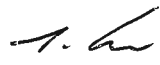


WYMONDHAM TOWN COUNCIL
SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT THERE
WILL BE A MEETING OF THE
FINANCE & GENERAL PURPOSES COMMITTEE ON
TUESDAY 21st February 2023 in the COUNCIL OFFICES at 7.00 pm

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 20th December 2022. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 20th December 2022/ 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 review Council charges/fees. **C**
7. Verbal report on internal draft interim financial position as at 31st December 2022.
8. 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.
9. To note & approve recommendation of Norfolk Pension Fund. **D**

Council Offices
Ketts Park Harts Farm Road
Wymondham
NR18 0UT


T B Gurney
Town Clerk
14th February 2023

Committee Members

Cllr. Halls	Cllr. Flatt	Cllr. Hurn
Cllr. Elliott	Cllr. Holden	

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?

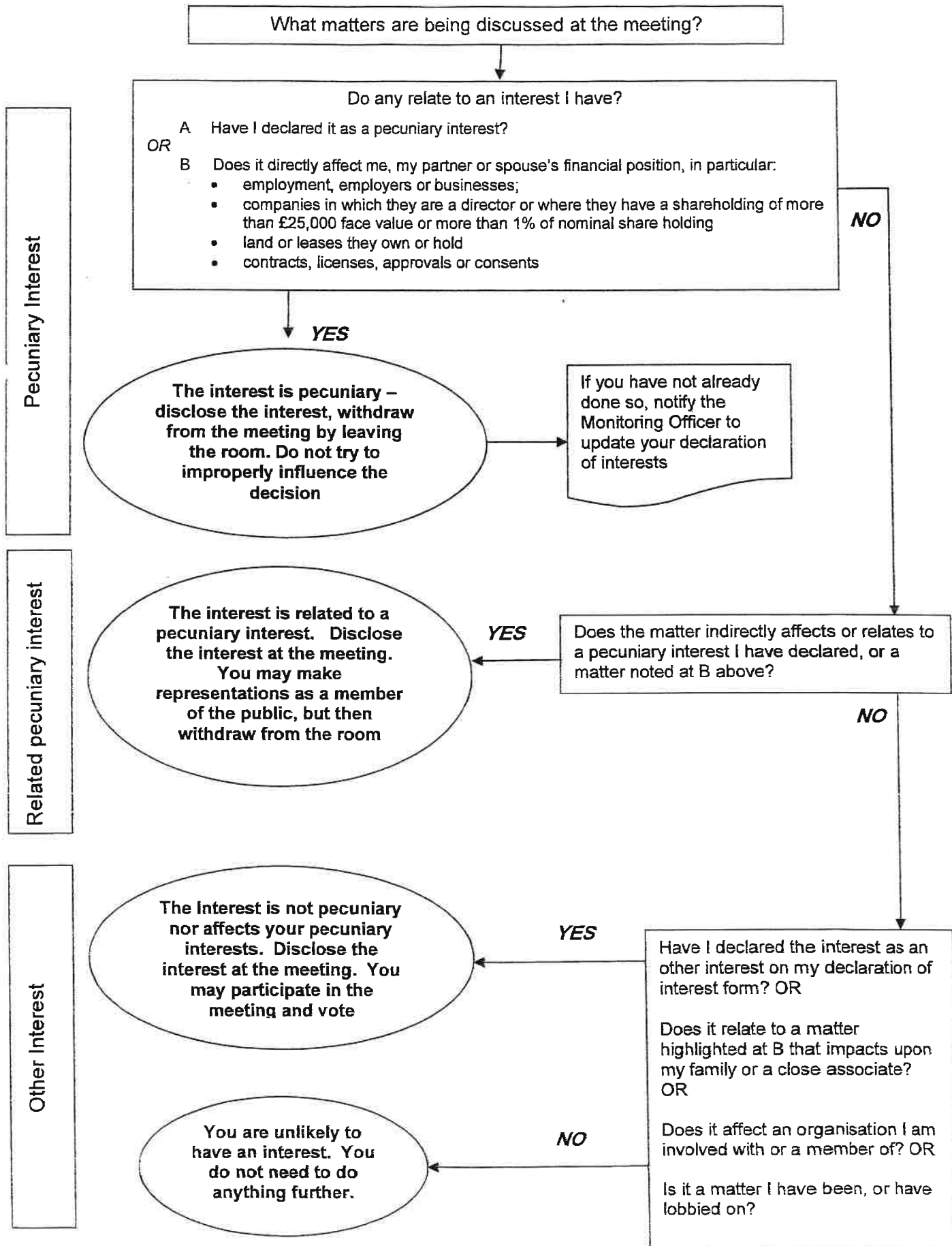
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 20th December 2022
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Holden
	Elliott (Chair)

Also Present

Cllr. Broome

F29/22	<u>APOLOGIES FOR ABSENCE</u> – None
F30/22	<u>DECLARATIONS OF INTEREST</u> – None.
F31/22	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Halls and seconded by Cllr. Hurn it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 19 th May 2022 as a correct record.
F32/22	<u>PROGRESS UPDATES:</u> None.
F33/22	<u>PUBLIC PARTICIPATION:</u> None.
F34/22	<u>EXTERNAL AUDIT</u> Certificate from LLP Littlejohn for the financial year ending 31 st March 2022 was noted stating ‘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’. was noted.
F35/22	<u>INTERNAL AUDITOR</u> - Letter from Larking Gowen re interim internal Audit was noted. It was noted that the total formulas at the bottom of the April 2022 monthly creditors presented to full Council had omitted a small amount of data resulting in a miscast total £42,389.76 rather than a correct total of £43,054.06. The formula has now been corrected and new hard copies signed by the Council’s Chair and Vice-Chair.
F36/22	<u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 30 th September 2022 as shown by the ‘Draft Internal’ accounts that had been prepared. Income is in surplus against budget by £1,468 with expenditure below budget by £2,821 Clerk then outlined some of the significant variances gave explanations and answered questions raised.
F37/22	<u>EXCLUSION PRESS & PUBLIC</u> On the proposition of Cllr. Hurn and seconded by Cllr Halls 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.

F38/23	<p><u>2023/24 DRAFT FINANCE & GENERAL PURPOSES COMMITTEE BUDGET</u> Cllr. Elliott outlined the budget that had been prepared for the 2023/2024 financial year. After discussion upon the resolution of Cllr. Flatt and seconded by Cllr. Holden it was unanimously resolved to recommend a budget of £490,057</p>
F39/21	<p><u>2023/24 DRAFT COUNCIL BUDGET</u> Cllr. Elliott outlined the proposed full budget for the 2023/2024 year being an amalgamation of the budgets recommended by the Leisure & Environment Committee (£166,581) and the Finance & General Purposes Committee (£490,057). 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 5.00%.</p> <p>After further discussion upon the proposition of Cllr. Halls and seconded by Cllr. Hurn it was unanimously resolved to recommend a precept of £656,638 resulting in a Band D charge increase of £4.92 pa from £98.39 to £103.31.</p>

[The meeting closed at 19.31 pm]

DATED this day of2023

SIGNED (Chairman)

Wymondham Town Council		Present Fee	VAT	Total	Effective From	Proposed from	
Service						01/04/2023	
						Fee	Vat
							Total
Cemetery							
Burials							
Purchase of Interment plot	Resident	£200.00	£0.00	£200.00	01/04/2022		£0.00
	Non Resident	£800.00	£0.00	£800.00	01/04/2022		£0.00
Purchase of Ashes plot	Resident	£105.00	£0.00	£105.00	01/04/2022		£0.00
	Non Resident	£420.00	£0.00	£420.00	01/04/2022		£0.00
Interment -Ashes	Resident	£120.00	£0.00	£120.00	01/04/2022		£0.00
	Non Resident	£480.00	£0.00	£480.00	01/04/2022		£0.00
Interment	Resident	£200.00	£0.00	£200.00	01/04/2022		£0.00
	Non Resident	£800.00	£0.00	£800.00	01/04/2022		£0.00
Memorials stone	Resident	£125.00	£0.00	£125.00	01/04/2022		£0.00
	Non Resident	£500.00	£0.00	£500.00	01/04/2022		£0.00
	Additional Inscription	£62.50	£0.00	£62.50	01/04/2022		£0.00
	Non Resident	£250.00	£0.00	£250.00	01/04/2022		£0.00
Room Hire	per hour	£30.00	£6.00	£36.00	01/04/2022		£0.00
	per hour	£15.00	£3.00	£18.00	01/04/2022		£0.00
Monthly							
Market Place	Stall (3m x 3m)	£10.00	£0.00	£10.00	01/04/2022		
	Electricity	£2.00	£0.00	£2.00	01/04/2022		
Market Place	Stall per Foot frontage	£1.00	0.00	£1.00	01/07/2022		
	Electricity	£2.00	0.00	£2.00	01/07/2022		
Annually							
Chapel Lane	Allotments	£58.00	£0.00	£58.00	01/04/2021		
	Half	£29.00	£0.00	£29.00	01/04/2021		
Document Signature	Document signature	£20.83	£4.17	£25.00	01/04/2020		
Planters	Sponsorship	£50.00	£10.00	£60.00	01/04/2022		
	three planters pa	£145.00	£29.00	£174.00	01/04/2022		
	three planters -2 years	£280.00	£56.00	£336.00	01/04/2022		
	4 tier planter pa	£100.00	£20.00	£120.00	01/04/2022		

