



**455/17**      **Declarations of Interest**

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

*Cllr Rachael Hogg – Updates from Working Groups, Parish Boundary Working Group – (Personal Interest – resident of Southfield estate)*

*Cllr Andrew Tebbutt – Updates from Working Groups, Local Government Ethical Standards – (Personal Interest – Member of NCC Standards Committee)*

**456/17**      **Public Participation Time**

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

**457/17**      **Minutes of the Finance and General Purposes Committee held on 4<sup>th</sup> April 2018**

The minutes of the above meetings were approved as a true record, with the following amendment:

Page 1 – Absent Councillors – Cllr D Herne gave apologies to the Town Hall Receptionist

**RESOLVED**

- (i) That the minutes of the Finance and General Purposes Committee be approved, and signed as a correct record by the chair
- (ii) That councillors ensure that they contact the Town Council office directly to ensure apologies are received and recorded.

**458/17**      **Matters Arising**

There were no matters arising on this occasion.

**459/17**      **Authorisation of Payments**

The monthly accounts were circulated for consideration. Members were provided with an amended payments list.

**RESOLVED**



- (i) Members agreed the amended payment list for May 2018 totalling £35,472.41.

460/17

**Updates from Working Groups**

**a. Parish Boundary Working Group**

The Clerk advised members that an email has been sent to the three adjoining parish clerks, providing the boundary report and requesting a meeting to discuss the proposals. No response has been received to date.

**RESOLVED**

- (i) Information duly noted.
- (ii) The Clerk will chase a response and a further update will be brought to the next meeting of this committee.

*Cllr Hogg declared a personal interest in this matter, see Min 455/17.*

**b. In Bloom Working Group**

Members were provided for information with the notes of the meeting held on 12<sup>th</sup> April 2018.

The Clerk informed members that the Spring judging went well on 25<sup>th</sup> April, with positive feedback. The Summer Judging is on 20<sup>th</sup> July with Britain in Bloom Judging on 8<sup>th</sup> August 2018.

Cllr Best informed members that Heighly Gate Garden Centre has a Vegetable and Flower show on August Bank Holiday weekend. There is also a Morpeth private Gardening Competition which will be open until the end of July.

**RESOLVED**

- (i) Information duly noted.

**c. Local Government Ethical Standards**

Members were provided for consideration with an amended response from Cllr Tebbutt to the above consultation.

The response was approved by members, however the document needs to be edited to provide a corporate response and not that of an individual.

**RESOLVED**

- (i) Information duly noted.

- (ii) The final draft to be edited by the Clerk prior to submission to NALC.

*Cllr A Tebbutt declared a personal interest in this matter, see Min 455/17.*

**d. Town Team**

The Clerk informed members that the Town Team is no longer to continue in its current format. The Town Council will continue to work in partnership with the lead parties. The partnership will focus on larger events such as the Food and Drink Festival, and the Christmas Lights switch on. A programme of events will be agreed at the next meeting.

As previously reported to F&GP the Town Team subsidy was not paid over, this will now be held as earmarked funding and will be spent on agreed events in the town. The Clerk also informed members that the Town Team intend to return the remaining balance from the BID start up grant issued last year, this will be added to the balance in earmarked reserves.

The next partnership meeting will be on 15<sup>th</sup> May 2018.

**RESOLVED**

- (i) Information duly noted.
- (ii) That the Clerk requests a copy of the breakdown of the BID spend from the Town Team, which will be circulated at a future meeting.

**461/17**

**Budget Monitoring Statement**

Members were provided with information with the fourth quarter budget statement 2017/18.

The Clerk advised members that due to a delay on some play area refurbishment the council has spent less than what was budgeted for. These works will be carried out over the next couple of months which will reduce balances accordingly.

**RESOLVED**

- (i) Information duly noted

462/17

**Annual Governance and Accountability Return – 2017-18 (AGAR)**

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: 7 For, 0 Against and 0 Abstention

**RECOMMENDATION**

- (i) That the information on the Internal Audit Report is duly noted and referred to Full Council on 16<sup>th</sup> May 2018 for approval.
- (ii) That Section 1 of the Agar is referred to Full Council on 16<sup>th</sup> May 2018 for approval
- (iii) That Section 2 of the AGAR is referred to Full Council on 16<sup>th</sup> May 2018 for approval

463/17

**General Data Protection Regulation (GDPR)**

The Clerk informed members that as a result of attending a four day course, she has drafted the Action plan which is a checklist of key information that comes in force on 25<sup>th</sup> May 2018. The Clerk advised that she has emailed NCC to request confirmation as to how Councils employee personal data will be held and used. A number of policies will need to be amended over the coming months to reflect the changes in the law.

Members were asked to approve the GDPR Action Plan.

A vote was taken: 7 For, 0 Against and 0 Abstention

**RESOLVED**

- (i) Information duly noted
- (ii) To approve the GDPR Action Plan

464/17

**Future Delivery of Committee Meeting Papers**

The Clerk informed members that due to a change in contractors it was an appropriate time to view how the Committee papers are delivered to Councillors. The Clerk proposed that an email with the calling letter be sent to Councillors, including a link to the Agenda and papers on the Town Council website, so they can be viewed online. Any confidential papers would be emailed separately, and be password protected. The

Clerk also suggested that a number of devices could be held for use at the meetings for those who did not wish to use their personal devices.

A proposal was made to refer the matter to Full Council to approve a trial period of 6 months.

A vote was taken: 7 For, 0 Against and 0 Abstention

## **RESOLVED**

- (i) Information duly noted.
- (ii) To refer the matter to Full Council for consideration.

**465/17**

### **Property and Assets Update**

- The Clerk advised members that work is due to commence on 21<sup>st</sup> May, at Church Walk Park play area. It is expected to take 2-3 weeks.
- A planning application has been submitted for the new play equipment for Carlisle Park.
- The NEAT team have been busy preparing for the Spring Judging for In Bloom, and will continue with annual maintenance to seats and usual tasks.
- The NEAT team are currently carrying out maintenance on the paddling pool, which will open 26th May.
- A meeting is to take place with the Big Lottery Fund representative on 3<sup>rd</sup> May to discuss funding for Storey Park Community Centre. A meeting with NCC surveyors and architects will also take place on 3<sup>rd</sup> May to discuss outline ideas for a complete rebuild, and realistic costs involved.
- The Deputy Clerk is continuing to chase for an update on the Stobhill bus shelter.

## **RESOLVED**

- (i) Information duly noted

**466/17**

### **Subsidy Update**

Members were provided with a letter of thanks form the following recipients of a Subsidy award form 2018/19:

1. Morpeth and District Red Squirrels
2. Old Bakehouse Millennium Green
3. Contact Morpeth Mental Health
4. Northumberland Community Enterprise
5. Northumberland Domestic Abuse Services
6. Northumberland Credit Union
7. Wansbeck Valley Food Bank
8. Voicemale Men's Choir

9. Northumberland Theatre Company
10. Morpeth Music Society
11. Morpeth Sports Council
12. Morpeth Antiquarian Society and Northumbrian Gathering Committee

**RESOLVED**

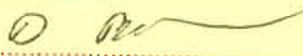
- (i) Information duly noted.

**467/17**

**Local Council Issues**

There were no issues raised on this occasion.

There was no other business to discuss and the meeting concluded at 7:38pm with Councillors D Bawn, Best, Cassie, Hogg, Parreira, A Tebbutt, Herne present.

SIGNED:   
DATE: 6/6/18  
CHAIRMAN/VICE-CHAIRMAN  
MORPETH TOWN COUNCIL  
STANDING COMMITTEE

**Morpeth Town Council**  
**Authorisation of Payments - May 2018**

Supplier	Cheque No.	Description	Net Amount £	VAT £	Gross Amount £
Thomas Owen	BACS	Cleaning supplies - Toilets	288.93	57.78	346.71
Thomas Owen	BACS	Cleaning supplies - SPCC	5.50	1.10	6.60
NCC	BACS	SPCC commercial waste collection	710.70	2.00	712.70
Jewson	BACS	Maintenance - bins	8.80	1.76	10.56
Jewson	BACS	Repairs - Carlisle Park toilets	26.30	5.26	31.56
Jewson	BACS	Repairs - Carlisle Park toilets	69.80	13.96	83.76
Jewson	BACS	Repairs - Carlisle Park toilets	59.42	11.88	71.30
Matt Dunbar Music	BACS	Mayor's Ball Entertainment	120.00	0.00	120.00
Winn Electrical Service	BACS	Maintenance - Carlisle Park	240.00	0.00	240.00
Mick Whitfield Building Services	BACS	Maintenance - Carlisle Park	580.00	0.00	580.00
Dee Smith	BACS	Travel	14.40	0.00	14.40
John Stewart	BACS	March 2018 Contractor Claim	2,955.90	0.00	2,955.90
Northumberland Cleaning Co.	BACS	March 2018 Contractor Claim	654.00	0.00	654.00
Ros Thew	BACS	March 2018 Contractor Claim	586.50	0.00	586.50
Osbornes Jewellers	BACS	Civic Awards	112.50	22.50	135.00
Jewson	BACS	Repairs & Maintenance	19.73	3.95	23.68
NCC	BACS	Tree Works - Church Walk Play Area	610.84	0.00	610.84
SSE SWALEC	BACS	SJCC Electricity 2.3-1.4.18	54.21	2.71	56.92
ABS Business Supplies	BACS	Cleaning Supplies - Bus Station Toilets	44.00	8.80	52.80
Sanderson Arcade	BACS	Maintenance Contract 1/4-30/6/18	4,076.04	815.21	4,891.25
Unified Business Communications	BACS	Maintenance Cover 1.4.18-31.3.19	250.00	50.00	300.00
Inside Morpeth (Town Cryer)	BACS	April/May 18 Town Cryer	1,200.00	0.00	1,200.00
ABS Business Supplies	BACS	Office stationery	21.76	4.35	26.11
Viking Direct	BACS	Office stationery	31.84	6.37	38.21
Wyevale Garden Centres	BACS	In Bloom 2018	13,548.00	2,709.60	16,257.60
Jewson	BACS	Maintenance Terrace Car Park Toilets	12.49	2.50	14.99
Jewson	BACS	Maintenance Dog Bins	5.01	1.00	6.01
Jewson	BACS	Maintenance Dog Bins	5.28	1.06	6.34
Jewson	BACS	Maintenance Dog Bins	5.01	1.00	6.01
Jewson	BACS	Maintenance SJCC	1.29	0.26	1.55
Jewson	BACS	Maintenance SJCC	3.51	0.70	4.21
Thomas Owen	BACS	Bus Station and Carlisle Park Toilets Cleaning Goods	226.54	45.31	271.85
Dee Smith	BACS	Travel Expenses	31.50	0.00	31.50
ABS Business Supplies	BACS	Hand Towels SPCC	43.98	8.80	52.78
Initial	BACS	Bus Station Toilet maintenance	46.80	9.36	56.16
Pegswood Accountancy	BACS	Year End 2018	97.20	19.44	116.64
ABS Business Supplies	BACS	Office Stationery	32.85	6.57	39.42
Jewson	BACS	Repairs - Paddling Pool	10.69	2.14	12.83
Jewson	BACS	Repairs - Paddling Pool	3.66	0.73	4.39
Jewson	BACS	Oldgate Refurbishment	5.71	1.14	6.85
Pegswood Accountancy	BACS	Year End 2018	108.60	21.72	130.32
Peter Basnett Audit Service	BACS	Internal audit service 2017/18	513.00	0.00	513.00
Tracey Bell	BACS	Travel expenses	119.60	0.00	119.60
Spotty Dog Signs and Print Ltd	BACS	Maintenance - Signs	45.00	9.00	54.00
			<b>27,606.89</b>	<b>3,847.96</b>	<b>31,454.85</b>

**NCC Salary Payments**

**Sub Total Staff Costs**

**0.00      0.00      0.00**

**Direct Debits Paid April 2018**

Gaffey Technical	DD	Hypolyser Rental April 2018	295.00	59.00	354.00
Team Valley Web Design	"	Website Hosting April 2018	41.67	8.33	50.00
EE & T-Mobile	"	MTC Office Mobiles	45.68	9.14	54.82
Worldpay	"	Customer Refund	9.00	0.00	9.00
Bankline	"	Online Banking Charges	38.50	0.00	38.50
Team Valley Web Design	"	Website Updates	50.00	10.00	60.00
Pitney Bowes	"	Franking Machine Top Up	205.00	0.00	205.00
Worldpay	"	Transaction Charges March 2018	15.50	0.10	15.60
Worldpay	"	Subscription Fees April 2018	7.50	1.50	9.00
BT	"	MTC Office Telephone Charges	743.81	148.76	892.57
Corona Energy	"	Electricity Charges for 01-31/3/18 - SPCC	18.00	0.90	18.90
Gazprom Energy	"	Gas Charges for 28/2-31/03/18 - SPCC	442.40	88.49	530.89
Gazprom Energy	"	Gas Charges for 28/2-31/03/18 - SJCC	324.13	64.83	388.96

**Sub Total Direct Debit Payments**

**2,236.19      391.05      2,627.24**



**Morpeth Town Council**  
**Authorisation of Payments - May 2018**

Supplier	Cheque No.	Description	Net Amount £	VAT £	Gross Amount £
<b>Petty Cash</b>					
Sainsburys	4761	Easter Oranges	12.46	2.49	14.95
Iceland	"	Corporate Refreshments	13.97	2.79	16.76
Shoecare	"	Keys for Bus Station Toilets	4.13	0.82	4.95
Shoecare	"	Keys for Town Hall	7.75	1.55	9.30
Lidl	"	Cleaning Supplies	1.10	0.00	1.10
Yorkshire Trading	"	SPCC Cleaning Supplies	1.67	0.33	2.00
Original Factory Shop	"	Bus Station Toilets Cleaning Supplies	0.83	0.17	1.00
Lidl	"	Annual Assembly Refreshments	5.49	0.00	5.49
<b>Sub Total Petty Cash Payments</b>			<b>47.40</b>	<b>8.15</b>	<b>55.55</b>
<b>Credit Card Statement</b>					
Rosette Direct	DD	International Womens Day	33.70	6.74	40.44
Staples	"	Stationery	15.74	3.15	18.89
Covering All Occasions	"	Linen	377.79	75.56	453.35
The Safe Shop Ltd	"	Office Equipment - Returned	-497.45	-99.49	-596.94
AO.com	"	Office Equipment	307.50	61.50	369.00
The Safe Shop Ltd	"	Office Equipment	454.00	90.80	544.80
Abalone Graphics Ltd	"	Name Badge	8.01	1.60	9.61
Event Bright	"	NALC Councillor Training	10.00	0.00	10.00
Event Bright	"	NALC Councillor Training	10.00	0.00	10.00
The Micom Group Ltd	"	Carlisle Park Toilet Improvements	166.65	33.33	199.98
Event Bright	"	NALC Councillor Training	10.00	0.00	10.00
Workwear Express	"	In Bloom	98.88	19.78	118.66
Event Bright	"	NALC Councillor Training	10.00	0.00	10.00
Amazon	"	Office Equipment	10.00	0.00	10.00
Amazon	"	Office Equipment	43.89	8.78	52.67
Asda	"	Easter Oranges Event	37.17	10.08	47.25
Chaucer Solutions	"	Cleaning Supplies - All Toilets	22.55	4.51	27.06
<b>Sub Total Credit Card Payments</b>			<b>1,118.43</b>	<b>216.34</b>	<b>1,334.77</b>
<b>Total Payments F&amp;GP Committee 2nd May 2018</b>			<b>31,008.91</b>	<b>4,463.50</b>	<b>35,472.41</b>