



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 22nd September 2026,
at Cedar House, New Road, North Walsham NR28 9DE

Present: E Seward (ES), B Wright (BW), L Eastwick (LE), P Brand (PB),

Town Clerk: Wendy Murphy

Finance Officer: Jess Page

Members of Public: 1

The meeting opened at 18:30pm

1. TO RECEIVE APOLOGIES FOR ABSENCE

Robert Reid (RR)

2. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)
None

3. TO APPROVE MINUTES OF PREVIOUS MEETING - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

It was **RESOLVED** that the minutes of the Committee Meeting held on 21st July 2027 be agreed and signed as a true record.

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Updates were received

5. TO RECEIVE A VERBAL RFO REPORT

Received

6. TO RECEIVE AUGUST BANK RECONCILIATION

Received

7. TO RECEIVE AN UP-TO-DATE BUDGETING REPORT

Received and as expected with 48% of budget for expenditure and 63% income. Salaries were at 40% of budget at the ½ year accounts

8. TO RECEIVE, REVIEW AND MAKE ANY CHANGES TO FEES

It was **RESOLVED** to increase allotment fees by £5 for 1st October 2027. This is the legal requirement needed for notice to allotment holders. It was agreed that further research was needed for Burial Fees. This would be brought back to the Finance Committee later.

9. TO RECEIVE ANY GRANT APPLICATIONS

None received

10. TO RECEIVE EARMARKED RESERVES STATEMENT AND TO NOTE AN ALLOTMENTS RESERVE

The Earmarked reserves were received and it was agreed to move the \$106 monies received to an allotment reserve.

Signed:.....

Date:.....



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11. TO NOTE THE EXTERNAL AUDITORS REPORT AND CERTIFICATE

The was received and the comments noted and will be taken to Full Council to be noted

12. TO CONSIDER THE INDEPENDENCE OF THE INTERNAL AUDITOR AND ADOPT A POLICY

It was RESOLVED to recommend the Terms of Reference for the Internal Auditor to Full Council to be adopted

13. TO RECEIVE A QUOTE FOR A TRIAL PERIOD OF TWO NEW PUBLIC REFUSE BINS FOR THE MARKET PLACE

It was RESOLVED to accept the quote for the trial period of two new bins in the Market Place but to check with Conservation team to make sure that they would be happy with them.

14. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

Asset Register

Forecasting report

15. DATE OF NEXT MEETING

20th October 2026 6.30pm

Meeting closed at 19.30