

## **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 2ND JULY, 2019**

Present: Councillors Miss L Willis (Chair)  
Mrs B E Allen, E Bell, Mrs J A Bell,  
Mrs G Bleasdale, Mrs K Brace,  
S P Colborn, Mrs S Forster,  
Mrs L Kennedy, T Shepherd,  
B Taylor, R Whitehead.

Apologies: Councillors R Arthur, S Cudlip,  
D Cummings, Mrs V Cummings,  
Ms R M Gratton, Mrs S Pratt, K Shaw.

Officers: P Fletcher (Deputy Town Clerk)  
Mrs J Knight (Finance Officer)  
Miss 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.*

### **F53/19      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.

### **F54/19      MINUTES OF THE LAST MEETING HELD ON 4<sup>th</sup> JUNE, 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.

### **F55/19      PAYSHEET NUMBER 3 – JUNE 2019/20**

#### **a)      Expenditure – June 2019**

RECOMMENDED:

- (i) that all payments in Paysheet Number 3 – 2019/20 be approved, it being noted that the direct debits, Bacs, Online and Debit Card payments including Imprest expenditure amount to £125,471.69 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 – June 2019**

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

c) **Bank Balances – June 2019**

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

F56/19

**APPLICATIONS FOR GRANTS**

a) **1338 (Seaham) Squadron ATC**

Members discussed the application from 1338 (Seaham) Squadron and felt that further information was required such as whether they had received planning permission and where exactly the sign would be located. It was agreed that this item should be deferred so the Deputy Town Clerk can gather this information and bring this back to the next meeting.

RECOMMENDED that:

- (i) The Deputy Town Clerk seeks clarification on whether planning permission has been given by Durham County Council and the exact location of where the sign will be placed.
- (ii) This item be deferred pending the clarification of the above information and brought back to the next meeting.

F57/19

**PHOTOCOPIER**

The Finance Officer provided Members with quotations for the renting and purchasing of a new photocopier. The Finance Officer recommended that the Town Council continues to rent a photocopier from Konica who provided the lowest quotation. If the item was purchased it was noted that the company would not maintain the equipment after 5 years.

It was also noted that staff had looked into the costs of printing and have made savings in this area.

RECOMMENDED that the Town Council enters a new rental agreement with Konica.

F58/19

**QUARTERLY BUDGETARY REVIEW – QUARTER ENDED JUNE 2019**

RECOMMENDED that Members note the information provided.

**F59/19**      **MAYORS FINAL ACCOUNT 2018-19**

RECOMMENDED that Members note the information provided.

**F60/19**      **AUGUST RECESS PAYSHEET**

RECOMMENDED that authority be given for the August recess payments.

**F61/19**      **AMENDED SPECIAL PARKS AND EVENTS COMMITTEE MINUTES**

RECOMMENDED that the amended Special Parks and Events Committee minutes be approved.

**F62/19**      **PRESS OPPORTUNITIES**

RECOMMENDED that there are no press opportunities from this meeting.