

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 30TH JUNE, 2015**

Present: S Cudlip (Chair) and  
B Allen, Mrs B E Allen, Mrs J A Bell,  
Mrs G Bleasdale, B Burn Snr,  
R Meir, Miss S Morrison, I Paul,  
C Snowball, B Taylor, R Whitehead

Apologies: E Bell, B Burn Jnr, Mrs H J Cahill, K Shaw

*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 2ND JUNE, 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 3 - 2015/2016**

**a) Expenditure**

RECOMMENDED:

- (i) all payments in Paysheet Number 3 – 2015/2016 be approved, it being noted that the direct debits, BACS and cheque payments including Imprest expenditure amount to £99,072.50 being the total sum authorised under this Paysheet;
- (ii) the BACS authorisation sheet be signed by three Members and the credit transfers be actioned immediately;
- (iii) the cheques relating to suppliers not being paid by BACS be signed by three Members and the payments be released immediately; and
- (iv) the Clerk's Imprest Account be reimbursed the sum of £2,608.59 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**

The Committee considered a statement of Bank Balances held by the Council at the last month end, a copy of which had been previously circulated. The Chair examined statements in respect of the Town Council's three bank accounts which were made available to view and the Finance Officer responded to queries raised.

RECOMMENDED the Council note the information and approve the Finance Officer's report.

5. **AUGUST RECESS PAYSHEET**

RECOMMENDED in accordance with usual practice, formal authority be granted to constitute an August Recess Paysheet Sub-Committee comprising the Mayor, Deputy Mayor, Chair and Vice-Chair of this Committee and two additional Councillors, and they be authorised to agree and issue the August Recess Paysheet subject to details being reported for information purposes to the September meeting.

6. **QUARTERLY BUDGETARY REVIEW FOR QUARTER ENDED 30TH JUNE, 2015**

The Committee considered the quarterly budgetary review for the quarter ended 30th June, 2015.

RECOMMENDED the Council accept the budgetary review statements for the quarter ended 30th June, 2015.

7. **APPLICATIONS FOR GRANTS**

a) **Revitalise**

The Committee considered an application from Revitalise who sought a grant towards the provision of respite services to disabled people and their carers in the community. In discussion Members decided that more detailed information was required to understand exactly how many residents of Seaham were receiving benefit from this organisation.

RECOMMENDED further information be requested and brought back to this Committee for future consideration.

8. **SEAHAM TOWN GUIDE**

RECOMMENDED the Council approve the production of the Town Guide 2015-2017.

**9. INSURANCE RENEWAL**

The Committee considered the renewal document for the Town Council for 2015/16 which included cover for the new Town Hall.

RECOMMENDED authority be granted for the renewal fee of circa £63,000 to be paid to Zurich Municipal in respect of the renewal of insurance cover for the Town Council.

**10. PRESS OPPORTUNITIES**

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

**11. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

RECOMMENDED in view of the confidential nature of all the items to be discussed at this meeting, 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.

**12. AUDIT ISSUES**

**a) Internal audit report**

In discussion, Members noted the high number of recommendations raised and expressed their concerns that so many aspects of the control system had been highlighted as requiring improvement. Members felt that the system controls and information requirements which have been highlighted as lacking must be brought up to the required standard as soon as possible and financial information and transactions must be dealt with, by both parties, in a timely manner.

RECOMMENDED:

- (i) the report published by the Internal Auditor in relation to the work undertaken in examining the Town Council's / Oldfields arrangements, be accepted.
- (ii) the recommended improvements to the system be implemented and requested information obtained as soon as possible and that this be reported initially to the Town Hall Working Party for consideration.

13. **SEAHAM TOWN HALL**

a) **Income and Expenditure**

The Committee considered a schedule which detailed the income and expenditure for the Function Suite and Café for the current financial year.

RECOMMENDED the schedule be noted.

b) **Bookings**

The Committee considered a schedule which detailed the bookings made for use of the Town Hall for June, 2015.

RECOMMENDED the schedule be noted.