

Morpeth Town Council
Minutes of the Finance & General Purposes Committee
Wednesday 3rd March 2021 at 6:30pm
via Zoom

Present:

Councillors: D Bawn - Chairman
N Best
A Byard
L Cassie
A Tebbutt

Clerks: Mrs T Bell
Miss K Carter

Absent Councillors: Cllr R Hogg - Personal
Cllr R Wearmouth - Business
Cllr K Holmes - No apologies received
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.

184/20 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.

185/20 Mayoral Announcements

- All mayoral activities have been suspended due to the new government restrictions.
- The Valentine's Day themed raffle in aid of the Mayor's charity raised £400.

186/20 Declarations of Interest

The Chairman received no declarations of interest on this occasion.

187/20 Minutes of the Finance and General Purposes Committee held on 3rd February 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.

188/20 Matters Arising

There were no matters arising on this occasion.

RESOLVED

- (i) Information duly noted.

189/20 Authorisation of Payments

The payment list for March 2021 was circulated for consideration.

RESOLVED

- (i) That members agreed the payment lists for March 2021, totalling £175,995.22

190/20 Update on the Community Asset Transfer Project

Members were provided for information with a report.

The Clerk advised members that the works at the Pavilion are nearing completion. A fence still needs to be erected, CCTV equipment needs to be completed, and there is some additional tarmacking to do.

The furniture has been delivered. Cutlery and crockery will be purchased shortly.

The Clerk also informed members that she has applied for a premises license, which will be announced in the Morpeth Herald on Thursday 4th March 2021. She is also in the process of applying for a personal license so that alcohol can be sold on the premises.

The Clerk has been in contact with Northumberland County Council (NCC) Environmental Health Department to register the café as a business; they have also offered advice on best practice and the training courses that can be undertaken.

The Clerk informed members that she has received an email from the Bowlers requesting access to the greens from the 1st April 2021. She has advised that internal access will be subject to government guidelines and staffs' availability.

Cllr Best enquired whether the room hire charges will be affected by the changing rate of VAT as per the government announcement.

The Clerk advised that it is likely as the café falls into the hospitality category, however, she was unsure if room hire would fall into the category but would check.

RESOLVED

(i) Information duly noted.

191/20 Subsidies 2020/21

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

- The Millennium Green Trust

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

RESOLVED

(i) Information duly noted.

192/20 Boundary Review Update

The Clerk advised that she had chased a response to the letter sent to the Deputy Chief Executive of NCC on the 25th January 2021 as the 28 day period has now expired. She was informed that she would receive a reply at the beginning of the week, week commencing the 1st March 2021, but has not yet received one.

Cllr A Tebbutt informed members that he had been contacted by a resident from the new St Andrews estate, which would be included in the Morpeth boundary once they have been changed. He advised Cllr A Tebbutt that he had applied for an allotment within Morpeth but had been refused as he currently resides outside of Morpeth's boundary.

The Clerk advised that as he does not contribute to the precept for Morpeth he is not entitled to an allotment.

Cllr Best suggested that a waiting list be created for people to be included on who currently reside outside of the boundary but would be included once the boundary is changed in four years' time.

RESOLVED

- (i) Information duly noted.
- (ii) The Clerk to chase the Deputy Chief Executive for a response again.
- (iii) To create an allotment waiting list for members of the public currently residing outside of Morpeth's boundary.

193/20 Local Council Issues

There were no issues 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: Staffing

There was no other business to discuss and the meeting concluded at 7:10pm with Councillors D Bawn, N Best, A Byard, L Cassie and A Tebbutt present.

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
				148,615.78	26,086.55	174,702.33
Direct Debits Paid February 2021						
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
				915.19	135.92	1,051.11
Petty Cash February 2021						
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
				22.51	2.92	25.43
Credit Card January 2021						
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
				<u>192.49</u>	<u>23.86</u>	<u>216.35</u>
Total Payments F&GP Committee 3rd March 2021				149,745.97	26,249.25	175,995.22