


WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
to be held on **TUESDAY 20th February 2018**
IN THE COUNCIL CHAMBER commencing 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 19th December 2017. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 19th December 2017 / 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. Verbal report on internal Draft interim financial position as at 31st December 2017
7. To Note Internal Auditors interim report **C**
8. Review of Council charges/fees. **D**

Council Offices
14 Middleton Street
Wymondham
NR18 0AD


T B Gurney
Town Clerk
13th February 2018

Committee Members

Cllr. Mooney	Cllr. Flatt	Cllr. Hurn
Cllr. Holden	Cllr. J Hornby	

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?

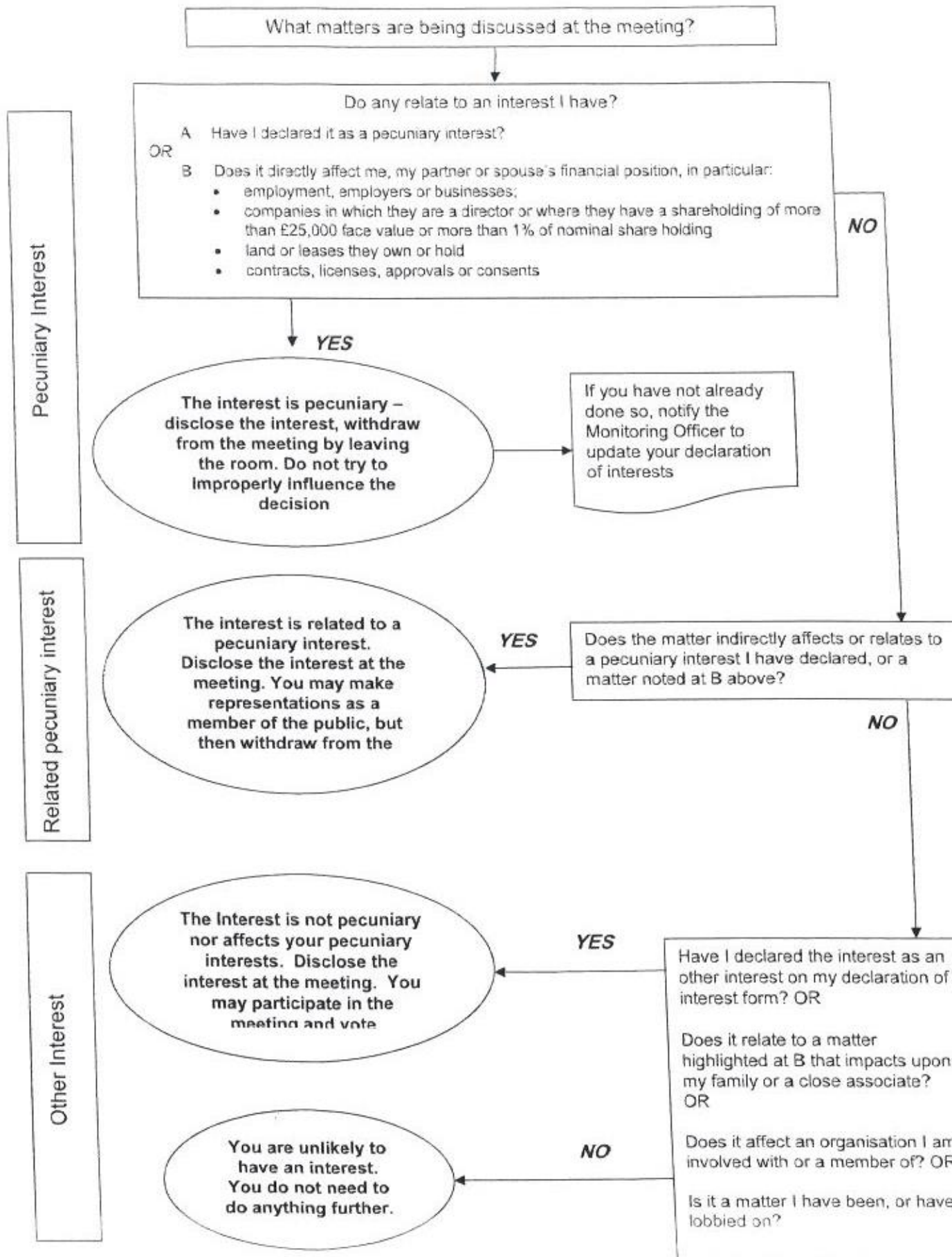
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 19th December 2017
in the Council Chamber commencing at 7.00 pm

Present:

Cllrs J Mooney – Chairman.
P Broome (substitute for I Flatt)
K Hurn
A Holden
J Hornby

Also Present

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

- F44/17 APOLOGIES FOR ABSENCE – Cllr. Flatt.
- F45/17 DECLARATIONS OF INTEREST – None.
- F46/17 MINUTES OF MEETING On the proposition of Cllr. Broome and seconded by Cllr. Holden it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 17th October 2017 as a correct record.
- F47/17 PROGRESS UPDATES – None
- F48/17 PUBLIC PARTICIPATION None
- F49/17 EQUIPMENT Cllr. Mooney introduced the paper prepared by the Clerk outlining the Council's forthcoming grounds care equipment requirements.
- Proposal 1 – Upon the proposition of Cllr. Mooney & seconded by Cllr. Hurn it was unanimously resolved to purchase a 85hp tractor unit and cutting deck costing £58,000 (option 1) *In place of lease agreed in minute F43/17.*
- Proposal 2 – Upon the proposition of Cllr. J Hornby & seconded by Cllr. Broome it was unanimously resolved to purchase a small cutting deck costing £1980 (option 1)
- Proposal 3 – Upon the proposition of Cllr. Holden & seconded by Cllr. Broome it was unanimously resolved to purchase a Grass mower costing £11,600 (option 3)
- F50/17 GRANT APPLICATION Upon the proposition of Cllr. Broome and seconded by Cllr. Hurn it was unanimously resolved to offer a grant of £450 towards the cost of curtains costing £1047.
- F51/17 EXTERNAL AUDITORS The appointment of PKF Littlejohn LLP was noted.
- F52/17 EXCLUSION PRESS & PUBLIC
On the proposition of Cllr. Mooney and seconded by Cllr Holden 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

F53/16 2018/19 DRAFT FINANCE & GENERAL PURPOSES COMMITTEE BUDGET

Cllr. Mooney outlined the budget that had been prepared for the 2018/19 financial year. After discussion upon the resolution of Cllr. Mooney and seconded by Cllr. Broome was unanimously resolved to recommend a budget of £281,488.

F54/16 2018/19 DRAFT COUNCIL BUDGET

Cllr. Mooney outlined the proposed full budget for the 2018/19 year being an amalgamation of the budgets recommended by the Leisure & Environment Committee (£174,369) and the Finance & General Purposes Committee (£281,488). Clerk then gave an explanation as to how the budget is constructed and advised that the transitional grant from South Norfolk Council had been reduced from £12,920 to £6,577. With increasing costs including a proposed nationally agreed 2% salary rise and the need to continue to build earmarked reserves for a new Cemetery and New Office Build & Toilets it was considered prudent to recommend an overall increase of 4%.

After further discussion upon the proposition of Cllr. Holden and seconded by Cllr. Hurn it was resolved to recommend a budget of £455,857 which after receipt of the £6,577 transitional grant leaves a precept requirement of £449,280 resulting in a Band D charge increase of £3.08 pa from £77.12pa. to £80.20pa.

[The meeting closed at 19.20 pm]

DATED this day of2018

SIGNED (Chairman)

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

Your Ref:

3 January 2018



LarkingGowen.

Chartered Accountants

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Norwich, NR3 1RB

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

Dear Mr Gurney

**Wymondham Town Council
Internal Audit
Interim Visit for 2017/18**

Further to our visit on 11 December 2017, 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 have been prepared.

We will update and conclude our testing during our year end visit in May 2018.

With kind regards

Yours sincerely

Julie Grimmer
Partner

larking-gowen.co.uk

LarkingGowen

R J Ames FCA
M D Balfour FCA
A J Burwood ACA
M D Curtis FCA

I R Fitch FCA
C J Greeves FCA
J G Grimmer FCA
A A Kelsall FCA

J E G Lay FCA
E A R Lloyd FCA
P J Moy FCA
G S Pilcher FCA

R N Proctor FCA
A Rasmussen FCA
S G Rudd FCA
C E Savory ACA

C S Scargill FCA
I S Webster FCA
D N Whitehead FCA
J D Woolston FCA



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Wymondham Town Council	Service	Present Fee	VAT	Total	Effective From	Proposed New Rate inc VAT	Agreed from 01/04/2018
Cemetery	Burials						
	Purchase of Interment plot	£155.00	£0.00	£155.00	01/04/2017		
	Non Resident	£620.00	£0.00	£620.00	01/04/2017		
	Purchase of Ashes plot	£90.00	£0.00	£90.00	01/04/2017		
	Non Resident	£360.00	£0.00	£360.00	01/04/2017		
	Interment -Ashes	£90.00	£0.00	£90.00	01/04/2017		
	Non Resident	£360.00	£0.00	£360.00	01/04/2017		
	Interment	£155.00	£0.00	£155.00	01/04/2017		
	Non Resident	£620.00	£0.00	£620.00	01/04/2017		
	Memorials stone	£112.50	£0.00	£112.50	01/04/2017		
	Non Resident	£450.00	£0.00	£450.00	01/04/2017		
	Additional Inscription	£53.00	£0.00	£53.00	01/04/2017		
	Non Resident	£212.00	£0.00	£212.00	01/04/2017		
Middleton Street	Room	per 3 hrs £30	£6.00	per 3 hrs £36.00	01/04/2017		
Ketts Park	Tennis Court Hire						
	Public	£5.75	£1.15	£6.90	01/04/2015		
	Club	free		free	01/04/2003	free	free
	Tennis Lights						
	Public	£2.87	£0.58	£3.45	01/04/2015		
	Club	£2.04	0.41	£2.45	01/04/2016		
Monthly							
Ketts Park	Norfolk Police	£1,012.50	£202.50	£1,215.00	01/04/2017		
Market Place	Farmers Market	£17.50	£0.00	£17.50	01/04/2016		
	Stall with Electricity	£18.50	£0.00	£18.50	01/04/2016		
Market Place	Friday Market	£1.10	0.00	£1.10	01/04/2016		
Learning Centre	CAB	£583.33	£0.00	£583.33	01/01/2012	£583.33	£583.33
Quarterly							
About Wymondham	Adverts	£38.33	£7.67	£46.00	01/04/2017		
	% Page	£76.67	£15.33	£92.00	01/04/2017		
Annually							
Spooner Row Rec	School (Spooners Row)	£250.00	£0.00	£250.00		£250.00	£250.00
Ketts Park	Tennis Club Lease	£1,800.00	£0.00	£1,800.00	01/04/2017	£1,900.00	£1,900.00
Ketts Park	Tennis Club Insurance						
Chapel Lane	Allotments	£53.00	£0.00	£53.00	01/04/2017		
	Full (42)	£26.50	£0.00	£26.50	01/04/2017		
Kings Head Meadow	Wym. Town Football Club	£4,500.00	£0.00	£4,500.00	01/10/2016	£4,500.00	£4,500.00
Spooner Row Rec	NCC	£100.00	£0.00	£100.00	01/04/2009	£100.00	£100.00
	Document signature	£20.83	£4.17	£25.00	01/04/2015	£25.00	
Browick Rec	Wymondham Rugby	£1,200.00	£240.00	£1,440.00	01/09/2015	£1,440.00	
Ketts Park	Wymondham Youth Football	£1,200.00	£240.00	£1,440.00	01/09/2015	£1,440.00	