

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

6th March, 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, 12th MARCH, 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 12TH FEBRUARY, 2019

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

2. PAYSHEET NUMBER 11 – FEBRUARY 2018/19

a) Paysheet 11 – February 2019

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 – February 2019**

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 – February 2019**

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.

3. **AUDIT REPORTS**

a) **Report of Internal Auditor–Creditors (Accounts Payable)–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 Creditors (Accounts Payable).

**DECISION
REQUIRED**

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

b) **Report of Internal Auditor – Budget Setting and Budgetary Control – 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 budget setting and budgetary controls.

**DECISION
REQUIRED**

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

c) **Report of Internal Auditor – Corporate Governance Arrangements – Substantial Assurance**

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

**DECISION
REQUIRED**

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

4. **APPLICATIONS FOR GRANTS**

a) **Parkside Community Centre**

Attached at Appendix G is an application received from Parkside Community Centre requesting a donation towards the costs of hosting the young people from Gerlingen and also the costs of the exchange visit in September.

**DECISION
REQUIRED**

Members instructions are requested.

b) **Seaham North District Girlguiding**

Attached at Appendix H is a thank you letter from Ms McBeth of Seaham North District Girlguiding thanking Seaham Town Council for their donation towards the costs of a replacement roof at Dillon House.

**DECISION
REQUIRED**

This item is for information purposes only.

5. **SPECIAL BACS PAYSHEET**

In the run up to the financial year end, the Finance Officer seeks authority for a special BACs run in order to facilitate as many payments as possible prior to 31st March, 2019. The Chair and Vice-Chair of Finance and General Purposes Committee plus another Member will be invited in to view the payments prior to the BACs being processed.

**DECISION
REQUIRED**

Members to authorise the BACs run prior to year-end.

6. **RISK ASSESSMENTS**

The Risk Assessments have been reviewed and updated by the appropriate Officers. The schedule of Risk Assessments together with any which have been amended will be circulated prior to the meeting.

**DECISION
REQUIRED**

Members to note the information.

7. **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.