

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 28TH JUNE, 2016**

Present: Councillor S Cudlip (Chair) and Councillors B Allen, Mrs B E Allen, Mrs M R Baird, E Bell, Mrs J A Bell, Mrs G Bleasdale, B Burn Snr, B Burn Jnr, R Meir, I Paul B Taylor, R Whitehead,

Apologies: Councillors Mrs H J Cahill, Mrs S Forster, Miss S Morrison, N Page.

*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 31ST 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.

**3. PAYSHEET NUMBER 3 - 2016/17**

**a) Expenditure**

RECOMMENDED:

- (i) that all payments in Paysheet Number 3 – 2016/17 be approved, it being noted that the direct debits, BACS and cheque payments including Imprest expenditure amount to £92,264.76 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 £3279.38 for Civic Expenditure which includes the sum of £161.38 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.

**4. BANK BALANCES**

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

**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 30<sup>TH</sup> JUNE 2016**

The Committee considered the quarterly budgetary review for the quarter ended 30<sup>th</sup> June, 2016.

RECOMMENDED the Council accept the budgetary review statements for the quarter ended 30<sup>th</sup> June, 2016.

**7. INSURANCE RENEWAL**

The Committee considered the renewal document for the Town Council for 2016/17.

RECOMMENDED authority be granted for the renewal fee of circa £69,000 to be paid to Zurich Municipal in respect of the renewal of insurance cover for the Town Council.

**8. SEAHAM TOWN HALL – BOOKINGS**

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

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

**9. PRESS OPPORTUNITIES**

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