



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 15 August 2023, at 18 Kings Arms Street, North Walsham

Present: Cllr Heinrich; Cllr Eastwick; Cllr Wright

Lead Officer: Mrs Cherrie Woods

Members of Public: None

The meeting opened at 13.30

1. TO ELECT A CHAIR OF THE FINANCE COMMITTEE

As proposed by Cllr Wright and seconded by Cllr Eastwick, it was **RESOLVED** for Cllr Hester to be chair of the Finance Committee

2. TO ELECT A VICE CHAIR OF THE FINANCE COMMITTEE

As proposed by Cllr Heinrich and seconded by Cllr Eastwick, it was **RESOLVED** for Cllr Wright to be chair of the Finance Committee

3. APPOINT INTERNAL SCRUTINEER

As proposed by Cllr Wright and seconded by Cllr Heinrich, it was **RESOLVED** for Cllr Eastwick to be appointed as internal scrutineer.

4. APOLOGIES FOR ABSENCE

Cllr Hester

5. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

Pecuniary interest: None

Personal interest: None

6. TO APPROVE MINUTES OF PREVIOUS MEETING - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Heinrich and seconded by Cllr Eastwick, it was **RESOLVED** to approve minutes of the previous committee meeting held on 10 February 2022

7. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (attached)

No further updates

8. TO REVIEW POLICIES & ToR'S

8.1 Finance ToR's – it was discussed to change grants from £750 to a maximum of £1000.

8.2 Finance Regulations 7.10 – it was discussed for salaries to be paid via bacs.

8.3 Finance Regulations 9.6 – It was discussed to update to read 'Scribe Accounts' system as Cash Book is no longer used.

8.4 It was discussed to update financial regulations to include online payments as a payment method.

8.5 Financial Risk Management was reviewed.

Signed:.....


Date:.....




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As proposed by Cllr Wright and seconded by Cllr Heinrich it was **RESOLVED** to approve above amendments as well as discussing 2.4, removing 6.10 and 6.5 as no longer. This will be a recommendation for Annual Council meeting.

9. PRECEPT

9.1 Precept was discussed including inflation as it was noted that there has been no increase for 3 years. **DEFERRED** to the next meeting.

9.2 It was discussed for a potential annual budget for councillor training and staff. This was **DEFERRED** to the next meeting.

10. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

Precept & Budget
Grant Applications

11. DATE OF NEXT MEETING

17th October at 13.30

The meeting closed at 14:30

Signed:.....

Date:.....

12.10.23