

Seaham Town Council

Seaham Town Hall, Stockton Road, Seaham, Co. Durham SR7 0HP
Tel: Wearside (0191) 581 8034

Town Clerk: Dianne Rickaby
Deputy Town Clerk: Paul Fletcher



DR/K:01/0

4th March, 2020

A MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE will be held in the Council Chamber at Seaham Town Hall, Stockton Road, Seaham on TUESDAY, 10TH MARCH, 2020 commencing at the rising of the meeting of the Seaham Town Park Charity MEETING 3

D Rickaby

Town Clerk

A G E N D A

MEMBERS ARE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST, PREJUDICIAL OR PERSONAL, IN ACCORDANCE WITH THE CODE OF CONDUCT

1. MINUTES OF THE LAST MEETING HELD ON 11th FEBRUARY, 2020

DECISION REQUIRED The minutes were agreed as a true record at the Full Council Meeting held on 28th January 2020 and signed by the Chairman.

2. PAYSHEET NUMBER 11 – FEBRUARY 2020

a) Expenditure

Attached at Appendix A is a schedule showing the expenditure from the Council's bank accounts this month, with relevant reports detailing payments made by BACS, Direct Debit, Online and Debit Card.

DECISION REQUIRED

Members are asked to note the Direct Debits, Debit Card and Online Payments and in accordance with previously delegated authority endorsement of the action taken is requested

DECISION REQUIRED

Authority is requested for the BACS payments to be approved for payment and for the BACS authorisation form to be signed by three Members.

b) Income

Attached at Appendix B is a schedule showing the total income received during the current month together with relevant reports.

DECISION REQUIRED

This item is for information purposes only.

c) **Bank Balances**

Attached at Appendix C is a statement of Bank balances held by the Council at the month end.

**DECISION
REQUIRED**

This item is for information purposes only.

3. **APPLICATIONS FOR GRANTS**

a) **Parkside Community Centre**

Attached at Appendix D is a grant application from Parkside Community Centre who have requested a grant of £1000.00 towards the cost of hosting young people from Seaham's twin town of Gerlingen. Parkside Community Centre last received a grant of £1,000 in March 2019 for hosting the young people of Gerlingen.

**DECISION
REQUIRED**

Members further instructions are requested.

b) **Dawdon Community Centre**

Attached at Appendix E is a grant application from Dawdon Community Centre who have requested a grant of £160.00 to cover the cost of room hire at Seaham Town Hall. They are hosting a charity concert at Seaham Town Hall to support the foodbank. Dawdon Community Centre last received a grant for £1,000 in November 2019 towards the cost of LED lighting at the Centre.

**DECISION
REQUIRED**

Members further instructions are requested.

c) **Ms Denise Kidger**

Attached at Appendix F is a grant application from Ms Denise Kidger who has requested a grant of between £250-£500 towards the cost of taking part in the Invictus Games in May 2020. There is no previous history of a grant award being made.

**DECISION
REQUIRED**

Members further instructions are requested.

d) **Mr Kenneth Younger**

Attached at Appendix G is a grant application from Mr Kenneth Younger who has requested a grant of £75 towards the cost of a flight to Stuttgart to take part in the Gerlingen Solitude Run. Mr Younger previously received a grant in 2014.

**DECISION
REQUIRED**

Members further instructions are requested.

e) **Ms Carol Vinter**

Attached at Appendix H is a grant application from Ms Carol Vinter who has requested a grant of £75 towards the cost of a flight to Stuttgart to take part in the Gerlingen Solitude Run. Ms Vinter has not previously received a grant.

**DECISION
REQUIRED**

Members further instructions are requested.

4. **TOWN HALL BOOKINGS – FEBRUARY 2020**

Attached at Appendix I is a copy of a schedule showing all events/meetings booked for February 2020.

**DECISION
REQUIRED**

This item is for information purposes.

5. **AUDIT REPORTS**

a) **Report of Internal Auditor–Income Collection/Banking – Full Assurance**

Attached at Appendix J is a copy of the report published by the Internal Auditor which details his findings in relation to the work undertaken in examining the income collection and banking.

**DECISION
REQUIRED**

Unless there are any queries the Council is asked to accept the report.

6. **SPECIAL BACS PAYSHEET**

In the run up to the financial year end, the Finance Officer seeks authority for a special BACs run in order to facilitate as many payments as possible prior to 31st March, 2020. The Chair and Vice-Chair of Finance and General Purposes Committee plus another Member will be invited in to view the payments prior to the BACs being processed.

**DECISION
REQUIRED**

Members to authorise the BACs run prior to year-end.

7. **PRESS OPPORTUNITIES**

**DECISION
REQUIRED**

Members are asked to consider whether any of the items discussed present a press opportunity.

Sent to: COUNCILLORS MRS B E ALLEN, R ARTHUR, E BELL, MRS J A BELL, MRS G BLEASDALE, MRS K BRACE, S P COLBORN, S CUDLIP, D CUMMINGS, MRS V CUMMINGS, MRS S FORSTER, R M GRATTON, G N HEPWORTH, MS L KENNEDY, D MCKENNA, MS S PRATT, K SHAW, T SHEPHERD, B TAYLOR, R WHITEHEAD, MISS L WILLIS.

External Notice Board, Town Clerk, Deputy Town Clerk (Leisure and Amenities), Finance Officer, Administrative Assistant, File. Email copies to: Senior Clerical Assistant, Information & Technical Assistant, Internal Auditor.