

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
to be held on **TUESDAY 20th JUNE 2023**
IN THE COUNCIL CHAMBER commencing at **7.00pm**

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 April 2023. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 18th April 2023/ 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 re-appoint Larking Gowen as Internal Auditors for 2023/24.
7. To review Financial Regulations Part 14 Para h – Cllr. Holden. **C**
8. To discuss earmarked reserves. **D**

Council Offices
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT


T B Gurney
Town Clerk

12th June 2023

Committee Members

Cllr. Halls	Cllr. Fulcher	Cllr. Rosen
Cllr. Frosdick	Cllr. Perry	

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?

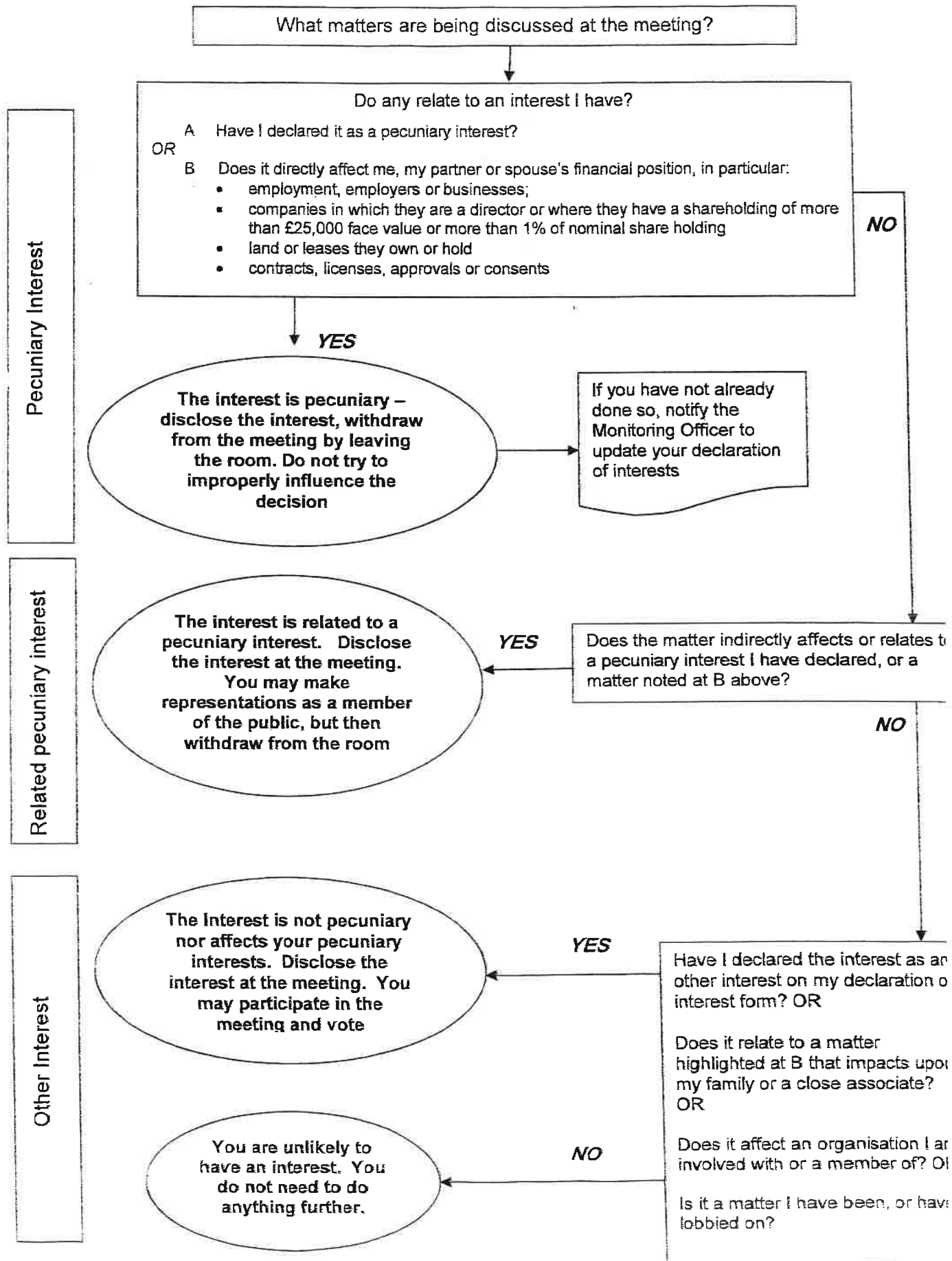
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 April 2023
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Holden
	Elliott (Chair)

Also Present 1 member of the public
Cllrs. Carsok, Cross and Nuri-Nixon

F10/23	<u>APOLOGIES FOR ABSENCE</u> – None
F11/23	<u>DECLARATIONS OF INTERESTS</u> <ul style="list-style-type: none"> • Cllr. Elliott – Member of Wymondham Rotary – Non- Pecuniary.
F12/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Holden and seconded by Cllr. Hurn it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 21 st February 2023 as a correct record.
F13/23	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> • Community Infrastructure Levy (CIL). Clerk advised that a 6 monthly payment totalling £1,217.74 was due to be received shortly from South Norfolk Council
F14/23	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> • Cllr, Carsok & Cross spoke in favour of the Wymondham in Bloom grant application. • Representative from Wymondham Rotary introduced herself and spoke in favour of their grant application.
F15/23	<u>GRANT APPLICATION – WYMONDHAM IN BLOOM</u> After discussion upon the proposition of Cllr. Elliott and seconded by Cllr. Holden it was unanimously agreed to award a grant of £2,375 towards the cost of this year's displays, entry fees and application costs.
F16/23	<u>GRANT APPLICATION – WYMONDHAM SARELLITE ROTARY</u> After discussion upon the proposition of Cllr. Elliott and seconded by Cllr. Halls it was unanimously agreed to award a grant of £375 towards the cost of this year's street entertainment at this year's food and drink festival.

(The meeting closed at 19.20 pm)

DATED this day of2023

SIGNED (Chairman)

Financial Regulations Page 16 – Part 14 Contracts – paragraph h.

C

Current:

Where it is intended to enter into a contract for the supply of goods, supply of services or the execution of works with an estimated value not exceeding £10,000 the RFO may commit expenditure. When it is intended to enter into a contract between £10,000 and £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £10,000 and above £5,000 the Clerk or RFO shall strive to obtain 3 estimates. For values exceeding £50,000 a full tendering process must be implemented.

Proposed:

Where it is intended to enter into a contract for the supply of goods, supply of services or the execution of works, expenditure shall be committed as follows:

Contract Value	Contract Requirements
Under £500	The Clerk/RFO may commit expenditure
£500 to £2,000	The Clerk or RFO shall obtain 3 estimates and obtain the approval of the chairman before committing expenditure.
£2,000 to £50,000	For the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); the council shall decide with which supplier to commit expenditure.
More than £50,000	A full tendering process must be implemented.

EARMARKED FUNDS

	£
Browick Road Rec	271183.34
Toilets	79428
Cemetery	526430.02
CIL	0
Dilapidations	64771
Equipment	51161.73
New Office	50023.42
Grants	18497.12
Ketts Park	87553
Market Cross Refurbishment	24321.08
New Projects	13368.38
Open Spaces	15738.68
Play Site Safety	23111.23
Street Lights	178426.48
Bus Shelter Maintenance	0
Youth Support	11544.53
Neighbourhood Plan	-755.31
Town Centre	139851.78
Total	1554654.48