

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
3RD JUNE, 2014**

Present: Councillors Mrs M R Baird, E Bell,
Mrs J A Bell, Mrs G Bleasdale,
B Burn Snr, B Burn Jnr, S Cudlip,
R Meir, Miss S Morrison, I Paul,
G A Shepherd, C Snowball, R Whitehead,
K Younger

Apologies: Councillor B Allen, Mrs B E Allen,
R Arthur, Mrs H Cahill

Observer: Mr B Taylor

**1. APPOINTMENT OF CHAIR OF FINANCE AND GENERAL PURPOSES
COMMITTEE FOR THE ENSUING YEAR**

RECOMMENDED Councillor Mrs S Forster be appointed as Chair of this Committee for the ensuing year.

**2. APPOINTMENT OF VICE-CHAIR OF FINANCE AND GENERAL PURPOSES
COMMITTEE FOR THE ENSUING YEAR**

RECOMMENDED Councillor Mrs B E Allen be appointed Vice-Chair of this Committee for the ensuing year.

In the absence of the Chair and Vice-Chair Councillor E Bell was nominated to the Chair.

(Councillor E Bell in the Chair)

3. 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.

4. MINUTES OF THE LAST MEETING HELD ON 6TH MAY, 2014

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.

5. PAYSHEET NUMBER 2 - 2014/2015

a) Expenditure

RECOMMENDED

- (i) that all payments in Paysheet Number 2 – 2014/2015 be approved, it being noted that the direct debits, BACS and cheque payments including Imprest

expenditure amount to £294,354.84 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;
- (iii) that the cheques relating to suppliers not being paid by BACS be signed by three Members and the payments be released immediately; and
- (iv) that the Clerk's Imprest Account be reimbursed the sum of £3,268.30 for Civic Expenditure which includes the sum of £167.51 for petty cash, and authority be granted for this to be signed by the Chairman and Responsible Financial Officer.

b) Income

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

6. BANK BALANCES

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

7. APPLICATIONS FOR GRANTS

a) Seaham Athletic

The Committee considered an application from the Seaham Athletic Football Club who sought a grant towards their set up and operational costs in the development of a new under 13's junior football team. In discussion it was suggested that the Club be asked to provide a list of items they wish to purchase and the Town Council would obtain these on their behalf up to an amount of £250.

RECOMMENDED the Town Council agree to purchase specified items on behalf of the Club up to a maximum cost of £250.

b) Haswell and District Mencap

Prior to the consideration of this item, Councillor R Meir declared an interest and took no part in the discussion or voting thereon.

The Committee considered an application from Haswell and District Mencap who sought a grant towards their operational costs for the provision of services to people with learning disabilities and their carers. In discussion the level of services provided by Mencap for Seaham residents was queried.

RECOMMENDED a letter be sent to Haswell and District Mencap to ask them to clarify the range of services they provide to Seaham residents to enable further consideration to be given to their application.

c) Letter of Thanks

RECOMMENDED the letter of thanks received from Seaham Division Girl Guides, a copy of which was circulated, in relation to the Town Council's donation of £250, be noted.

8. SEAHAM TOWN HALL MANAGEMENT AGREEMENT

The Trustees considered the proposed management agreement for Seaham Town Council to provide the full management service for the community areas of Seaham Town Hall which would encompass the function room, bar and café. The management agreement had been prepared by Seaham Town Council's solicitors and it would be reviewed on an annual basis. A Member queried whether the financial aspects of the agreement had been checked by the Town Council's Solicitors. It was felt it would be beneficial for the Members, as Trustees, to have a letter from the Solicitor clarifying the arrangements for the usage of profit with regard to the Charity Commission and the Town Council.

RECOMMENDED that, subject to receipt of a letter from the Town Council's solicitors, as outlined, and this being as reported by the Finance Officer, the Council approve the Seaham Town Hall Management Agreement and agree it be signed by the Chair.

9. FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2014

The Committee considered the financial statements for the year ended 31st March 2014 (Not subject to Audit).

RECOMMENDED the Council formally approve the Final Statements for the financial year ended 31st March 2014 (Not subject to Audit).

10. ANNUAL RETURN – FINANCIAL YEAR 2013/14

The Committee was advised that under the Limited Assurance Audit Regime the Council's statutory accounts be produced in the form of an Annual Return which must be approved prior to the end of the month of June following the financial year to which it relates. The Committee considered a copy of the completed Annual Return which reflects the information contained in the Financial Statements for the financial year ended 31st March 2014 (Not subject to Audit). Sections 1 and 2 of the Annual Return which reflects the information contained in the Financial Statements were considered for official approval and signing.

RECOMMENDED:

- (i) That the Council formally approve Section 1, Accounting Statements for Seaham Town Council, of the Annual Return for the financial year ended 31st March 2014.
- (ii) That the Council formally approve Section 2, Annual Governance Statement, of the Annual Return for the financial year ended 31st March 2014.

11. PRESS OPPORTUNITIES

RECOMMENDED the Council note that no press opportunities existed from this meeting.