



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 19th July 2024, at Cedar House, New Road, North Walsham NR28 9DE

Present: Cllr Seward, Cllr Hester, Cllr Heinrich, Cllr Ginbey

Town Clerk: Wendy Murphy

RFO: Cherrie Woods

The meeting opened at 13.00

1. APOLOGIES FOR ABSCENCE

Cllr Eastwick

2. DECLARATIONS OF INTEREST

Cllr Seward - NWIB, Community Transport

3. TO APPROVE MINUTES OF PREVIOUS MEETING

The Minutes of 22nd April 2024 will be signed at the next Full Council Meeting

The Minutes of 17th June 2024 which had previously been distributed were signed as a true and accurate record by the Chairman.

4. UPDATE ON MATTER FROM PREVIOUS MINUTES

None

5. TO RECEIVE AN UPDATE ON BANK ACCOUNTS

5.1 It was agreed to open another Unity Trust Account for wages and a Unity Trust Savings account
The CCLA account is in the process of being opened and the Redwood account is fully opened and £85,000 has been transferred to this account.

The Clerk/RFO will look into longer term accounts

6. TO RECEIVE AN UPDATE ON PARK CHARITY ACCOUNT

As proposed by Cllr Seward and seconded by Cllr Ginbey and all in favour it was agreed for the clerk to arrange a meeting of trustees once all the information is received

7. TO RECEIVE AN UPDATE ON INTERNAL AUDTIOR VISIT

It was agreed for this to be arranged for the second week in September. The Clerk will arrange for the chairman to come and meet the Internal Auditor at the beginning of the meeting. A Committee meeting will be arranged to receive their report and make any decisions needed

8. TO AGREE TIMES OF MEETINGS

As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all in favour it was agreed to have the Finance Meetings in the evenings starting at 18.00pm. Then RFO will be consulted to make sure that the meetings are arranged around her availability.

9. TO CONSIDER A QUPOTE RECEIVED FOR A SHREDDING CONTRACT

As proposed by Cllr Seward and seconded by Cllr Hester and all in favour it was RESOLVED to make a recommendation to Council to agree a 2-year shredding contract with Shred Station at a cost of £30.00 plus vat per collection.

Signed:.....

Date:.....



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10. TO RECEIVE FINANCE REPORTS

These were received and it was agreed to ask the Internal Auditors advice on Earmarked Reserves and General Reserves

As proposed by Cllr Seward and seconded by Cllr Heinrich and all in favour it was RESOLVED for the RFO to submit a projected expenditure up to March 2025.

11. TO DISCUSS INTERNAL CONTROLS

It was agreed that the Clerk/RFO had £1,500 delegated spend on Health and Safety spend.

12. TO RECEIVE REPORTS FROM RFO

12.1 As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all in favour it was RESOLVED to recommend to Full Council the purchase of a Sum Up card machine at a cost of £79.00

12.2 As proposed by Cllr Seward and seconded by Cllr Hester and all in favour it was RESOLVED to recommend to Full Council the purchase of 80 Chairs and two trolleys at a cost of £2082.00 Nett

12.3 As proposed by Cllr Seward and seconded by Cllr Hester and all in favour it was RESOLVED to recommend to Full Council the purchase of 14 Black Tables at a cost of £906.50 Nett

It was also proposed by Cllr Seward and seconded by Cllr Hester and all in favour to recommend to full council to purchase a second-hand ISO container with a maximum cost of £1,500 including delivery.

13. GRANTS AND DONATIONS

As proposed by Cllr Hester and seconded by Cllr Seward and all in favour it was RESOLVED to recommend to Full Council a donation to Norfolk Community Transport for £2,000.

13 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)

Internal Audit Report

Provisional Forecast 24/25

Bank Account Recommendations

Earmark Reserve/General Reserve Recommendations

13. DATE OF NEXT MEETING

20th September 2024 18.00

Meeting closed at 14.26