

Morpeth Town Council
Minutes of the Finance & General Purposes Committee
Wednesday 7th November 2018 at 6:30pm
in the Chambers at the Town Hall, Morpeth

Present: Councillors: D Bawn - Chairman
A Tebbutt - Vice Chairman
L Cassie
N Best
J Gebhard - *ex officio*
R Hogg
J Parreira
J Wearmouth
R Wearmouth

Clerks: Mrs T Bell
Mrs J Wilson
Miss K Carter

Absent Councillors: Cllr R Thompson - No apologies received

167/18 Committee Chairman's Announcements

- Members were advised of the usual rules about the recording of meetings.
- Members were reminded that mobile phones should be turned on to silent and should not be used during the meeting.

168/18 Mayoral Announcements

- The annual Remembrance Parade will take place on Sunday 11th November 2018.
- The Mistletoe Fair and Christmas Lights Switch On event takes place on Saturday 17th November 2018. The Mayor asked for as many volunteers as possible to help collect for his charity.
- The In Bloom Thank you event will be held on Wednesday 21st November at 5pm in the Mayor's Parlour, prior to Full Council.

Cllr Tebbutt queried Morpeth Town Council's decision to not send personal invitations to the Remembrance Day parade to ex-councillors and Aldermen. The Clerk reminded Members that a full audit of information had taken place to comply with the new General Data Protection Regulations (GDPR) and any data not required for a clear business need had been destroyed in line with the Council's Document Retention Policy. A discussion took place with regards to the Aldermen being contacted and invited.

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RESOLVED

- (i) That Cllr Tebbutt contact any Morpeth Aldermen and invite them to the event.
- (ii) That Cllr Tebbutt acquires the appropriate permission to pass on the data to the Clerk so contact can be made formally.

169/18 **Declarations of Interest**

The Chairman received the following declarations of interest on this occasion:

Cllr N Best – CCTV – (Personal Interest – Member of Chamber of Trade) and Morpeth Partnership Working Group – (Personal Interest – Member of Chamber of Trade)

Cllr A Tebbutt – Payment to Creditors - November 2018 – (Personal Interest – (Chair of Emily Inspires!)

170/18 **Public Participation Time**

There were no members of the public present who wished to ask a question on this occasion.

171/18 **Minutes of the Finance and General Purposes Committee held on 3rd October 2018**

The minutes of the above meetings were approved as a true record.

RESOLVED

- (i) That the minutes of the Finance and General Purposes Committee be approved, and signed as a correct record by the chair.

172/18 **Matters Arising**

There were no matters arising on this occasion.

173/18 **Authorisation of Payments**

The payment lists for November 2018 was circulated for consideration.

RESOLVED

- (i) That members agreed the payment list for November 2018, totalling £142,297.85.

Cllr Tebbutt declared a personal interest in this matter – see min 169/18.

Updates from Working Groups**a. Parish Boundary Working Group**

Cllr R Wearmouth informed members that the group is waiting on a license number for the maps which will be included in an information leaflet for residents of Hebron Parish Council.

RESOLVED

- (i) Information duly noted.

b. In Bloom Working Group

The Clerk informed members that Morpeth had been presented with a gold award at the National In Bloom award ceremony.

The Clerk also informed members that Heighley Gate Garden Centre had been taken over by Dobbies. Under Wyevale's management the garden centre had grown all plants in the onsite nursery. Under Dobbies management they will no longer be a nursery facility.

The Clerk has been in contact with the CEO of Dobbies and has a meeting on Friday 9th November 2018 to discuss the partnership moving forward.

RESOLVED

- (i) Information duly noted.
- (ii) The Clerk to report back at the next committee meeting.

c. Morpeth Partnership Working Group

The Clerk informed Members that The Coca-Cola truck will be returning to Morpeth on the 15th and 16th November 2018. A road closure will be in effect from 15th to the 17th November 2018 for the Coca-Cola truck and the Christmas light switch on event the following day.

The Clerk advised that a final planning meeting had taken place earlier today with the Sanderson Arcade, Police, Insurance company, Independent Health and Safety Advisor and the Chamber of Trade to discuss risk assessments, safety and staffing. The Insurance company confirmed that their underwriters were happy with the level of detail provided as this is over and above the usual information supplied for this type of event.

The Police confirmed that the information had been risk assessed by the Chief Inspector and the event had been identified as a low risk.

A dedicated Event Safety Manager will be on site throughout the three days along with additional security staff to ensure public safety.

Weather reviews will be carried out throughout the day to ensure that the conditions are suitable for the fireworks display to take place safely. A debrief will be carried out immediately after the event to identify what went well and what could be improved upon.

The Clerk informed members that the Chamber of Trade have decided that they will not be supporting the event as they felt they had not been consulted enough. Cllr Hogg suggested that once the event had taken place every effort be made to preserve the positive relationship between the Chamber of Trade and Morpeth Town Council.

RESOLVED

(i) Information duly noted.

Cllr Best declared a personal interest in this matter – see min 169/18.

d. Morpeth Forum

Cllr Best informed members that the next public consultation event will take place on Saturday 16th February 2019.

He also informed members that discussions regarding the Terrace car park and the library are ongoing, but that the library will not be moving before Christmas.

Cllr Gebhard left the meeting at 7pm, returning at 7:03pm.

Cllr Tebbutt informed members that as part of Local Democracy Week he had been visiting schools. He found that the children were very interested in what was happening in the town. He suggested that the Forum continue to work with the schools.

Cllr R Wearmouth informed members that there are several options to look at for the Leisure Centre; it could be refurbished on site, demolished and rebuilt on site, or rebuilt on a different site. He suggested that Mark Tweedy be invited to a pre-meeting before the Full Council meeting in January 2019 to discuss these options.

Cllr Best informed members that discussions regarding Storey Park community centre are ongoing. Northumberland County Council (NCC) currently own the building, however Morpeth Town Council has a long term lease. The building is currently in a state of disrepair and would require a substantial amount of money to refurbish/rebuild. He suggested that without action the centre would become unfit for use within 12 months. Cllr R Wearmouth informed members that a review was underway on the funding NCC provides to community centres across the whole county. He suggested that a meeting be set up with Mike Turner from NCC to discuss the future of the centre.

Cllr Tebbutt asked that a report of community centre usage be brought to the next committee meeting to review how the centre is used. He also suggested that if the centre were to close it would have a huge negative impact on the area.

RESOLVED

- (i) Information duly noted.
- (ii) To invite Mark Tweedy to a pre-meeting before the Full Council meeting in January 2019.
- (iii) Cllr Bawn to arrange a meeting with Mike Turner to discuss Storey Park community centre.

175/18

Budget 2019/20

Members were provided for information with the second quarter Budget Statement 2018/19.

The Clerk informed members that the second phase of the Church Walk play area refurbishments are now complete.

Members were also provided for consideration with the first draft budget for 2019/20.

The Clerk informed members that it is estimated that there will be in the region of £81,000 of un-earmarked funds at year end. Following consultation with all Members the following capital projects have been suggested:

- Re line the Paddling Pool at Carlisle Park
- Refurbish Carlisle Park toilets
- Resurface part of the play area at Stobhill
- Review and Update Morpeth's Conservation Area

Discussions took place regarding the merits of all projects. Cllr Cassie supported the refurbishment of the paddling pool as this is a unique facility to Morpeth.

Cllr R Wearmouth advised that the three County Councillors were willing to pay half of the refurbishment costs of the toilets.

The Clerk informed members that the cost of resurfacing the remaining part of Stobhill was very expensive due to its size. The Clerk advised that the current surface needs to be spiked in order to prevent the area becoming boggy which will be carried out to see if this can alleviate the problem. Cllr J Wearmouth informed members that the grass in the play area is often very long, causing litter to become trapped. The Clerk informed him that a litter pick is carried out daily on the area, and the grass is cut regularly however this will be monitored more closely.

Cllr Best suggested that Morpeth's Conservation Area needs to be updated as the original area was set up in 1970's and has not been updated since.

Cllr Cassie enquired what the consequences would be for people living within the area. Cllr Best informed members that there would be two phases to this scheme:

- Phase 1 – Boundary review
- Phase 2 – Public Consultation and implications.

Cllr Tebbutt suggested that a detailed project plan be agreed before moving forward.

Cllr Hogg left the meeting at 7:30pm.

RESOLVED

- (i) Information duly noted.
- (ii) To provisionally earmark funds for the paddling pool, toilets and conservation area.
- (iii) Cllr Best to set up a meeting with the Conservation Officer and provide a report back to this committee.

176/18

CCTV

The Clerk informed members that she has met with the Chamber of Trade to discuss the detailed plans of where the proposed CCTV will be located.

There are three phases to the project:

1. Replace the old cameras and extend toward the park.
2. Look at extending coverage to the back of Sanderson Arcade.
3. Installation of Automatic Number Plate Recognition (ANPR) cameras in the four main entrances/exits of Morpeth.

Awaiting further information from NCC regarding the costs to attach to lampposts. The Chamber have agreed in principal to supply 10% of the total cost (up to £2,500) for phase 1.

The Clerk proposed that a working group be set up, consisting of Cllrs Hogg, Tebbutt and the Clerk herself, to discuss the technical specification and costs associated with the project.

A vote was taken: 9 For, 0 Against and 0 Abstention

RESOLVED

- (i) Information duly noted
- (ii) A CCTV Working Group to be setup.

Cllr Best declared a personal interest in this matter – see min 169/18.

DLB

Local Council Issues

There were no issues raised on this occasion.

The Clerk informed members that the next Local Area meeting will be taking place on Monday 12th November 2018.

Cllr Tebbutt informed members he would not be able to attend.

RESOLVED

(i) Information duly noted.

There was no other business to discuss and the meeting concluded at 7:40pm with Councillors D Bawn, A Tebbutt, Best, Cassie, Gebhard, Parreira, J Wearmouth and R Wearmouth present.

DRAFT

SIGNED: *P M*
DATE: 5/12/18
CHAIRMAN/VICE-CHAIRMAN
MORPETH TOWN COUNCIL
STANDING COMMITTEE

Morpeth Town Council
Authorisation of Payments - November 2018

Supplier	Cheque No.	Description	Net Amount £	VAT £	Gross Amount £
Centre for Creative Change	BACS	Emily Inspires! Project	500.00	0.00	500.00
Dee Smith	BACS	Sep 2018 Travel	37.35	0.00	37.35
Jan Tilson	BACS	SJCC bookings refund	54.00	0.00	54.00
Thomas Owen	BACS	SJCC cleaning supplies	19.18	3.84	23.02
Thomas Owen	BACS	Carlisle Park toilets cleaning supplies	19.18	3.84	23.02
Thomas Owen	BACS	SPCC cleaning supplies	19.18	3.84	23.02
Thomas Owen	BACS	Bus station cleaning supplies	178.22	35.64	213.86
Osbornes Jewellers	BACS	Repairs to Mayor's chain pins	12.50	2.50	15.00
Jewson	BACS	Maintenance - Pump House	2.56	0.52	3.08
Jewson	BACS	Maintenance - Carlisle Park Play Area	10.02	2.00	12.02
Jewson	BACS	Maintenance - Paddling Pool	23.20	4.64	27.84
Jewson	BACS	Maintenance - Carlisle Park Play Area	16.47	3.29	19.76
Annodata	BACS	Photocopier contract	38.30	7.66	45.96
SLCC	BACS	Training	20.00	0.00	20.00
Jewson	BACS	Maintenance - Skate Park	25.04	5.01	30.05
Dee Smith	BACS	Sep 2018 Travel	7.20	0.00	7.20
Jewson	BACS	Maintenance - Allotments	20.70	4.14	24.84
Jewson	BACS	Maintenance - Allotments	52.39	10.48	62.87
Jewson	BACS	Maintenance - Carlisle Park Play Area	24.25	4.85	29.10
Jewson	BACS	Maintenance - Carlisle Park Play Area	45.18	9.03	54.21
Jewson	BACS	Maintenance - Carlisle Park Play Area	15.78	3.15	18.93
Wyevale Garden Centre	BACS	Goods/labour planting contract	13,548.00	2,709.60	16,257.60
SLCC	BACS	National Conference 2018	850.00	98.00	948.00
Joanne Wilson	BACS	Sep 18 Travel	20.00	0.00	20.00
Tracey Bell	BACS	Sep 18 Travel	42.50	0.00	42.50
Jewson	BACS	Cleaning supplies - toilets	179.22	35.84	215.06
Jewson	BACS	Maintenance - Allotments	26.02	5.20	31.22
Blok 'N' Mesh	BACS	Maintenance - Paddling Pool	164.00	32.80	196.80
Initial	BACS	Contract service 18/10/18 - 17/1/19	46.80	9.36	56.16
NCC	BACS	Aug & Sep 2018 Salaries	31,196.88	49.20	31,246.08
Northumberland Cleaning Co.	BACS	Sep 18 Contractor Claim	1,776.50	0.00	1,776.50
SSE SWALEC	BACS	SJCC Electricity	42.37	2.11	44.48
Jewson	BACS	Maintenance - Church Walk Play Area	37.03	7.41	44.44
Jewson	BACS	Maintenance - Carlisle Park Play Area	11.52	2.30	13.82
Jewson	BACS	Maintenance - Carlisle Park Play Area	19.99	4.00	23.99
Jewson	BACS	Maintenance - Carlisle Park Play Area	7.34	1.47	8.81
Jewson	BACS	Maintenance - General	2.19	0.44	2.63
NCC	BACS	Premises License Oct 2018 - Oct 2019	180.00	0.00	180.00
Jewson	BACS	Maintenance - Carlisle Park Play Area	8.28	1.66	9.94
Jewson	BACS	Maintenance - Carlisle Park Play Area	9.85	1.97	11.82
Jewson	BACS	Maintenance - Carlisle Park Play Area	8.04	1.61	9.65
Jewson	BACS	Maintenance - Carlisle Park Play Area	36.06	7.22	43.28
Jewson	BACS	Skate Park Maintenance	17.40	3.48	20.88
Jewson	BACS	Carlisle Park Maintenance	25.24	5.05	30.29
Jewson	BACS	General Maintenance	44.51	8.90	53.41
Runitem Ltd (Dynorod)	BACS	Bus Station toilets maintenance	150.00	30.00	180.00
Runitem Ltd (Dynorod)	BACS	Bus Station toilets maintenance	120.00	24.00	144.00
Tracey Bell	BACS	Expenses	214.50	0.00	214.50
Dee Smith	BACS	Expenses	39.50	0.00	39.50
Marty's Service Centre	BACS	SPCC/SJCC Maintenance	155.00	31.00	186.00
FH Hardy	BACS	Wreath for Collingwood	20.83	4.17	25.00
ABS Business Supplies	BACS	Office stationery	73.48	14.70	88.18
Sanderson Arcade	BACS	Cleaning Contract Oct - Dec 18	4,076.04	815.21	4,891.25
Ian Leech Publicity Services	BACS	Town Cryer - Inside Morpeth Magazine	1,200.00	0.00	1,200.00
Spotty Dog Signs and Print Ltd	BACS	Playground signs	41.00	8.20	49.20
Jewson	BACS	Town Hall Maintenance	17.68	3.53	21.21
Jewson	BACS	Town Hall Maintenance	5.22	1.04	6.26
Jewson	BACS	Allotment Maintenance	7.88	1.58	9.46
Jewson	BACS	Allotment Maintenance	9.50	1.90	11.40
Jewson	BACS	Allotment Maintenance	85.51	17.11	102.62
Jewson	BACS	Bus Station Toilet maintenance	5.78	1.16	6.94
Jewson	BACS	Bollards - General Maintenance	31.33	6.26	37.59
ABS Business Supplies	BACS	Office Stationery	7.66	1.53	9.19
Mick Whitfield	BACS	Bus Station maintenance	122.00	0.00	122.00
Wicksteed	BACS	Carlisle Park Play Equipment	7,741.26	1,548.25	9,289.51
Wicksteed	BACS	Church Walk Phase 1	59,432.61	11,886.52	71,319.13
			122,997.22	17,488.21	140,485.43

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Morpeth Town Council
Authorisation of Payments - November 2018

Supplier	Cheque No.	Description	Net Amount £	VAT £	Gross Amount £
Direct Debits Paid October 2018					
Gaffey	DD	Hyprolyser Fee - Oct 18	295.00	59.00	354.00
Team Valley Web Design	"	Website Hosting - Oct 18	41.67	8.33	50.00
Wave	"	Allotment Water 15/06-14/09/18 - Middle Greens	227.91	0.00	227.91
EE & T-Mobile	"	MTC Mobile Charges	47.47	9.49	56.96
Bankline	"	Online Banking Charges	37.70	0.00	37.70
Gazprom	"	SPCC Gas 01/09-29/09/18	103.54	5.18	108.72
Gazprom	"	SJCC Gas 01/09-29/09/18	87.15	4.36	91.51
Corona	"	SPCC Electricity 01/09-30/09/18	14.78	0.74	15.52
Worldpay	"	Transaction Charges Sept 18	24.80	0.10	24.90
Wave	"	SPCC Water 15/05-14/08/18	40.31	0.00	40.31
BT	"	MTC Telephone Charges	302.26	60.45	362.71
Sub Total Direct Debit Payments			1,222.59	147.65	1,370.24
Petty Cash October 2018					
Home Bargains	4766	MTC Cleaning Supplies	17.25	3.45	20.70
Iceland	"	Corporate Refreshments	9.89	1.99	11.88
Wheatsheaf Coffee Shop	"	Meet the Mayor	12.00	0.00	12.00
Home Bargains	"	Cleaning Supplies	3.80	0.76	4.56
Post Office	"	Recorded Mail	1.77	0.00	1.77
Iceland	"	Parlour Visit	5.83	1.17	7.00
Shoecare	"	Key Cut	4.13	0.82	4.95
Home Bargains	"	SJCC Equipment	2.15	0.43	2.58
WH Smith	"	Stationery	10.00	2.00	12.00
Morrison	"	Collingwood Toast	2.28	0.46	2.74
Electric Centre	"	Bus Station Toilet Repairs	11.72	2.34	14.06
Home Bargains	"	Cleaning Supplies	1.32	0.26	1.58
Thomas Potter Ltd	"	Church Walk Playarea Maintenance	7.07	1.41	8.48
Sub Total Petty Cash Payments			89.21	15.09	104.30
Credit Card September 2018					
Survey Monkey	DD	Online Survey Annual Charge	336.00	0.00	336.00
Survey Monkey	"	Refund	-336.00	0.00	-336.00
Café Vault	"	Meet the Mayor	35.00	0.00	35.00
Amazon	"	Cleaning Supplies - Toilets	74.30	14.85	89.15
Amazon	"	Cleaning Supplies	9.85	1.97	11.82
Amazon	"	Cleaning Supplies	18.48	3.70	22.18
Technix Rubber	"	Playarea Repairs	128.70	25.74	154.44
Amazon	"	Catering Supplies	15.29	0.00	15.29
Event Bright	"	Local Council Training	10.00	0.00	10.00
Sub Total Credit Card Payments			291.62	46.26	337.88
Total Payments F&GP Committee 7th November 2018			124,600.64	17,697.21	142,297.85