



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 10 February 2022, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Cracknell (Chair); Cllr Heinrich; Cllr Sims

Town Clerk: Ms Shields

The meeting opened at 18.30

Cllr Hester has resigned from this committee as of 25.1.22

1. APOLOGIES FOR ABSENCE

Cllr Shaw (work)

2. DECLARATIONS OF INTEREST

Pecuniary interest: None

Personal interest: None

3. TO APPROVE MINUTES OF PREVIOUS MEETING - emailed with Agenda

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Heinrich and seconded by Cllr Sims, it was **RESOLVED** that the minutes of the meeting held on 11.11.21 be agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (attached)

5. TO REVIEW POLICIES & ToR'S - for recommendation to annual Council meeting

5.1 Finance ToR's – consider changing grants from £750 to £1,000

It was discussed to keep the amount at up to £750, but to add ONLY to the form, and to be decided at meetings in February, June and October

5.2 Financial Risk Management – approve rewritten risk management

It was discussed to approve, as all financial risks had been covered

5.3 Grant Awards Policy – approve revamped application form

Revamped form was approved and decided to also add 'up to £750 ONLY', 'decided at meetings in February, June and October' as TOR's as above and 'enclose Latest Business Plan'

5.4 Financial Regulations – amended last meeting

No changes were necessary

As proposed by Cllr Sims and seconded by Cllr Heinrich, it was **RESOLVED** to approve above amendments for recommendation to Annual Council meeting

6. TO CONSIDER NWTC FEES

6.1 Allotments

6.2 Markets

Initials.....

Date:.....



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6.3 Burials

6.4 Pavilion Rent

It was discussed that as we had just been through a 2 year Covid pandemic, it would be best not to raise any of the NWTC fees for the 2022/2023 financial year

7. TO REVIEW ASSET REGISTER & INSURANCE

The Asset register and insurance was scrutinised and agreed that all new equipment had been added

As proposed by Cllr Cracknell and seconded by Cllr Heinrich, it was **RESOLVED to approve the Asset Register & Insurance for recommendation to the Annual Council meeting**

8. TO CONSIDER ADDING FINANCE ASSISTANT TO ONLINE BANKING

It was discussed to add the finance assistant to be able view online banking

As proposed by Cllr Heinrich and seconded by Cllr Sims, it was **RESOLVED to add Finance Assistant to view online banking**

9. TO CONSIDER STREETLIGHT TENDERS – for recommendation to Full Council

It was discussed that the cheapest is not always the best and most reliable

As proposed by Cllr Heinrich and seconded by Cllr Sims, it was **RESOLVED to recommend to Full Council**

10. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

None

11. DATE OF NEXT MEETING

The meeting closed at 19.15