

NORTH WALSHAM TOWN COUNCIL
14 June 2016



^{SPECIAL}
Minutes of the Meeting of the Town Council held on June 2016 ¹⁴

Chair:

Cllr B Hester

Town Councillors Present:

Cllr G Bull

Cllr F Choudhury

Cllr J Melville

Cllr M Seward

Cllr A Thirtle

Cllr B West

Cllr J Witte

Cllr A Canham

Cllr A Fryer

Cllr R Murphy

Cllr S Stuckey

Cllr D Turner

Cllr E Wheeler

County Councillors Present:

District Councillors Present:

The meeting opened at 19:00

Part I: Open to the Press and Members of the Public

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

None were declared.

(b) Apologies for Absence

Apologies were received from Cllr Sims.

2 FINANCE

(a) Audited year-end accounts

Further queries were raised, as follows:

- Market barrier and rent accrued but not received and written off @ £1,210
 - This related to the Thursday market, and was likely to be outstanding rent from a stall that no longer attended. A full breakdown would be provided.
- CCTV depreciation
 - Straight line over five years, with cameras replaced on rotation across the three towns involved in the agreement with Secure Defence Ltd
- War Memorial Park
 - Further clarification was sought on the 40% increase attributed to pay rises and 163% on new mowers



NORTH WALSHAM TOWN COUNCIL
14 June 2016

- Some queries were raised in relation to contracts and named individuals, and would be taken in Part II.

As proposed by Cllr Melville and seconded by Cllr Witte it was **RESOLVED**

To ask the Town Clerk to investigate further and report at the meeting on 28 June 2016.

(b) Revised Financial Regulations

The Town Clerk had circulated electronic copy of the Revised Financial Regulations, and confirmed that the agreed amendments had been made.

Following further discussion in relation to internet banking, it was agreed that a back-up option was needed in the event of the Town Clerk being unavailable due to leave or illness. As proposed by Cllr West and seconded by Cllr Murphy, it was **RESOLVED**

That, subject to further amendments to paragraphs 6.7 and 6.16 to allow the Assistant Clerk – Finance to act in these circumstances, final approval of the revised regulations would be delegated to the Town Mayor and Deputy Mayor, and the agreed version circulated to Members.

EXCLUSION OF THE PUBLIC AND PRESS

As proposed by Cllr Turner and seconded by Cllr Murphy, it was **RESOLVED**

That due to the confidential nature of the matters to be discussed, members of the public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 1.5.

The meeting closed at 19:29

BY

NORTH WALSHAM TOWN COUNCIL
14 June 2016

Part II: Press and Members of the Public Excluded

(a) Audited year-end accounts

- Midland Road Car Park
 - This had not been included in the accounts because the Town Council had not been invoiced since Year 1 of the lease and therefore nothing had been paid since then.
 - As proposed by Cllr Bull and seconded by Cllr Witte, it was **RESOLVED**

That funds to cover the cost of backdated invoices should be earmarked in reserves for this purpose.

- Debts outstanding
 - Most of the market tolls outstanding as at 31 March 2016 had now been paid. The one exception was Artisan Bakery, due to health problems. The Market Manager had agreed a payment plan to recover the outstanding fees.
 - Cemetery Lodge: As proposed by Cllr Bull and seconded by Cllr Witte, it was **RESOLVED**

To ask the Town Clerk to formalise recovery of the arrears in writing through a Payment Plan, and to check the lease position with regards to continued arrears.

As proposed by Cllr West and seconded by Cllr Melville, it was **RESOLVED**

To ask the Town Mayor and Deputy Mayor to review the amended documents and, if satisfied, to delegate to them the authority to sign them off on behalf of the full Council.

BY