

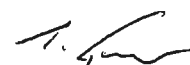
WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT THERE
WILL BE A MEETING OF THE
FINANCE & GENERAL PURPOSES COMMITTEE ON
TUESDAY 19th October 2021 in the COUNCIL OFFICES at 6.30 pm

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 20th April 2021. **B**
6. To receive an update about progress of items arising from the last meeting of the committee meeting held on 20th April 2021/ 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 the Councils internal auditors for the 2021/2022 financial year.
9. External Auditors Certificate – year ending 31.3.21 – to note. **C**
10. Verbal report on internal draft interim financial position as at 30th September 2021.

Council Offices
Ketts Park Harts Farm Road
Wymondham
NR18 0UT



T B Gurney
Town Clerk
12th October 2021

Committee Members

Cllr. Halls	Cllr. Flatt	Cllr. Hurn
Cllr. Elliott	Cllr. Cross	

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?

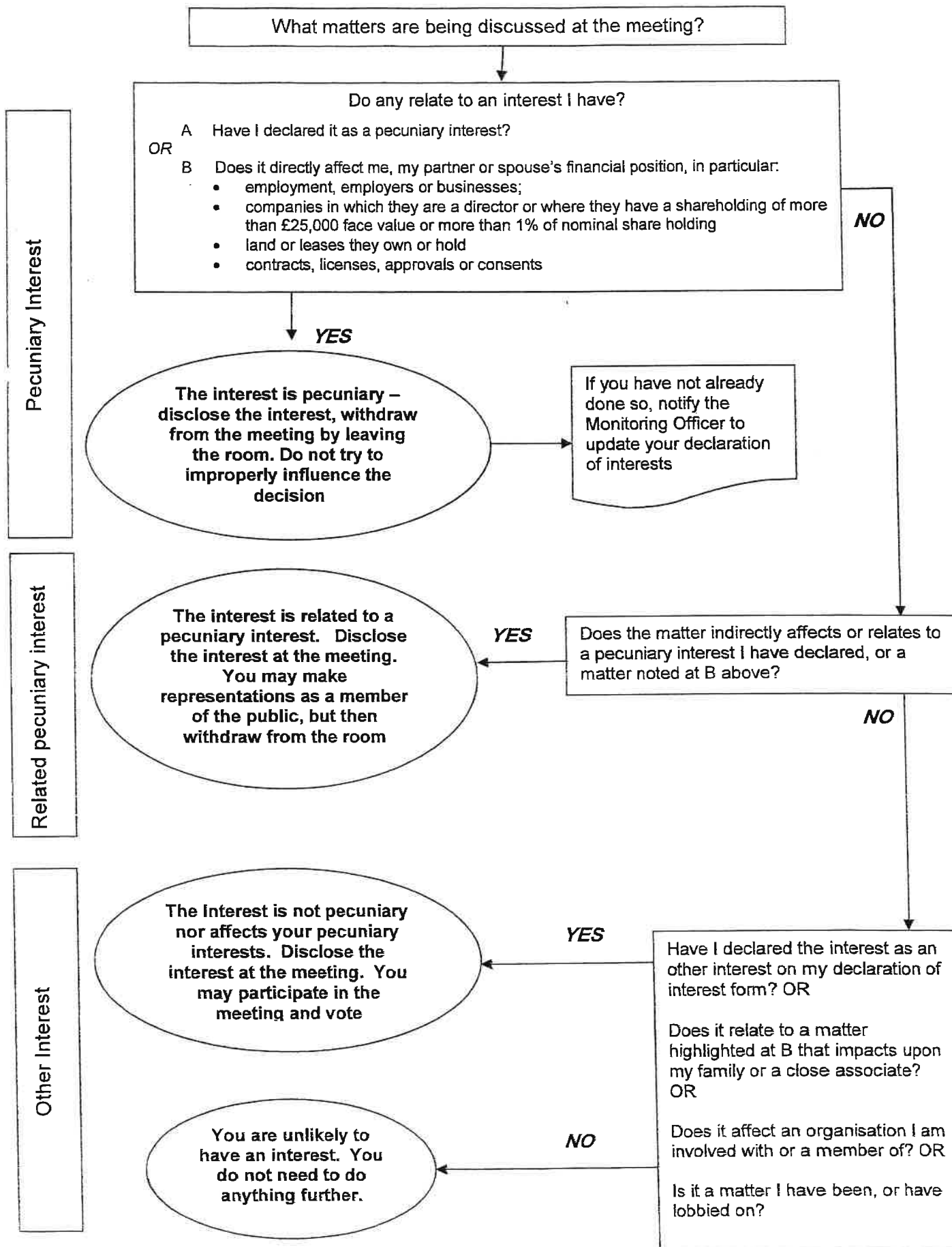
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 REMOTELY HOSTED VIRTUAL MEETING OF THE FINANCE &
GENERAL PURPOSES COMMITTEE held on Tuesday 20th April 2021
commencing at 6.00 pm

Present:

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

Also Present

3	Member (s) of the public
Cllrs.	James & Nuri - Nixon

F11/21	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Flatt.
F12/21	<u>DECLARATIONS OF INTEREST:</u> <ul style="list-style-type: none"> Cllr. Hubble – member of Town Team whom Wymondham in Bloom are part of – re grant application.
F13/21	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Broome and seconded by Cllr. Halls it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 16 th February 2021 as a correct record.
F14/21	<u>PROGRESS UPDATES</u> – None.
F15/21	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> K Carsok representing Wymondham in Bloom read out a statement supporting their application for a grant.
F16/21	<u>GRANT</u> An application received from Wymondham in Bloom, who are part of the Wymondham Business Group, requesting a grant of £3200 to assist in the purchase of planters, subsidising hanging baskets for businesses and competition entry fees totalling £7400 was discussed by the Committee at their meeting on 16 th February 2021. This was further considered and after discussion it was resolved as follows: <u>Hanging Baskets</u> – The following motion was confirmed - upon the proposition of Cllr. Hurn and seconded by Cllr. Broome it was unanimously resolved to offer a maximum grant of £1500 to subsidise 50% of the purchase price by businesses. Baskets to be retained for refilling in future years. <u>Welcome Sign on Fairland</u> – This item has now been withdrawn by the applicant.

	<p><u>Additional Planters</u> after a detailed discussion during which the representatives of Wymondham in Bloom confirmed that they were only requesting funding from the Council and that Wymondham in Bloom would retain ownership of the planters, responsibility for them and would maintain them including watering and planting the following decision was taken. Wymondham in Bloom representatives were reminded that the planters should be insured with at least a minimum of Public Liability.</p> <p>Upon the proposition of Cllr. Hurn and seconded by Cllr. Halls it was unanimously resolved to offer a grant of 50% of the cost of the following:</p> <ul style="list-style-type: none"> • 14x Amberol road barrier planters at a cost of £112.32 + VAT each. • 1x Octagonal Amberol planter to be situated on the pavement near to the public toilets. • Carriage from Amberol • Plants to fill planters costing £241. <p><u>Additional items</u> – 50% of the cost of designing and printing of application forms, vouchers, flyers. Posters, winners' certificates, prizes. plants for community projects and an Anglia in Bloom Virtual Competition entry fee, a total cost of £560.</p>
F17/21	<p><u>GRANT</u> An application received from Wymondham & Attleborough Talking Newspapers for £245.40 towards the purchase of memory sticks costing £490.40. It was noted that an application for a similar amount had been made to Attleborough Town Council who had approved a grant of £122.70. Upon the resolution of Cllr. Hurn and seconded by Cllr. Broome it was resolved to offer a grant of £122.70.</p>
F18/21	<p><u>FINANCIAL REGULATION</u> Cllr, Savage introduced a revised set of Financial Regulations following a review by the Clerk and Committee members undertook a section-by-section review with the following points being highlighted.</p> <ul style="list-style-type: none"> • 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the three governing documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any financial regulations relating to contracts. • 1.9 (bullet 6) Assists the council to secure economy, efficiency, and effectiveness in the use of its resources. • 1.12 (bullet 2) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct lost records. • 8.5 Access to any internet banking accounts will be directly to the access page (which may be saved under 'favourites', and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under these regulation and may lead to disciplinary action.(added to draft)

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| | <ul style="list-style-type: none">• 13.3 A member may not issue an official order or make any contract on behalf of the council. Upon the resolution of Cllr. Broome and seconded by Cllr. Halls it was unanimously resolved to recommend the revised Financial Regulations for adoption by the full Council. |
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[The meeting closed at 19.12 pm]

DATED this day of2021

SIGNED (Chairman)

DRAFT

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **WYMONDHAM TOWN COUNCIL – NO0537**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Paul Littlejohn **LLP**

Date

11/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)