

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 6TH OCTOBER, 2015

Present: Councillor S Cudlip (Chair) and
Councillors B Allen, Mrs B E Allen,
Mrs M Baird, E Bell, Mrs J A Bell,
Mrs G Bleasdale, B Burn Snr, B Burn Jnr,
R Meir, Miss S Morrison, K Shaw,
C Snowball, B Taylor, R Whitehead,
K Younger

Apologies: Councillors Mrs H Cahill, Mrs S Forster,
I Paul

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 8TH SEPTEMBER, 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 6 - 2015/2016

3.1 Expenditure

RECOMMENDED:

- (i) that all payments in Paysheet Number 6 – 2015/2016 be approved, it being noted that the direct debits, BACS and cheque payments including Imprest expenditure amount to £90,492.89 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 £3,726.66 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.

3.3 Bank Balances

The Committee considered a statement of Bank Balances held by the Council at the 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.

4. BANK BALANCES

The Committee considered a statement of Bank Balances held by the Council at the end of September, a copy of which had been previously circulated. The Chair examined statements in respect of the Town Council's 3 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. QUARTERLY BUDGETARY REVIEW FOR QUARTER ENDED 30TH SEPTEMBER, 2015

RECOMMENDED the Council accept the budgetary review statements for the quarter ended 30th September, 2015 and explanations now given by the Finance Officer and Town Clerk.

6. ANNUAL GOVERNANCE STATEMENT

RECOMMENDED the Annual Governance Statement be approved and it be signed by the Chair of the Finance and Purposes Committee and the Town Clerk.

7. APPLICATIONS FOR GRANTS

a) Letter of Thanks

RECOMMENDED the letter of thanks received from the organisers of the Seaham Triathlon which thanked the Town Council for its generous donation of £250 be noted.

8. SEAHAM TOWN HALL – BOOKINGS

8.1 Income and Expenditure

The Committee considered schedules which detailed the income and expenditure for the Function Suite and Café for September, 2015, a copy of which was circulated.

RECOMMENDED the schedule be noted.

8.2 Bookings

The Committee considered a schedule which detailed the bookings made for use of the Town Hall for September, 2015, a copy of which had been previously circulated.

RECOMMENDED the schedule be noted.

9. I.T. SYSTEM UPGRADE

At the last meeting of the Computer Sub-Committee held on 8th September, a proposal was put forward to purchase new IT equipment to replace that which currently existed within the Town Council. A copy of the report of the Computer Sub-Committee had been previously circulated. The Town Clerk will elaborate on the proposal received from TSG the Town Council's IT Provider. Members were advised that the work to replace the current system would take place from Tuesday 20th to Friday 23rd October, 2015 during which time there would be only limited IT capability within the Town Council offices.

**DECISION
REQUIRED**

- (i) The report of the Computer Sub-Committee be accepted.
- (ii) The Council accept the recommendation of the Computer Sub-Committee and endorse the action taken in granting authority for standing orders to be waived and the contract for renewal of IT equipment being awarded to TSG Ltd in the sum of £12,360.70 (ex VAT).

10. DAWDON PARK WORKING PARTY

The Committee was advised that the first meeting of the Dawdon Park Working Party had taken place on 30th September, 2015, a copy of the report would be submitted to the next meeting of this Committee. One of the urgent issues that arose from the meeting was the recommendation for the Town Council to instruct the architect Simulations Ltd of The Old Forge, Seaton Lane, Seaham to supply drawings and costs for the improvements and extension to Dawdon Cricket pavilion at a cost of £2,000 and it was agreed that this be submitted to this Committee for approval.

RECOMMENDED the Council approve that Simulations be instructed to proceed with the supply of drawings as outlined above.

11. **PRESS OPPORTUNITIES**

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