

WYMONDHAM TOWN COUNCIL


SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
to be held on **TUESDAY 23rd MAY 2017**

IN THE COUNCIL CHAMBER commencing at **6.30pm**

A G E N D A

1. Election of Chairman
2. Election of Vice Chairman
3. Apologies for absence
4. To receive Declarations of Interest **A**
5. To confirm the minutes of the Finance & General purposes committee meeting held on 21st February 2017. **B**
6. To receive an update about progress of items arising from the last meeting of the committee meeting held on 21st February 2017 / previous meetings.
7. 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.
8. To re-appoint Larking Gowen as Internal Auditors for 2017/18.
9. To note 2016/17 interim visit report from Internal Auditors – Larking Gowen **C**
10. Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting 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.
11. To recommend Draft Accounts 2016/17 for approval by full Council **D**

Council Offices
14 Middleton Street
Wymondham
NR18 0AD


T B Gurney
Town Clerk
16th May 2017

Committee Members

| | | |
|---------------------|-----------------------|-------------------|
| Cllr. Mooney | Cllr. Flatt | Cllr. Hurn |
| Cllr. Holden | Cllr. J Hornby | |

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?

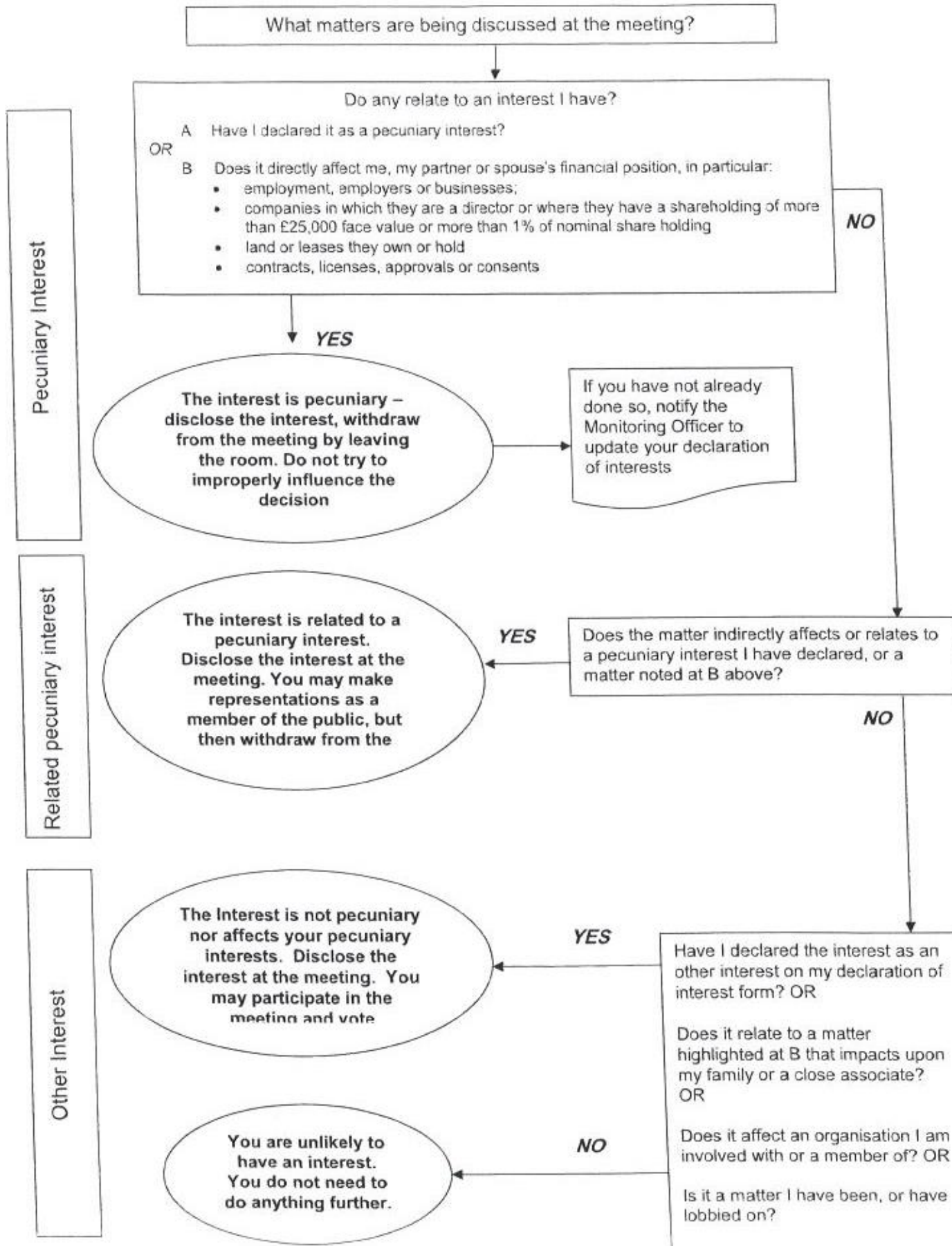
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Tuesday 21st February 2017
in the Council Chamber commencing at 7.00 pm

Present:

Cllrs R Savage – Chairman.
I Flatt
K Hurn
A Holden
J Hornby

Also Present

Cllrs. Longhurst
2 Member (s) of the public

F01/17 APOLOGIES FOR ABSENCE – None

F02/17 DECLARATIONS OF INTEREST.

- Cllr. Holden – Director of Wymondham BG Limited (the umbrella organisation under which the Town Team operate) –he advised no personal pecuniary interest as company is not profit making. Clerk and Chairman advised Cllr. Holden to consider this careful but ultimately it was his decision.
- Cllr. Hurn – Council representative on 'Visit Wymondham - he advised no personal pecuniary interest.

F03/17 MINUTES OF MEETING On the proposition of Cllr. Hurn and seconded by Cllr. Savage it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 20th December 2016 as a correct record.

F04/17 PROGRESS UPDATES – None

F05/17 PUBLIC PARTICIPATION

- Fran Young & Richard Elliott spoke in support of the grant application for the Town Team / Wymondham Music Festival

F06/17 GRANT APPLICATION – WYMONDHAM HERITAGE MUSEUM Grant application received requesting £2200 toward a project costing £3650 to refurbish part of the museum. Upon the proposition of Cllr. Hornby and seconded by Cllr. Hurn it was unanimously resolved to approve a grant of £2200.

F07/17 GRANT APPLICATION – LIGHT UP WYMONDHAM Grant application received requesting £2000 towards the cost of purchasing Christmas lights and associated equipment costing £6204. After discussion it was suggested by Cllr. Hornby that a grant of £3,000 be allocated. Upon the proposition of Cllr. Holden and seconded by Cllr. Flatt it was resolved to approve a grant of £3000.

F08/17 GRANT APPLICATION – VISIT WYMONDHAM Grant application received for £2850 towards the cost of printing and distributing leaflets costing £3250. Upon the proposition of Cllr. Hurn and seconded by Cllr. Savage it was unanimously resolved to approve a grant of £1625.

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F09/17 GRANT APPLICATION – WYMONDHAM MUSIC FESTIVAL Grant application received requesting £1510 toward a project costing £3020 towards the cosy of organising events for the 2017 Music Festival.. Upon the proposition of Cllr. Holden and seconded by Cllr. Hurn it was unanimously resolved to approve a grant of £1510.

F10/17 GRANT APPLICATION – TOWN TEAM / WYMONDHAM MUSIC FESTIVAL Grant application received requesting £1587.20 towards the cost of purchasing a metal shipping storage container/ delivery totalling £3087.20. Letter also received requesting permission to site the container on the Town Council's site on Rothbury Road. After discussion upon the proposition of Cllr. Holden and seconded by Cllr. Flatt it was resolved to approve a grant of £1587.20 subject to the following:

- Evidence that the container is covered by public liability/ theft/ damage Insurance.
- Proof /confirmation of ownership.
- Details of maintenance responsibilities
- Confirmation as to whether planning permission is required & if yes evidence of planning consent given by South Norfolk Council as the planning authority.
- Should the above be satisfactorily provided the container to be sited at Kettis Park.

F11/17 FEES & CHARGES Upon the proposition of Cllr. Hornby and seconded by Cllr. Holden it was unanimously to agree fees and charges with effect from 1st April 2017 in accordance with the attached.

[The meeting closed at 20.45 pm]

DATED this day of2017

SIGNED (Chairman)

Our Ref: 04/JG/MC/MC/W130020

Your Ref:

22 February 2017



CHARTERED
ACCOUNTANTS

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Mr T Gurney
Wymondham Town Council
14 Middleton Street
Wymondham
Norfolk
NR18 0AD

Dear Mr Gurney

**Wymondham Town Council
Internal Audit – Interim Visit**

Further to our visit on 13 December 2016, I confirm that the procedures undertaken did not identify any instances of non-compliance for the period reviewed. However, as you are aware, not all procedures were carried out as some are restricted to the year end and these will be performed once the accounts for the year have been prepared.

We will update and conclude our testing during our year end visit in May 2017.

With kind regards

Yours sincerely



Julie Grimmer
Partner

A list of partners' names is available at the above address.



Registered to carry on audit work in the UK and Ireland, regulated for a range of investment business activities, and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. Larking Gowen is a member of MHA, an independent member of Baker Tilly International. Arrandco Investments Ltd is the registered owner of the UK trademark for Baker Tilly and its associated logo.

www.larking-gowen.co.uk  [@LarkingGowen](https://twitter.com/LarkingGowen)