

Seaham Town Council

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Tel: Wearside (0191) 581 8034

Town Clerk: Dianne Rickaby
Deputy Town Clerk: Paul Fletcher



PF/K:01

3rd February, 2021

MEETING 4

Finance and General Purposes Committee-Tuesday, 9th February, 2021

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 9th February commencing at the rising of the Seaham 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. MINUTES OF THE LAST MEETING HELD ON 12th JANUARY, 2021

DECISION REQUIRED The minutes of the last meeting were agreed as a true record at the Full Council meeting held on 26th January, 2021.

3. PAYSHEET NUMBER 10 – JANUARY 2021

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 endorsement of the action taken is requested.

DECISION REQUIRED Authority is requested for the BACS payments to be approved for payment.

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.

4. GRANTS

Attached at Appendix D is a grant application from Great North Air Ambulance Service who have requested a grant of £200.00 towards the cost of being able to continue to deliver their life saving care.

**DECISION
REQUIRED**

Members further instructions are requested.

5. QUARTERLY BUDGET

Circulated separately is a copy of the Income and Expenditure Schedule showing the figures from 1st April 2020 up to 31st January 2021.

**DECISION
REQUIRED**

Members to accept the report.

6. ANNUAL REVIEW AND AUDIT OF RISK ASSESSMENTS

The annual review has been carried out by Officers and the risk assessments have been audited by the Internal Auditor who has provided a report giving Full Assurance which is attached at Appendix E.

Also attached at Appendix F is copy of the new Covid Risk Assessments and Officers advise that these are reviewed/updated as and when government guidelines are changed, and staff are informed of any new working practices.

In relation to all other risk assessments held in the register there has been no amendments other than a caveat has been added to say that they must be read in conjunction with the appropriate Covid-19 Risk Assessment.

**DECISION
REQUIRED**

Members to note the information provided.

7. AUDIT REPORTS

a) Budget Setting/Monitoring – 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 information relating to budget setting and monitoring.

**DECISION
REQUIRED**

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

b) Corporate Governance – 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 information relating to Corporate Governance.

**DECISION
REQUIRED**

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

8. INTERNAL AUDIT PLAN

Due to the pandemic the internal auditor has been unable to carry out the following audits but will include them in the Annual Plan for 2021/2022

- Parks
- Hall Hire
- Allotments
- Capital Projects

**DECISION
REQUIRED**

This item is for information purposes.

9. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

**DECISION
REQUIRED**

In view of the confidential nature of the following items to be discussed, the Committee is asked to pass the formal resolution to exclude the press and public from the meeting pursuant to the Public Bodies (Admissions to Meetings) Act, 1960.

10. STAFF TRAINING

Attached at Appendix I is a copy of a report detailing a request received from a member of the admin team.

**DECISION
REQUIRED**

Members to consider the request as detailed in the report.

11. CAFÉ LEASE

Attached at Appendix J is a copy of a report giving Members an update on the current position regarding the lease.

**DECISION
REQUIRED**

Members views are requested.

12. SEAHAM TODAY MAGAZINE

Members previously raised concerns relating to the Magazine and were interested in the charges for advertising. Attached at Appendix K is a schedule showing the costs involved and a short report.

DECISIONMembers views are requested.
REQUIRED

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.