



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 20 September 2024, at Cedar House, New Road, North Walsham NR28 9DE

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

Town Clerk: Wendy Murphy

The meeting opened at 18.00

1. APOLOGIES FOR ABSCENCE

RFO - Cherrie Woods due to illness

2. DECLARATIONS OF INTEREST

None

3. TO APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr Hester and seconded by Cllr Heinrich and all in favour the minutes of 19th July 2024 which had previously been distributed were signed as a true and accurate record by the Chairman.

4. UPDATE ON MATTER FROM PREVIOUS MINUTES

The clerk confirmed that both the CCLA and Redwood savings accounts had been opened.

5. TO RECEIVE THE INTERNAL AUDITOR REPORT AND MAKE ANY RECOMMENDATIONS

As proposed by Cllr Hester and seconded by Cllr Ginbey and all in favour it was AGREED to accept the internal Auditors recommendations

Internal Control Schedule to be put in place

Fidelity Insurance to be increased

AGAR from previous years to be published

Precept to be agreed

Adopt a Reserves Policy

War Memorial Park Charity Account to be opened

Continuous pages on minutes

A copy of the Internal Audit will be sent to all Councillors.

6. TO RECEIVE AN UPDATE ON BANK ACCOUNTS AND INVESTMENT ACCOUNT

The clerk confirmed that the Wages account and savings account was still with Natwest. She will look at moving these to Unity as previously agreed. She confirmed that Unity does not offer a sweeping facility therefore the accounts will need to be looked at every and transfers will need to be done when required.

The Investment accounts will be deferred until the next meeting.

As proposed by Cllr Ginbey and seconded by Cllr Seward and all in favour it was AGREED for the clerk to look into a charge card with Untiy Trust that will be paid in full at the end of every month.

Signed:.....

Date:.....



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7. TO RECEIVE A REPORT ON PROJECTED END OF YEAR FORCAST FOR INCOME AND EXPENDITURE

No report has been done. As proposed by Cllr Heinrich and seconded by Cllr Eastwick and all in favour it was agreed for the clerk to look at getting this done to be presented at the next meeting.

8. TO RECEIVE AND AGREE A RESERVES POLICY TO BE PRESENTED TO FULL COUNCIL

As proposed by Cllr Seward and seconded by Cllr Ginbey and all in favour it was agreed to combine the Policies that were presented and come back to November meeting for with a Town Council draft policy.

9. REPORTING OF COUNCIL TAX PRECEPT AND BUDGET 2025/20206

As proposed by Cllr Ginbey and seconded by Cllr Hester and all in favour it was AGREED that the Precept amount must be agreed at a Full Council meeting The Committee are looking to get this done by November along with a 2025/2026 Budget. A 3 year forecast is required. The committee will be making a recommendation of Earmarked Reserves and a figure will be agreed for General Reserves. There will be a statement of Investment and Funds that will also be presented to Full Council.

10. TO RECEIVE AND CONSIDER 3 MOBILE PHONE CONTRACTS AND MAKE ANY RECOMMENDATIONS

As proposed by Cllr Eastwick and seconded by Cllr Heinrich and all in favour it was agreed to get 3 mobile phones on a 3 year contract from the Digital Phone Company in the Market Place

11. TO RECEIVE AND CONSIDER TABLET 3 TABLETS AND MAKE ANY RECOMMENDATIONS

As proposed by Cllr Eastwick and seconded by Cllr Ginbey and all in favour it was AGREED to get 3 tablets with a maximum budget of £3,000

12. 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)

- Bank Accounts
- Recommendations
- Forecast
- Donation to Good Neighbours
- Best Practices for data held

13. DATE OF NEXT MEETING

10th October 2024 18.00

Meeting closed at 19.26