

**WYMONDHAM TOWN COUNCIL**  
MINUTES OF A MEETING OF THE FINANCE & GENERAL  
PURPOSES COMMITTEE held on 16<sup>th</sup> October 2012  
in the Council Offices commencing at 7.30pm

Present: M J Gibbins (Chairman)  
J Andrews  
G Jeffery  
DM Hockaday  
D Roberts

Also Present: Cllr. Longhurst  
3 members of the public.

F29/12 APOLOGIES FOR ABSENCE None

F30/12 DECLARATIONS OF INTEREST

Cllr. Hockaday – Prejudicial interest in respect of any items relating to Wymondham Tennis Club and a Personal interest in any item relating to Ketts Park.

Cllr. Gibbins – personal interest as father is a member of Priory Bowls Club in respect of Agenda item 7 – to replace fence panels.

F31/12 ITEMS RAISED BY MEMBERS OF THE PUBLIC

Mr Heard asked if the Council had established a lettings Policy – Cllr. Gibbins responded that an example of a ‘policy on letting’ had been obtained and this would be reviewed and amended to suit Wymondham Town Council as necessary in due course.

Mr Heard asked if further quotes had been obtained in respect of refurbishing the BMX track – Clerk replied that two quotes had been received and the third company suggested by Mr Heard had advised that they subcontracted the work to one of the Contractors that had already quoted.

Mr Heard queried that the External Auditors report (agenda item 6) had not been properly signed by the Auditor – Cllr. Gibbins explained that it was normal for Auditors to sign off Accounts in the Company name rather than their personal name.

Mr Heard asked if the Council had amended its limit before 3 quotes were needed – Cllr. Gibbins responded that this would be part of the review of Standing Orders that was due to take place.

Mr Heard asked if there was a criteria for grants – Clerk replied that there was and that these were explained on the grant application forms.

Mr Heard asked why actuals weren’t shown for previous years against the budgets in respect of agenda item 10 – Cllr. Gibbins responded that actual figures were held and used when preparing the budget for the next financial year.

Mr Moss asked if Accounts were available and what was the breakdown of the number of staff the Council employs – Clerk responded that a copy of the Accounts can be posted to Mr Moss and then outlined the number of staff employed.

Mr Walker asked if the Accounts could be placed on the Council’s website – Clerk responded that he would arrange this.

F32/12 MINUTES OF MEETING On the proposition of Cllr. Jeffery and seconded by Cllr Andrews it was resolved to approve the minutes of the Finance & General Purposes committee meeting held on 21<sup>st</sup> August 2012 as a correct record.

F33//12 MATTERS ARISING None

- F34/12 EXTERNAL AUDITORS Cllr. Gibbins explained that the Accounts and associated paperwork had been sent to the Council's external auditors (Mazars LLP) who had responded with a clean report that 'On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
- F35/12 PRIORY BOWLS GREEN Clerk explained the paper attached to the agenda in respect of replacing fencing panels. Upon the resolution of Cllr. Roberts and seconded by Cllr. Jeffery it was unanimously resolved to accept the quotation from Company B for the sum of £966.24 + VAT.
- F36/12 GRANT APPLICATION Upon the resolution of Cllr. Jeffery and seconded by Cllr. Roberts it was unanimously resolved to approve a grant of £300 to Wymondham Lions to assist in the costs of the Christmas Fayre they are organising.
- F37/12 GRANT APPLICATION Upon the resolution of Cllr. Jeffery and seconded by Cllr. Roberts it was unanimously resolved to approve a grant of £250 to Wymondham Judo Club towards the cost of two crash mats.
- Cllr. Hockaday requested that an additional question is added to the grant application form asking if the applicant has a formal safeguarding children Policy.
- Cllr. Gibbins requested that the grant application form section relating to previous grants is amended to reflect a time period.
- F38/12 REVENUE & CAPITAL BUDGET 2013/14 Cllr. Gibbins outlined the initial draft budget attached to the agenda and commented that further information was awaited, particularly from South Norfolk Council, in respect of the changes to housing benefits and its effects on the tax base which is used to calculate the various bandings. Based on the 2012/13 figure it might be necessary to utilise a small amount of reserves if there is to be no increase in the rate for 2013/14. He invited any Councillor to contact him if they had any queries.
- F39/12 FINANCIAL POSITION SEPTEMBER 2012 Cllr Gibbins outlined a draft (for internal use only) Accounts for the 6 month period ending 30<sup>th</sup> September 2012. He reported that there was currently an under spend and that the figures included the capital sale receipts of the sale of the Cemetery Lodge. They also included the cost of replacing the Market Cross Stairs.

*[The meeting closed at 20.05 pm]*

DATED this ..... day of .....2012

SIGNED ..... (Chairman)