

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.

Appendix B

Morpeth Town Council
Authorisation of Payments - January 2022

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
01/11/2022	NISBETS	BACS	CAFE UNIFORM	130.50	26.10	156.60
01/11/2022	NCC	BACS	RENT	3,000.00	0.00	3,000.00
01/11/2022	CLEAR CHANNEL	BACS	BUS SHELTER REPAIR	141.58	28.32	169.90
01/11/2022	NISBETS	BACS	CAFE UNIFORM	30.58	6.11	36.69
01/11/2022	NCC	BACS	WAGES	23,760.14	8.88	23,769.02
01/11/2022	NCC	BACS	ELECTION RECHARGE	9,716.00	1,738.86	11,454.86
01/11/2022	JEWSON	BACS	ALLOTMENTS	99.84	19.97	119.81
01/11/2022	JEWSON	BACS	ALLOTMENTS	72.84	14.57	87.41
01/11/2022	JEWSON	BACS	ALLOTMENTS	61.38	12.28	73.66
01/11/2022	JEWSON	BACS	SKATE PARK	19.60	3.92	23.52
01/11/2022	JEWSON	BACS	ALLOTMENTS	16.64	3.33	19.97
01/11/2022	SLCC	BACS	TB MEMBERSHIP	412.00	0.00	412.00
<hr/>						
14/1/2022	GUSTHARTS	BACS	GENERAL USE	33.26	6.28	39.54
14/1/2022	GUILD OF MACEBEARERS	BACS	ANNUAL MEMBERSHIP	10.00	0.00	10.00
14/1/2022	SLCC	BACS	MEMBERSHIP FEE	234.00	0.00	234.00
17/1/2022	OJM Tree & Landscape Services	BACS	Tree Removal	550.00	0.00	550.00
18/1/2022	CLEAR CHANNEL	BACS	BUS SHELTER REPAIR	219.22	43.84	263.06
18/1/2022	CLEAR CHANNEL	BACS	BUS SHELTER REPAIR	104.98	21.00	125.98
				38,612.56	1,933.46	40,546.02
<hr/>						
Petty Cash						
05/01/2022	ICELAND	4817	CAFE FOOD	9.16	1.84	11.00
06/01/2022	HOME BARGAINS	"	CAFE SUPPLIES	9.49	1.17	10.66
07/01/2022	ICELAND	"	CAFE FOOD	3.29	0.66	3.95
11/01/2022	HOME BARGAINS	"	CAFE SUPPLIES	4.72	0.95	5.67
11/01/2022	LIDL	"	CAFE SUPPLIES	5.99	0.11	6.10
10/01/2022	LIDL	"	CAFE FOOD	3.53	0.43	3.96
13/01/2022	HOME BARGAINS	"	CAFE FOOD & OFFICE GENERAL	4.80	0.96	5.76
14/01/2022	ICELAND	"	CAFE FOOD	2.04	0.41	2.45
18/01/2022	B&M	"	CAFE CLEANING	2.50	0.50	3.00
19/01/2022	LIDL	"	CAFE FOOD	3.54	0.00	3.54
19/01/2022	HOME BARGAINS	"	MTC OFFICE CLEANING	8.22	1.64	9.86
19/01/2022	CARR'S BILLINGTON	"	ALLOTMENTS	21.74	4.35	26.09
19/01/2022	CARR'S BILLINGTON	"	ALLOTMENTS	4.16	0.83	4.99
19/01/2022	HOME BARGAINS	"	CAFE FOOD & OFFICE GENERAL	11.18	1.79	12.97
19/01/2022	YORKSHIRE TRADING CO	"	OFFICE SUPPLIES	13.69	2.74	16.43
20/01/2022	LIDL	"	CAFE FOOD	3.10	0.62	3.72
20/01/2022	HOME BARGAINS	"	CAFE SUPPLIES	6.98	1.40	8.38
20/01/2022	SHOECARE	"	BOWLING GREEN GATE	4.96	0.99	5.95
24/01/2022	HOME BARGAINS	"	CARETAKER CLEANING	8.28	1.66	9.94
25/01/2022	HOME BARGAINS	"	CAFE FOOD	3.00	0.00	3.00
26/01/2022	YORKSHIRE TRADING CO	"	OFFICE SUPPLIES	4.14	0.83	4.97
				138.51	23.88	162.39
<hr/>						
Direct Debits December 2021						
01/12/2021	Gaffey	DD	Hyprolyser Rental Fee	306.92	61.38	368.30
03/12/2021	Nest	"	Pension Contribution	51.39	0.00	51.39
10/12/2021	EE	"	MTC Office Mobiles	85.45	17.09	102.54
10/12/2021	Pitney Bowes	"	Franking Machine Lease	23.16	4.63	27.79
14/12/2021	Talk Talk	"	SJCC Wi-Fi	29.95	5.99	35.94
15/12/2021	Bankline	"	Online Banking Charges	27.30	0.00	27.30
15/12/2021	Booker Ltd	"	Café Food Orders	1,936.82	67.63	2,004.45
15/12/2021	NCC	"	SPCC Rates	85.00	0.00	85.00
16/12/2021	Crown Gas and Power	"	SJCC 31/10-30/11/21	172.92	34.58	207.50
20/12/2021	Tower Leasing	"	Coffee Machine Rental	176.29	35.26	211.55
21/12/2021	Worldpay	"	Transaction Charges	29.27	2.85	32.12
21/12/2021	Worldpay	"	Subscription fee	9.95	1.99	11.94
24/12/2021	EDF	"	SJCC 10/11-08/12/21	53.72	2.69	56.41
29/12/2021	Siemens	"	Photocopier Rental Fee	52.50	10.50	63.00
30/12/2021	Wave	"	Middle Green Allotments PP	49.00	0.00	49.00
30/12/2021	Wave	"	St Marys Allotments PP	5.00	0.00	5.00
30/12/2021	Wave	"	Duncan Garden Allotments PP	30.00	0.00	30.00
30/12/2021	Wave	"	Wellwood Gardens Allotments PP	11.00	0.00	11.00
30/12/2021	Wave	"	SPCC PP	5.00	0.00	5.00
30/12/2021	Wave	"	Padding Pool PP	69.00	0.00	69.00
31/12/2021	NCS	"	MTC Telephone Charges	38.57	7.71	46.28
31/12/2021	NCS	"	Copier Charges 26/8-25/11/21	85.86	17.17	103.03
Total				3,334.07	269.47	3,603.54

Credit Card December 2021						
29/11/2021	Amazon	CC	Cafe Supplies	16.14	3.24	19.38
30/11/2021	Adobe	"	Acrobat Pro DC Subscription	42.96	0.00	42.96
30/11/21	Ikea	"	Mayors Ball	83.75	16.75	100.50
12/02/2021	Euro Office	"	Office Supplies	30.75	6.15	36.90
12/02/2021	Indeed	"	Nov 21 Job Advert	98.26	0.00	98.26
12/03/2021	Amazon	"	Cafe Supplies	8.32	1.67	9.99
12/07/2021	Riverside Guest House	"	Civic Event	88.00	0.00	88.00
	Total			368.18	27.81	395.99
	Total Payments			42,453.32	2,254.62	44,707.94