

# NORTH WALSHAM TOWN COUNCIL

## MINUTES of the FINANCE COMMITTEE

held on 22 February 2018

**PRESENT** Cllr R Harris (Chair), Cllr B Hester

**Clerk** Ms J Shields

**Members of public** 0

The meeting opened at 12:30.

**1. DECLARATIONS OF INTEREST**

No declarations were received

**2. APOLOGIES FOR ABSENCE**

No apologies were received.

**3. APPROVE MINUTES OF PREVIOUS MEETING**

Minutes of the meeting 18<sup>th</sup> October 2017 were agreed as a true record of the meeting

**4. BANK ACCOUNTS**

It was agreed to amalgamate the Business Reserve account and the Bonus Reserve into the North Walsham Town Council main account and keep the Wages account separate.

It was agreed to update bank signatories **Julie**

**5. DEBIT CARD**

It was agreed to apply for a debit Card for the North Walsham Town Council Main Account **Julie**

**6. ONLINE PAYMENTS**

It was agreed that after all the changes to the bank account have taken place to start using online payments **Julie**

**7. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

It was agreed that any PPE equipment should be approved by the Head Groundsman before placing an order

**8. SUB LEASE –HERITAGE SOCIETY, SADDLER SHOP**

It was decided to create a lease with a peppercorn rent of £100 a year along with a percentage of the utility bills. The percentage to be decided once current utility bills are known, Reverend Cubitt has agreed to provide them

**9. ANY OTHER BUSINESS ALLOWED BY CHAIR**

No other business was discussed

**10. DATE OF NEXT MEETING**

To be agreed after news of bank details have been changed

Meeting closed at 13.30