

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 6TH MARCH, 2018

Present: Councillors S Cudlip (Chair) and Mrs B E Allen, R Arthur, E Bell, Mrs J A Bell, Mrs G Bleasdale, S P Colborn, D Cummings, Mrs V Cummings, Ms R M Gratton, G N Hepworth, Mrs L Kennedy, D McKenna, K Shaw, A Shepherd, B Taylor.

Apologies: Councillors Mrs K Brace, Mrs S Forster, Mrs S Pratt.

Prior to commencement of the meeting the Chair advised members of this Committee and members of the public that in line with the amendment to 'the public bodies (admission to meetings) act 1960', which came into force in August, 2014, parts of this meeting may be recorded by photographic, video and audio means.

1. DISCLOSURE OF INTERESTS

Members were reminded prior to the start of the meeting of the need to disclose any interests, prejudicial or personal, in accordance with the Code of Conduct.

2. MINUTES OF THE LAST MEETING HELD ON 6TH MARCH, 2018

RECOMMENDED the Minutes of this meeting, a copy of which had been previously printed and circulated to each Member, be approved and signed as a correct record by the Chairman.

3. PAYSHEET NUMBER 11 – FEBRUARY 2017/18

a) Expenditure – February 2018

RECOMMENDED:

- (i) that all payments in Paysheet Number 11 – 2017/18 be approved, it being noted that the direct debits, Bacs, Online and Debit Card payments including Imprest expenditure amount to £83,121.04 being the total sum authorised under this Paysheet;
- (ii) that the BACS authorisation sheet be signed by three Members and the credit transfers be actioned immediately; and
- (iii) that the Clerk's Imprest Account be reimbursed the sum of £905.50 for Civic Expenditure and authority be granted for this to be signed by the Chairman and Responsible Financial Officer.

b) **Income – February 2018**

RECOMMENDED the summary sheet showing the range of income received by the Council during the current month be accepted.

c) **Bank Balances – February 2018**

RECOMMENDED the report of the Finance Officer a copy of which was circulated, be approved.

4. **APPLICATIONS FOR GRANTS**

a) **Parkside Community Centre – Support to Host Gerlingen Party**

Members discussed the need for further information as to the level of expenditure that is required when hosting the Gerlingen Party as in previous years.

RECOMMENDED that the Deputy Town Clerk contacts Parkside Community Centre for further information.

b) **Durham Miners Gala**

Councillor T Shepherd declared an interest and took no further part in voting thereon.

Members discussed the request from Durham Miners Gala who are seeking financial support in the form of placing an advertisement in the brochure for the 134th Durham Miners' Gala at a cost of £340.00

RECOMMENDED that half page advertisement is purchased at a cost of £340.00.

c) **Seaham Family History Group**

Members discussed the application received from Seaham Family History Group requesting a grant of £500 for the re-printing of the Seaham Blue Plaque Heritage Trails booklets.

RECOMMENDED that £500 be donated to the Seaham Family History Group for the re-printing of the booklets.

d) **Greenscape**

Members discussed the application received from Greenscape requesting £80 for the purchase of compost for the 2018 planting programme.

RECOMMENDED that a donation of £80 be provided for the Greenscape 2018 planting programme.

5. **FEES AND CHARGES**

RECOMMENDED that the Fees and Charges Report detailing the level of fees and charges to be levied during the next financial year be approved.

6. **AUDIT ISSUES**

a) **Internal Audit Report – Payroll – Substantial Assurance**

RECOMMENDED that Members note a substantial assurance was given for the Payroll audit report.

b) **Internal Audit Report – Income Collection and Banking – Full Assurance**

RECOMMENDED that Members note a full assurance was given for the Income Collection and Banking audit report.

c) **Internal Audit Report – Budget Setting Process – Full Assurance**

RECOMMENDED that Members note a full assurance was given for the Budget Setting Process audit report.

7. **BANNER FUND**

Councillor T Shepherd declared an interest and took no further part in voting thereon.

Members discussed the request for the Banner Fund meeting to be held in the annex for free of charge as they have done so previously. A Member stated that there was very little information on how many times the room would need to be used and that this could set a precedence for other groups. It was agreed that further information should be requested from Mr Mason.

RECOMMENDED that the Deputy Town Clerk contacts Mr Mason for further information with regards to the required usage of the room.

8. **MINUTES OF THE SPECIAL TOWN HALL WORKING PARTY MEETINGS HELD ON THE 20TH FERUARY, 2018**

RECOMMENDED that Members approve the minutes of the Special Town Hall Working Party meeting.

9. **PRESS OPPORTUNITIES**

RECOMMENDED the Council note that the Mayor could hand over the cheques for the donations.