

## NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
**Town Clerk & RFO**

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To all members of the Finance  
Committee

Our ref: DJ/hs  
Date: 27<sup>th</sup> January 2022  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **WEDNESDAY 2<sup>ND</sup> FEBRUARY 2022** at **2.30pm** at **WOODHOUSE COMMUNITY CENTRE**, Queen Elizabeth Drive, Normanton, WF6 1JF.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

# COVID 19 PROTOCOL

## Symptoms

- If you have any symptoms of Covid 19, you must not attend the meeting and should book a PCR test.

## Covid Testing

- We recommend taking Lateral Flow tests regularly but do not require you to report the result in.

## Upon Arrival

- The doors will be opened ten minutes before the start of the meeting.
- Please proceed to the main hall upon arrival.
- Please sanitise your hands when you arrive.

## Face Coverings / Shields

- The use of face coverings is a matter of personal choice.

## Meeting Room

- The room will accommodate a maximum of 30 people.
- Where a meeting has fewer attendees, seats will be spread out to maintain distancing.
- The windows will be opened for ventilation.

## Refreshments and Equipment

- Refreshments will not be available so please bring your own water.
- We will not provide spare copies of the agenda so please remember to bring yours with you.

## Toilets

- Ladies, gents and unisex disabled toilets are available in the entrance.

**FINANCE COMMITTEE**  
**Wednesday 2<sup>nd</sup> February 2022**  
**AGENDA**

<b>19.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>20.</b>	<b>Members Declarations of Interest</b> To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.	
<b>21.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Finance Committee held on Thursday 28 <sup>th</sup> October 2021 (Minute Numbers 10-18; Page Numbers 4-6) and approve the contents contained therein.	<b>ENC A</b>
<b>22.</b>	<b>Cash Books – Month 7-9</b> To receive the cashbooks for Months 7-9 of the 2021/22 financial year.	<b>ENC B</b>
<b>23.</b>	<b>Bank Reconciliation – Month 7-9</b> To receive the Bank Reconciliation for months 7-9 of the 2021/22 financial year.	<b>ENC C</b>
<b>24.</b>	<b>Balance Sheet</b> To receive the Balance Sheet for Month 9 of the 2021/22 financial year.	<b>ENC D</b>
<b>25.</b>	<b>Budget Review 2021/22</b> To review the budget and actual figures for the 2021/22 financial year.	<b>ENC E</b>
<b>26.</b>	<b>Small Grants</b> To consider the applications for Small Grants.	<b>ENC F</b>
<b>27.</b>	<b>Who Does What Poster</b> To consider a quote for a poster / flyer which informs the public what we do as a Council and what WMDC are responsible for.	

<b>28.</b>	<b>Hanging Baskets – Summer 2022</b> To approve the quote for the summer hanging baskets and floral displays.	
<b>29.</b>	<b>Budget and Precept 2022/23</b> To consider the draft budget and precept with a view to recommending it to Council.	<b>ENC G</b>
<b>30.</b>	<b>Town Hall Budget 2022/23</b> To consider the revised budget for the refurbishment of the Town Hall and agree the funding position.	<b>ENC H</b>