

NORMANTON TOWN COUNCIL

Donna Johnston
Town Clerk & RFO

Tel: 01924 893794
E: enquiries@normantontowncouncil.co.uk



The Town Hall
High Street
Normanton
WF6 2DZ
W: normantontowncouncil.co.uk

To members of the Finance
Committee

Our ref: DJ/hs
Date: 25th April 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Tuesday 30th April 2024** at **1.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', written over a light blue horizontal line.

Mrs Donna Johnston FdA
Town Clerk & RFO.

FINANCE COMMITTEE

Tuesday 30th April 2024 at 1:00pm at Normanton Town Hall

AGENDA

055.	Apologies for Absence To receive apologies for absence.	
056.	Members Declarations of Interest To receive members declarations of interest.	
057.	Minutes To receive and sign the minutes of a meeting of the Finance Committee held on Wednesday 6 th March 2024 (Minute Numbers 038-054; Page Numbers 11-18).	ENC A
058.	Budget Review 2023/24 To consider the budget at the end of the 2023/24 financial year including allocations of Earmarked Reserves.	ENC B
059.	Internal Audit Report To receive the report of the internal auditor following the end of the 2023/24 financial year.	ENC C
060.	Quarterly Internal Audit Checks To receive the Internal Audit Checklists for Q3 and Q4 of the 2023/24 financial year.	ENC D
061.	External Audit To receive the draft External Audit reports before presentation to Council.	TO FOLLOW
062.	Budget 2024/25 To receive the budget to date for the 2024/25 financial year.	ENC E
063.	HP Instant Ink To review the HP Instant Ink subscription.	ENC F
064.	IT Infrastructure and Support To receive a report on IT infrastructure and support.	ENC G
065.	Hanging Baskets To receive an update on the Hanging Basket Column testing.	ENC H

066.	Mayors Appeal To receive an update on the Mayors Appeal and confirm authority to award donations up to the value of the amount raised.	ENC I
-------------	--	--------------

NORMANTON TOWN COUNCIL



MINUTES OF THE FINANCE COMMITTEE

Held on Wednesday 6th March 2024 at 1:00pm at Normanton Town Hall

Present: Councillor A Bones
 Councillor M Jennings
 Councillor H Jones
 Councillor B Mayne – Chairman
 Councillor P Mayne
 Councillor P Sampson
 Councillor R Seal – Vice Chairman

D Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
 Councillor J Pritchard
 Councillor K Wilson, JP

038. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard, Councillor J Pritchard and Councillor K Wilson.

039. Members Declarations of Interest

There were no declarations of interest recorded.

040. Minutes

RESOLVED that the minutes of a meeting of the Finance Committee held on Monday 22nd January 2024 (Minute Numbers 028-037; Page Numbers 7-10) be received as a true record and signed by the Chairman.

041. Small Grants

RESOLVED that the following grants totalling £1,000 be awarded.

Wakefield Wildcats Netball Club
 £500.00

Towards the cost of match bibs.

The Brig Bike Hub

£500.00

Towards the cost of maintenance equipment and tools for the free cycling maintenance workshops.

The balance of £627.51 would be earmarked for any other funding applications.

042. Internal Audit Report

Members received the internal audit report from Internal Audit Yorkshire. The report contained a number of small recommendations, many of which had already been actioned.

1. That the councils Scheme of Delegation and Committee Terms of Reference are reviewed to ensure that they are consistent with each other, and consideration be given to combine this into one core governance document setting out the delegated powers in accordance with the delegation arrangements.

[Completed - Approved by Council 12th December 2023 Minute Number 131.](#)

2. That formal purchase orders be issued by the RFO where it is appropriate to do so which clearly details the authorisation from council minutes or Financial Regulations. Where the role is carried out by the Clerk/RFO and expenditure is incurred by the RFO, the purchase order should be countersigned by another officer to ensure segregation of duties.

[Completed - Purchase orders set up within the Scribe Accounting system with effect from December 2023. POs to be countersigned in every instance to ensure consistency.](#)

3. That a suitably designed authorisation stamp be used for all invoices to evidence the payment control and authorisation checks in accordance with the Financial Regulations and to form an adequate audit trail that can be worked back to where the payment originated from.

[Completed - Stamp in use with effect from 1st January 2024.](#)

4. That the Financial Regulations are reviewed to ensure that any delegated authority to the Clerk to make payments is documented within Financial Regulations 5 and 6.

Completed - Included on the Finance Committee Agenda 6th March 2024 and for adoption at Council 12th March 2024.

5. That the council ceased the administration of the Mayors Charity until advice on Charitable Funds is obtained from the Local County Association.

Completed - Advice obtained from YLCA 7th December 2023. Proposed name change included on the Finance Committee agenda 6th March 2024.

6. That a contracts procurement timetable is created which identifies all regular and fixed term contracts, the contract period and total contract values and that future procurement is considered to ensure that the market is tested and best value for money is secured. Where it is appropriate to do so the council should consider fixed term contracts following any competitive tendering exercise.

Ongoing - Work has started compiling the information into one central spreadsheet.

7. That procedures and internal controls for the making of BACS payments is incorporated within the Financial Regulations.

Completed - Included on the Finance Committee Agenda 6th March 2024 and for adoption at Council 12th March 2024.

8. That consideration be given for business continuity purposes for BACS payments to be set up in the absence of the RFO.

Completed - Included on the Finance Committee Agenda 6th March 2024.

9. That a list of direct debits and Standing Orders included the details of the payment date for payment control purposes.

Completed - Included on the Finance Committee Agenda 6th March 2024 and will be referred to Council in June 2024.

10. That in accordance with the Financial Regulations 5.6, the Clerk/RFO draws up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation including Salaries, PAYE, Pension and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (budgetary controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

Completed - Included on the Finance Committee Agenda 6th March 2024 and will be referred to Council in April 2024.

11. That the council develops and adopts appropriate key holder, building access and security policies as part of its risk management arrangements and updates the risk register as required.

Ongoing - To be discussed by the Property Committee.

12. That the risk register incorporates a risk rating matrix which will assist in identifying the likelihood and impact of risks.

Completed - Included on the Finance Committee Agenda 6th March 2024 and will be referred to Council in April 2024.

13. That the review of effectiveness of internal controls be carried out by the Council prior to 31st March 2024 and the outcome and subsequent actions be formally reported to and recorded within the council minutes.

Included on the Finance Committee Agenda 6th March 2024 and Council Agenda 12th March 2024.

14. That the Financial Regulations include internal controls for managing electronic payments received through the Square Terminal.

Completed - Included on the Finance Committee Agenda 6th March 2024 and for adoption at Council 12th March 2024.

15. That the Financial Regulations 'payment of salaries' be updated to include internal controls for the RFO to retain overall responsibility for the outsourced payroll service.

Completed - Included on the Finance Committee Agenda 6th March 2024 and for adoption at Council 12th March 2024.

16. That a confirmatory letter be issued by the council or staffing committee to employee A confirming the changes to pay scale. A signed copy to be appended to the original contract of employment and retained on file.

Completed - 5th December 2023.

17. That a confirmatory letter be issued to employee B confirming the changes to the pay grading and that a signed letter be appended to the original contract of employment and retained on file.

Completed - 5th December 2023.

18. That Financial Regulations section 7 'payment of salaries' includes internal controls for payments relating to overtime.

Completed - Included on the Finance Committee Agenda 6th March 2024 and for adoption at Council 12th March 2024.

19. That the Financial Regulations include internal controls for the processing of Members and Mayors Allowance.

Completed - Included on the Finance Committee Agenda 6th March 2024 and for adoption at Council 12th March 2024.

RESOLVED that the Internal Audit report be received, and the recommendations noted, and action taken as appropriate.

043. Review of the Effectiveness of Internal Controls

Members carried out a review of the effectiveness of internal controls. Members were mindful of the guidelines contained in the Practitioners Guide on Governance and Accountability.

Members identified the need to carry out in house quarterly internal audit checks and agreed that any two members of the Finance Committee who are not bank signatories would carry out this task.

RESOLVED that the Effectiveness of Internal Controls be reviewed and that a system be established for quarterly internal audit checks to be carried out.

044. Risk Management Assessment

The Risk Management Assessment had been reviewed and included a risk matrix along with colour coded priority rankings as recommended.

RESOLVED that the Risk Management Assessment be reviewed and approved.

045. Business Continuity

RESOLVED that the Administrative Officer be set up to make online payments with the bank in the absence of the Town Clerk.

RESOLVED that the Administrative Officer be set up as an additional card holder to the Lloyds Multi-pay account so that purchases can be made in the absence of the Town Clerk subject to an overall limit of £2,000 and a transaction limit of £1,000.

RESOLVED that Financial Regulations are updated to reflect this change.

046. Mayors Fundraising

RESOLVED that the name of the Mayors fundraising be changed from 'Mayors Charity' to 'Mayors Appeal' in line with advice from YLCA.

047. Financial Regulations

RESOLVED that the Financial regulations be reviewed and updated to reflect the recommendations from the Internal Auditor.

048. Review of Direct Debits

RESOLVED that the list of Direct Debits be reviewed and approved.

049. List of Regular Payments

RESOLVED that the list of regular payments for approval in advance be approved.

050. Review of Insurance Policy

Members considered the insurance renewal including event cancellation insurance for Party @ Haw Hill Park, Gala Weekend and Christmas Lights Switch On.

A number of proposed changes were made and referred back to the Insurer to enable quotes to be prepared.

RESOLVED that the insurance cover is reviewed and updated.

051. Potts Terrace Grass Cutting

RESOLVED that the Service Level Agreement for the maintenance of the land at Potts Terrace be approved at a cost of £418.84 for the 2024/25 financial year.

052. Hanging Baskets 2024-25

Members considered quotes for the provision of Hanging Baskets for summer 2024 and Spring 2025.

There was still some uncertainty about the testing of lamp post columns which was a legal requirement of Wakefield Council / Amey Streetlighting. The column testing was to be charged at £100.00 per column over and above the standard quantity of 65 columns.

It had been difficult to identify a sufficient number of columns that hadn't previously been failed and many columns hadn't been tested before so their status was unknown. Members would review the results of the column testing before agreeing to test any more columns and may need to consider reducing the number of hanging baskets if columns had failed.

RESOLVED that an additional 15 columns were to be tested at a cost of £1,500.00 through Amey Streetlighting.

RESOLVED that the summer 2024 floral display contract be awarded to First Impressions for the planting of flower beds, planters, and flower tower with confirmation of the number of hanging baskets to be confirmed following the columns testing results being provided. The total cost of the contract being £7,300.38 + VAT (including 80 hanging baskets).

RESOLVED that the spring 2025 floral display contract be awarded to First Impressions for the planting of flower beds, planters, and flower tower with confirmation of the number of hanging baskets to be confirmed following the columns testing results being provided. The total cost of the contract being £4,355 + VAT (including 80 hanging baskets).

053. Payroll Provider

Members considered quotes for the provision of Payroll services.

RESOLVED that a three-year contract be awarded to Lofthouse Chartered Accountants on the basis of the quote dated 4th March 2024.

054. Promotional Items

Members considered several quotes for the supply of promotional pens and pencils from the existing budget of £1,200.00.

RESOLVED that 1000 pencils and 1000 pens be purchased from JC One at a cost of £682.00 + VAT.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Tuesday 30th April 2024

BUDGET REVIEW 2023/24

I am pleased to present the budget review for the 2023/24 financial year.

In this report you will find a brief written summary of the key points, along with a Summary of Income and Expenditure for the year.

In the column entitled 'Net Position' you will see a figure in brackets. This is the percentage of the budget remaining.

If you have any specific questions, please could you contact the Clerk before the meeting so that information can be obtained.

BUDGETED EXPENDITURE 2022/23

As this is the fourth quarter, we would expect expenditure to be at 100% of the annual budget.

On the following pages, I will draw your attention to any significant variances of more than 15% in accordance with Financial Regulation 4.8.

Allotments Committee

91 – Cypress Road Allotment

98 – Wentworth Terrace Allotment

Cypress Road and Wentworth Terrace have had an overspend of £177.41 and £720.02 respectively. This is predominantly due to water costs and the removal of asbestos at Wentworth Terrace.

The overspends identified above can be funded through the budget savings achieved by the Allotments Committee during the last financial year.

An overall saving of £4,077.57 has been achieved and this has been earmarked by the Allotments Committee for future capital expenditure.

Events Committee

81 – Party @ Haw Hill Park (INCOME)

The income for Party @ Haw Hill Park is showing as -£12.50.

We had received income of £500 from stalls, but there were bank charges of £12.50 associated with processing the card payments which were deducted at source. We refunded the £500 to the customers which leaves a -£12.50 balance.

Finance Committee

35 - IT Support

IT Support has had an overspend of £1,005.04 (33%) which is predominantly a result of the Microsoft price increases which were imposed during the year. The Finance Committee were previously notified of a potential overspend of around £900.00 in this cost centre.

36 - Website

The Website has had an overspend of £1,224.40 (74%) which is due to the unbudgeted upgrade of the website which was carried out in 2023. The cost for this was £1,345.00.

69 - Elections

The Elections shows as an overspend of £2,887.93 (144%) however, this was funded through the earmarked reserve for elections.

The overspends identified above can be funded through the budget savings achieved by the Finance Committee during the last financial year.

Property Committee

46 – Woodhouse Community Centre Hire (INCOME)

The Property Committee chose to offer the facility at no charge to residents and community groups to increase usage of the facility. Income has therefore been significantly lower than budgeted.

58 – Defibrillator

The defibrillator has had an overspend of £449.85 which was due to purchasing a new cabinet at a cost of £520.00.

63 – Garages (INCOME)

The income from Garages in the last financial year was allocated to Allotments in error during the changeover from Rialtas. Garage rent was received in full.

64 – Cleaning

The cleaning budget has had an overspend of £456.48 which was primarily due to the increased cost of paper products including toilet paper and paper towels.

Both buildings are now being well used and with more usage, there will inevitably be increased usage of these items.

The overspends identified above can be funded through the budget savings achieved by the Property Committee during the last financial year.

Staffing Committee

There were no overspends from the Staffing Committee Budget.

Overall Budget Position

	YTD	BUDGET	VARIANCE
Income	£358,483	£346,821	+£11,662
Expenditure	£351,977	£406,794	-£54,816

Opening Cashbook 01.04.23

Earmarked Reserves	£99,691
General Reserve	£120,018
Total Opening Balance	£219,709

Income	£358,483
	£578,193

Expenditure	-£351,977
-------------	-----------

Closing Cashbook 31.03.24	£226,216
----------------------------------	-----------------

Contribution to 24/25 Budget*	£12,788
-------------------------------	---------

EMR's Carried Forward	£81,124
-----------------------	---------

GENERAL RESERVE	£132,303
------------------------	-----------------

* The £12,788.19 is to be earmarked to the Town Hall Refurbishment EMR as part of this budget calculation.

The Practitioners Guide gives recommendations on the appropriate levels of reserves:

General reserves:

- *The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*
- *The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*
- *The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

Three months Net Revenue Expenditure is 25% of the Precept, so in the case for Normanton Town Council, the General Reserve should have been around £82,958 for the last financial year.

In the new financial year, this has increased to £89,946.

General Reserve at 31 st March 2024	£132,303.29
Precept 2024-25	£359,783.44
25% of Precept	£89,945.86
Surplus	£42,357.43

It is therefore recommended that £55,145.62 (Surplus of £42,357.43 plus Contribution of £12,788.19) is moved into earmarked reserves as follows:

EMR	CURRENT	ADJUSTMENT	REVISED
Elections	£22,112.07	£2,887.93	£25,000.00
WCC Repairs & Renewals	£15,000.00	£5,000.00	£20,000.00
Town Hall Refurbishment	£22,211.81	£12,788.19	£35,000.00
CIL	£3,688.37	£0.00	£3,688.37
Allotments	£10,077.57	£9,922.43	£20,000.00
Small Grants	£627.51	£47.07	£674.58

B

Talking Newspaper	£2,559.26	£0.00	£2,559.26
Mayor's Allowance 23/24	£284.55	£0.00	£284.55
Mayor's Appeal 23/24	£4,497.91	£0.00	£4,497.91
DEPOSITS HELD	£65.00	£0.00	£65.00
IT/Website	£0.00	£5,000.00	£5,000.00
Town Hall Repairs & Renewals	£0.00	£10,000.00	£10,000.00
National Events	£0.00	£9,500.00	£9,500.00
Mayor's Allowance 24/25	£0.00	£0.00	£0.00
Mayor's Appeal 24/25	£0.00	£0.00	£0.00
	£81,124.05	£55,145.62	£136,269.67

We would normally earmark the new Mayor's allowance so that it can be tracked between financial years so once the New Mayor is in post, the allowance budget of £2,200.00 will be moved into the EMR. Any income generated by the new Mayor will also be earmarked.

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

ALLOTMENTS COMMITTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Allotment Rent	9,251.00	8,504.50	-746.50				-746.50 (-8%)
48	Key Deposit		40.00	40.00				40.00 (N/A)
90	Newland Lane Allotment				1,275.00	-543.98	1,818.98	1,818.98 (142%)
91	Cypress Road Allotment				867.00	1,044.41	-177.41	-177.41 (-20%)
92	Ellins Terrace 1 Allotment				1,581.00	1,696.17	-115.17	-115.17 (-7%)
93	Ellins Terrace 2 Allotment				1,734.00	829.51	904.49	904.49 (52%)
94	Allotments General				80.00	24.96	55.04	55.04 (68%)
95	Gladstone Street Allotment				2,040.00	959.31	1,080.69	1,080.69 (52%)
96	Heys Buildings Allotment				1,538.50	700.00	838.50	838.50 (54%)
97	Norwood Street Allotment		5.00	5.00	952.00	763.53	188.47	193.47 (20%)
98	Wentworth Terrace Allotment				2,728.50	3,448.52	-720.02	-720.02 (-26%)
102	The Grove				85.00		85.00	85.00 (100%)
103	Gilcar Street				51.00		51.00	51.00 (100%)
104	Edward Street				68.00		68.00	68.00 (100%)
109	Garage Plot Rent		59.20	59.20				59.20 (N/A)
SUB TOTAL		9,251.00	8,608.70	-642.30	13,000.00	8,922.43	4,077.57	3,435.27 (N/A)

EVENTS COMMITTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	Gala	1,400.00	3,955.00	2,555.00	27,000.00	26,566.88	433.12	2,988.12 (10%)
76	Flower Show	400.00	286.19	-113.81	2,600.00	1,625.26	974.74	860.93 (28%)
77	Remembrance Sunday				3,000.00	3,345.09	-345.09	-345.09 (-11%)
78	Children's Party				1,800.00	1,202.82	597.18	597.18 (33%)
79	Christmas Lights	100.00	60.00	-40.00	5,000.00	4,579.26	420.74	380.74 (7%)
80	Coronation				15,000.00	7,879.82	7,120.18	7,120.18 (47%)
81	Party @ Haw Hill Park	500.00	-12.50	-512.50	15,000.00	11,518.94	3,481.06	2,968.56 (19%)
82	Mayor Making				3,000.00	1,852.09	1,147.91	1,147.91 (38%)
83	Civic Sunday				500.00	151.81	348.19	348.19 (69%)
84	Easter				500.00		500.00	500.00 (100%)
85	Brass Band Concert				500.00	298.00	202.00	202.00 (40%)
86	Christmas Celebration		244.53	244.53	200.00	432.36	-232.36	12.17 (6%)
87	Halloween				1,200.00	1,361.89	-161.89	-161.89 (-13%)
88	Information Events				620.00	107.26	512.74	512.74 (82%)
89	Events - General				500.00	177.67	322.33	322.33 (64%)
SUB TOTAL		2,400.00	4,533.22	2,133.22	76,420.00	61,099.15	15,320.85	17,454.07 (82%)

FINANCE COMMITTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	Interest	100.00	4,818.63	4,718.63				4,718.63 (4718%)
6	Precept	331,832.00	331,832.00					(0%)
26	Franking Machine Lease				360.00	358.44	1.56	1.56 (0%)
27	Postage				3,500.00	3,458.75	41.25	41.25 (1%)
29	Photocopier Lease				1,760.00	1,732.00	28.00	28.00 (1%)
30	Printing				1,500.00	1,357.53	142.47	142.47 (9%)
31	Stationery				1,500.00	1,500.83	-0.83	-0.83 (-0%)

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

32 Office Equipment				1,000.00	1,022.51	-22.51	-22.51 (-2%)
33 IT Equipment				2,000.00	1,552.25	447.75	447.75 (22%)
34 IT Software				2,760.00	2,665.91	94.09	94.09 (3%)
35 IT Support				3,000.00	4,005.04	-1,005.04	-1,005.04 (-33%)
36 Website				1,650.00	2,874.40	-1,224.40	-1,224.40 (-74%)
37 Professional Fees				7,000.00	6,723.90	276.10	276.10 (3%)
38 Audit Fees				1,600.00	1,550.00	50.00	50.00 (3%)
39 Insurance				4,550.00	3,780.75	769.25	769.25 (16%)
40 GDPR Compliance				750.00	318.84	431.16	431.16 (57%)
41 Health & Safety				1,000.00	575.06	424.94	424.94 (42%)
42 Memberships				2,800.00	2,462.00	338.00	338.00 (12%)
44 Councillor Training				1,000.00	262.50	737.50	737.50 (73%)
50 Bank Charges		-2.78	-2.78	250.00	262.95	-12.95	-15.73 (-6%)
51 Card Processing Fees		-106.92	-106.92	150.00	0.49	149.51	42.59 (28%)
52 Talking Newspaper					253.36	-253.36	-253.36 (N/A)
53 Mayors Appeal 22/23		547.00	547.00		3,500.00	-3,500.00	-2,953.00 (N/A)
54 Normanton Development				1,000.00	1,000.00		(0%)
66 Mayors Allowance 23/24				2,000.00	1,715.45	284.55	284.55 (14%)
67 Councillor Allowances				2,420.00	1,760.00	660.00	660.00 (27%)
68 Civic Regalia				650.00	643.90	6.10	6.10 (0%)
69 Elections				2,000.00	4,887.93	-2,887.93	-2,887.93 (-144%)
70 Small Grants				6,500.00	5,872.49	627.51	627.51 (9%)
71 Advertising & Promotions				9,500.00	6,682.00	2,818.00	2,818.00 (29%)
74 Hanging Baskets	1,644.00	2,880.15	1,236.15	11,000.00	9,894.83	1,105.17	2,341.32 (18%)
99 VAT Refund							(N/A)
100 Potts Terrace				450.00	404.68	45.32	45.32 (10%)
105 Administration		1.00	1.00	1,000.00	132.70	867.30	868.30 (86%)
106 Mayors Appeal 23/24		4,307.17	4,307.17				4,307.17 (N/A)
107 Mayors Allowance 22/23					236.14	-236.14	-236.14 (N/A)
110 EMR Civic Regalia					1,110.21	-1,110.21	-1,110.21 (N/A)
SUB TOTAL	333,576.00	344,276.25	10,700.25	74,650.00	74,557.84	92.16	10,792.41 (N/A)

PROPERTY COMMITTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Telephone / Internet					2,100.00	1,499.11	600.89	600.89 (28%)
45 Hire NTH			668.20	668.20				668.20 (N/A)
46 Hire WCC		1,000.00	372.00	-628.00				-628.00 (-62%)
47 Deposits			25.00	25.00				25.00 (N/A)
55 Town Hall Refurb					42,971.62	19,059.81	23,911.81	23,911.81 (55%)
56 Business Rates					17,000.00	12,175.60	4,824.40	4,824.40 (28%)
58 Defibrillator					250.00	699.85	-449.85	-449.85 (-179%)
59 Hygiene Services					2,700.00	2,563.08	136.92	136.92 (5%)
60 Repairs & Maint NTH					6,000.00	6,309.76	-309.76	-309.76 (-5%)
61 Repairs & Maint WCC					5,250.00	5,626.81	-376.81	-376.81 (-7%)
62 Waste Removal					900.00	657.40	242.60	242.60 (26%)
63 Garages		594.00		-594.00				-594.00 (-100%)
64 Cleaning					1,150.00	1,606.48	-456.48	-456.48 (-39%)
65 Norwood St O/S					1,000.00	29.63	970.37	970.37 (97%)
72 Utilities NTH					4,000.00	3,364.36	635.64	635.64 (15%)
73 Utilities WCC					4,000.00	4,465.66	-465.66	-465.66 (-11%)
101 Lease NTH					1.00		1.00	1.00 (100%)
108 Lease WCC					1.00	1.00		(0%)

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

SUB TOTAL		1,594.00	1,065.20	-528.80	87,323.62	58,058.55	29,265.07	28,736.27 (N/A)
STAFFING COMMITTEE		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Salaries & Wages				124,100.00	121,497.94	2,602.06	2,602.06 (2%)
24	Employers National Insurance				11,500.00	9,841.27	1,658.73	1,658.73 (14%)
25	Employers Pension				18,500.00	17,806.07	693.93	693.93 (3%)
43	Staff Training				1,000.00	30.00	970.00	970.00 (97%)
49	Travel Expenses				300.00	164.03	135.97	135.97 (45%)
SUB TOTAL					155,400.00	149,339.31	6,060.69	6,060.69 (97%)
Restated								(N/A)
NET TOTAL		346,821.00	358,483.37	11,662.37	406,793.62	351,977.28	54,816.34	66,478.71 (8%)
V.A.T.			37,459.71			26,060.03		
GROSS TOTAL			395,943.08			378,037.31		

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

Cost Centre ALLOTMENTS COMMITTEE

Code Number 90 Newland Lane Allotment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	14/04/2023	N/A		Unity Current		Newland Lane - Maintenance Fee	Newland Lane Allotment	E	50.00		50.00
74	26/05/2023			Unity Current		Water Bill	Everflow Water	Z	62.73		62.73
138	16/06/2023			Unity Current		Water Bill	Everflow Water	Z	-980.00		-980.00
182	17/07/2023	2369788		Unity Current		Water Bill	Everflow Water	Z	51.87		51.87
204	16/08/2023	2435437		Unity Current		Water Bill	Everflow Water	Z	271.42		271.42
Subtotal for Code: Newland Lane Allotment									£-543.98		£-543.98

Code Number 91 Cypress Road Allotment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
74	26/05/2023			Unity Current		Water Bill	Everflow Water	Z	62.73		62.73
138	16/06/2023			Unity Current		Water Bill	Everflow Water	Z	427.95		427.95
182	17/07/2023	2369788		Unity Current		Water Bill	Everflow Water	Z	173.54		173.54
204	16/08/2023	2435437		Unity Current		Water Bill	Everflow Water	Z	254.04		254.04
258	20/09/2023	27988		Unity Current		Allotment Signs	Express Signs Ltd	S	126.15	25.23	151.38
Subtotal for Code: Cypress Road Allotment									£1,044.41	£25.23	£1,069.64

Code Number 92 Ellins Terrace 1 Allotment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
74	26/05/2023			Unity Current		Water Bill	Everflow Water	Z	62.73		62.73
138	16/06/2023			Unity Current		Water Bill	Everflow Water	Z	535.06		535.06
182	17/07/2023	2369788		Unity Current		Water Bill	Everflow Water	Z	224.56		224.56
204	16/08/2023	2435437		Unity Current		Water Bill	Everflow Water	Z	7.15		7.15
464	13/12/2023			Unity Current		Asbestos Removal	RCW Building Solutions	S	650.00	130.00	780.00
612	27/03/2024	02652		Lloyds		Skip Hire	Pickup Skips	S	216.67	43.33	260.00
Subtotal for Code: Ellins Terrace 1 Allotment									£1,696.17	£173.33	£1,869.50

Code Number 93 Ellins Terrace 2 Allotment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
74	26/05/2023			Unity Current		Water Bill	Everflow Water	Z	62.73		62.73
138	16/06/2023			Unity Current		Water Bill	Everflow Water	Z	535.07		535.07
182	17/07/2023	2369788		Unity Current		Water Bill	Everflow Water	Z	224.56		224.56
204	16/08/2023	2435437		Unity Current		Water Bill	Everflow Water	Z	7.15		7.15
Subtotal for Code: Ellins Terrace 2 Allotment									£829.51		£829.51

Code Number 94 Allotments General

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
31	16/05/2023	91314815723		Unity Current		Tree Work	Wakefield Council	S	3,560.04	712.01	4,272.05
368	22/10/2023			Lloyds		Allotment Marking Flags	Malton Plastics (UK) Ltd	S	24.92	4.98	29.90
Subtotal for Code: Allotments General									£3,584.96	£716.99	£4,301.95

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

Code Number 95 Gladstone Street Allotment											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
74	26/05/2023			Unity Current		Water Bill	Everflow Water	Z	62.73		62.73
108	31/05/2023	45830		Lloyds		Skip Hire	Pickup Skips	S	216.67	43.33	260.00
138	16/06/2023			Unity Current		Water Bill	Everflow Water	Z	-113.91		-113.91
182	17/07/2023	2369788		Unity Current		Water Bill	Everflow Water	Z	28.16		28.16
204	16/08/2023	2435437		Unity Current		Water Bill	Everflow Water	Z	290.66		290.66
282	10/10/2023	10351		Unity Current		Tap Repairs	RCW Building Solutions	S	350.00	70.00	420.00
295	10/10/2023	10354		Unity Current		Tap Repairs	RCW Building Solutions	S	125.00	25.00	150.00
Subtotal for Code: Gladstone Street Allotment									£959.31	£138.33	£1,097.64

Code Number 96 Heys Buildings Allotment											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
392	12/12/2023			Unity Current		Asbestos Removal	RCW Building Solutions	S	700.00	140.00	840.00
Subtotal for Code: Heys Buildings Allotment									£700.00	£140.00	£840.00

Code Number 97 Norwood Street Allotment											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
74	26/05/2023			Unity Current		Water Bill	Everflow Water	Z	62.73		62.73
138	16/06/2023			Unity Current		Water Bill	Everflow Water	Z	138.78		138.78
182	17/07/2023	2369788		Unity Current		Water Bill	Everflow Water	Z	66.09		66.09
204	16/08/2023	2435437		Unity Current		Water Bill	Everflow Water	Z	454.73		454.73
360	14/11/2023			Unity Current		Allotment Site Fees	Norwood Street Allotment	Z	5.00		5.00
553	16/02/2024			Unity Current		DIY Goods	B&Q	S	36.20	7.24	43.44
Subtotal for Code: Norwood Street Allotment									£763.53	£7.24	£770.77

Code Number 98 Wentworth Terrace Allotment											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
74	26/05/2023			Unity Current		Water Bill	Everflow Water	Z	62.72		62.72
138	16/06/2023			Unity Current		Water Bill	Everflow Water	Z	464.30		464.30
182	17/07/2023	2369788		Unity Current		Water Bill	Everflow Water	Z	162.48		162.48
204	16/08/2023	2435437		Unity Current		Water Bill	Everflow Water	Z	559.02		559.02
206	17/08/2023			Unity Current		Water Bill	Everflow Water	Z			
294	10/10/2023	10353		Unity Current		Asbestos Removal	RCW Building Solutions	S	2,075.00	415.00	2,490.00
296	10/10/2023	10355		Unity Current		Tap Repairs	RCW Building Solutions	S	125.00	25.00	150.00
Subtotal for Code: Wentworth Terrace Allotment									£3,448.52	£440.00	£3,888.52
Subtotal for Cost Centre: ALLOTMENTS COMMITTEE									12,482.43	1,641.12	14,123.55

Cost Centre EVENTS COMMITTEE

Code Number 75 Gala											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
112	20/09/2023	SI-23649		Unity Current		Toilet Hire	G&S Toilet Hire Ltd	S	100.00	20.00	120.00

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

113	20/09/2023	SI-23650	Unity Current	Toilet Hire	G&S Toilet Hire Ltd	S	1,103.00	220.60	1,323.60
114	20/09/2023	SI-23651	Unity Current	Toilet Hire	G&S Toilet Hire Ltd	S	1,114.00	222.80	1,336.80
128	09/06/2023	19709	Lloyds	Wristbands	AA Wristbands	S	30.00	6.00	36.00
198	09/08/2023	CA 9493	Unity Current	Gala Entertainment	Midland Entertainment	S	3,860.00	772.00	4,632.00
232	13/09/2023	REFUND	Unity Current	Gala Entertainment	Midland Entertainment	S	-710.00	-142.00	-852.00
233	01/09/2023	CA - 8285	Unity Current	Gala Fireworks	Fuse Fireworks	S	5,000.00	1,000.00	6,000.00
235	20/09/2023	TTM-INV0416	Unity Current	Traffic Management	Think Traffic Management Ltd	S	2,864.00	572.80	3,436.80
236	20/09/2023	BCB23090904I	Unity Current	Gala Band	Back Chat Brass	S	1,530.00	306.00	1,836.00
238	20/09/2023	2256	Unity Current	First Aid	Trinity Medical	S	1,098.20	219.64	1,317.84
240	20/09/2023	4391	Unity Current	Sound & Stage Hire	HG1 Communications	S	1,800.00	360.00	2,160.00
242	20/09/2023		Unity Current	Presenting	Ian Jefferson Presenting & PA	Z	590.00		590.00
245	20/09/2023	49848	Unity Current	Marquee Hire	G Mudford & Sons Ltd	S	1,420.00	284.00	1,704.00
249	20/09/2023	91315107609	Unity Current	Park Licence Fee	Wakefield Council	Z	48.00		48.00
252	20/09/2023	SI-397	Unity Current	Gala Programmes	Advertiser Office Printers	Z	600.00		600.00
262	20/09/2023	INV-1275	Unity Current	Stewards	TD Events	S	847.00	169.40	1,016.40
263	09/09/2023		Unity Current	Refreshments	STW Catering	Z	420.00		420.00
278	10/10/2023	91315196838	Unity Current	Litter Collection	Wakefield Council	S	1,786.50	357.30	2,143.80
298	30/09/2023		Unity Current	Gala Display	John Hodgkins	Z	100.00		100.00
299	30/09/2023		Unity Current	Gala Parade	1st Altofts Scouts	Z	50.00		50.00
300	30/09/2023		Unity Current	Gala Dance / Parade	Diamond Cheerleading	Z	150.00		150.00
301	30/09/2023		Unity Current	Gala Dance / Parade	Vibe Fitness	Z	150.00		150.00
302	30/09/2023		Unity Current	Gala Dance / Parade	Dance House	Z	150.00		150.00
303	30/09/2023		Unity Current	Gala Parade	The Well Project	Z	50.00		50.00
304	30/09/2023		Unity Current	Gala Dance / Parade	Dance Relentless	Z	150.00		150.00
305	30/09/2023		Unity Current	Gala Parade	1st Normanton Scouts	Z	50.00		50.00
306	30/09/2023		Unity Current	Gala Parade	Normanton Musical Theatre Society	Z	50.00		50.00
307	30/09/2023		Unity Current	Gala Parade	Normanton Fire Station	Z	50.00		50.00
308	30/09/2023		Unity Current	Gala Dance / Parade	Free Spirits Cheerleading	Z	150.00		150.00
309	30/09/2023		Unity Current	Gala Dance	Hailey Black School of Dance	Z	100.00		100.00
310	30/09/2023		Unity Current	Gala Dance / Parade	Melissa Radway School of Dance	Z	150.00		150.00
311	30/09/2023		Unity Current	Gala Dance / Parade	Normanton Knightingale Cheerleaders	Z	150.00		150.00
313	05/09/2023		Lloyds	Gala Ropes	Rope Services UK	S	95.83	19.17	115.00
314	06/09/2023		Lloyds	Maintenance Supplies	Screwfix	S	13.32	2.66	15.98
315	06/09/2023		Lloyds	Gala Miscellaneous	Asda	Z	2.30		2.30
315	06/09/2023		Lloyds	Gala Miscellaneous	Asda	S	13.00	2.60	15.60
316	06/09/2023		Lloyds	Refreshments	Asda	S	37.20	7.44	44.64
317	06/09/2023		Lloyds	PPE	Amazon Services Europe	S	41.60	8.30	49.90
317	06/09/2023		Lloyds	PPE	Amazon Services Europe	Z	-2.50		-2.50
319	08/09/2023		Lloyds	Gala Ropes	Screwfix	S	16.65	3.33	19.98
324	05/09/2023		Petty Cash	Bowling Club Prize	Haw Hill Park Bowling Club	Z	100.00		100.00

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

325	09/09/2023		Petty Cash	Staff Refreshments	Snack Attack	Z	25.80		25.80	
330	26/09/2023		Petty Cash	Talk & Slide Show Refreshments	Asda	Z	2.90		2.90	
342	24/10/2023		Unity Current	Gala Dance	CODE	Z	100.00		100.00	
493	05/01/2024		Unity Current	Gala Policing	West Yorkshire Police	Z	850.08		850.08	
Subtotal for Code: Gala								£26,296.88	£4,412.04	£30,708.92

Code Number 76 Flower Show

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
218	02/08/2023	CA		Lloyds		Flower Show Medals	National Dahlia Society	Z	37.00		37.00
234	20/09/2023	SI-967		Unity Current		Show Card printing	Advertiser Office Printers	S	100.00	20.00	120.00
237	20/09/2023	16066		Unity Current		Table Hire	You Can Hire	S	538.00	107.60	645.60
239	20/09/2023			Unity Current		Refreshments	STW Catering	Z	264.00		264.00
263	09/09/2023			Unity Current		Refreshments	STW Catering	Z	60.00		60.00
320	12/09/2023			Lloyds		Banquet Roll	Nisbets	S	63.16	12.63	75.79
326	15/09/2023			Petty Cash		Flower Show Refreshments	Asda	Z	7.50		7.50
327	19/09/2023			Petty Cash		Show Prize Money	Flower Show Entrants	Z	503.00		503.00
328	15/09/2023			Petty Cash		Staff Refreshments	Lucky Dragon	Z	30.60		30.60
520	25/01/2024			Unity Current		NVS Membership	National Vegetable Society	Z	22.00		22.00
Subtotal for Code: Flower Show								£1,625.26	£140.23	£1,765.49	

Code Number 77 Remembrance Sunday

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
340	12/10/2023			Unity Current	CHQ 300006	Poppy Wreaths	Poppy Appeal	Z	50.00		50.00
363	14/11/2023	P00373		Unity Current		Coach Hire	Frank Poppleton & Co	Z	780.00		780.00
366	14/11/2023			Unity Current		Event Catering	STW Catering	Z	595.00		595.00
391	12/12/2023			Unity Current		Traffic Management	Think Traffic Management Ltd	S	996.00	199.20	1,195.20
407	09/11/2023			Lloyds		Refreshments	Asda	S	35.79	5.91	41.70
408	09/11/2023			Lloyds		Refreshments	Asda	S	75.00	15.00	90.00
410	10/11/2023			Lloyds		Refreshments	TESCO	Z	29.80		29.80
424	10/11/2023			Petty Cash		Refreshments	Asda	Z	1.15		1.15
428	24/11/2023			Petty Cash		Refreshments	Asda	S	3.75	0.75	4.50
428	24/11/2023			Petty Cash		Refreshments	Asda	Z	3.60		3.60
456	13/12/2023			Unity Current		Brass Band Performance	Skelmanthorpe Brass Band	Z	500.00		500.00
459	13/12/2023			Unity Current		Sound & Stage Hire	HG1 Communications	S	275.00	55.00	330.00
Subtotal for Code: Remembrance Sunday								£3,345.09	£275.86	£3,620.95	

Code Number 78 Children's Party

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
293	10/10/2023			Unity Current		Magician	Truffles & Company	Z	275.00		275.00
365	14/11/2023	SI-1067		Unity Current		Printing	Advertiser Office Printers	S	70.00	14.00	84.00
371	27/10/2023			Lloyds		Selection Boxes	Cadbury Gifts Direct	S	384.25	76.78	461.03
372	27/10/2023			Lloyds		Christmas Books	The Works	Z	370.00		370.00
373	30/10/2023			Lloyds		Paper Bags	Booker Ltd	S	38.97	7.79	46.76

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

378	29/10/2023	Lloyds	Prizes	Houseware Ltd	S	28.30	5.66	33.96
431	06/12/2023	Petty Cash	Volunteer Refreshments	Junction 31 Sandwich Shop	Z	36.30		36.30
Subtotal for Code: Children's Party						£1,202.82	£104.23	£1,307.05

Code Number 79 Christmas Lights

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
255	20/09/2023	INV880		Unity Current		Face Painting	Donna's Face Painting	Z	435.00		435.00
365	14/11/2023	SI-1067		Unity Current		Printing	Advertiser Office Printers	S	70.00	14.00	84.00
370	27/10/2023			Lloyds		Elf Costumes	Fancydress.com	Z	228.92		228.92
372	27/10/2023			Lloyds		Christmas Books	The Works	Z	290.00		290.00
375	30/10/2023			Lloyds		Gazebos	Amazon EU UK Branch	S	49.16	9.83	58.99
375	30/10/2023			Lloyds		Gazebos	Amazon EU UK Branch	S	49.16	9.83	58.99
376	30/10/2023			Lloyds		Grotto Decorations	Amazon Services Europe	S	17.77	3.55	21.32
376	30/10/2023			Lloyds		Grotto Decorations	Amazon Services Europe	S	38.97	7.80	46.77
376	30/10/2023			Lloyds		Grotto Decorations	Amazon Services Europe	S	39.87	7.97	47.84
377	29/10/2023			Lloyds		Sweets	The Kids Kandy Company	S	123.42	24.72	148.14
411	11/11/2023			Lloyds		Costumes	Amazon Services Europe	S	56.66	11.33	67.99
412	11/11/2023			Lloyds		Chocolates	TTSE Retail Ltd	S	24.87	4.98	29.85
418	22/11/2023			Lloyds		Christmas Decorations	Amazon Services Europe	S	13.28	2.66	15.94
419	28/11/2023			Lloyds		Tealights	Amazon EU UK Branch	S	2.83	0.57	3.40
420	28/11/2023			Lloyds		Wax Seal Supplies	Amazon Services Europe	S	16.64	3.33	19.97
426	22/11/2023			Petty Cash		Wrapping Paper	B&M	S	7.50	1.50	9.00
429	29/11/2023			Petty Cash		Tealights	Asda	S	2.71	0.54	3.25
448	13/12/2023			Unity Current		Event Catering	STW Catering	Z	320.00		320.00
449	13/12/2023			Unity Current		Performance Switch On	Theatre People	Z	50.00		50.00
452	13/12/2023			Unity Current		Performance Switch On	Churches Together	Z	50.00		50.00
454	13/12/2023			Unity Current		Presenting	Ian Jefferson Presenting & PA	Z	270.00		270.00
457	13/12/2023			Unity Current		Performance Switch On	Normanton Musical Theatre Society	Z	50.00		50.00
461	13/12/2023			Unity Current		Sound & Stage Hire	HG1 Communications	S	2,070.00	414.00	2,484.00
462	13/12/2023			Unity Current		Performance Switch On	Northern Comfort Harmony Singers	Z	50.00		50.00
463	13/12/2023			Unity Current		Performance Switch On	Spectrum Children's Drama Group	Z	50.00		50.00
540	06/02/2024	1312		Unity Current		Event Security	TD Events	S	202.50	40.50	243.00
Subtotal for Code: Christmas Lights						£4,579.26	£557.11	£5,136.37			

Code Number 80 Coronation

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	16/05/2023	IN00127083		Unity Current		Folding Chairs	Class Office Equipment Ltd	S	240.00	48.00	288.00
26	16/05/2023	INV845		Unity Current		Face Painting	Donna's Face Painting	Z	600.00		600.00
57	04/04/2023			Lloyds		Gazebo Weights	MH Star UK Ltd	S	96.64	19.32	115.96
58	06/04/2023			Lloyds		Flags & Bunting	Hampshire Flags	S	549.27	109.85	659.12
59	11/04/2023			Lloyds		Coronation Awards	Trophy Store	S	395.75	79.15	474.90
61	13/04/2023			Lloyds		Coronation Prizes	Aldi Stores	S	8.72	1.75	10.47

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

63	13/04/2023		Lloyds	Coronation Pin Badges	Trophies Plus Medals	S	35.49	7.10	42.59
65	08/05/2023		Petty Cash	Coronation Refreshments	Asda	Z	9.75		9.75
77	31/05/2023	2190	Unity Current	First Aid	Trinity Medical	S	54.00	10.80	64.80
79	31/05/2023		Unity Current	Brass Band Performance	Altofts & Normanton Brass Band	Z	250.00		250.00
87	02/05/2023	INV-GB-13932	Lloyds	Coronation Gifts	JMB Global	S	49.98	10.00	59.98
89	03/05/2023	INV-GB-13050	Lloyds	Coronation Gifts	MF Supplies	S	20.00	4.00	24.00
90	03/05/2023	INV-GB-15871	Lloyds	Coronation Prizes	Smarty Pants	S	11.65	2.33	13.98
91	03/05/2023	INV-GB-14381	Lloyds	Folding Table	AKJ Enterprises Ltd	S	49.92	9.98	59.90
94	04/05/2023		Lloyds	Coronation Decorations	Asda	S	19.17	3.83	23.00
95	04/05/2023		Lloyds	Coronation Refreshments	Asda	S	8.87	1.78	10.65
95	04/05/2023		Lloyds	Coronation Refreshments	Asda	Z	8.25		8.25
96	04/05/2023		Lloyds	Coronation Refreshments	Asda	S	50.42	10.08	60.50
97	04/05/2023		Lloyds	Gazebos	Argos	S	333.33	66.67	400.00
98	04/05/2023		Lloyds	Coronation Prizes	Manta Makes Ltd	S	7.46	1.49	8.95
99	04/05/2023		Lloyds	Coronation Prizes	MF Supplies	S	-10.00	-2.00	-12.00
100	05/05/2023		Lloyds	Coronation Refreshments	Costco	S	6.29	1.25	7.54
100	05/05/2023		Lloyds	Coronation Refreshments	Costco	Z	30.44		30.44
101	06/05/2023		Lloyds	Coronation Prizes	Asda	S	17.08	3.42	20.50
101	06/05/2023		Lloyds	Coronation Prizes	Asda	Z	14.60		14.60
103	08/05/2023		Lloyds	Coronation Refreshments	Asda	S	2.50	0.50	3.00
103	08/05/2023		Lloyds	Coronation Refreshments	Asda	Z	29.10		29.10
131	13/06/2023		Unity Current	Presenting	Ian Jefferson Presenting & PA	Z	400.00		400.00
167	26/07/2023	CA - 91315004	Unity Current	Installation of Bunting	Wakefield Council	S	814.14	162.83	976.97
Subtotal for Code: Coronation							£4,102.82	£552.13	£4,654.95

Code Number 81 Party @ Haw Hill Park

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
82	31/05/2023	91314850353		Unity Current		Park Licence Fee	Wakefield Council	Z	47.00		47.00
111	11/07/2023	SI-23652		Unity Current		Toilet Hire	G&S Toilet Hire Ltd	S	1,850.00	370.00	2,220.00
118	01/06/2023	19626		Lloyds		Wristbands	AA Wristbands	S	16.67	3.33	20.00
119	01/06/2023	19625		Lloyds		Wristbands	AA Wristbands	S	10.00	2.00	12.00
155	11/07/2023	9445		Unity Current		Performers - Party @ Haw Hill Park	Aston Management	S	3,250.00	650.00	3,900.00
164	26/07/2023	CA - 1235		Unity Current		Stewards	TD Events	S	560.25	112.05	672.30
165	26/07/2023	CA - 4368		Unity Current		Sound & Stage Hire	HG1 Communications	S	3,463.00	692.60	4,155.60
171	26/07/2023	CA - 91315017		Unity Current		Litter Collection	Wakefield Council	S	341.08	68.22	409.30
173	26/07/2023	CA - 001		Unity Current		Presenting	Ian Jefferson Presenting & PA	Z	375.00		375.00
186	10/07/2023			Petty Cash		Mirrors	Argos	S	83.34	16.66	100.00
188	07/07/2023	CA		Lloyds		Party @ Haw Hill Refreshments	Asda	Z	34.04		34.04
188	07/07/2023	CA		Lloyds		Party @ Haw Hill Refreshments	Asda	S	54.92	10.98	65.90
199	09/08/2023	94888		Unity Current		Fence Hire	Yorkshire Fence Hire Ltd	S	235.00	47.00	282.00
217	01/08/2023	CA		Petty Cash		Cleaning / Refreshments	Asda	Z	1.20		1.20

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

243	20/09/2023	SCN-630		Unity Current		Toilet Hire - Credit Note	G&S Toilet Hire Ltd	S	-400.00	-80.00	-480.00
251	20/09/2023	2223		Unity Current		First Aid	Trinity Medical	S	397.44	79.49	476.93
574	12/03/2024	2023 - 2024/34		Unity Current		Performers - Party @ Haw Hill Park	Aston Management	S	500.00	100.00	600.00
Subtotal for Code: Party @ Haw Hill Park									£10,818.94	£2,072.33	£12,891.27

Code Number 82 Mayor Making

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
38	23/05/2023			Unity Current		Mayor Making Catering	Crocodile Sisters	S	1,190.00	238.00	1,428.00
39	23/05/2023			Unity Current		Mayor Making Refreshments	Hark to Mopsey	S	275.88	55.18	331.06
41	23/05/2023			Unity Current		Mayor Making Costs	All Saints Church	E	24.00		24.00
42	23/05/2023			Unity Current		Mayor Making Costs	All Saints Church	E	250.00		250.00
92	03/05/2023	1165167		Lloyds		Long Service Award	Keep it Personal	S	22.47	4.50	26.97
106	18/05/2023			Lloyds		Catering Supplies	Mountain Warehouse	S	12.46	2.49	14.95
107	19/05/2023			Lloyds		Mayor Making Refreshments	TESCO	S	3.33	0.67	4.00
107	19/05/2023			Lloyds		Mayor Making Refreshments	TESCO	Z	23.95		23.95
115	13/06/2023	SI-785		Unity Current		Printing	Advertiser Office Printers	Z	50.00		50.00
Subtotal for Code: Mayor Making									£1,852.09	£300.84	£2,152.93

Code Number 83 Civic Sunday

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
136	25/06/2023			Petty Cash		Civic Sunday Refreshments	Village Store	Z	4.38		4.38
146	23/06/2023			Lloyds		Civic Sunday Refreshments	Costco	Z	72.43		72.43
152	11/07/2023	SI-826		Unity Current		Printing	Advertiser Office Printers	Z	75.00		75.00
Subtotal for Code: Civic Sunday									£151.81		£151.81

Code Number 84 Easter

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	14/04/2023			Petty Cash		Easter Prize	Prize Winners	E	100.00		100.00
Subtotal for Code: Easter									£100.00		£100.00

Code Number 85 Brass Band Concert

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
241	20/09/2023	91315107593		Unity Current		Park Licence Fee	Wakefield Council	Z	48.00		48.00
247	20/09/2023	ANBB02		Unity Current		Brass Band Performance	Altofts & Normanton Brass Band	Z	250.00		250.00
Subtotal for Code: Brass Band Concert									£298.00		£298.00

Code Number 86 Christmas Celebration

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
439	06/12/2023			Lloyds		Event Catering	Asda	Z	2.70		2.70
439	06/12/2023			Lloyds		Event Catering	Asda	S	3.33	0.67	4.00
443	14/12/2023			Lloyds		Event Catering	Costco	Z	68.99		68.99
443	14/12/2023			Lloyds		Event Catering	Costco	S	62.81	12.56	75.37
488	05/01/2024			Unity Current		Christmas Celebration Donation	The Well Project	Z	181.51		181.51
489	05/01/2024			Unity Current		Christmas Celebration Donation	Castleford Salvation Army Band	Z	81.51		81.51
490	05/01/2024			Unity Current		Christmas Celebration Donation	Castleford Male Voice Choir	Z	81.51		81.51

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

496	05/01/2024			Unity Current		Christmas Celebration Donation	Castleford Salvation Army Band	Z	100.00		100.00
497	05/01/2024			Unity Current		Christmas Celebration Donation	All Saints Church	Z	50.00		50.00
Subtotal for Code: Christmas Celebration									£632.36	£13.23	£645.59

Code Number 87 Halloween

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
256	20/09/2023	INV879		Unity Current		Face Painting	Donna's Face Painting	Z	710.00		710.00
357	14/11/2023	91315302325		Unity Current		Park Licence Fee	Wakefield Council	Z	48.00		48.00
358	14/11/2023	2275		Unity Current		First Aid	Trinity Medical	S	144.00	28.80	172.80
361	14/11/2023			Unity Current		Presenting	Ian Jefferson Presenting & PA	Z	160.00		160.00
367	31/10/2023			Petty Cash		Halloween Prize Money	N/A	Z	90.00		90.00
369	27/10/2023			Lloyds		Sweets	Amazon	Z	69.90		69.90
373	30/10/2023			Lloyds		Paper Bags	Booker Ltd	S	9.99	2.00	11.99
374	30/10/2023			Lloyds		Sweets	TESCO	S	30.00	6.00	36.00
458	13/12/2023			Unity Current		Owl Display	The Flying Squadron	Z	100.00		100.00
Subtotal for Code: Halloween									£1,361.89	£36.80	£1,398.69

Code Number 88 Information Events

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
223	08/08/2023	CA		Lloyds		Biscuits	Paul Anthony Maddern	Z	26.40		26.40
226	11/08/2023	CA - 0180450		Lloyds		Catering Supplies	Booker Ltd	Z	46.97		46.97
334	11/10/2023			Lloyds		Refreshments	Asda	Z	2.40		2.40
499	15/01/2024			Petty Cash		Fruit for school visit	TESCO	Z	14.73		14.73
500	16/01/2024			Petty Cash		Fruit for school visit	TESCO	Z	7.48		7.48
511	19/01/2024			Petty Cash		Fruit for school visit	TESCO	Z	9.28		9.28
Subtotal for Code: Information Events									£107.26		£107.26

Code Number 89 Events - General

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
17	16/05/2023	000080210149		Unity Current		Licence for Haw Hill Park	Wakefield Council	E	70.00		70.00
105	11/05/2023	0318455		Lloyds		Catering Supplies	Booker Ltd	S	44.97	8.99	53.96
322	29/09/2023			Lloyds		Membership	Costco	S	22.00	4.40	26.40
409	10/11/2023			Lloyds		Table Decorations	B&M	S	9.97	1.99	11.96
414	11/11/2023			Lloyds		Table Decorations	B&M	S	7.47	1.50	8.97
415	11/11/2023			Lloyds		Table Decorations	B&M	S	7.47	1.50	8.97
417	22/11/2023			Lloyds		Batteries	Asda	S	6.67	1.33	8.00
437	04/12/2023			Lloyds		Food Labels	Amazon Services Europe	S	1.66	0.33	1.99
438	06/12/2023			Lloyds		Food Labels	Moobarb Ltd	S	7.46	1.49	8.95
Subtotal for Code: Events - General									£177.67	£21.53	£199.20
Subtotal for Cost Centre: EVENTS COMMITTEE									56,652.15	8,486.33	65,138.48

Cost Centre **FINANCE COMMITTEE**

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

Code Number 26 Franking Machine Lease

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
134	12/06/2023			Unity Current		Franker Lease	Pitney Bowes Ltd	S	89.61	17.92	107.53
272	12/09/2023	BL06490807		Unity Current		Franker Lease	Pitney Bowes Ltd	S	89.61	17.92	107.53
480	12/12/2023			Unity Current		Franker Lease	Pitney Bowes Ltd	S	89.61	17.92	107.53
593	12/03/2024	4100019558		Unity Current		Franker Lease	Pitney Bowes Ltd	S	89.61	17.92	107.53
Subtotal for Code: Franking Machine Lease									£358.44	£71.68	£430.12

Code Number 27 Postage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	01/04/2023			Petty Cash		Postage	Post Office	E			
13	11/04/2023			Petty Cash		Postage	Post Office	E	5.40		5.40
14	06/04/2023			Petty Cash		Postage	Post Office	E	4.50		4.50
15	14/04/2023			Petty Cash		Postage	Post Office	E	2.25		2.25
45	17/04/2023	BJ884946		Unity Current		Franker Credit	Pitney Bowes - Purchase Power	E	513.00		513.00
55	04/04/2023			Lloyds		Postage	Post Office	Z	20.25		20.25
56	04/04/2023			Lloyds		Postage	Post Office	Z	42.25		42.25
66	17/05/2023			Petty Cash		Postage	Post Office	Z	2.50		2.50
80	31/05/2023			Unity Current		Franker Ink	Pitney Bowes Ltd	S	159.90	31.98	191.88
139	16/06/2023			Unity Current		Franker Credit	Pitney Bowes - Purchase Power	E	513.00		513.00
205	17/08/2023	BK248025		Unity Current		Franker Credit	Pitney Bowes - Purchase Power	E	513.00		513.00
394	17/11/2023			Unity Current		Franker Credit	Pitney Bowes - Purchase Power	E	513.00		513.00
470	15/12/2023			Unity Current		Franker Credit	Pitney Bowes - Purchase Power	E	513.00		513.00
516	16/01/2024	2023 - 2024/3/!		Unity Current		Franker Ink	Pitney Bowes Ltd	S	142.45	28.49	170.94
595	15/03/2024	BK583889		Unity Current		Franker Credit	Pitney Bowes - Purchase Power	E	514.25		514.25
Subtotal for Code: Postage									£3,458.75	£60.47	£3,519.22

Code Number 29 Photocopier Lease

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
83	30/05/2023			Unity Current		Photocopier Lease	Siemens Financial Services	S	418.00	83.60	501.60
210	29/08/2023			Unity Current		Photocopier Lease	Siemens Financial Services	S	418.00	83.60	501.60
401	28/11/2023			Unity Current		Photocopier Lease	Siemens Financial Services	S	418.00	83.60	501.60
404	30/11/2023			Unity Current		Photocopier Lease	Siemens Financial Services	S	60.00	12.00	72.00
551	28/02/2024			Unity Current		Photocopier Lease	Siemens Financial Services	S	418.00	83.60	501.60
Subtotal for Code: Photocopier Lease									£1,732.00	£346.40	£2,078.40

Code Number 30 Printing

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	14/04/2023	SI-711		Unity Current		Printing	Advertiser Office Printers	S	50.00	10.00	60.00
16	16/05/2023	23400702		Unity Current		Photocopier Charges	RISO (UK) Ltd	S	189.07	37.81	226.88
18	16/05/2023	SI-753		Unity Current		Compliment Slips	Advertiser Office Printers	S	25.00	5.00	30.00
124	13/06/2023	SI-811		Unity Current		Printing	Advertiser Office Printers	S	50.00	10.00	60.00
194	09/08/2023	CA 23402606		Unity Current		Photocopier Charges	RISO (UK) Ltd	S	189.07	37.81	226.88

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

244	20/09/2023	SI-955		Unity Current		Bonfire Posters	Advertiser Office Printers	Z	50.00		50.00
253	20/09/2023	SI-918		Unity Current		Leaflet Printing	Advertiser Office Printers	Z	80.00		80.00
345	14/10/2023			Lloyds		Printing	HP Instant Ink	S	13.74	2.75	16.49
346	14/11/2023	SI-1019		Unity Current		Printing	Advertiser Office Printers	Z	42.00		42.00
355	14/11/2023	23404471		Unity Current		Photocopier Charges	RISO (UK) Ltd	S	196.64	39.32	235.96
359	14/11/2023			Unity Current		Printing	Advertiser Office Printers	S	45.00	2.00	47.00
416	14/11/2023			Lloyds		Printing	HP Instant Ink	S	13.74	2.75	16.49
442	14/12/2023			Lloyds		Printing	HP Instant Ink	S	13.74	2.75	16.49
453	13/12/2023			Unity Current		Christmas Celebration Printing	Advertiser Office Printers	S	35.00	7.00	42.00
453	13/12/2023			Unity Current		Christmas Celebration Printing	Advertiser Office Printers	Z	125.00		125.00
521	14/01/2024	1078822261		Lloyds		Printing	HP Instant Ink	S	13.74	2.75	16.49
566	15/02/2024			Lloyds		Printing	HP Instant Ink	S	13.74	2.75	16.49
584	12/03/2024	23406329		Unity Current		Photocopier Charges	RISO (UK) Ltd	S	196.64	39.32	235.96
610	15/03/2024	1082382275		Lloyds		Printer Ink	HP Instant Ink	S	15.41	3.08	18.49
Subtotal for Code: Printing									£1,357.53	£205.09	£1,562.62

Code Number 31 Stationery

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	16/05/2023	101508		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	111.66	22.33	133.99
23	16/05/2023	SI-720		Unity Current		Stationery	Advertiser Office Printers	S	97.50	19.50	117.00
60	14/04/2023			Lloyds		Stationery	XINXIUYING Technology Co Ltd	S	3.29	0.66	3.95
81	31/05/2023	SI-799		Unity Current		Stationery	Advertiser Office Printers	S	325.00	65.00	390.00
117	13/06/2023	104660		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	510.26	102.05	612.31
189	18/07/2023	CA		Lloyds		Batteries	Go Green Batteries Ltd	S	5.70	1.14	6.84
216	04/08/2023	CA		Petty Cash		Storage	B&M	S	5.83	1.17	7.00
220	03/08/2023	CA		Lloyds		Minute Binders	Springback Binders Ltd	S	24.98	5.00	29.98
228	11/08/2023	CA		Lloyds		Stationery Refund	Springback Binders Ltd	S	-21.63	-4.33	-25.96
362	14/11/2023	SI-1073		Unity Current		Stationery	Advertiser Office Printers	S	325.00	65.00	390.00
441	11/12/2023			Lloyds		Stationery	Tangible Stationery Company Ltd	S	11.23	2.25	13.48
450	13/12/2023			Unity Current		Stationery	D3 Office Group	S	27.16	5.43	32.59
539	06/02/2024	131948		Unity Current		Cleaning / Stationery Supplies	Class Office Equipment Ltd	S	19.95	3.99	23.94
611	11/03/2024	CS00061605		Lloyds		PO Stamp	Custom Stamps Online	S	54.90	10.98	65.88
Subtotal for Code: Stationery									£1,500.83	£300.17	£1,801.00

Code Number 32 Office Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	16/05/2023	101508		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	24.86	4.97	29.83
291	10/10/2023	115391		Unity Current		Office Chairs	D3 Office Group	S	885.00	177.00	1,062.00
318	07/09/2023			Lloyds		Storage Boxes	B&M	S	40.00	8.00	48.00
491	05/01/2024	2023 - 2024/2		Unity Current		Invoice Stamp	Custom Stamps Online	S	72.65	14.53	87.18
Subtotal for Code: Office Equipment									£1,022.51	£204.50	£1,227.01

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

Code Number		33 IT Equipment									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	14/04/2023	27527		Unity Current		Computers	Pro Logic Computers (UK) Ltd	S	1,500.00	300.00	1,800.00
157	11/07/2023	30012		Unity Current		Computer Refurbishment	Pro Logic Computers (UK) Ltd	S	52.25	10.45	62.70
Subtotal for Code: IT Equipment									£1,552.25	£310.45	£1,862.70

Code Number		34 IT Software									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
185	20/07/2023			Petty Cash		Planner	ETSY	S	10.32	2.06	12.38
230	30/08/2023	CA - 03893-411		Lloyds		Canva Subscription	Canva	S	83.33	16.66	99.99
341	12/10/2023			Lloyds		PDF Software	PDF Escape	Z	29.26		29.26
Subtotal for Code: IT Software									£122.91	£18.72	£141.63

Code Number		35 IT Support									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
47	28/04/2023	27546		Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	310.80	62.16	372.96
75	30/05/2023			Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	318.09	63.62	381.71
142	28/06/2023			Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	312.78	62.56	375.34
180	28/07/2023	30033		Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	321.33	64.27	385.60
209	29/08/2023	30185		Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	327.50	65.50	393.00
265	28/09/2023	30345		Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	324.36	64.87	389.23
388	30/10/2023			Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	334.04	66.81	400.85
396	28/11/2023			Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	353.32	70.66	423.98
472	28/12/2023			Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	346.36	69.27	415.63
518	29/01/2024	30993		Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	346.36	69.27	415.63
546	28/02/2024			Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	356.62	71.32	427.94
603	28/03/2024	31330		Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	353.48	70.70	424.18
Subtotal for Code: IT Support									£4,005.04	£801.01	£4,806.05

Code Number		36 Website									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	02/04/2023	SI-7784		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
68	02/05/2023	SI-7915		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
110	02/06/2023			Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
184	03/07/2023	SI-8171		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
203	02/08/2023	8308		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
257	20/09/2023	SI-8347		Unity Current		Website Upgrade	Multi-Web-Services Ltd	S	672.50	134.50	807.00
261	20/09/2023	SI-8491		Unity Current		Website Upgrade	Multi-Web-Services Ltd	S	672.50	134.50	807.00
270	04/09/2023	SI-8451		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
381	02/10/2023			Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
384	10/10/2023			Unity Current		Website Hosting	Multi-Web-Services Ltd	S			
402	02/11/2023			Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
478	04/12/2023			Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

495	02/01/2024	8981		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
552	02/02/2024			Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
591	04/03/2024	9263		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
Subtotal for Code: Website									£2,874.40	£574.88	£3,449.28

Code Number 37 Professional Fees

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
28	16/05/2023	INV 33503		Unity Current		Payroll Services	Lofthouse & Co	S	215.00	43.00	258.00
29	16/05/2023	INV 335904		Unity Current		Payroll Services	Lofthouse & Co	S	178.00	35.60	213.60
46	21/04/2023	CT0069982		Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
72	22/05/2023			Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
140	21/06/2023			Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
166	26/07/2023	CA - 586		Unity Current		Staffing Review	Local Council Consultancy	S	1,642.50	328.50	1,971.00
179	21/07/2023			Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
207	21/08/2023			Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
264	21/09/2023			Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
356	14/11/2023	SIN2555551		Unity Current		Music Licence	PPL PRS Ltd	S	1,344.80	268.96	1,613.76
386	23/10/2023			Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
395	21/11/2023			Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
471	21/12/2023			Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92
514	22/01/2024	141624		Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92
541	06/02/2024	336574		Unity Current		Payroll Services	Lofthouse & Co	S	136.50	27.30	163.80
542	06/02/2024	336575		Unity Current		Payroll Services	Lofthouse & Co	S	131.50	26.30	157.80
543	06/02/2024	336576		Unity Current		Payroll Services	Lofthouse & Co	S	170.00	34.00	204.00
545	21/02/2024			Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92
598	21/03/2024	CT0141624		Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92
Subtotal for Code: Professional Fees									£7,116.90	£1,423.30	£8,540.20

Code Number 38 Audit Fees

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
126	13/06/2023	4234		Unity Current		Internal Audit Fee	Yorkshire Internal Audit Services	Z	310.00		310.00
246	20/09/2023	SB20231308		Unity Current		External Audit Fee	PKF Littlejohn LLP	S	1,365.00	273.00	1,638.00
465	13/12/2023			Unity Current		Internal Audit Fee	Internal Audit Yorkshire	Z	375.00		375.00
Subtotal for Code: Audit Fees									£2,050.00	£273.00	£2,323.00

Code Number 40 GDPR Compliance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
27	16/05/2023	INV 30962		Unity Current		Shredding	Shredall Group	S	43.84	8.77	52.61
273	08/09/2023			Unity Current		ICO Registration	Information Commissioner's Office	Z	35.00		35.00
286	10/10/2023	IN00129835		Unity Current		Shredding	Class Office Equipment Ltd	S	80.00	16.00	96.00
364	14/11/2023	IN00130602		Unity Current		Shredding	Class Office Equipment Ltd	S	40.00	8.00	48.00
460	13/12/2023			Unity Current		Shredding	Class Office Equipment Ltd	S	40.00	8.00	48.00
503	23/01/2024	2023 - 2024/8		Unity Current		Shredding	Class Office Equipment Ltd	S	40.00	8.00	48.00

NORMANTON TOWN COUNCIL

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

579	12/03/2024	2023 - 2024/35		Unity Current		Shredding	Class Office Equipment Ltd	S	40.00	8.00	48.00
							Subtotal for Code: GDPR Compliance		£318.84	£56.77	£375.61
Code Number				41 Health & Safety							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
225	11/08/2023	CA - 445493		Lloyds		Chair Trolley	Gopak Ltd	S	155.80	31.16	186.96
314	06/09/2023			Lloyds		Maintenance Supplies	Screwfix	S	48.37	9.67	58.04
522	25/01/2024			Lloyds		Safety Signage	UK Safety Store	S	55.80	11.16	66.96
523	25/01/2024			Lloyds		Safety Signage	Value Products Ltd	S	20.49	4.10	24.59
529	06/02/2024	10389		Unity Current		PAT Testing	RCW Building Solutions	S	294.60	58.92	353.52
							Subtotal for Code: Health & Safety		£575.06	£115.01	£690.07
Code Number				42 Memberships							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	14/04/2023	INV-0521		Unity Current		YLCA Membership	Yorkshire Local Councils Associations	E	2,030.00		2,030.00
492	05/01/2024			Unity Current		NSALG Membership	National Allotment Society	S	55.00	11.00	66.00
494	05/01/2024	2023 - 2024/4		Unity Current		SLCC Membership	SLCC	Z	377.00		377.00
							Subtotal for Code: Memberships		£2,462.00	£11.00	£2,473.00
Code Number				44 Councillor Training							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
172	26/07/2023	CA - 0846		Unity Current		Councillor Training	Yorkshire Local Councils Associations	Z	100.00		100.00
502	23/01/2024	2023 - 2024/7		Unity Current		Councillor Training	YLCA	Z	25.00		25.00
588	12/03/2024	1253		Unity Current		Councillor Training	YLCA	Z	25.00		25.00
589	12/03/2024	1582		Unity Current		Training	YLCA	Z	52.50		52.50
589	12/03/2024	1582		Unity Current		Training	YLCA	Z	60.00		60.00
							Subtotal for Code: Councillor Training		£262.50		£262.50
Code Number				50 Bank Charges							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
54	03/04/2023			X Barclays Current		Bank Charges	Barclays Bank	E	8.50		8.50
62	02/05/2023			Lloyds		Monthly Fee	Lloyds Bank	Z	3.00		3.00
120	02/06/2023			Lloyds		Monthly Fee	Lloyds Bank	Z	3.00		3.00
144	30/06/2023			Unity Current		Bank Charges	Unity Trust Bank	Z	5.50		5.50
145	30/06/2023			Unity Current		Bank Charges	Unity Trust Bank	Z	52.80		52.80
148	03/07/2023			Lloyds		Monthly Fee	Lloyds Bank	Z	3.00		3.00
193	02/08/2023			Lloyds		Bank Charges	Lloyds Bank	Z	3.00		3.00
231	31/08/2023			Lloyds		Monthly Fee	Lloyds Bank	Z	3.00		3.00
274	29/09/2023			Unity Current		Bank Charges	Unity Trust Bank	Z	0.60		0.60
275	30/09/2023			Unity Current		Bank Charges	Unity Trust Bank	Z	42.45		42.45
323	30/09/2023			Lloyds		Bank Charges	Lloyds Bank	Z	3.00		3.00
379	31/10/2023			Lloyds		Bank Charges	Lloyds Bank	Z	3.00		3.00
421	30/11/2023			Lloyds		Bank Charges	Lloyds Bank	Z	3.00		3.00
444	31/12/2023			Lloyds		Bank Charges	Lloyds Bank	Z	3.00		3.00

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

467	31/12/2023	Unity Current	Bank Charges	Unity Trust Bank	Z	48.45	48.45
468	28/12/2023	Unity Current	Bank Charges	Unity Trust Bank	Z	10.00	10.00
555	31/01/2024	Lloyds	Bank Charges	Lloyds Bank	Z	3.00	3.00
570	28/02/2024	Lloyds	Bank Charges	Lloyds Bank	Z	3.00	3.00
604	28/03/2024	Unity Current	Bank Charges	Unity Trust Bank	Z	10.50	10.50
605	31/03/2024	Unity Current	Bank Charges	Unity Trust Bank	Z	48.15	48.15
609	31/03/2024	Lloyds	Bank Charges	Lloyds Bank	Z	3.00	3.00

Subtotal for Code: Bank Charges £262.95 £262.95

Code Number 51 Card Processing Fees

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
160	16/06/2023			Unity Current		Card Processing Fees	Square	Z	0.29		0.29
161	29/06/2023			Unity Current		Card Processing Fees	Square	Z	0.20		0.20

Subtotal for Code: Card Processing Fees £0.49 £0.49

Code Number 52 Talking Newspaper

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
129	09/06/2023	581748		Unity Current	CHQ 300004	RNIB Membership	RNIB	Z	169.56		169.56
329	21/09/2023			Petty Cash		Newspapers	Asda	Z	3.20		3.20
331	28/09/2023			Petty Cash		Newspapers / Cleaning	Asda	Z	3.20		3.20
337	05/10/2023			Petty Cash		Newspapers	Asda	Z	3.20		3.20
338	12/10/2023			Petty Cash		Newspapers	Asda	Z	3.20		3.20
349	19/10/2023			Petty Cash		Newspapers	Asda	Z	3.20		3.20
350	26/10/2023			Petty Cash		Newspapers	Asda	Z	3.20		3.20
423	09/11/2023			Petty Cash		Newspapers	Asda	Z	3.40		3.40
425	16/11/2023			Petty Cash		Newspapers	Asda	Z	3.40		3.40
427	23/11/2023			Petty Cash		Newspapers	Asda	Z	3.40		3.40
430	30/11/2023			Petty Cash		Newspapers	Asda	Z	3.40		3.40
432	07/12/2023			Petty Cash		Newspapers	Asda	Z	3.40		3.40
435	14/12/2023			Petty Cash		Newspapers	Asda	Z	3.40		3.40
436	21/12/2023			Petty Cash		Newspapers	Asda	Z	3.40		3.40
498	05/01/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
510	24/01/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
517	25/01/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
524	01/02/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
557	08/02/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
560	15/02/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
567	07/03/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
568	22/02/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
569	29/02/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
606	14/03/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
607	21/03/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

608	28/03/2024			Petty Cash		Newspapers	Asda	Z	3.40		3.40
							Subtotal for Code: Talking Newspaper		£253.36		£253.36
Code Number	53 Mayors Appeal 22/23										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
33	23/05/2023			Unity Current		Mayors Charity Fund Donation	Friends of Altofts Library	E	100.00		100.00
34	23/05/2023			Unity Current		Mayors Charity Fund Donation	1st Normanton Scouts	E	100.00		100.00
35	23/05/2023			Unity Current		Mayors Charity Fund Donation	Friends of Haw Hill Park	E	100.00		100.00
36	23/05/2023			Unity Current		Mayors Charity Fund Donation	Dr Jackson Cancer Fund	E	100.00		100.00
37	23/05/2023			Unity Current		Mayors Charity Fund Donation	The Well Project	E	2,000.00		2,000.00
78	31/05/2023			Unity Current		Mayors Charity Fund Donation	Normanton Camera Club	Z	100.00		100.00
127	13/06/2023			Unity Current		Mayors Charity Fund Donation	Andy's Man Club	Z	1,000.00		1,000.00
							Subtotal for Code: Mayors Appeal 22/23		£3,500.00		£3,500.00
Code Number	54 Normanton Development										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
177	26/07/2023	CA - 001		Unity Current		Donation to Church Clock	All Saints Church	Z	1,000.00		1,000.00
							Subtotal for Code: Normanton Development		£1,000.00		£1,000.00
Code Number	66 Mayors Allowance 23/24										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
135	18/06/2023			Petty Cash		Mayors Allowance Donation	The Well Project	Z	50.00		50.00
158	11/07/2023			Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	78.45		78.45
196	09/08/2023	CA		Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	76.70		76.70
197	09/08/2023	CA		Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	29.70		29.70
200	09/08/2023	CA		Unity Current		Flowers	Calli-Fleur by Design	Z	235.00		235.00
219	02/08/2023	CA		Lloyds		Car Boot Sale Licence	Wakefield Council	Z	60.00		60.00
250	20/09/2023	0115567242		Unity Current		Yorkshire Day Tickets	Rotherham Metropolitan Borough Cou	S	91.67	18.33	110.00
276	10/10/2023	000262010200		Unity Current		Small Lottery Licence	Wakefield Council	Z	20.00		20.00
279	10/10/2023			Unity Current		Event Catering	STW Catering	Z	401.50		401.50
280	10/10/2023			Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	30.35		30.35
333	09/10/2023			Lloyds		Advertising	National World	S	53.50	10.70	64.20
335	05/10/2023			Petty Cash		Morley Race Night	Morley Town Council	Z	24.00		24.00
336	05/10/2023			Petty Cash		Mayors Expenses	Wakefield Council	Z	30.00		30.00
348	14/11/2023			Unity Current		Mayors Expenses	Deputy Mayor	Z	30.70		30.70
353	14/11/2023			Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	108.00		108.00
354	14/11/2023			Unity Current		Mayoress of Morley at Home	Morley Town Council	Z	29.00		29.00
365	14/11/2023	SI-1067		Unity Current		Printing	Advertiser Office Printers	S	45.00	9.00	54.00
390	12/12/2023			Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	185.00		185.00
505	23/01/2024			Unity Current		Mayors Expenses	Hebden Royd Mayors Charity	Z	30.00		30.00
530	06/02/2024			Unity Current		Mayors Expenses	Deputy Mayor	Z	28.88		28.88
571	12/03/2024	2023 - 2024/25		Unity Current		Tickets & Posters	Advertiser Office Printers	S	24.00	4.80	28.80
571	12/03/2024	2023 - 2024/25		Unity Current		Tickets & Posters	Advertiser Office Printers	S	30.00	6.00	36.00

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

582	12/03/2024			Unity Current		Mayors Allowance Donation	Morley Town Council	Z	24.00		24.00	
									Subtotal for Code: Mayors Allowance 23/24	£1,715.45	£48.83	£1,764.28
Code Number	67 Councillor Allowances											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
397	27/11/2023			Unity Current		Salaries & Wages	Employees	X	1,034.00		1,034.00	
547	27/02/2024			Unity Current		Salaries & Wages	Employees	X	638.00		638.00	
601	27/03/2024			Unity Current		Salaries & Wages	Employees	X	88.00		88.00	
									Subtotal for Code: Councillor Allowances	£1,760.00		£1,760.00
Code Number	68 Civic Regalia											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
32	16/05/2023	61946		Unity Current		Past Mayors Badge	Vaughtons	S	313.43	62.69	376.12	
192	31/07/2023	WB-18868		Lloyds		ID Badges	We Print Gifts	S	19.98	4.00	23.98	
583	12/03/2024	2407		Unity Current		Mayors Robes / Past Mayors Badge	Michaels Civic Robes	S	625.49	125.10	750.59	
									Subtotal for Code: Civic Regalia	£958.90	£191.79	£1,150.69
Code Number	69 Elections											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
288	10/10/2023	91315200012		Unity Current		Election - Altofts Ward	Wakefield Council	Z	124.00		124.00	
289	10/10/2023	91315200030		Unity Current		Election - North & West Ward	Wakefield Council	Z	122.00		122.00	
290	10/10/2023	91315200021		Unity Current		Election - East Ward	Wakefield Council	Z	141.00		141.00	
585	12/03/2024	91315620294		Unity Current		Election - Central & South Ward	Wakefield Council	Z	4,500.93		4,500.93	
									Subtotal for Code: Elections	£4,887.93		£4,887.93
Code Number	70 Small Grants											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
506	23/01/2024			Unity Current		Small Grant	The Well Project	Z	1,100.00		1,100.00	
531	06/02/2024			Unity Current		Small Grant	Wakefield District Housing	Z	400.00		400.00	
532	06/02/2024			Unity Current		Small Grant	Alice Bacon Memorial Trust	Z	500.00		500.00	
533	06/02/2024			Unity Current		Small Grant	Friends of Altofts Library	Z	383.20		383.20	
534	06/02/2024			Unity Current		Small Grant	1st Normanton Scouts	Z	500.00		500.00	
535	06/02/2024			Unity Current		Small Grant	Normanton Knights ARLFC	Z	500.00		500.00	
536	06/02/2024			Unity Current		Small Grant	Altofts Bowling Club	Z	489.29		489.29	
537	06/02/2024			Unity Current		Small Grant	The Well Project	Z	500.00		500.00	
538	06/02/2024			Unity Current		Small Grant	The Well Project	Z	500.00		500.00	
573	12/03/2024			Unity Current		Small Grant	Altofts Community Sports Foundation	Z	500.00		500.00	
586	12/03/2024			Unity Current		Small Grant	Wakefield Wildcats Netball Team	Z	500.00		500.00	
									Subtotal for Code: Small Grants	£5,872.49		£5,872.49
Code Number	71 Advertising & Promotions											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
22	16/05/2023	INV-0041		Unity Current		Advertising	Normanton & District Advertiser	Z	480.00		480.00	
30	16/05/2023	INV-0056		Unity Current		Advertising	Normanton & District Advertiser	Z	480.00		480.00	
153	11/07/2023			Unity Current		Advertising	Normanton & District Advertiser	Z	480.00		480.00	

NORMANTON TOWN COUNCIL

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

169	26/07/2023	CA - 0118		Unity Current		Advertising	Normanton & District Advertiser	Z	480.00		480.00
254	20/09/2023	INV-0148		Unity Current		Advertising	Normanton & District Advertiser	Z	720.00		720.00
277	10/10/2023	INV0185		Unity Current		Advertising	Normanton & District Advertiser	Z	480.00		480.00
347	14/11/2023	INV-0211		Unity Current		Advertising	Normanton & District Advertiser	Z	480.00		480.00
455	13/12/2023			Unity Current		Advertising	Normanton & District Advertiser	Z	480.00		480.00
482	05/01/2024	2023 - 2024/1		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
482	05/01/2024	2023 - 2024/1		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
482	05/01/2024	2023 - 2024/1		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
482	05/01/2024	2023 - 2024/1		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
501	23/01/2024	2023 - 2024/6		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
501	23/01/2024	2023 - 2024/6		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
501	23/01/2024	2023 - 2024/6		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
501	23/01/2024	2023 - 2024/6		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
572	12/03/2024	2023 - 2024/13		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
572	12/03/2024	2023 - 2024/13		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
572	12/03/2024	2023 - 2024/13		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
572	12/03/2024	2023 - 2024/13		Unity Current		Normanton & District Advertiser	Advertiser Office Printers	S	120.00	24.00	144.00
596	31/03/2024	2023 - 2024/37		Unity Current		Promotional Pens and Pencils	JC One Promotions	S	334.00	66.80	400.80
597	31/03/2024	2023 - 2024/30		Unity Current		Promotional Pens and Pencils	JC One Promotions	S	348.00	69.60	417.60
Subtotal for Code: Advertising & Promotions									£6,202.00	£424.40	£6,626.40

Code Number 74 Hanging Baskets

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	14/04/2023	1232		Unity Current		Hanging Baskets - Summer 2023	First Impressions	S	5,972.58	1,194.52	7,167.10
24	16/05/2023	1249		Unity Current		Hanging Baskets - Spring	First Impressions	S	3,359.00	671.80	4,030.80
116	13/06/2023	1272		Unity Current		Top Soil	First Impressions	S	250.00	50.00	300.00
156	11/07/2023	27846		Unity Current		Hanging Basket Plaques	Express Signs Ltd	S	185.25	37.05	222.30
619	31/03/2024	2023 - 2024/5		Unity Current		Flower Beds - Town Hall	First Impressions	S	58.00	11.60	69.60
619	31/03/2024	2023 - 2024/5		Unity Current		Flower Beds - Town Hall	First Impressions	S	70.00	14.00	84.00
Subtotal for Code: Hanging Baskets									£9,894.83	£1,978.97	£11,873.80

Code Number 100 Potts Terrace

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
159	11/07/2023	91314916103		Unity Current		Grounds Maintenance - Potts Terrace	Wakefield Council	S	404.68	80.94	485.62
Subtotal for Code: Potts Terrace									£404.68	£80.94	£485.62

Code Number 105 Administration

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
109	30/05/2023	WPL-168477		Lloyds		ID Badges	We Print Gifts	S	129.80	25.96	155.76
556	06/02/2024			Petty Cash		Milk	Asda	Z	1.45		1.45
559	12/02/2024			Petty Cash		Milk	Asda	Z	1.45		1.45
Subtotal for Code: Administration									£132.70	£25.96	£158.66

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

Code Number		107 Mayors Allowance 22/23									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	25/04/2023			Petty Cash		Stationery	WH Smith	S	3.15	0.63	3.78
21	16/05/2023	SI-744		Unity Current		Printing	Advertiser Office Printers	S	70.00	14.00	84.00
88	02/05/2023	61190		Lloyds		Raffle Prize- Lottie Shaws	Lottie Shaws	Z	50.00		50.00
104	11/05/2023			Lloyds		Mayors Presentation Refreshments	TESCO	S	44.17	8.83	53.00
104	11/05/2023			Lloyds		Mayors Presentation Refreshments	TESCO	Z	68.82		68.82
Subtotal for Code: Mayors Allowance 22/23									£236.14	£23.46	£259.60

Code Number		110 EMR Civic Regalia									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
583	12/03/2024	2407		Unity Current		Mayors Robes / Past Mayors Badge	Michaels Civic Robes	S	1,110.21	222.04	1,332.25
Subtotal for Code: EMR Civic Regalia									£1,110.21	£222.04	£1,332.25
Subtotal for Cost Centre: FINANCE COMMITTEE									68,962.09	7,768.84	76,730.93

Cost Centre PROPERTY COMMITTEE

Code Number		28 Telephone / Internet									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	21/04/2023	Q644717		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	44.98	9.00	53.98
67	02/05/2023	87060 / 87733		Unity Current		Telephone & Broadband	NGC Networks	S	82.71	16.54	99.25
73	23/05/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	47.39	9.48	56.87
76	30/05/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
141	21/06/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	48.01	9.60	57.61
143	30/06/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
181	21/07/2023	Q646140		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	43.83	8.77	52.60
183	31/07/2023	90277/89685		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
208	22/08/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.83	9.37	56.20
211	30/08/2023	91143 / 90539		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
269	21/09/2023	Q647290		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	45.77	9.15	54.92
380	02/10/2023			Unity Current		Telephone & Broadband	NGC Networks	S	74.23	14.85	89.08
380	02/10/2023			Unity Current		Telephone & Broadband	NGC Networks	S	12.46	2.49	14.95
383	10/10/2023			Unity Current		Telephone & Broadband	NGC Networks	S			
387	23/10/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.21	9.24	55.45
389	30/10/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
399	22/11/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	45.27	9.05	54.32
400	30/11/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
476	21/12/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.76	9.35	56.11
477	29/12/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
515	22/01/2024	650282		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	43.76	8.75	52.51
519	30/01/2024	94996/95735		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
550	22/02/2024			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	43.81	8.76	52.57

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

590	01/03/2024	96712		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
599	21/03/2024	Q651599		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	47.06	9.41	56.47
Subtotal for Code: Telephone / Internet									£1,499.11	£299.78	£1,798.89

Code Number 55 Town Hall Refurb

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	16/05/2023	SI-2309		Unity Current		M&E Consultant	Shearstone Mechanical Ltd	S	950.00	190.00	1,140.00
40	23/05/2023	41705		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	42.00	6.00	48.00
48	28/04/2023	4		Unity Current		Plumbing Report	RJ Plumbing and Gas Services Ltd	S	750.00	150.00	900.00
50	28/04/2023	41567		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	42.00	6.00	48.00
122	13/06/2023	1291/052023		Unity Current		Quantity Surveyor Fees	Tim Howe Consultancy Ltd	Z	1,000.00		1,000.00
130	13/06/2023	41825		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	40.00	8.00	48.00
147	28/06/2023			Lloyds		Desk and Clocks	IKEA	S	112.50	22.50	135.00
162	21/07/2023	CA - 00226		Unity Current		Steps and Cladding	Rayner & Son	S	670.00	134.00	804.00
163	26/07/2023	CA - 41965		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	40.00	8.00	48.00
170	26/07/2023	CA - 7093		Unity Current		Lift Emergency Phone	Pinnacle Elevators	S	450.00	90.00	540.00
190	27/07/2023	445086		Lloyds		Folding Table	Gopak Ltd	S	1,277.46	255.49	1,532.95
191	21/07/2023	25978926		Lloyds		Kitchen Equipment	Nisbets	S	92.10	18.42	110.52
202	09/08/2023	CA		Unity Current		Ramp and Steps Remedial Work	JM Developments	Z	950.00		950.00
221	04/08/2023	CA		Lloyds		Catering Supplies	Nisbets	S	262.59	52.52	315.11
224	08/08/2023	CA		Lloyds		Catering Supplies	Nisbets	S	-225.91	-45.18	-271.09
248	20/09/2023	1305/082023		Unity Current		Quantity Surveyor Fees	Tim Howe Consultancy Ltd	Z	1,100.00		1,100.00
259	20/09/2023	42112		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	40.00	8.00	48.00
284	10/10/2023	42370		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	40.00	8.00	48.00
332	10/10/2023	10357		Unity Current		Replacement Locks	RCW Building Solutions	S	805.00	161.00	966.00
466	13/12/2023			Unity Current		Waste Removal	RCW Building Solutions	S	100.00	20.00	120.00
483	05/01/2024	10366		Unity Current		Lock and Door Alterations	RCW Building Solutions	S	670.00	134.00	804.00
484	05/01/2024	10367		Unity Current		Window Repairs	RCW Building Solutions	S	310.00	62.00	372.00
504	23/01/2024	2023 - 2024/9		Lloyds		Shelving	BigDug	S	241.00	48.20	289.20
526	06/02/2024	10387		Unity Current		Joinery Work	RCW Building Solutions	S	1,685.00	337.00	2,022.00
527	06/02/2024	10386		Unity Current		Lock and Door Alterations	RCW Building Solutions	S	1,540.00	308.00	1,848.00
528	06/02/2024	10390		Unity Current		Fire Escape Door	RCW Building Solutions	S	1,830.00	366.00	2,196.00
580	12/03/2024	22-059		Unity Current		Electrical Work	Innova Electrical	S	5,946.07	1,189.21	7,135.28
Subtotal for Code: Town Hall Refurb									£20,759.81	£3,537.16	£24,296.97

Code Number 56 Business Rates

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
69	03/05/2023	888511506921		Unity Current		Business Rates	Wakefield Council	Z	10,104.75		10,104.75
70	03/05/2023	888511367849		Unity Current		Business Rates	Wakefield Council	Z	2,070.85		2,070.85
Subtotal for Code: Business Rates									£12,175.60		£12,175.60

Code Number 58 Defibrillator

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
-------	------	------------	--------	------	-----------	-------------	----------	----------	-----	-----	-------

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

132	14/06/2023	I268187		Lloyds		Defibrillator Pads	WEL Medical Ltd	S	59.95	11.99	71.94
222	07/08/2023	CA - 265020		Lloyds		Defibrillator Cabinet	WEL Medical Ltd	S	520.00	104.00	624.00
229	29/08/2023	CA - 270370		Lloyds		Defibrillator Pads	WEL Medical Ltd	S	119.90	23.98	143.88
Subtotal for Code: Defibrillator									£699.85	£139.97	£839.82

Code Number 59 Hygiene Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
43	11/04/2023	VI/1492781		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
133	13/06/2023			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
178	10/07/2023	VI/1492781		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
271	13/09/2023			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
382	10/10/2023			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
479	13/12/2023			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
512	10/01/2024			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
594	13/03/2024	VI/1507241		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
Subtotal for Code: Hygiene Services									£2,563.08	£512.60	£3,075.68

Code Number 60 Repairs & Maint NTH

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
49	28/04/2023	INV-33236		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
102	08/05/2023			Lloyds		DIY Goods	Asda	S	3.54	0.71	4.25
123	13/06/2023	INV-33488		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
168	26/07/2023	CA - 7059		Unity Current		Lift Service	Pinnacle Elevators	S	880.00	176.00	1,056.00
260	20/09/2023	INV-33835		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
285	10/10/2023	INV-34122		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
314	06/09/2023			Lloyds		Maintenance Supplies	Screwfix	S	11.91	2.38	14.29
339	12/10/2023			Petty Cash		Key Cutting	Timpson	S	16.67	3.33	20.00
405	03/11/2023	27827928		Lloyds		Catering Supplies	Nisbets	S	210.21	42.04	252.25
413	11/11/2023			Lloyds		Hazard Tape	Screwfix	S	3.32	0.67	3.99
433	11/12/2023			Petty Cash		Lightbulbs	Screwfix	S	6.35	1.27	7.62
434	11/12/2023			Petty Cash		Lightbulbs	Screwfix	S	5.32	1.06	6.38
446	13/12/2023			Unity Current		Air Conditioning Service	Knight Engineers Ltd	S	850.00	170.00	1,020.00
447	13/12/2023			Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
558	08/02/2024			Petty Cash		DIY Goods	Asda	S	1.87	0.38	2.25
561	27/02/2024	2023 - 2024/27		Lloyds		Table Cloths	Richard Haworth	S	418.08	83.62	501.70
562	27/02/2024	2023 - 2024/26		Lloyds		Fly Killer	Nisbets	S	44.99	9.00	53.99
562	27/02/2024	2023 - 2024/26		Lloyds		Fly Killer	Nisbets	S	19.69	3.93	23.62
563	08/02/2024			Lloyds		DIY Goods	Screwfix	S	5.82	1.17	6.99
564	13/02/2024			Lloyds		Table Cloths	Richard Haworth	S	32.84	6.57	39.41
565	14/02/2024			Lloyds		DIY Goods	Screwfix	S	19.15	3.83	22.98
581	12/03/2024	12833		Unity Current		Air Conditioning Repair (Labour Only)	Knight Engineers Ltd	S	250.00	50.00	300.00
587	12/03/2024	34866		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

615	31/03/2024	10395		Unity Current		Joinery & Plumbing Works	RCW Building Solutions	S	485.00	97.00	582.00
616	31/03/2024	10396		Unity Current		Works in basement	RCW Building Solutions	S	750.00	150.00	900.00
617	31/03/2024	10397		Unity Current		Refurbish Benches	RCW Building Solutions	S	1,575.00	315.00	1,890.00
Subtotal for Code: Repairs & Maint NTH									£6,309.76	£1,261.96	£7,571.72

Code Number 61 Repairs & Maint WCC

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
195	09/08/2023	CA		Unity Current		Fire Alarm Service	Chubb Fire & Security	S	231.97	46.39	278.36
212	24/08/2023	CA		Unity Current		Salaries & Wages	Employees	Z	12.00		12.00
227	12/08/2023	CA		Lloyds		Carbon Monoxide Detector	TESCO	S	16.67	3.33	20.00
266	30/09/2023			Unity Current		Salaries & Wages	Employees	Z	12.00		12.00
281	10/10/2023	10352		Unity Current		Toilet Repairs	RCW Building Solutions	S	580.00	116.00	696.00
283	10/10/2023	10350		Unity Current		Boiler Service	RCW Building Solutions	S	110.00	22.00	132.00
292	10/10/2023			Unity Current		Legionella Testing	Expert Water Services	S	360.00	72.00	432.00
297	10/10/2023	10356		Unity Current		Boiler Call Out	RCW Building Solutions	S	80.00	16.00	96.00
314	06/09/2023			Lloyds		Maintenance Supplies	Screwfix	S	6.66	1.33	7.99
321	25/09/2023			Lloyds		DIY Goods	Screwfix	S	11.34	2.27	13.61
352	14/11/2023	10123723		Unity Current		Fire Alarm Service	Chubb Fire & Security	S	163.90	32.78	196.68
406	07/11/2023	A11133484207		Lloyds		Padlock	Screwfix	S	26.24	5.25	31.49
445	13/12/2023			Unity Current		Door Repairs	RCW Building Solutions	S	120.00	24.00	144.00
451	13/12/2023			Unity Current		Carpet Repairs	RCW Building Solutions	S	135.00	27.00	162.00
485	05/01/2024	10368		Unity Current		Door Repairs	RCW Building Solutions	S	95.00	19.00	114.00
486	05/01/2024	10369		Unity Current		Gritting Car Park	RCW Building Solutions	S	255.00	51.00	306.00
487	05/01/2024	10370		Unity Current		Lighting and Ceiling Repairs	RCW Building Solutions	S	950.00	190.00	1,140.00
525	06/02/2024	10388		Unity Current		Joinery Work	RCW Building Solutions	S	560.00	112.00	672.00
575	12/03/2024	10289908		Unity Current		Fire Alarm Service	Chubb Fire & Security	S	146.75	29.35	176.10
576	12/03/2024	2023 - 2024/11		Unity Current		Fire Detection Repairs	Chubb Fire & Security	S	177.05	35.41	212.46
577	12/03/2024	10289896		Unity Current		Fire Alarm Service	Chubb Fire & Security	S	250.53	50.11	300.64
578	12/03/2024	2023 - 2024/12		Unity Current		Fire Detection Repairs	Chubb Fire & Security	S	491.70	98.34	590.04
613	31/03/2024	10393		Unity Current		Repairs & Maintenance - Woodhouse	RCW Building Solutions	S	725.00	145.00	870.00
614	31/03/2024	10394		Unity Current		Boiler Service	RCW Building Solutions	S	110.00	22.00	132.00
Subtotal for Code: Repairs & Maint WCC									£5,626.81	£1,120.56	£6,747.37

Code Number 62 Waste Removal

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	14/04/2023	91314652489		Unity Current		Recycling Bin - NTH	Wakefield Council	Z	78.00		78.00
8	14/04/2023	91314652470		Unity Current		Wheelie Bin - CC	Wakefield Council	Z	504.40		504.40
93	04/05/2023	45312		Lloyds		Skip Hire	Pickup Skips	S	75.00	15.00	90.00
Subtotal for Code: Waste Removal									£657.40	£15.00	£672.40

Code Number 64 Cleaning

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	16/05/2023	101508		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	73.29	14.66	87.95

NORMANTON TOWN COUNCIL

23 April 2024 (2023 - 2024)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

64	15/05/2023			Petty Cash		Cleaning Supplies	Asda	S	8.25	1.65	9.90
117	13/06/2023	104660		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	739.71	147.94	887.65
121	04/06/2023			Petty Cash		Cleaning Supplies	Asda	S	10.00	2.00	12.00
125	05/06/2023			Lloyds		Iron and Ironing Board	Asda	S	84.17	16.83	101.00
137	30/06/2023			Petty Cash		Cleaning Supplies	Asda	S	4.58	0.92	5.50
154	11/07/2023	106820		Unity Current		Cleaning Supplies	D3 Office Group	S	35.48	7.10	42.58
201	09/08/2023	CA 111132		Unity Current		Cleaning Supplies	D3 Office Group	S	37.46	7.49	44.95
215	01/08/2023	CA		Petty Cash		Cleaning Supplies	TESCO	Z	4.00		4.00
217	01/08/2023	CA		Petty Cash		Cleaning / Refreshments	Asda	S	2.75	0.55	3.30
287	10/10/2023	115653		Unity Current		Cleaning Supplies	D3 Office Group	S	261.20	52.24	313.44
331	28/09/2023			Petty Cash		Newspapers / Cleaning	Asda	S	4.17	0.83	5.00
422	06/11/2023			Petty Cash		Cleaning Supplies	Asda	S	2.50	0.50	3.00
440	06/12/2023			Lloyds		Cleaning Supplies	TESCO	S	41.67	8.33	50.00
539	06/02/2024	131948		Unity Current		Cleaning / Stationery Supplies	Class Office Equipment Ltd	S	297.25	59.45	356.70
Subtotal for Code: Cleaning									£1,606.48	£320.49	£1,926.97

Code Number 65 Norwood St O/S

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
312	30/09/2023			Unity Current		Employee Expenses	Employees	Z	17.56		17.56
314	06/09/2023			Lloyds		Maintenance Supplies	Screwfix	S	5.41	1.08	6.49
314	06/09/2023			Lloyds		Maintenance Supplies	Screwfix	S	6.66	1.33	7.99
Subtotal for Code: Norwood St O/S									£29.63	£2.41	£32.04

Code Number 72 Utilities NTH

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
618	31/03/2024	91315715419		Unity Current		Utilities	Wakefield Council	S	3,364.36	566.99	3,931.35
Subtotal for Code: Utilities NTH									£3,364.36	£566.99	£3,931.35

Code Number 73 Utilities WCC

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
44	14/04/2023	KI-0D421A68-(Unity Current		Utilities	Octopus Energy Ltd	L	299.49	14.97	314.46
71	11/05/2023	KI-OD421A68-		Unity Current		Utilities	Octopus Energy Ltd	L	335.09	16.76	351.85
74	26/05/2023			Unity Current		Water Bill	Everflow Water	Z	62.73		62.73
138	16/06/2023			Unity Current		Water Bill	Everflow Water	Z	170.38		170.38
182	17/07/2023	2369788		Unity Current		Water Bill	Everflow Water	Z	31.14		31.14
204	16/08/2023	2435437		Unity Current		Water Bill	Everflow Water	Z	28.07		28.07
385	17/10/2023			Unity Current		Utilities	Octopus Energy Ltd	L	795.74	39.78	835.52
393	15/11/2023			Unity Current		Utilities	Octopus Energy Ltd	L	532.77	81.25	614.02
469	15/12/2023			Unity Current		Utilities	Octopus Energy Ltd	L	2.51	0.13	2.64
469	15/12/2023			Unity Current		Utilities	Octopus Energy Ltd	L	391.81	19.59	411.40
513	16/01/2024	0029		Unity Current		Utilities	Octopus Energy Ltd	L	671.81	33.59	705.40
544	15/02/2024			Unity Current		Utilities	Octopus Energy Ltd	L	-127.28	-6.36	-133.64
544	15/02/2024			Unity Current		Utilities	Octopus Energy Ltd	S	822.43	164.49	986.92

NORMANTON TOWN COUNCIL

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

592	12/03/2024	KA-OD421A68		Unity Current		Utilities	Octopus Energy Ltd	L	448.97	22.45	471.42
							Subtotal for Code: Utilities WCC		£4,465.66	£386.65	£4,852.31
Code Number 108 Lease WCC											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
403	01/11/2023			Unity Current		Rent of Land - WCC	WDH	E	1.00		1.00
							Subtotal for Code: Lease WCC		£1.00		£1.00
							Subtotal for Cost Centre: PROPERTY COMMITTEE		59,758.55	8,163.57	67,922.12

Cost Centre STAFFING COMMITTEE

Code Number 18 Salaries & Wages											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
51	27/04/2023	N/A		Unity Current		Salaries & Wages	Employees	X	6,052.94		6,052.94
51	27/04/2023	N/A		Unity Current		Salaries & Wages	Employees	X	395.08		395.08
51	27/04/2023	N/A		Unity Current		Salaries & Wages	Employees	X	646.75		646.75
51	27/04/2023	N/A		Unity Current		Salaries & Wages	Employees	X	24.00		24.00
51	27/04/2023	N/A		Unity Current		Salaries & Wages	Employees	X	112.80		112.80
51	27/04/2023	N/A		Unity Current		Salaries & Wages	Employees	X	28.20		28.20
52	28/04/2023	N/A		Unity Current		Pension	West Yorkshire Pension Fund	X	440.94		440.94
52	28/04/2023	N/A		Unity Current		Pension	West Yorkshire Pension Fund	X	15.68		15.68
52	28/04/2023	N/A		Unity Current		Pension	West Yorkshire Pension Fund	X	37.64		37.64
53	28/04/2023	N/A		Unity Current		PAYE / NIC	HMRC	X	1,368.26		1,368.26
53	28/04/2023	N/A		Unity Current		PAYE / NIC	HMRC	X	39.40		39.40
53	28/04/2023	N/A		Unity Current		PAYE / NIC	HMRC	X	7.20		7.20
53	28/04/2023	N/A		Unity Current		PAYE / NIC	HMRC	X	6.00		6.00
53	28/04/2023	N/A		Unity Current		PAYE / NIC	HMRC	X	1.80		1.80
84	25/05/2023			Unity Current		Salaries & Wages	Employees	X	6,430.22		6,430.22
84	25/05/2023			Unity Current		Salaries & Wages	Employees	X	335.08		335.08
84	25/05/2023			Unity Current		Salaries & Wages	Employees	X	694.75		694.75
84	25/05/2023			Unity Current		Salaries & Wages	Employees	X	112.64		112.64
84	25/05/2023			Unity Current		Salaries & Wages	Employees	X	816.00		816.00
84	25/05/2023			Unity Current		Salaries & Wages	Employees	X	28.16		28.16
85	30/05/2023			Unity Current		PAYE / NIC	HMRC	X	1,525.16		1,525.16
85	30/05/2023			Unity Current		PAYE / NIC	HMRC	X	24.40		24.40
85	30/05/2023			Unity Current		PAYE / NIC	HMRC	X	7.36		7.36
85	30/05/2023			Unity Current		PAYE / NIC	HMRC	X	144.00		144.00
85	30/05/2023			Unity Current		PAYE / NIC	HMRC	X	1.84		1.84
85	30/05/2023			Unity Current		PAYE / NIC	HMRC	X	12.00		12.00
86	30/05/2023			Unity Current		Pension	West Yorkshire Pension Fund	X	470.36		470.36
86	30/05/2023			Unity Current		Pension	West Yorkshire Pension Fund	X	15.68		15.68
86	30/05/2023			Unity Current		Pension	West Yorkshire Pension Fund	X	37.64		37.64

NORMANTON TOWN COUNCIL

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

149	28/06/2023		Unity Current	Salaries & Wages	Employees	X	6,195.37	6,195.37
149	28/06/2023		Unity Current	Salaries & Wages	Employees	X	340.66	340.66
149	28/06/2023		Unity Current	Salaries & Wages	Employees	X	672.61	672.61
149	28/06/2023		Unity Current	Salaries & Wages	Employees	X	242.57	242.57
149	28/06/2023		Unity Current	Salaries & Wages	Employees	X	62.04	62.04
149	28/06/2023		Unity Current	Salaries & Wages	Employees	X	62.04	62.04
150	28/06/2023		Unity Current	Pension	West Yorkshire Pension Fund	X	455.62	455.62
150	28/06/2023		Unity Current	Pension	West Yorkshire Pension Fund	X	15.68	15.68
150	28/06/2023		Unity Current	Pension	West Yorkshire Pension Fund	X	37.64	37.64
151	28/06/2023		Unity Current	PAYE / NIC	HMRC	X	1,435.65	1,435.65
151	28/06/2023		Unity Current	PAYE / NIC	HMRC	X	25.78	25.78
151	28/06/2023		Unity Current	PAYE / NIC	HMRC	X	6.46	6.46
174	27/07/2023	CA - Wages JL	Unity Current	Salaries & Wages	Employees	X	6,122.46	6,122.46
174	27/07/2023	CA - Wages JL	Unity Current	Salaries & Wages	Employees	X	340.64	340.64
174	27/07/2023	CA - Wages JL	Unity Current	Salaries & Wages	Employees	X	646.75	646.75
174	27/07/2023	CA - Wages JL	Unity Current	Salaries & Wages	Employees	X		
174	27/07/2023	CA - Wages JL	Unity Current	Salaries & Wages	Employees	X	201.84	201.84
175	27/07/2023	CA - Pension J	Unity Current	Pension	West Yorkshire Pension Fund	X	445.90	445.90
175	27/07/2023	CA - Pension J	Unity Current	Pension	West Yorkshire Pension Fund	X	15.68	15.68
175	27/07/2023	CA - Pension J	Unity Current	Pension	West Yorkshire Pension Fund	X	37.64	37.64
176	27/07/2023	CA - HMRC JU	Unity Current	PAYE / NIC	HMRC	X	1,401.38	1,401.38
176	27/07/2023	CA - HMRC JU	Unity Current	PAYE / NIC	HMRC	X	25.80	25.80
176	27/07/2023	CA - HMRC JU	Unity Current	PAYE / NIC	HMRC	X	24.40	24.40
176	27/07/2023	CA - HMRC JU	Unity Current	PAYE / NIC	HMRC	X		
176	27/07/2023	CA - HMRC JU	Unity Current	PAYE / NIC	HMRC	X		
212	24/08/2023	CA	Unity Current	Salaries & Wages	Employees	X	6,090.23	6,090.23
212	24/08/2023	CA	Unity Current	Salaries & Wages	Employees	X	340.64	340.64
212	24/08/2023	CA	Unity Current	Salaries & Wages	Employees	X	672.47	672.47
212	24/08/2023	CA	Unity Current	Salaries & Wages	Employees	X		
212	24/08/2023	CA	Unity Current	Salaries & Wages	Employees	X	150.20	150.20
213	30/08/2023	CA	Unity Current	Pension	West Yorkshire Pension Fund	X	444.96	444.96
213	30/08/2023	CA	Unity Current	Pension	West Yorkshire Pension Fund	X	15.68	15.68
213	30/08/2023	CA	Unity Current	Pension	West Yorkshire Pension Fund	X	37.64	37.64
214	30/08/2023	CA	Unity Current	PAYE / NIC	HMRC	X	1,386.08	1,386.08
214	30/08/2023	CA	Unity Current	PAYE / NIC	HMRC	X	25.80	25.80
214	30/08/2023	CA	Unity Current	PAYE / NIC	HMRC	X	11.40	11.40
214	30/08/2023	CA	Unity Current	PAYE / NIC	HMRC	X		
214	30/08/2023	CA	Unity Current	PAYE / NIC	HMRC	X	6.60	6.60
266	30/09/2023		Unity Current	Salaries & Wages	Employees	X	7,403.96	7,403.96
266	30/09/2023		Unity Current	Salaries & Wages	Employees	X	340.66	340.66

NORMANTON TOWN COUNCIL

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

266	30/09/2023	Unity Current	Salaries & Wages	Employees	X	698.47	698.47
266	30/09/2023	Unity Current	Salaries & Wages	Employees	X	2,322.70	2,322.70
266	30/09/2023	Unity Current	Salaries & Wages	Employees	X	150.00	150.00
267	30/09/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	556.25	556.25
267	30/09/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	15.68	15.68
267	30/09/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	37.64	37.64
268	30/09/2023	Unity Current	PAYE / NIC	HMRC	X	1,895.22	1,895.22
268	30/09/2023	Unity Current	PAYE / NIC	HMRC	X	25.78	25.78
268	30/09/2023	Unity Current	PAYE / NIC	HMRC	X	11.60	11.60
268	30/09/2023	Unity Current	PAYE / NIC	HMRC	X	424.50	424.50
268	30/09/2023	Unity Current	PAYE / NIC	HMRC	X	12.92	12.92
343	26/10/2023	Unity Current	Salaries & Wages	Employees	X	6,127.72	6,127.72
343	26/10/2023	Unity Current	Salaries & Wages	Employees	X	340.64	340.64
343	26/10/2023	Unity Current	Salaries & Wages	Employees	X	646.75	646.75
343	26/10/2023	Unity Current	Salaries & Wages	Employees	X		
343	26/10/2023	Unity Current	Salaries & Wages	Employees	X	150.20	150.20
344	26/10/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	448.98	448.98
344	26/10/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	15.68	15.68
344	26/10/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	37.64	37.64
397	27/11/2023	Unity Current	Salaries & Wages	Employees	X	9,282.52	9,282.52
397	27/11/2023	Unity Current	Salaries & Wages	Employees	X	544.25	544.25
397	27/11/2023	Unity Current	Salaries & Wages	Employees	X	1,192.81	1,192.81
397	27/11/2023	Unity Current	Salaries & Wages	Employees	X	349.70	349.70
397	27/11/2023	Unity Current	Salaries & Wages	Employees	X	172.28	172.28
398	29/11/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	502.49	502.49
398	29/11/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	17.32	17.32
398	29/11/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	41.56	41.56
473	21/12/2023	Unity Current	Salaries & Wages	Employees	X	6,446.01	6,446.01
473	21/12/2023	Unity Current	Salaries & Wages	Employees	X	285.52	285.52
473	21/12/2023	Unity Current	Salaries & Wages	Employees	X	714.05	714.05
473	21/12/2023	Unity Current	Salaries & Wages	Employees	X	226.54	226.54
473	21/12/2023	Unity Current	Salaries & Wages	Employees	X		
474	28/12/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	471.71	471.71
474	28/12/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	17.32	17.32
474	28/12/2023	Unity Current	Pension	West Yorkshire Pension Fund	X	41.56	41.56
475	31/12/2023	Unity Current	PAYE / NIC	HMRC	X	1,512.63	1,512.63
475	31/12/2023	Unity Current	PAYE / NIC	HMRC	X	12.00	12.00
475	31/12/2023	Unity Current	PAYE / NIC	HMRC	X		
475	31/12/2023	Unity Current	PAYE / NIC	HMRC	X	56.60	56.60
475	31/12/2023	Unity Current	PAYE / NIC	HMRC	X		

NORMANTON TOWN COUNCIL

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

507	25/01/2024	Unity Current	Salaries & Wages	Employees	X	6,644.89	6,644.89
507	25/01/2024	Unity Current	Salaries & Wages	Employees	X	285.52	285.52
507	25/01/2024	Unity Current	Salaries & Wages	Employees	X	741.57	741.57
507	25/01/2024	Unity Current	Salaries & Wages	Employees	X		
507	25/01/2024	Unity Current	Salaries & Wages	Employees	X		
508	25/01/2024	Unity Current	Pension	West Yorkshire Pension Fund	X	466.68	466.68
508	25/01/2024	Unity Current	Pension	West Yorkshire Pension Fund	X	17.32	17.32
508	25/01/2024	Unity Current	Pension	West Yorkshire Pension Fund	X	41.56	41.56
509	25/01/2024	Unity Current	PAYE / NIC	HMRC	X	1,423.23	1,423.23
509	25/01/2024	Unity Current	PAYE / NIC	HMRC	X	12.00	12.00
509	25/01/2024	Unity Current	PAYE / NIC	HMRC	X		
509	25/01/2024	Unity Current	PAYE / NIC	HMRC	X		
509	25/01/2024	Unity Current	PAYE / NIC	HMRC	X		
547	27/02/2024	Unity Current	Salaries & Wages	Employees	X	7,849.11	7,849.11
548	28/02/2024	Unity Current	Pension	West Yorkshire Pension Fund	X	525.56	525.56
549	23/02/2024	Unity Current	PAYE / NIC	HMRC	X	948.47	948.47
549	23/02/2024	Unity Current	PAYE / NIC	HMRC	X	474.57	474.57
601	27/03/2024	Unity Current	Salaries & Wages	Employees	X	8,515.31	8,515.31
602	27/03/2024	Unity Current	Pension	West Yorkshire Pension Fund	X	525.56	525.56
620	31/03/2024	Unity Current	PAYE / NIC	HMRC	X	1,173.87	1,173.87
620	31/03/2024	Unity Current	PAYE / NIC	HMRC	X	474.57	474.57
Subtotal for Code: Salaries & Wages						£121,497.94	£121,497.94

Code Number 24 Employers National Insurance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
53	28/04/2023	N/A		Unity Current		PAYE / NIC	HMRC	X	710.31		710.31
85	30/05/2023			Unity Current		PAYE / NIC	HMRC	X	777.82		777.82
151	28/06/2023			Unity Current		PAYE / NIC	HMRC	X	739.27		739.27
176	27/07/2023	CA - HMRC JU		Unity Current		PAYE / NIC	HMRC	X	724.47		724.47
214	30/08/2023	CA		Unity Current		PAYE / NIC	HMRC	X	717.91		717.91
268	30/09/2023			Unity Current		PAYE / NIC	HMRC	X	969.47		969.47
475	31/12/2023			Unity Current		PAYE / NIC	HMRC	X	784.48		784.48
481	14/12/2023			Unity Current		PAYE / NIC	HMRC	X	2,092.63		2,092.63
509	25/01/2024			Unity Current		PAYE / NIC	HMRC	X	774.97		774.97
549	23/02/2024			Unity Current		PAYE / NIC	HMRC	X	774.97		774.97
620	31/03/2024			Unity Current		PAYE / NIC	HMRC	X	774.97		774.97
Subtotal for Code: Employers National Insurance						£9,841.27	£9,841.27				

Code Number 25 Employers Pension

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
52	28/04/2023	N/A		Unity Current		Pension	West Yorkshire Pension Fund	X	1,395.41		1,395.41
86	30/05/2023			Unity Current		Pension	West Yorkshire Pension Fund	X	1,477.35		1,477.35

NORMANTON TOWN COUNCIL

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 23-04-2024)

150	28/06/2023			Unity Current		Pension	West Yorkshire Pension Fund	X	1,430.88		1,430.88
175	27/07/2023	CA - Pension J		Unity Current		Pension	West Yorkshire Pension Fund	X	1,412.40		1,412.40
213	30/08/2023	CA		Unity Current		Pension	West Yorkshire Pension Fund	X	1,404.75		1,404.75
267	30/09/2023			Unity Current		Pension	West Yorkshire Pension Fund	X	1,710.35		1,710.35
344	26/10/2023			Unity Current		Pension	West Yorkshire Pension Fund	X	1,414.09		1,414.09
398	29/11/2023			Unity Current		Pension	West Yorkshire Pension Fund	X	1,591.40		1,591.40
474	28/12/2023			Unity Current		Pension	West Yorkshire Pension Fund	X	1,501.12		1,501.12
508	25/01/2024			Unity Current		Pension	West Yorkshire Pension Fund	X	1,489.44		1,489.44
548	28/02/2024			Unity Current		Pension	West Yorkshire Pension Fund	X	1,489.44		1,489.44
602	27/03/2024			Unity Current		Pension	West Yorkshire Pension Fund	X	1,489.44		1,489.44

Subtotal for Code: Employers Pension £17,806.07 £17,806.07

Code Number 43 Staff Training

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
589	12/03/2024	1582		Unity Current		Training	YLCA	Z	30.00		30.00

Subtotal for Code: Staff Training £30.00 £30.00

Code Number 49 Travel Expenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
187	07/07/2023			Lloyds		Parking	Trinity Walk	S	0.83	0.17	1.00
351	14/11/2023			Unity Current		Employee Expenses	Employees	Z	115.25		115.25
554	27/02/2024			Unity Current		Employee Expenses	Employees	Z	8.33		8.33
600	22/03/2024			Unity Current		Employee Expenses	Employees	Z	39.62		39.62

Subtotal for Code: Travel Expenses £164.03 £0.17 £164.20

Subtotal for Cost Centre: STAFFING COMMITTEE 149,339.31 0.17 149,339.48

TOTALS £347,194.53 £26,060.03 £373,254.56

NORMANTON TOWN COUNCIL
Income & Expenditure Account
01/04/2023 to 31/03/2024

(Last) Year Ended
31 Mar 2023

(Current) Year Ended
31 Mar 2024

Income

ALLOTMENTS COMMITTEE	8,608.70
FINANCE COMMITTEE	344,276.25
PROPERTY COMMITTEE	1,065.20
EVENTS COMMITTEE	4,533.22
	<u>£358,483.37</u>

Expense

ALLOTMENTS COMMITTEE	8,922.43
FINANCE COMMITTEE	74,557.84
PROPERTY COMMITTEE	58,058.55
EVENTS COMMITTEE	61,099.15
STAFFING COMMITTEE	149,339.31
	<u>£351,977.28</u>

General Fund

Balance at 01 Apr 2023	120,018.09
ADD Total Income	<u>358,483.37</u>
	478,501.46
DEDUCT Total Expenditure	<u>351,977.28</u>
	126,524.18
DEDUCT Reserves Balance	<u>-18,567.30</u>
Balance at 31 Mar 2024	<u>£145,091.48</u>

£120,018.09

Reserves:

Earmarked Reserve Balance £81124.05

NORMANTON TOWN COUNCIL
BALANCE SHEET
31/03/2024

<i>(Last) Year Ended</i> 31 Mar 2023		<i>(Current) Year Ended</i> 31 Mar 2024
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
15,798.75	Prepayments	4,248.00
18,211.53	VAT Recoverable	6,811.85
	Temporary lendings (investments)	
201,403.16	Cash in hand	223,343.42
235,413.44	TOTAL ASSETS	234,403.27
	CURRENT LIABILITIES	
15,704.00	Creditors	8,187.74
<u>219,709.44</u>	NET ASSETS	<u>226,215.53</u>
	Represented by:	
120,018.09	General fund Balance	145,091.48
	Reserves:	
	Capital	
99,691.35	Earmarked	81,124.05
	Adjustments	
<u>219,709.44</u>		<u>226,215.53</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed _____
Responsible Financial Officer

Date _____

NORMANTON TOWN COUNCIL
Reserves Balance
2023 - 2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
EMR - Elections	25,000.00	2,000.00	4,887.93		22,112.07
EMR - Community Centre	15,000.00				15,000.00
EMR - Town Hall Refurbishment	42,971.62		20,759.81		22,211.81
EMR - Community Infrastructure	3,688.37				3,688.37
EMR - Allotments	6,000.00	4,077.57			10,077.57
EMR - Mayors Allowance 22/23	1,075.00	271.35	1,346.35		0.00
EMR - Talking Newspaper	2,812.62		253.36		2,559.26
EMR - Mayors Appeal 22/23	3,143.74	-190.74	3,500.00	547.00	0.00
EMR - Mayors Appeal 23/24		190.74		4,307.17	4,497.91
DEPOSITS HELD				65.00	65.00
EMR - Small Grants		627.51			627.51
EMR - Mayors Allowance 23/24		2,000.00	1,715.45		284.55
Total Earmarked	99,691.35	8,976.43	32,462.90	4,919.17	81,124.05
TOTAL RESERVE	99,691.35	8,976.43	32,462.90	4,919.17	81,124.05
GENERAL FUND					145,091.48
TOTAL FUNDS					226,215.53

**NORMANTON TOWN COUNCIL
SUMMARY OF TRANSFERS**

Description	Amount
Petty Cash to Admin Float	100.00
Petty Cash to Events Float	200.00
Petty Cash to Unity Current	2,209.28
Unity Current to Lloyds	11,767.38
Unity Current to Unity Savings	100,000.00
Unity Savings to Unity Current	30,000.00
X Barclays Current to Unity Current	161.59
X Barclays Savings to Petty Cash	0.01

NORMANTON TOWN COUNCIL

BANK ACCOUNTS

X Barclays Current	
X Barclays Savings	
Unity Current	£51,727.12
Unity Savings	£171,649.71
Lloyds	-£347.37
Admin Float	£100.00
Events Float	£200.00
Total in Banks	223,329.46
Cash	13.96
GRAND TOTAL (Banks and Cash)	£223,343.42

NORMANTON TOWN COUNCIL
SUMMARY OF VAT POSITION AS AT 23/04/2024

Brought Forward	£18,211.53
Receipts	<u>£37,459.71</u>
Sub Total	£19,248.18
Payments	£26,060.03
Bal. carry/fwd.	-£6,811.85

NORMANTON TOWN COUNCIL
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
ALLOTMENTS COMMITTEE							
Cypress Road Allotments	08.09.1998	6,600.00		Cypress Road, Normanton			
Edward Street Allotments	22.12.1999	1.00		Edward Street, Altofts			
Ellins Terrace Allotments		1.00		Ellins Terrace (backs), Normanton			
Gilcar Street Allotments	12.11.2013	1.00		Gilcar Street, Normanton			
Gladstone Street Allotments	18.04.2013	1.00		Ashgap Lane, Normanton			
Heys Buildings Allotments	11.07.2013	1.00		Altofts Hall Road, Altofts			
Newland Lane Allotments	18.04.2013	1.00		Newland Lane, Normanton			
Norwood Street Allotments	18.04.2013	1.00		Mill Lane, Normanton			
Norwood Street Garage Plots and Open Space	18.04.2013	1.00		Norwood Street, Normanton			
Station Road Allotments	22.12.1999	1.00		Off Station Road, Altofts			
The Grove Allotments		1.00		Princess Street, Normanton			
Wentworth Terrace Allotments	18.04.2013	1.00		Lee Brig, Altofts			
		6,611.00					
EVENTS COMMITTEE							
2 x Gazebos	04/05/2023	333.33		Town Hall			
		333.33					
FINANCE COMMITTEE							
3 x Computers	14/04/2023	1,500.00		Town Hall			
3 x Office Chairs	10/10/2023	885.00		Town Hall			
Chair Trolley	11/08/2023	155.80		Town Hall			
Deputy Mayor Robes, Jabot and Cuffs	2012	1.00		In the custody of the serv			
Deputy Mayoress Jewell	2011	339.60		In the custody of the serv			
Deputy Mayoress' Chain and case	1975	1.00		In the custody of the serv			
Deputy Mayors Chain and case	2011	1,779.18		In the custody of the serv			
Mayoress' Chain and case	2011	1,597.98		In the custody of the serv			

NORMANTON TOWN COUNCIL
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Mayors Chain and case	2011	1,850.58		In the custody of the serv			
Mayors Robes, Hats, Jabot and Cuffs	2012	1.00		In the custody of the serv			
Mini Mayors Chain	2014	1.00		Town Hall			
Mini Mayors Robes, Jabot and Cuffs	2014	1.00		In the custody of the serv			
Retired Mayoral Chain	1975	1.00		Town Hall			
Short Mayors Robes, Jabot and Sleeves	12/03/2024	1,488.95		In the custody of the serv			
		9,603.09					
PROPERTY COMMITTEE							
10 x Folding Table	27/07/2023	1,277.46		Town Hall			
Alice Bacon Memorial Bench and Rose Arches	unknown	1.00		Queen Street / Castleforc			
Defibrillator Cabinet	07/08/2023	520.00		Town Hall			
Welcome to Normanton Sign	unknown	1.00		Normanton Railway Statio			
Woodhouse Community Centre		1.00		Queen Elizabeth Drive, N			
		1,800.46					
Grand Total:		18,347.88					



Normanton Town Council Internal Audit Report [Year-End]

Financial Year Ending 31st March 2024



Date of Interim Audit: 09th November 2023
Date Report Issued: 20th April 2024
Prepared by: Internal Audit Yorkshire

Date of Year-End Audit: 18th April 2024
Status: DRAFT (v2)
Internal Auditor: Ms Safia Kauser

Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

This report must not be reproduced without the prior permission of Internal Audit Yorkshire ©

Statement of Responsibility

1.1 Background

The Accounts and Audit Regulations 2015; 5 (1) require a relevant authority to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.' The Governance and Accountability Practitioners Guide is regarded as the 'non-statutory' guidance referred to within the above act. A copy of the guide is available from the National Association of Local Councils website. Smaller authorities in England must complete an Annual Return and an Annual Governance Statement to the public. The Annual Return must be submitted to the external auditor within the statutory deadline of 30 June.

1.2 Purpose of Internal Audit

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Internal auditing tests the continuing existence and adequacy of the authority's internal controls. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

1.3 Responsibility

The internal audit work was undertaken in accordance with the agreed scope of assignment and in accordance with the letter of engagement. The council as a corporate body is responsible for ensuring that council business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. This report and findings are based on the information that was made available during the course of the audit. The matters raised in this report should not be read as a comprehensive statement of all the weaknesses identified or all improvements to be made. Internal Audit work should not be relied upon to identify all circumstances of fraud and irregularity, should there be any. Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

1.4 Our Objectives & Programme of Work

Our work during the interim visit and the year-end visit will enable us to reach judgements on the internal control objectives in the Annual Internal Audit Report which forms part of the Councils Annual Governance and Accountability Return [AGAR]. The Internal audit report should inform the authority's responses to Assertions 2 and 6 in the Annual Governance Statement that forms part of the Annual Governance and Accountability Return [AGAR]. This internal audit report should therefore be made available to support and inform members considering the authority's approval of the annual governance statement.

Our Scope of Work & AGAR Internal Audit Report

1.1 We covered the following areas during our interim visit in November 2023. A report with the detailed findings was issued to the Council on the 27th November 2023.

- Accounting Records
- Payment Controls [Standing Orders, Financial Regulations, Expenditure Testing & VAT]
- Risk Management
- Income Controls including the precept
- Payroll Controls and Members Allowances
- Bank Reconciliations

1.2 The remaining internal audit control objectives were covered during the year-end audit in April 2024. The findings are detailed within this report. Internal control objectives K and O were not applicable to the Town Council.

- Budgetary Controls and Financial Health
- Petty Cash
- Asset and Investment Registers
- Year-End Bank Reconciliation & Accounting Statements Y/E 31st March 2024
- Publication Requirements in Accordance with Relevant Legislation
- Exercise of Public Rights (Previous Year 2022/2023)
- Annual Governance & Accountability Return [AGAR] Publication Requirements (Previous Year 2022/2023)

1.3 The work during the interim and year-end audit has enabled us to reach the conclusions on the internal control objectives on whether, in all significant aspects, the control objectives were being achieved throughout the year to an adequate standard. The responses have been carried across to the AGAR internal audit form. Negative responses (if any) are supported by the findings in the internal audit reports. Where the response is negative, the council is required to explain to the external auditor the corrective action being taken to address the weaknesses in the control identified.

1.4 We would like to thank the Town Clerk and Responsible Financial Officer Donna Johnston for all her help and assistance during the audit.

Internal Audit Findings and Recommendations

Budgetary Controls And Financial Health

Internal Control Objective: The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Aim: Verify the annual precept request is the result of a proper budget process, that budget progress has been regularly monitored and the Councils reserves are appropriate.

Internal Audit Testing	Compliance	Comments / Recommendations
<p>Is there an annual budget to support precept? Has the budget been discussed and adopted by council?</p>	<p>Yes</p>	<p>The Governance & Accountability Practitioners Guide identifies key stages of the budgeting processes which are:</p> <ul style="list-style-type: none"> • deciding the form and level of detail of the budget; • reviewing the current year budget and spending; • determining the cost of spending plans; • assessing levels of income; • bringing together spending and income plans; • providing for contingencies and considering the need for general and earmarked reserves; • approving the budget; confirming and submitting the precept or rates and special levies; • reviewing the progress against the budget regularly throughout the year <p>The council's budgeting process is set out in Financial Regulation 3. This requires the RFO to prepare a detailed estimate of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council. The council minutes confirmed that the budgeting process was carried out by the Finance committee who recommended a precept of £359,783.44 at the meeting held on the 22nd January 2024 to the full town council.</p> <p>The budget document was reviewed during the audit and the form and level of the budget was discussed with the RFO. It is noted that the council is in its first year of transferring to the Scribe accounting software which did not include the previous year financial figures for comparative purposes. The detail of the budget included the current year budget and the next year proposed budget. There was no detail of year to date expenditure for each individual budget line or reserves or the projected year-end position. This level of detail can assist council members to understand the budget variances and the business case for any increase/decrease in proposed expenditure as part of the budget setting process.</p>

		<p>The Scribe accounting software offers the functionality to assist in the budget preparation showing the detailed budget of previous year actual year to date expenditure, current year data and proposed next year budget. As this is the councils primary accounting software, it is recommended that this be used in future years to assist in the budget setting which is currently prepared on a spreadsheet. This will reduce the risk of any error or omission in data entry. Although the budget document complies with most of the key stages of the budget setting as per Governance and Accountability Practitioners Guide, we could not find a summary of the councils financial position to demonstrate the calculations of the opening balances, projected year end balances and reserves, next years financial position and the level of precept to be levied.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RECOMMENDATION 1:</p> <p>That improvements are made to the budget document to demonstrate how all income and spending plans come together taking into account the opening and closing balances, general and earmarked reserves and how this is linked to the level of precept to be levied.</p> </div>
Is the precept demand correctly recorded in the minutes?	Yes	The precept demand of £359,783.44 was correctly recorded in the full council minutes dated 06 th February 2024 (minute reference 144).
Is the budget against spend comparisons provided regularly to the Council? I.e. quarterly basis? Any unexpected variances?	Yes	<p>Financial Regulation 4.8 requires the RFO to regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of [£100] or [15%] of the budget.</p> <p>We found that the budget monitoring reports are reported to the Finance committee on a regular basis with a detailed report from the RFO identifying any significant variances. The receipt of the reports were formally recorded in the Finance committee minutes. A copy of the RFO report was reviewed during the audit.</p> <ul style="list-style-type: none"> • Quarter 1 – minute reference 11 (reported at the meeting held on the 24th July 2023) • Quarter 2 – minute reference 20 (reported at the meeting held on the 24th October 2023) • Quarter 3 – minute reference 34 (reported at the meeting held on the 22nd January 2024) <p>It is noted that quarter 4 budget monitoring reports are provided at the year-end as part of the year-end reporting. This was discussed with the RFO during the audit and it is recommended that a budget monitoring report for the period ending for quarter 4 be presented within the financial year this relates to. This will assist in helping councillors monitor the budget and identify any variances and take any potential actions in overspends.</p>

		<p>It is noted that where there were overspends for example, the allotments water charges and website costs, the reasons for the overspend although referred to within the RFO report; were not recorded in the minutes or formally considered by the committee with any potential decisions to confirm how the overspend would be met, for example costs to be met by the general reserves.</p> <p>RECOMMENDATION 2:</p> <p>That the reasons for any variances in excess of 15% are recorded in the council minutes with the proposed action of how any overspends will be met.</p>
<p>Does the council have a General Reserves Policy? Is the level of reserves within Proper Practice? I.e. between 3 and 12 months running costs. Review earmarked reserves.</p>	<p>See comments</p>	<p><u>General Reserves Policy</u> The General Reserves policy was reviewed which was adopted by the council on the 29th April 2021. Whilst this policy is adequate for the needs of the council, it does refer to current plans of the council which could not be linked to a council plan of services and responsibilities. The policy made reference to the general reserves referencing that these should be held at 50% of the annual precepted figure, i.e. to fully cover SIX months' expenditure.</p> <p>This requirement does not comply with the Governance and Accountability Practitioners Guide which refers to the appropriate minimum level of a smaller authority's general reserve to be maintained at between three and twelve months of net revenue expenditure. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve (net revenue expenditure).</p> <p>RECOMMENDATION 3:</p> <p>That the General Reserves Policy be updated to reflect the calculations for general reserves as per requirements of the Governance and Accountability Practitioners Guide.</p> <p>The councils opening balances at 01st April 2023 were £219,709. This included a general reserve of £120,018.09 and the remaining funds allocated to earmarked reserves.</p> <p>Calculations of the general reserves balances were carried out with the RFO during the audit to assess the level of general reserves held by the council based on the requirements of the Governance and Accountability Practitioners Guide. The calculations below identified that at the year-end the council held a surplus of £49,400 in the General Fund reserve balance. The</p>

practitioners guide states that a smaller authority has no specific right to accumulate funds via the precept (see calculations below).

<u>Opening Cashbook Balances at 01st April 2023</u>		
Earmarked Reserves		£99,690
General Reserves 2023/2024		£120,019
Total Cashbook opening balances (Box 7)		£219,709
Closing Year End Cashbook Balance		£226,270
Contribution to Budget 2024/2025		£12,788
Earmarked Reserves (carried forward to 2024-2025)		£81,124
General Reserves at 31st March 2024 (C/F to 2024-2025)	(A)	£132,358
<u>General Reserves Calculation based on 25% NRE</u>		
Precept 2023-2024		£331,832
25% NRE calculated on the precept (x3 months Expenditure)	(B)	£82,958
Surplus (difference in general reserves) (A – B = C)	(C)	£49,400

As the general reserves were not reviewed throughout the year or as part of the budget setting, it would explain the increase of general reserves at the financial year-end due to the budget detail which did not project the year-end position for income and expenditure and consideration of earmarked and general reserves which would demonstrate the councils overall financial position. Although, it is noted that earmarked reserves were reviewed on a regular basis as part of the budget monitoring reports provided to council members.

RECOMMENDATION 4:

That all reserves (general and earmarked) be reviewed and justified regularly (i.e. at least annually) and as part of the budget setting process.

Petty Cash Procedures

Internal Control Objective: Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for

Aim: Obtain assurance that petty cash controls are in place and operating effectively

Internal Audit Testing	Compliance	Comments / Recommendations
<p>Does the Council manage petty cash and is it accounted for properly and included in the AGAR figures? Is all petty cash spent recorded and supported by VAT receipts?</p>	<p>Yes</p>	<p>The councils Financial Regulation 6.21 authorises the RFO to maintain a petty cash float of up to £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment. It is noted that the limit of £500 was reviewed at the Finance committee meeting held in March 2023 and a limit of £250.00 was agreed to be updated in the Financial Regulations which was ratified by the full council meeting in March.</p> <p>During the current financial year the council operated with two separate cash floats which formed part of the £500.00 petty cash float:</p> <ul style="list-style-type: none"> • £100.00 - General office float for swapping change if necessary, for example when allotment tenants pay rent • £200.00 – Events float for swapping change. The Clerk/RFO explained that income generated from events would generally relate to raffle tickets, fundraising, tombola, tea/coffee sales. <p>A discussion was held with the Clerk regarding the current controls in place which involves more than one member of staff to reconcile the petty cash float and other floats. There are currently no controls in place for cash floats for the office or events. These controls should be in place and updated within the Financial Regulations and should identify the authorisation and purpose of the cash floats and controls in place surrounding the use of the cash floats for swapping change.</p> <p>The petty cash transactions are recorded in a petty cash ledger on the Scribe system. The opening petty cash balance at 01st April 2023 was recorded as £372.45. The RFO has explained that during the year, cash income was held with the petty cash however since the interim audit visit this practice had changed. The balance of £372.45 had initially included the general office float of £100.00. The float of £200.00 was set-up in November following the interim audit and the purpose was to ensure that this float is not mixed with the petty cash. At the 31st March 2024, the council held:</p> <ul style="list-style-type: none"> • £13.96 – Petty Cash • £100.00 – Admin Float • £200.00 – Events Float

Petty cash receipts were verified against the data in the Scribe ledger and the petty cash and floats were counted in the presence of the RFO. The cash was verified against the balances recorded on the balance sheet at 31st March 2024. The scribe ledger recorded the VAT breakdown and VAT receipts were retained on file.

RECOMMENDATION 5:

That the Financial Regulations be updated to include the controls for cash floats for the office and events. This should include the authorisation and purpose of the cash floats and controls in place surrounding the use of the cash floats for swapping change.

Asset And Investment Registers

Objective: Asset and investments registers were complete and accurate and properly maintained

Aim: To provide assurance that all material assets are accounted for correctly

Internal Audit Testing	Compliance	Comments / Recommendations
<p>Does the council keep a formal register of all material assets owned? Is the asset register up to date? <i>*Ensure that new assets are recorded at historic cost price, net of VAT</i></p>	No	<p>An asset register is the starting point for any system of financial control over tangible assets as it:</p> <ul style="list-style-type: none"> ➤ facilitates the effective physical control over assets ➤ provides the information that enables the authority to make the most cost-effective use of its capital resources ➤ supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held ➤ forms a record of assets held for insurance purposes <p>We are informed that the asset register has been transferred from a spreadsheet to the Scribe Accounting Software. A review of the asset register was provided for audit. We found that although this had included purchases in the current year and previous years, a significant value of assets with a variance of over -£300,000 had been removed from the total asset value for this current financial year ending 31st March 2024. The RFO explained that this was due to the previous asset register values allocated against a particular category for insurance purposes however there was no breakdown of the actual assets.</p> <p>As the assets exist and are insured, these should form part of the register. If the purchase cost is unknown a nominal amount of £1.00 could be entered as a proxy cost. As the asset register is inaccurate and has not been properly maintained, we must tick 'No' to objective H on the AGAR internal audit report.</p>

		<p>RECOMMENDATION 5:</p> <p>That the asset register be updated to record all current fixed assets and equipment in use by the council at purchase cost or a nominal value. Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded in a register for audit purposes. Consideration should be given to developing an Asset Register and Disposal Policy which includes a valuation policy for all fixed assets and which reflects the requirements of the Governance & Accountability Practitioners Guide, see page 41 for further guidance: link - file (nalc.gov.uk)</p>
Does the asset register record the purchase and if practicable the replacement value of individual assets for insurance purposes and to assist in forward planning for asset replacement?	No	Refer to the findings above.
Have the assets been physically verified to confirm their condition and existence?	See comments	<p>Financial Regulation 14.6 requires the RFO to ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register to be verified at least annually, possibly in conjunction with a health and safety inspection of assets.</p> <p>The RFO informed us that the current items recorded on the current asset register have been physically checked to verify their existence. However, all other current assets and equipment have not been physically checked and do not form part of the register (refer to findings above).</p> <p>RECOMMENDATION 6:</p> <p>That the council ensures that the compliance requirements of Financial Regulation 14.6 be implemented.</p>
Does the asset register include additions and disposals to allow tracking from prior year to the current year?	No	There is no disposals register. New assets/additions are identified by the acquired date on the asset register maintained on the Scribe Accounting software.
Compare the Asset Register value reported in section 2, box 9 prior year	See comments	The value recorded on the asset register at 31 st March 2024 was £18,347.88 which corresponded to the value at box 9 of the Accounting Statement. The previous year figure was recorded at £336,094.

reported figure, adjusted to include new assets / and/or disposals. <i>*Ensure that the Asset Register value corresponds to box 9 of the Annual Return?</i>		
Does the register of assets correspond to the insurance schedule to ensure that all assets are insured or self-insured by the council?	No	The council is insured for the high value assets however these could not be verified against the detail on the asset register (see findings above).
Does the council have any Fixed Asset Investments? <i>*Ensure that all long-term investments (ie those covered more than 12 month terms) are covered by the Investment Strategy and reported as Assets in the AGAR at section 2, line 9</i>	No	Not applicable to the Town Council.
Borrowing & Lending: Does the council have any borrowing and lending in place?	No	Not applicable to the Town Council.

Periodic Bank Reconciliations

Objective: Periodic and year-end bank account reconciliations were properly carried out.

Aim: To provide assurance that bank reconciliations were carried out on a regular basis and reported to Council.

Internal Audit Testing	Compliance	Comments / Recommendations
<p>Note: Please refer to the interim internal audit report for the findings in this control area. The remaining internal audit testing was carried out at the year-end audit to reach a conclusion on the internal audit response.</p>		
Bank Reconciliation to the 31 March?	Yes	<p>The council have two bank accounts. A year-end bank reconciliation was carried out. The bank balances at the 31st March 2024 were verified against the original bank statements:</p> <ul style="list-style-type: none"> • Unity Trust Bank Account - £61,359.63 • Unity savings Account - £171,649.71

		<p>The Lloyds multi-pay credit card showing a debit balance of £347.37 had not cleared the main bank account. This amount was recorded as part of the bank reconciliation balances to correspond to box 8 of the Accounting Statements which is not the correct practice. This Governance & Accountability Practitioners Guide specifically states that:</p> <ul style="list-style-type: none"> ‘Users of proprietary accounting software may choose to account for credit card transactions through a cashbook mechanism. Notwithstanding such arrangements, amounts owing on Credit Cards must not be included within Line 8, but are to be treated as creditors and thus included within the reconciliation between Lines 7 and 8’ <p>It is recommended that the bank reconciliation statement be updated to comply with the requirements above and that the balances be updated on the accounting statement box 8 to ensure that the amounts correspond to each other.</p>
--	--	---

Accounting Statements

Internal Control Objective: Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Aim: Obtain assurance that accounts prepared on correct statements (income and expenditure, debtors and creditors, over £200,000) or (summary receipts and payments, under £200,000) and that working papers can be followed through to final document

Internal Audit Testing	Compliance	Comments / Recommendations
Year-end accounts prepared on correct accounting basis?	Yes	The accounts are prepared on an income and expenditure.
Is there an underlying financial trail from records to presented accounts? Staff Costs [Box 4] Do payments relate to employment of staff including gross salary, employers’ national insurance contributions, employers’ pension contributions, gratuities for employees or former employees and severance or terminations payments to employees?	See comments	<p>The accounting statements prepared by the RFO were reviewed. No issues were identified with the figures reported in line numbers 1, 2 and 3. Evidence of the underlying detail recorded in line 4 was reviewed during the audit and no issues were identified.</p> <p>The correct reporting of the credit card balance would require updating. The Governance & Accountability Practitioners Guide refers to the reporting required in box 5 which states that:</p> <ul style="list-style-type: none"> <i>This cell shows the total of capital and interest payments made by the authority in the year. It includes repayment of loan principal, whether as part of a scheduled repayment plan or as a special payment, and interest arising from any borrowing including bank overdrafts <u>and credit cards.</u></i>

		It is recommended that the figures reported in line numbers 5 and 6 be updated as required having regards to the above guidance relating to the reporting of the credit card balance.
Do the Bank statements and ledger reconcile at 31 March?	See comments	See findings above.
Is the explanation of significant variances form completed? Explanations are now required for all variances of £100,000 or more regardless of the 15% variance. All responses should comprise both narrative and numerical explanations.	Yes	This had been completed by the RFO as part of the submission requirements for external audit.
Is there a reconciliation between boxes 7 and 8? Where appropriate are debtors and creditors properly recorded? <i>*There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Details of the year-end adjustments should be provided, showing how the net difference between them is equal to the difference between Boxes 7 and 8.</i>	See comments	<p>The amount of -£6,867 was recorded for debtors relating to VAT for quarter 4. This could not be verified against the VAT reclaim submitted to HMRC for quarter 4 which identified a variance of £41.13. The VAT submission reclaim was £6,825.87. The RFO confirmed that this may relate to a VAT overclaim. It is recommended that this figure be reviewed and updated as required to ensure that the correct amount for VAT debtor is reported.</p> <p>We could not confirm that the credit card balance of £347.37 was correctly recorded as a creditor. It is recommended that the amounts recorded as creditors be reviewed and updated as required.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RECOMMENDATION 7:</p> <p>That the accounting statements be reviewed by the RFO and updated accordingly prior to submission to council members for formal approval (refer to the findings in the year-end internal audit).</p> </div> <p><i>*We have ticked 'yes' to this internal control objective subject to the RFO updating the reconciliation for boxes 7 and 8 and updating the accounting statements, line numbers 5 and 6 following our findings above.</i></p>

Legislative Publication Requirements

Internal Control Objective: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Aim: Obtain assurance that the council has complied with the publication of the AGAR for the last five years; compliance with the Local Government Data Transparency Code and Freedom of Information Act, Publication Scheme.

Note: The auditing requirements in the practitioners guide are not entirely clear that provide the guidance for testing relating to objective L. Therefore testing has been carried out to seek assurance on the publication requirements of the Accounts and Audit Regulations 2015 - Section 13 (2) (b) to ensure that Councils display the AGARs for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website; Compliance with the Local Government Data Transparency Code (if applicable) and testing of the Freedom of Information Act (Publication Scheme).

LOCAL GOVERNMENT DATA TRANSPARENCY CODE

The Government has published the 'Local Government Transparency Code' as a code of recommended practice under section 2 of the Local Government, Planning & Land Act 1980. This Code, which can be found at [Title \(publishing.service.gov.uk\)](http://www.publishing.service.gov.uk) came into effect on the 01 April 2015. This is applicable to parish and town councils where gross income or gross expenditure exceeding £200,000. The Code does not replace or supersede the existing framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

The Code provides for publication of a comprehensive set of information, including Unique Property Reference Numbers of land and building assets (principal authorities may be able to help with these). There is no prescribed Code for councils where gross turnover is between £25,000 and £200,000 but all councils must have a Publication Scheme complying with the Information Commissioner's requirements.

Internal Audit Testing	Compliance	Comments / Recommendations
Has the council published the required information in compliance with the Local Government Data Transparency Code 2015?	No	This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 ("the Act") to issue a Code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with section 3(11) of the Act.

**This code has been issued in accordance with section 2 of the Local Government, Planning & Land Act 1980*

A review of the website confirmed that the council is not fully complying with the Local Government Data Transparency Code. Our findings are summarised for each individual part of the publication requirements.

- 1) Expenditure Exceeding £500: Quarterly Publication
This had been published for Q1 and Q2 (to September 2023) at the time the audit was undertaken. It is recommended that the data for Q3 and Q4 be published as per publication requirements.
- 2) Government Procurement Card Transactions: Quarterly Publication
Not applicable. This was confirmed by the statement available on the website, see link: [local-government-transparency-code-2020.pdf \(normantontowncouncil.co.uk\)](https://www.normantontowncouncil.co.uk/local-government-transparency-code-2020.pdf)
- 3) Procurement Information: Quarterly Publication
This data could not be found on the website.
- 4) Local Authority Land: Annual Publication
The statement referred to the asset register. On inspection this did not include all the required information as per publication requirements, for example an Ordnance Survey map reference number.
- 5) Social Housing asset value: Annual Publication
Not applicable. This was confirmed by the statement available on the website, see link: [local-government-transparency-code-2020.pdf \(normantontowncouncil.co.uk\)](https://www.normantontowncouncil.co.uk/local-government-transparency-code-2020.pdf)
- 6) Grants to voluntary, community and social enterprise organisations: Annual Publication
A separate list of grants awarded could not be found on the website as referred to within the statement available on the website, see link: [local-government-transparency-code-2020.pdf \(normantontowncouncil.co.uk\)](https://www.normantontowncouncil.co.uk/local-government-transparency-code-2020.pdf)
- 7) Organisation Chart: Annual Publication
Not applicable as the publication should exclude staff whose salary does not exceed £50,000.
- 8) Trade Union Facility Time: Annual Publication
Not applicable. This was confirmed by the statement available on the website, see link: [local-government-transparency-code-2020.pdf \(normantontowncouncil.co.uk\)](https://www.normantontowncouncil.co.uk/local-government-transparency-code-2020.pdf)

- 9) Parking Account: Annual Publication
Not applicable. This was confirmed by the statement available on the website, see link: local-government-transparency-code-2020.pdf (normantontowncouncil.co.uk)
- 10) Parking Spaces: Annual Publication
Not applicable. This was confirmed by the statement available on the website, see link: local-government-transparency-code-2020.pdf (normantontowncouncil.co.uk)
- 11) Senior Salaries: Annual Publication
Not applicable. This was confirmed by the statement available on the website, see link: local-government-transparency-code-2020.pdf (normantontowncouncil.co.uk)
- 12) Constitution: Annual Publication
Not applicable. It is our interpretation that the definition of a local authority under section 9P refers to a County Council, District Council or a London Borough Council. The definition is referred to within section 9R(1) in relation to Part 1A: [Local Government Act 2000](http://legislation.gov.uk) (legislation.gov.uk). It is noted that the councils Standing Orders and Code of conduct were published on the website, see link: Normanton Town Council Downloads
- 13) Pay Multiple: Annual Publication
This information was available on the statement published on the website, see link: local-government-transparency-code-2020.pdf (normantontowncouncil.co.uk)
- 14) Fraud: Annual Publication
Not applicable. This was confirmed by the statement available on the website, see link: local-government-transparency-code-2020.pdf (normantontowncouncil.co.uk)
- 15) Waste Contracts: One-off publication
This data could not be found on the website.

RECOMMENDATION 8:

That the council fully complies with the requirements of the Local Government Data Transparency Code, see link: [150227 PUBLICATION Final LGTC 2015.pdf](http://150227_PUBLICATION_Final_LGTC_2015.pdf) (publishing.service.gov.uk)

<p>Publication of the AGAR for the last five years in accordance with the Accounts and Audit Regulations 2015, section 13 (2)?</p> <p><i>*See Regulations which requires Publication of the Statement of Accounts; Annual Governance Statement and Certificate/Opinion of local Auditor</i></p>	<p>No – due to 2018/19 findings</p>	<p>2018/19: The certified external audit certificate was not published on the website, see link: NTC-Annual-Governance-Accountability-Return-2018-19.pdf (normantontowncouncil.co.uk)</p> <p>2019/20: Yes, see link: Notice-of-Conclusion-of-Audit-2019-20.pdf (normantontowncouncil.co.uk)</p> <p>2020/21: Yes, see link: Notice-of-Conclusion-of-Audit-2020-21.pdf (normantontowncouncil.co.uk)</p> <p>2021/22: Yes, see link: Notice-of-Conclusion-of-Audit-2021-22.pdf (normantontowncouncil.co.uk)</p> <p>2022/23: Yes, see link: Notice-of-Conclusion-of-Audit-31st-March-2023.pdf (normantontowncouncil.co.uk)</p>
<p>Freedom of Information Act – Has the Council adopted a Publication Scheme?</p>	<p>Yes</p>	<p>This could not be found from the Town Council website. It is noted that a Freedom of Information Policy and Procedure has been adopted (full council minute reference 023 – May 2023). A copy of the Publication Scheme was received via email for the purposes of the audit. The Clerk has explained that due to the change over to a new website, this policy may not have been uploaded.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RECOMMENDATION 9: That the Publication Scheme be published on the Town Council website.</p> </div>

Publication Requirements – Exercise of Public Rights 2022/23

Internal Control Objective: In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (*during 2023/24 AGAR period, were public rights in relation to the 2022/23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set*).

Aim: Obtain assurance that the Council has advertised the dates for the inspection of public rights correctly.

Internal Audit Testing	Compliance	Comments / Recommendations
<p>Do arrangements for public inspection of council's records exist? The inspection window must include a 30-working day period including the first 10 working days of July following the end of the financial year to which the accounts relate.</p>	<p>Yes</p>	<p>The notice for the exercise of the electors rights could not be found on the website. The Clerk has provided us with a copy of the inspection notice and email correspondence that had been provided to the new website provider for publishing on the website which was not actioned at the time. The full council minutes were reviewed and the dates of the inspection period were evidenced, minute reference 048 – 13th June 2023):</p>

Evidence of public inspection notice seen? And website address.		<ul style="list-style-type: none"> RESOLVED that the period for the exercise of public rights will begin on Monday 19th June 2023 and end on Friday 28th July 2023.
--	--	--

Publication Requirements for 2022/23 AGAR (previous year)

Internal Control Objective: The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).

Aim: Review evidence for publication: AGAR to be approved and published by 01 July 2023 at the very latest. External Audit Certificate and Conclusion of Audit of Notice to be posted on the council website by 30 September 2023.

Internal Audit Testing	Compliance	Comments / Recommendations
Before 01 July 2023, the authority should have published: a) Notice of the period of exercise rights and a declaration that the accounting statements are as yet unaudited.	No	Refer to our findings above regarding the website comments provided by the Clerk. As this information was not published at the time, we must tick 'No' to the internal control objective L.
b) Section 1 the Annual Governance Statement approved and signed page 4	Yes	See link: Notice-of-Conclusion-of-Audit-31st-March-2023.pdf (normantontowncouncil.co.uk)
c) Section 2 the Accounting Statements approved and signed page 5	Yes	See link: Notice-of-Conclusion-of-Audit-31st-March-2023.pdf (normantontowncouncil.co.uk)
Not Later than the 30 September 2023: d) Notice of conclusion of audit e) Section 3 – External Auditor Report and Certificate	Yes	See link: Notice-of-Conclusion-of-Audit-31st-March-2023.pdf (normantontowncouncil.co.uk)
f) Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review	N/A	Available on the link above. Not applicable

Trust Funds

Internal Control Objective O: Trust funds (including charitable) – The council met its responsibilities as a trustee

Aim: Obtain assurance that all charities of which the council is a trustee are filed and up to date; details are available on the Charity Commission Website; charity meetings and accounts are recorded separately from the council

Internal Audit Testing	Compliance	Comments / Recommendations
Not applicable to the Town Council.		

Recommendations Action Plan (Attached)

Normanton Town Council - Recommendations Action Plan

Internal Audit Year Ending 31st March 2024

No	Recommendation	Page Number	Responsibility	Timescale
1	That improvements are made to the budget document to demonstrate how all income and spending plans come together taking into account the opening and closing balances, general and earmarked reserves and how this is linked to the level of precept to be levied.	5		
2	That the reasons for any variances in excess of 15% are recorded in the council minutes with the proposed action of how any overspends will be met.	6		
3	That the General Reserves Policy be updated to reflect the calculations for general reserves as per requirements of the Governance and Accountability Practitioners Guide.	6		
4	That all reserves (general and earmarked) be reviewed and justified regularly (i.e. at least annually) and as part of the budget setting process.	7		
5	That the asset register be updated to record all current fixed assets and equipment in use by the council at purchase cost or a nominal value. Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded in a register for audit purposes. Consideration should be given to developing an Asset Register and Disposal Policy which includes a valuation policy for all fixed assets and which reflects the requirements of the Governance & Accountability Practitioners Guide, see page 41 for further guidance: link - file (nalc.gov.uk)	10		
6	That the council ensures that the compliance requirements of Financial Regulation 14.6 be implemented.	10		
7	That the accounting statements be reviewed by the RFO and updated accordingly prior to submission to council members for formal approval (refer to the findings in the year-end internal audit).	13		
8	That the council fully complies with the requirements of the Local Government Data Transparency Code, see link: 150227 PUBLICATION Final LGTC 2015.pdf (publishing.service.gov.uk)	16		
9	That the Publication Scheme be published on the Town Council website.	17		

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Tuesday 30th April 2024

QUARTERLY INTERNAL AUDIT CHECKS

Overview:

This report summarises the quarterly internal audit checks conducted by members of the Town Council during the third and fourth quarters of the previous financial year. The purpose of these audits was to ensure transparency, accuracy, and compliance in financial transactions and records.

Audit Process:

The internal audit checks were conducted quarterly by members of the Town Council. Councillors undertook a comprehensive review of a sample of transactions to validate the integrity of the financial processes.

Key areas examined included:

- Approval to payment audit trail verification.
- Documentation review to ensure presence of invoices and accurate entry.
- Accuracy of payment processing through bank records.
- Scrutiny of income sources, including allotment rents.
- Bank reconciliations to ensure accuracy.
- VAT compliance.
- Adequacy of stationery ordering procedures.
- Management of petty cash.
- Review of payroll records for accuracy and compliance.

Audit Findings:

During the fourth quarter audit (Q4), it was observed that some payments were inadvertently omitted from the Council report presented in January. Additionally, a few typing errors were identified during the same period however it was noted that the amounts paid were accurate.

These discrepancies will be formally reported at the upcoming Council meeting.

Audit Responsibility:

Audit checks for the third quarter (Oct, Nov, Dec) were conducted by Councillor C. Parsons and Councillor P. Sampson.

Audit checks for the fourth quarter (Jan, Feb, Mar) were carried out by Councillor T. Morgan and Councillor C. Parsons.

Conclusion:

The quarterly internal audit checks performed by members of the Town Council serve as a vital mechanism to ensure financial transparency, accuracy, and compliance within the organisation. Despite the identification of some minor discrepancies in the fourth quarter, these audits provide valuable insights for continuous improvement in financial management processes.

Normanton Town Council INTERNAL CONTROL CHECKLIST	Q3 1/10/23 - 31/12/23
CHECKS	
Accounting records, ie cash book: Is the cash book being kept up to date? ✓ Cross reference it with minutes/bank statements/cheque books ✓	✓
Payments: Have they all been properly authorised? ✓ Are all payments listed in the minutes? ✓ Do payments made correspond with the invoiced amounts? ✓ Check legitimacy of Direct Debits and Standing Orders ✓	✓
Cheques: Are they properly and fully completed before being signed? ✓ Are cheque counterfoils always initialled by the signatories? ✓ Paid cheques correspond with bank statements? – also check outstanding payments ✓	✓
Receipts: Is income due to the council being collected promptly and in full? ✓ Are receipts being given? ✓ Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations? ✓	✓
Allotment rents: Rent letter sent out and rents received in a timely matter? ✓ Tenancy agreements issued? ✓	✓
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account? ✓	✓
Bank reconciliation: Is the council provided with this information regularly? (monthly) ✓ The monthly reconciliation is checked against bank statements? ✓	✓
VAT paid: Is it properly recorded in the cash book? ✓ Claim for refund of VAT made and paid to the council? ✓ Claim properly submitted in a timely manner? ✓	✓
Ordering of stationary and supplies: Commensurate with the usage requirements of the council? ✓	✓
Internet banking: Checks implemented by the council being adhered to? ✓	✓
Petty Cash: Properly controlled and recorded ✓	✓
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? ✓ Real Time Information reporting done on time? (so as not to incur financial penalties for the council). ✓	✓
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon? ✓	✓
External auditor's report – presented to full council and directives acted upon? ✓	✓
Names of persons carrying out the check: <i>Paul Sampson</i>	
Date check undertaken: <i>10/4/2024</i>	

Normanton Town Council INTERNAL CONTROL CHECKLIST	Q3 1/10/23 - 31/12/23
CHECKS	
Accounting records, ie cash book: Is the cash book being kept up to date? ✓ Cross reference it with minutes/bank statements/cheque books ✓	✓ ef
Payments: Have they all been properly authorised? ✓ Are all payments listed in the minutes? ✓ Do payments made correspond with the invoiced amounts? ✓ Check legitimacy of Direct Debits and Standing Orders ✓	✓ ef
Cheques: Are they properly and fully completed before being signed? ✓ Are cheque counterfoils always initialled by the signatories? ✓ Paid cheques correspond with bank statements? – also check outstanding payments ✓	✓ ef
Receipts: Is income due to the council being collected promptly and in full? ✓ Are receipts being given? ✓ Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations? ✓	✓ ef
Allotment rents: Rent letter sent out and rents received in a timely matter? ✓ Tenancy agreements issued? ✓	✓ ef
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account? ✓	✓ ef
Bank reconciliation: Is the council provided with this information regularly? (monthly) ✓ The monthly reconciliation is checked against bank statements? ✓	✓ ef
VAT paid: Is it properly recorded in the cash book? ✓ Claim for refund of VAT made and paid to the council? ✓ Claim properly submitted in a timely manner? ✓	✓ ef
Ordering of stationary and supplies: Commensurate with the usage requirements of the council? ✓	✓ ef
Internet banking: Checks implemented by the council being adhered to? ✓	✓ ef
Petty Cash: Properly controlled and recorded ✓	✓ ef
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? ✓ Real Time Information reporting done on time? (so as not to incur financial penalties for the council). ✓	✓ ef
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon? ✓	✓ ef
External auditor's report – presented to full council and directives acted upon? ✓	✓ ef
Names of persons carrying out the check:	C PARSONS
Date check undertaken:	10/04/24

NORMANTON TOWN COUNCIL INTERNAL CONTROL CHECKLIST	QUARTER: 4 MONTHS: 9-12 01/01/2024 – 31/03/2024
Accounting records, ie cash book: <ul style="list-style-type: none"> Check the cashbook print off and accounts system to ensure that the records are up to date. 	
Is the cash book being kept up to date? ✓	✓ CP
Payments: <ul style="list-style-type: none"> Using the cashbook, select a sample of payments for each month and cross reference with the minutes, invoice, and bank statement. Carry out a check on a sample of DD payments. 	
Have they all been properly authorised? ✓	✓ CP
Are all payments listed in the minutes? 1 PAYMENT MISSING. ✓	✓ CP
Do payments made correspond with the invoiced amounts? ✓	✓ CP
Are all payments contained in the bank statement? ✓	✓ CP
Check legitimacy of Direct Debits and Standing Orders ✓	✓ CP
Cheques: <ul style="list-style-type: none"> Referring to the chequebook and statements. 	
Are cheques properly and fully completed before being signed? ✓	✓ CP
Ensure that there are no pre-signed blank cheques. ✓	✓ CP
Are cheque counterfoils initialled by two signatories? ✓	✓ CP
Cleared cheques correspond with bank statements? ✓	✓ CP
Check for any unrepresented cheques. ✓	✓ CP
Receipts: <ul style="list-style-type: none"> Using the cashbook, select a sample of receipts for each month and cross reference the income sheets and bank statement. 	
Is income due to the council being collected promptly and in full? ✓	✓ CP
Are receipts being given? ✓	✓ CP
Is income properly controlled pending being paid into the bank? ✓	✓ CP
Allotment rents: <ul style="list-style-type: none"> Using the allotments software and file records, ensure that: 	
Rent letter sent out and rents received in a timely matter? ✓	✓ CP
Tenancy agreements issued? ✓	✓ CP

Surplus balances:	
• Check Unity Trust Savings Account Statements.	
Are surplus deposits placed in a suitable interest-earning bank account?	✓
Bank reconciliation:	
• Referring to the Council Minutes: ✓	
Is the council provided with this information regularly? (monthly) ✓	✓ cf
The monthly reconciliation is checked against bank statements? ✓	✓ cf
Is the bank rec provided to Council signed? ✓	✓ cf
VAT paid:	
• Referring to the cashbook, VAT records and bank statement: ✓	
Is VAT properly recorded in the cash book? ✓	✓ cf
Claim for refund of VAT made and paid to the council? ✓	✓ cf
Claim properly submitted in a timely manner? ✓	✓ cf
Ordering of stationary and supplies:	
• Check stationery storage areas for volumes of stock Check purchase orders against invoices, and check expenditure report.	
Commensurate with the usage requirements of the council? ✓	✓ cf
Have purchase orders been issued?	✓ cf
Internet banking:	
• Refer to Financial Regulations for Internet Banking protocol.	
Checks implemented by the council being adhered to?	✓ cf
Petty Cash:	
• Check current petty cash balance against spreadsheet.	
Properly controlled and recorded?	✓ cf
Tax and NI liabilities:	
• Checking the payroll records provided by Lofthouse & Co	
Are payroll calculations properly carried out? ✓	✓ cf
Is there a P32 for each month showing the amounts due?	✓ cf
Real Time Information reporting done on time?	✓ cf
Pension submission completed on time?	✓ cf
Are pension and HMRC payments made in a timely manner?	✓ cf

Independent Internal audit reports: <ul style="list-style-type: none"> Referring to the Council minutes. 	
Are IA reports presented to full council (or committee as directed) and recommendations acted upon?	✓ CF
External auditor's report: <ul style="list-style-type: none"> Referring to the Council minutes. 	
Was the AGAR approved by full council after the close of the last financial year?	✓ CF
Are External Audit reports presented to full council and recommendations acted upon.	✓ CF
Is the External Audit submission and report available on the website?	✓ CF
Names of person carrying out the check:	CLIFF PARSONS
Date check undertaken:	16/4/24

NORMANTON TOWN COUNCIL	QUARTER: 4 MONTHS: 9-12
INTERNAL CONTROL CHECKLIST	01/01/2024 – 31/03/2024
Accounting records, ie cash book: <ul style="list-style-type: none"> Check the cashbook print off and accounts system to ensure that the records are up to date. 	
Is the cash book being kept up to date?	✓
Payments: <ul style="list-style-type: none"> Using the cashbook, select a sample of payments for each month and cross reference with the minutes, invoice, and bank statement. Carry out a check on a sample of DD payments. 	
Have they all been properly authorised?	✓
Are all payments listed in the minutes?	1 payment missing
Do payments made correspond with the invoiced amounts?	✓
Are all payments contained in the bank statement?	✓
Check legitimacy of Direct Debits and Standing Orders	✓
Cheques: <ul style="list-style-type: none"> Referring to the chequebook and statements. 	
Are cheques properly and fully completed before being signed?	✓
Ensure that there are no pre-signed blank cheques.	✓
Are cheque counterfoils initialled by two signatories?	✓
Cleared cheques correspond with bank statements?	N/A
Check for any unrepresented cheques.	N/A.
Receipts: <ul style="list-style-type: none"> Using the cashbook, select a sample of receipts for each month and cross reference the income sheets and bank statement. 	
Is income due to the council being collected promptly and in full?	✓
Are receipts being given?	✓
Is income properly controlled pending being paid into the bank?	✓
Allotment rents: <ul style="list-style-type: none"> Using the allotments software and file records, ensure that: 	
Rent letter sent out and rents received in a timely matter?	✓
Tenancy agreements issued?	✓

Surplus balances: • Check Unity Trust Savings Account Statements.	
Are surplus deposits placed in a suitable interest-earning bank account?	✓
Bank reconciliation: • Referring to the Council Minutes:	
Is the council provided with this information regularly? (monthly)	✓
The monthly reconciliation is checked against bank statements?	✓
Is the bank rec provided to Council signed?	✓
VAT paid: • Referring to the cashbook, VAT records and bank statement:	
Is VAT properly recorded in the cash book?	✓
Claim for refund of VAT made and paid to the council?	✓
Claim properly submitted in a timely manner?	✓
Ordering of stationary and supplies: • Check stationery storage areas for volumes of stock Check purchase orders against invoices, and check expenditure report.	
Commensurate with the usage requirements of the council?	✓
Have purchase orders been issued?	✓
Internet banking: • Refer to Financial Regulations for Internet Banking protocol.	
Checks implemented by the council being adhered to?	✓
Petty Cash: • Check current petty cash balance against spreadsheet.	
Properly controlled and recorded?	✓
Tax and NI liabilities: • Checking the payroll records provided by Loffhouse & Co	
Are payroll calculations properly carried out?	✓
Is there a P32 for each month showing the amounts due?	✓
Real Time Information reporting done on time?	✓
Pension submission completed on time?	✓
Are pension and HMRC payments made in a timely manner?	✓

Independent Internal audit reports: <ul style="list-style-type: none"> Referring to the Council minutes. 	
Are IA reports presented to full council (or committee as directed) and recommendations acted upon?	✓
External auditor's report: <ul style="list-style-type: none"> Referring to the Council minutes. 	
Was the AGAR approved by full council after the close of the last financial year?	✓
Are External Audit reports presented to full council and recommendations acted upon.	✓
Is the External Audit submission and report available on the website?	✓
Names of person carrying out the check: <i>Tracy Morgan</i> . <i>Morgan</i> Date check undertaken: <i>10-04-2024.</i>	

NORMANTON TOWN COUNCIL

Detailed Budget Summary

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

ALLOTMENTS

CTTEE

		Last Year 2023 - 2024				Current Year 2024-2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Income - Allotment Re	9,251.00	7,179.44			8,765.65		8,765.65	8,765.65					9,203.89	
7	Income - Key Deposit														
48	Key Deposit		40.00												
90	Newland Lane Allotme			1,275.00	-543.98					1,275.00		1,275.00	1,275.00		1,338.72
91	Cypress Road Allotme			867.00	1,044.41					867.00		867.00	867.00		910.32
92	Ellins Terrace 1 Allotm			1,581.00	1,696.17					1,734.00		1,734.00	1,734.00		1,820.76
93	Ellins Terrace 2 Allotm			1,734.00	829.51					1,581.00		1,581.00	1,581.00		1,660.08
94	Allotments General			80.00	3,584.96					131.00		131.00	131.00		137.59
95	Gladstone Street Allot			2,040.00	959.31					2,040.00		2,040.00	2,040.00		2,142.00
96	Heys Buildings Allotme			1,538.50	700.00					1,487.50		1,487.50	1,487.50		1,561.90
97	Norwood Street Allotm		5.00	952.00	763.53					952.00		952.00	952.00		999.64
98	Wentworth Terrace All			2,728.50	3,448.52					2,728.50		2,728.50	2,728.50		2,864.94
102	The Grove			85.00						85.00		85.00	85.00		89.21
103	Gilcar Street			51.00						51.00		51.00	51.00		53.52
104	Edward Street			68.00						68.00		68.00	68.00		71.36
109	Garage Plot Rent		636.00												
SUB TOTAL		9,251.00	7,860.44	13,000.00	12,482.43	8,765.65		8,765.65	8,765.65	13,000.00		13,000.00	13,000.00	9,203.89	13,650.04

EVENTS CTTEE

		Last Year 2023 - 2024				Current Year 2024-2025				Next Year 2025-2026	
		Receipts		Payments		Receipts		Payments		Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
9	Income - Gala					4,000.00		4,000.00	4,000.00		4,200.04
10	Income - Flower Show					300.00		300.00	300.00		315.00
11	Income - Christmas Liq					150.00		150.00	150.00		157.56
12	Income - Party @ Hav					640.00		640.00	640.00		672.04

NORMANTON TOWN COUNCIL

Detailed Budget Summary

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

75	Gala	1,400.00	3,955.00	27,000.00	26,296.88			32,000.00	32,000.00	32,000.00		33,599.96	
76	Flower Show	400.00	286.19	2,600.00	1,625.26			2,600.00	2,600.00	2,600.00		2,729.96	
77	Remembrance Sunday			3,000.00	3,345.09			3,700.00	3,700.00	3,700.00		3,885.04	
78	Children's Party			1,800.00	1,202.82			1,500.00	1,500.00	1,500.00		1,575.00	
79	Christmas Lights	100.00	60.00	5,000.00	4,579.26			5,000.00	5,000.00	5,000.00		5,249.96	
80	Coronation			15,000.00	4,102.82								
81	Party @ Haw Hill Park	500.00	-12.50	15,000.00	10,818.94			16,000.00	16,000.00	16,000.00		16,800.04	
82	Mayor Making			3,000.00	1,852.09			3,000.00	3,000.00	3,000.00		3,150.00	
83	Civic Sunday			500.00	151.81			500.00	500.00	500.00		524.96	
84	Easter			500.00	100.00								
85	Brass Band Concert			500.00	298.00			800.00	800.00	800.00		839.96	
86	Christmas Celebration		244.53	200.00	632.36			200.00				209.96	
87	Halloween			1,200.00	1,361.89			1,500.00				1,575.00	
88	Information Events			620.00	107.26			120.00	120.00	120.00		126.00	
89	Events - General			500.00	177.67			1,000.00	1,000.00	1,000.00		1,050.04	
SUB TOTAL		2,400.00	4,533.22	76,420.00	56,652.15	5,090.00	5,090.00	5,090.00	67,920.00	66,220.00	66,220.00	5,344.64	71,315.88

Last Year 2023 - 2024

Current Year 2024-2025

Next Year 2025-2026

FINANCE CTTEE

Code	Title	Receipts		Payments		Receipts				Payments				Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
5	Income - Interest	100.00	4,818.63			1,000.00		1,000.00	1,000.00					1,050.04			
6	Income - Precept	331,832.00	331,832.00			359,783.44		359,783.44	359,783.44								
13	Income- Hanging Basl					3,000.00		3,000.00	3,000.00					3,150.00			
14	Income - Mayor's Appr																
15	Income - Mayors Appe																
26	Franking Machine Lea			360.00	358.44					359.00		359.00	359.00			376.99	
27	Postage			3,500.00	3,458.75					4,080.00		4,080.00	4,080.00			4,284.00	
29	Photocopier Lease			1,760.00	1,732.00					1,732.00		1,732.00	1,732.00			1,818.64	
30	Printing			1,500.00	1,357.53					2,068.00		2,068.00	2,068.00			2,171.44	

NORMANTON TOWN COUNCIL

Detailed Budget Summary

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

31	Stationery		1,500.00	1,500.83		1,650.00	1,650.00	1,650.00	1,732.56
32	Office Equipment		1,000.00	1,022.51		1,000.00	1,000.00	1,000.00	1,050.04
33	IT Equipment		2,000.00	1,552.25		1,000.00	1,000.00	1,000.00	1,050.04
34	IT Software		2,760.00	122.91		2,000.00	2,000.00	2,000.00	2,099.96
35	IT Support		3,000.00	4,005.04		4,620.00	4,620.00	4,620.00	4,851.00
36	Website		1,650.00	2,874.40		2,000.00	2,000.00	2,000.00	2,099.96
37	Professional Fees		7,000.00	7,116.90		7,030.00	7,030.00	7,030.00	7,381.48
38	Audit Fees		1,600.00	2,050.00		1,640.00	1,640.00	1,640.00	1,721.96
39	Insurance		4,550.00			6,138.00	6,138.00	6,138.00	6,444.96
40	GDPR Compliance		750.00	318.84		500.00	500.00	500.00	524.96
41	Health & Safety		1,000.00	575.06		1,000.00	1,000.00	1,000.00	1,050.04
42	Memberships		2,800.00	2,462.00		2,583.00	2,583.00	2,583.00	2,712.12
43	Staff Training		1,000.00	30.00		1,000.00	1,000.00	1,000.00	1,050.04
44	Councillor Training		1,000.00	262.50		1,000.00	1,000.00	1,000.00	1,050.04
49	Travel Expenses		300.00	164.03		500.00	500.00	500.00	524.96
50	Bank Charges	-2.78	250.00	262.95		287.00	287.00	287.00	301.39
51	Card Processing Fees	-106.92	150.00	0.49		100.00	100.00	100.00	105.04
52	Talking Newspaper			253.36		500.00	500.00	500.00	524.96
53	Mayors Appeal 24/25	547.00		3,500.00					
54	Normanton Developm		1,000.00	1,000.00					
66	Mayors Allowance 23/		2,000.00	1,715.45					
67	Councillor Allowances		2,420.00	1,760.00		2,420.00	2,420.00	2,420.00	2,540.96
68	Civic Regalia		650.00	958.90		1,000.00	1,000.00	1,000.00	1,050.04
69	Elections		2,000.00	4,887.93		2,000.00			2,099.96
70	Small Grants		6,500.00	5,872.49		7,000.00	7,000.00	7,000.00	7,350.04
71	Advertising & Promotic		9,500.00	6,202.00		8,760.00	8,760.00	8,760.00	9,198.00
74	Hanging Baskets	1,644.00	2,880.15	11,000.00	9,894.83	15,000.00	15,000.00	15,000.00	15,750.00
99	VAT Refund								
100	Potts Terrace		450.00	404.68		450.00	450.00	450.00	472.56
105	Administration	1.00	1,000.00	132.70		1,000.00	1,000.00	1,000.00	1,050.04

NORMANTON TOWN COUNCIL

Detailed Budget Summary

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

106	Mayors Appeal 23/24		4,307.17												
107	Mayors Allowance 24/:				236.14			2,200.00		2,200.00		2,200.00		2,310.04	
110	Civic Regalia (EMR)				1,110.21										
111	SUSPENSE														
112	Refreshments														
SUB TOTAL		333,576.00	344,276.25	75,950.00	69,156.12	363,783.44		363,783.44	363,783.44	82,617.00		80,617.00	80,617.00	4,200.04	86,748.22

PROPERTY CTTEE		Last Year 2023 - 2024				Current Year 2024-2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
2	Income - Hire NTH					250.00		250.00	250.00					262.48	
3	Income - Hire WCC					250.00		250.00	250.00					262.48	
4	Income - Garage Plot					638.00		638.00	638.00					669.92	
8	Income - Deposit (WC														
28	Telephone / Internet			2,100.00	1,499.11					1,980.00		1,980.00	1,980.00		2,079.00
45	Hire NTH		668.20												
46	Hire WCC	1,000.00	372.00												
47	Deposits		25.00												
55	Town Hall Refurb			42,971.62	20,759.81					35,000.00		35,000.00	35,000.00		36,749.96
56	Business Rates			17,000.00	12,175.60					13,000.00		13,000.00	13,000.00		13,650.04
58	Defibrillator			250.00	699.85					250.00		250.00	250.00		262.48
59	Hygiene Services			2,700.00	2,563.08					2,564.00		2,564.00	2,564.00		2,692.16
60	Repairs & Maint NTH			6,000.00	6,309.76					6,600.00		6,600.00	6,600.00		6,930.00
61	Repairs & Maint WCC			5,250.00	5,626.81					5,775.00		5,775.00	5,775.00		6,063.72
62	Waste Removal			900.00	657.40					724.00		724.00	724.00		760.24
63	Garages	594.00								500.00		500.00	500.00		524.96
64	Cleaning			1,150.00	1,606.48					1,600.00		1,600.00	1,600.00		1,680.04
65	Norwood St O/S			1,000.00	29.63					1,000.00		1,000.00	1,000.00		1,050.04
72	Utilities NTH			4,000.00	3,364.36					4,000.00		4,000.00	4,000.00		4,200.04

NORMANTON TOWN COUNCIL

Detailed Budget Summary

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

73	Utilities WCC		4,000.00	4,465.66		4,000.00		4,000.00	4,000.00	4,000.00		4,200.04	
101	Lease NTH		1.00			1.00		1.00	1.00	1.00		1.01	
108	Lease WCC		1.00	1.00		1.00		1.00	1.00	1.00		1.01	
SUB TOTAL		1,594.00	1,065.20	87,323.62	59,758.55	1,138.00	1,138.00	1,138.00	76,995.00	76,995.00	76,995.00	1,194.88	80,844.74

STAFFING

CTTEE

		Last Year 2023 - 2024				Current Year 2024-2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
18	Salaries & Wages			124,100.00	121,497.94					139,953.00		139,953.00	139,953.00		146,950.68
24	Employers National In			11,500.00	9,841.27					13,500.00		13,500.00	13,500.00		14,175.00
25	Employers Pension			18,500.00	17,806.07					20,292.09		20,292.09	20,292.09		21,306.60
SUB TOTAL				154,100.00	149,145.28					173,745.09		173,745.09	173,745.09		182,432.28

Summary

TOTAL	346,821.00	357,735.11	406,793.62	347,194.53	378,777.09	378,777.09	378,777.09	414,277.09	410,577.09	410,577.09	410,577.09	19,943.45	434,991.16
--------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	------------------	-------------------

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Tuesday 30th April 2024

HP INSTANT INK

Overview:

This report provides an analysis of the costs associated with the HP Instant Ink subscription service based on the usage patterns of the printer utilised by the Town Clerk for various administrative tasks including printing posters, accounts, and payroll information.

Background:

Initially, the Town Council agreed to pay £9.99 for 300 pages per month under the HP Instant Ink subscription plan for the small laser printer located in the Clerk's office. However, the Town Clerk obtained a nine-month free trial with a limit of 700 pages which provided an opportunity to monitor the print volumes at no additional cost.

It was observed that the allocation of 300 pages was insufficient for the Clerk's printing needs, with the average monthly print volume being 412 pages. Consequently, the subscription was upgraded to accommodate a higher print volume.

It should be noted that unused pages can be rolled over up to a maximum of 1500 pages, which can be used at times of the year when printer usage is higher.

Subscription Details:

- Original Subscription Plan: £9.99 + VAT for 300 pages per month (now £11.99/m)
- Upgraded Subscription Plan: £13.74 + VAT for 500 pages per month
- Current Subscription Plan: £15.41 + VAT for 500 pages per month (from March 2024)
- Average Monthly Print Volume: 412 pages

Cost Analysis:

During the initial phase, the Town Council benefited from a 9-month free trial of Instant Ink, resulting in a saving of £35.77 based on the originally budgeted cost. From September 2023 onwards, the payment commenced for the upgraded subscription plan allowing for 500 pages per month.

Annual Costs:

To calculate the annual costs, we can use the current subscription plan of £15.41 + VAT for 500 pages per month.

Annual Cost = £184.92

Printer Usage:

The printer is primarily used by the Town Clerk for printing short runs of posters, accounts, and payroll information. Given the confidential nature of the materials printed, it's crucial to ensure that the printer remains operational and adequately supplied with ink to meet the Council's needs efficiently. It is also essential to have a backup printing option in the event that the main printer breaks down.

Printing Budget:

The printing budget for the new financial year is £2,068.00.

This is calculated as follows:

RISO Printer	£ 800
External Printing	£1,068
HP Printer	£ 200

There is sufficient room within the printing budget to accommodate the 500-page subscription plan.

Conclusion:

In conclusion, the decision to upgrade the HP Instant Ink subscription plan to accommodate a higher print volume aligns with the Town Council's printing requirements. While the initial trial period provided significant cost savings, the ongoing subscription costs have been taken into account within the new budget and are affordable.

Please note that the exact annual costs will depend on any adjustments in subscription fees by HP.

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Tuesday 30th April 2024

IT INFRASTRUCTURE AND SUPPORT

Overview:

This report provides information on a number of IT Infrastructure and support issues. These are broken down individually below.

Cyber Security - Dark Web Scan:

Pro-Logic recently conducted a free of charge Dark Web Scan, identifying two potential password breaches which were promptly addressed. Pro-Logic has proposed offering this service as an additional feature at a cost of approximately £10 per month. There is no obligation to commit to this service at present, as they are gauging interest in the first instance. It is essential to consider its potential benefits in enhancing our cyber security position and mitigating future risks.

Members are asked to consider if this is something they may be interested in pursuing so that firm costs can be obtained. Costs for this service would be allocated to the IT Support Cost Code.

IT Support Cost Increase:

Pro-Logic has maintained consistent pricing for IT support services over the last four years. However, due to rising operational costs such as staffing, utilities, and rent, they propose an increase ranging between 5% and 15%, depending on the pricing tier of the service. These increases will take effect from May 2024 and will not apply to licensed services like Microsoft 365.

- Lower Tier – Support services costing £9.99 or less will increase by no more than 15%
- Mid Tier – Support services costing £10.00 to £19.99 will increase by no more than 10%
- Upper Tier – Support services costing £20.00 or more will increase by no more than 5%

The most recent invoice had been analysed to establish the impact of the increases which appear to be in the region of £12.00/m taking the average bill to around £364.00/m.

The service offered by Pro-Logic has been exceptional since moving to them for our IT support in 2020. The proposed new monthly costs are still below that of our previous supplier who we left in 2019. These costs are allocated to the IT Support Cost Code.

GOV.UK Website:

Operating a GOV.UK website is recommended for local councils to enhance credibility and security features. The initial costs for this transition include £50 for the domain, £100 for website changes through our current provider, and additional fees from the registrar. The transition would involve changing the website address to Normanton.gov.uk and redirecting email addresses to ensure continuity. Members are encouraged to consider the benefits of this transition in bolstering the council's online presence and improving public trust.

If members would like this to be pursued, more accurate costs can be obtained from a registrar for a future meeting. Costs for this would be allocated to the Website Cost Code.

E Signature Solutions:

As the Town Council continues its move towards electronic document management, implementing E signature solutions could streamline processes for tenants and hirers who are required to sign tenancy and hiring agreements. Comparative costs range from £56.61 per year with PDF Escape (Ultimate), to £328.75 per year with Adobe.

Other options include PDF Sam (£124.10/yr), PDF Pro (£60/yr), and Fox IT PDF (£131.71/yr).

We already have a subscription with PDF Escape (Premium) which would be replaced if the upgrade is approved, and the costs would be applied pro rata until the renewal which is scheduled for October. The upgrade cost would be around £14.00 with the renewal in October at around £57.00 (dependant on exchange rates). Total costs would be in the region of £71.00.

Costs for this would be allocated to IT Software.

Canva:

The Admin team currently use Canva to create a wide range of posters, tickets, and videos. The online platform provides a host of templates and imagery that can be used to create attractive, eye-catching posters which are far superior to our in-house software.

We have a subscription until August and the renewal fee is £99.99 for the year.

Members are asked to approve the renewal of this essential subscription so that we can continue to create the artwork required for our events.

IT Budget:

The IT budget for the new financial year is broken down across three key areas:

- Software £2,000.00
- Support £4,620.00
- Website £2,000.00
- Total £8,620.00

The IT Software budget is made up of:

Canva	£100.00
Scribe	£1824.00
PDF Software (existing)	£40.00
Misc	£36.00
	£2,000.00

The Ultimate version of PDF Escape and Canva are affordable within the existing budget.

The IT Support budget is made up of:

Pro-Logic (£350/m x 12)	£4,200.00
10% Inflationary Increase	£420.00
	£4,620.00

The proposed increase in costs equates to £4,368.00 for the year and is affordable within the existing budget.

If members wish to proceed with the Dark Web Scanning at £10/m then the total IT Support cost would be £4,488.00.

It should be noted that not all Councillors have an email address and should the additional email account be required, there would be an additional cost of £77.88 per year.

The Website budget is made up of:

Web hosting and Maintenance (£127.45/m)	£1529.40
Contribution to IT Reserve	£470.60
	£2000.00

If members were minded to proceed with the change to the GOV.UK website, then it would need to be funded from the contribution to IT reserve or from the general reserve.

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Tuesday 30th April 2024

HANGING BASKETS

Introduction:

At the last meeting of the Finance Committee and Council, it was reported that there was still uncertainty regarding the Streetlighting testing initiative led by Amey/Wakefield Council and the procurement and installation of hanging baskets.

Status of Streetlighting Testing:

Despite recent inquiries, there has been no confirmation on whether the testing has been initiated or ordered. The last communication with Wakefield Council occurred on 17th April, indicating an urgent need for clarification.

Hanging Baskets Procurement and Installation:

In light of the uncertainty surrounding the Streetlighting testing, the council has exercised caution in the procurement of hanging baskets. Consequently, an order for 60 hanging baskets was placed, with plans to defer any further increases until testing results are available.

We were able to install 60 Spring baskets on columns that we understood had not previously failed and it is our intention to use the same columns for summer.

Additional Costs:

It should be noted that there is the potential for additional costs associated with relocations necessitated by the testing. It was noted that relocating hanging baskets would incur an extra charge of £21 per basket. Nine baskets had been relocated for the Spring season at an additional cost of £189.00.

Sponsorship Opportunities and Requests:

There is growing interest in sponsoring hanging baskets, with requests for specific locations. However, accommodating all requests may be challenging due to logistical constraints. Some potential sponsors are very specific about which columns they would like, and it may not be possible to satisfy every request. We have 10 people on the waiting list for sponsorship.

Currently, there are 8 available sponsorship locations at various sites, detailed below:

- Station Road: 18 & 23
- Market Street: 7
- Queen Street: 52 & 54

- Snydale Road: 1
- High Street: 5 & 23

Conclusion:

In the absence of any updates from Streetlighting it is not possible to move forward with the planned increase in baskets for Summer 2024.

We will therefore re-evaluate the position for Spring 2025 once the outcome of the column testing is known.

The office will consider sponsorship requests and allocate available locations accordingly.

I

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Tuesday 30th April 2024

MAYOR'S APPEAL

The Mayor of Normanton, Councillor Carol Appleyard, has undertaken a variety of fundraising events throughout her term in office, resulting in a year-to-date total of £4617.91.

There are a few final costs relating to her latest event to be deducted from this total.

The Mayor intends to distribute these funds to various deserving causes, including the Alice Bacon Trust, Prince of Wales Hospice, Royal British Legion, Normanton Scouts, Altofts Scouts, and The Well Project.

To streamline the donation process and ensure transparency, it is proposed that delegated authority is given to the Town Clerk, in consultation with the Mayor, to allocate the donations in accordance with the final fundraising total.

A comprehensive report detailing the allocation of funds will be presented to the Council prior to any payments being made. All payments will be made in line with the Council's Financial Regulations.