


WYMONDHAM TOWN COUNCIL
SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
to be held on TUESDAY 17th MARCH 2020
IN THE COUNCIL OFFICES commencing at 6.30 pm
or the rising of the Planning Lighting & Highways Committee
which ever is the later.

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 18th February 2020. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 18th February 2020 / 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. 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.
7. New Office Build -to evoke Financial regulation 11.1(a) and to approve office furniture quotation.
8. New Office Build – to consider quotations for installation of racking in the Archive storage room.

Council Offices
14 Middleton Street
Wymondham
NR18 0AD


T B Gurney
Town Clerk
10th March 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?

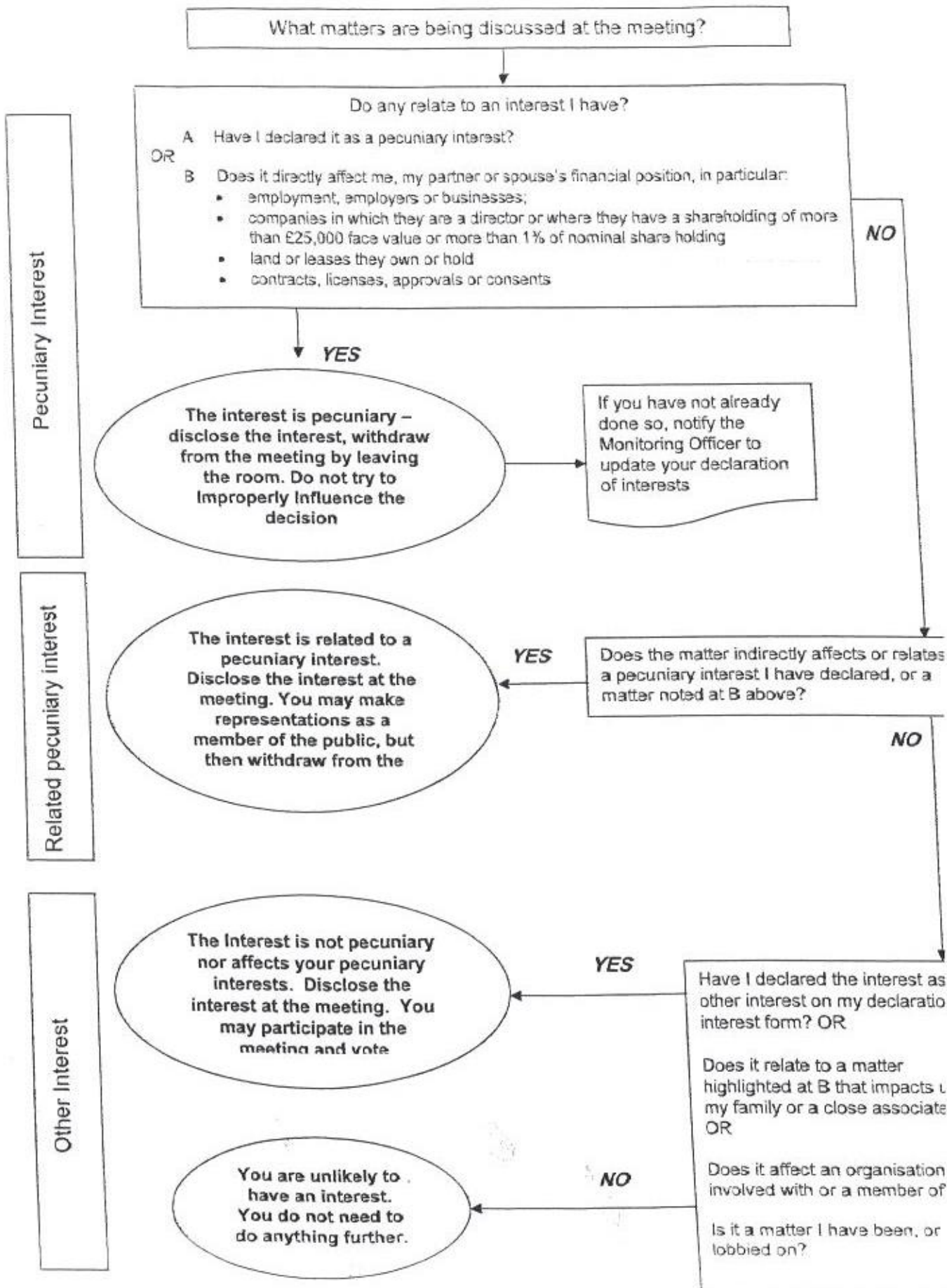
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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.

**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 18th February 2020
in the Council Chamber commencing at 6.30 pm

Present:

Cllrs J Halls (Chairman)
I Flatt
K Hurn
P Hubble
P Broome substitute for R Savage

Also Present

0	Member (s) of the public

F01/20	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Savage.
F02/20	<u>DECLARATIONS OF INTEREST</u> – None.
F03/20	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Hurn and seconded by Cllr. Halls it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 17 th December 2019 as a correct record.
F04/20	<u>PROGRESS UPDATES</u> – None.
F05/20	<u>PUBLIC PARTICIPATION</u> – None.
F06/20	<u>COUNCIL FEES / CHARGES</u> Upon the proposition of Cllr. Hurn and seconded by Cllr. Flatt it was resolved to introduce a new scale of fees and charges with effect from 1 st April 2020 in accordance with the schedule appended to these minutes.
F07/20	<u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 31 st December 2019 as shown by the ‘Draft Internal’ accounts that had been prepared. Income is in surplus against budget by £14,033 with expenditure below budget by £4,379 Clerk then outlined some of the significant variances gave explanations and answered questions raised.
F08/20	<u>INTERNAL AUDIT</u> - Letter from Larking Gowen advising ‘ I can confirm that the procedures undertaken did not identify any instances of non – compliance for the period reviewed’ was noted.
F09/20	<u>EXCLUSION PRESS & PUBLIC</u> On the proposition of Cllr. Halls 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

F10/20	<u>NORFOLK PENSION FUND</u> Upon the proposition of Cllr. Hubble and seconded by Cllr. Broome it was unanimously resolved to note and approve the Councils contribution to the Norfolk Pension Fund for the next 3 years.
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[The meeting closed at 18.38 pm]

DATED this day of2020

SIGNED (Chairman)

DRAFT

	Wymondham Town Council	Present Fee	VAT	Total	Effective From	Agreed from
	Service					01/04/2020 inc VAT
Cemetery						
	Burials					
	Purchase of Interment plot	Resident	£0.00	£164.00	01/04/2019	£170.00
		Non Resident	£0.00	£656.00	01/04/2019	£680.00
	Purchase of Ashes plot	Resident	£0.00	£95.25	01/04/2019	£100.00
		Non Resident	£0.00	£381.00	01/04/2019	£400.00
	Interment -Ashes	Resident	£0.00	£95.25	01/04/2019	£100.00
		Non Resident	£0.00	£381.00	01/04/2019	£400.00
	Interment	Resident	£0.00	£164.00	01/04/2019	£170.00
		Non Resident	£0.00	£656.00	01/04/2019	£680.00
	Memorials stone	Resident	£0.00	£117.75	01/04/2019	£120.00
		Non Resident	£0.00	£471.00	01/04/2019	£480.00
		Additional Inscription	£0.00	£56.50	01/04/2019	£60.00
		Non Resident	£0.00	£226.00	01/04/2019	£240.00
Monthly						
	Market Place	Farmers Market	£0.00	£17.50	01/04/2016	£17.50
		Stall	£0.00	£18.50	01/04/2016	£18.50
	Market Place	Friday Market	£0.00	£10.00	01/07/2018	£10.00
		up to 20ft frontage	£0.00	£13.00	01/07/2018	£13.00
		Over 20ft Frontage	£0.00	£20.00	01/07/2018	£20.00
		Over 20ft + Electricity	£0.00	£26.00	01/07/2018	£26.00
Quarterly						
	About Wymondham Adverts	1/4 Page	£7.67	£38.33	01/04/2018	£48.00
		1/4 Page	£15.33	£76.67	01/04/2018	£96.00
Annually						
	Chapel Lane Allotments	Full (42)	£0.00	£56.00	01/04/2019	£57.00
		Half (75)	£0.00	£28.00	01/04/2019	£28.50
	Document signature		£4.17	£20.83	01/04/2015	£25.00