



Morpeth
Town
Council

Mrs T Bell ILEX, GILCA
Clerk of the Council

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To: ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

You are summoned to attend the meeting of the Finance and General Purposes Committee to be held via **Zoom at 6:30pm on Wednesday 2nd December 2020, using the following link:**

<https://us02web.zoom.us/j/82349146077?pwd=VlBMd2ZJRGFjQUUpqTkZwYmMzek4yUT09>

Meeting ID: 823 4914 6077
Passcode: 493494

The Agenda for the meeting is set out below.

Mrs Tracey Bell
Clerk to Morpeth Town Council

27th November 2020

Copied to all other Town Councillors for information

OPEN SESSION

The Chair to invite members of the public present to put questions to, or draw relevant matters to the attention of the Council, prior to commencement of business. This is for a period of 20 minutes overall and is limited to 3 minutes per person.

AGENDA

1. Committee Chairman's Announcements

- Usual rules about recordings apply.
- Usual rules regarding the use of mobile phones apply.

2. Mayoral Announcements

- All mayoral activities have been suspended due to the new government restrictions.

3. Apologies for Absence

4. Declarations of Interest

Members to inform the Chairman of Committee of any Declarations of Interest for matters set out within this agenda.

5. Minutes of the Finance & General Purposes Meeting held on Wednesday 4th November 2020

To approve the minutes of the above meeting, see appendix A.

6. Matters Arising from previous committee meetings

There are no matters arising on this occasion.

7. Authorisation of Payments

To approve the list of payments to creditors for December 2020, totalling £168,274.84, see appendix B.

8. Updates from Working Group

Members are provided for information with a report, see appendix C.

9. Update on the Community Asset Transfer Project

Members are provided for information with a report, see appendix D.

10. Budget 2021/22

Members are also provided for consideration with the second draft budget for 2021/22, see appendix E.

11. Interim Internal Audit 2020/21

Members are provided for information with a letter from the internal auditor following completion of the interim internal audit for 2020/21, see appendix F.

12. Allotment Charges 2020/21

Members are asked to consider the allotment charges for 2021/22.

13. Local Council Issues

Members are asked to consider any issues to be brought to the attention of the next Local Council meeting.

Morpeth Town Council
Minutes of the Finance & General Purposes Committee
Wednesday 4th November 2020 at 6:30pm
via Zoom

Present:

Councillors: D Bawn (arriving at 6:34pm) - Chairman
 A Tebbutt - Vice Chair
 N Best
 A Byard
 R Hogg
 R Thompson

Clerks:

Mrs T Bell
 Miss K Carter

Absent Councillors:

Cllr L Cassie - Personal
 Cllr K Holmes - Personal
 Cllr R Wearmouth - Business
 Cllr D Herne - No apologies received

Cllr A Tebbutt assumed the Chair in Cllr D Bawn's absence.

Open Session

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

74/20

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.

75/20

Mayoral Announcements

- All mayoral activities have been suspended due to the new government restrictions.
- The Mayor will lay a wreath on Remembrance Sunday 8th November 2020 to mark the occasion. A pre-recording of the ceremony will be published once the link is available.

76/20

Declarations of Interest

The Chairman received no declarations of interest on this occasion.

77/20 **Minutes of the Finance and General Purposes Committee held on 7th October 2020**

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

Cllr A Tebbutt advised members that he will participate in the Subsidy Working Group to consider subsidy applications in detail before recommendations are presented to this committee.

RESOLVED

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

78/20 **Matters Arising**

There were no matters arising on this occasion.

RESOLVED

- (i) Information duly noted.

79/20 **Authorisation of Payments**

The payment list for November 2020 was circulated for consideration.

RESOLVED

- (i) That members agreed the payment lists for November 2020, totalling £131,109.62.

Cllr D Bawn arrived 6:34pm.

80/20 **Update from Working Group**

Members were provided for information with a report.

The Clerk advised that she had attended a virtual Morpeth Forum meeting on Thursday 8th October 2020.

She informed members that:

- Work on the 3G pitch at Craik Park has been pushed back to next year due to COVID-19.
- Works on the Police Station will begin soon once utilities are disconnected.
- Refurbishment works at County Hall are nearing completion.
- Construction of the new leisure centre is due to begin on the 16th November 2020; the Terrace car park will be closed from 4th January 2020.

- There are no opening dates as of yet for the Queen's Head or Jaspers restaurant (formerly RAFA Club).

The next meeting will take place on Thursday 19th November 2020.

RESOLVED

- (i) Information duly noted.

81/20

Update on the Community Asset Transfer Project

Members were provided for information with a report.

The Clerk advised that the new chairs for St James Community Centre had been delivered to site on Wednesday 4th November 2020.

There have been some issues with British Telecom regarding the telephone line to the centre. Cllr Hogg advised that she would discuss the issues outside of the meeting as she could offer assistance.

Training for the AV and other systems will take place over the next couple of weeks. Once this training has been completed, Councillors will be invited to have a look around the new centre.

The Clerk also advised members that she had attended site meeting at the Pavilion on the 4th November 2020.

Works are progressing and should be completed by February 2021. The kitchen extension has now been completed and the roof is currently being replaced.

Cllr Best informed members that the photos of the progression of the works at St James community centre and the Pavilion had been well received on social media.

Storey Park community centre is now closed and all bookings have been cancelled due to the COVID-19 lockdown.

Cllr Hogg asked what would happen to Storey Park once St James is opened.

The Clerk advised that community groups have been invited to contact the Council with their Business Plans for the centre. An expression of interest form was advertised on the website, social media and in the Herald asking for interested parties to come forward. The campaign and deadline was extended several times, however, no interested parties came forward.

There were no proposals brought forward for Storey Park, therefore the demolition will take place as soon as possible after the closure.

RESOLVED

- (i) Information duly noted.
- (ii) The office will contact Cllr Hogg to discuss telecom issues.

82/20 Budget Statement 2021/22

Members were provided for information with the second quarter Budget Statement 2020/21.

The Clerk advised members that spend was on track.

Cllr A Tebbutt enquired whether the COVID-19 pandemic had effected the budget.

The Clerk advised that significant revenue had been lost due to cancelled bookings; this was offset by the cancellation of civic events.

RESOLVED

- (i) Information duly noted.

83/20 Budget 2021/22

Members were provided for consideration with the first draft budget for 2021/22.

The Clerk advised that the budget had not yet been fine-tuned and that a more detailed discussion could take place at 2nd December 2020 Finance and General Purposes committee, once all of the subsidy applications had been considered.

RESOLVED

- (i) Information duly noted.

84/20 Local Council Issues

Cllr Bawn advised that the pedestrian crossing on Manchester Street has now been restored.

The Clerk advised that the Christmas lights will be silently switched on as the Mistletoe Fair is unable to take place. The Christmas tree will also be installed this weekend.

RESOLVED

- (i) Information duly noted.

There was no other business to discuss and the meeting concluded at 6:58pm with Councillors D Bawn, N Best, A Byard, R Hogg, A Tebbutt and R Thompson present.

Morpeth Town Council
Authorisation of Payments - 2nd December 2020

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
04/11/2020	Falon Nameplates	BACS	Dedicated Seat Plaques	181.70	36.34	218.04
04/11/2020	Terry Garnick	BACS	Travel	14.40	0.00	14.40
04/11/2020	NCS	BACS	Telephones	37.31	7.46	44.77
04/11/2020	Jewson	BACS	Maintenance - Bowls Shed	113.74	22.75	136.49
04/11/2020	Jewson	BACS	Maintenance - Bowls Shed	27.18	5.44	32.62
04/11/2020	Jewson	BACS	Maintenance - Terrace Toilets	10.06	2.01	12.07
04/11/2020	Jewson	BACS	General Use	12.78	2.56	15.34
04/11/2020	Jewson	BACS	Maintenance - Bowls Shed	46.64	9.33	55.97
04/11/2020	Jewson	BACS	Maintenance - Allotments	10.80	2.16	12.96
04/11/2020	GOPAK	BACS	St James' Furniture	2,953.43	590.69	3,544.12
04/11/2020	Rialtas	BACS	Annual Subscription - Data Bank	240.00	48.00	288.00
11/11/2020	Datim	BACS	Carlisle Park Refurbishment	73,745.69	14,749.14	88,494.83
16/11/2020	Pegswood Accountancy	BACS	Audit Fees	120.00	24.00	144.00
16/11/2020	Eclipse Digital Media	BACS	Annual License	185.50	37.10	222.60
16/11/2020	Marmax	BACS	Dedicated seats	297.00	59.40	356.40
16/11/2020	Sanders Plant & Waste Management	BACS	Christmas Tree	240.00	48.00	288.00
16/11/2020	Wicksteed	BACS	Play Equipment	1,674.75	334.95	2,009.70
16/11/2020	Crawford Higgins	BACS	Carlisle Park Refurbishment	1,795.00	359.00	2,154.00
16/11/2020	Crawford Higgins	BACS	St James' Refurbishment	1,202.50	240.50	1,443.00
20/11/2020	Datim	BACS	St James Refurbishment	54,690.61	10,938.12	65,628.73
20/11/2020	NCC	BACS	St James Refurbishment	308.00	61.60	369.60
25/11/2020	Jewson	BACS	General Use	10.33	2.07	12.40
25/11/2020	Jewson	BACS	General Use	47.06	9.41	56.47
25/11/2020	Jewson	BACS	General Use	22.11	4.42	26.53
25/11/2020	Jewson	BACS	St James Refurbishment	28.81	5.76	34.57
25/11/2020	Jewson	BACS	St James Refurbishment	80.40	16.08	96.48
25/11/2020	Jewson	BACS	St James Refurbishment	14.64	2.93	17.57
25/11/2020	Jewson	BACS	St James Refurbishment	143.75	28.75	172.50
25/11/2020	Jewson	BACS	St James Refurbishment	35.74	7.15	42.89
25/11/2020	Jewson	BACS	St James Refurbishment	20.78	4.16	24.94
25/11/2020	Jewson	BACS	General Use	4.95	0.99	5.94
				138,315.66	27,660.27	165,975.93
Direct Debits Paid November 2020						
02/11/2020	Gaffey Technical	DD	Hyprolyser Rental Fee	306.92	61.38	368.30
02/11/2020	Team Valley Web Design	"	Website Hosting Nov 20	41.67	8.33	50.00
10/11/2020	EE	"	MTC Office Mobile	61.66	12.33	73.99
13/11/2020	BNP Paribas	"	Copier Rental 13/11/20-12/02/21	1,131.49	226.30	1,357.79
13/11/2020	EDF Energy	"	SPCC Electric 29/9-28/10/20	15.85	0.79	16.64
16/11/2020	Bankline	"	Online Banking Charges	28.10	0.00	28.10
16/11/2020	Crown Gas & Power	"	SPCC Gas 30/9-31/10/20	242.57	48.52	291.09
16/11/2020	Crown Gas & Power	"	SJCC Gas 30/9-31/10/2	146.25	7.31	153.56
19/11/2020	Worldpay	"	Transaction Charges Oct 20	29.00	2.80	31.80
19/11/2020	Worldpay	"	Subscription Fees Nov 20	9.95	1.99	11.94
20/11/2020	EDF Energy	"	SJCC Electric 29/9-28/10/20	23.81	1.19	25.00
	Sub Total Direct Debit Payments			2,037.27	370.94	2,408.21
Petty Cash November 2020						
02/11/2020	Yorkshire Trading Co.	4798	Office Maintenance	4.16	0.83	4.99
18/11/2020	Home Bargains	"	Office Cleaning Supplies	23.61	4.72	28.33
25/11/2020	Home Bargains	"	Stationery	7.44	1.49	8.93
	Sub Total Petty Cash Payments			35.21	7.04	42.25
Credit Card October 2020						
30/09/2020	Amazon	CC	Laptop Desk	32.49	6.50	38.99
05/10/2020	Amazon	"	Refund for returned items	-261.54	0.00	-261.54
28/10/2020	Ikea	"	Storage Solutions	59.17	11.83	71.00
				-169.88	18.33	-151.55
Total Payments F&GP Committee December 2020				140,218.26	28,056.58	168,274.84

Morpeth Forum Update -Meeting took place on the 19th November virtually.

County Hall Refurbishment of Block 2 is nearing completion. The front of house works is on track and should be completed by March 2021. A contractor has been chosen for the solar carport at County Hall work should begin in the new year.

Work on the new Leisure Centre is due to start imminently. The full terrace car park will be closed from the 4th January 2021 onwards for the compound build.

Work at the old Goosehill site is well underway and should be completed by May 21.

Work is still continuing on the Queen Head.

The Town Council has commenced a consultation on the revised Conservation Area boundary this will end on the 8th January 2021.

Subsidies Working Group 25th November

The Subsidies working group meet to discuss the 17 applications received. The group consider every application against a set criteria to ensure consistency and fairness. Every application is judged against the objectives of Quality of Life, Social Inclusion, Support Local Economy, Culture and Heritage. Every application must demonstrate the impact they are having on the residents of Morpeth, a cost benefit analysis is carried out based on the information they have provided to ensure that they are providing value for money. The standard of application has improved considerably and the majority of group have provided excellent supporting information. The group have decided to request additional information from a number of applicants before a final recommendation can be given. The final recommendation will be given to the January meeting.

Community Asset Transfer Update

St James

Work at St James has been completed. A partial handover of the building has been completed; we are still awaiting the installation of the telephone line, once this has been done then all services can be fully commissioned.

Councillors have been invited to view the building. Work is ongoing now to move the equipment back into the building and invite the existing customers to view the centre. Subject to the current Government Guidelines.

Photographs of the renovation are available to view here: <https://www.morpeth-tc.gov.uk/2020/10/28/refurbishments-at-st-james-community-centre-and-the-pavilion-in-carlisle-park/>

Pavilion

Work remains on track with the Pavilion with the completion due in February 2021. The kitchen extension is completed and the internal walls are at the first phase. External works on the MUGA are beginning, and the roof has been completed.

Photographs of the renovation are available here: <https://www.morpeth-tc.gov.uk/2020/10/28/refurbishments-at-st-james-community-centre-and-the-pavilion-in-carlisle-park/>

25/11/2020

09:55

Morpeth Town Council

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2nd Draft Budgetv3

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
100	<u>Annual Precept</u>									
	Total Income	618,332	618,332	645,037	645,037	0	0	660,371	0	0
	Movement to/(from) Gen Reserve	618,332	618,332	645,037	645,037	0		660,371		
110	<u>Administration Income</u>									
	Total Income	1,700	2,830	1,600	307,139	0	0	1,400	0	0
6001	less Transfer to EMR	0	0	0	306,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,700	2,830	1,600	1,139	0		1,400		
120	<u>Staff Costs</u>									
	Overhead Expenditure	212,550	169,726	206,675	108,995	0	0	211,600	0	0
	Movement to/(from) Gen Reserve	(212,550)	(169,726)	(206,675)	(108,995)	0		(211,600)		
130	<u>Indirect Staff Costs</u>									
	Overhead Expenditure	3,090	1,365	3,000	658	0	0	3,000	0	0
	Movement to/(from) Gen Reserve	(3,090)	(1,365)	(3,000)	(658)	0		(3,000)		
140	<u>Premises and Grounds</u>									
	Overhead Expenditure	4,300	3,378	5,000	3,911	0	0	5,500	0	0
	Movement to/(from) Gen Reserve	(4,300)	(3,378)	(5,000)	(3,911)	0		(5,500)		
150	<u>Admin Running Costs</u>									
	Overhead Expenditure	3,024	1,288	2,700	580	0	0	2,300	0	0
	Movement to/(from) Gen Reserve	(3,024)	(1,288)	(2,700)	(580)	0		(2,300)		

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2nd Draft Budgetv3

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
160	<u>General Office Expenditure</u>									
	Overhead Expenditure	32,708	25,692	30,930	20,664	0	0	29,900	0	0
	Movement to/(from) Gen Reserve	(32,708)	(25,692)	(30,930)	(20,664)	0		(29,900)		
170	<u>Other Admin Exp/ Subscriptions</u>									
	Overhead Expenditure	21,740	13,691	25,243	12,410	0	0	26,650	0	0
	Movement to/(from) Gen Reserve	(21,740)	(13,691)	(25,243)	(12,410)	0		(26,650)		
210	<u>Services Income</u>									
	Total Income	56,500	70,828	51,000	26,554	0	0	45,000	0	0
	Movement to/(from) Gen Reserve	56,500	70,828	51,000	26,554	0		45,000		
215	<u>Pavilion and MUGA</u>									
	Total Income	0	0	1	0	0	0	2,100	0	0
	Movement to/(from) Gen Reserve	0	0	1	0	0		2,100		
220	<u>Paddling Pool</u>									
	Overhead Expenditure	11,200	7,223	11,245	2,428	0	0	11,000	0	0
	Movement to/(from) Gen Reserve	(11,200)	(7,223)	(11,245)	(2,428)	0		(11,000)		
225	<u>Storey Park Playing Fields</u>									
	Total Income	0	0	0	0	0	0	600	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		600		
230	<u>Equipment Repairs</u>									

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2nd Draft Budgetv3

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	8,850	736	1,000	1,713	0	0	1,000	0	0
Movement to/(from) Gen Reserve	(8,850)	(736)	(1,000)	(1,713)	0		(1,000)		
<u>240 St James Community Centre</u>									
Overhead Expenditure	15,730	8,437	9,758	712	0	0	10,800	0	0
Movement to/(from) Gen Reserve	(15,730)	(8,437)	(9,758)	(712)	0		(10,800)		
<u>245 Pavilion and Caretaker</u>									
Overhead Expenditure	0	0	89,039	5,662	0	0	160,000	0	0
Movement to/(from) Gen Reserve	0	0	(89,039)	(5,662)	0		(160,000)		
<u>250 Storey Park Community Centre</u>									
Overhead Expenditure	15,310	13,009	5,653	1,372	0	0	0	0	0
Movement to/(from) Gen Reserve	(15,310)	(13,009)	(5,653)	(1,372)	0		0		
<u>255 Storey Park Playing Fields</u>									
Overhead Expenditure	0	0	0	0	0	0	1,000	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0		(1,000)		
<u>260 Bus Station Toilets</u>									
Overhead Expenditure	24,300	24,992	26,300	16	0	0	0	0	0
Movement to/(from) Gen Reserve	(24,300)	(24,992)	(26,300)	(16)	0		0		
<u>265 Other Toilets</u>									
Overhead Expenditure	15,000	8,585	3,000	174	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2nd Draft Budgetv3

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(15,000)</u>	<u>(8,585)</u>	<u>(3,000)</u>	<u>(174)</u>	<u>0</u>		<u>0</u>		
270 Carlisle Park Toilets									
Overhead Expenditure	820	550	836	262	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(820)</u>	<u>(550)</u>	<u>(836)</u>	<u>(262)</u>	<u>0</u>		<u>0</u>		
275 Toilets									
Overhead Expenditure	0	0	0	0	0	0	28,900	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(28,900)</u>		
280 Terrace Toilets									
Overhead Expenditure	1,400	836	1,316	532	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(1,400)</u>	<u>(836)</u>	<u>(1,316)</u>	<u>(532)</u>	<u>0</u>		<u>0</u>		
285 General Services									
Overhead Expenditure	82,900	70,548	77,000	36,334	0	0	83,000	0	0
Movement to/(from) Gen Reserve	<u>(82,900)</u>	<u>(70,548)</u>	<u>(77,000)</u>	<u>(36,334)</u>	<u>0</u>		<u>(83,000)</u>		
290 Morpeth in Bloom									
Overhead Expenditure	50,250	43,337	53,750	224	0	0	54,402	0	0
Movement to/(from) Gen Reserve	<u>(50,250)</u>	<u>(43,337)</u>	<u>(53,750)</u>	<u>(224)</u>	<u>0</u>		<u>(54,402)</u>		
295 Services: Other Expenditure									
Overhead Expenditure	24,000	24,000	24,480	9,000	0	0	24,000	0	0
Movement to/(from) Gen Reserve	<u>(24,000)</u>	<u>(24,000)</u>	<u>(24,480)</u>	<u>(9,000)</u>	<u>0</u>		<u>(24,000)</u>		

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2nd Draft Budgetv3

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
310	<u>Allotment Income</u>									
	Total Income	4,601	3,820	4,754	3,939	0	0	5,001	0	0
	Movement to/(from) Gen Reserve	4,601	3,820	4,754	3,939	0		5,001		
320	<u>Allotment Expenditure</u>									
	Overhead Expenditure	4,600	1,344	4,000	1,381	0	0	4,100	0	0
	Movement to/(from) Gen Reserve	(4,600)	(1,344)	(4,000)	(1,381)	0		(4,100)		
420	<u>Tourism and Grants</u>									
	Overhead Expenditure	1,700	383	1,700	240	0	0	1,700	0	0
	Movement to/(from) Gen Reserve	(1,700)	(383)	(1,700)	(240)	0		(1,700)		
430	<u>Awards</u>									
	Overhead Expenditure	750	271	500	200	0	0	500	0	0
	Movement to/(from) Gen Reserve	(750)	(271)	(500)	(200)	0		(500)		
440	<u>Subsidies</u>									
	Overhead Expenditure	47,512	35,847	45,847	32,730	0	0	45,000	0	0
	Movement to/(from) Gen Reserve	(47,512)	(35,846)	(45,847)	(32,730)	0		(45,000)		
520	<u>Economic Development Costs</u>									
	Overhead Expenditure	15,321	13,704	13,940	5,750	0	0	13,940	0	0
	Movement to/(from) Gen Reserve	(15,321)	(13,704)	(13,940)	(5,750)	0		(13,940)		
610	<u>Major Items Income</u>									

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2nd Draft Budgetv3

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	0	995	0	110	0	0	0	0	0
Movement to/(from) Gen Reserve	0	995	0	110	0		0		
620 Major Items Expenditure									
Overhead Expenditure	56,700	22,628	51,700	1,926	0	0	51,700	0	0
Movement to/(from) Gen Reserve	(56,700)	(22,628)	(51,700)	(1,926)	0		(51,700)		
710 Civic Duties Income									
Total Income	0	79	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	79	0	0	0		0		
720 Civic Duties Expenditure									
Overhead Expenditure	9,600	6,010	7,780	1,551	0	0	7,900	0	0
Movement to/(from) Gen Reserve	(9,600)	(6,010)	(7,780)	(1,551)	0		(7,900)		
900 EMR									
Overhead Expenditure	285,903	121,486	235,914	406,786	0	0	186,333	0	0
6000 plus Transfer from EMR	0	0	0	406,899	0	0	0	0	0
Movement to/(from) Gen Reserve	(285,903)	(121,486)	(235,914)	113	0		(186,333)		
Total Budget Income	681,133	696,884	702,392	982,780	0	0	714,472	0	0
Expenditure	949,258	619,068	938,306	656,208	0	0	964,225	0	0
Net Income over Expenditure	(-268,125)	77,816	(-235,914)	326,571	0	0	(-249,753)	0	0
plus Transfer from EMR	0	0	0	406,899	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: 2nd Draft Budgetv3

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	0	0	306,000	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(268,125)</u>	<u>77,816</u>	<u>(235,914)</u>	<u>427,470</u>	<u>0</u>		<u>(249,753)</u>		

**PEGSWOOD ACCOUNTANCY**

we let you get on with the job

5 November 2020

Tracey Bell Town Clerk
Morpeth Town Council
Morpeth Town Hall
Market Place
Morpeth
NE61 1LZ

Dear Tracey,

Morpeth Town Council - interim internal audit 2020-21

I have completed the interim audit which consisted of a comprehensive examination of the Town Council's income and expenditure for the financial year to date; and in particular August 2020.

The audit was guided by the latest debtors and creditors risk management report.

There are no matters arising from the interim audit to draw to the attention of the members of the Town Council.

Please let me know when you have closed the 2019-20 accounts and are ready for the year-end audit.

My invoice for the work carried out is enclosed.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Peter Stonell', written in black ink.

Peter Stonell
Accountant

8 Bamburgh Drive
Pegswood
Morpeth
NE61 6TT

 01670 519489

MORPETH TOWN COUNCIL – 2020-21 INTERIM INTERNAL AUDIT

Focus of the audit was on transactions occurring during August 2020; including reconciliations of transactions, outside of August 2020, which impacted upon the financial reporting to Morpeth Town Council.

Work carried out

Checked invoices to bookings diary and to cash book

Checked paid vouchers and income records to cash book

Checked cash book records to bank statements

Checked BACS transfer authorisation records to invoices

Checked receipts book to pay-in records and to cash book

Checked other pay-in records and to cash book

Checked bank reconciliation statements

Checked petty cash imprest records

Checked Council minutes to verify approval of payments and bank reconciliations

Reviewed Debtors Control Account to ensure an overpayment by a customer had been correctly recorded.

Review financial reporting to ensure budgetary report to the Council are appropriate

There are no matters arising from the interim audit to draw to the attention of the members of the Town Council.

Please let me know when you have closed the 2020-21 accounts and are ready for the year-end audit.

Peter Stonell
Accountant

5 November 2020