

**Morpeth Town Council**  
**Minutes of the Finance & General Purposes Committee**  
**Wednesday 7<sup>th</sup> July 2021 at 6:30pm in the Corn Exchange of the Town Hall, Morpeth**

**Present:**

**Councillors:** D Bawn - Chair  
A Byard  
A Cochrane  
J Crawford  
R Hogg  
S Peacock  
J Richardson  
E Skinner

**Clerks:**

Mrs T Bell  
Miss K Carter

**Absent Councillors:**

Cllr B Bawn - Holiday  
Cllr R Wearmouth - Business

**Open Session**

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

**32/21 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.

**33/21 Mayoral Announcements**

- The Mayor is in the process of organising more fundraisers.
- A Mayor's Quiz Night will take place on Thursday 22<sup>nd</sup> July 2021 at 7pm, at Harry's Coffee Bar. Proceeds to go to the Mayor's charity. Tickets available from Harry's Coffee Bar, £10 per head.

**34/21 Declarations of Interest**

The Chairman received no declarations of interest on this occasion.

**35/21 Minutes of the Finance and General Purposes Committee held on 2<sup>nd</sup> June 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.

**36/21 Matters Arising**

There were no matters arising on this occasion.

**RESOLVED**

- (i) Information duly noted.

**37/21 Authorisation of Payments**

The payment list for June 2021 was circulated for consideration.

Cllr Hogg enquired if the café finances are separate to the Town Council finances.

The Clerk advised that café expenses are coded separately.

Cllr D Bawn advised that one of the options being investigated is to register the café as a separate company under the Town Council.

The Clerk advised that this may be the best way to ensure transparency.

**RESOLVED**

- (i) Information duly noted.
- (ii) That members agreed the payment lists for June 2021, totalling £56,971.08.

**38/21 Café Update**

The Clerk informed members that one member of the café staff has had to isolate due to COVID-19 regulations, and one has resigned. Interviews took place on Monday 5<sup>th</sup> July 2021 and three new café assistants have been hired.

The café is now open for members of the public to sit inside after a member of Northumberland County Council attended the site and advised of the appropriate social distancing measures.

The Clerk advised that the most popular day over the past few weeks has been a Tuesday. It's hoped that once the paddling pool has reopened there will be an increase in profits due to increased footfall in Carlisle Park.

The Clerk has contacted the Rt Hon Philip Howard inviting him to attend the opening of the Pavilion Café once a date has been agreed, further information will be circulated.

**RESOLVED**

(i) Information duly noted.

**39/21 Parliamentary Constituency Boundaries**

Members were asked to consider a response to the above consultation.

Members had no formal comments to the consultation process they wished to make.

**RESOLVED**

(i) Information duly noted.

**40/21 Subsidies 2020/21**

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

- Northumberland Community Enterprise Ltd

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

**RESOLVED**

(i) Information duly noted.

**41/21 Local Council Issues**

There were no issues on this occasion.

Cllr D Bawn advised members that the next Local Area Council meeting takes place on Monday 12<sup>th</sup> July 2021.

**RESOLVED**

(i) Information duly noted.

There was no other business to discuss and the meeting concluded at 6:45pm with Councillors D Bawn, A Byard, A Cochrane, J Crawford, R Hogg, S Peacock, J Richardson and E Skinner present.

## Appendix B

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

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
10/05/2021	Palintest	BACS	Pool Test	139.50	27.90	167.40
10/05/2021	Playdale	BACS	Park Repairs	62.84	12.57	75.41
10/05/2021	High Speed Training	BACS	L3 Training	750.00	150.00	900.00
12/05/2021	Jewson	BACS	Carlisle Park Repair	6.53	1.31	7.84
13/05/2021	Jewson	BACS	General use	11.94	2.39	14.33
13/05/2021	Jewson	BACS	General use	12.92	2.58	15.50
13/05/2021	Gustharts	BACS	General use	18.22	3.44	21.66
14/05/2021	Jewson	BACS	General use	41.92	8.38	50.30
17/05/2021	Jewson	BACS	General use	32.31	6.46	38.77
17/05/2021	Jewson	BACS	General use	40.66	8.13	48.79
19/05/2021	S.Finneran	BACS	Carlisle Park Repair	88.00	17.60	105.60
19/05/2021	S.Finneran	BACS	SJCC Maintenance	360.00	72.00	432.00
24/05/2021	T Bell	BACS	Cafe supplies	47.64	0.00	47.64
25/05/2021	T Bell	BACS	Cafe supplies	51.86	0.00	51.86
25/05/2021	T Bell	BACS	Cafe supplies	136.99	0.00	136.99
26/05/2021	T Bell	BACS	CAfe supplies	144.43	0.00	144.43
27/05/2021	High Speed Training	BACS	Food Hygiene	330.00	66.00	396.00
27/05/2021	Viking	BACS	Office supplies	27.90	5.58	33.48
27/05/2021	Pool Tech Services	BACS	Pool Maintenance	68.80	13.76	82.56
27/05/2021	TTS FM	BACS	SJCC Security	225.00	45.00	270.00
27/05/2021	Playdale	BACS	Credit	-4.85	0.00	-4.85
27/05/2021	Playdale	BACS	Play areas	444.51	88.90	533.41
02/06/2021	Clumsy Goat	BACS	Pavilion Cafe	191.04	0.00	191.04
02/06/2021	Clumsy Goat	BACS	Pavilion Cafe	382.08	0.00	382.08
02/06/2021	Rialtas	BACS	Annual Support	59.00	11.80	70.80
02/06/2021	Jewson	BACS	Bowling Green	43.39	8.68	52.07
02/06/2021	Phoenix	BACS	Security	139.44	27.89	167.33
02/06/2021	NCC	BACS	Payroll	16,718.31	28.70	16,747.01
02/06/2021	MKM	BACS	Park Toilets	33.40	6.68	40.08
02/06/2021	Muckle LLP	BACS	Legal Fees	503.00	100.00	603.00
04/06/2021	Tracey Bell	BACS	Pavilion Cafe	94.08	0.00	94.08
04/06/2021	Tracey Bell	BACS	Pavilion Cafe	784.64	0.00	784.64
04/06/2021	Jewson	BACS	Bowling Green	27.90	5.58	33.48
04/06/2021	Jewson	BACS	Play areas	1.52	0.30	1.82
04/06/2021	Jewson	BACS	Pool	4.76	0.95	5.71
09/06/2021	Nisbets	BACS	SJCC Cleaning	34.87	6.97	41.84
09/06/2021	Clock Tower Bell Ringers	BACS	2021 Subsidy	800.00	0.00	800.00
09/06/2021	Barnabas Safe & Sound	BACS	2021 Subsidy	1,500.00	0.00	1,500.00
09/06/2021	NE First Credit Union	BACS	2021 Subsidy	800.00	0.00	800.00
09/06/2021	Red Squirrels	BACS	2021 Subsidy	200.00	0.00	200.00
09/06/2021	Citizens Advice	BACS	2021 Subsidy	10,500.00	0.00	10,500.00
09/06/2021	Daniel's Engineering	BACS	Play area repair	300.00	0.00	300.00
09/06/2021	Northumbria Fencing	BACS	Park Fencing	180.00	0.00	180.00
09/06/2021	Contact Mental Health	BACS	Mayor's Charity 2021	9,729.53	0.00	9,729.53
10/06/2021	Morpeth Fair Day	BACS	Small Grant	500.00	0.00	500.00
10/06/2021	TTS FM	BACS	Pavilion Security	225.00	45.00	270.00
10/06/2021	Ferguson Fire Safety	BACS	Fire Safety Pavilion	350.00	0.00	350.00
11/06/2021	Jewson	BACS	Bowling Green	31.55	6.31	37.86
11/06/2021	Jewson	BACS	Bowling Green	27.90	5.58	33.48
11/06/2021	Jewson	BACS	Bowling Green	43.39	8.68	52.07
18/06/2021	Inside Magazines	BACS	Town Cryer	1,200.00	0.00	1,200.00
18/06/2021	Thomas Owen	BACS	Cleaning supplies	13.44	2.69	16.13
18/06/2021	Jewson	BACS	Playing field	28.73	5.75	34.48
18/06/2021	Martys Service Centre	BACS	Pavilion	10.00	2.00	12.00
18/06/2021	NCC	BACS	Waste Collections	758.69	3.00	761.69
18/06/2021	Amina Khatun	BACS	Town Hall Booking refund	306.00	0.00	306.00
18/06/2021	Joanne Wilson	BACS	Expenses	2,243.31	0.00	2,243.31
				<b>51,802.09</b>	<b>808.56</b>	<b>52,610.65</b>

<b>Direct Debits May 2021</b>						
04/05/2021	Gaffey	DD	Hyprolyser Rental Fee	306.92	61.38	368.30
10/05/2021	EE	"	MTC Mobiles	72.83	14.57	87.40
13/05/2021	Talk Talk	"	SJCC WiFi	20.45	4.09	24.54
17/05/2021	Bankline	"	Online Banking Charges	32.10	0.00	32.10
17/05/2021	Crown Gas & Power	"	SJCC Gas 31/3-30/4/21	64.25	3.21	67.46
19/05/2021	Worldpay	"	Transaction Charges	29.00	2.80	31.80
19/05/2021	EDF	"	SPCC Electric	12.38	0.62	13.00
24/05/2021	Worldpay	"	Subscription Fees	9.95	1.99	11.94
26/05/2021	EDF	"	SJCC 14/4-10/5/21	38.98	1.95	40.93
28/05/2021	Siemens	"	Photocopier Lease	52.50	10.50	63.00
28/05/2021	NCS	"	MTC Telephone Charges	40.74	8.15	48.89
	<b>Total</b>			<b>680.10</b>	<b>109.26</b>	<b>789.36</b>

<b>Petty Cash May 2021</b>						
05/05/2021	Timpsons	4808	SJCC Keys	8.75	1.75	10.50
13/05/2021	Morrisons	"	Cleaning Supplies	2.08	0.42	2.50
17/05/2021	Yorkshire Trading	"	Pavilion Cleaning	2.49	0.50	2.99
21/05/2021	Iceland	"	Cafe Supplies	2.08	0.42	2.50
21/05/2021	Home Bargains	"	Cafe supplies	8.10	1.62	9.72
21/05/2021	Iceland	"	Cafe supplies	2.62	0.53	3.15
21/05/2021	Morrisons	"	Cafe Supplies	20.90	4.19	25.09
24/05/2021	Home Bargains	"	Cafe Supplies	5.45	1.09	6.54
24/05/2021	Iceland	"	Cafe Supplies	9.33	1.87	11.20
23/05/2021	Yorkshire Trading	"	Pavilion Cleaning	5.83	1.16	6.99
	<b>Total</b>			<b>67.63</b>	<b>13.55</b>	<b>81.18</b>

<b>Petty Cash June 2021</b>						
03/06/2021	Iceland	4809	Café Supplies	17.58	3.52	21.10
03/06/2021	Yorkshire Trading	"	Café Storage	9.55	1.91	11.46
03/06/2021	Iceland	"	Café Supplies	12.66	2.54	15.20
03/06/2021	Iceland	"	Café Supplies	14.37	2.88	17.25
04/06/2021	Home Bargains	"	Café Supplies	8.29	1.66	9.95
04/06/2021	Iceland	"	Café Supplies	4.11	0.83	4.94
09/06/2021	Pavilion	"	Corporate Refreshments	6.10	0.30	6.40
16/06/2021	Iceland	"	Café Supplies	3.29	0.66	3.95
16/06/2021	Yorkshire Trading	"	Café Supplies	2.48	0.50	2.98
22/06/2021	Iceland	"	Café Supplies	3.33	0.67	4.00
29/06/2021	Iceland	"	Café Supplies	2.50	0.50	3.00
01/07/2021	Iceland	"	Café Supplies	3.15	0.63	3.78
	<b>Total</b>			<b>87.41</b>	<b>16.60</b>	<b>104.01</b>

<b>Credit Card May 2021</b>						
30/04/2021	Adobe	CC	Acrobat Pro	42.96	0.00	42.96
03/05/2021	Workwear Express	"	Uniform - Caretakers	144.73	28.95	173.68
03/05/2021	Nisbets	"	Uniform - Café	149.04	29.80	178.84
05/05/2021	Amazon	"	Cleaning Supplies SJCC	9.12	1.82	10.94
06/05/2021	OnBuy.Com	"	Stationery	4.95	0.00	4.95
06/05/2021	Nisbets	"	Uniform - Café	74.12	14.82	88.94
06/05/2021	Amazon	"	Returned Goods	-17.17	0.00	-17.17
07/05/2021	Amazon	"	Stationery	3.29	0.66	3.95
07/05/2021	Amazon	"	Stationery	6.60	1.35	7.95
10/05/2021	Display Stands	"	Café Display Stand	58.95	11.79	70.74
10/05/2021	Amazon	"	Café Equipment	7.28	1.46	8.74
10/05/2021	Amazon	"	Café First Aid Kit	11.24	2.25	13.49
10/05/2021	Amazon	"	Café Equipment	2.07	0.42	2.49
10/05/2021	Square	"	Café Payment Reader	19.00	3.80	22.80
10/05/2021	Mill Sales	"	Toilet Roll Dispenser Pavilion	31.85	6.37	38.22
10/05/2021	Safety Buyer	"	Fire Extinguisher - Pavilion	291.54	58.31	349.85
10/05/2021	Direct 365	"	Cleaning Supplies - Pavilion	52.75	10.55	63.30
10/05/2021	Direct 365	"	Cleaning Supplies - Pavilion	52.75	10.55	63.30
10/05/2021	Direct 365	"	Cleaning Supplies - Pavilion	-52.75	-10.55	-63.30
10/05/2021	Adexa	"	Café Equipment	43.99	8.80	52.79
10/05/2021	Nisbets	"	Cleaning and Catering - Pavilion	247.88	49.57	297.45
10/05/2021	Amazon	"	Café Equipment	11.08	2.22	13.30
10/05/2021	Institute of Swimming	"	Pool Plant Course	598.00	0.00	598.00
10/05/2021	Amazon	"	Café Equipment	79.16	15.83	94.99
10/05/2021	Amazon	"	Café Equipment	78.97	15.79	94.76
10/05/2021	Amazon	"	Café Equipment	4.58	0.92	5.50
10/05/2021	Amazon	"	Café Equipment	61.64	12.34	73.98
10/05/2021	Amazon	"	Café Equipment	72.41	14.49	86.90
10/05/2021	Amazon	"	Café Equipment	34.16	6.83	40.99
10/05/2021	Amazon	"	Café Equipment	93.57	18.72	112.29
10/05/2021	Amazon	"	Café Equipment	106.93	21.41	128.34
11/05/2021	Amazon	"	Café Equipment	12.50	2.50	15.00
11/05/2021	Amazon	"	Café Equipment	2.49	0.50	2.99
11/05/2021	Safety Buyer	"	Fire Extinguisher Sign - Pavilion	9.20	1.84	11.04
11/05/2021	Home Bargains	"	Cleaning and Catering - Pavilion	28.05	4.09	32.14

12/05/2021	Amazon	"	Café Equipment	19.99	4.00	23.99
13/05/2021	Amazon	"	Café Equipment	34.09	6.82	40.91
13/05/2021	Screwfix	"	Paint - Pavilion Fence	46.67	9.33	56.00
13/05/2021	Nisbets	"	Cleaning Supplies - Pavilion	9.89	1.98	11.87
13/05/2021	Amazon	"	Returned Goods	-49.00	-9.80	-58.80
14/05/2021	Workwear Express	"	Uniform - Café	91.21	18.24	109.45
14/05/2021	Stitches of Bridgenorth	"	Uniform - Café	156.38	31.28	187.66
17/05/2021	Ikea	"	Café Equipment	51.25	10.25	61.50
18/05/2021	Amazon	"	Stationery	2.00	0.40	2.40
18/05/2021	Amazon	"	Café Equipment	6.66	1.33	7.99
19/05/2021	Morrison	"	Cafe Equipment	50.33	10.07	60.40
20/05/2021	Shoecare	"	Pavilion Keys	16.67	3.33	20.00
21/05/2021	Safe Shop	"	Café Equipment	178.66	35.73	214.39
24/05/2021	Amazon	"	Returned Goods	-74.16	-14.83	-88.99
25/05/2021	Amazon	"	Café Equipment	9.98	2.00	11.98
<b>Total</b>				<b>2,927.55</b>	<b>458.33</b>	<b>3,385.88</b>

**Total Payments F&GP  
Committee 7th July 2021**

<b>55,564.78</b>	<b>1,406.30</b>	<b>56,971.08</b>
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