Events									(N/A)
124	NTC50									(N/A)
81	Party @ Haw Hill Park					-600.00		-600.00	600.00	600.00 (N/A)
77	Remembrance Sunday									(N/A)
123	Talk & Slide Show									(N/A)
122	VE DAY 80									(N/A)
SUB TOTAL						-600.00		-600.00	600.00	600.00 (N/A)

Christmas Lights

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
170	Catering & Refreshment				500.00				500.00	500.00 (100%)
166	Entertainment				2,000.00	250.00	565.00	815.00	1,185.00	1,750.00 (87%)
169	First Aid				400.00		414.00	414.00	-14.00	400.00 (100%)
163	Gifts & Paper				1,000.00				1,000.00	1,000.00 (100%)
167	Grotto Decorations				400.00				400.00	400.00 (100%)
168	Grotto Sweets				150.00				150.00	150.00 (100%)
247	Income - Christmas Ligh	100.00		-100.00						-100.00 (-100%)
173	Misc				25.00				25.00	25.00 (100%)
165	Presenter				325.00		320.00	320.00	5.00	325.00 (100%)
171	Refuse Collection & Cle.				450.00		398.63	398.63	51.37	450.00 (100%)
172	Security				250.00				250.00	250.00 (100%)
164	Stage Hire				3,000.00		2,094.00	2,094.00	906.00	3,000.00 (100%)
SUB TOTAL		100.00		-100.00	8,500.00	250.00	3,791.63	4,041.63	4,458.37	8,150.00 (94%)

Committed Spend

H

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

Christmas Celebration

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
176	Catering & Refreshment				50.00				50.00	50.00 (100%)
174	Church Hire				50.00				50.00	50.00 (100%)
178	Entertainment				100.00				100.00	100.00 (100%)
175	First Aid				70.00		50.00	50.00	20.00	70.00 (100%)
177	Prizes				30.00				30.00	30.00 (100%)
SUB TOTAL					300.00		50.00	50.00	250.00	300.00 (100%)

Civic Sunday

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
179	Catering & Refreshment				650.00	630.00	4.80	634.80	15.20	20.00 (3%)
180	First Aid				100.00		92.00	92.00	8.00	100.00 (100%)
SUB TOTAL					750.00	630.00	96.80	726.80	23.20	120.00 (16%)

Events General

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
181	Events General				500.00	20.00		20.00	480.00	480.00 (96%)
184	Events Insurance				2,000.00	1,360.11	1,360.11	2,720.22	-720.22	639.89 (31%)
182	Music Licence				1,500.00				1,500.00	1,500.00 (100%)
183	Premises Licence				70.00	70.00		70.00		(0%)
SUB TOTAL					4,070.00	1,450.11	1,360.11	2,810.22	1,259.78	2,619.89 (64%)

Gala

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
203	Catering & Refreshment				650.00				650.00	650.00 (100%)
194	Dance Display Donation				1,250.00				1,250.00	1,250.00 (100%)
195	Entertainment				7,500.00	150.00	4,825.50	4,975.50	2,524.50	7,350.00 (98%)
186	Fireworks				6,250.00		6,250.00	6,250.00		6,250.00 (100%)
199	First Aid				1,600.00		1,478.00	1,478.00	122.00	1,600.00 (100%)
200	Gala Programme				800.00				800.00	800.00 (100%)
245	Income - Gala	4,500.00		-4,500.00						-4,500.00 (-100%)
198	Marquee, Table and Chairs				2,600.00		2,495.00	2,495.00	105.00	2,600.00 (100%)
202	Misc				1,060.00				1,060.00	1,060.00 (100%)
196	Parade Band				2,300.00	460.00	2,300.00	2,760.00	-460.00	1,840.00 (80%)
192	Parade Donations				1,500.00				1,500.00	1,500.00 (100%)
185	Park Hire				55.00				55.00	55.00 (100%)

Committed Spend

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

191	Policing		1,200.00	1,022.76	1,022.76	177.24	1,200.00 (100%)		
188	Presenter		635.00	630.00	630.00	5.00	635.00 (100%)		
187	Prize Money		100.00			100.00	100.00 (100%)		
189	Refuse Collection & Cle.		3,000.00	1,946.70	1,946.70	1,053.30	3,000.00 (100%)		
193	Security		1,500.00	1,011.00	1,011.00	489.00	1,500.00 (100%)		
201	Stage Hire		2,500.00	2,131.00	2,131.00	369.00	2,500.00 (100%)		
197	Toilet Hire		2,500.00	2,425.00	2,425.00	75.00	2,500.00 (100%)		
190	Traffic Management		3,000.00			3,000.00	3,000.00 (100%)		
SUB TOTAL		4,500.00	-4,500.00	40,000.00	610.00	26,514.96	27,124.96	12,875.04	34,890.00 (78%)

Halloween

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
207	Entertainment				895.00		520.00	520.00	375.00	895.00 (100%)
209	Fancy Dress Prizes				90.00				90.00	90.00 (100%)
206	First Aid				150.00		50.00	50.00	100.00	150.00 (100%)
204	Park Hire				55.00				55.00	55.00 (100%)
205	Presenter				210.00		200.00	200.00	10.00	210.00 (100%)
208	Sweets				100.00				100.00	100.00 (100%)
SUB TOTAL					1,500.00		770.00	770.00	730.00	1,500.00 (100%)

Information Events

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
210	Information Events				250.00				250.00	250.00 (100%)
SUB TOTAL					250.00				250.00	250.00 (100%)

Mayor Making

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
211	Catering & Refreshment				1,500.00	1,165.15		1,165.15	334.85	334.85 (22%)
217	First Aid				100.00	92.00		92.00	8.00	8.00 (8%)
215	Gifts & Flowers				100.00	166.67		166.67	-66.67	-66.67 (-66%)
212	Long Service Awards				500.00	96.63		96.63	403.37	403.37 (80%)
218	Misc				300.00	13.99		13.99	286.01	286.01 (95%)
214	Orders of Service				50.00	70.00		70.00	-20.00	-20.00 (-40%)
216	Presenter				350.00	300.00		300.00	50.00	50.00 (14%)
213	Venue / Equipment Hire				600.00	600.00		600.00		(0%)
SUB TOTAL					3,500.00	2,504.44		2,504.44	995.56	995.56 (28%)

Committed Spend

H

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

Party @ Haw Hill Park

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
223	Barrier Hire				400.00		380.00	380.00	20.00	400.00 (100%)
222	Entertainment				5,000.00	3,300.00		3,300.00	1,700.00	1,700.00 (34%)
228	First Aid				550.00		552.00	552.00	-2.00	550.00 (100%)
246	Income - Party @ Haw Hill	1,000.00	669.50	-330.50						-330.50 (-33%)
230	Marquee, Table and Chairs				2,100.00	1,990.00		1,990.00	110.00	110.00 (5%)
338	Misc					5.17	41.07	46.24	-46.24	-5.17 (N/A)
227	Park Hire				55.00				55.00	55.00 (100%)
225	Performer Refreshments				100.00		6.58	6.58	93.42	100.00 (100%)
221	Presenter				430.00	425.00		425.00	5.00	5.00 (1%)
229	Refuse Collection & Clearance				1,580.00		1,572.08	1,572.08	7.92	1,580.00 (100%)
224	Security				3,785.00	2,184.00		2,184.00	1,601.00	1,601.00 (42%)
220	Stage Hire				4,000.00	3,801.00		3,801.00	199.00	199.00 (4%)
226	Toilet Hire				2,000.00	1,975.00		1,975.00	25.00	25.00 (1%)
SUB TOTAL		1,000.00	669.50	-330.50	20,000.00	13,680.17	2,551.73	16,231.90	3,768.10	5,989.33 (28%)

National Events

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
219	National Events				9,703.74				9,703.74	9,703.74 (100%)
SUB TOTAL					9,703.74				9,703.74	9,703.74 (100%)

Remembrance Sunday

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
231	Band				600.00		600.00	600.00		600.00 (100%)
237	Catering & Refreshment				850.00				850.00	850.00 (100%)
234	Coach Hire				900.00		600.00	600.00	300.00	900.00 (100%)
235	Misc				680.00				680.00	680.00 (100%)
233	Poppy Wreaths				150.00				150.00	150.00 (100%)
232	Sound System Hire				320.00		332.00	332.00	-12.00	320.00 (100%)
236	Traffic Management				1,500.00				1,500.00	1,500.00 (100%)
SUB TOTAL					5,000.00		1,532.00	1,532.00	3,468.00	5,000.00 (100%)

Santa Run

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
238	Costumes				150.00				150.00	150.00 (100%)
240	Equipment				100.00				100.00	100.00 (100%)

Committed Spend

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

239	Health & Safety	150.00	150.00	150.00 (100%)
241	Printing Costs	100.00	100.00	100.00 (100%)
SUB TOTAL		500.00	500.00	500.00 (100%)

Talk & Slide Show

Talk & Slide Show		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
244	Catering & Refreshment				40.00				40.00	40.00 (100%)
243	First Aid				60.00		50.00	50.00	10.00	60.00 (100%)
242	Venue Hire				100.00				100.00	100.00 (100%)
SUB TOTAL					200.00		50.00	50.00	150.00	200.00 (100%)

Summary

NET TOTAL	5,600.00	669.50	-4,930.50	94,273.74	18,524.72	36,717.23	55,241.95	39,031.79	70,818.52 (70%)
-----------	----------	--------	-----------	-----------	-----------	-----------	-----------	-----------	-----------------

NORMANTON TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Events Committee

Cost Centre NameEVENTS CTTEE

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
85	Brass Band Concert						
78	Children's Party						
86	Christmas Celebration						
79	Christmas Lights						
83	Civic Sunday						
89	Events - General						
75	Gala						
87	Halloween						
11	Income - Christmas Lights						
9	Income - Gala						
12	Income - Party @ Haw Hill						
88	Information Events						
82	Mayor Making						
120	National Events						
124	NTC50						
81	Party @ Haw Hill Park					-600.00	600.00
77	Remembrance Sunday						
123	Talk & Slide Show						
122	VE DAY 80						
						£-600.00	600.00

Christmas Lights

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
170	Catering & Refreshments				500.00		500.00
166	Entertainment				2,000.00	250.00	1,750.00
169	First Aid				400.00		400.00
163	Gifts & Paper				1,000.00		1,000.00
167	Grotto Decorations				400.00		400.00
168	Grotto Sweets				150.00		150.00
247	Income - Christmas Lights	100.00					-100.00
173	Misc				25.00		25.00
165	Presenter				325.00		325.00
171	Refuse Collection & Cleans				450.00		450.00
172	Security				250.00		250.00
164	Stage Hire				3,000.00		3,000.00
			100.00		8,500.00	£250.00	8,150.00

Christmas Celebration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
176	Catering & Refreshments				50.00		50.00
174	Church Hire				50.00		50.00
178	Entertainment				100.00		100.00
175	First Aid				70.00		70.00
177	Prizes				30.00		30.00
					300.00		300.00

Civic Sunday

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
179	Catering & Refreshments				650.00	630.00	20.00
180	First Aid				100.00		100.00
					750.00	£630.00	120.00

Events General

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
181	Events General				500.00		500.00
184	Events Insurance				2,000.00	1,360.11	639.89
182	Music Licence				1,500.00		1,500.00
183	Premises Licence				70.00	70.00	

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

NORMANTON TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Events Committee

Cost Centre Name

					4,070.00	£1,430.11	2,639.89
Gala							
	<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>	
				<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	203	Catering & Refreshments			650.00		650.00
	194	Dance Display Donations			1,250.00		1,250.00
	195	Entertainment			7,500.00	150.00	7,350.00
	186	Fireworks			6,250.00		6,250.00
	199	First Aid			1,600.00		1,600.00
	200	Gala Programme			800.00		800.00
	245	Income - Gala	4,500.00				-4,500.00
	198	Marquee, Table and Chair I			2,600.00		2,600.00
	202	Misc			1,060.00		1,060.00
	196	Parade Band			2,300.00	460.00	1,840.00
	192	Parade Donations			1,500.00		1,500.00
	185	Park Hire			55.00		55.00
	191	Policing			1,200.00		1,200.00
	188	Presenter			635.00		635.00
	187	Prize Money			100.00		100.00
	189	Refuse Collection & Cleans			3,000.00		3,000.00
	193	Security			1,500.00		1,500.00
	201	Stage Hire			2,500.00		2,500.00
	197	Toilet Hire			2,500.00		2,500.00
	190	Traffic Management			3,000.00		3,000.00
				4,500.00	40,000.00	£610.00	34,890.00

Halloween							
	<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>	
				<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	207	Entertainment			895.00		895.00
	209	Fancy Dress Prizes			90.00		90.00
	206	First Aid			150.00		150.00
	204	Park Hire			55.00		55.00
	205	Presenter			210.00		210.00
	208	Sweets			100.00		100.00
					1,500.00		1,500.00

Information Events							
	<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>	
				<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	210	Information Events			250.00		250.00
					250.00		250.00

Mayor Making							
	<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>	
				<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	211	Catering & Refreshments			1,500.00	1,165.15	334.85
	217	First Aid			100.00	92.00	8.00
	215	Gifts & Flowers			100.00	166.67	-66.67
	212	Long Service Awards			500.00	96.63	403.37
	218	Misc			300.00	13.99	286.01
	214	Orders of Service			50.00	70.00	-20.00
	216	Presenter			350.00	300.00	50.00
	213	Venue / Equipment Hire			600.00	600.00	
					3,500.00	£2,504.44	995.56

Party @ Haw Hill Park							
	<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>	
				<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	223	Barrier Hire			400.00		400.00
	222	Entertainment			5,000.00	1,100.00	3,900.00
	228	First Aid			550.00		550.00
	246	Income - Party @ Haw Hill	1,000.00	669.50			-330.50
	230	Marquee, Table and Chair I			2,100.00		2,100.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

NORMANTON TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Events Committee

Cost Centre Name

338 Misc					
227 Park Hire			55.00		55.00
225 Performer Refreshments			100.00		100.00
221 Presenter			430.00		430.00
229 Refuse Collection & Cleans			1,580.00		1,580.00
224 Security			3,785.00		3,785.00
220 Stage Hire			4,000.00		4,000.00
226 Toilet Hire			2,000.00		2,000.00
			1,000.00	£669.50	20,000.00
				£1,100.00	18,569.50

National Events

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
219	National Events				9,703.74		9,703.74
					9,703.74		9,703.74

Remembrance Sunday

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
231	Band				600.00		600.00
237	Catering & Refreshments				850.00		850.00
234	Coach Hire				900.00		900.00
235	Misc				680.00		680.00
233	Poppy Wreaths				150.00		150.00
232	Sound System Hire				320.00		320.00
236	Traffic Management				1,500.00		1,500.00
					5,000.00		5,000.00

Santa Run

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
238	Costumes				150.00		150.00
240	Equipment				100.00		100.00
239	Health & Safety				150.00		150.00
241	Printing Costs				100.00		100.00
					500.00		500.00

Talk & Slide Show

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
244	Catering & Refreshments				40.00		40.00
243	First Aid				60.00		60.00
242	Venue Hire				100.00		100.00
					200.00		200.00

NET TOTAL

5,600.00	£669.50	94,273.74	£5,924.55	83,418.69
----------	---------	-----------	-----------	-----------

NORMANTON TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Finance Committee

Cost Centre Name

FINANCE CTTEE		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
105	Administration					26.25	-26.25
71	Advertising & Promotions						
38	Audit Fees					1,650.00	-1,650.00
50	Bank Charges						
51	Card Processing Fees						
68	Civic Regalia						
110	Civic Regalia (EMR)						
128	Clr Travel						
67	Councillor Allowances						
44	Councillor Training						
69	Elections						
26	Franking Machine Lease						
40	GDPR Compliance						
74	Hanging Baskets						
41	Health & Safety						
118	Income - CIL						
17	Income - CIL						
5	Income - Interest						
116	Income - Misc						
16	Income - Misc						
6	Income - Precept						
13	Income- Hanging Baskets						
39	Insurance						
33	IT Equipment						
34	IT Software					-1,824.00	1,824.00
35	IT Support						
107	Mayoral Expenses 2025/26						
66	Mayoral Expenses 24/25						
42	Memberships						
32	Office Equipment						
29	Photocopier Lease						
27	Postage						
100	Potts Terrace						
30	Printing					17.49	-17.49
37	Professional Fees						
112	Refreshments					6.36	-6.36
70	Small Grants						
43	Staff Training						
31	Stationery						
111	SUSPENSE						
52	Talking Newspaper					16.00	-16.00
49	Travel Expenses						
99	VAT Refund						
36	Website						
						£-107.90	107.90

Administration		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
268	Advertising				7,000.00	1,560.00	5,440.00
261	Audit Fees				1,500.00	-1,000.00	2,500.00
267	Bank Charges & Card Fees				650.00	123.22	526.78
248	Franking Machine Lease				360.00	103.77	256.23
263	GDPR Compliance				500.00	114.30	385.70
260	HR & HS Advisory Service				3,200.00	789.21	2,410.79
290	Income - Interest		6,000.00	1,925.60			-4,074.40
332	Income - Misc			9.60			9.60
329	Income - Precept		384,640.00	192,320.00			-192,320.00
262	Insurance				4,500.00	4,487.73	12.27
253	IT Equipment				2,000.00	81.00	1,919.00
254	IT Software				5,000.00	2,682.92	2,317.08
255	IT Support				4,600.00	1,053.20	3,546.80
258	Legal & Professional Fees				1,700.00	1,063.00	637.00
265	Memberships				3,200.00	2,560.00	640.00
259	Payroll Fees				300.00	54.00	246.00
250	Photocopier Lease				1,732.00	418.00	1,314.00
249	Postage & Franker Consum				3,000.00	477.59	2,522.41
264	PPE & Workwear				500.00	101.25	398.75
251	Printing Costs				2,000.00	221.41	1,778.59

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

NORMANTON TOWN COUNCIL**Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Finance Committee****Cost Centre Name**

269 Promotions	2,000.00		2,000.00
270 Refreshments	250.00	21.12	228.88
252 Stationery & Office Equipm	2,200.00		2,200.00
266 Telephone & Broadband	2,100.00	451.98	1,648.02
331 VAT			
257 Website Development	5,000.00		5,000.00
256 Website Hosting	1,600.00	382.35	1,217.65
	390,640.00	£194,255.20	54,892.00
			£15,746.05
			-157,238.85

Civic

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
274	Civic Regalia				1,000.00	246.75	753.25
273	Councillor Allowances				4,400.00		4,400.00
275	Elections				2,000.00		2,000.00
334	Event Expenses 25/26					62.50	-62.50
14	Income - Mayor's Appeal 26/27			1,196.33			1,196.33
335	Income - Mayors Appeal 2026			1,146.75			1,146.75
276	Mayor's Appeal 25/26					6,500.00	-6,500.00
277	Mayor's Appeal 26/27						
271	Mayoral Expenses 25/26					1,214.00	-1,214.00
272	Mayoral Expenses 26/27				2,200.00	163.95	2,036.05
				£2,343.08	9,600.00	£8,187.20	3,755.88

Grants & Donations

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
279	Emergency Grants				1,200.00		1,200.00
280	Potts Terrace				450.00		450.00
278	Small Grants				7,000.00		7,000.00
					8,650.00		8,650.00

Hanging Baskets

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
285	Column Testing				1,000.00		1,000.00
289	Income - Hanging Basket S		3,000.00				-3,000.00
284	Maintenance				500.00		500.00
283	Sponsorship Plaques				300.00		300.00
282	Spring Hanging Baskets				5,000.00	1,656.00	3,344.00
281	Summer Hanging Baskets				8,000.00	2,800.00	5,200.00
			3,000.00		14,800.00	£4,456.00	7,344.00

Talking Newspaper

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
288	Equipment				1,200.00		1,200.00
287	Magazines				180.00	169.56	10.44
286	Newspapers				200.00	32.00	168.00
					1,580.00	£201.56	1,378.44

NET TOTAL

393,640.00 £196,598.28 89,522.00 £28,482.91 -136,002.63

Committed Spend

Cost Centre Group - Finance Committee (Between 01/04/2026 and 31/03/2027)

FINANCE CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
105	Administration					26.25		26.25	-26.25	-26.25 (N/A)
71	Advertising & Promotion									(N/A)
38	Audit Fees					1,650.00		1,650.00	-1,650.00	-1,650.00 (N/A)
50	Bank Charges									(N/A)
51	Card Processing Fees									(N/A)
68	Civic Regalia									(N/A)
110	Civic Regalia (EMR)									(N/A)
128	Cllr Travel									(N/A)
67	Councillor Allowances									(N/A)
44	Councillor Training									(N/A)
69	Elections									(N/A)
26	Franking Machine Lease									(N/A)
40	GDPR Compliance									(N/A)
74	Hanging Baskets									(N/A)
41	Health & Safety									(N/A)
17	Income - CIL									(N/A)
118	Income - CIL									(N/A)
5	Income - Interest									(N/A)
16	Income - Misc									(N/A)
116	Income - Misc									(N/A)
6	Income - Precept									(N/A)
13	Income- Hanging Baske									(N/A)
39	Insurance									(N/A)
33	IT Equipment									(N/A)
34	IT Software					-1,824.00		-1,824.00	1,824.00	1,824.00 (N/A)
35	IT Support									(N/A)
107	Mayoral Expenses 2025									(N/A)
66	Mayoral Expenses 24/25									(N/A)
42	Memberships									(N/A)
32	Office Equipment									(N/A)
29	Photocopier Lease									(N/A)
27	Postage									(N/A)
100	Potts Terrace									(N/A)
30	Printing					17.49		17.49	-17.49	-17.49 (N/A)
37	Professional Fees									(N/A)
112	Refreshments					6.36		6.36	-6.36	-6.36 (N/A)
70	Small Grants									(N/A)
43	Staff Training									(N/A)
31	Stationery									(N/A)

Committed Spend

Cost Centre Group - Finance Committee (Between 01/04/2026 and 31/03/2027)

111	SUSPENSE								(N/A)
52	Talking Newspaper			16.00		16.00		-16.00	-16.00 (N/A)
49	Travel Expenses								(N/A)
99	VAT Refund								(N/A)
36	Website								(N/A)
SUB TOTAL					-107.90	-107.90	107.90		107.90 (N/A)

Administration

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
268	Advertising				7,000.00	2,040.00	3,720.00	5,760.00	1,240.00	4,960.00 (70%)
261	Audit Fees				1,500.00	-1,000.00		-1,000.00	2,500.00	2,500.00 (166%)
267	Bank Charges & Card F				650.00	141.55		141.55	508.45	508.45 (78%)
248	Franking Machine Lease				360.00	103.77	311.31	415.08	-55.08	256.23 (71%)
263	GDPR Compliance				500.00	114.30	329.70	444.00	56.00	385.70 (77%)
260	HR & HS Advisory Servi				3,200.00	1,052.28	2,104.56	3,156.84	43.16	2,147.72 (67%)
290	Income - Interest	6,000.00	1,925.60	-4,074.40						-4,074.40 (-67%)
332	Income - Misc		9.60	9.60						9.60 (N/A)
329	Income - Precept	384,640.00	192,320.00	-192,320.00						-192,320.00 (-50%)
262	Insurance				4,500.00	4,487.73		4,487.73	12.27	12.27 (0%)
253	IT Equipment				2,000.00	81.00		81.00	1,919.00	1,919.00 (95%)
254	IT Software				5,000.00	2,813.92	1,310.00	4,123.92	876.08	2,186.08 (43%)
255	IT Support				4,600.00	1,053.20	3,554.69	4,607.89	-7.89	3,546.80 (77%)
258	Legal & Professional Fe				1,700.00	1,077.00		1,077.00	623.00	623.00 (36%)
265	Memberships				3,200.00	2,560.00		2,560.00	640.00	640.00 (20%)
259	Payroll Fees				300.00	54.00	162.00	216.00	84.00	246.00 (82%)
250	Photocopier Lease				1,732.00	418.00	418.00	836.00	896.00	1,314.00 (75%)
249	Postage & Franker Cons				3,000.00	477.59		477.59	2,522.41	2,522.41 (84%)
264	PPE & Workwear				500.00	107.91	5.73	113.64	386.36	392.09 (78%)
251	Printing Costs				2,000.00	268.87	212.68	481.55	1,518.45	1,731.13 (86%)
269	Promotions				2,000.00				2,000.00	2,000.00 (100%)
270	Refreshments				250.00	27.72	4.05	31.77	218.23	222.28 (88%)
252	Stationery & Office Equi				2,200.00	104.12		104.12	2,095.88	2,095.88 (95%)
266	Telephone & Broadband				2,100.00	463.23	1,358.10	1,821.33	278.67	1,636.77 (77%)
331	VAT									(N/A)
257	Website Development				5,000.00				5,000.00	5,000.00 (100%)
256	Website Hosting				1,600.00	637.25	892.15	1,529.40	70.60	962.75 (60%)
SUB TOTAL		390,640.00	194,255.20	-196,384.80	54,892.00	17,083.44	14,382.97	31,466.41	23,425.59	-158,576.24 (-35%)

Committed Spend

Cost Centre Group - Finance Committee (Between 01/04/2026 and 31/03/2027)

Civic

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
274	Civic Regalia				1,000.00	246.75		246.75	753.25	753.25 (75%)
273	Councillor Allowances				4,400.00				4,400.00	4,400.00 (100%)
275	Elections				2,000.00				2,000.00	2,000.00 (100%)
334	Event Expenses 25/26					62.50		62.50	-62.50	-62.50 (N/A)
14	Income - Mayor's Appea		1,196.33	1,196.33						1,196.33 (N/A)
335	Income - Mayors Appeal		1,224.47	1,224.47						1,224.47 (N/A)
276	Mayor's Appeal 25/26					6,500.00		6,500.00	-6,500.00	-6,500.00 (N/A)
277	Mayor's Appeal 26/27									(N/A)
271	Mayoral Expenses 25/26					1,214.00		1,214.00	-1,214.00	-1,214.00 (N/A)
272	Mayoral Expenses 26/27				2,200.00	370.58	20.00	390.58	1,809.42	1,829.42 (83%)
SUB TOTAL			2,420.80	2,420.80	9,600.00	8,393.83	20.00	8,413.83	1,186.17	3,626.97 (37%)

Grants & Donations

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
279	Emergency Grants				1,200.00				1,200.00	1,200.00 (100%)
280	Potts Terrace				450.00		448.58	448.58	1.42	450.00 (100%)
278	Small Grants				7,000.00				7,000.00	7,000.00 (100%)
SUB TOTAL					8,650.00		448.58	448.58	8,201.42	8,650.00 (100%)

Hanging Baskets

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
285	Column Testing				1,000.00				1,000.00	1,000.00 (100%)
289	Income - Hanging Bask	3,000.00		-3,000.00						-3,000.00 (-100%)
284	Maintenance				500.00				500.00	500.00 (100%)
283	Sponsorship Plaques				300.00	60.85		60.85	239.15	239.15 (79%)
282	Spring Hanging Baskets				5,000.00	1,656.00		1,656.00	3,344.00	3,344.00 (66%)
281	Summer Hanging Bask				8,000.00	2,800.00	8,400.00	11,200.00	-3,200.00	5,200.00 (65%)
SUB TOTAL		3,000.00		-3,000.00	14,800.00	4,516.85	8,400.00	12,916.85	1,883.15	7,283.15 (40%)

Talking Newspaper

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
288	Equipment				1,200.00				1,200.00	1,200.00 (100%)
287	Magazines				180.00	169.56		169.56	10.44	10.44 (5%)
286	Newspapers				200.00	48.00		48.00	152.00	152.00 (76%)

Committed Spend

Cost Centre Group - Finance Committee (Between 01/04/2026 and 31/03/2027)

SUB TOTAL				1,580.00	217.56		217.56	1,362.44	1,362.44 (86%)
-----------	--	--	--	----------	--------	--	--------	----------	-------------------

Summary

NET TOTAL	393,640.00	196,676.00	-196,964.00	89,522.00	30,103.78	23,251.55	53,355.33	36,166.67	-137,545.78 (-28%)
-----------	------------	------------	-------------	-----------	-----------	-----------	-----------	-----------	-----------------------

Committed Spend

Cost Centre Group - Property Committee (Between 01/04/2026 and 31/03/2027)

J

PROPERTY CTTEE

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
56	Business Rates									(N/A)
64	Cleaning									(N/A)
58	Defibrillator									(N/A)
63	Garages									(N/A)
59	Hygiene Services									(N/A)
8	Income - Deposit (WCC									(N/A)
4	Income - Garage Plot R		-595.00	-595.00						-595.00 (N/A)
2	Income - Hire NTH									(N/A)
3	Income - Hire WCC									(N/A)
101	Lease NTH									(N/A)
108	Lease WCC									(N/A)
65	Norwood St O/S									(N/A)
60	Repairs & Maint NTH									(N/A)
61	Repairs & Maint WCC									(N/A)
113	Street Furniture									(N/A)
28	Telephone / Internet									(N/A)
55	Town Hall Refurb									(N/A)
114	Train Station Sign									(N/A)
72	Utilities NTH									(N/A)
73	Utilities WCC									(N/A)
62	Waste Removal									(N/A)
SUB TOTAL			-595.00	-595.00						-595.00 (N/A)

Woodhouse Commun

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
301	Burglar Alarm Service &				500.00	414.35		414.35	85.65	85.65 (17%)
291	Business Rates				2,500.00	1,705.20		1,705.20	794.80	794.80 (31%)
294	Cleaning				720.00	316.71		316.71	403.29	403.29 (56%)
299	Equipment				1,000.00				1,000.00	1,000.00 (100%)
300	Fire Alarm Service & Ma				1,000.00	994.94		994.94	5.06	5.06 (0%)
295	Gas & Electricity				2,600.00	989.87		989.87	1,610.13	1,610.13 (61%)
298	Health & Safety				500.00				500.00	500.00 (100%)
292	Hygiene Services				1,200.00	288.45	865.35	1,153.80	46.20	911.55 (75%)
327	Income - Woodhouse Co	350.00	297.50	-52.50						-52.50 (-15%)
297	Lease				1.00				1.00	1.00 (100%)
302	Repairs & Maintenance				3,500.00	472.50		472.50	3,027.50	3,027.50 (86%)
293	Waste Removal				600.00	577.51		577.51	22.49	22.49 (3%)
296	Water				400.00	318.59		318.59	81.41	81.41 (20%)

Committed Spend

Cost Centre Group - Property Committee (Between 01/04/2026 and 31/03/2027)

J

SUB TOTAL	350.00	297.50	-52.50	14,521.00	6,078.12	865.35	6,943.47	7,577.53	8,390.38 (56%)
-----------	--------	--------	--------	-----------	----------	--------	----------	----------	-------------------

Town Hall

Town Hall		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
314	Air Con Maintenance				850.00		850.00	850.00		850.00 (100%)
315	Auto Door Maintenance				130.00		130.00	130.00		130.00 (100%)
303	Business Rates				10,500.00	8,950.50		8,950.50	1,549.50	1,549.50 (14%)
317	CCTV Maintenance				120.00				120.00	120.00 (100%)
306	Cleaning				1,000.00	530.80	158.66	689.46	310.54	469.20 (46%)
319	Defibrillator				260.00				260.00	260.00 (100%)
307	Electricity & Water				4,000.00	15,071.81		15,071.81	-11,071.81	-11,071.81 (-276%)
310	Equipment				1,000.00	340.00		340.00	660.00	660.00 (66%)
309	Health & Safety				500.00		7.46	7.46	492.54	500.00 (100%)
304	Hygiene Services				1,900.00	936.00	936.00	1,872.00	28.00	964.00 (50%)
326	Income - Town Hall	150.00	25.00	-125.00						-125.00 (-83%)
308	Lease				1.00				1.00	1.00 (100%)
312	Lift Maintenance				1,240.00	1,240.00		1,240.00		(0%)
318	Refurbishment				34,550.00				34,550.00	34,550.00 (100%)
316	Renewals				1,000.00				1,000.00	1,000.00 (100%)
311	Repairs & Maintenance				4,500.00	1,404.42		1,404.42	3,095.58	3,095.58 (68%)
305	Waste Removal				120.00	102.75		102.75	17.25	17.25 (14%)
313	Window Cleaning				720.00	120.00	600.00	720.00		600.00 (83%)
SUB TOTAL		150.00	25.00	-125.00	62,391.00	28,696.28	2,682.12	31,378.40	31,012.60	33,569.72 (53%)

Norwood Open Space

Norwood Open Space		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
336	Maintenance					7.17		7.17	-7.17	-7.17 (N/A)
320	Tree Maintenance				1,500.00		1,000.00	1,000.00	500.00	1,500.00 (100%)
321	Waste Removal				500.00				500.00	500.00 (100%)
SUB TOTAL					2,000.00	7.17	1,000.00	1,007.17	992.83	1,992.83 (99%)

Street Furniture

Street Furniture		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
322	Alice Bacon Bench				500.00				500.00	500.00 (100%)
323	Town Hall Benches				500.00				500.00	500.00 (100%)
324	Train Station Sign				500.00				500.00	500.00 (100%)
SUB TOTAL					1,500.00				1,500.00	1,500.00 (100%)

Committed Spend

Cost Centre Group - Property Committee (Between 01/04/2026 and 31/03/2027)

J

Norwood Garages

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
328	Income - Norwood Gara	770.00	768.83	-1.17						-1.17 (-0%)
325	Norwood Garages									(N/A)
SUB TOTAL		770.00	768.83	-1.17						-1.17 (-0%)

Summary

NET TOTAL	1,270.00	496.33	-773.67	80,412.00	34,781.57	4,547.47	39,329.04	41,082.96	44,856.76 (54%)
-----------	----------	--------	---------	-----------	-----------	----------	-----------	-----------	-----------------

NORMANTON TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Property Committee

Cost Centre NamePROPERTY CTTEE

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
56	Business Rates						
64	Cleaning						
58	Defibrillator						
63	Garages						
59	Hygiene Services						
8	Income - Deposit (WCC)						
4	Income - Garage Plot Rent			-595.00			-595.00
2	Income - Hire NTH						
3	Income - Hire WCC						
101	Lease NTH						
108	Lease WCC						
65	Norwood St O/S						
60	Repairs & Maint NTH						
61	Repairs & Maint WCC						
113	Street Furniture						
28	Telephone / Internet						
55	Town Hall Refurb						
114	Train Station Sign						
72	Utilities NTH						
73	Utilities WCC						
62	Waste Removal						
				£-595.00			-595.00

Woodhouse Community Centre

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
301	Burglar Alarm Service & M				500.00	414.35	85.65
291	Business Rates				2,500.00	1,705.20	794.80
294	Cleaning				720.00	150.88	569.12
299	Equipment				1,000.00		1,000.00
300	Fire Alarm Service & Maint				1,000.00	697.38	302.62
295	Gas & Electricity				2,600.00	858.11	1,741.89
298	Health & Safety				500.00		500.00
292	Hygiene Services				1,200.00	288.45	911.55
327	Income - Woodhouse Com	350.00	287.50				-62.50
297	Lease				1.00		1.00
302	Repairs & Maintenance				3,500.00	472.50	3,027.50
293	Waste Removal				600.00	577.51	22.49
296	Water				400.00	263.61	136.39
			350.00	£287.50	14,521.00	£5,427.99	9,030.51

Town Hall

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
314	Air Con Maintenance				850.00		850.00
315	Auto Door Maintenance				130.00		130.00
303	Business Rates				10,500.00	8,950.50	1,549.50
317	CCTV Maintenance				120.00		120.00
306	Cleaning				1,000.00	354.98	645.02
319	Defibrillator				260.00		260.00
307	Electricity & Water				4,000.00	1,338.27	2,661.73
310	Equipment				1,000.00	340.00	660.00
309	Health & Safety				500.00		500.00
304	Hygiene Services				1,900.00	468.00	1,432.00
326	Income - Town Hall	150.00	13.00				-137.00
308	Lease				1.00		1.00
312	Lift Maintenance				1,240.00	1,240.00	
318	Refurbishment				34,550.00		34,550.00
316	Renewals				1,000.00		1,000.00
311	Repairs & Maintenance				4,500.00	1,314.42	3,185.58
305	Waste Removal				120.00	102.75	17.25
313	Window Cleaning				720.00	120.00	600.00
			150.00	£13.00	62,391.00	£14,228.92	48,025.08

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

NORMANTON TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Property Committee

Cost Centre Name

Norwood Open Space		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
336	Maintenance					7.17	-7.17
320	Tree Maintenance				1,500.00		1,500.00
321	Waste Removal				500.00		500.00
					2,000.00	£7.17	1,992.83
Street Furniture		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
322	Alice Bacon Bench				500.00		500.00
323	Town Hall Benches				500.00		500.00
324	Train Station Sign				500.00		500.00
					1,500.00		1,500.00
Norwood Garages		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
328	Income - Norwood Garages		770.00	768.83			-1.17
325	Norwood Garages						
					770.00	£768.83	-1.17
NET TOTAL			1,270.00	£474.33	80,412.00	£19,664.08	59,952.25

Committed Spend

K

Cost Centre Group - Staffing Committee (Between 01/04/2026 and 31/03/2027)

STAFFING CTTEE

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
24	Employers National Insu									(N/A)
25	Employers Pension									(N/A)
18	Salaries & Wages									(N/A)
SUB TOTAL										(N/A)

Staff Costs

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
157	National Insurance				18,471.73	4,263.95		4,263.95	14,207.78	14,207.78 (76%)
158	Pension				26,707.07	5,482.36		5,482.36	21,224.71	21,224.71 (79%)
156	Salaries & Wages				163,228.20	36,781.66		36,781.66	126,446.54	126,446.54 (77%)
SUB TOTAL					208,407.00	46,527.97		46,527.97	161,879.03	161,879.03 (77%)

Training

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
160	Councillor Training				1,000.00		150.40	150.40	849.60	1,000.00 (100%)
159	Staff Training				1,000.00	257.00	99.00	356.00	644.00	743.00 (74%)
SUB TOTAL					2,000.00	257.00	249.40	506.40	1,493.60	1,743.00 (87%)

Travel Costs

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
162	Councillor Travel				100.00				100.00	100.00 (100%)
161	Staff Travel				500.00	12.13		12.13	487.87	487.87 (97%)
SUB TOTAL					600.00	12.13		12.13	587.87	587.87 (97%)

Summary

NET TOTAL					211,007.00	46,797.10	249.40	47,046.50	163,960.50	164,209.90 (77%)
-----------	--	--	--	--	------------	-----------	--------	-----------	------------	------------------

NORMANTON TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2026 and 30/06/2026) - Cost Centre Group - Staffing Committee

Cost Centre NameSTAFFING CTTEECode TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

24 Employers National Insur
25 Employers Pension
18 Salaries & Wages

Staff CostsCode TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

157 National Insurance
158 Pension
156 Salaries & Wages

18,471.73	4,263.95
26,707.07	5,482.36
163,228.20	36,781.66
208,407.00	£46,527.97

14,207.78
21,224.71
126,446.54
161,879.03

TrainingCode TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

160 Councillor Training
159 Staff Training

1,000.00
1,000.00
2,000.00

1,000.00
1,000.00
2,000.00

Travel CostsCode TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

162 Councillor Travel
161 Staff Travel

100.00	
500.00	12.13
600.00	£12.13

100.00
487.87
587.87

NET TOTAL

211,007.00 £46,540.10

164,466.90

NORMANTON TOWN COUNCIL
Reserves Balance up to 30th Jun 2026
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
EMR - Elections	25,000.00				25,000.00
EMR - Community Centre	18,000.00				18,000.00
EMR - Town Hall Refurbishment	34,550.00	5,641.00			40,191.00
EMR - Community Infrastructure	70,262.70				70,262.70
EMR - Allotments	17,056.00	944.00			18,000.00
EMR - Talking Newspaper	1,248.50				1,248.50
EMR - Mayors Appeal 25/26	5,366.17		6,562.50	1,196.33	0.00
DEPOSITS HELD	195.00				195.00
EMR - Small Grants	1,232.79				1,232.79
EMR - Mayors Allowance 25/26	1,214.00		1,214.00		0.00
EMR - Civic Regalia	451.19	115.00			566.19
EMR - IT/Website	5,000.00				5,000.00
EMR - NTH Repairs & Renewal	5,609.00				5,609.00
EMR - National Events	9,703.54				9,703.54
EMR - Mayors Appeal 26/27				1,146.75	1,146.75
EMR - Mayors Allowance 26/27		2,200.00	163.95		2,036.05
Community Resilience Fund		3,000.00			3,000.00
EMR - Norwood Street Trees		1,000.00			1,000.00
Total Earmarked	194,888.89	12,900.00	7,940.45	2,343.08	202,191.52
TOTAL RESERVE	194,888.89	12,900.00	7,940.45	2,343.08	202,191.52
GENERAL FUND					212,761.20
TOTAL FUNDS					414,952.72

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Monday, 24th August 2026

INTERNAL CONTROLS – QUARTER 4 2025/26

The internal control review was completed by Councillor Tracey Goodwin on 15 June 2026.

Overall, the review concluded that the Council's internal controls were operating effectively during the period reviewed.

Cashbook and Bank Statements

The reviewer confirmed that:

- The cashbook was up to date.
- Bank statement balances agreed with the accounting records.
- Bank reconciliations were prepared monthly and independently verified by a councillor.

No concerns or comments were raised regarding the cashbook or bank statements.

Payments and Authorisation

The reviewer confirmed that:

- A sample of payments had been reviewed.
- Invoices matched the amounts paid and payees.
- Payments were supported by appropriate invoices or documentation.
- Payments had been approved in accordance with Council procedures.

Eight sample payments were checked.

A comment was made that there was difficulty finding VAT refunded to the Council.

Officer comment: VAT refunds were included in the INCOME records provided. The VAT column is the fourth column in the cashbook and should be checked against the sampled invoices to confirm that VAT has been recorded correctly.

Income

The reviewer confirmed that:

- A sample of income transactions had been reviewed.
- Income had been properly recorded and banked promptly.

Six sample income transactions were checked, and no concerns were raised.

Petty Cash

The reviewer noted some confusion relating to petty cash receipts, although they confirmed that the petty cash float remained within the limits set by the Financial Regulations. No further comments were provided.

Officer comment: There were only three petty cash transactions during the quarter, recorded as transactions 752, 753 and 754, and these were all held in the March invoice folder. A typing error was noted on transaction 752, where the invoice date should have shown 2025 rather than 2026. Transaction 753 related to £2.40, but the receipt also included another purchase, which should have been crossed out to avoid confusion.

VAT

The review identified an area where evidence could not be fully verified:

- The reviewer stated they were unable to clearly verify VAT refunds within the cashbook.
- They also indicated that VAT had not been reclaimed during the quarter.
- A further comment noted that the VAT account could not be readily verified from the records provided.

Officer comment: VAT refunds were included in the records provided in a separate folder called 'VAT'. Transaction 510 shows the VAT refund received in March 2026 and this is also recorded in the Income Cashbook and Income Sheets. Further evidence was also provided from 2026/27, with transaction 46 showing the fourth-quarter VAT refund received on 14 April.

Payroll

The reviewer confirmed that:

- HMRC and pension submissions had been completed.
- Councillor payroll checks were evidenced appropriately.

No payroll concerns were raised.

Governance Checks

The reviewer confirmed that:

- The Council's budget had been approved.
- The precept had been approved and minuted.
- Small grant applications had been considered appropriately.
- Small grant payments had been approved before payment.

- The effectiveness of internal control had been reviewed during the financial year.

No comments were made regarding grant reporting. However, the reviewer noted that the last agenda available on the website was dated 8 May 2026.

Officer comment: The June Council agenda had been uploaded to the website, but the date on the link had been entered incorrectly so it displayed as February. The link was for the June documents and the agenda was present, but showing the wrong month. This has now been corrected.

Overall Conclusion

The reviewer provided overall assurance that the Council's internal controls were operating effectively. A small number of comments were raised during the review; however, following review by the Town Clerk, it was confirmed that the relevant supporting information had been provided and was available within the Council's records.

The comments therefore appear to relate mainly to the reviewer's ability to locate and cross-reference the evidence, rather than to any absence of documentation or weakness in the Council's internal control arrangements.

The matters noted related to:

- locating VAT refund information within the VAT and income records;
- cross-referencing petty cash receipts within the March invoice folder;
- identifying VAT entries within the cashbook and supporting income records; and
- a website date error affecting how the June agenda appeared online.

Following clarification, no significant weaknesses in financial control or governance were identified.

To assist future councillor reviews, it was suggested that clearer guidance, including simple cross-referencing notes or a flowchart, be provided to help reviewers locate the relevant records more easily.

[View results](#)

Respondent

1

Anonymous

75:46

Time to complete

GENERAL

1. What is your name? *

Tracey Goodwin

2. Please select the date that the review was completed: *

15/06/2026



CASHBOOK & BANK STATEMENTS

3. I have reviewed the CASHBOOK and confirm that it is up to date. *

- ☒ YES
- ☐ NO
- ☐ Other

4. I have reviewed the BANK STATEMENTS and am satisfied that the balances agree. *

- ☒ YES
- ☐ NO
- ☐ Other

5. I confirm that BANK RECONCILIATIONS are prepared monthly and are independently verified by a Councillor. *

- ☒ YES
- ☐ NO
- ☐ Other

6. Do you have any questions or comments about the cashbooks or bank statements?

No answer provided.

PAYMENTS & AUTHORISATION

7. I confirm I have reviewed a **sample** of payments for the quarter. *

- ☒ YES
- ☐ NO
- ☐ Other

8. I confirm that invoices matched the amounts paid and payees. *

- ☒ YES
- ☐ NO
- ☐ Other

9. I confirm that payments were supported by an invoice or documentation. *

- ☒ YES
- ☐ NO
- ☐ Other

10. Payments were approved by Council in accordance with our procedures. *

- ☒ Yes
- ☐ No
- ☐ Other

11. How many sample payments did you check? *

8

12. Do you have any comments or queries about payments?

difficulty finding Vat refunded to the council

INCOME

13. I confirm that I have reviewed a **sample** of income transactions. *

- ☒ YES
- ☐ NO
- ☐ Other

14. I confirm that income was properly recorded and banked promptly. (Banking date is shown at 'cashed' on the transaction list) *

- ☒ YES
- ☐ NO
- ☐ Other

15. How many sample income transactions did you check? *

6

16. Do you have any comments or queries about income?

No answer provided.

PETTY CASH

17. I have checked a **sample** of Petty Cash transactions. *

- ☐ YES
- ☐ NO
- ☐ NO PETTY CASH USED THIS QUARTER
- ☒ c0nfusion with petty cash reciepts

18. I confirm that the Petty Cash float is reasonable and within limits set out in Financial Regulations (£250.00) *

- ☒ YES
- ☐ NO
- ☐ Other

19. Do you have any comments or queries about Petty Cash?

No answer provided.

VAT

20. I confirm that VAT is correctly recorded within the CASHBOOK. *

- ☐ YES
- ☐ NO
- ☒ unable to verify refunds clearly

21. I confirm that VAT has been reclaimed during the quarter. (See evidence in VAT folder) *

- ☐ YES
- ☒ NO
- ☐ Other

22. Do you have any questions or comments about VAT?

unable to verify to account

PAYROLL

23. I confirm that HMRC and Pension submissions are completed - This is evidenced in the CASHBOOK. *

- ☒ YES
- ☐ NO
- ☐ Other

24. I confirm that member checks on payroll are evidenced. (See evidence in PAYROLL folder) *

- ☒ YES
- ☐ NO
- ☐ Other

25. Do you have any questions or comments about Payroll?

No answer provided.

GOVERNANCE CHECKS

26. Has a BUDGET been prepared for the new financial year and agreed by Council? (Council 03.02.26 Minute 180)

- ☒ YES
- ☐ NO
- ☐ Other

27. Has the PRECEPT been agreed and minuted by Council? (Council 03.02.26 Minute 181)

- ☒ Yes
- ☐ No
- ☐ Other

28. Have the SMALL GRANT applications been considered at Finance? (Finance 26.01.26 Minute 034)

- ☒ YES
- ☐ NO
- ☐ Other

29. Have the SMALL GRANT payments been listed for approval at Council before payment? (Council 03.02.26 Minute 182)

- ☒ Yes
- ☐ No
- ☐ Other

30. Has the EFFECTIVENESS OF INTERNAL CONTROL been reviewed during the financial year? (Council 10.03.26 Minute 201)

- ☒ Yes
- ☐ No
- ☐ Other

31. Is there a SMALL GRANT report on the website from the current year?
(Council / Finance / Small Grants)

No answer provided.

32. Is the website up to date with minutes and agendas? (Council / Meetings)

- ☐ Yes
- ☐ No
- ☒ Last agenda recorded 09/05/26

OVERALL ASSURANCE

33. I am satisfied that the Council's internal controls are operating effectively for the period reviewed. *

☒ YES

☐ NO

34. I have raised any issues with the Town Clerk where required. *

☒ YES

☐ NO

☐ NOT APPLICABLE

35. Do you have any final comments?

No answer provided.

**NORMANTON TOWN COUNCIL
FINANCE COMMITTEE**

Monday, 24th August 2026

INTERNAL CONTROLS – QUARTER 1 2026/27

The Quarter 1 internal control reviews were completed by Councillor Mark Jennings and Councillor Clifford Parsons on 24 July 2026.

Both reviewers concluded that the Council's internal controls were operating effectively during the period reviewed. No control weaknesses or issues requiring action were identified.

Cashbook and Bank Statements

Both reviewers confirmed that:

- The cashbook was up to date to 30 June 2026.
- Closing bank statement balances agreed with the bank reconciliations.
- Bank reconciliations were prepared monthly and independently reviewed by a councillor.

No concerns were raised regarding the cashbook or bank statements. One reviewer queried whether interest is paid yearly. This was a request for clarification and did not identify a control weakness and a response was provided.

Payments and Authorisation

Both reviewers confirmed that:

- A sample of 6–10 payments had been reviewed.
- The payee and amount on sampled invoices matched the bank statement and accounting records.
- Sampled transactions were supported by an invoice or other appropriate documentation.
- VAT was recorded in the cashbook where required.

No comments or concerns were raised regarding payments.

Income

Both reviewers confirmed that:

- A sample of 6–10 income transactions had been reviewed.
- Income recorded in the cashbook also appeared on the bank statement or Square transaction report, as appropriate.
- Cash income had been recorded and banked.

No comments or concerns were raised regarding income.

Petty Cash

Both reviewers confirmed that:

- A sample of petty cash transactions had been checked.
- The sampled transactions were included in the cashbook.
- The sampled transactions were supported by a receipt or other appropriate documentation.
- The petty cash float was within the £250 limit set by the Financial Regulations.

No comments or concerns were raised regarding petty cash.

VAT

Both reviewers confirmed that:

- A VAT return had been submitted during the quarter.
- A VAT refund had been received during the quarter.

No comments or concerns were raised regarding VAT.

Payroll

Both reviewers confirmed that:

- HMRC and pension contributions had been submitted and paid.
- There was evidence that member checks on payroll had been completed.

No payroll concerns were raised.

Governance Checks

Both reviewers confirmed that:

- The Annual Town Meeting had been held.
- The Council had elected a Chair (Mayor) at the Annual Meeting of Council in May.
- Standing Orders had been reviewed.
- Financial Regulations had been reviewed.
- The Internal Auditor's report had been received and reviewed by Council.
- The Council had considered the Annual Governance & Accountability Return and Accounting Statements.
- The Council website was up to date with minutes and agendas.

No governance concerns were raised.

Overall Conclusion

Both reviewers provided overall assurance that the Council's internal controls were operating effectively for Quarter 1 of 2026/27.

No issues were identified as requiring action through the review. One reviewer commented that the systems were all working and under control; the other raised no final comments or recommendations.

[View results](#)

Respondent

1

Anonymous

04:36

Time to complete

GENERAL

1. What is your name? *

2. Please select the date that the review was completed: *



CASHBOOK & BANK STATEMENTS

Review the information in the following folders: Cashbooks, Bank Statements, Bank Recs.

3. Is the cashbook up to date? Up to and including 30.06.26 *

☒ YES☐ NO

4. Do the closing bank statement balances agree with the bank reconciliation? *

☒ YES☐ NO

5. Are bank reconciliations prepared monthly and independently reviewed by a councillor? *

☒ YES☐ NO

6. Do you have any questions or comments about the cashbooks or bank statements?

PAYMENTS

This is money we pay out for goods and services received. Please review the Invoices folder together with the Cashbook and Bank Statements.

7. Have you reviewed a sample of 6-10 payments? *

☒ YES

☐ NO

8. Do the payee and amount on each invoice match the bank statement and accounting records? *

☒ YES

☐ NO

9. Are all sampled transactions supported by an invoice or other appropriate documentation? *

☒ YES

☐ NO

10. Was VAT recorded in the cashbook where required? *

☒ YES

☐ NO

11. Do you have any comments or queries about payments?

No

INCOME

This is money we receive for allotments, events, sponsorship, and precept. Please review Income folder.

12. Have you reviewed a sample of 6-10 income transactions? *

☒ YES

☐ NO

13. Does the income recorded in the cashbook also appear on the bank statement or Square transaction report as appropriate? *

☒ YES

☐ NO

14. Is there evidence that cash income has been recorded and banked? *

☒ YES

☐ NO

15. Do you have any comments or queries about income?

No

PETTY CASH

If no petty cash was used during the quarter, please select N/A on each answer and move to the next section. Please review Petty Cash cashbook and statement.

16. Have you checked a sample of petty cash transactions? *

☒ YES

☐ NO

☐ N/A

17. Are the sampled petty cash transactions included in the cashbook? *

☒ YES

☐ NO

☐ N/A

18. Are all sampled petty cash transactions supported by a receipt or other appropriate documentation? *

☒ YES

☐ NO

☐ N/A

19. Is the petty cash float within the £250 limit set by Financial Regulations? *

☒ YES

☐ NO

20. Do you have any comments or queries about Petty Cash?

No

VAT CLAIM

Please review the VAT folder.

N

21. Has VAT return been submitted during the quarter? *

☒ YES

☐ NO

22. Has VAT refund been received during the quarter? *

☒ YES

☐ NO

23. Do you have any questions or comments about VAT?

No

PAYROLL

Please review the Payroll folder along with the cashbook for the Current Account.

24. Have HMRC and pension contributions been submitted and paid? *

☒ YES

☐ NO

25. Is there evidence that member checks on payroll have been completed? *

☒ YES

☐ NO

26. Do you have any questions or comments about Payroll?

No

GOVERNANCE CHECKS

Please review the Governance folder

27. Has the Town Council held the ANNUAL TOWN MEETING (Meeting of the Electors)?

☒ YES

☐ NO

28. Did the Council elect a Chair (Mayor) at the Annual Meeting of Council in May?

☒ YES

☐ NO

29. Have Standing Orders been reviewed?

☒ YES

☐ NO

30. Have Financial Regulations been reviewed?

☒ YES

☐ NO

31. Has the report of the Internal Auditor been received and reviewed by Council?

☒ YES

☐ NO

32. Has the Council considered the Annual Governance & Accounting Return and Accounting Statements?

☒ YES

☐ NO

33. Is the website up to date with minutes and agendas? (Council / Meetings)

☒ YES

☐ NO

OVERALL ASSURANCE

34. I am satisfied that the Council's internal controls are operating effectively for the period reviewed. *

☒ YES

☐ NO

35. I have raised any issues with the Town Clerk where required. *

- ☐ YES
- ☐ NO
- ☒ NOT APPLICABLE

36. Do you have any final comments or recommendations arising from your review?

Systems are all working and under control.

[View results](#)

Respondent

2

Anonymous

557:17

Time to complete

GENERAL

1. What is your name? *

2. Please select the date that the review was completed: *



CASHBOOK & BANK STATEMENTS

Review the information in the following folders: Cashbooks, Bank Statements, Bank Recs.

3. Is the cashbook up to date? Up to and including 30.06.26 *

☒ YES☐ NO

4. Do the closing bank statement balances agree with the bank reconciliation? *

☒ YES☐ NO

5. Are bank reconciliations prepared monthly and independently reviewed by a councillor? *

☒ YES☐ NO

6. Do you have any questions or comments about the cashbooks or bank statements?

PAYMENTS

This is money we pay out for goods and services received. Please review the Invoices folder together with the Cashbook and Bank Statements.

7. Have you reviewed a sample of 6-10 payments? *

☒ YES

☐ NO

8. Do the payee and amount on each invoice match the bank statement and accounting records? *

☒ YES

☐ NO

9. Are all sampled transactions supported by an invoice or other appropriate documentation? *

☒ YES

☐ NO

10. Was VAT recorded in the cashbook where required? *

☒ YES

☐ NO

11. Do you have any comments or queries about payments?

No

INCOME

This is money we receive for allotments, events, sponsorship, and precept. Please review Income folder.

12. Have you reviewed a sample of 6-10 income transactions? *

☒ YES

☐ NO

13. Does the income recorded in the cashbook also appear on the bank statement or Square transaction report as appropriate? *

☒ YES

☐ NO

14. Is there evidence that cash income has been recorded and banked? *

☒ YES

☐ NO

15. Do you have any comments or queries about income?

No

PETTY CASH

If no petty cash was used during the quarter, please select N/A on each answer and move to the next section. Please review Petty Cash cashbook and statement.

16. Have you checked a sample of petty cash transactions? *

☒ YES

☐ NO

☐ N/A

17. Are the sampled petty cash transactions included in the cashbook? *

☒ YES

☐ NO

☐ N/A

18. Are all sampled petty cash transactions supported by a receipt or other appropriate documentation? *

☒ YES

☐ NO

☐ N/A

19. Is the petty cash float within the £250 limit set by Financial Regulations? *

☒ YES

☐ NO

20. Do you have any comments or queries about Petty Cash?

No

VAT CLAIM

Please review the VAT folder.

N

21. Has VAT return been submitted during the quarter? *

☒ YES

☐ NO

22. Has VAT refund been received during the quarter? *

☒ YES

☐ NO

23. Do you have any questions or comments about VAT?

No

PAYROLL

Please review the Payroll folder along with the cashbook for the Current Account.

24. Have HMRC and pension contributions been submitted and paid? *

☒ YES

☐ NO

25. Is there evidence that member checks on payroll have been completed? *

☒ YES

☐ NO

26. Do you have any questions or comments about Payroll?

No

GOVERNANCE CHECKS

Please review the Governance folder

27. Has the Town Council held the ANNUAL TOWN MEETING (Meeting of the Electors)?

☒ YES

☐ NO

28. Did the Council elect a Chair (Mayor) at the Annual Meeting of Council in May?

☒ YES

☐ NO

29. Have Standing Orders been reviewed?

☒ YES

☐ NO

30. Have Financial Regulations been reviewed?

☒ YES

☐ NO

31. Has the report of the Internal Auditor been received and reviewed by Council?

☒ YES

☐ NO

32. Has the Council considered the Annual Governance & Accounting Return and Accounting Statements?

☒ YES

☐ NO

33. Is the website up to date with minutes and agendas? (Council / Meetings)

☒ YES

☐ NO

OVERALL ASSURANCE

34. I am satisfied that the Council's internal controls are operating effectively for the period reviewed. *

☒ YES

☐ NO

35. I have raised any issues with the Town Clerk where required. *

- ☒ YES
- ☐ NO
- ☐ NOT APPLICABLE

36. Do you have any final comments or recommendations arising from your review?

No

FINANCIAL REPORT FOR COMMUNITY INFRASTRUCTURE LEVY FUNDS		
Parish or Town Council: Normanton Town Council		
A - CIL RECEIVED 1st April 2026 - 31st March 2027		
Date		Amount
Apr-26		£0.00
TOTAL		£0.00
B - CIL EXPENDITURE 1st April 2026 - 31st March 2027		
Date	Item	Amount
TOTAL		£0.00
C - PREVIOUS CIL EXPENDITURE		
Date	Item	Amount
Financial year 2022-2023	Normanton Town Hall Refurbishment (entrance, toilets, community meeting rooms)	£76,543.00
TOTAL		£76,543.00
D - CIL RECEIPTS REPAID		
Date re-paid	Reason	Amount
TOTAL		£0.00
E - CIL RECEIPTS FROM PREVIOUS YEARS		
CIL payments made to Normanton TC	Amount Due	Actual
Total Payments Financial Year 2016-2017	£34.91	£0.00
Total Payments Financial Year 2017-2018	£3,128.16	£59.07
Total Payments Financial Year 2018-2019	£2,351.66	£6,171.41
Total Payments Financial Year 2019-2020	£61,752.85	£10,907.68
Total Payments Financial Year 2020-2021	£368.35	£51,277.84
Total Payments Financial Year 2021-2022	£10,788.90	£8,265.88
Total Payments Financial Year 2022-2023	£1,032.36	£3,549.49
Total Payments Financial Year 2023-2024	£0.00	
Overpayment 2016 - 2023	£774.18	
Total Payments Financial Year 2024-2025	£53.16	£53.16
Total Payments Financial Year 2025-2026	£66,521.17	£66,521.17
Total CIL Receipts RECEIVED	£146,805.70	£146,805.70
F - CIL RECEIPTS RETAINED		
CIL payments made to Normanton TC		
CIL Retained 2016-2017		£0.00
CIL Retained 2017-2018		£0.00
CIL Retained 2018-2019		£0.00
CIL Retained 2019-2020		£0.00
CIL Retained 2020-2021		£0.00
CIL Retained 2021-2022	To be spent by Oct 2026	£138.88
CIL Retained 2022-2023	To be spent by Apr 2027	£3,549.49
CIL Retained 2023-2024	To be spent by Oct 2027	£0.00
CIL Retained 2024-2025	To be spent by Oct 2029	£53.16
CIL Retained 2025-2026	To be spent by October 2030	£66,521.17
CIL Retained 2026-2027	To be spent by April 2031	£0.00
Total CIL Receipts RETAINED	Total of Section F	£70,262.70
CIL Receipts retained at 31st March 2027.	A + E - B - C	£70,262.70

**NORMANTON TOWN COUNCIL
FINANCE COMMITTEE**

Monday, 24th August 2026

GOV.UK WEBSITE

Purpose of Report

To review the Council's current website arrangements, consider alternative proposals for a replacement website approve the procurement of a new website.

Background

The existing website continues to operate well, and officers have invested considerable time over recent months improving its content, structure and accessibility. However, expectations of town and parish council websites have changed significantly. Increasingly, councils are moving to professionally managed gov.uk websites designed specifically for local government.

Council agreed in March in its Website Accessibility Action Plan, that a new gov.uk website would be procured within 6 months and live within 12 months.

The Council's Internal Auditor has also recommended that consideration be given to moving to a dedicated gov.uk website.

Officers have therefore reviewed the current arrangements and obtained two alternative quotations alongside the existing costs for Members' consideration. A third quote was requested from another company but was not provided.

Current Website Provision

The Council currently pays £127.45 per month (£1,529.40 + VAT per year to our existing provider for website hosting, security and maintenance.

The website was originally developed in 2017 at a cost of £3,925, with approximately £2,200 subsequently spent on additional development and improvements.

The current package includes:

- Website hosting
- Website security
- Website maintenance

Whilst the website remains operational, it is primarily a hosting and maintenance package rather than a website platform developed specifically for town and parish councils.

Option 1

This supplier is a specialist provider of websites for town and parish councils.

Its proposal includes:

- Design and development of a new website.
- Website built to WCAG 2.2 AA accessibility standards.
- Hosting on UK servers.
- SSL security.
- WordPress content management system.
- Management of the Council's gov.uk domain.
- Migration of statutory content.
- Initial Officer training.
- Monthly refresher sessions.
- Access to the Council Website Learning Centre.
- Software updates and technical support.
- Ongoing accessibility guidance.

Core Costs

Description	Cost (ex VAT)
Website build and implementation	£999 (£899 for SLCC members)
Annual platform subscription (Year 2 onwards)	£299
gov.uk domain renewal and DNS management	£100
Ongoing Annual Cost (basic)	£399

Additional Content Migration

The quotation includes the transfer of the Council's statutory information comprising:

- Two years of agendas and minutes
- Policies
- Councillor information
- Finance information
- Six years of AGAR documents
- One year of news and events

Following a review of the Council's existing website, officers estimate that approximately:

- 8 additional website pages; and
- 350 additional document uploads

would also require transferring.

Based on the charges set out in the quote, this would incur an estimated additional implementation cost of:

Additional Content	Estimated Cost (ex VAT)
8 additional pages @ £10	£80
350 documents @ £2	£700
Estimated additional migration cost	£780

This would give an estimated implementation cost of approximately £1,779 plus VAT (or £1,679 plus VAT if the SLCC member discount applies).

Optional Modules

The supplier also offers optional modules which can be added if required.

Optional Module	Cost (ex VAT)
Online forms, polls and consultation builder	£50 per year
Planning portal integration	£100 per year
Private members' area	£100 per year
Online payments module	£500 one-off
Event ticket sales module*	£250 one-off
WCAG compliance monitoring and reporting	£299 per year
Extended support (12 hours)	£720 per year
Additional Storage of files per 1GB	£100 per year

*Requires the Online Payments Module.

These modules are optional and can be introduced at any stage should the Council require additional functionality.

Initially, it would be suggested that extended support at a cost of £720.00 per year (for the first twelve months) and WCAG compliance at £299.00 per year are included. The use of online forms and online payments would be a useful feature in the future but if affordable from the budget it could be included as part of the build.

Option 2 –

This provider has submitted a quotation for a bespoke website.

The proposal includes migration of the existing website taking a total of two hours.

Core Costs

Service	Cost (ex VAT)
Website migration	£120.00
gov.uk domain	£30 per year
Backup licence	£50 per year

Optional Annual Services

Service	Cost (ex VAT)
Website hosting	£150
SSL certificate	£50
Website maintenance	£120

If all optional annual services were selected, the ongoing annual cost would be £400 excluding VAT, together with the one-off migration cost of £120.

There are no additional features available with this website.

Comparison

Feature	EXISTING	OPTION 1	OPTION 2
New website	NO	✓	✓
Specialist council platform	NO	✓	NO
gov.uk management	NO	✓	✓
WCAG accessibility	NO	WCAG 2.2 AA	NO
Officer training	NO	✓	NO
Learning resources	NO	✓	NO
Hosting	Included	Included	Optional
Maintenance	Included	Included	Optional
Future expansion modules	Limited	Extensive	Limited

Financial Comparison

Provider	Initial Cost	Annual Cost
EXISTING	N/A	£1,529.40
OPTION 1	£1,779*	£1,418.00~
OPTION 2	£120	£400.00

*Includes estimated additional migration of 8 website pages and approximately 350 documents. If online payments were included this would increase to £2,279.00. If additional storage of documents is required, this would be charged at £100.00 per GB per year.

~ Includes extended support and WCAG reporting. If online forms were included, this would increase to £1,468.00.

Financial Implications

Retaining the existing website will result in continued annual costs of £1,529.40 excluding VAT.

An Earmarked Reserve for the creation of a new website has been established which provides up to £5,000.00 for the initial set up.

Option 1 would cost in the region of £2,279.00 to fully implement and a further £1,468.00 per year thereafter.

Option 2 would cost £120.00 to implement and a further £400.00 per year thereafter.

Both options are fully affordable from the existing EMR, and the ongoing costs are lower than the existing provider and would therefore provide a budget saving.

**NORMANTON TOWN COUNCIL
FINANCE COMMITTEE**

Monday, 24th August 2026

GILCAR STREET ALLOTMENT FENCE

Purpose of Report

To consider the funding of the proposed installation of V Mesh fencing at Gilcar Street Allotments following a recommendation from the Allotments Committee.

Background

At its meeting held on 15th April 2026 the Allotments Committee considered a quotation for the installation of V Mesh fencing at Gilcar Street Allotments.

The existing boundary fence has deteriorated, and tenants have reported an increase in anti-social behaviour affecting the site. The allotments have experienced more incidents of unauthorised access and vandalism, which has coincided with the recent housing developments surrounding the allotment site.

The proposed replacement fencing is intended to improve security, protect Council assets and help reduce opportunities for unauthorised access.

The Committee resolved:

"That the installation of a V Mesh fence at Gilcar Street Allotments, at an estimated cost of £8,000, be approved in principle, and that the quotation be referred to the Finance Committee for consideration of funding provision, with any required approval to be sought from Full Council."

The proposal has therefore been referred to the Finance Committee to consider the most appropriate source of funding.

Financial Considerations

The estimated cost of the project is £8,000.

The Council has two potential funding sources available:

Option 1 – Allotment Earmarked Reserve

The Council holds an earmarked reserve specifically for allotment fencing works totalling £18,000.

Whilst the reserve could be used to fund the project, doing so would significantly reduce the funds available to respond to any unforeseen repairs or improvements

that may arise in future years. It may be prudent to retain this reserve where possible to provide financial resilience for future maintenance requirements.

Option 2 – Community Infrastructure Levy (CIL)

The Council currently holds £70,262.70 in retained Community Infrastructure Levy (CIL) funds.

Under the Council's agreed priorities for the use of CIL, "Allotment improvements" are specifically identified as an appropriate area for investment.

The proposed fencing would improve the infrastructure of the allotment site by:

- improving site security;
- reducing unauthorised access;
- providing a permanent and durable boundary treatment;
- protecting a community facility used by local residents.

Members may consider that the proposed works fall within the Council's agreed priorities for the use of CIL funding.

Officer Assessment

The Allotments Committee has already considered the operational need for the proposed fencing and has recommended that the works proceed in principle.

The Finance Committee's role is therefore to determine the most appropriate funding source.

Whilst both the Allotment Fencing Earmarked Reserve and Community Infrastructure Levy funds are available, it is suggested that the use of Community Infrastructure Levy represents the more appropriate option.

The project constitutes an improvement to community infrastructure, aligns with the Council's published CIL priorities and can be funded without reducing the Council's earmarked reserve for future allotment repairs or other unforeseen allotment infrastructure works.

Using CIL funding would therefore enable the project to proceed whilst preserving the Council's earmarked reserves for future contingencies.

It should also be noted that £3,741.53 of the CIL EMR must be used within the next twelve months.

Financial Implications

The project is estimated to cost £8,000.00.

Should Members support the proposal to utilise Community Infrastructure Levy (CIL) rather than the Allotment Fencing Earmarked Reserve, approximately £62,262.70 of retained CIL funding would remain available for future eligible infrastructure projects.

Should members wish to utilise the Allotments EMR then around £10,000.00 would be available for future allotment works.

Next Steps

Members are required to agree a recommendation which should then be referred to Council for approval in September.

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Monday, 24th August 2026

PROGRESS WITH INTERNAL AUDIT RECOMMENDATIONS

Purpose of Report

To update members on the actions taken following the meeting held on 18 May 2026, where members received the report of the Internal Auditor and noted the areas highlighted for improvement.

Background

At the meeting held on 18 May 2026, the Elkerlodge Services Internal Audit Checklist was circulated to members. The Town Clerk highlighted the areas for improvement and has provided updates below where appropriate.

Action highlighted	Update / current position
Minutes for 2015 should be added to the website.	Pending outcome of the website changeover.
Disciplinary Procedure to be added to the website.	Completed.
Terms of Reference for Committees to be added to the website.	These were already included but have been revised and re-uploaded.
Grievance Procedure to be added to the website.	This was already included on the website.
Business Continuity Plan recommended for addition to the website.	Not added for security reasons, as the document contains sensitive supplier account information.
Policies to be uploaded in alphabetical order to assist with searching for documents.	Completed.
Updating historical minutes to remove hyperlinks.	Being completed weekly. To date 27 of 48 have been completed.

Summary

Members are asked to note the progress made against the actions highlighted following the Internal Audit report. Most actions have now been completed. The outstanding items are the upload of the 2015 minutes, which remains pending until the website changeover has been completed, and the weekly updating of historical minutes to remove hyperlinks, with 27 of 48 completed to date.

NORMANTON TOWN COUNCIL RESERVES POLICY

Introduction

Normanton Town Council must maintain adequate financial reserves to support its financial stability and meet future spending commitments.

This policy explains how the Council will determine, maintain and review its financial reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

However, there is no specified minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

The Council holds two types of reserve:

- **General Reserves** – funds available to deal with unexpected costs or financial pressures.
- **Earmarked Reserves** – funds set aside for a specific purpose.

Earmarked reserves can be held for several reasons:

- **Renewals** – to fund the planned replacement of vehicles, equipment, buildings and infrastructure without creating significant fluctuations in annual budgets.
- **Carried forward budgets** – where funding has been approved for a project but cannot be spent within the current financial year.
- **Insurance reserve** – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements. Any decision to set up a reserve must be made by the Council.

Expenditure from reserves can only be authorised by the Council.

Reserves should not be used to fund day-to-day running costs. This would not be sustainable because, once spent, the reserves would be exhausted.

Where reserves are used to cover a short-term funding gap, they should normally be replenished in the following financial year.

An earmarked reserve used for the purpose for which it was established would not normally require replenishment unless the Council considers it appropriate.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.

The Council's Financial Risk Assessment is reviewed as part of the annual budget and year-end accounting process. This helps identify known financial risks and determine an appropriate level of reserves.

General Reserves

The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Short-term Financial Risks

In order to assess the adequacy of the general reserve, the Council must take account of the strategic operational and financial risks faced. The level of the reserve for the forthcoming year must be based upon a risk assessment of the Council's income and expenditure and take into account any contingencies that may be required.

The short terms risks that the Town Council faces, with particular reference to its current plans include:

Lower than expected income

- Lower allotment income.
- Lower income from room hire or events.
- Reduced grant funding.
- Other unexpected reductions in income.

Higher than expected expenditure

- Inflation.
- Capital project overspends.
- Uninsured losses.
- Professional fees.
- Increased property running costs.
- Staff absences requiring temporary cover.
- Other unforeseen expenditure.

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

- Funding the repairs or replacement of assets.
- Changes to legislation e.g. income generated by CIL

Current level of Financial Reserves

The level of financial reserves will be reviewed annually as part of the budget-setting process and approved by the Town Council.

The Council has determined that General Reserves should normally be maintained at 25% of Net Revenue Expenditure. This level will be reviewed annually as part of the budget-setting process to ensure it remains appropriate.

Net Revenue Expenditure is the Council's annual cost of providing its day-to-day services after deducting income from fees, charges, grants and other revenue sources. It excludes capital expenditure and transfers to or from reserves.