

Morpeth Town Council
Minutes of the Finance & General Purposes Committee
Wednesday 14th April 2021 at 6:30pm
via Zoom

Present:

Councillors: D Bawn - Chairman
N Best
A Byard
D Herne
R Hogg
R Wearmouth

Clerks: Mrs T Bell
Miss K Carter

Absent Councillors: Cllr A Tebbutt - Personal
Cllr L Cassie - No Apologies Received
Cllr K Holmes - No Apologies Received
Cllr R Thompson - No Apologies Received

A two-minute silence to honour HRH Prince Philip, Duke of Edinburgh, was observed.

Open Session

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

221/20 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.

222/20 Mayoral Announcements

- All mayoral activities have been suspended due to the new government restrictions.
- The Mayor is in the process of organising more online fundraisers. There may also be outdoor fundraising events in May 2021, government guidelines permitting.
- The Mayor has received a generous donation of £5,000 from the Northumberland Masons. He offered his heartfelt thanks.

223/20 Declarations of Interest

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

Cllr N Best – Subsidies 2020/21 – Morpeth Northumbrian Gathering (Personal Interest – volunteered at the 2021 Online Gathering).

224/20 Minutes of the Finance and General Purposes Committee held on 3rd March 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.

225/20 Matters Arising

There were no matters arising on this occasion.

RESOLVED

- (i) Information duly noted.

226/20 Authorisation of Payments

The payment list for March 2021(2) and April 2021 was circulated for consideration.

RESOLVED

- (i) That members agreed the payment lists for March 2021 (2), totalling £170,904.84, and for April 2021, totalling £22,735.65.

227/20 Update on the Community Asset Transfer Project

The Clerk informed members that interviews for the caretaker and café assistant posts for the Pavilion will take place next week commencing 19th April 2021.

Once staff for the Pavilion Café have been selected it may open in May 2021 for takeaway only. The official opening will take place in June 2021 once staff are fully trained and appropriate procedures are put in place.

Cllr Hogg enquired if there has been a date set for the demolition of Storey Park community centre.

The Clerk advised that an application to Historic England had been submitted to have Storey Park community centre listed as a historic building, which was rejected. The Northumberland County Council (NCC) Conservation Department are investigating the site to ensure that they are still happy for the building to be demolished.

Cllr Byard enquired how much it would be to hire the MUGA once it has been refurbished.

The Clerk advised that it would be around £20, in line with similar facilities. The hire charges will be used to pay for the upkeep of the site and staff costs.

Cllr Byard advised members that in the next Inside Morpeth Magazine there will be an article asking for residents' opinions on how the MUGA should be marked up for different sporting activities.

RESOLVED

(i) Information duly noted.

228/20 Subsidies 2020/21

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

- Northumberland Domestic Abuse Services
- Ellington Colliery Band
- Contact Morpeth Mental Health
- New Voices Choir
- Wansbeck Valley Food Bank
- Morpeth Northumbrian Gathering
- Morpeth Antiquarian Society

Members agreed that the reports were an accurate reflection of how the subsidies are used.

Cllr Byard asked if the subsidy spreadsheet can be circulated to all members in case of queries from the applicants.

RESOLVED

(i) Information duly noted.

(ii) The Clerk to circulate the subsidy spreadsheet.

Cllr N Best declared a personal interest in this matter – see min 223/20.

229/20 Small Grant Application

Members were asked to consider a Small Grant Application from Brainbox.

The Clerk informed members that she had emailed the applicant to ask for additional information, however, the information received had been rather vague.

Members agreed that the application was not specific enough to award the grant.

Cllr Best advised that small grants are for specific purposes so that the applicant can provide proof of how the money has been spent. He suggested that the applicant submit another application for a specific event rather than a general application.

RESOLVED

- (i) Information duly noted.
- (ii) The Clerk to email the applicant to suggest that they resubmit their application but for a specific event.

230/20 Local Council Issues

There were no issues on this occasion.

RESOLVED

- (i) Information duly noted.

There was no other business to discuss and the meeting concluded at 6:55pm with Councillors D Bawn, N Best, A Byard, D Herne, R Hogg and R Wearmouth present.

Morpeth Town Council
Authorisation of Payments - March 2021 (2)

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
26/02/2021	Annodata	BACS	Photocopying	93.50	18.70	112.20
26/02/2021	Jewson	BACS	General	6.48	1.30	7.78
26/02/2021	Jewson	BACS	General	33.99	6.80	40.79
26/02/2021	Jewson	BACS	General	8.49	1.70	10.19
26/02/2021	Jewson	BACS	General	4.26	0.85	5.11
26/02/2021	Jewson	BACS	General	19.60	3.92	23.52
03/03/2021	Northumberland County Council	BACS	Salaries	15,673.66	4.78	15,678.44
02/03/2021	Trees Please	BACS	Pavilion Planting	82.50	16.50	99.00
02/03/2021	Furniture Northeast	BACS	Pavilion Furniture	13,177.20	2,635.44	15,812.64
						0.00
11/3/21	Jewson	BACS	General	18.73	3.75	22.48
11/03/2021	NE Regional Employers Organisation	BACS	Advert on NE Jobs	300.00	60.00	360.00
16/3/2021	Northumberland County Council	BACS	Christmas Lights	15,460.00	3,092.00	18,552.00
16/3/2021	Northumberland County Council	BACS	Salaries	15,451.71	4.78	15,456.49
16/3/2021	Jewson	BACS	General	21.26	4.25	25.51
18/03/2021	Tyne and Wear Pensions Fund	BACS	Pension recharge 01.04.20-31.03.21	314.00	0.00	314.00
18/03/2021	Crawford Higgins	BACS	Site visits Pavilion	1,722.50	344.50	2,067.00
18/03/2021	Datim	BACS	Pavilion refurbishment	81,899.34	16,379.87	98,279.21
				£144,140.50	£22,579.14	£166,719.64
			Direct Debits Paid March 2021			
01/03/2021	Gaffey	DD	Hypolyser Rental Fee	306.92	61.38	368.30
01/03/2021	Siemens	"	Photocopier Lease Feb 21	52.50	10.50	63.00
08/03/2021	Wave	"	Carlisle Park 15/11/20-14/02/21	134.25	0.00	134.25
08/03/2021	Wave	"	Wellwood Gardens 15/11/20-14/02/21	35.68	0.00	35.68
08/03/2021	Wave	"	Duncan Gardens 15/11/20-14/02/21	138.04	0.00	138.04
08/03/2021	Wave	"	St Marys Field 15/11/20-14/02/21	11.47	0.00	11.47
10/03/2021	EE Mobile	"	MTC Office Mobile	71.66	14.33	85.99
10/03/2021	Pitney Bowes	"	Franking Machine Lease from 9/3/21	73.44	14.69	88.13
15/03/2021	Bankline	"	Online Banking Charges	32.50	0.00	32.50
15/03/2021	PWLB	"	Loan Repayment	1,665.00	0.00	1,665.00
15/03/2021	Crown Gas & Power	"	SPCC Gas 31/1-28/2/21	48.31	2.42	50.73
15/03/2021	Crown Gas & Power	"	SJCC Gas 31/1-28/2/21	83.61	4.18	87.79
16/03/2021	TalkTalk	"	SJCC Wi-Fi	32.49	6.50	38.99
17/03/2021	Pitney Bowes	"	Postage Surcharge	0.57	0.00	0.57
17/03/2021	EDF	"	SPCC Elec	12.38	0.62	13.00
19/03/2021	Worldpay	"	Transaction Charges	29.00	2.80	31.80
22/03/2021	Worldpay	"	Subscription Fee Mar 21	9.95	1.99	11.94
24/03/2021	EDF	"	SJCC 6/2-8/3/21	32.29	1.61	33.90
29/03/2021	Siemens	"	Photocopier Lease Mar 21	52.50	10.50	63.00
			Sub Total Direct Debit Payments	2,822.56	131.52	2,954.08
			Petty Cash March 2021			
03/03/2021	Home Bargains	4803	MTC Cleaning Supplies	8.78	1.76	10.54
12/03/2021	Yorkshire Trading	"	Allotment Repairs	12.06	2.41	14.47
			Sub Total Petty Cash Payments	20.84	4.17	25.01
			Credit Card February 2021			
29/01/2021	Litecraft	CC	Lighting for The Pavilion	254.25	50.85	305.10
01/02/2021	Adobe Systems	"	Acrobat Pro DC	42.96	0.00	42.96
01/02/2021	Amazon	"	Office Equipment	10.42	2.08	12.50
01/02/2021	EE Ltd	"	Refund	-16.45	0.00	-16.45
02/02/2021	Indeed	"	Advertisement Jan 21	11.29	0.00	11.29
15/02/2021	Amazon	"	Office Equipment	10.42	2.08	12.50
18/02/2021	Safety Buyer UK Ltd	"	SJCC Fire Safety Signs/Equipment	75.13	15.03	90.16
23/02/2021	Cartridge World	"	Ink for Franking Machine	12.72	2.54	15.26
23/02/2021	Screwfix	"	Multi Tool	83.33	16.66	99.99

25/02/2021	Inn Confidence Ltd	"	Personal Licence Service Training	216.00	0.00	216.00
25/02/2021	JPIM Advertising	"	Licence Advert	264.00	52.80	316.80
25/02/2021	Northumberland County Council	"	Premise Licence Applicaiton	100.00	0.00	100.00
				1,064.07	142.04	1,206.11
	Total Payments F&GP Committee 14th April 2021			148,047.97	22,856.87	170,904.84

Morpeth Town Council
Authorisation of Payments - April 2021

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
29/03/2021	Furniture@Work	BACS	Cafe	143.00	28.60	171.60
29/03/2021	Jewson	BACS	General	40.34	8.07	48.41
29/03/2021	Jewson	BACS	General	29.27	5.85	35.12
29/03/2021	Jewson	BACS	General	12.96	2.59	15.55
29/03/2021	Jewson	BACS	General	10.26	2.05	12.31
29/03/2021	Agrovista	BACS	Bowling Green	135.00	27.00	162.00
29/03/2021	CDALC	BACS	CILCA	100.00	0.00	100.00
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01/04/2021	Zurich	BACS	Insurance	7848.19		7,848.19
01/04/2021	Jewson	BACS	General	10.26	2.05	12.31
01/04/2021	Rialtas	BACS	Software	959.00	191.80	1,150.80
01/04/2021	High Speed Training	BACS	L2 Food Hygiene	100.00	20.00	120.00
01/04/2021	NE Regional Employer's Org	BACS	NE Jobs Advert	150.00	30.00	180.00
01/04/2021	Furniture@Work	BACS	Café	2,640.00	528.00	3,168.00
01/04/2021	Rialtas	BACS	Software	296.00	59.20	355.20
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07/04/2021	Blachere Illuminations	BACS	Christmas Lights	475.00	95.00	570.00
07/04/2021	Northumbria Fencing	BACS	Fencing	5,523.50	0.00	5,523.50
07/04/2021	Worldpay	BACS	Worldpay Charges	9.95	1.99	11.94
						0.00
				18,482.73	1,002.20	19,484.93
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	Credit Card March 2021					
02/03/2021	Adobe Acrobat	CC	Acrobat Pro DC	42.96	0.00	42.96
02/03/2021	DBS	"	Criminal Record Check	23.00	0.00	23.00
03/03/2021	Local Government Association	"	Employer Training	324.00	0.00	324.00
04/03/2021	Viking Direct	"	Notice Boards	167.94	33.59	201.53
04/03/2021	Discount Sticker Printing	"	Bin Stickers	110.91	22.18	133.09
09/03/2021	Bigdug/Racking	"	Shelving and Seating for Pavilion	498.00	99.60	597.60
12/02/2021	Adexa	"	White Goods for Pavilion	1,488.00	297.60	1,785.60
12/03/2021	Durham CC	"	Personal Licence Fee	37.00	0.00	37.00
24/03/2021	The Range	"	Goods for The Pavilion	105.94	0.00	105.94
				2,797.75	452.97	3,250.72
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	Total Payments F&GP Committee 14th April 2021			21,280.48	1,455.17	22,735.65
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