

## **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12TH MARCH, 2019**

Present: Councillors, S Cudlip (Chair)  
Mrs G Bleasdale, Mrs K Brace,  
Mrs S Forster, Ms R M Gratton,  
Mrs L Kennedy, T Shepherd, B Taylor,  
Miss L Willis.

Apologies: Councillors Mrs B E Allen, R Arthur, E Bell,  
Mrs J A Bell, S P Colborn, D Cummings,  
Mrs V Cummings, G N Hepworth,  
D McKenna, Mrs S Pratt, K Shaw.

Officers: Mrs D Rickaby (Town Clerk) Mrs J Knight  
(Finance Officer) Ms A Rountree (Minute  
Taker).

*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.*

### **F17/19 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. Such interests must be submitted to the Town Clerk prior to the meeting.

### **F18/19 MINUTES OF THE LAST MEETING HELD ON 12<sup>th</sup> FEBRUARY, 2019**

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.

### **F19/19 PAYSHEET NUMBER 11 – FEBRUARY 2018/19**

#### **a) Expenditure – February 2019**

RECOMMENDED:

- (i) that all payments in Paysheet Number 11 – 2018/19 be approved, it being noted that the direct debits, Bacs, Online and Debit Card payments including Imprest expenditure amount to £89,676.82 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) there were no transactions made this month from the Clerks Imprest Account.

b) **Income – February 2019**

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

c) **Bank Balances – February 2019**

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

F20/19

**AUDIT REPORTS**

a) **Internal Audit Report – Creditors (Accounts Payable) – Full Assurance**

RECOMMENDED that Members accept the report.

b) **Internal Audit Report – Budget Setting and Budgetary Control – Substantial Assurance**

RECOMMENDED that Members accept the report.

c) **Internal Audit Report – Corporate Governance Arrangements – Substantial Assurance**

RECOMMENDED that Members accept the report.

F21/19

**APPLICATIONS FOR GRANTS**

a) **Parkside Community Centre**

Parkside Community Centre requested a £1000 donation towards the costs of hosting the young people from Gerlingen and also the costs of the exchange visit in September. Members discussed this in detail and agreed it was a small request in comparison to the actual costs incurred and the Town Clerk should assist the Community Centre in seeking further grants for foreign exchanges.

RECOMMENDED that a donation of £1000.00 be approved.

b) **Seaham North District Girlguiding**

RECOMMENDED that Members note the thank you letter received from Seaham North District Girlguiding.

F22/19

**SPECIAL BACS PAYSHEET**

The Finance Officer seeks authority for a special BACs run in order to facilitate as many payments as possible prior to 31<sup>st</sup> March, 2019.

RECOMMENDED that a special BACs run be approved.

**F23/19**      **RISK ASSESSMENTS**

The Town Clerk informed Members that the risk assessments have been reviewed and updated by the appropriate Officers.

RECOMMENDED that Members note the information.

**F24/19**      **PRESS OPPORTUNITIES**

RECOMMENDED that there are no press opportunities from this meeting.