

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 31ST OCTOBER, 2017

Present: Councillors S Cudlip (Chair) and R Arthur, E Bell, Mrs J A Bell, Mrs G Bleasdale, S P Colborn, D Cummings, Mrs V Cummings, Mrs S Forster, Ms R M Gratton, G N Hepworth, Mrs L Kennedy, D McKenna, K Shaw, A Shepherd, B Taylor, Miss L Willis.

Apologies: Councillors Mrs B E Allen, Mrs K Brace, Mrs S Pratt

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 3RD OCTOBER, 2017

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 7 – SEPTEMBER 2017/18

a) Expenditure – October 2017

RECOMMENDED:

- (i) that all payments in Paysheet Number 7 – 2017/18 be approved, it being noted that the direct debits, Bacs, Online and Debit Card payments including Imprest expenditure amount to £77,769.11 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; and
- (iii) that the Clerk's Imprest Account be reimbursed the sum of £650.60 for Civic Expenditure and authority be granted for this to be signed by the Chairman and Responsible Financial Officer.

b) Income – October 2017

RECOMMENDED the summary sheet showing the range of income received by the Council during the current month be accepted.

c) Bank Balances – October 2017

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

4. AUDIT ISSUES

a) Internal Audit Report – Parks General

Members noted that a substantial assurance was given with one recommendation which has now been acted upon.

RECOMMENDED that the Council accept the report.

b) Internal Audit Report – Cemeteries Income

A full assurance was given for this report.

RECOMMENDED that the Council accept the report.

c) Internal Audit Report – Oldfields 2017/18

The Auditor gave his reservations about how Oldfields are returning the takings sheets and the Café Manager will be asked to give the Town Council an update. Oldfields will be instructed to ensure this happens. It was noted that the café has changed in ownership and that may be a reason why the arrangements have not been as secure as previously.

RECOMMENDED that the Council accept the report.

5. SEAHAM TOWN HALL – BOOKINGS

The Committee considered the schedule of bookings for the Town Hall for October, 2017.

RECOMMENDED the Council note the bookings made at Seaham Town Hall.

6. REQUEST FROM ROYAL BRITISH LEGION

A letter was received from the Royal British Legion requesting assistance towards the expense of a bugler and marching band on the 12th November, 2017 at a cost of £300.

A Member noted that for a bugler and marching band this was a fair price. It was noted that the Town Council offers support via the speaker systems and staff but

have not previously been asked to make a donation towards the cost. It is essentially the British Legions event which they control.

A Member stated that having a band at the service on Remembrance Sunday is key to holding a good service and it was noted that a band should be part of the service.

Members stated that they would vote on a decision for this year but in future the Royal British Legion would need to give the Council more notice.

A vote was held, 17 Members for, and no Members voted against.

RECOMMENDED that a £300 donation be given to the Royal British Legion to cover the costs of the bugler and marching band and a letter be enclosed requesting that in future the Council is given more notice to consider a donation request.

7. PRESS OPPORTUNITIES

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