



Morpeth  
Town  
Council

Mrs T Bell ILEX, GILCA  
Clerk of the Council

Town Council Offices  
Town Hall  
Market Place  
Morpeth  
Northumberland NE61 1LZ

Please call: 01670 514314  
or e-mail:  
tracey.bell@morpeth-tc.gov.uk

**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 3<sup>rd</sup> March 2021, using the following link:**

<https://us02web.zoom.us/j/86803675159?pwd=S0Vyam1yOHljS1FiZE1zZklnOTNLQT09>

Meeting ID: 868 0367 5159

Passcode: 197844

The Agenda for the meeting is set out below.

Mrs Tracey Bell  
Clerk to Morpeth Town Council

26<sup>th</sup> February 2021

Copied to all other Town Councillors for information.

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**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 3<sup>rd</sup> February 2021**

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 March 2021, totalling £175,995.22 see appendix B.

#### **8. Update on the Community Asset Transfer Project**

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

#### **9. Subsidies 2020/21**

Members are provided for information documents from the following organisations in relation to their 2020/21 subsidy:

- The Millennium Green Trust, see appendix D.

#### **10. Boundary Review Update**

A verbal update will be given in the night.

#### **11. Local Council Issues**

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

#### **16. Exclusion of Press and Public – Council members are invited to consider passing the following Resolution:**

***"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: Staffing

**Morpeth Town Council**  
**Minutes of the Finance & General Purposes Committee**  
**Wednesday 3<sup>rd</sup> February 2021 at 6:30pm**  
**via Zoom**

**Present:**

**Councillors:** D Bawn - Chairman  
 N Best  
 A Byard  
 R Hogg  
 A Tebbutt  
 R Wearmouth (arriving at 6:37pm)

**Clerks:**

Mrs T Bell  
 Miss K Carter

**Absent Councillors:**

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

**Open Session**

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

**160/20 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.

**161/20 Mayoral Announcements**

- All mayoral activities have been suspended due to the new government restrictions.
- A Valentine's Day themed raffle has begun on the Mayor's Facebook page to raise money for his chosen charity. Tickets are £3 each. Members of the public can also submit an original love poem and receive a free ticket.

**162/20 Declarations of Interest**

The Chairman received no declarations of interest on this occasion.

**163/20** **Minutes of the Finance and General Purposes Committee held on 6<sup>th</sup> January 2021**

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.

**164/20** **Matters Arising**

There were no matters arising on this occasion.

**RESOLVED**

- (i) Information duly noted.

**165/20** **Authorisation of Payments**

The payment list for February 2021 was circulated for consideration.

Cllr Byard enquired what the Advertisement Job charge was for.

The Clerk advised that this charge was to advertise the recruitment of a caretaker for the toilets and St James community centre.

**RESOLVED**

- (i) That members agreed the payment lists for February 2021, totalling £121,056.46.

**166/20** **Update on the Community Asset Transfer Project**

Members were provided for information with a report.

The Clerk advised members that there had been a fault with the alarm system at St James, causing it to go off unexpectedly. She has been in touch with the company and they believe that a faulty sensor is responsible, which is being investigated.

The Clerk informed members that she had met with the police on the 15<sup>th</sup> January 2021 regarding the Pavilion break in over the Christmas period. This will be a regular monthly meeting to establish a close working relationship.

**RESOLVED**

(i) Information duly noted.

**167/20 Budget Monitoring Statement**

Members were provided with the third quarter Budget Statement 2020/21.

**RESOLVED**

(i) Information duly noted.

**168/20 Subsidies 2020/21**

Members were provided for information documents from the following organisations in relation to their 2020/21 subsidy:

- The Mustard Tree Trust

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

**RESOLVED**

(i) Information duly noted.

**169/20 Final Accounts – Year End Procedures**

Members were provided with the following reports for consideration:

- Internal Audit Policy and Risk Assessments
- Annual Treasury Management Policy – 2022/23

Members discussed each document and agreed that no amendments were necessary.

A proposal was made to recommend the reports to Full Council for approval.

A vote was taken: 6 For, 0 Against and 0 Abstention

**RESOLVED**

(i) Information duly noted.

(ii) To recommend all reports to Full Council on 24<sup>th</sup> March 2021 for approval.

**170/20**     **Boundary Review Update**

Members were provided for information with a letter received from the Deputy Chief Executive of Northumberland County Council and the subsequent reply from the Town Clerk.

The Clerk advised that she had received a standard acknowledgement email informing her that she will receive a reply within 28 days. This will be circulated to members once received.

**RESOLVED**

- (i) Information duly noted.

**171/20**     **Local Council Issues**

Cllr Bawn advised although the river level had been rising due to the weather, the level is constantly monitored by the Environment Agency (EA).

He also informed members that there had been a burst water pipe at the old Goosehill school carpark site which had caused some surface water flooding. This is being fixed by Northumbrian Water.

Cllr Hogg advised members that she had received several emails from concerned members of the public asking why the flood gates had not been closed. She replied explaining that the river is monitored very closely by the EA and that the gates will be closed at the appropriate.

The Clerk advised that relevant flood information had been posted on the Town Council website and Facebook page.

Cllr Byard asked for an update regarding Storey Park community centre.

The Clerk advised that the utilities are in the process of being disconnected and an asbestos survey has been carried out.

Cllr Hogg enquired about the Local Transport Plan (LTP).

Cllr Bawn advised her that the final draft LTP can be found on the Northumberland County Council website and will be discussed at the next Local Area Council on Monday 8<sup>th</sup> February 2021. The outcome will be circulated to members on the Planning and Transport committee agenda.

**RESOLVED**

(i) Information duly noted.

There was no other business to discuss and the meeting concluded at 6:50pm with Councillors D Bawn, N Best, A Byard, R Hogg, A Tebbutt and R Wearmouth present.

DRAFT

**Morpeth Town Council**  
**Authorisation of Payments - March 2021**

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
01/02/2021	Jewson	BACS	General Maintenance	22.52	4.50	27.02
01/02/2021	Jewson	BACS	Allotment Maintenance	29.97	5.99	35.96
01/02/2021	Jewson	BACS	Allotment Maintenance	9.95	1.99	11.94
01/02/2021	Jewson	BACS	General Maintenance	25.26	5.05	30.31
01/02/2021	Jewson	BACS	General Maintenance	11.95	2.39	14.34
01/02/2021	NCS	BACS	Telephone Charges	36.94	7.39	44.33
01/02/2021	Local Council Updates	BACS	Subscription Renewal	75.00	0.00	75.00
04/02/2021	Siemens	BACS	Lease and facility Fee for new photocopier	221.50	44.30	265.80
04/02/2021	Blok N Mesh	BACS	Park Barriers	19.84	3.97	23.81
04/02/2021	Rialtas	BACS	Annual Support	172.00	34.40	206.40
04/02/2021	NCC	BACS	Wages	16,985.35	5.47	16,990.82
05/02/2021	Dobbies	BACS	2020 Planting	17,976.33	3,595.27	21,571.60
09/02/2021	Jewson	BACS	Allotment Maintenance	99.81	19.96	119.77
09/02/2021	blok N Mesh	BACS	Security Fencing	52.50	10.50	63.00
09/02/2021	Jewson	BACS	Allotment Maintenance	30.78	6.16	36.94
09/02/2021	Jewson	BACS	Bin Maintenance	10.63	2.13	12.76
09/02/2021	Mustard Tree Trust	BACS	2020/21 Subsidy	750.00	0.00	750.00
10/02/2021	Datim	BACS	Pavilion Refurbishment	93,720.07	18,744.01	112,464.08
						0.00
02/12/2021	NCC	BACS	Additional Grass Cutting Charges	12,794.19	2,558.84	15,353.03
16/2/2021	NCS	BACS	MTC Telephone Charges	34.00	6.80	40.80
18/2/2021	Glasdon	BACS	New Bins	1,008.09	201.61	1,209.70
18/2/2021	Crawford Higgins	BACS	Pavilion Refurbishment	2,822.50	564.50	3,387.00
18/2/2021	Falon Nameplates	BACS	Seat Plaque	93.60	18.72	112.32
24/2/2021	Blachere Illumination UK Ltd	BACS	Christmas Lights	1,213.00	242.60	1,455.60
24/2/2021	Ferguson Fire Safety	BACS	SJCC Fire Safety	400.00	0.00	400.00
				<b>148,615.78</b>	<b>26,086.55</b>	<b>174,702.33</b>
<b>Direct Debits Paid February 2021</b>						
01/02/2021	Gaffey Technical Services	DD	Hyprolyser Rental Fee	306.92	61.38	368.30
10/02/2021	EE	"	MTC Mobiles Phones	74.46	14.89	89.35
10/02/2021	ICO	"	Data Protection Fee	35.00	0.00	35.00
11/02/2021	Siemens Financial Services	"	Photocopier Lease & Facility Fee	221.50	44.30	265.80
15/02/2021	Bankline	"	Online Banking Charges	27.30	0.00	27.30
15/02/2021	Crown Gas and Power	"	SJCC 01-31/01/21	105.46	5.27	110.73
15/02/2021	Crown Gas and Power	"	SPCC 01-31/01/21	53.86	2.69	56.55
16/02/2021	EDF	"	SPCC Jan 21	12.38	0.62	13.00
18/02/2021	Worldpay	"	Feb 21 Subscription Fees	9.95	1.99	11.94
19/02/2021	Worldpay	"	Jan 21 Transaction Fees	29.05	2.81	31.86
23/02/2021	EDF	"	SJCC Jan 21	39.31	1.97	41.28
				<b>915.19</b>	<b>135.92</b>	<b>1,051.11</b>
<b>Sub Total Direct Debit Payments</b>						
<b>Petty Cash February 2021</b>						
04/02/2021	Iceland	4802	Refreshments	3.37	0.68	4.05
04/02/2021	Yorkshire Trading Co.	"	Stationery	4.17	0.83	5.00
17/02/2021	Home Bargains	"	Cleaning Supplies	7.05	1.41	8.46
22/02/2021	Penfolds	"	Postage Stamps	7.92	0.00	7.92
				<b>22.51</b>	<b>2.92</b>	<b>25.43</b>
<b>Sub Total Petty Cash Payments</b>						
<b>Credit Card January 2021</b>						
30/12/2020	Adobe Systems	CC	Acrobat Pro Subscription	42.96	0.00	42.96
04/01/2021	Indeed	"	Vacancy Advertisement	20.32	0.00	20.32
05/01/2021	Guild of Macebearers	"	Subscription Fee	10.00	0.00	10.00
07/01/2021	Amazon	"	Stationery	6.27	1.26	7.53
08/01/2021	Amazon	"	Stationery	27.48	5.50	32.98



12/01/2021	Safety Buyer	"	Fire Safety Equipment SJCC	83.68	16.74	100.42
28/01/2021	Amazon	"	Stationery	1.78	0.36	2.14
				<b>192.49</b>	<b>23.86</b>	<b>216.35</b>
<b>Total Payments F&amp;GP Committee 3rd March 2021</b>				<b>149,745.97</b>	<b>26,249.25</b>	<b>175,995.22</b>

## **Community Asset Transfer Update**

### **Pavilion**

The main contractor is nearing completion on site with just the snagging to take place. A fencing contractor will be on site in the middle of March to complete the remaining fencing works. The furniture is due for delivery early March, the remainder of the equipment is in the process of being purchased.

The covenant which was imposed by the Countess of Carlisle to prevent the sale of alcohol is in the process of being removed by her Great Great Grandson, Mr Philip Howard and a premises licence application has been submitted to NCC. Mr Howard has requested that he proposes a toast with the first alcoholic beverage to be drunk on the site, an opening event will be planned once Government restrictions allow.

Recruitment for the café and community centre will commence now that the Government have outlined the possible dates when the building could potentially open. We will monitor the guidance and act as appropriate.

Councillors will be invited to visit once the building is fully furnished and complete.

Mrs T Bell

06 FEB 2021

Clerk to the Council

Morpeth Town Council

Morpeth Town Hall

NE61 1LZ

Mill House

Abbey Mills

Morpeth

NE61 2YN

2 Feb 2021

Dear Tracey,

Thank you for your letter regarding the Three Year Subsidy.

The Trustees of the Millennium Green Trust would like to thank Morpeth Town Council for their generosity in awarding an annual subsidy of £1000 for the financial years 2021 – 2024.

In the last year the subsidy was used principally to pay for the gardener who worked for six hours every other Friday through the summer months. Without his work in weeding, pruning and general maintenance, the trustees and Friends of the Green would not have been able to keep the garden looking as good as we have come to expect. This has been particularly difficult because of Covid restrictions on the number of people allowed to join working parties.

Although we had to cancel all our events during 2020, such as the Garden Fete in June, the number of people visiting the Green has actually increased through the year. People have found it to be a haven of peace and quiet and beauty away from the stresses of life during the Covid pandemic. Even on wet days there has been a steady flow of people of all ages into the Green, some coming to sit and eat their lunch, others to meet up with friends when allowed, most just to stroll around and enjoy the trees and flowers.

Let us hope that in 2021 the Millennium Green will be able to make its contribution once again the Morpeth's entry into Northumbria in Bloom.

Yours sincerely,



Roderick Mathieson, Secretary to the Trust.