

Seaham Town Council



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

Town Clerk: Dianne Rickaby
Deputy Town Clerk: Paul Fletcher

DR/K:01/0

9th January 2019

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, 15th January 2019 commencing at the rising of the meeting of the Trustees of Seaham Town Park Charity

D Rickaby

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 27TH NOVEMBER 2018

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

2. PAYSHEET NUMBER 9 – DECEMBER 2018/19

a) Paysheet 9 – December 2018

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

b) Income – December 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 – December 2018

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

**DECISION
REQUIRED**

This item is for information purposes only.

4. DISCOUNTS FROM SUPPLIERS

Following a query from a Member at the last meeting regarding whether or not the Council receives a discount from Arco the Finance Officer can confirm that a discount is in place.

As it is almost 3 years since the Approved List of Suppliers was reviewed the Finance Officer has begun a full analysis of all suppliers used, including prices charged and discounts received to ensure that the Council is getting value for money.

**DECISION
REQUIRED**

This item is for information purposes only.

5. AUDIT REPORTS

a) Internal Audit Report – Main Accounting Audit-Full Assurance

Attached at Appendix D is a copy of the report published by the Internal Auditor which details his findings in relation to the work undertaken in examining the main accounting systems.

**DECISION
REQUIRED**

Unless there are any queries the Council is asked to accept the report.

b) Internal Audit Report – Risk Management Arrangements-Substantial Assurance

Attached at Appendix E is a copy of the report published by the Internal Auditor which details his findings in relation to the work undertaken in examining the risk management arrangements.

**DECISION
REQUIRED**

Unless there are any queries the Council is asked to accept the report.

c) **Internal Audit Report – Risk Management Arrangements-Substantial Assurance**

Attached at Appendix E is a copy of the report published by the Internal Auditor which details his findings in relation to the work undertaken in examining the risk management arrangements.

**DECISION
REQUIRED**

Unless there are any queries the Council is asked to accept the report.

d) **Internal Audit Work Planned for January – March 2019**

Attached at Appendix F is a copy of the report of the Internal Auditor detailing the terms of reference for the next four audits – Accounts Payable, Corporate Governance, Budgetary Control System and Income Collection and Bank Arrangements.

**DECISION
REQUIRED**

Unless there are any queries the Council is asked to accept the report.

4. THE PRECEPT

It has been confirmed to the Council by Steve Ragg from the National Association of Local Councils that the council tax referendum principles will not be extended to parish councils. However, the Government has again indicated that they will keep this under review for the following financial year. This means that for the financial year 2019/2020 the Council is free to set the level of precept without any referendum implications.

The Precept increase has been the subject of discussion by the Budget Sub-Committee and based on the Band D figure provided by Durham County Council and using the figures from the proposed budget it has been approved by that Committee to increase the precept by 2%. A schedule is attached showing the effect that the increase will have on taxpayers in Seaham.

**DECISION
REQUIRED**

The Council is asked to approve the 2% precept increase.

5. 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.