



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Finance Meeting

held on 28th July 2025, at Cedar House, New Road, North Walsham NR28 9DE

**Present:** Cllr Seward, Cllr Heinrich, Cllr Wright

**Town Clerk:** Wendy Murphy, Jess Page (Finance Officer)

**Member of Public:** 0

The meeting opened at 18.30

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr Smith, Cllr Reid

**2. TO RECEIVE 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

Cllr Heinrich – Good Neighbours

**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 Heinrich and seconded by Cllr Seward and all in favour it was agreed to approve the minutes of 17<sup>th</sup> June 2025.

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

VAT return has been completed and future filings to be brought to finance meeting.

Internal scrutineer visit booked for 31<sup>st</sup> July 2025.

**5. TO RECEIVE RFO REPORT**

Staff pension update to be brought to September meeting following spot checks to clarify if further investigations are required. Staff salary reflections are also required and discussion on increases where necessary **[ACTION WM]**.

**6. TO RECEIVE FINANCE REPORTS**

**6.1** Reserves statement received. WM to look at renaming reserve titles for clarity **[ACTION WM]**.

As proposed by Cllr Seward and seconded by Cllr Heinrich the balance of 'New cemetery' reserve to be brought down to £20,000 with the remaining funds to be put into the general fund **[ACTION WM]**.

As proposed by Cllr Seward and seconded by Cllr Wright the minimum reserve figure to be £120,000 **[ACTION WM]**.

As proposed by Cllr Seward and seconded by Cllr Wright the preliminary works for the welfare unit in the cemetery grounds to be charged to capital cemetery reserve.

**6.2** Receipts and Payments statement received and noted.

**6.3** WM to complete further works in early stages draft budget and projected forecast. It was noted that legal fees and associated costs in relation to salaries is to be taken from reserves and a deficit is to be expected.

Signed:.....

Date:.....



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Finance Meeting

held on 28th July 2025, at Cedar House, New Road, North Walsham NR28 9DE

**7. TO RECEIVE UPDATE ON COST CODING STRUCTURE EXERCISE**

WM has begun the breakdown of codes to simplify and enable transparency of accounts. The 2026 budget preparation will aid this exercise

**8. 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)

WM to draw up costings in relation to salary output, legal fees and further associated costings.

Alongside an investigation into the process of an insurance claim in relation to wages and whether it is a viable outcome [**ACTION WM**].

**9. DATE OF NEXT MEETING**

Monday 15<sup>th</sup> September – 18:30

Meeting closed at 19:33