

Morpeth Town Council
Minutes of the Finance & General Purposes Committee
Wednesday 12th January 2022 at 6:30pm in the Corn Exchange of the Town Hall,
Morpeth

Present:

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

Clerks: Mrs T Bell
Miss K Carter

Absent Councillors: J Crawford - Business
S Peacock - No apologies received

Open Session

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

137/21 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.

138/21 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 Chinese New Year Banquet at Mulan in aid of the Mayor's charity will take place on Monday 31st January 2022 7pm. Tickets are £23 per person.

139/21 Declarations of Interest

The Chairman received no declarations of interest on this occasion.

140/21 Minutes of the Finance and General Purposes Committee held on 1st December 2021

The minutes of the above meetings were approved as a true record with the following correction:

Page 2 – Change £38,915.96 to £38,942.08.

An amended payments list for November 2021 was also circulated and approved by members.

The Clerk advised that the original payments list had been incorrect due to some figures accidentally not being included in the formula on the spreadsheet.

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.

141/21 Authorisation of Payments

An amended payment list for December 2021 was circulated for consideration.

RESOLVED

- (i) That members agreed the amended payment lists for December 2021, totalling £38,871.54.

142/21 Budget 2022/23

Members were provided for consideration with the third draft budget for 2022/23. A breakdown of the precept was also provided on the night.

Members were asked to refer the Precept requirement to Full Council for approval and submission to Northumberland County Council.

The Clerk advised members that with a 2% increase of the precept for band A council tax would only increase by 5p per week and £2.41 per year.

Cllr Hogg queried why the precept had to be increased by 2%.

The Clerk advised that the 2% increase was to offset inflation and the Government rise in National Insurance payments. This year has been an unusual year as the Pavilion Café opened and no revenue was able to be generated through hire of the Town Hall due to COVID.

Cllr D Bawn suggested that next year a consultation should be held to discuss whether to freeze, increase or decrease council tax.

Cllr Byard enquired which heading of the budget contained funds for projects.

The Clerk advised that funds for potential future projects currently sit in general reserves, however once more information and a quote is received the funds can then be earmarked. She also advised that funds for bigger projects can be accumulated within reserves until the required amount is available.

Members agreed to refer the Precept requirement to Full Council for approval prior to submission to Northumberland County Council.

RESOLVED

- (i) Information duly noted.
- (ii) To refer the 2022/23 final draft budget to Full Council for approval.
- (iii) To refer the Precept requirement to Full Council for approval and submission to Northumberland County Council.

143/21 Subsidies 2020/21

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

- Greater Morpeth Development Trust (GMDT)

Members agreed that the report did not demonstrate how the subsidy was effectively spent on Morpeth events.

The Clerk advised that she has invited GMDT to have a meeting so that the subsidy process can be explained as there have been some new recruits to the organisation.

RESOLVED

- (i) Information duly noted.

There was no other business to discuss and the meeting concluded at 7:02pm with Councillors B Bawn, D Bawn, A Byard, A Cochrane, R Hogg, J Richardson, E Skinner and R Wearmouth present.

Morpeth Town Council
Authorisation of Payments - December 2021

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
30/11/2021	NCC	BACS	Salaries	24,230.28	9.57	24,239.85
30/11/2021	Datim	BACS	Carlisle Park Grounds Repairs	286.00	57.20	343.20
30/11/2021	CBS World	BACS	Mayors Christmas Cards	72.81	14.56	87.37
12/01/2021	Phoenix Software Ltd	BACS	Office 365 Subscription	2,067.12	413.42	2,480.54
12/01/2021	Jewson	BACS	Pavilion Maintenance	21.36	4.27	25.63
12/01/2021	Phoenix Taxis	BACS	Civic Duty Travel	134.00	26.80	160.80
12/01/2021	Jewson	BACS	General Maintenance	5.92	1.18	7.10
12/03/2021	Jewson	BACS	Allotment Maintenance	11.12	2.22	13.34
12/03/2021	Jewson	BACS	Allotment Maintenance	20.01	4.00	24.01
12/08/2021	MK Catering NE Ltd	BACS	Mayor's Ball Catering	2,046.00	409.20	2,455.20
12/08/2021	The Pavilion	BACS	Civic Events	191.00	0.00	191.00
14/12/2021	MKM	BACS	SJCC Repairs	24.99	5.00	29.99
14/12/2021	Tracey Bell	BACS	Travel November 2021	78.30	0.00	78.30
14/12/2021	S Finneran	BACS	SJCC Annual Service	280.00	56.00	336.00
14/12/2021	Clear Channel	BACS	Bus Shelter Repair	151.46	30.29	181.75
14/12/2021	Jewson	BACS	Allotment Maintenance	18.30	3.66	21.96
20/12/2021	Clumsy Goat	BACS	Café Supplies	191.04	0.00	191.04
20/12/2021	Spotty Dogs Signs and Print Ltd	BACS	Safety Signs	47.00	9.40	56.40
20/12/2021	Tyne & Wear Pension Fund	BACS	Pension Recharge	26.33	0.00	26.33
20/12/2021	LTL Systems Ltd	BACS	Pavilion Fire Alarm Maintenance	180.00	36.00	216.00
20/12/2021	St John Ambulance	BACS	Event Cover	96.00	19.20	115.20
21/12/2021	Lozan Patterson	BACS	Refund for booking	64.80	0.00	64.80
21/12/2021	High Speed Training	BACS	Cafe Staff Training	250.00	50.00	300.00
21/12/2021	Jewson	BACS	General Maintenance	39.43	7.89	47.32
21/12/2021	Jewson	BACS	General Maintenance	18.18	3.64	21.82
21/12/2021	Jewson	BACS	General Maintenance	83.33	16.67	100.00
21/12/2021	Matthew Dunbar	BACS	Entertainment	280.00	0.00	280.00
21/12/2021	Clumsy Goat	BACS	Café Supplies	191.04	0.00	191.04
21/12/2021	Clumsy Goat	BACS	Café Supplies	191.04	0.00	191.04
22/12/2021	Morpeth Cleaning Services	BACS	Window Cleaning SJCC & Pavilion	60.00	0.00	60.00
				31,356.86	1,180.17	32,537.03
	Petty Cash					
30/11/2021	Home Bargains	BACS	Office Supplies and Caretaker cleaning	7.94	1.59	9.53
30/11/2021	Yorkshire Trading Company	BACS	Office Supplies	7.49	1.50	8.99
30/11/2021	Durham County Council	BACS	Alcohol License - Change of Address	10.50	0.00	10.50
12/02/2021	Home Bargains	BACS	Cafe Supplies	2.08	0.41	2.49
12/03/2021	Home Bargains	BACS	Mayor's Ball	4.38	0.87	5.25
12/03/2021	Lidl	BACS	Mayor's Ball	1.75	0.35	2.10
12/03/2021	Card Factory	BACS	Mayor's Ball	6.96	0.00	6.96
12/07/2021	Home Bargains	BACS	Cafe Cleaning	3.76	0.75	4.51
12/07/2021	Home Bargains	BACS	Office Consumables	5.83	1.17	7.00
12/07/2021	Lidl	BACS	Cafe Food	3.37	0.39	3.76
12/07/2021	Scout Post	BACS	Mayor's Cards	32.10	0.00	32.10
12/08/2021	Post Office	BACS	Mayor's Cards	4.25	0.00	4.25
12/09/2021	Yorkshire Trading Company	BACS	Office Supplies	3.32	0.66	3.98
12/09/2021	Home Bargains	BACS	Office supplies and cafe food	7.77	1.11	8.88
12/09/2021	Iceland	BACS	Cafe Food	1.66	0.34	2.00
17/12/2021	Lidl	BACS	Cafe Food	2.85	0.00	2.85
17/12/2021	Iceland	BACS	Cafe Food	4.50	0.90	5.40
17/12/2021	Lidl	BACS	Cafe Food	3.00	0.00	3.00
22/12/2021	Lidl	BACS	Cafe Food	1.97	0.39	2.36
				115.48	10.43	125.91
	Direct Debits November 2021					
09/12/2021	Gaffey Technical Services Ltd	DD	Hypolyser Rental Fee	306.92	61.38	368.30
09/12/2021	EDF Energy	"	SJCC Charge	75.50	3.78	79.28
09/12/2021	Tower Leasing Ltd	"	Coffee Machine Rental	176.29	35.26	211.55
09/12/2021	TalkTalk	"	SJCC Wifi	29.95	5.99	35.94
09/12/2021	EDF Energy	"	SPCC Charge	12.38	0.62	13.00
09/12/2021	Worldpay	"	Transaction Charges Oct 21	29.46	2.89	32.35
09/12/2021	Worldpay	"	Subscription Fees Nov 2021	9.95	1.99	11.94
09/12/2021	EE	"	MTC Office Mobile	84.83	16.97	101.80
09/12/2021	Crown Gas & Power	"	SJCC 30/9/2021-31/10/2021	112.01	5.60	117.61
09/12/2021	NEST	"	Cafe Pension	108.18	0.00	108.18
09/12/2021	EDF Energy	"	SJCC Charge	45.03	2.25	47.28
09/12/2021	NCS	"	MTC Office Telephone	39.38	7.88	47.26
09/12/2021	Bankline	"	Online Banking Charges	27.70	0.00	27.70
09/12/2021	NCC	"	SPCC Rates	85.00	0.00	85.00

09/12/2021	Booker	"	Cafe Supplies	1,936.31	82.22	2,018.53
09/12/2021	Siemens	"	Photocopier Lease Oct 21	52.50	10.50	63.00
	Total			3,131.39	237.33	3,368.72

Credit Card November 2021

29/10/2021	Ebay	CC	Stationary	12.48	0.00	12.48
01/11/2021	Adobe	"	Acrobat Pro Subscription	42.96	0.00	42.96
01/11/2021	Costco	"	Christmas Decorations	216.65	43.34	259.99
02/11/2021	Amazon	"	Stationary	2.48	0.50	2.98
02/11/2021	Indeed	"	Advertising	60.76	0.00	60.76
02/11/2021	Amazon	"	Cafe Supplies	10.82	2.17	12.99
03/11/2021	Amazon	"	Stationary	11.66	2.33	13.99
03/11/2021	Poppy Shop	"	Civic Events	66.60	13.32	79.92
04/11/2021	Vista Print	"	Advertising	28.03	5.61	33.64
04/11/2021	Roadware	"	Grit Bins	198.95	39.79	238.74
04/11/2021	Amazon	"	General Supplies	9.99	2.00	11.99
04/11/2021	Amazon	"	General Supplies	42.49	8.50	50.99
04/11/2021	Amazon	"	General Supplies	14.99	3.00	17.99
04/11/2021	Amazon	"	General Supplies	12.49	2.50	14.99
04/11/2021	Amazon	"	General Supplies	9.98	2.00	11.98
04/11/2021	Amazon	"	General Supplies	9.15	1.84	10.99
04/11/2021	Amazon	"	General Supplies	12.48	2.50	14.98
04/11/2021	Boards Direct	"	Cafe Supplies	92.55	18.51	111.06
08/11/2021	Amazon	"	Cafe Supplies	12.48	2.50	14.98
08/11/2021	Amazon	"	Cafe Supplies	1.94	0.39	2.33
08/11/2021	Amazon	"	Cafe Supplies	45.38	9.09	54.47
08/11/2021	Amazon	"	Cafe Supplies	9.96	1.99	11.95
08/11/2021	Amazon	"	Cafe Supplies	33.48	6.70	40.18
11/11/2021	ASDA	"	Civic Events	423.20	0.00	423.20
12/11/2021	ASDA	"	Civic Events	-5.75	0.00	-5.75
12/11/2021	ASDA	"	Civic Events	35.00	0.00	35.00
12/11/2021	ASDA	"	Civic Events	-0.75	0.00	-0.75
12/11/2021	Card Factory	"	General Supplies	1.96	0.00	1.96
12/11/2021	WHSmith	"	Civic Events	20.00	0.00	20.00
11/11/2021	ASDA	"	Civic Events	-32.50	0.00	-32.50
16/11/2021	Ebay	"	Allotments	9.99	0.00	9.99
16/11/2021	Ebay	"	Allotments	3.45	0.00	3.45
16/11/2021	Ebay	"	Allotments	42.50	0.00	42.50
16/11/2021	Viking	"	Cafe Cleaning	11.24	2.25	13.49
16/11/2021	Corporate Christmas Tree Co	"	Town Hall	243.32	48.67	291.99
17/11/2021	Wilko	"	Town Hall	23.00	4.60	27.60
17/11/2021	Home Bargains	"	Town Hall	105.41	21.08	126.49
17/11/2021	Home Bargains	"	Town Hall	31.46	6.29	37.75
18/11/2021	The Range	"	Town Hall	285.80	57.15	342.95
18/11/2021	Christmas Direct	"	Town Hall	51.24	10.25	61.49
18/11/2021	Christmas Direct	"	Town Hall	187.46	37.50	224.96
23/11/2021	Amazon	"	Cafe Supplies	21.79	0.00	21.79
23/11/2021	Amazon	"	Cafe Supplies	27.48	5.50	32.98
25/11/2021	Vista Print	"	Advertising	17.16	3.43	20.59
26/11/2021	Amazon	"	General Supplies	11.13	2.24	13.37
	Total			2,472.34	367.54	2,839.88

Total Payments

37,076.07	1,795.47	38,871.54
------------------	-----------------	------------------