



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Finance Meeting

held on 24<sup>th</sup> October 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

**Member of Public:** 1

The meeting opened at 17.30

**1. APOLOGIES FOR ABSCENCE**

None

**2. 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)

Cllr Heinrich – item 7 will stay for the meeting but will abstain from voting

Cllr Eastwick – Declaration from signed for item 13 will stay for the meeting but will abstain from voting

Cllr Hester – Item 8 will stay for the meeting but will abstain from voting

**3. 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 Ginbey and seconded by Cllr Heinrich and all in favour It was agreed to approve the minutes of 20<sup>th</sup> September 2024

As proposed by Cllr Seward and seconded by Cllr Ginbey and all in favour it was agreed to approve the minutes of 10<sup>th</sup> October 2024

**4. UPDATE ON MATTERS FROM PREVIOUS MINUTES**

The Multipay card is being progressed

**5. TO RECEIVE A FORECAST REPORT**

Councillors received this report and requested a breakdown of Admin leases and agreement cost code. The Clerk will forward this to them

**6. TO RECEIVE INVESTMENT ACCOUNTS AND MAKE ANY**

As proposed by Cllr Ginbey and seconded by Cllr Seward and all in favour it was agreed that a recommendation would be made to Full Council to move £100k into the CCLA account making this £185k. As proposed by Cllr Ginbey and seconded by Cllr Seward and all in favour it was agreed to add the Finance Administrator as a signature for all accounts held

**7. TO AGREE A DONATION TO GOOD NEIGHBOURS**

As proposed by Cllr Seward and seconded by Cllr Hester and with a majority vote it was agreed to recommend to Full Council a donation of £1k on receipt of Chair’s report and full annual accounts being presented.

**8. TO AGREE A GRANT/DONATION TO NORTH WALSHAM CHILDRENS DAY**

As proposed by Cllr Seward and seconded by Cllr Ginbey and with a majority vote it was agreed to recommend to Full Council a donation of £1k on receipt of Chair’s report and full annual accounts being presented.



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**9. TO RECEIVE AN UPDATED RESERVES POLICY**

As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all in favour it was agreed that amendments needed to be made and then recommended to Full Council for adoption.

**10. TO RECEIVE A SCHEDULE AND AGREE BEST PRACTICES FOR DATA HELD**

As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all in favour it was agreed to recommend to full council for adoption

**11. TO AGREE 2 MOBILE PHONES AND ONLY ONE TABLET FOR STAFF**

As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all in favour it was agreed to go ahead with these purchases.

**12. TO AGREE THE PURCHASE OF TABLETS FOR COUNCILLOR**

As proposed by Cllr Seward and seconded by Cllr Ginbey and with a majority vote it was recommended that Full council be asked if this is something that councillors require.

**13. TO AGREE AN INSURANCE QUOTE FOR THE PAVILLION AT THE WAR MEMORIAL PARK**

As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all in favour it was agreed to recommend to Full Council to accept the quote of £6400.00

**14. 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)

- Budget
- Internal Control Policy

**15. DATE OF NEXT MEETING**

11<sup>th</sup> November 2024 18.00

Meeting closed at 18.37

**16. TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**

Cllr Seward gave a report to committee