

**WYMONDHAM TOWN COUNCIL**


SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN  
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
to be held on **TUESDAY 20<sup>th</sup> June 2017**

IN THE COUNCIL CHAMBER commencing at **7.00pm**

**A G E N D A**

1. Apologies for absence
2. To receive Declarations of Interest **A**
3. To confirm the minutes of the Finance & General purposes committee meeting held on 23<sup>rd</sup> May 2017. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 23<sup>rd</sup> May 2017 / previous meetings.
5. Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.
6. To authorise expenditure on Legal fees to the sum of £5,500 in respect the proposed new Council office build at Ketts Park.

Council Offices  
14 Middleton Street  
Wymondham  
NR18 0AD

  
T B Gurney  
Town Clerk  
13<sup>th</sup> June 2017

*Committee Members*

<b>Cllr. Mooney</b>	<b>Cllr. Flatt</b>	<b>Cllr. Hurn</b>
<b>Cllr. Holden</b>	<b>Cllr. J Hornby</b>	



## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

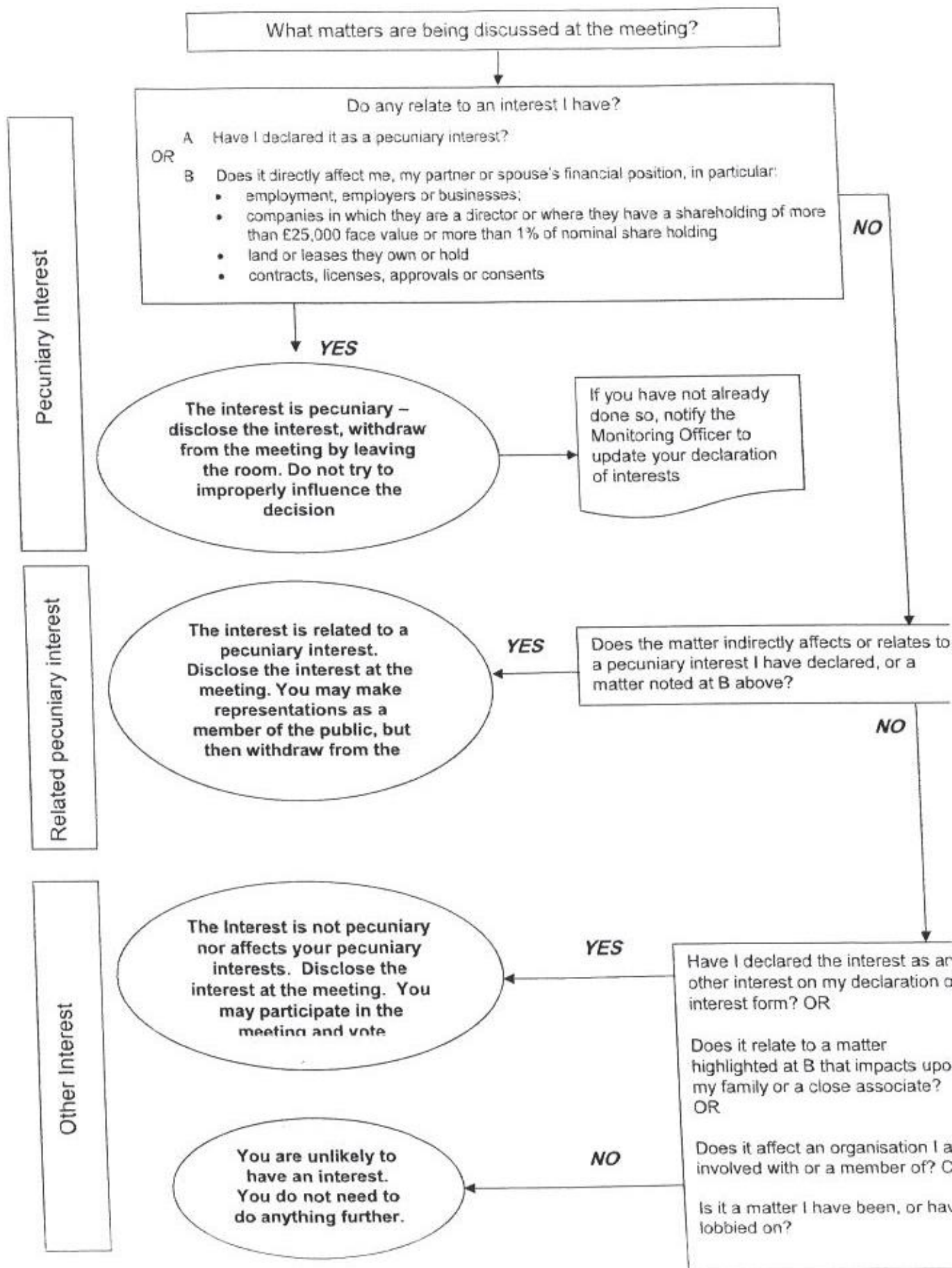
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANC**

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**WYMONDHAM TOWN COUNCIL**  
MINUTES OF A MEETING OF THE FINANCE & GENERAL  
PURPOSES COMMITTEE held on Tuesday 23th May 2017  
in the Council Offices commencing at 6.30 pm

Present:

- Cllrs J Mooney
- I Flatt
- K Hurn
- J Hornby

Also Present                      0 member (s) of the public  
Cllr. Longhurst

- F12/17 ELECTION OF CHAIRMAN Upon the resolution of Cllr. Flatt and seconded by Cllr. J Hornby it was resolved to appoint Cllr. Mooney as Chairman.
- F13/17 ELECTION OF VICE CHAIRMAN Upon the resolution of Cllr. Flatt and seconded by Cllr. L Hornby it was resolved to appoint Cllr. Holden as Vice Chairman.
- F14/17 APOLOGIES FOR ABSENCE – Cllrs. Holden.
- F15/17 DECLARATIONS OF INTEREST – None.
- F16/17 MINUTES OF MEETING On the proposition of Cllr. Flatt and seconded by Cllr. Hurn it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 21<sup>st</sup> February 2017 as a correct record.
- F17/17 PROGRESS UPDATES None.
- F18/17 PUBLIC PARTICIPATION None.
- F19/17 INTERNAL AUDITORS Upon the proposition of Cllr. L Hornby and seconded by Cllr. Hurn it was resolved to re-appoint Larking Gowen for the 2017/18 financial year.
- F20/17 INTERNAL AUDIT 2016/17 Letter from larking Gowen in respect of interim visit ‘I confirm that the procedures undertaken did not identify any instances of non – compliance for the period reviewed’ was noted.
- F21/17 Upon the proposition of Cllr. J Hornby and seconded by Cllr. Flatt a resolution by the Council under the provisions of Section 1 of the Public Bodies (admissions to meetings) Act 1960 to exclude Press and Public from the meetings of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- F22/17 ANNUAL ACCOUNTS 2016/17 Cllr. Mooney presented the draft audited accounts section by section. After discussion and answering of queries by the Clerk upon the resolution of Cllr. Mooney and seconded by Cllr. J Hornby it was unanimously agreed to recommend these for final approval by the Full Town Council.

*[The meeting closed at 18.54 pm]*

DATED this ..... day of .....2017

SIGNED ..... (Chairman)