



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Finance Meeting

held on 17<sup>th</sup> June 2024, at Cedar House, New Road, North Walsham NR28 9DE

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

**Town Clerk:** Wendy Murphy

The meeting opened at 18.30

**1. TO ELECT A CHAIR OF THE FINANCE COMMITTEE**

As proposed by Cllr Hester and seconded by Cllr Heinrich and all in favour it was RESOLVED to elect Cllr Seward as Chair.

**2. TO ELECT A VICE CHAIR OF THE FINANCE COMMITTEE**

As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all in favour it was RESOLVED to elect Cllr Hester as Vice Chair.

**3. APPOINT INTERNAL SCRUTINEER – This should not be a bank signatory**

As proposed by Cllr Hester and seconded by Cllr Ginbey and all in favour it was RESOLVED to appoint Cllr Heinrich as Internal Scrutineer.

**4. APOLOGIES FOR ABSENCE**

Cllr Eastwick

**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)

Cllr Seward NWIB

**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 Seward and seconded by Cllr Heinrich and all in favour It was agreed to approve the minutes of 22<sup>nd</sup> April 2024 at the next Finance.

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

No Updates

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

- Finance & Grants ToR's – As proposed by Cllr Hester and seconded by Cllr Heinrich and all in favour it was recommended to consider looking at grants that come in at every meeting
- Review Financial Regulations – As proposed by Cllr Hester and seconded by Cllr Seward and all in favour it was recommended to amend the Financial Regulations at 6.9 to read the Clerk and RFO shall have delegated authority to authorise payment up to £1,500 (by either Financial Regulation 6.9-In conjunction with Council Chair or Vice Chair, or Committee Chair within budget under £1,000; OR 6.9-Urgent, essential, health & safety or if the Clerk deems necessary)
- Review Financial Risk Management. – As proposed by Cllr Hester and seconded by Cllr Ginbey and all in favour it was RESOLVED to recommend the Financial Risk Management Policy with no changes.



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**9. TO CONSIDER THE PURCHASE OF A CARD MACHINE**

Costs for a card machine will be brought to the next Finance Meeting

**10. TO RECEIVE THE RFO REPORT**

The RFO gave her report and it was agreed that a recommendation would be made to Full Council to accept the figure received from Saunders insurance company for the Bus Shelter and the council to pay for the difference.

**11. TO AGREE BANK SIGNATORIES ON ALL ACCOUNTS**

As proposed by Cllr Hester and seconded by Cllr Ginbey and all in favour it was RESOLVED to add the Clerk and RFO to all bank mandates as a signatory.

**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)

General Reserves / Earmarked Reserves  
Park Charity Account

**13. DATE OF NEXT MEETING**

19<sup>th</sup> July 2024 1pm

Meeting closed at 19.40