


WYMONDHAM TOWN COUNCIL
SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
to be held on TUESDAY 18th February 2020
IN THE COUNCIL OFFICES commencing at **6.30 pm**

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 17th December 2019. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 17th December 2019/ 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. Review of Council charges/fees **C**
7. Verbal report on internal draft interim financial position as at 31st December 2019.
8. Internal Auditors Certificate – Larking Gowen – to note interim letter **D**
9. 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.
10. To note & approve recommendation of Norfolk Pension Fund. **E**

Council Offices
14 Middleton Street
Wymondham
NR18 0AD



T B Gurney
Town Clerk

11th February 2020

Committee Members

Cllr. Halls	Cllr. Flatt	Cllr. Hurn
Cllr. Savage	Cllr. Hubble	

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.

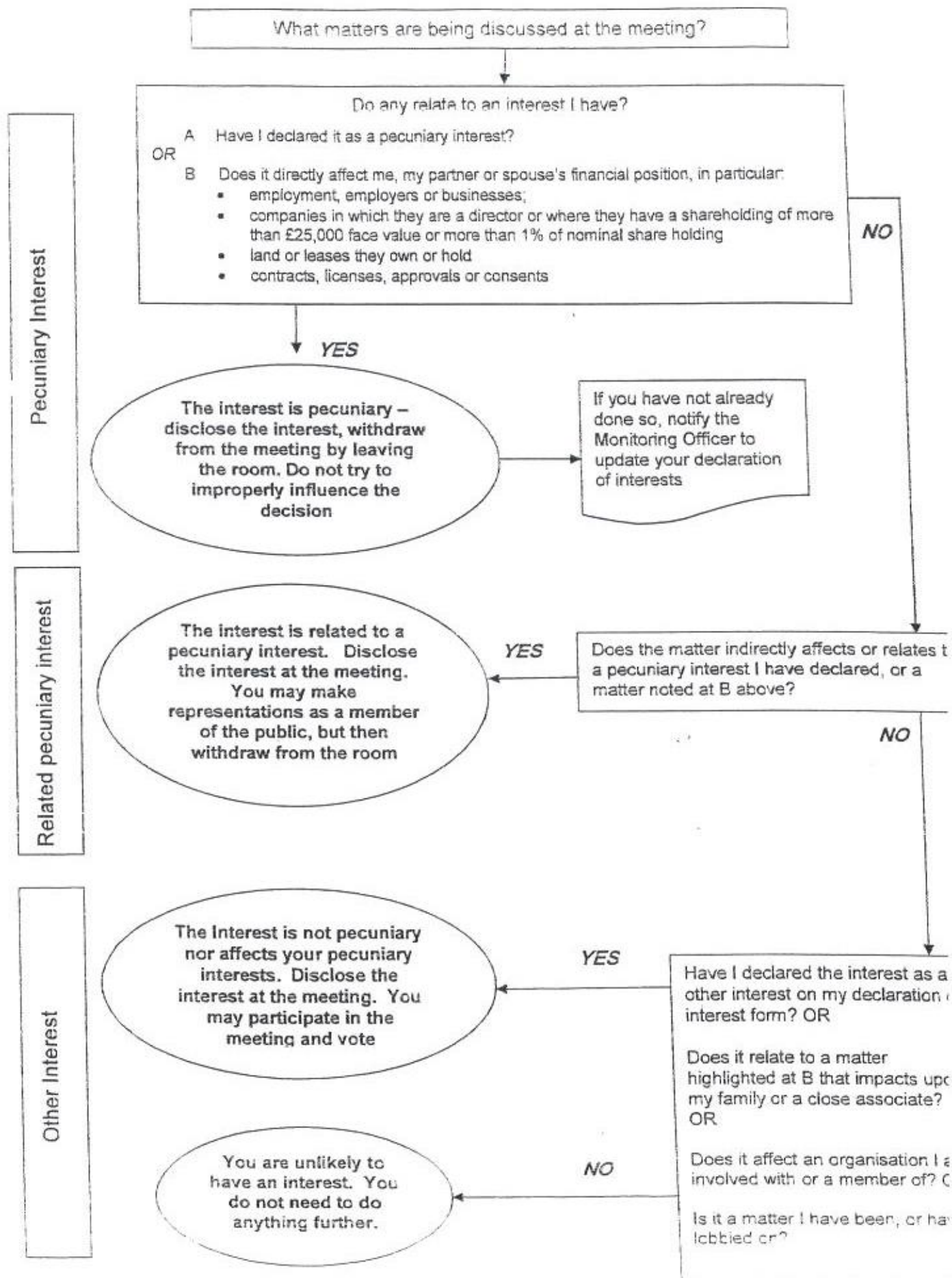
Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

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.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Tuesday 17th December 2019
in the Council Chamber commencing at 6.30 pm

Present:

Cllrs J Halls
I Flatt
K Hurn
R Savage (Chairman)

Also Present

0	Member (s) of the public
Cllrs.	Nuri & Broome

F36/19	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Hubble.
F37/19	<u>DECLARATIONS OF INTEREST</u> – None.
F38/19	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Flatt and seconded by Cllr. Halls it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 20th August 2019 as a correct record.
F39/19	<u>PROGRESS UPDATES</u> – None.
F40/19	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> • Cllr. Nuri spoke in support of the grant application for the Wymondham RC Church Community fridge/kitchen.
F41/19	<u>GRANT</u> Upon the proposition of Cllr. Hurn and seconded by Cllr. Halls it was unanimously resolved to award a grant of £1000 to Wymondham RC Church Community Fridge/Kitchen to assist in the purchase of a vehicle costing £8000
F42/19	<u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 30 th September 2019 as shown by the ‘Draft Internal’ accounts that had been prepared. Income is in surplus against budget by £8,718 with expenditure below budget by £22,634 Clerk then outlined some of the significant variances gave explanations and answered questions raised.
F43/19	<u>EXTERNAL AUDIT</u> – Completed certificate from LLP Littlejohn was noted. Clean report, no issues identified.
F44/19	<u>EXCLUSION PRESS & PUBLIC</u> On the proposition of Cllr. Flatt and seconded by Cllr Hurn 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

F45/19	<p><u>2020/21 DRAFT FINANCE & GENERAL PURPOSES COMMITTEE BUDGET</u> Cllr. Savage outlined the budget that had been prepared for the 2020/21 financial year. After discussion upon the resolution of Cllr. Halls and seconded by Cllr. Flatt it was unanimously resolved to recommend a budget of £355,132</p>
F46/19	<p><u>2020/21 DRAFT COUNCIL BUDGET</u> Cllr. Savage outlined the proposed full budget for the 2020/21 year being an amalgamation of the budgets recommended by the Leisure & Environment Committee (£181,706) and the Finance & General Purposes Committee (£355,132). Clerk then gave an explanation as to how the budget is constructed and answered questions. With increasing costs, it was considered prudent to recommend an overall increase of 4%.</p> <p>After further discussion upon the proposition of Cllr. Hurn and seconded by Cllr. Savage it was resolved to recommend a precept of £536,838 resulting in a Band D charge increase of £3.54 pa from £88.40 to £91.94 pa.</p>

[The meeting closed at 18.50 pm]

DATED this day of2020

SIGNED (Chairman)

DRAFT

King Street House
15 Upper King Street
Norwich, NR3 1RB

T: 01603 624181
F: 01603 667800
E: julie.grimmer@
larking-gowen.co.uk



D

Strictly Private and Confidential – addressee only

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

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

Your Ref:

4 February 2020

Dear Mr Gurney

**Wymondham Town Council
Internal audit
Interim visit for 2019/20**

Further to our visit on 11 December 2019, 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 ending 31 March 2020 have been prepared.

We will update and conclude our testing during our year end visit in May 2020.

With kind regards

Yours sincerely

A handwritten signature in black ink, appearing to read 'Julie Grimmer', written in a cursive style.

Julie Grimmer
Partner
For and on behalf of Larking Gowen LLP