

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

Present:

Councillors: J Crawford - Chair
A Cochrane
R Hogg
S Peacock
J Richardson

Clerks: Mrs T Bell

Absent Councillors: D Bawn - Personal
B Bawn - Personal
A Byard - Personal
R Wearmouth - Personal
E Skinner - No apologies received

Open Session

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

182/21 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.

183/21 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.
- Tea in the Paddock in aid of the Mayor's charity will take place on Monday 11th April 2022 7:30pm. Tickets are £35 per person.

184/21 Declarations of Interest

The Chairman received no declarations of interest on this occasion.

185/21 Minutes of the Finance and General Purposes Committee held on 2th March 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.

186/21 Authorisation of Payments

The payment list for March 2022 was circulated for consideration.

RESOLVED

- (i) That members agreed the amended payment lists for March 2022, totalling £157,041.02.

187/21 Interim Internal Audit 2021/22

Members were provided for information with a letter from the internal auditor following completion of the interim internal audit for 2021/22.

RESOLVED

- (i) Information duly noted.

188/21 Subsidies 2021/22

Members were provided for information documents from the following organisations in relation to their 2021/22 subsidy:

- Citizens Advice
- Millennium Green Trust
- Morpeth Bell-ringers' Society
- Morpeth Markets
- Northumberland Domestic Abuse Service

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

RESOLVED

- (i) Information duly noted.

189/21 Small Grant Application

Members were asked to consider a Small Grant Application from 4th Morpeth Scouts.

RESOLVED

(i) Information duly noted and the grant was agreed.

190/21 Morpeth Bus Station Toilets

The Clerk advised that a meeting had taken place with Sanderson Arcade regarding their decision to close to bus station toilets to the public. Sanderson Arcade advised that this was a business decision due to the current economic climate. The Clerk advised that the Council were unhappy with this decision and would like Sanderson Arcade to reconsider their position. The Council requested that as a minimum the public toilets in Austin House be made available for a longer period and that more signage be added into the arcade and bus station so that visitors are aware of the facilities location.

A compromise was reached and it was agreed that the toilets would be available from 6am to 6pm Monday – Saturday and 10am to 4pm on a Sunday and additional signage would be added across the site as requested.

RESOLVED

(i) Information duly noted.

There was no other business to discuss and the meeting concluded at 7:20pm with Councillors A Cochrane, J Crawford, R Hogg, S Peacock, J Richardson, present.

Morpeth Town Council
Authorisation of Payments - March 2022

Appendix B

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
25/02/2022	INSIDE MAGAZINE	BACS	FEB/MAR TOWN CRYER	1,200.00	0.00	1,200.00
25/02/2022	JEWSON	BACS	GENERAL	33.40	6.68	40.08
25/02/2022	JEWSON	BACS	BINS	8.04	1.61	9.65
25/02/2022	JEWSON	BACS	GENERAL	5.98	1.20	7.18
25/02/2022	JEWSON	BACS	GENERAL	30.00	6.00	36.00
25/02/2022	JEWSON	BACS	PAVILION FENCE	8.55	1.71	10.26
25/02/2022	JEWSON	BACS	ALLOTMENTS	69.07	13.81	82.88
25/02/2022	FALON NAMEPLATES	BACS	SEAT PLAQUE	150.20	30.04	180.24
28/02/2022	RUNNING IMP	BACS	QUEEN'S JUBILEE	7,053.36	1,410.67	8,464.03
04/03/2022	BLAYDON COMMUNICATIONS	BACS	REPAIRS	86.50	17.30	103.80
04/03/2022	ST JAMES SQUARE	BACS	PROFESSIONAL ADVICE	750	150	900.00
04/03/2022	GUSTHARTS	BACS	NEAT TEAM CLOTHING	194.32	36.66	230.98
04/03/2022	NCC	BACS	SALARY	22,574.58	9.57	22,584.15
08/03/2022	DATIM	BACS	SJCC FINAL PAYMENT	5,778.33	1,155.67	6,934.00
08/03/2022	JEWSON	BACS	GENERAL	2.69	0.54	3.23
08/03/2022	JEWSON	BACS	GENERAL	2.80	0.56	3.36
08/03/2022	MARMAX	BACS	DEDICATED SEATS	4,120.00	824.00	4,944.00
10/03/2022	CRAWFORD HIGGINS	BACS	SJCC INSPECTIONS	694.00	138.80	832.80
						0.00
14/03/2022	PCN Ltd	BACS	PAVILION COUNTER	475.00	95.00	570.00
18/03/2022	RUNNING IMP	BACS	QUEEN'S JUBILEE	1,162.63	232.53	1,395.16
18/03/2022	CLUMSY GOAT	BACS	CAFE SUPPLIES	191.04	0.00	191.04
18/03/2022	NCC	BACS	HR SERVICES	295.00	0.00	295.00
18/03/2022	SHARP	BACS	MORE IN MORPETH	1,100.00	0.00	1,100.00
18/03/2022	PENFOLDS	BACS	NEWSPAPERS	42.90	0.00	42.90
18/03/2022	FALON NAMEPLATES	BACS	DEDICATED SEAT PLAQUE	110.20	22.04	132.24
18/03/2022	NCC	BACS	FESTIVE LIGHTS	16,165.00	3,233.00	19,398.00
18/03/2022	IHL GROUP	BACS	CARLISLE PARK SURFACE	8,680.00	1,736.00	10,416.00
18/03/2022	JEWSON	BACS	ALLOTMENTS	7.66	1.53	9.19
18/03/2022	JEWSON	BACS	GENERAL	23.96	4.79	28.75
22/03/2022	JEWSON	BACS	ALLOTMENTS	48.84	9.77	58.61
22/03/2022	RUNNING IMP	BACS	QUEEN'S JUBILEE	306.68	61.34	368.02
22/03/2022	MORPETH CLEANING SERVICES	BACS	PAVILION WINDOWS	30.00	0.00	30.00
22/03/2022	DAVID BAWN	BACS	ST PATRICK'S DAY MEAL	547.00	0.00	547.00
22/03/2022	AGROVISTA	BACS	BOWLING GREENS	236.50	47.30	283.80
24/03/2022	NCC	BACS	SALARIES	25,552.42	10.93	25,563.35
25/03/2022	DOBBIES GARDEN CENTRE	BACS	MORPETH IN BLOOM	28,931.06	5,786.21	34,717.27
24/03/2022	JEWSON	BACS	GENERAL MAINTENANCE	70.35	14.07	84.42
24/03/22	JEWSON	BACS	GENERAL MAINTENANCE	38.19	7.64	45.83
28/03/2022	AMBEROL	BACS	SUPPORT BRACKETS	546.50	109.30	655.80
28/03/2022	CLEAR CHANNEL	BACS	BUS SHELTER REPAIRS	143.16	28.63	171.79
28/03/2022	JEWSON	BACS	GENERAL MAINTENANCE	23.26	4.65	27.91
				127,489.17	15,209.55	142,698.72
	Petty Cash					
26/02/2022	Lidl	4819	Café Food Supplies	6.00	0.00	6.00
28/02/2022	Lidl	"	Café Food Supplies	3.46	0.42	3.88
28/02/2022	Home Bargains	"	Café Food Supplies	3.40	0.00	3.40
10/03/2022	Lidl	"	Café Food Supplies	6.74	0.78	7.52
10/03/2022	Iceland	"	Café Food Supplies	4.00	0.80	4.80
11/03/2022	Yorkshire Trading	"	Cleaning Supplies	2.15	0.43	2.58
14/03/2022	Home Bargains	"	Cleaning Supplies	18.10	3.62	21.72
14/03/2022	Lidl	"	Café Food Supplies	2.62	0.41	3.03
17/03/2022	Morrisons	"	Café Equipment	15.00	0.00	15.00
21/03/2022	Home Bargains	"	Café Food Supplies	2.55	0.00	2.55
21/03/2022	Lidl	"	Café Food Supplies	3.63	0.45	4.08
24/03/2022	Lidl	"	Café Food Supplies	3.97	0.41	4.38
25/03/2022	Morrisons	"	Fuel for maintenance	5.78	1.15	6.93
28/03/2022	Iceland	"	Café Food Supplies	5.33	1.07	6.40
				82.73	9.54	92.27

Direct Debits February 2022

01/02/2022	Gaffey	DD	Hypolyser Rental Fee	306.92	61.38	368.30
10/02/2022	NEST	DD	Pension	79.10	0.00	79.10
10/02/2022	ICO	DD	Data Protection Fee	35.00	0.00	35.00
11/02/2022	EE	DD	MTC Office Mobiles	84.83	16.97	101.80
14/02/2022	TalkTalk	DD	SJCC Wifi	29.95	5.99	35.94
14/02/2022	Crown Gas & Power	DD	SJCC 30/12/21-31/1/22	187.78	37.55	225.33
15/02/2022	Bookers	DD	Cafe Food	2,171.64	80.86	2,252.50
15/02/2022	NCC	DD	SPCC Rates	85.00	0.00	85.00
18/02/2022	Worldpay	DD	Subscription Fee	9.95	1.99	11.94
16/02/2022	EDF Energy	DD	SPCC Electricity	8.25	0.43	8.68
15/02/2022	Bankline	DD	Online Banking Charges	28.90	0.00	28.90
21/02/2022	Worldpay	DD	Transaction Charges	37.74	2.99	40.73
21/02/2022	Tower Leasing	DD	Coffee Machine Rental	176.29	35.26	211.55
25/02/2022	EDF Energy	DD	SJCC 13/1/22-9/2/22	52.38	2.62	55.00
28/02/2022	Siemens	DD	Lease Rental	52.50	10.50	63.00
28/02/2022	NCS	DD	Telephones	38.11	7.62	45.73
	Total			3,384.34	264.16	3,648.50

Direct Debits March 2022

01/03/2022	Gaffey	DD	Hypolyser Rental Fee	306.92	61.38	368.30
08/03/2022	NEST	DD	Pension Payment	82.34	0.00	82.34
10/03/2022	Worldpay	DD	Customer Refund	46.00	0.00	46.00
10/03/2022	EE	DD	MTC Office Mobile	85.31	17.06	102.37
10/03/2022	Pitney Bowes	DD	Franking Machine	23.16	4.63	27.79
14/03/2022	PLWB	DD	Loan Repayment	1,623.50	0.00	1,623.50
14/03/2022	Crown Gas & Power	DD	SJCC 31/1-28/02/22	175.88	35.18	211.06
15/03/2022	Bankline	DD	Online Banking Charges	28.90	0.00	28.90
15/03/2022	Talk Talk	DD	SJCC Wi-Fi	29.95	5.99	35.94
15/03/2022	Booker	DD	Café Food Orders	2,207.03	98.73	2,305.76
15/03/2022	NCC	DD	SPCC Rates	85.00	0.00	85.00
17/03/2022	EDF	DD	SPCC Electricity	10.83	2.17	13.00
18/03/2022	Worldpay	DD	Subscription Fees March 22	9.95	1.99	11.94
21/03/2022	Worldpay	DD	Transaction Charges	41.10	2.91	44.01
21/03/2022	Tower Leasing	DD	Coffee Machine Rental	176.29	35.26	211.55
24/03/2022	EDF	DD	SJCC Electric 10/02-08/03/22	54.92	2.75	57.67
28/03/2022	Siemens	DD	Copier Lease	52.50	10.50	63.00
28/03/2022	NEST	DD	Pension Payment	115.43	0.00	115.43
31/03/2022	NCS	DD	MTC Office Telephone	41.60	8.32	49.92
31/03/2022	NCS	DD	Copier Charges	54.95	10.99	65.94
				5,251.56	297.86	5,549.42

Credit Card February 2022

31/01/2022	AO Retail Ltd	CC	Cafe Supplies	382.50	76.50	459.00
31/01/2022	Costco	CC	Cafe Supplies	36.64	7.35	43.99
31/01/2022	Bigdug Ltd	CC	Cafe Supplies	170.34	34.06	204.40
31/01/2022	Adobe	CC	Acrobat Pro DC	42.96	0.00	42.96
31/01/2022	Amazon	CC	SJCC Supplies	34.99	7.00	41.99
31/01/2022	Amazon	CC	SJCC Supplies	34.99	7.00	41.99
31/01/2022	Amazon	CC	Office Supplies	41.66	8.33	49.99
31/01/2022	Amazon	CC	General Maintenance	183.62	36.72	220.34
31/01/2022	The Range	CC	Cafe Supplies	423.83	0.00	423.83
04/02/2022	The Workshop Aberfeldy	CC	Civic Event	144.00	28.80	172.80
04/02/2022	Party Puffin	CC	Civic Event	55.49	11.16	66.65
04/02/2022	Ornamental Trees	CC	Civic Event	256.39	51.30	307.69
07/02/2022	Amazon	CC	Civic Event	12.48	2.49	14.97
07/02/2022	Amazon	CC	Civic Event	17.46	3.51	20.97
10/02/2022	Stitches of Bridgenorth	CC	Cafe Uniform	81.48	10.00	91.48
10/02/2022	J Parker	CC	Civic Event	210.00	42.00	252.00
11/02/2022	GiffGaff	CC	Cafe Phone	124.18	24.82	149.00
16/02/2022	Amazon	CC	Cafe Supplies	20.89	0.00	20.89
16/02/2022	Discount Creams	CC	Cafe Supplies	25.62	4.49	30.11
17/02/2022	Lady Haig Poppy Factory	CC	Civic Event	187.02	37.40	224.42
21/02/2022	Amazon	CC	Cafe Supplies	11.65	2.33	13.98
22/02/2022	Amazon	CC	Civic Event	15.82	3.17	18.99
22/02/2022	Easy Equipment	CC	Cafe Supplies	508.95	101.79	610.74
24/02/2022	Square	CC	Cafe Transaction System	3.57	0.00	3.57
28/02/2022	Amazon	CC	Cafe Supplies	2.83	0.57	3.40
28/02/2022	Square	CC	Cafe Supplies	29.00	5.80	34.80
				3,058.36	506.59	3,564.95

Credit Card March 2022

01/03/2022	Adobe	CC	Adobe Acrobat Pro	42.96	0.00	42.96
01/03/2022	Wilko	CC	Allotment Maintenance	491.67	98.33	590.00
02/03/2022	Square	CC	Team Plus Membership	20.00	0.00	20.00
02/03/2022	Party Puffin	CC	Jubilee	38.09	7.66	45.75
03/03/2022	Amazon	CC	Stationery	6.21	1.26	7.47
08/03/2022	Brosch Direct	CC	Cleaning Supplies	51.11	10.22	61.33
10/03/2022	SLCC	CC	Staff Training	35.00	7.00	42.00
14/03/2022	Amazon	CC	Café Equipment	15.68	3.12	18.80
16/03/2022	UK Cleaning Supplies	CC	Cleaning Supplies	331.78	66.36	398.14
17/03/2022	Yorkshire Products	CC	Café Equipment	11.90	3.49	15.39
18/03/2022	Amazon	CC	Café Equipment	36.90	7.36	44.26
21/03/2022	Vista Print	CC	Loyalty Cards	33.89	6.78	40.67
21/03/2021	Amazon	CC	Café Supplies	13.99	0.00	13.99
22/03/2022	Canvas Services	CC	Jubilee	60.00	10.20	70.20
22/03/2022	Stinkyink	CC	Stationery	8.32	1.66	9.98
23/03/2022	Drinkstuff	CC	Café Equipment	14.78	0.00	14.78
23/03/2022	Amazon	CC	Café Equipment	16.86	3.39	20.25
24/03/2022	Amazon	CC	Stationery	25.99	5.20	31.19
				1,255.13	232.03	1,487.16

Total Payments

140,521.29	16,519.73	157,041.02
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