

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

Meeting 4

DR/K:01/0

21st October, 2020

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

I hereby summon you to attend a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE**
to be held **online** on **TUESDAY 27th OCTOBER 2020** at the rising of Dawdon Park Charity Meeting

Members of the press and public who wish to attend this meeting please email info@seaham.gov.uk to request the zoom login details.

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. ACCEPTANCE OF AMENDMENT

DECISION REQUIRED Accept the amendment to the standing orders to incorporate the new regulations from the Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, to conduct virtual council meetings.

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

DECISION REQUIRED To appoint a Chair of this Committee for the ensuing year.

3. APPOINTMENT OF VICE-CHAIR OF FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE ENSUING YEAR

DECISION REQUIRED To appoint a Vice-Chair of this Committee for the ensuing year.

4. **BACS PAYMENTS – OCTOBER 2020**

Attached at Appendix A is a report showing proposed BACs Payments.

DECISION REQUIRED Authority is requested for the BACs payments to be approved for payment to allow the Finance Officer to make payments to supplier's bank accounts.

5. **QUARTERLY BUDGETARY REVIEW – QUARTER ENDED SEPTEMBER 2020**

Attached at Appendix B is the budgetary review statement for the quarter ended September 2020.

DECISION REQUIRED The Committee is asked to accept the statement now presented.

6. **AIRCON – OFFICE SUITE**

When the Town Hall was first extended/refurbished aircon units were only installed in the upper section of the building and not the downstairs. It is now suggested that the current system is extended to include the office suite.

A price has been provided by the current contracted supplier (Compac Services Ltd) who has provided a quote totalling £7,885.44 for the supply/install and maintenance of units to be positioned in the main office plus 3 smaller offices. This will be financed through the Redecoration Reserve.

Members are requested to waive standing orders as the company who have provided the quote already provide the aircon and the heating system and subsequent maintenance within the Town Hall.

DECISION REQUIRED Members to approve the installation of aircon within the Office Suite at the Town Hall.

7. **GRANT APPLICATIONS**

a) **The Sensory Place**

Attached at Appendix D is a grant application from The Sensory Place who have requested a grant of £450.00 towards the cost of providing sensory sessions at Rainbows Sensory Space for children and adults. The Sensory Place have not previously received a grant.

DECISION REQUIRED Members further instructions are requested.

b) **Haswell and District Mencap**

Attached at Appendix E is a grant application from Haswell and District Mencap who have requested a grant of £500 towards the cost of replacing the minibus which was stolen and burned out recently. Haswell and District Mencap last received a grant in 2017/18 of £500 towards the running costs of the organisation.

DECISION REQUIRED Members further instructions are requested.

c) Caring For Craig

Attached at Appendix F is a grant application from Jonathan Rennoldson, Caring for Craig who has requested a grant of £912.45 to purchase an electrically operated changing table. Caring for Craig received a grant of £1000 in June 2019.

DECISION REQUIRED Members further instructions are requested.

8. AUDIT REPORTS

a) Report of Internal Auditor–Payroll - Full Assurance

Attached at Appendix G is a copy of the report published by the Internal Auditor which details his findings in relation to the work undertaken in examining the payroll.

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

b) Report of Internal Auditor – Accounts Payable – Full Assurance

Attached at Appendix H is a copy of the report published by the Internal Auditor which details his findings in relation to the work undertaken in examining the Accounts Payable.

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

9. PRESS OPPORTUNITIES

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

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