



Morpeth Town Council

Mrs T Bell ILEX, CILCA
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 at **6:30pm on Wednesday 2nd March 2022 in the Corn Exchange of the Town Hall, Morpeth.**

The Agenda for the meeting is set out below.

Mrs Tracey Bell
Clerk to Morpeth Town Council

25th February 2022

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

- The Mayor has commissioned some ties and scarfs in Morpeth Town colours, including the Town Crest, in aid of his chosen charity, contact Mental Health. These are available for purchase at £30 each.
- A St Patrick's Day dinner at the Sun Inn in aid of the Mayor's charity will take place on Thursday 17th March 2022 7pm. Tickets are £23 per person.

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 2nd February 2022

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

6. Authorisation of Payments

To approve the list of payments to creditors for February 2022, totalling £90,573.19, see appendix B.

7. 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 2nd February 2022 at 6:30pm in the Corn Exchange of the Town Hall,
Morpeth

Present:

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

Clerks:

Mrs T Bell
Miss K Carter

Absent Councillors:

The Town Council's Internal Auditor, Mike Slaughter, was also in attendance.

Open Session

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

163/21 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.

164/21 Mayoral Announcements

- The Mayor has commissioned some ties and scarfs in Morpeth Town colours, including the Town Crest, in aid of his chosen charity, contact Mental Health. These are available for purchase at £30 each.
- A Over £1,000 was raised in aid of the Mayor's charity at the Chinese New Year Banquet at Mulan on Monday 31st January 2022.
- The Mayor is currently in the process of organising a St Patrick's Day event at the Sun Inn, details to follow.

165/21 Declarations of Interest

The Chairman received no declarations of interest on this occasion.

166/21 Minutes of the Finance and General Purposes Committee held on 12th January 2022

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 with the above amendments and signed as a correct record by the chair.

167/21 Authorisation of Payments

The payment list for January 2022 was circulated for consideration.

RESOLVED

- (i) That members agreed the amended payment lists for January 2022, totalling £44,707.94.

168/21 Budget Monitoring Statement

Members were provided with the third quarter Budget Statement 2021/22.

Cllr Skinner enquired whether the expenditure at the Pavilion Café included building costs.

The Clerk advised that the expenditure was stock, staff costs etc.

Cllr R Wearmouth enquired about the income versus the expenditure of the café.

The Clerk informed members that income had been more than expected for January and there had been a number of returning customers. Additional staff have been employed including two dedicated cooks.

RESOLVED

- (i) Information duly noted.

169/21 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: 10 For, 0 Against and 0 Abstention.

RESOLVED

- (i) Information duly noted.
- (ii) To recommend all reports to Full Council on 16th March 2022 for approval.

170/21 Report of Jubilee Working Group

The Clerk presented the report to members.

The Clerk advised that a budget of £10,000 for Jubilee celebrations has been ringfenced from other events that could not take place due to COVID-19 restrictions.

Cllr Crawford informed members that she has set up an Instagram account, using the username @the_jubilee_in_morpeth. Throughout the year she will post quizzes, photo competitions, children's craft activities etc. The page also has links to More in Morpeth Facebook and TikTok.

The Clerk advised that the media team running the More in Morpeth website are in the process of reconnecting with businesses in Morpeth to publicise what is on offer in the town. A competition for the best Jubilee window display will be launched after Easter in the run up to the bank holiday weekend.

Members approved the recommendations of the Group.

RESOLVED

- (i) Information duly noted.

There was no other business to discuss and the meeting concluded at 6:55pm with Councillors B Bawn, D Bawn, A Byard, A Cochrane, J Crawford, R Hogg, S Peacock, J Richardson, E Skinner and R Wearmouth present.

Morpeth Town Council
Authorisation of Payments - February 2022

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
26/1/22	NISBETS	BACS	CAFE SUPPLIES	40.86	8.17	49.03
26/1/22	NE FIRE SAFETY SERVICES	BACS	SJCC ANNUAL SERVICE	190.00	38.00	228.00
26/1/22	NISBETS	BACS	CAFE SUPPLIES	17.98	3.59	21.57
26/1/22	MORPETH CLEANING SERVICES	BACS	PAVILION WINDOW CLEANING	30.00	0.00	30.00
31/01/2022	WICKSTEED	BACS	PLAY AREAS	1,200.52	240.10	1,440.62
01/02/2022	JEWSON	BACS	BINS	17.21	3.44	20.65
01/02/2022	JEWSON	BACS	ALLOTMENTS	69.40	13.88	83.28
01/02/2022	JEWSON	BACS	ALLOTMENTS	39.94	7.99	47.93
01/02/2022	HIGH SPEED TRAINING	BACS	CAFE STAFF TRAINING	20.00	4.00	24.00
01/02/2022	DAVID BAWN	BACS	CHARITY MULAN REIMBURSEMENT	1,120.00	0.00	1,120.00
01/02/2022	NCC	BACS	NEAT TEAM	39,656.50	0.00	39,656.50
01/02/2022	NISBETS	BACS	CAFE SUPPLIES	31.19	6.23	37.42
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03/02/2022	WINN ELECTRICAL SERVICES	BACS	CARLISLE PARK TOILETS LIGHTS	400.00	80.00	480.00
03/02/2022	JEWSON	BACS	ALLOTMENTS	10.22	2.04	12.26
03/02/2022	JEWSON	BACS	ALLOTMENTS	38.42	7.68	46.10
03/02/2022	JEWSON	BACS	BUS STOP	22.34	4.47	26.81
03/02/2022	JEWSON	BACS	ALLOTMENTS	20.45	4.09	24.54
03/02/2022	JEWSON	BACS	GENERAL	10.25	2.05	12.30
03/02/2022	RIALTAS	BACS	ALLOTMENTS SOFTWARE	172.00	34.40	206.40
03/02/2022	JEWSON	BACS	ALLOTMENTS	18.79	3.76	22.55
03/02/2022	TYNE & WEAR PENSION FUND	BACS	RECHARGE	26.33	0.00	26.33
03/02/2022	BLACHERE ILLUMINATIONS	BACS	CHRISTMAS LIGHTS	4,893.94	978.79	5,872.73
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09/02/2022	NCC	BACS	SALARIES	23,629.73	10.25	23,639.98
14/02/2022	NCC	BACS	MORPETH BUNTING	765.00	153.00	918.00
14/02/2022	COMMUNICORP	BACS	LOCAL COUNCILS MONTHLY	75.00	0.00	75.00
14/02/2022	MARMAX	BACS	DEDICATED SEATS	379.00	75.80	454.80
14/02/2022	EARTH ANCHORS	BACS	OUTDOOR FURNITURE	3,234.00	646.80	3,880.80
14/02/2022	N WEST PAVING & FENCING	BACS	ALLOTMENT STORM DAMAGE REPA	828.00	0.00	828.00
14/02/2022	NCC	BACS	FESTIVE LIGHTING	3,600.00	720.00	4,320.00
14/02/2022	NCC	BACS	FESTIVE LIGHTING	910.00	182.00	1,092.00
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15/02/2022	JEWSON	BACS	ALLOTMENTS	13.47	2.69	16.16
15/02/2022	JEWSON	BACS	GENERAL	7.02	1.40	8.42
15/02/2022	JEWSON	BACS	GENERAL	20.49	4.10	24.59
16/02/2022	NORTHUMBRIA FENCING	BACS	ALLOTMENTS	1,026.00	0.00	1,026.00
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21/02/2022	FALON NAMEPLATES	BACS	SEAT PLAQUE	110.20	22.04	132.24
21/02/2022	COMMUNICORP	BACS	SUBSCRIPTION RENEWAL	12.00	0.00	12.00
21/02/2022	NISBETS	BACS	CLEANING	29.30	5.86	35.16
21/02/2022	MORPETH CLEANING SERVICES	BACS	WINDOW CLEANING	60.00	0.00	60.00
21/02/2022	MKM	BACS	GENERAL	49.01	9.80	58.81
21/02/2022	BLAYDON COMMUNICATIONS	BACS	SJCC EQUIPMENT	95.00	19.00	114.00
21/02/2022	CLUMSY GOAT	BACS	CAFE SUPPLIES	191.04	0.00	191.04
				83,080.60	3,295.42	86,376.02
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	Petty Cash					
27/02/2022	LIDL		CAFE SUPPLIES	2.43	0.32	2.75
31/01/2022	LIDL	"	CAFE FOOD	3.10	0.62	3.72
01/02/2022	HOME BARGAINS	"	OFFICE KITCHEN SUPPLIES	4.23	0.85	5.08
03/02/2022	LIDL	"	CAFE FOOD	2.76	0.00	2.76
07/02/2022	LIDL	"	CAFE FOOD	2.92	0.41	3.33
09/02/2022	T&G ALLAN	"	STAMPS	6.60	1.32	7.92
11/02/2022	LIDL	"	CAFE FOOD	6.21	0.26	6.47
21/02/2022	ICELAND	"	CAFE FOOD	4.00	0.80	4.80
14/02/2022	HOME BARGAINS	"	CARETAKER CLEANING	2.95	0.59	3.54
21/02/2022	LIDL	"	CAFE FOOD	3.63	0.45	4.08
14/02/2022	LIDL	"	CAFE FOOD	8.56	0.00	8.56
23/02/2022	LIDL	"	CAFE FOOD	2.85	0.00	2.85
				50.24	5.62	55.86
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	Direct Debits January 2022					
04/01/2022	Gaffey	DD	Hypolyser Rental Fee	306.92	61.38	368.30
10/01/2022	EE	DD	MTC Office Mobiles	84.83	16.97	101.80
10/01/2022	Wave	DD	SJCC Water	248.60	0.00	248.60
17/01/2022	Bankline	DD	Online Banking Charges	32.90	0.00	32.90
17/01/2022	Crown Gas & Power	DD	SJCC 30/11/21-30/12/21	188.49	37.70	226.19
17/01/2022	Booker Ltd	DD	Cafe Food Orders	631.13	17.43	648.56
17/01/2022	NCC	DD	SPCC Rates	85.00	0.00	85.00

19/01/2022	Worldpay	DD	Transaction Charges	29.05	2.81	31.86
20/01/2022	Wave	DD	Duncan Gardens Allotments	23.32	0.00	23.32
20/01/2022	Wave	DD	Wellwood Gardens Allotments	12.71	0.00	12.71
20/01/2022	Wave	DD	St Mary's Field Allotments	7.28	0.00	7.28
20/01/2022	Wave	DD	Paddling Pool	91.98	0.00	91.98
20/01/2022	Tower Leasing	DD	Coffee Machine Rental	176.29	35.26	211.55
27/01/2022	Worldpay	DD	Subscription Fee	9.95	1.99	11.94
28/01/2022	Siemens	DD	Photocopier Rental Fee	52.50	10.50	63.00
28/01/2022	Siemens	DD	Annual Service	60.00	12.00	72.00
28/01/2022	TalkTalk	DD	SJCC Wifi	29.95	5.99	35.94
28/01/2022	EDF	DD	SJCC 9/12/21-12/1/22	46.94	2.35	49.29
	Total			2,117.84	204.38	2,322.22

Credit Card January 2022

30/12/2021	Adobe	CC	Acrobat Pro DC	42.96	0.00	42.96
12/01/2022	Embroidery Express	CC	Cafe Uniform	143.68	28.78	172.46
12/01/2022	Office Essentials	CC	Office Supplies	11.08	2.22	13.30
12/01/2022	Workwear Express	CC	Caretaker Uniform	58.43	11.69	70.12
12/01/2022	Amazon	CC	Cafe Supplies	11.85	2.40	14.25
12/01/2022	Amazon	CC	Cafe Supplies	14.96	3.00	17.96
13/01/2022	Adexa	CC	Cafe Supplies	61.99	12.40	74.39
13/01/2022	Amazon	CC	Cafe Supplies	54.14	10.83	64.97
13/01/2022	Amazon	CC	Cafe Supplies	12.68	2.52	15.20
13/01/2022	Carr's Billington	CC	Allotment Fencing	54.50	10.90	65.40
13/01/2022	Amazon	CC	Cafe Supplies	13.32	2.67	15.99
18/01/2022	Amazon	CC	General Office	2.29	0.46	2.75
18/01/2022	Amazon	CC	General Office	3.07	0.62	3.69
18/01/2022	Amazon	CC	General Office	19.98	4.00	23.98
21/01/2022	Amazon	CC	Cafe Supplies	24.96	5.01	29.97
24/01/2022	Amazon	CC	Cafe Supplies	11.62	2.33	13.95
24/01/2022	Viking	CC	Cafe Supplies	90.30	18.06	108.36
26/01/2022	Vistaprint	CC	Loyalty Cards	23.73	4.75	28.48
27/01/2022	Amazon	CC	Cafe Supplies	15.72	3.15	18.87
28/01/2022	Ikea	CC	Cafe Supplies	120.00	24.00	144.00
28/01/2022	EasyEquipment	CC	Cafe Fridge	627.70	125.54	753.24
28/01/2022	Furniture at Work	CC	Cafe Drawers	104.00	20.80	124.80
	Total			1,522.96	296.13	1,819.09

Total Payments

86,771.64 3,801.55 90,573.19