

## **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 7TH APRIL, 2015**

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

Apologies: Councillors Mrs H Cahill, R Meir,  
Miss S Morrison

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 10TH MARCH, 2015**

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 12 - 2014/2015**

#### **3.1 Expenditure**

RECOMMENDED

- (i) that all payments in Paysheet Number 12 – 2014/2015 be approved, it being noted that the direct debits, BACS and cheque payments including Imprest expenditure amount to £121,509.35 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 £0.13 for Civic Expenditure, and authority be granted for this to be signed by the Chairman and Responsible Financial Officer.

**3.2 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. APPLICATIONS FOR GRANTS**

**5.1 Letters of thanks**

RECOMMENDED the letter from the Great North Air Ambulance which thanked the Town Council for its recent donation of £100, be accepted.

**6. SEAHAM TOWN HALL**

**6.1 Bookings**

The Committee considered a schedule which detailed the bookings made for use of the Town Hall for March, April and May, 2015. In discussion it was commented that the codes were not shown correctly and more detail was needed in respect of bookings taken by Oldfields. An estimate of income to the Town Council should also be included within the schedule.

RECOMMENDED the Deputy Town Clerk ensure that the schedule of bookings be amended to provide greater detail as outlined with the revised format being available to future meetings of this Committee.

**6.2 Café Opening**

A Member commented on the number of visitors to the new café at the Town Hall since it opened. Members asked for information to be submitted to them on a monthly basis in respect of the revenue and income expected by the Town Council.

RECOMMENDED a monthly report be provided to Members showing the income received from the Seaham Town Hall café.

**7. COUNCIL TAX BANDS**

RECOMMENDED the communication from Durham County Council which provided information on the tax base report used in November against the number of dwellings in Seaham, be noted.

**8. PRESS OPPORTUNITIES**

The Committee considered the items previously discussed and agreed that the increased usage of Seaham Town Hall as detailed in item number 6a should be notified to the press, along with the opening of the new café as detailed in 6b.

**RECOMMENDED:**

- (i) The Deputy Town Clerk ensure that the increased number of bookings taken for usage of Seaham Town Hall be promoted in the press.
- (ii) The opening of the café adjacent to the Town Hall be promoted in the press.