

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 2ND DECEMBER, 2014

Present: Councillor Mrs S Forster (Chair) and Councillors Mrs J A Bell, Mrs G Bleasdale, B Burn Snr, B Burn Jnr, S Cudlip, R Meir, Miss S Morrison, I Paul, C Snowball, B Taylor, R Whitehead, K Younger

Apologies: Councillors B Allen, Mrs B E Allen, E Bell, Mrs H Cahill, N Page

Observers: Mrs W Berry

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 4TH NOVEMBER, 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.

3. PAYSHEET NUMBER 8 - 2014/2015

a) Expenditure

RECOMMENDED

- (i) that all payments in Paysheet Number 8 – 2014/2015 be approved, it being noted that the direct debits, BACS and cheque payments including Imprest expenditure amount to £108,227.47 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 £1,800.66 for Civic Expenditure 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.

4. BANK BALANCES

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

5. INVOICES RECEIVED FROM OLDFIELDS

The Committee was advised that as part of the Agreement between Seaham Town Council and Oldfields it had been agreed that Oldfields would invoice on a weekly basis and payment would be made by the Town Council within 24 hours where practicable. Details of all transactions would subsequently be reported to this Committee on a monthly basis.

RECOMMENDED authority be granted for the Finance Officer to implement this payment strategy as required.

6. REVISED BUDGET FOR 2014/15 AND PROPOSED BUDGET FOR 2015/16

This was the second opportunity during this monthly cycle of meetings for consideration of this item.

RECOMMENDED this item is deferred for consideration to the next meeting.

7. THE PRECEPT

Members were reminded that the annual budget process was nearing its end and the final figures with regard to the effect of the Local Council Tax Support Scheme grant had only become available in November 2014.

The Band D information had been received from Durham County Council and Members were provided with a schedule which showed the effect on the precept of various possible percentage increases for both Band D and Band A properties. In addition a schedule was circulated which detailed the effect on balances based on the proposed precept increases.

RECOMMENDED this item is deferred for consideration to the next meeting.

8. SEAHAM TOWN HALL KITCHEN EXTRACTION

The Committee was advised that at the recent Clerks Advisory Sub-Committee held on 4th November 2014, three quotes had been received for the supply and fit of an appropriate extraction system in line with specifications provided by Mr Peter Wood, Oldfields Operations Director. These were:

1. Howell Cummings	£5,284.25 (+VAT)
2. JBL Services	£5,890.00 (+VAT)
3. RS Vents	£5,055.00 (+VAT)

RECOMMENDED the Council endorse the instruction for Oldfields to place an order for the extraction system with RS Vents for the sum of £5,055.00 plus VAT.

9. CONFERENCES COURSES AND SEMINARS

The Committee considered details of the National Association of Councillors' Training and Development Seminar entitled 'Health and Wellbeing and The Better Care Fund' to be held in Carlisle on 9th to 11th January, 2015 a copy of which was circulated.

RECOMMENDED authority be granted for the next two Councillors from the overnight rota to attend this event as the Council's representatives and such attendance rank as an approved duty for payment of appropriate allowances.

10. APPLICATION FOR GRANT

The Committee was advised of an application received from the Dawdon Community Centre who sought a donation or prize towards their Christmas Fayre to be held on Saturday, 6th December, 2014. In view of the late timescale of this and non-completion of the relevant application form in line with the Town Council's policy, Members felt unable to accede to this request.

RECOMMENDED the Community Centre is advised that the Council is unable to offer their support on this occasion.

11. PRESS OPPORTUNITIES

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

12. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

RECOMMENDED in view of the confidential nature of the following item, the formal resolution be hereby passed to exclude the press and public from the meeting pursuant to the Public Bodies (Admissions to Meetings) Act, 1961.

13. SEAHAM TOWN PARK MULTI - USE PAVILION

The Committee was advised of the progress made to date with regard to the above project and a discussion took place with regard to the ongoing management of the scheme until completion.

RECOMMENDED authority be granted for the Officers to negotiate the project management of the scheme on the terms as outlined.

14. **ABI MODEL FORM OF GUARANTEE BOND**

The Committee considered a model form of Guarantee Bond, a copy of which was circulated, which was currently being reviewed by the Town Council's Solicitor before being introduced as part of the agreement between the Town Council and the Contractor.

RECOMMENDED the Council note the information now reported.