

Morpeth Town Council
Minutes of the Finance & General Purposes Committee
Wednesday 1st May 2019 at 6:30pm
in the Chambers at the Town Hall, Morpeth

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

Clerks: Mrs T Bell
 Miss K Carter

Absent Councillors: Cllr R Thompson - Business

Cllr A Byard was also in attendance.

356/18 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.

357/18 Mayoral Announcements

- The Mayor Making Ceremony will take place on Wednesday 15th May 2019 at 6pm in the Ballroom in the Town Hall.
- A paranormal evening will be taking place on Saturday 11th May 2019, proceeds will go to the Mayor's charity. Tickets are £25 each.

358/18 Declarations of Interest

The Chairman received no declarations of interest on this occasion.

359/18 Public Participation Time

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

360/18 Minutes of the Finance and General Purposes Committee held on 3rd April 2019

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.

361/18

Matters Arising

There were no matters arising on this occasion.

362/18

Authorisation of Payments

An amended payment list for May 2019 was circulated for consideration.

RESOLVED

- (i) That members agreed the amended payment lists for May 2019, totalling £19,630.49.

363/18

Updates from Working Groups

a. Parish Boundary Working Group

Cllr Bawn informed members that leaflets had been delivered to all residents in Hebron. He had received six emails in response; one was against the proposal, four were positive and one was neutral.

Cllr Tebbutt enquired whether residents of Fairmoor would be effected by the proposal. Cllr Bawn informed members that they would not be effected as the A1 forms a natural barrier.

Cllr Bawn proposed that the working group formalise the proposal for approval at this committee.

RESOLVED

- (i) Information duly noted.
- (ii) The Clerk to organise a meeting to formalise the proposal.

b. Morpeth Partnership Working Group

Cllr Gebhard informed members that a meeting had taken place on Thursday 25th April 2019. Discussions had been positive and the group are working together on various events from now up until Christmas.

He advised that the Chamber of Trade are currently organising a book fair event in the town and a member of the Chamber of Trade had raised concerns regarding the cost to hire rooms in the Town Hall. The Clerk advised that the prices had remained the same for over 3 years.

A budget for the partnership events remains ring-fenced. She advised that if funds were needed to contribute towards the event then a proposal containing a financial breakdown can be considered at this committee for approval.

The Clerk informed members that a proposal had been received from Sanderson Arcade requesting a contribution towards the Food and Drink Festival. The Clerk advised that £2000 was contributed to the event last year for the sponsorship of the music stage.

Cllr Best raised concerns that Sanderson Arcade's brochure had not been circulated to members prior to the meeting and proposed that a decision should only be made in principal until the information had been circulated to members.

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

RESOLVED

- (i) Information duly noted.
- (ii) To agree in principal to sponsor the Food and Drink Festival.
- (iii) The Clerk to circulate Sanderson's Arcade brochure for information.
- (iv) To discuss the final proposal at the next committee for agreement.

c. Morpeth Forum

Cllr Best informed members that feedback from the drop in session that took place on the 16th March 2019 had been largely positive.

Cllr Best also informed members that:

- There would be no second stage consultation for proposals for the new leisure centre. The pre-application is expected to be coming in July 2019.
- The Queens Head is now expected to be open by Christmas 2019.

Cllr R Wearmouth proposed that the developers be invited to a pre-meeting closer to the opening of the new leisure centre to keep members informed.

Cllr Best proposed that he produces a report to be taken to this committee in future.

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

RESOLVED

- (i) Information duly noted.
- (ii) To invite developers of the new leisure centre to a pre-meeting.
- (iii) Cllr Best to produce a report of Morpeth Forum meetings to be taken to this committee.

d. CCTV Working Group

The Clerk informed members that a quote had been received and a purchase order had been sent to NCC; no further information is available on a start date.

The Clerk also informed members that the license for the antenna to go on top of Sanderson Arcade needs to be signed under seal, so will need to be taken to Full Council for approval.

RESOLVED

- (i) Information duly noted.
- (ii) The Clerk to contact NCC to ascertain a start date, copying in Cllr R Wearmouth for information.
- (iii) To take the license agreement to Full Council.

e. In Bloom Working Group

The Clerk informed members that the Northumbria in Bloom judging had taken place on Thursday 25th April 2019. No feedback has been received to date.

RESOLVED

- (i) Information duly noted.

364/18

Budget Monitoring Statement

Members were provided for information with the fourth quarter budget statement 2018/19.

RESOLVED

- (i) Information duly noted.

365/18

Annual Governance and Accountability Return – 2018/19

The Clerk outlined the context and content of the Annual Audit Internal Report, The Annual Governance Statement (section 1) and the Accounting statement 2017/18 (section 2) and Explanation of Variances. A detailed discussion took place.

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

Cllr Tebbutt suggested that a letter of thanks be sent to Peter Basnett for his financial services to the Town Council, as he is retiring.

The Clerk informed members that a new auditor has been secured.

RECOMMENDATION

- (i) That the information on the Internal Audit Report is duly noted and referred to Full Council on 15th May 2019 for approval.
- (ii) That Section 1 of the Agar is referred to Full Council on 15th May 2019 for approval.
- (iii) That Section 2 of the AGAR is referred to Full Council on 15th May 2019 for approval.

RESOLVED

- (i) The Clerk to send a letter of thanks be sent to Peter Basnett to thank him for his years of service.

366/18

Subsidies 2019/20

Members were provided for information with documents from the following organisation in relation to their 2018/19 subsidy:

- Wansbeck Valley Food Bank

Members agreed that the report was an accurate reflection of how the subsidy is used.

Cllr Best expressed concerns regarding the dramatic increase in demand for this service, despite the reduction in referrals to the Northumberland Emergency Transition (NET) funding from NCC.

RESOLVED

- (i) Information duly noted.
- (ii) Cllr Tebbutt to enquire why NET funding has decreased at the next Local Area Council meeting on Monday 13th May 2019.

367/18

Property and Assets Update

Members were provided for information with the Property and Assets report.

The Clerk informed members that NCC have agreed to carry out remedial works on the Town Hall which will include:

- Painting of the windows
- Fire escape repairs
- Stone masonry to the side of the building
- Installation of nets/decoys to deter pigeons from roosting on the roof.

Cllr Bawn informed members that the Greater Morpeth Development Trust (GMDT) had approached him to suggest that a retractable screen be installed in the Corn Exchange to be used by the community cinema. They had suggested that the screen would cost around £10,000, and that they had half of the funding.

The Clerk informed members that she had not been approached by GMDT with a proposal for a new screen. The Clerk advised that the Town Hall is a Grade II listed building and any alterations would need listed building consent and planning approval. She also informed members that a previous suggestion to alter the ceiling had been turned down by NCC. Cllr Best proposed that this matter be taken the Community Centre Working Group for consideration.

Cllr Best offered his congratulations to the Allotment Officer for securing 450 trees to be planted in the community orchard at Middle Greens allotments later in the year.

The Clerk informed members that the toilets at Carlisle Park are expected to be open soon. Cllr Best praised Town Council staff for keeping members of the public well informed through the website and Facebook. Additional costs for upgrade of flooring have increased the cost of the works as a whole. NCC County Councillors will be contacted to request that 50% of the costs for the refurbishment are reimbursed.

Works at the paddling pool have commenced, however they have had to be postponed due to adverse weather conditions. The surface of the pool should be sand blasted by late next week.

The Clerk informed members that the first Community Centre Working Group had taken place. A meeting with NCC to is to be organised to discuss future plans.

RESOLVED

- (i) Information duly noted.
- (ii) The Clerk to contact GMDT for full details of the proposals and refer details to the Community Centre Working Group.
- (iii) To enquire if NCC will cover 50% of the costs for the refurbishment of Carlisle Park toilets.

368/18

NCC Events Cost Recovery

Members were provided for information with a letter regarding feedback for the above consultation.

Cllr Tebbutt thanked NCC for agreeing to defer the charges for a year and setting up a fund to assist with costs. However, there has been no breakdown to ascertain how the costs are reached.

Cllr Best also raised concerns that funding would be obtained on a first-come-first-served basis this could lead to rivalry between organisations. He also queried whether a road closure applied to only one road or to the whole event.

RESOLVED

- (i) Information duly noted.
- (ii) The Clerk to ask for clarification of how charges are calculated and if a road closure applies to one road or whole event.

369/18

Local Council Issues

Cllr Bawn informed members that the next meeting of the Local Area Council will take place on Monday 13th May 2019.

There were no other issues raised on this occasion.

RESOLVED

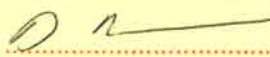
- (i) Information duly noted.

Members unanimously agreed that the following resolution be passed to exclude the press and public from the meeting to discuss the following item in closed session:

“That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during the disclosure of the following items on the agenda as they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act as indicated below:

Issues concerning: Staff.

There was no other business to discuss and the meeting concluded at 7:10pm with Councillors D Bawn, Best, Cassie, Gebhard, Hogg, Parreira, Tebbutt, J Wearmouth and R Wearmouth present.

SIGNED: 
DATE: 5/5/19
CHAIRMAN/VICE-CHAIRMAN TORPETH TOWN COUNCIL STANDING COMMITTEE

Morpeth Town Council
Authorisation of Payments - May 2019

Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
			£	£	£
Clear Channel	BACS	Bus Shelter repairs	98.76	19.75	118.51
NCC	BACS	Training	35.00	0.00	35.00
Gordon Carr Newsagents	BACS	Newspapers Dec 18 - April 19	70.85	0.00	70.85
Jewson	BACS	Allotment Maintenance	13.32	2.66	15.98
Jewson	BACS	Allotment Maintenance	5.07	1.01	6.08
Jewson	BACS	Allotment Maintenance	145.60	29.12	174.72
Jewson	BACS	Allotment Maintenance	16.84	3.37	20.21
Thomas Owen	BACS	Bus Station Toilets cleaning goods	198.17	39.63	237.80
Thomas Owen	BACS	Incorrect Goods	-2.08	-0.42	-2.50
Barnabas Safe & Sound	BACS	Subsidy 2019/20	1,500.00	0.00	1,500.00
Contact Mental Health	BACS	Subsidy 2019/20	5,000.00	0.00	5,000.00
GMDT	BACS	Subsidy 2019/20	4,400.00	0.00	4,400.00
NE First Credit Union	BACS	Subsidy 2019/20	750.00	0.00	750.00
Northumberland Theatre Company	BACS	Subsidy 2019/20	300.00	0.00	300.00
Voicemale Choir	BACS	Subsidy 2019/20	300.00	0.00	300.00
Pegswood Accountancy	BACS	Accountancy Services - Year End Closure	33.60	6.72	40.32
SSE SWALEC	BACS	SJCC Electricity 2/3/19 - 1/4/19	47.61	2.38	49.99
Inside Magazines	BACS	Inside Morpeth April/May	1,200.00	0.00	1,200.00
Jewson	BACS	Bus Shelter Maintenance	8.30	1.66	9.96
Jewson	BACS	Church Walk Maintenance	10.58	2.12	12.70
Osbornes Jewellers	BACS	Civic Awards	70.83	14.17	85.00
Peter Allan	BACS	Entertainment at Mayors event - Italian Night	200.00	0.00	200.00
Runitem Ltd	BACS	SPCC Toilet Maintenance	150.00	30.00	180.00
Jewson	BACS	Welcome sign Maintenance	14.13	2.83	16.96
Jewson	BACS	SJCC Maintenance	0.43	0.09	0.52
Jewson	BACS	Signs Maintenance	31.14	6.23	37.37
Unified Business Communications	BACS	Annual Maintenance Cover	275.00	55.00	330.00
ABS Business Supplies	BACS	Office Stationery	79.74	15.95	95.69
Jewson	BACS	General Maintenance	11.44	2.29	13.73
Jewson	BACS	Allotment maintenance	88.79	17.76	106.55
Jewson	BACS	Allotment maintenance	10.00	2.00	12.00
Jewson	BACS	St Marys Shelter Maintenance	32.86	6.57	39.43
Jewson	BACS	St Marys Shelter Maintenance	16.64	3.33	19.97
Jewson	BACS	Sign Maintenance	49.69	9.94	59.63
Wansbeck Carpet & Floor	BACS	Carlisle Park Toilets Flooring	2,547.00	0.00	2,547.00
Pro Ad	BACS	2 x Pop up Banners	266.75	53.35	320.10
			17,976.06	327.51	18,303.57

Direct Debits Paid April 2019

Gaffey	DD	Hyprolyser Rental fee	295.00	59.00	354.00
Team Valley Web Design	"	Website Hosting April 19	41.67	8.33	50.00
Anglian Water	"	Middlegreens Water 15/12/18-14/03/19	2.45	0.00	2.45
EE&T-Mobile	"	MTC Office Mobile	48.74	9.75	58.49
Bankline	"	Online Banking Charges	30.10	0.00	30.10
Gazprom	"	SPCC Charges 01-31/03/19	238.04	47.61	285.65
Gazprom	"	SJCC Charges 01-31/03/19	13.17	2.63	15.80
Worldpay	"	Subscription Fees April 19	7.50	1.50	9.00
Corona	"	SPCC Charges 01-31/03/19	16.18	0.81	16.99
Worldpay	"	Transaction Charges March 19	15.19	0.04	15.23
BT	"	MTC Office Telephone	291.15	58.23	349.38
Sub Total Direct Debit Payments			999.19	187.90	1,187.09

Morpeth Town Council
Authorisation of Payments - May 2019

Supplier	Cheque No.	Description	Net Amount £	VAT £	Gross Amount £
Petty Cash April 2019					
Home Bargains	4777	Cleaning Supplies	4.13	0.82	4.95
Iceland	"	Corporate Refreshments	7.50	1.50	9.00
Iceland	"	Easter Oranges Event	1.66	0.34	2.00
Sub Total Petty Cash Payments			13.29	2.66	15.95
Credit Card March 2019					
Meadow Mania	DD	In Bloom - Garden Lovers Fair	44.66	8.94	53.60
Digital Printing	"	In Bloom - Garden Lovers Fair	19.00	3.80	22.80
Amazon	"	In Bloom - Garden Lovers Fair	4.57	0.92	5.49
Washroom Hub	"	Bus Station Toilet Supplies	34.99	7.00	41.99
Sub Total Credit Card Payments			103.22	20.66	123.88
Total Payments F&GP Committee 1st May 2019			19,091.76	538.73	19,630.49