

Seaham Town Council



Seaham Town Hall, Stockton Road, Seaham, Co. Durham SR7 0HP
Tel: Wearside (0191) 581 8034

Town Clerk: Mark D Welsh BSc (hons)
Deputy Town Clerk: Paul Fletcher BSc (hons)

MDW/K:01/05

26th March, 2018

A MEETING of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held in the Council Chamber at Seaham Town Hall, Stockton Road, Seaham on **TUESDAY, 3rd April, 2018 commencing at the rising of the meeting of the Trustees of Seaham**

Town Park Charity

M Welsh
Town Clerk

A G E N D A

MEMBERS ARE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST, PREJUDICIAL OR PERSONAL, IN ACCORDANCE WITH THE CODE OF CONDUCT

1. **MINUTES OF THE LAST MEETING HELD ON 6th MARCH, 2018**

DECISION REQUIRED To confirm as a correct record and agree that these be signed by the Chairman.

2. **PAYSHEET NUMBER 12 – MARCH 2017/18**

a) **Paysheet 12 – March 2018**

Attached at Appendix A is a schedule showing the total expenditure from the Council's bank accounts in March, with relevant reports detailing all payments made by BACS, Direct Debit, Online and by Debit Card.

DECISION REQUIRED

Members are asked to note the Direct Debits, Debit Card and Online Payments and in accordance with previously delegated authority endorsement of the action taken is requested.

**DECISION
REQUIRED**

Authority is requested for the BACS payments to be approved for payment and for the BACS authorisation form to be signed by three Members to allow the bank to make direct payments to supplier's bank accounts.

**DECISION
REQUIRED**

Authority is also requested for the Clerk's Imprest Account to be reimbursed in respect of Petty Cash and Civic Expenditure.

b) Income – March 2018

Attached at Appendix B is a schedule showing the total income received during the current month together with relevant reports detailing all income received into the Council's bank accounts.

**DECISION
REQUIRED**

This item is for information purposes only.

c) Bank Balances – March 2018

Attached at Appendix C is a statement of Bank balances held by the Council at March month end.

**DECISION
REQUIRED**

This item is for information purposes only.

3. APPLICATIONS FOR GRANTS

a) Community Soccer – Seaham Soccer 6's

Attached at Appendix D is a correspondence received from Community Soccer requesting financial support with regard to the setting up costs of Seaham Soccer 6's which includes advertising, footballs, bibs, leaflets and Facebook.

**DECISION
REQUIRED**

Members instructions are requested.

4. AUDIT ISSUES

a) Internal Auditor's Annual Report 2017/18

Attached at Appendix E is a copy of the Internal Auditors Annual Report for 2017-18. Mr Gordon Fletcher, Internal Auditor will be in attendance at the meeting to answer any questions that Members may wish to ask.

**DECISION
REQUIRED**

The Committee is asked to accept the Internal Auditor's report and there will be an opportunity for a question and answer session with the Internal Auditor.

b) Internal Audit – Annual Plan for 2018/19

Attached at Appendix F is the Annual Plan of the Internal Auditor which outlines an up to date annual internal audit plan for Seaham Town Council, based on the agreed 3 year plan of work. This is the third year of the plan.

**DECISION
REQUIRED**

The Committee is asked to accept the Internal Auditor's report.

5. BANNER FUND

Pursuant to the previous meeting a request was received from Mr E Mason requesting the use of the annex for the Banner Funds meeting. The annex has previously been offered free of charge for this meeting and Members are requested to advise whether room hire should be free or chargeable for future meetings. Members had requested further information from Mr Mason with regards to how many times per year the room would be required for meetings. Attached at Appendix G is a response from Mr Mason to the Town Council suggesting that the Banner Fund would need the room 3 or 4 times per year.

**DECISION
REQUIRED**

Members instructions are requested.

6. PRESS OPPORTUNITIES

**DECISION
REQUIRED**

Members are asked to consider whether any of the items discussed present a press opportunity.

Sent to: COUNCILLORS MRS B E ALLEN, R ARTHUR, E BELL, MRS J A BELL, MRS G BLEASDALE, MRS K BRACE, S P COLBORN, S CUDLIP, D CUMMINGS, MRS V CUMMINGS, MRS S FORSTER, R M GRATTON, G N HEPWORTH, MS L KENNEDY, D MCKENNA, MS S PRATT, K SHAW, T SHEPHERD, B TAYLOR, R WHITEHEAD, MISS L WILLIS.

External Notice Board, Town Clerk, Deputy Town Clerk (Leisure and Amenities), Finance Officer, Senior Clerical Assistant, Administrative Assistant, Information & Technical Assistant, Internal Auditor, File.