

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
31ST MAY, 2016**

Present: Councillors B Allen, Mrs B E Allen,
Miss S Morrison, Mrs G Bleasdale, B Burn
Snr, B Burn Jnr, Mrs S Forster,
R Meir, K Shaw, C Snowball, B Taylor,
R Whitehead, K Younger

Apologies: Councillors E Bell, Mrs J A Bell, S Cudlip,
I Paul

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

RECOMMENDED Councillor S Cudlip 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 S Forster be appointed Vice-Chair of this Committee for the ensuing year.

In the absence of the Chair, the Vice-Chair Councillor Mrs S Forster took the Chair.

(Councillor Mrs S Forster in the Chair)

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.

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 3RD MAY, 2016

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 - 2016/17

a) Expenditure

RECOMMENDED:

- (i) that all payments in Paysheet Number 2 – 2016/17 be approved, it being noted that the direct debits, BACS and cheque payments including Imprest expenditure amount to £94,262.87 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 £2,534.29 for Civic Expenditure which includes the sum of £154.74 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

7.1 ACES Internet Café Ltd

The Committee considered an application from Ms Alison Chapman of ACES Internet Cafe Ltd who was seeking a grant of £800 towards the cost of purchasing essential equipment. This application was considered at previous meetings and in accordance with Members' instructions Ms Chapman had provided further information and a copy of the organisation's constitution.

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

8. SEAHAM TOWN HALL – BOOKINGS

The Committee considered the schedule of bookings for the Town Hall for the May, 2016.

RECOMMENDED the Council note the bookings made at Seaham Town Hall for May, 2016.

9. REPORT OF THE TOWN HALL WORKING PARTY

The Committee considered the minutes of the last meeting of the Town Hall Working Party held on 3rd May, 2016, a copy of which had been circulated separately. In discussion it was noted that there had been problems with the lift, radiator and folding doors. It was also noted that cracks had appeared on the rendering outside. All of these faults are to be looked at.

RECOMMENDED the Council agree the recommendations made by the Town Hall Working Party as detailed in the report.

10. FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2016

The Committee considered the financial statements for the year ended 31st March 2016 (Not subject to Audit).

RECOMMENDED the Council formally approve the Final Statements for the financial year ended 31st March 2016 (Not subject to Audit).

11. ANNUAL RETURN – FINANCIAL YEAR 2015/16

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 2016 (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, Annual Governance Statement for Seaham Town Council, of the Annual Return for the financial year ended 31st March 2016.
- (ii) That the Council formally approve Section 2, Accounting Statements for Seaham Town Council, of the Annual Return for the financial year ended 31st March 2016.

12. PRESS OPPORTUNITIES

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