

# 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

PF/K:01

3<sup>rd</sup> February, 2021

## **MEETING 3**

### **Finance and General Purposes Committee-Tuesday, 9<sup>th</sup> March, 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, 9<sup>th</sup> March 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](mailto: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 9<sup>TH</sup> FEBRUARY 2021**

**DECISION REQUIRED** The minutes of the last meeting were agreed as a true record at the Full Council meeting held on 9<sup>th</sup> February, 2021.

**3. PAYSHEET NUMBER 11 – FEBRUARY 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. BACS PAYMENTS FOR YEAR END**

To assist with the year-end process, the Finance Officer requests permission to do a BACS Payment Run which will be paid on 31<sup>st</sup> March. The Chair and Vice-Chair of Finance together with another member will be provided with a copy of the payment schedule to agree the payments before they are sent to the bank and the payments will also be reported retrospectively to the Finance Meeting in April.

**DECISION  
REQUIRED**

Members to approve the Special Bacs payments.

**5. INTERNAL AUDIT ITEMS**

**(i) Annual Report-Substantial/Full Assurance**

Attached at Appendix D is a copy of the Internal Auditors Annual Report giving an assurance level of Substantial/Full.

**DECISION  
REQUIRED**

Unless there are any queries Members are asked to accept the report.

**(ii) Annual Plan – 2021/2022**

Attached at Appendix E is a copy of the Internal Audit annual plan for the next financial year. The plan includes items which the auditor was unable to carry out this year due to the Coronavirus.

**DECISION  
REQUIRED**

Unless there are any queries Members are asked to accept the report.

**6. ANNUAL REVIEW OF RENTS AND FEES**

Attached at Appendix F is a copy of a report containing proposals on the level of fees and charges to be levied during the next financial year.

**DECISION  
REQUIRED**

The Council's instructions are sought on the various items mentioned in the report.

**7. LETTER OF THANKS**

Attached at Appendix G is a copy of an email from the Great North Ambulance thanking the Council for the grant awarded.

**DECISION REQUIRED** This item is for information.

**8. 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.

**9. AUDIT REPORT-CONTRACTS**

At the last Finance Committee Meeting members requested that the Internal Auditor be asked to carry out an audit and provide a report regarding the contracts for the café and the catering contracts. A copy of the report is attached at Appendix H.

**DECISION REQUIRED** Members views are requested.

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.