

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

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High Street
Normanton
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WF6 2DZ

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To all members of Normanton Town
Council

Our ref: DJ/hs
Date: 5th March 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend an **ORDINARY MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 12th March 2024** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

Please ensure that you arrive 15 minutes prior to the meeting to ensure that you are seated for the start of the meeting.

**IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES
AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.**

Yours sincerely

Mrs Donna Johnston FdA
Town Clerk & RFO.

Meeting of Normanton Town Council
 Tuesday 12th March 2024 at 6.30pm at Normanton Town Hall

AGENDA

151.	Prayers The Mayors Chaplain will lead the Council in prayers.	
152.	Mayors Announcements To receive announcements from the Mayor.	
153.	Apologies for Absence To receive apologies for absence.	
154.	Declarations of Interest To receive members declarations of interest.	
155.	Members of the Public To receive questions and comments from members of the public. Please refer to the rules for public session.	
156.	<p>A Council To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 6th February 2024 (Minute Numbers 133-150; Pages 61-68).</p> <p>B Events Committee To receive the minutes of a meeting of the Events Committee held on Monday 12th February 2024 (Minute Numbers 37-47; Pages 26-31).</p> <p>C Staffing Committee To receive the minutes of a meeting of the Staffing Committee held on Tuesday 13th February 2024 (Minute Numbers 36-47; Pages 12-14).</p> <p>D Events Committee To receive the minutes of a meeting of the Events Committee held on Monday 4th March 2024 (Minute Numbers 048-055; Pages 32-*).</p>	<p>ENC A</p> <p>ENC B</p> <p>ENC C</p> <p>To Follow</p>

E	Finance Committee To receive the minutes of a meeting of the Finance Committee held on Wednesday 6 th March 2024 (Minute Numbers 038-054; Pages 11-*).	To Follow
157.	Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
158.	Town Clerk's Report To receive a verbal report from the Town Clerk on any ongoing matters for information only.	
159.	External Organisations To receive updates from members who attend external organisations.	
160.	Outside Bodies To receive updates from Council representatives on Outside Bodies. i) Town & Parish Council Liaison Group Minutes – 14 th November 2023	ENC D
161.	Appointment of Mayor Elect To consider the appointment of the Mayor Elect for the 2024-25 municipal year. (Any appointment would be subject to confirmation at the Annual Meeting of Council)	
162.	Appointment of Deputy Mayor Elect To consider the appointment of the Deputy Mayor Elect for the 2024-25 municipal year. (Any appointment would be subject to confirmation at the Annual Meeting of Council)	
163.	Financial Matters	To Follow
A	To consider the list of invoices due for payment in March 2024.	
B	To receive the list of payments made under the Clerks Authority in February 2024.	ENC E
C	To receive the Bank Reconciliation for January 2024.	ENC F

164.	Review of Financial Regulations To review proposed changes to the Financial Regulations following recommendations from the Internal Auditor. The Financial Regulations will be reviewed by the Finance Committee on Wednesday 6 th March 2024.	ENC G
165.	Review of the Effectiveness of Internal Controls To carry out a review of the effectiveness of the Internal Controls. The review of effectiveness of internal controls will be carried out by the Finance Committee on 6 th March 2024.	ENC H
166.	Risk Management Assessment To review the Risk Management Assessment. The Risk Management Assessment will be reviewed by the Finance Committee on 6 th March 2024.	ENC I
167.	Planning To consider the planning applications on the previously circulated validated lists, plus any other lists that are received. 007 - Validated Applications - 06.02.2024.pdf 009 - Validated Applications - 12.02.2024.pdf 010 - Validated Applications - 20.02.2024.pdf 012 - Validated Applications - 26.02.2024.pdf The planning lists have been circulated by email or post upon receipt from Wakefield Council. The links above provides access to the planning lists previously circulated, plus any other lists that are received.	



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 6th February 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard – Mayor of Normanton
Councillor A Bones – Deputy Mayor of Normanton
Councillor S Hudson
Councillor M Jennings
Councillor H Jones
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor M Rowley
Councillor P Sampson
Councillor A Samuels
Councillor R Seal
Councillor D South
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
Reverend Alan Murray – Mayors Chaplain
One member of the public

Absent: Councillor D Appleyard
Councillor E Blezard
Councillor F Marchant
Councillor P Marchant

133. Prayers

The Mayors Chaplain led the Council in prayers.

134. Mayors Announcements

The Mayor announced the engagements that she had attended on behalf of the town since the last meeting.

The Mayor announced that Councillor K Wilson, JP had received a special honour from the Rotary Club of Normanton and congratulated him on receipt of his award.

135. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor D Appleyard, Councillor E Blezard, Councillor F Marchant and Councillor P Marchant.

136. Declarations of Interest

RESOLVED that the following declarations of Interest be received:

Councillor H Jones
Non-Pecuniary Interest
Small Grants – Alice Bacon Trust

Councillor S Hudson
Non-Pecuniary Interest
Small Grants - The Well Project

Councillor P Mayne
Non-Pecuniary Interest
Small Grants – Alice Bacon Trust

Councillor C Parsons
Non-Pecuniary Interest
Small Grants – Normanton Knights

Councillor J Pritchard
Non-Pecuniary Interest
Small Grants - The Well Project

Councillor M Rowley
Non-Pecuniary Interest
Small Grants - The Well Project and Normanton Knights

Councillor A Samuels
Non-Pecuniary Interest
Small Grants - The Well Project

137. Members of the Public

There was one member of the public present to observe. There were no questions or comments from the public.

138. Minutes of Meetings**Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 12th December 2023 (Minute Numbers 118-132; Pages 55-60) be received and signed by the Mayor.

Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 20th December 2023 (Minute Numbers 034-040; Pages 21-24) be received.

Finance Committee

RESOLVED that the minutes of a meeting of the Finance Committee held on Monday 22nd January 2024 (Minute Numbers 028-037; Pages 7-10) be received.

Property Committee

RESOLVED that the minutes of a meeting of the Property Committee held on Tuesday 30th January 2024 (Minute Numbers 018-029; Pages 7-9) be received.

Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 31st January 2024 (Minute Numbers 041-049; Pages 25-29) be received.

139. Reports from District Councillors

Councillor Julie Medford for Normanton No. 10 Ward did not provide any updates.

Councillor Josie Pritchard for Altofts No. 3 Ward reported on the following issues:

- Crossing at the Miners Arms – Plans were being drawn up.
- Theft of high-performance vehicles in the area.
- One HGV sign at lower Altofts to be replaced.
- Telephone mast cabinet at Illingworth Avenue to be painted green.

RESOLVED that the reports be received.

140. Town Clerk's Report

The Town Clerk provided an update on a number of issues:

Halifax Bank

Contact had been made with NatWest and Nationwide requesting banking services in our area.

Nationwide have not responded. NatWest have acknowledged our letter and passed it on.

Halifax have confirmed the closure date as 8th July 2024. It was noted that some customers had not been informed of the closure directly.

A Closing Branch Review (Part 1) was circulated for information.

Wakefield Road – Road Safety

No further update received.

Haw Hill Park – Cycle Track

No further update received.

Canoe Takeaway – Vehicular Access

Referred to Highways – response awaited.

Parking Time Limits in Car Parks

No further update received.

CCTV and Shop Radios

It was anticipated that the shop radio system would be in place very soon with the mast being located at Farmfoods.

Woodhouse Business Centre

No further update received.

Town Hall Damp Issues

No further update received.

This matter is being discussed by the Property Committee.

Local Democracy Visits

An email had been received from Newlands Primary School thanking the Town Council for a very special and memorable experience.

Fence Damage – Newland Lane Allotments

A tree had fallen down at Smirthwaite Park which had caused damage to the allotment fence at Newland Lane.

This was being dealt with by the Allotments Committee.

Allotment Break-Ins

There has been a spate of shed burglaries recently. Three allotment sites have been targeted over the last week including Norwood Street, Gladstone Street and Heys Buildings. Tenants had been advised to report these issues to the Police.

Rough Sleeper and beggar

The rough sleeper at Heron Foods has been reported to the District Councillors for Normanton.

Alternative accommodation was put in place by Councillor J Pritchard and Police, but the rough sleeper continues to return to Normanton.

A multi-agency meeting was being arranged to discuss this issue in more detail.

The beggar at B&M had been dealt with by Police and issued their first warning.

Hanging Basket Locations

There is a shortage of hanging basket locations due to a number of baskets failing their previous test. This is disappointing but work was continuing to ensure that the baskets could go up as planned in the summer.

Councillor Masterman reported that meetings were ongoing to discuss the issue of charging for column testing.

Planning

There was insufficient support to lodge an objection to the demolition application for Altofts Hall Farm. Members had submitted their personal objections.

RESOLVED that the report be received.

141. External Organisations

RESOLVED that the minutes of the Meet n Eats Diner – 10th January 2024 be received.

It was reported that The Well Loved Shop opened on 3rd February 2024 and they had a successful first day.

Funding had been obtained by The Well Project to deliver 'Happy Healthy Holidays' during the summer at Vibe.

Thanks were offered to Town Councillors C Parsons, J Pritchard and M Rowley who assisted with the move into the new Well Loved Shop.

RESOLVED that all reports be noted.

142. Outside Bodies

There were no updates from outside bodies.

143. Financial Matters

RESOLVED that the list of invoices due for payment in February 2024 totalling £12,052.32 (£10,678.95 + £1,373.37 VAT) be approved for payment.

A copy of the list of accounts for payment can be found at Appendix 1.

RESOLVED that the list of payments made under the Clerks Authority in November and December 2023 and January 2024 totalling £44,808.87 (£43,944.33 + £864.54 VAT) be received and approved.

A copy of the list of payments made under Clerks Authority can be found at Appendix 2.

RESOLVED that the signed Bank Reconciliations for November 2023 showing a balance of £340,209.56 and December 2023 showing a balance of £327,427.19 be received and approved.

144. Budget 2024-25

RESOLVED that the budget for the 2024-25 Financial Year be approved.

Expenditure

Finance Committee	£82,617.00
Allotments Committee	£13,000.00
Events Committee	£67,920.00
Property Committee	£76,995.00
Staffing Committee	£173,745.09
TOTAL	£414,277.09

Income

Finance Committee	£4,000.00
Allotments Committee	£8,765.65
Events Committee	£5,090.00
Property Committee	£1,138.00
TOTAL	£18,993.65

Reserves

Finance Committee	£500.00
Property Committee	£35,000.00
TOTAL	£35,500.00

SHORTFALL **£359,783.44**

145. Precept

RESOLVED that the precept for the 2024-25 Financial Year would be fixed at £359,783.44.

This represents an 8.03% increase which would be as follows:

<u>Band</u>	<u>Indicative</u>		<u>£ Increase</u>
	<u>23/24 Charge</u>	<u>24/25 Charge</u>	
A	33.90	36.62	2.72
B	39.55	42.72	3.17
C	45.20	48.83	3.63
D	50.85	54.93	4.08
E	62.15	67.14	4.99
F	73.45	79.34	5.89
G	84.75	91.55	6.80
H	101.70	109.86	8.16

With over 85% of homes in the Normanton and Altofts area falling into band C or below, the annual cost for the majority of homes would be less than £1 a week which represents great value for money.

146. Wakefield Council Consultation

RESOLVED that the Town Council would respond to the Wakefield Council consultation on the age of vehicles used for private hire. All responses would indicate that the vehicle ages should be left as they were originally and not extended.

147. Planning

RESOLVED that the planning applications on the previously circulated validated lists be received.

[075 - Validated Applications - 18.12.2023](#)

[001 - Validated Applications - 03.01.2024](#)

[002 - Validated Applications - 15.01.2024](#)

[004 - Validated Applications - 22.01.2024](#)

[007 - Validated Applications - 06.02.2024](#)

148. Welbeck Planning Appeal

A letter had been received from RATS regarding a joint representation to the Welbeck Planning Appeal involving Wakefield Council, Normanton Town Council and RATS. This was being considered by Wakefield Council, however there was no response at the time of the meeting with regard to this matter. In order to ensure that the Town Council was represented, a member of Council was nominated to attend the public inquiry.

RESOLVED that the Town Council appoints Councillor M Jennings as our representative to attend the public inquiry.

149. Welbeck Community Liaison Meeting

RESOLVED that the Town Council supports the action proposed by District Councillor Jack Hemmingway regarding a meeting of the Welbeck Community Liaison Group and that the meeting would be hosted at Normanton Town Hall.

150. Wakefield District Local Plan

RESOLVED that the Council notes the adoption of the Wakefield District Local Plan on 24th January 2024.

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

**INVOICES FOR PAYMENT
6TH FEBRUARY 2024**

No	Date	Net	VAT	Total	Description	Supplier
543	06.02.2024	£170.00	£34.00	£204.00	Payroll Services	Lofthouse & Co
542	06.02.2024	£131.50	£26.30	£157.80	Payroll Services	Lofthouse & Co
541	06.02.2024	£136.50	£27.30	£163.80	Payroll Services	Lofthouse & Co
540	06.02.2024	£202.50	£40.50	£243.00	Event Security	TD Events
539	06.02.2024	£317.20	£63.44	£380.64	Cleaning / Stationery Supplies	Class Office Equipment Ltd
538	06.02.2024	£500.00	£0.00	£500.00	Small Grant	The Well Project
537	06.02.2024	£500.00	£0.00	£500.00	Small Grant	The Well Project
536	06.02.2024	£500.00	£0.00	£500.00	Small Grant	Altofts Bowling Club
535	06.02.2024	£500.00	£0.00	£500.00	Small Grant	Normanton Knights ARLFC
534	06.02.2024	£500.00	£0.00	£500.00	Small Grant	1st Normanton Scouts
533	06.02.2024	£383.20	£0.00	£383.20	Small Grant	Friends of Altofts Library
532	06.02.2024	£500.00	£0.00	£500.00	Small Grant	Alice Bacon Memorial Trust
531	06.02.2024	£400.00	£0.00	£400.00	Small Grant	Wakefield District Housing
530	06.02.2024	£28.88	£0.00	£28.88	Mayors Expenses	Deputy Mayor
529	06.02.2024	£294.17	£58.83	£353.00	PAT Testing	RCW Building Solutions
528	06.02.2024	£1,830.00	£366.00	£2,196.00	Fire Escape Door	RCW Building Solutions
527	06.02.2024	£1,540.00	£308.00	£1,848.00	Lock and Door Alterations	RCW Building Solutions
526	06.02.2024	£1,685.00	£337.00	£2,022.00	Joinery Work	RCW Building Solutions
525	06.02.2024	£560.00	£112.00	£672.00	Joinery Work	RCW Building Solutions
		£10,678.95	£1,373.37	£12,052.32		

NORMANTON TOWN COUNCIL
PAYMENTS UNDER CLERKS AUTHORITY

PETTY CASH						
Voucher Number	Date	Net	VAT	Total	Description	Supplier
517	25.01.2024	£3.40	£0.00	£3.40	Newspapers	Asda
511	19.01.2024	£9.28	£0.00	£9.28	Fruit for school visit	TESCO
510	24.01.2024	£3.40	£0.00	£3.40	Newspapers	Asda
500	16.01.2024	£7.48	£0.00	£7.48	Fruit for school visit	TESCO
499	15.01.2024	£14.73	£0.00	£14.73	Fruit for school visit	TESCO
498	05.01.2024	£3.40	£0.00	£3.40	Newspapers	Asda
436	21.12.2023	£3.40	£0.00	£3.40	Newspapers	Asda
435	14.12.2023	£3.40	£0.00	£3.40	Newspapers	Asda
434	11.12.2023	£5.32	£1.06	£6.38	Lightbulbs	Screwfix
433	11.12.2023	£6.35	£1.27	£7.62	Lightbulbs	Screwfix
432	07.12.2023	£3.40	£0.00	£3.40	Newspapers	Asda
431	06.12.2023	£36.30	£0.00	£36.30	Volunteer Refreshments	Junction 31 Sandwich Shop
430	30.11.2023	£3.40	£0.00	£3.40	Newspapers	Asda
429	29.11.2023	£2.71	£0.54	£3.25	Tealights	Asda
428	24.11.2023	£7.35	£0.75	£8.10	Refreshments	Asda
427	23.11.2023	£3.40	£0.00	£3.40	Newspapers	Asda
426	22.11.2023	£7.50	£1.50	£9.00	Wrapping Paper	B&M
425	16.11.2023	£3.40	£0.00	£3.40	Newspapers	Asda
424	10.11.2023	£1.15	£0.00	£1.15	Refreshments	Asda
423	09.11.2023	£3.40	£0.00	£3.40	Newspapers	Asda
422	06.11.2023	£2.50	£0.50	£3.00	Cleaning Supplies	Asda
		£134.67	£5.62	£140.29		

CARD						
Voucher Number	Date	Net	VAT	Total	Description	Supplier
504	23.01.2024	£241.00	£48.20	£289.20	Shelving	BigDug
444	31.12.2023	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank
443	14.12.2023	£131.80	£12.56	£144.36	Event Catering	Costco
442	14.12.2023	£13.74	£2.75	£16.49	Printing	HP Instant Ink
441	11.12.2023	£11.23	£2.25	£13.48	Stationery	Tangible Stationery Company Ltd

NORMANTON TOWN COUNCIL PAYMENTS UNDER CLERKS AUTHORITY

440	06.12.2023	£41.67	£8.33	£50.00	Cleaning Supplies	TESCO
439	06.12.2023	£6.03	£0.67	£6.70	Event Catering	Asda
438	06.12.2023	£7.46	£1.49	£8.95	Food Labels	Moobarb Ltd
437	04.12.2023	£1.66	£0.33	£1.99	Food Labels	Amazon Services Europe
421	30.11.2023	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank
420	28.11.2023	£16.64	£3.33	£19.97	Wax Seal Supplies	Amazon Services Europe
419	28.11.2023	£2.83	£0.57	£3.40	Tealights	Amazon EU UK Branch
418	22.11.2023	£13.28	£2.66	£15.94	Christmas Decorations	Amazon Services Europe
417	22.11.2023	£6.67	£1.33	£8.00	Batteries	Asda
416	14.11.2023	£13.74	£2.75	£16.49	Printing	HP Instant Ink
415	11.11.2023	£7.47	£1.50	£8.97	Table Decorations	B&M
414	11.11.2023	£7.47	£1.50	£8.97	Table Decorations	B&M
413	11.11.2023	£3.32	£0.67	£3.99	Hazard Tape	Screwfix
412	11.11.2023	£24.87	£4.98	£29.85	Chocolates	TTSE Retail Ltd
411	11.11.2023	£56.66	£11.33	£67.99	Costumes	Amazon Services Europe
410	10.11.2023	£29.80	£0.00	£29.80	Refreshments	TESCO
409	10.11.2023	£9.97	£1.99	£11.96	Table Decorations	B&M
408	09.11.2023	£75.00	£15.00	£90.00	Refreshments	Asda
407	09.11.2023	£35.79	£5.91	£41.70	Refreshments	Asda
406	07.11.2023	£26.24	£5.25	£31.49	Padlock	Screwfix
405	03.11.2023	£210.21	£42.04	£252.25	Catering Supplies	Nisbets
		£1,000.55	£177.39	£1,177.94		

INVOICES

Voucher Number	Date	Net	VAT	Total	Description	Supplier
397	28.11.2023	£12,575.56	£0.00	£12,575.56	Salaries and Wages	Employces
398	28.11.2023	£2,152.77	£0.00	£2,152.77	Pension Contributions	WYPF
460	13.12.2023	£40.00	£8.00	£48.00	Shredding	Class Office
473	28.12.2023	£7,672.12	£0.00	£7,672.12	Salaries and Wages	Employces
474	28.12.2023	£2,031.71	£0.00	£2,031.71	Pension Contributions	WYPF
475	28.12.2023	£2,365.71	£0.00	£2,365.71	PAYE/NIC	HMRC
482	03.01.2024	£480.00	£96.00	£576.00	Normanton & District Advertiser	Advertiser Office Printers

APPENDIX 2

A

NORMANTON TOWN COUNCIL PAYMENTS UNDER CLERKS AUTHORITY

483	05.01.2024	£670.00	£134.00	£804.00	Lock and Door Alterations	RCW Building Solutions
484	05.01.2024	£310.00	£62.00	£372.00	Window Repairs	RCW Building Solutions
485	05.01.2024	£95.00	£19.00	£114.00	Door Repairs	RCW Building Solutions
486	05.01.2024	£255.00	£51.00	£306.00	Gritting Car Park	RCW Building Solutions
487	05.01.2024	£950.00	£190.00	£1,140.00	Lighting and Ceiling Repairs	RCW Building Solutions
488	05.01.2024	£181.51	£0.00	£181.51	Christmas Celebration Donation	The Well Project
489	05.01.2024	£81.51	£0.00	£81.51	Christmas Celebration Donation	Castleford Salvation Army Band
490	05.01.2024	£81.51	£0.00	£81.51	Christmas Celebration Donation	Castleford Male Voice Choir
491	05.01.2024	£72.65	£14.53	£87.18	Invoice Stamp	Custom Stamps Online
492	05.01.2024	£55.00	£11.00	£66.00	NSALG Membership	National Allotment Society
493	05.01.2024	£850.08	£0.00	£850.08	Gala Policing	West Yorkshire Police
494	05.01.2024	£377.00	£0.00	£377.00	SLCC Membership	SLCC
496	05.01.2024	£100.00	£0.00	£100.00	Christmas Celebration Donation	Castleford Salvation Army Band
497	05.01.2024	£50.00	£0.00	£50.00	Christmas Celebration Donation	All Saints Church
505	23.01.2024	£ 30.00	£ -	£ 30.00	Mayors Expenses	Hebden Royd Mayors Charity
503	23.01.2024	£ 40.00	£ -	£ 40.00	Shredding	Class Office Equipment Ltd
502	23.01.2024	£ 25.00	£ -	£ 25.00	Councillor Training	Joy Morgan (YLCA)
501	23.01.2024	£ 480.00	£ 96.00	£ 576.00	Normanton & District Advertiser	Advertiser Office Printers
	25.01.2024	£ 7,671.98	£ -	£ 7,671.98	Employees Wages	Employees
	23.01.2024	£1,100.00	£ -	£1,100.00	Small Grant	The Well Project
	30.01.2024	£2,015.00	£ -	£ 2,015.00	Pension Contributions	West Yorkshire Pension Fund
		£42,809.11	£681.53	£43,490.64		
		£43,944.33	£864.54	£44,808.87		

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

Held on Monday 12th February 2024 at 2.00pm at Normanton Town Hall

Present: Councillor C Appleyard
 Councillor E Blezard – Chairman
 Councillor H Jones – Vice Chairman
 Councillor F Marchant
 Councillor P Mayne
 Councillor T Morgan
 Councillor C Parsons
 Councillor J Pritchard (From Agenda Item 43)
 Councillor P Sampson
 Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
 Helen Senior – Admin Officer

Absent: Councillor D Appleyard
 Councillor S Hudson
 Councillor M Jennings
 Councillor J Medford
 Councillor D South

037. Apologies for Absence

RESOLVED that apologies for absence be received from Councillors D Appleyard, S Hudson, M Jennings, J Medford and D South.

038. Declarations of Interest

RESOLVED that the following Declaration of Interest be received:

Councillor F Marchant
 Non-Pecuniary Interest
 Item 42 – Donations

039. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 11th December 2023 (Minute Numbers 029-036; Pages 22-25) be received and signed by the Chairman.

040. Review of Recent Events

Members reviewed the Christmas Community Celebration and Local Democracy visits.

Both events were well received by those in attendance, and both had come in within budget.

Members of the Committee placed on record their thanks to PCSO Ward who attended the Local Democracy visits and was very popular with the school children.

041. Stall Charges

Members reviewed the charges for the various stalls at events in 2024.

RESOLVED that the following charges would apply for 2024:

Party @ Haw Hill Park

Catering - Food	£130.00
Catering - Alcohol	£150.00
Sweets	£110.00

Gala

	SAT	SUN
Community Groups	£0.00	£0.00
Catering – Food	£150.00	£90.00
Catering – Alcohol	£200.00	£120.00
Car Boot	N/A	£10.00
Trade – 3m	£65.00	£40.00
Trade – 6m	£80.00	£50.00
Trade – 9m	£90.00	£60.00

Switch On

Community Groups	£0.00
Trade	£20.00

042. Donations

Members reviewed the donations made to participants in various events.

RESOLVED that the following donations would be made in 2024.

Gala

Dance Displays	£100.00
Parade	£50.00

Switch On

Performance	£50.00
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Christmas Celebration

The Well Project	One third of the collection
Band	One third of the collection
Male Voice Choir	One third of the collection
Drama Group	£50.00 from the event budget
All Saints Church	£50.00 from the event budget

Christmas Party

Donation for hall hire	£50.00
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043. Catering Policy

RESOLVED that the catering policy be reviewed and updated as per the report.

044. Civic Catering

Members considered the requirements for Civic Catering in 2024.

RESOLVED that the following catering will be booked:

- Mayor Making – Two course carvery dinner with cold pudding through STW Catering.
- D Day 80 – Sandwiches, scones, hot drinks and juice through STW Catering if available.
- Civic Sunday – Traditional buffet through STW Catering if available.
- Summer Band Concerts- No refreshments provided.
- Party @ Haw Hill Park – Civic Guests provided with vouchers to be funded from the Mayors Allowance.
- Free Funfair – Ice cream for all volunteers and guests.
- Gala Day – Civic Guests and volunteers to be provided with a packed lunch box through STW Catering.
- Gala Sunday – Civic Guests and volunteers to be provided with a voucher for a catering unit by prior agreement.
- Horticultural Show – Civic Guests and volunteers to be provided with a packed lunch box through STW Catering.
- Talk & Slide Show – Tea and biscuits for everyone in attendance.

- Remembrance Sunday – Traditional buffet with mini desserts through STW Catering. Drinks will include Tea, Coffee, Spirits, Wine and Soft Drinks for those in attendance.
- Christmas Lights – Civic Guests and volunteers will be provided with a hot meal and cold dessert through STW Catering.
- Christmas Celebration – Tea and mince pies etc for the congregation after the service.

045. Events in 2024

Members discussed the events planned for 2024 and agreed the following arrangements:

Mayor Making – Friday 17th May

- The venue would be All Saints Church.
- No entertainment would be provided, just background music.
- The guest list was reviewed and agreed.

D Day 80 – Thursday 6th June

- Evening Church Service at All Saints Church.
- Refreshments including sandwiches and scones would be served after the service.
- Beacon lighting at 9.15pm.

Summer Band Concerts – TBC

- Members wished to hold one or two brass band concerts and the dates would be dependant on the availability of the band.

Party @ Haw Hill Park – Saturday 13th July

- Presenter – Ian Jefferson £400.00
- Toilet Hire – G&S Toilet Hire £2,175.00 + VAT based on a three-year agreement with a 10% discount for 2024.
- Entertainment:
 - Tom Jones tribute £600 + VAT
 - Meghan Trainor tribute £650 + VAT
 - ABBA tribute £1550 + VAT
 - Members would like to have another male tribute performer for balance but if there was no one suitable then we would proceed with a Madonna tribute £1000 + VAT.

Schools Fun Fair – Friday 13th September

- Toilet Hire – G&S Toilet Hire £100.00 + VAT based on a three-year agreement.

Gala Day – Saturday 14th September

- 60th Annual Normanton Gala – The Parade would be on a diamond theme with commemorative t-shirts for Councillors and Staff.
- Entertainment to be booked through Midland Entertainment including:

Vander Wheel	£2045.00
Trampoline Wall	£2080.00
Dinosaurs	£1055.00
- Stage & Sound – HG1 £1800.00 (both days)
- Presenter – Ian Jefferson £600.00 (both days)
- Toilet Hire – G&S Toilet Hire £1215.50 + VAT based on a three-year agreement.

Gala Sunday – Sunday 15th September

- The event will feature a car boot sale in aid of the Mayors Appeal and local dance displays.
- Toilet Hire – G&S Toilet Hire £1212.50 + VAT based on a three-year agreement.

Flower & Vegetable Show – Saturday 21st September

- The event will be held at Normanton Town Hall.
- Consideration would be given to reducing the schedule to fit the available space more efficiently at the next meeting.

Halloween – Tuesday 29th October

- Presenter – Ian Jefferson £200.00.

Remembrance Sunday – Sunday 10th November

- Band – Skelmanthorpe Brass Band £550.00.
- Sound System – HG1 £275.00

Christmas Lights – Friday 29th November

- Stage & Sound – HG1 £2070.00
- Presenter – Ian Jefferson £300.00

Children's Christmas Party – Wednesday 4th December

- Venue - Canon O'Grady Hall.
- Entertainment - Truffles the Magician, cost to be confirmed.

046. Events of National Importance

RESOLVED that the Town Clerk be delegated authority to spend up to £600 to prepare for events of national importance.

047. Events Committee Budget

RESOLVED that the Events Committee budget showing income of £4533.22 and expenditure of £56,072.23 be received.

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

NORMANTON TOWN COUNCIL



MINUTES OF THE STAFFING COMMITTEE

Held on Tuesday 13th February 2024 at 2.00pm at Normanton Town Hall

Present: Councillor E Blezard – Vice Chairman
 Councillor A Bones
 Councillor H Jones
 Councillor B Mayne
 Councillor P Mayne – Chairman

Donna Johnston – Town Clerk & RFO

Absent: Councillor S Hudson

36. **Apologies for Absence**

RESOLVED that apologies be received from Councillor S Hudson.

37. **Declarations of Interest**

There were no declarations of interest recorded.

38. **Public Bodies (Admission to Meetings) Act 1960**

RESOLVED that all items relating to Town Council employees be taken in private due to the confidential nature of the information to be discussed.

39. **Minutes**

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 7th November 2023 (Minute Numbers 25-35; Pages 8-11) be received. The minutes were signed by the Chairman.

40. **Flexitime and Time Keeping**

A report was circulated on flexitime and TOIL.

The TOIL for the Town Clerk was reducing gradually but was still very high. It was agreed that this would continue to be kept under review.

TOIL for all other staff was within policy limits and there were no issues with timekeeping.

41. Sickness and Absence

A report was circulated which set out sickness levels which were minimal and well within policy guidelines.

RESOLVED that the report on sickness and absence be received.

42. Annual Leave

A report was circulated on annual leave booked and remaining in the current holiday year.

RESOLVED that the report on annual leave be received.

43. Training

A report was circulated showing training that has been undertaken and planned.

Staff were taking advantage of a variety of free training opportunities which had resulted in no expenditure from the staff training budget.

RESOLVED that the report on staff training be received.

44. Workload

The Town Clerk provided a report on current workload which was still high but small improvements had been made in some areas.

The workload would continue to be kept under review.

RESOLVED that the report on workload be received.

45. Staffing Committee Budget

Members gave consideration to the Staffing Committee Budget which showed expenditure of £124,129.44 up to the end of January 2024. There was still 19% of the staffing committee budget remaining.

RESOLVED that the Staffing Committee Budget report be received.

46. Property Officer

The Town Clerk provided a verbal report on the progress with the new temporary property officer who began work on 17th January.

This was a part time appointment with one working day per week.

The Town Clerk circulated a list of the tasks that had been completed which had proven to be very useful and, in some cases, provided a cost saving to the Council.

RESOLVED that the report be received.

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

TOWN AND PARISH COUNCIL LIAISON GROUP

Tuesday, 14 November 2023

Present: The Chair (Councillor Maureen Cummings)

Cllr Stephen Vickers – Featherstone Town Council
 Cllr Graham Isherwood – Featherstone Town Council
 Cllr Philip Boyes – Sharlston Parish Council
 Peter Walsh – Clerk, Walton Parish Council
 Pat Kitchen – Clerk, Upton & North Elmsall Parish Councils
 Jemma Nolan – Clerk, Ackworth Parish Council
 Vicky Symons – Clerk, Featherstone Town Council
 Emma King – Clerk, Sharlston Parish Council
 Sarah Knowles – Clerk, Crigglestone Parish Council
 Andrew Firth – Deputy Clerk, Hemsworth Town Council
 Judy Box – Clerk, Woolley Parish Council

Individuals presenting agenda items

Councillor Michelle Collins – Cabinet Member for Culture, Leisure and Sport
 Julie Russell – Service Director for Arts, Culture and Leisure
 Jenny Rogers – Our Year 2024 Programme and Partnerships Manager
 Siobhan Maguire – Project Manager, Climate Change
 Mark Tolson – Scrutiny and Political Support Manager

Supporting officers

Mark Tolson – Scrutiny and Political Support Manager
 Michael Reynolds – Overview and Scrutiny Assistant

11. CHAIR'S INTRODUCTION AND WELCOME

The Chair welcomed everyone to the meeting.

It was noted that the Liaison Group gave Town and Parish Councils a welcome opportunity to share knowledge and ideas, and to question the District Council's political leaders and key officers.

12. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were accepted on behalf of:

- Cllr Paul Sampson – Normanton Town Council
- Cllr Mark Jennings – Normanton Town Council
- Cllr Gary Newby – Walton Parish Council
- Cllr Peter Daniels – Crigglestone Parish Council
- Cllr Brenda Graham – Badsworth Parish Council
- Sue Earnshaw – Clerk, West Bretton Parish Council
- Donna Johnston – Clerk, Normanton Town Council
- Helen Senior – Administrative Officer, Normanton Town Council
- Rebecca Maindonald – Clerk, Crofton Parish Council
- Julia Talbot – Clerk, Sitlington Parish Council
- Anne Moran – Clerk, South Kirkby & Moorthorpe Town Council
- Nic Stansby – Clerk, Havercroft with Cold Hiendley Parish Council

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 14 NOVEMBER 2023

13. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

14. MINUTES - 18 JULY 2023

Resolved - That the minutes of the meeting of the Town and Parish Councils' Liaison Group held on 18 July 2023 be approved as a correct record.

15. OUR YEAR 2024

The Chair welcomed Councillor Michelle Collins, Portfolio Holder for Culture, Leisure and Sport; Julie Russell, Service Director for Arts, Culture and Leisure; and Jenny Rogers, Our Year 2024 Programme and Partnerships Manager to the meeting.

The Portfolio Holder gave a brief introduction to her varied areas of responsibility. The focus was on improving the lives of residents and encouraging business growth through the District's extensive cultural and leisure resources (including leisure facilities, libraries, museums and heritage attractions) and an exciting annual cycle of events. Key projects currently included Wakefield Exchange, a unique creative hub in the heart of Wakefield's city centre scheduled to launch in spring 2024, a sculpture trail in Wakefield city centre and improvements to the facilities at Normanton Leisure.

Attendees were recommended to visit [Experience Wakefield](#) for up-to-date information about the District's cultural offer, including Our Year, a yearlong programme of cultural and creative activities across the Wakefield District which would take place in 2024 and celebrate communities.

The District's year-long celebration was closely aligned to the priorities set out within the Corporate Plan and was based on consultation with residents. The positive impacts of investment in culture, creativity and physical activity on wellbeing and employment opportunities were highlighted. It was stated that Our Year would capitalise on the District's extensive cultural resources - as recently highlighted in The Guardian ([an arty weekend in Wakefield](#)) - and the annual cycle of events. The Council greatly appreciated funding from the West Yorkshire Combined Authority and Arts Council England as this would enhance cultural opportunities for residents during 2024.

Members were advised that an overview of Our Year, including partner programming and activity across the District, could be found on the [website](#) which featured a filmed five-minute summary of the vision, planned activity and community impact of Our Year.

The Liaison Group was advised that highlights from the proposed programme included:

- Crossings & Gateways – which would integrate public art across communities, driving a unique sense of place and pride in every ward.
- Moments of Wonder – to inspire residents, whilst encouraging visitor spend, as part of the Council's events and festivals programme. This included major showcase events such as The Hatchling performances scheduled for August 2024.
- Building on Brilliance – a programme of events, exhibitions and activities delivered by partners across the district as part of Our Year celebrations.
- Our Stories – to celebrate the district's shared heritage.
- The Roving Festival – to showcase outdoor spaces, increase physical activity and connect cultural and heritage assets.
- Creativity around the Corner - to engage local businesses and public sector

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 14 NOVEMBER 2023

bodies through creatives in residence.

- Nurture & Nourish – to boost community engagement in the district's diverse food whilst addressing food scarcity.

It was stressed that the programme was community based to ensure that all residents had a chance to participate in and benefit from the Our Year celebration of sport, heritage and the arts. The focus on local stories would respect the voice of local people and enhance the already excellent work of the Council's libraries and museums service. It was anticipated that the community art projects would help to address the perception of some residents that art and creativity were irrelevant to them and also reduce barriers to participation. The Council's work to maximise participation would be wide reaching and would include local stakeholders such as schools and community groups.

Culture Everywhere Micro Grants were Wakefield Council's grants specifically aimed at Wakefield-based community groups, charities, community interest companies and other third sector organisations to run short term and small scale creative and heritage projects, events and activities. These grants were intended to support residents across the district to have the opportunity to experience culture in their communities during Our Year. Funding was available up to £1,500 with monthly application deadlines throughout the year. Representatives of Town and Parish Councils were recommended to visit <http://www.wakefield.gov.uk/CultureGrants> for further information about the application process or to email culturegrants@wakefield.gov.uk to obtain answers to specific queries. Grant applications were being monitored to ensure that every ward benefitted and that community groups were assisted with the process and that feedback to the help had been very positive. This would strengthen the ability of community groups to deliver long term improvements in their areas.

The Liaison Group was asked to help to spread awareness of all aspects of the offer via social media channels and community reach to enhance the Our Year team's extensive programme of publicity.

Town and Parish Councils were encouraged to consider joining Our Year as a Community Partner. It was acknowledged that residents were more likely to engage with trusted organisations and that joining the Our Year brand would enhance their ability to make positive year-round impacts on their neighbourhoods and communities. Community Partners would receive regular updates and receive a community pack with decorations and information on community bursaries. Representatives were asked to email ouryear@wakefield.gov.uk with their details and also to support the team in encouraging organisations in their areas to consider joining Our Year as Community Partners.

Town and Parish Councils were also encouraged to share any local activities, events and projects. These could then be promoted and celebrated within the Our Year programme, including the 366 Calendar which would feature a cultural, creative and heritage activity for every day in 2024. It was hoped that combining resources would help to forge new relationships to benefit all parties. As well as via digital channels, information would be distributed within both Doorsteps Discovery, a small magazine style printed programme highlighting activity throughout the district, and the 366 Calendar. Bespoke communications for groups and communities throughout the year were being developed. Ms Rogers offered to arrange for materials to be posted out to any interested Town and Parish Councils.

It was suggested that the 100-year anniversary of D-Day, the 40-year anniversary of the start of the miners' strike and the effects of the 1972 Local Government Act (which took

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 14 NOVEMBER 2023

effect from 1974) be commemorated.

Members with any remaining questions were encouraged to contact the team via email (ouryear@wakefield.gov.uk). It was stressed that the team welcomed continued discussion, suggestions, information and engagement.

The Chair thanked Councillor Collins, Ms Russell and Ms Rogers for their attendance.

Resolved – That the information presented at the meeting be noted.

16. CLIMATE CHANGE

The Chair welcomed Siobhan Maguire, Climate Change Project Manager, to update the Liaison Group on the Climate Change Action Plan (CCAP), and outline opportunities for Town and Parish Councils to engage with the work of the District Council to tackle the climate emergency.

Members were reminded that Wakefield Council had declared a climate emergency in 2019 and had pledged to be net zero as a Council by 2030, and as a District by 2038. The ambition was to not add to greenhouse gasses in the atmosphere (including methane and carbon dioxide) which were responsible for climate change. Whilst it was not possible to eliminate emissions, a combination of behaviour change, use of developing technology and retrofitting buildings would significantly reduce Wakefield's contribution to the problem. Tree planting and other forms of carbon capture and storage would mitigate the remaining emissions.

The CCAP was approved by Cabinet in 2020 and now consisted of seven different workstreams. The seventh workstream - adaptation - had recently been introduced and reflected the reality that climate change had already resulted in an increase in extreme weather events which were likely to become more frequent and severe. Hence, a working group had been created with both internal and external members to consider how best to, for example, combat the effects of extreme heat alongside flood prevention methods.

Since the declaration of the climate emergency, the Council had achieved successes in reducing emissions. For example, converting the District's streetlights to LEDs had reduced energy consumption by 80% and lowered carbon emissions by 65% as part of the focus on a low carbon estate. Work was underway to electrify the Council's fleet of vehicles and to develop sources of renewable energy.

It was recognised that the Council had a limited impact on emissions; the Climate Change Team organised and hosted a Net Zero summit in March 2023, with over 100 attendees from different businesses and organisations across the District. Residents and Council employees were educated to contribute to the target by adopting more environmentally friendly behaviours. Green job creation and addressing skills gaps was part of a just transition to a lower carbon economy.

Members learned that grants were available from the West Yorkshire Combined Authority for sustainable energy improvements in community buildings, clean energy generation projects, schemes which contributed to the modal shift away from personal internal-combustion-engine vehicles and schemes to increase community access to green space and nature. These were only open to voluntary, community or social enterprise organisations and were administered by Nova Wakefield. It was stipulated that they needed to positively impact at least one disadvantaged community per project.

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 14 NOVEMBER 2023

Members welcomed the opportunity for Town and Parish Councils to collaborate within the Net Zero Partnership and to apply for sustainable energy improvements grants where applicable. Many were also interested in procuring trees as part of the Council's tree giveaway (by visiting [Our woodland creation programme - Wakefield Council](#)).

It was suggested that the Climate Change Team seek the views of local people – including Town and Parish Councils - who were in a position to suggest local solutions to local priorities, including the provision of electric vehicle charging infrastructure. It was acknowledged that future homes would need to be planned for and built with a focus on energy efficiency and the provision of accessible, communal electric vehicle charging infrastructure.

It was suggested that subscribing to the Council's climate change newsletter ([Subscribe - climate action newsletter \(emailblaster.cloud\)](#)) would keep all residents updated on the latest climate change information.

The Chair thanked Ms Maguire for her attendance.

Resolved – That the information presented at the meeting be noted.

17. **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND - REVIEW OF WAKEFIELD COUNCIL UPDATE**

Wakefield Council's Council size submission in response to the Local Government Boundary Commission for England (LGBCE) Electoral Review had been shared with the Town and Parish Councils' Liaison Group.

The Council's Scrutiny and Political Support Manager advised that an electoral review examined and could propose new electoral arrangements for the whole Council. The last review was in 2003 and the district had seen uneven growth in housing in recent years leading to potential inequalities in ward sizes and workloads for Elected Members.

After a period of engagement with Elected Members, including an analysis of their workload, it had been decided by the LGBCE Member Working Group (which had been supported by several key officers working on the evidence base to ensure that the Council had a quality submission) to recommend to the LGBCE that the size of the Council should remain at 63 District Councillors. This was seen as the best compromise bearing in mind the need for strong community representation, accountable strategic leadership and effective scrutiny and regulation without adding to the financial burden. It was noted that the Council was expecting the LGBCE to give a 'minded to' decision on Council size on 14 November 2023.

Once council size was determined the focus would then turn to the total number of wards, ward boundaries, names and the number of councillors to represent each ward. This would seek to address any anomalies and strengthen community identities within the District. The electoral review would have no effect on Town and Parish Council boundaries. However, one outcome of the review could be that Town and Parish Council areas could be situated within one ward rather than straddling two or more.

It was noted that Town and Parish Councils were part of the network of consultees that would take part in the formal review from 21 November 2023 to 31 January 2024 and that any new electoral arrangements would come into effect at the all-out election of May 2026.

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 14 NOVEMBER 2023

The Liaison Group would be kept up to date on this issue at future meetings and the Chair, who was a member of the LGBCE Member Working Group, would work to ensure that Town and Parish Councils' views were reflected.

Resolved – That the update be noted.

18. ITEMS FOR FUTURE BUSINESS

It was suggested that the Town and Parish Councils' Liaison Group would benefit from:

- An update from the Leader of the Council focussing on the budget setting process and how the Council was supporting vulnerable residents.
- An update from the Portfolio Holder for Children and Young People
- An update from the Portfolio Holder for Resources and Property
- An elections service update focussing on voter i.d requirements
- Advice from the District Council regarding recruiting Town and Parish Councillors

Resolved – That following discussion at today's meeting, the Work Programme for the remainder of the 2023/2024 Municipal Year be updated to include the topics raised.

19. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of the Town and Parish Councils' Liaison Group be held remotely on Tuesday, 12 March 2024 at 10.30 am.

PAYMENTS MADE UNDER CLERKS AUTHORITY

E

Unity Trust Current Account

No	Date	Net	VAT	Total	Description	Supplier
548	28.02.2024	£2,015.00	£0.00	£2,015.00	Pension	West Yorkshire Pension Fund
547	27.02.2024	£8,487.11	£0.00	£8,487.11	Salaries & Wages	Employees
554	27.02.2024	£8.33	£0.00	£8.33	Employee Expenses	Employees
549	23.02.2024	£2,198.01	£0.00	£2,198.01	PAYE / NIC	HMRC
553	16.02.2024	£36.20	£7.24	£43.44	DIY Goods	B&Q
		£12,744.65	£7.24	£12,751.89		

Lloyds Multi Pay Account

No	Date	Net	VAT	Total	Description	Supplier
561	27.02.2024	£418.08	£83.62	£501.70	Table Cloths	Richard Haworth
562	27.02.2024	£64.68	£12.93	£77.61	Fly Killer	Nisbets
566	15.02.2024	£13.74	£2.75	£16.49	Printing	HP Instant Ink
565	14.02.2024	£13.74	£2.75	£16.49	DIY Goods	Screwfix
564	13.02.2024	£32.84	£6.57	£39.41	Table Cloths	Richard Haworth
563	08.02.2024	£5.82	£1.17	£6.99	DIY Goods	Screwfix
		£548.90	£109.79	£658.69		

Petty Cash Account

No	Date	Net	VAT	Total	Description	Supplier
560	15.02.2024	£3.40	£0.00	£3.40	Newspapers	Asda
559	12.02.2024	£1.45	£0.00	£1.45	Milk	Asda
557	08.02.2024	£3.40	£0.00	£3.40	Newspapers	Asda
558	08.02.2024	£1.87	£0.38	£2.25	DIY Goods	Asda
556	06.02.2024	£1.45	£0.00	£1.45	Milk	Asda
524	01.02.2024	£3.40	£0.00	£3.40	Newspapers	Asda
		£14.97	£0.38	£15.35		

	Net	VAT	Total
TOTAL	£13,308.52	£117.41	£13,425.93

NORMANTON TOWN COUNCIL

Prepared by:

Name and Role (Clerk/RFO etc)

Date:

11/3/24

Approved by:

Name and Role (RFO/Chair of Finance etc)

Date:

11/3/24

A	Bank Reconciliation at 31/01/2024		
	Cash in Hand 01/04/2023		201,403.16
	ADD Receipts 01/04/2023 - 31/01/2024		381,481.84
			582,885.00
	SUBTRACT Payments 01/04/2023 - 31/01/2024		302,082.08
	Cash in Hand 31/01/2024 (per Cash Book)		280,802.92
B	Cash in hand per Bank Statements		
	Petty Cash	31/01/2024	49.71
	X Barclays Current	31/01/2024	0.00
	X Barclays Savings	31/01/2024	0.00
	Unity Current	31/01/2024	85,096.13
	Unity Savings	31/01/2024	200,299.03
	Lloyds	31/01/2024	-400.24
	Admin Float	31/01/2024	100.00
	Events Float	31/01/2024	200.00
			285,344.63
	Less unrepresented payments		4,606.71
			280,737.92
	Plus unrepresented receipts		65.00
	Adjusted Bank Balance		280,802.92
	A = B Checks out OK		

**NORMANTON TOWN COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 12th March 2024**

REVIEW OF FINANCIAL REGULATIONS

Following recommendations from the internal auditor, a series of changes to the Financial Regulations have been proposed. These proposed changes will be reviewed by the Finance Committee on 6th March 2024.

The changes are set out in the following pages and indicated in blue text. Once approved, a full copy of the Financial Regulations will be made available to members with the changes included.

NORMANTON TOWN COUNCIL

MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

These Financial Regulations were adopted by the council at its meeting held on 19th May 2015 and last reviewed on 16th May 2023.

Version History:

001	19 th May 2015	Adopted
002	10 th May 2016	Reviewed and Updated
003	9 th May 2017	Reviewed and Updated
004	8 th May 2018	Reviewed
005	14 th May 2019	Reviewed and Updated
006	8 th September 2020	Reviewed
007	4 th May 2021	Reviewed and Updated
008	12 th May 2022	Reviewed
009	16 th May 2023	Reviewed
010	7 th December 2023	Updated following Internal Audit recommendations.
011	6 th March 2024	Reviewed by Finance Committee

Document Status: Draft

Date of next review: May 2024

5. Banking Arrangements and authorisation of payments

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
- c) Fund transfers within the councils banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- d) If a payment is due before the date of the next meeting of Council, and it is not reasonable for the payment to be delayed, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.
- e) The payment of salaries, wages, allowances, expenses, NI, PAYE and pension contributions on a monthly basis, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.

6. Instructions for the making of payments

6.3 Payments made by the Clerk or RFO under delegated authority will be made by cheque, internet banking, card or petty cash as appropriate, in line with the agreed internal control measures.

6.12. Internet banking payments are set up by the Town Clerk following approval by Council. One of three Councillors can log in to authorise these payments, checking the payment amounts and payees against the list of invoices circulated at the Council meeting.

6.13 Internet banking payments set up by the Town Clerk under delegated authority will be circulated to the authorising Councillors in a list prior to the payments being approved. This list will be submitted to the next available meeting of Council.

6.24. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of up to £250.00 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

7. Payment of salaries

7.4 Overtime claims for events outside normal office hours shall be submitted to the Town Clerk and checked against timesheets before being included in the monthly payroll. All overtime shall be separately identified on the wage slips.

7.5 Hours for casual events staff shall be checked against timesheets before being included in the monthly payroll.

7.6 Overtime claims for the Town Clerk in respect of events outside of normal office hours shall be checked against timesheets and approved by the Chairman of the Staffing Committee before being included in the monthly payroll.

7.7 The Clerk and RFO shall retain overall responsibility for the outsourced payroll service, providing monthly salary, overtime and wages information.

7.8 The outsourced payroll service shall calculate all deductions including NI, PAYE and pension and provide payroll reports setting out net pay and payments due to HMRC and the West Yorkshire Pension Fund.

7.9 The outsourced payroll service shall submit the RTI to HMRC along with the monthly report to the West Yorkshire Pension Fund.

7.10 The Town Clerk and RFO shall make payments to all employees, councillors, HMRC and the pension provider in accordance with these financial regulations.

7.16 Payment of members allowances shall be processed annually in November through the payroll system. All elected members will be asked if they wish to claim the allowance of £110.00 and will need to ensure that a HMRC New Starter form has been completed for PAYE purposes. The allowance may not be claimed by Co-opted members.

7.17 The outsourced payroll company shall process the payment of allowances including all deductions of PAYE where appropriate and provide payroll reports setting out net pay and payments due to HMRC.

9. Income

9.6 Receipt of income may be via cash, card payment or internet banking.

9.7 Income received by card is processed through the Square terminal or Square online platform. The income is transferred by Square into the Town Council's account within 2-3 business days, less the transaction fee of 1.75% for most card types (fees vary dependant on the type of card used)

9.8. The origin of each receipt including cash and internet banking receipts, shall be entered on the daily income log on the Square online platform and saved as a spreadsheet on the NTC network. The Income log is verified against the bank statement before being entered into the accounts.

NORMANTON TOWN COUNCIL
REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL
FINANCIAL YEAR 2023 -2024

Reviewed: 6th March 2024 by the Finance Committee
 To be referred to Council 12th March 2024

	YES/NO	OBSERVATIONS	ACTION TO BE TAKEN
BOOKKEEPING			
Finance software maintained and kept up to date		Scribe Accounts package used which is an online system that does not require software updates.	
Evidence of internal control and effectiveness reviewed		Internal control checklists are not carried out.	Internal financial controls checklist to be completed by two councillors and reported to Finance Committee and Council every quarter.
VAT evidence recording and reclaimed		Scribe Accounts records and calculates VAT. VAT reclaimed quarterly	
Payments in cashbook supported by invoices, authorised and minuted.		This is checked as part of the internal control checklist.	
Appropriate books of account kept properly through the year.		Accounts are maintained on an income and expenditure basis.	

DUE PROCESS			
Standing Orders adopted to accord with NALC model July 2018 (2022 update)		Model Standing Orders adopted including the 2022 update.	To be reviewed at the annual meeting of Council or when changes are issued.
Standing Orders reviewed in the year		Reviewed 9 th May 2023.	To be reviewed at the annual meeting of Council or when changes are issued.
Financial Regulations adopted and up to date		Reviewed 9 th May 2023. Reviewed 6 th March 2024.	
Financial Regulations properly tailored to the Council		Financial Regulations have been tailored to the Council with a number of additional sections following recommendation by the Internal Auditor in November 2023.	
Equality policy		Adopted 23 rd April 2021.	To be reviewed by Staffing Committee.
Terms of reference for committees etc adopted and reviewed		Terms of Reference reviewed and approved for all committees and sub-committees 12 th December 2023.	To review at Annual Meeting of Council.
Scheme of delegation adopted and reviewed		Scheme of Delegation approved 12 th December 2023.	
Adequate internal controls for payments. Adequate arrangements for Bacs,		Internal controls for payments are set out in Financial Regulations. Direct debits are approved by full council and reviewed every year.	

direct debits and, standing orders and card payments		A list of regular payments has been prepared for approval in advance of the new financial year.	To be approved by Council in March of each year.
List of councillor interests held		Register of Interests are published on the Wakefield Council website and the Normanton Town Council website.	
Summons signed, specified and displayed within three clear days' notice.		Summons displayed on the notice board outside the Town Hall as well as on the website.	
Purchasing authority defined in Financial Regulations.		Financial Regulations Section 4.	
Legal powers identified in minutes or cashbook		The Town Council has the General Power of Competence. This is the power of first resort.	
RISK MANAGEMENT			
Annual risk assessment carried out		Revised and taken to Finance Committee 6 th March 2024.	To be approved by Council 12 th March 2024.
Insurance cover appropriate and adequate		Insurance cover reviewed annually prior to renewal and periodically as changes are made.	
Evidence of annual insurance review		Insurance review and renewal is documented in the minutes.	

Internal financial controls documented and evidenced		Internal control checklists are not completed.	Internal financial controls checklist to be completed by two councillors and reported to Finance Committee and Council every quarter.
Minutes initialled, each page numbered and overall signed		Signed minute books in locked cupboard in admin office. Each page is numbered, signed and each item has a minute number.	
Regular reporting and minuting of bank balance		Reported to Council each month along with a bank reconciliation which is checked and signed by a nominated Councillor.	
Does the Council have any cash investments	N/A		
If the Council does have cash investments has the Council considered the Government's investment guidance	N/A		
BUDGET			
Annual budget to support precept		Annual budget (2023/24) agreed 14 th February 2023. Annual budget (2024/25) agreed 6 th February 2024.	
Budget against spend regularly provided to		Quarterly budget reporting, along with material variances considered by Finance Committee.	

Council along with bank reconciliation			
Has budget been discussed and adopted by the Council		<p>Budget is initially discussed by the Finance Committee who provide a recommendation to Council.</p> <p>Annual budget (2023/24) agreed 14th February 2023.</p> <p>Annual budget (2024/25) agreed 6th February 2024.</p>	
Any reserves earmarked		EMRs specified within the accounts system and reported to Finance Committee regularly.	
Level of general reserves within Proper Practice i.e. between 3- and 12-months net running cost		<p>2023/24 budget is £373,821</p> <p>Reserve should be a minimum of £93,455.</p> <p>General Reserve is £120,018</p>	
Any unexplained variances from budget		All variances from budget are reported quarterly at the Finance Committee.	
Precept demand minuted		14 th February 2023 – Minute 122	
PAYROLL			
Contract of employment for all members of staff		<p>All staff are on the model contract.</p> <p>Contracts are reviewed by Citation to ensure that they remain up to date following changes to legislation.</p>	

Tax codes issued and applied correctly		Lofthouse Chartered Accountants provide payroll services on behalf of the Council.	
PAYE/NI/RTI evidence i.e. P32 records		<p>Lofthouse Chartered Accountants submit the RTI to HMRC and payment is taken by HMRC via Direct Debit.</p> <p>Payroll records are sent to the Town Council by email which are then saved electronically and in a paper file.</p>	
Has Council approved the salary for each member of staff		<p>Salaries approved at the time of appointment for each member of staff. A salary review was undertaken in January 2020.</p> <p>An independent job evaluation for the Town Clerk was undertaken in 2023 which accords with current rate of pay.</p> <p>Annual cost of living awards are reported to the Staffing Committee.</p>	
Salary accords with SCP agreed by Council		SCPs are listed in the minutes at the time of appointment and when any review is carried out.	
Other payments reasonable and approved by the Council		Overtime for junior staff is checked by the Town Clerk. Overtime for the Town Clerk is checked by the Chairman of the Staffing Committee.	
Wage slips and P60 evidence		Payroll services provided by Lofthouse Chartered Accountants. Wage slips are	

		provided to the Town Council via email. A copy is kept on the payroll file and a copy given to the employee.	
Staff being paid correct amount as per council approval.		Monthly salary payments reported, in bulk, to council to approve payments. Chairman and Vice-Chairman of the Staffing Committee reviews and signs the salary spreadsheet each month. Any discrepancies should be queried, and an explanation provided.	
National Living Wage paid		All staff are paid above the National Living Wage.	
Pension obligations met		Members of the West Yorkshire Pension Fund. Submissions to the Pensions Regulator to confirm this as required.	
Grievance Policy and Disciplinary Policy adopted		Grievance Policy adopted by Staffing Committee 20 th November 2020. Disciplinary Policy adopted by Staffing Committee 23 rd April 2021.	
ASSET CONTROL			
Does Council keep a register of all material assets owned		Asset register updated throughout the year, reviewed and approved at the Annual Meeting of Council	

Is asset register up to date and accords with Proper Practices		Asset register includes asset title, location, purchase cost, and other relevant information.	
Value of individual assets included		Purchase cost or nominal value included for gifted assets.	
Inspected for risk and up to date inspection records exist		Benches and signage inspected regularly, and records kept. Allotments regularly inspected but not for risk.	Improve records and carry out risk inspections at all sites.
Record of deeds, articles and land register references available		Some land register numbers are available. Deeds are stored in the Town Council office.	To keep under review.
Bank Reconciliations			
Is there a bank reconciliation for each account		Bank Reconciliations carried out in Scribe for each account including Current Acc, Savings Acc, Credit Card, Petty Cash, Admin Float, and Events Float.	
Reconciliation carried out on receipt of statement		Carried out using a print off from online banking to accord with the month end date. The statements are checked and verified monthly by the nominated councillor and reported to the Council meeting.	
Any unexplained balancing entries in any reconciliation		Banking errors are clearly shown at the bottom of the bank reconciliation along with an	

		explanation from the Town Clerk which is recorded in the minutes.	
Year End Procedures			
Bank statements and ledger reconcile		Bank statements are checked against the accounts on a monthly basis by nominated Councillor.	
Underlying financial trail from records to presented accounts		Minute reference for expenditure, invoices checked and signed by nominated councillors, list of invoices approved at Council, payments authorised by Councillors, Accounts presented to Finance Committee quarterly.	Internal financial controls checklist to be completed by two councillors and reported to Finance Committee and Council every quarter.
Where appropriate, debtors and creditors properly recorded		Debtors and creditors shown on year end Bank Reconciliation and reconciliation between box 7 and 8 document.	
Has Council agreed, signed and minuted sections 1 and 2 of AGAR		2022-2023 agreed, signed and minuted 13 th June 2023 Minute Number 048.	
MISCELLANEOUS			
Have points from last audit been addressed		Recommendations from Internal Auditor November 2023 addressed through Finance Committee 6 th March 2024.	
Has the Council adopted a Code of Conduct since July 2012		Adopted 9 th November 2021 Minute Number 113.	

Is eligibility for General Power of Competence properly evidenced		Eligibility confirmed following elections in May 2023 – 16 th May 2023 Minute Number 012.	
Are all electronic files backed up		Files backed up using cloud storage using Office 365 and SharePoint.	
Do arrangements for public inspection of the Council's records exist		Members of the public are permitted to come and view publicly available documents. Many documents are on the Council website.	
Is the Council compliant with the Local Government Transparency Code 2015		All transparency code documents can be found on the website.	
Does the Council have a privacy policy Is it on its website		Reviewed 12 th October 2021 and available on the website.	
Does the Council have a website		www.normantontowncouncil.co.uk	
Has the Council done a data audit		Originally completed in 2018 and last reviewed 3 rd February 2021.	Review to ensure accuracy.
Has the Council adopted a record management policy		Adopted 12 th October 2021.	
Does the Council have a Complaints procedure		Adopted 4 th May 2021 and reviewed 16 th May 2023.	
Is the Council a sole trustee of a Charity	NO		

If yes, have the accounts been separately audited	N/A		
Has the Council any outstanding loans	NO		
If the Council has outstanding loans, has it budgeted for repayments in the year	N/A		

REVIEW OF ARRANGEMENTS TO PROTECT MONEY

Some arrangements are also included in the table above.

Appointed Responsible Financial Officer with duties listed in Financial Regulations and elsewhere		Town Clerk is also appointed as RFO. Appointed 1 st April 2010.	
Payments supported by invoices		Checked and signed by two nominated councillors each month.	To be included in internal control checklist procedure.
Expenditure properly approved		Schedule of payments approved at Full Council before payments are made. Online payments set up by Town Clerk and approved by one of three councillor signatories.	To be included in internal control checklist procedure.
Initialled cheque stub		Two signatures required where cheques are used.	
Online banking		Bank mandate requires one councillor to authorise online payments. Payments are set up by the Town Clerk. Process for checking against the schedule of	

		payments approved at Council.	
Regular internal audit		Twice a year- May/June and October/November.	
Minute showing appointment of internal auditor		14 th February 2023 – Minute Number 123.	
Income received as expected		Precept and CIL reported to Council upon receipt. Monthly income records reported to the Finance Committee quarterly.	
Adequate check on reimbursed expenses		Expenses forms checked and verified by RFO. Policy in place for councillor expenses. Expenses policy reviewed 29 th April 2021.	
Council appoints signatories		Bank Mandate reviewed annually. Last review 16 th May 2023.	
Credit card has defined limits and is cleared monthly by direct debit from the bank account		Limit of £7,000 and cleared by DD each month.	

Council approves the bank mandate and any amendments to mandate		Bank Mandate reviewed annually. Last review 16 th May 2023.	
Those with direct responsibility for money undertake appropriate training from time to time		Clerk/RFO attends training where required.	

NORMANTON TOWN COUNCIL RISK MANAGEMENT 2024

Reviewed by Finance Committee 6th March 2024
To be reviewed quarterly

- Risk assessment is a systematic general examination of the activities of the Town Council to enable potential risks to be identified.
- The Town Council, based on the recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks identified.
- This document has been produced to enable Normanton Town Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them.
- This risk assessment incorporates a risk matrix which assists in identifying the likelihood and impact of risks.

Priority of risk management				
Likelihood of occurrence	Highly Likely (score 3)	Medium (3 x 1)	High (3 x 2)	Very High (3 x 3)
	Possible (score 2)	Low (2 x 1)	Medium (2 x 2)	High (2 x 3)
	Unlikely (score 1)	Very low (1 x 1)	Low (1 x 2)	Medium (1 x 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
Impact				

AREA	IDENTIFIED RISK	LIKELIHOOD	IMPACT	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
		FINANCIAL MATTERS				
Precept	<p>Adequacy of precept in order for Council to carry out Statutory duties.</p> <p>Precept not submitted.</p> <p>Precept not paid.</p>	1	3	M	<ul style="list-style-type: none"> Annual budget produced. Monthly information and budget monitoring allows Council to estimate standing costs and costs of projects for the subsequent years. Precept request minuted by Council. Receipt of precept reported to Council. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Receipt of Income	<p>Rent or fees not collected or late.</p> <p>Rent or fees charged not adequate.</p>	1	2	L	<ul style="list-style-type: none"> Reminder system for invoices due for payment. All fees and charges are reviewed annually by the appropriate committee. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Financial Records	Inadequate records leading	1	3	M	<ul style="list-style-type: none"> Financial Regulations sets out requirement for 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

	to financial irregularities				production of records at meetings.	
Bank and banking	Inadequate checks/ bank mistakes	1	3	M	<ul style="list-style-type: none"> Financial Regulations set out setting out banking requirements and controls in place for electronic banking. Monthly bank reconciliation statement 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Reporting and Auditing	Communication of information	1	3	M	<ul style="list-style-type: none"> Financial matters are a regular item on the Agenda of the Council monthly meeting. Monthly checks by Councillors 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Wages and associated costs	Salaries paid incorrectly Incorrect HMRC NI and PAYE payments	1	2	L	<ul style="list-style-type: none"> Salary payments included in monthly invoices listed for payment checked by designated Councillor. HMRC monthly payments included in monthly invoices listed for payment checked by 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					designated Councillor.	
Grant Awarding	Protection of public funds	1	1	VL	<ul style="list-style-type: none"> Grant awarding policy in place 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Access to Council Finance	Risk of theft or dishonesty	1	2	L	<ul style="list-style-type: none"> Only the RFO has access to the bank accounts, cheque books and cards. Other staff have view only access. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Best Value Accountability	Work awarded incorrectly.					
	Overspend on services	1	1	VL	<ul style="list-style-type: none"> Town Council procedure (as per Financial Regulations) to seek 3 quotes for all work estimated to cost over £500. For major projects, competitive tendering process would be initiated (as per Financial Regulations) 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
ANNUAL RETURN (TO EXTERNAL AUDITORS)	Submission within time limits to avoid financial penalties	1	1	VL	<ul style="list-style-type: none"> Figures for Annual return presented to Council for approval and signing. Subject to internal audit 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					before being sent for External Audit.	
VAT	Unclaimed VAT refunds	1	1	VL	<ul style="list-style-type: none"> • Refunds from HMRC for reclaimed VAT noted in lists of monthly income. • VAT incurred displayed in separate column in cash book. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Expenditure	No power to spend.	1	1	VL	<ul style="list-style-type: none"> • Council has General Power of Competence. • Town Clerk to check that the Council has powers before spending. • Training for Councillors. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Budgetary Controls	Overspend against budget	1	2	L	<ul style="list-style-type: none"> • Budget is monitored before any major expenditure. • Budget vs actual reported each quarter • Council has adequate reserves. 	<ul style="list-style-type: none"> •

		EMPLOYMENT MATTERS				
Working hours	Over payment of wages for hours worked	1	2	L	<ul style="list-style-type: none"> Staffing Committee has responsibility for monitoring of hours worked for all employees. Time sheets submitted to clerk where appropriate Wage cost submitted on a monthly basis 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Working conditions	Council non-compliant with contractual obligations; leading to discontented workforce.	1	2	L	<ul style="list-style-type: none"> Regular reviews of staff performance and working relationship with the Council 	<ul style="list-style-type: none"> Ensure all staff have access to reviews, etc
Health and Safety	Injury to staff in the working environment	1	2	L	<ul style="list-style-type: none"> Provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment 	<ul style="list-style-type: none"> Provide extensive health and safety guidance to all staff on a regular basis in conjunction with regular reviews of working practices and risk assessments.

					<p>required to undertake roles.</p> <ul style="list-style-type: none"> • Professional Health and Safety advisor engaged • Annual health and safety inspection carried out with report for actions required. • Risk assessments and COSHH assessments completed and reviewed. • Training on health and safety matters available online. 	
Fraud / Theft	<p>Fraud by employees</p> <p>Theft by employees</p>	1	3	M	<ul style="list-style-type: none"> • Requirements of Fidelity Guarantee within insurance provision. £705,000.00. • Regular checks and internal controls on financial activity. • Cash locked away and kept at minimal levels. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

Salaries/Wages	Incorrect payment made	1	2	L	<ul style="list-style-type: none"> • Payroll checked by Chairman of Staffing Committee. • Spreadsheets set up to monitor wages. • Payroll provider appointed. • Employees to fill in a monthly timesheet for casual staff and overtime. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Pension Regulator	Not having appropriate pension scheme in place for qualifying staff.	1	2	L	<ul style="list-style-type: none"> • Pension Regulator submissions completed periodically. • Members of West Yorkshire Pension Fund. • Employees assessed for eligibility upon employment. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
RTI (HMRC)	Submission within time limits to avoid financial penalties	1	1	VL	<ul style="list-style-type: none"> • Employers Return to HMRC completed and submitted online within the required 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

					time frame by Payroll provider.	
Business Continuity	Loss of key staff	2	2	M	<ul style="list-style-type: none"> Business Continuity Plan in place. Admin Officer is CiLCA qualified. 	<ul style="list-style-type: none"> Additional staff member to be added to the bank account to enable payments to be set up in the absence of the Clerk.
		INSURANCE PROVISION				
Adequacy	Insurance provision inadequate for the risk identified	1	2	L	<ul style="list-style-type: none"> Annual review is undertaken of all insurance arrangements 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
Cost	Best value practice not undertaken	1	2	L	<ul style="list-style-type: none"> Cost of insurance provision and service provided by said provider reviewed annually. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
		FREEDOM OF INFORMATION & DATA PROTECTION				
FREEDOM OF INFORMATION PROVISION	Non-compliance with Freedom of Information Act statutory requirements	1	1	VL	<ul style="list-style-type: none"> Council has Model Publication scheme available on website and hard copy from the Clerk Freedom of Information Request Policy 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

DATA PROTECTION	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	1	1	VL	<ul style="list-style-type: none"> • Clerk/RFO and members undertaken training • Council registered with ICO as a Data Controller • Data/information audit complete and reviewed regularly • Privacy notices available on website • Consents log live • Policy for review of consents in place • Retention and disposal policy adopted • Security Incident Procedure/policy in place 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
		LEGAL MATTERS				
LEGAL POWERS	Illegal activity and/or payments	1	2	L	<ul style="list-style-type: none"> • All actions of the Council noted in Minutes presented to all members. • All resolutions for payment resolved at monthly 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

					meetings of Town Council. • Town Council has General Power of Competence	
STATUTORY OBLIGATIONS REGARDING DOCUMENTS	Accuracy and legality of notices, agendas, Minutes	1	1	VL	<ul style="list-style-type: none"> Minutes produced in the prescribed manner by the Clerk and adhere to legal requirements. Minutes are approved, signed and dated at the next meeting of the Council/Committee. Agendas and notices are produced in the prescribed manner by the Clerk and adhere to legal requirements. Agendas and notices are displayed according to legal requirements. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
					MEMBERS	
MEMBERS INTERESTS	Non-registration of Disclosable	1	2	L	• Request for all members to declare	• No action required.

	Pecuniary interests leading to criminal prosecution				<p>any interests in business to be considered at all meetings.</p> <ul style="list-style-type: none"> • Registration of interests by members on prescribed form. • Responsibility of individual member to declare said interests. • Register of interests forms displayed of Town council website. 	<ul style="list-style-type: none"> • Existing procedure adequate
Code of Conduct	Poor standards of behaviour leading to a Code of Conduct complaint.	2	2	M	<ul style="list-style-type: none"> • Councillors sign to agree to abide by the Code of Conduct. • Training courses are available from YLCA. • An overview is provided by the Town Clerk upon joining. 	<ul style="list-style-type: none"> • Consider mandatory training in the Code of Conduct for all Councillors every four years.
GIFTS & HOSPITALITY	Non disclosure leading to Code	1	2	L	<ul style="list-style-type: none"> • Members required to register gifts and 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

	of Conduct complaint				hospitality above £50.00	
		ASSET MANAGEMENT / MAINTENANCE				
ASSETS MAINTENANCE	Loss or damage. Risk damage to third party	1	2	L	<ul style="list-style-type: none"> Annual review of assets undertaken for both insurance provision and external audit requirements. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
i) Notice boards, salt/grit bins, benches, signage	Damage to equipment. Risk to third parties	1	2	L	<ul style="list-style-type: none"> Monthly checks undertaken by Clerk Clerk possesses emergency powers to deal with urgent repairs. Notice board provision considered by council on a regular basis. Public Liability insurance in place. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
ii) Open spaces trees	Damage to equipment. Risk to third parties	2	3	H	<ul style="list-style-type: none"> Regular checks undertaken by Clerk Clerk possesses emergency powers 	<ul style="list-style-type: none"> No action required. Existing procedure adequate

					<p>to deal with urgent maintenance work.</p> <ul style="list-style-type: none"> • Open space provision considered by Council on a regular basis. • Public Liability insurance in place. 	
iii) Town Hall and Woodhouse Community Centre	<p>Damage to building, contents.</p> <p>Security of the building</p> <p>Risk to third parties</p> <p>Loss of income</p> <p>Safety of electrical equipment</p>	2	2	M	<ul style="list-style-type: none"> • Insurance policy in place for buildings (where appropriate) and contents. • Burglar and fire alarms installed and maintained. • PAT Testing carried out bi-annually • Loss of income included in the insurance schedule. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
ASSETS	Poor performance of assets	1	2	L	<ul style="list-style-type: none"> • All assets owned by Town Council are regularly reviewed. • All repairs and relevant expenditure 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

					<p>authorised in accordance with correct procedures of the Town Council.</p> <ul style="list-style-type: none"> • All assets insured. • Insurance provision reviewed annually. 	
MEETING LOCATION	Premises inadequate for needs of Council and inaccessible for members of the public	1	1	VL	<ul style="list-style-type: none"> • All meetings of Normanton Town Council are held in Normanton Town Hall which has adequate facilities for the hosting of meetings. • The Town Hall is accessible and on the main bus route through Normanton. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
		COUNCIL RECORDS				
PAPER RECORDS	<p>Loss of essential records through theft and/or fire damage.</p> <p>Council Minutes, leases and</p>	2	1	L	<ul style="list-style-type: none"> • All Town Council Minutes and financial documents are stored in locked filing cabinets at 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

	<p>historical correspondence.</p> <p>Financial records.</p>				<p>Normanton Town Hall.</p> <ul style="list-style-type: none"> Some legal deeds are stored at the offices of the Town Councils Solicitor, Jordans of Wakefield. Older minutes and historical documents to be deposited with West Yorkshire Archive. 	
ELECTRONIC RECORDS	Loss through; theft, fire damage or corruption of computer	1	1	VL	<ul style="list-style-type: none"> Town Council electronic records are stored on a cloud-based computer system. Back ups of electronic data are made at regular intervals 	<ul style="list-style-type: none"> No action required. Existing procedure adequate