

**Morpeth Town Council**  
**Minutes of the Finance & General Purposes Committee**  
**Wednesday 7<sup>th</sup> September 2022 at 6:30pm in the Council**  
**Chamber of the Town Hall, Morpeth**

**Present:**

**Councillors:** D Bawn - Chair  
A Byard  
A Cochrane (arriving at 6:33pm)  
R Hogg  
S Peacock  
J Richardson  
E Skinner  
R Wearmouth

**Clerks:** Mrs T Bell  
Miss K Carter

**Absent Councillors:** J Crawford - Business  
B Bawn - Personal

**Open Session**

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

**37/22 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.

**38/22 Mayoral Announcements**

- The St Patrick's Day themed Mayor's Ball will take place on Saturday 18<sup>th</sup> March 2023 at Pleased to Meet You.
- The fundraiser event at Lollo Rosso took place on Monday 22<sup>nd</sup> August 2022 7pm to raise funds for Ellington Colliery Band. Over £1,000 was raised.
- The Mayor is taking place in the Great North Run on Sunday 11<sup>th</sup> September 2022. £1,500 has been raised to date for Wansbeck Valley Food Bank exceeding the £1,000 target.

**39/22 Declarations of Interest**

The Chairman received no declarations of interest on this occasion.

**40/22 Minutes of the Finance and General Purposes Committee held on 6<sup>th</sup> July 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 and signed as a correct record by the chair.

### **41/22 Authorisation of Payments**

The payment lists for July and August 2022 were circulated for consideration.

## **RESOLVED**

- (i) That members agreed the payment lists for June 2022, totalling £59,448.74, and August 2022, totalling £73,869.52.

Cllr Cochrane arrived at 6:33pm.

### **42/22 Property and Assets Update**

Members were provided for information with the Property and Assets report.

The Clerk reiterated that there are currently no plans for the Storey Park site. The field is well used by the community and junior football teams.

Cllr Hogg enquired if the changing rooms had ever been open for footballers to use.

The Clerk advised that the changing rooms had been closed for a number of years due to the poor condition of the rooms.

There are currently four allotment sites vacant and a further six under offer. This does not include Tommy's Field allotments as they have a 25 year lease. The Town Council maintain the strip of land that was acquired to facilitate the building of a roundabout at the health centre junction. Plans for the roundabout are no longer valid

The Allotments Officer works closely with the tenants at each site. There is a process for the letting, management and evictions, which is in line with the National Allotment Society.

New external security doors will be fitted to the toilets in Carlisle Park, these are to be jointly funded by the Town Council and Northumberland County Council.

Cllrs D Bawn and R Wearmouth will be visiting local businesses in Morpeth to enquire if they would like to participate in the Local Loo Scheme. The scheme allows members of the public to use the business' toilets without having to buy anything. A small financial incentive is paid to these businesses taking part. The scheme will be advertised in Inside Morpeth magazine, More in Morpeth and the Town Council websites, as well as social media to raise awareness and increase tourism.

The Town Council hope to work with Barnabas again to provide children's activities during school holidays. It is hoped that earlier advertising would generate better participation.

Cllr Hogg advised that the activities had been excellent and that they were great value for money. She also volunteered to work with the schools to raise awareness of the events.

Positive feedback has been received from the Morpeth Forum, which took place on Saturday 9<sup>th</sup> July 2022 regarding the environmental improvements at Allery Banks. The next stage of the project is to seek quotes for the works.

The link to the survey is still live until the 14<sup>th</sup> October 2022. After the deadline the results will be collated and brought to this committee for discussion.

Cllr Hogg suggested that the local schools be contacted to encourage children to take part in the survey.

The Town Council are sponsoring the demo kitchen at the Food and Drink Festival on the 1<sup>st</sup> and 2<sup>nd</sup> October 2022, there will also be over 100 stalls along Bridge Street.

Christmas festivities begin on the 19<sup>th</sup> and 20<sup>th</sup> November 2022 with a Christmas market, entertainment, Santa and carols.

## **RESOLVED**

- (i) Information duly noted.
- (ii) To provide an update on the ongoing consultation.
- (iii) To seek costs for the environmental works at Allery Banks.

There was no other business to discuss and the meeting concluded at 7:06pm with Councillors D Bawn, A Byard, A Cochrane, R Hogg, S Peacock, J Richardson, E Skinner and R Wearmouth present.

**Morpeth Town Council**  
**Authorisation of Payments - July 2022**

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
12/07/2022	Wansbeck Valley Food Bank	BACS	Subsidy Allocation 22/23	3,000.00	0.00	3,000.00
12/07/2022	Morpeth Cleaning Services	BACS	Pavilion Window Cleaning	30.00	0.00	30.00
12/07/2022	tts.FM	BACS	Pavilion Alarm Call Out	49.00	9.80	58.80
12/07/2022	NCC	BACS	Morpeth Partnership Agreement 1st installment	39,802.27	0.00	39,802.27
12/07/2022	NCC	BACS	Credit from 2021/22 Partnership Agreement	-8,965.68	0.00	-8,965.68
12/07/2022	GMS	BACS	Repair to Skate Park Access	1,045.00	209.00	1,254.00
13/07/2022	Tracey Bell	BACS	Travel Expenses	27.00	0.00	27.00
13/07/2022	LUC	BACS	Morpeth Conservation Area Appraisal Final Payment	6,663.50	1,332.70	7,996.20
13/07/2022	NCC	BACS	Payroll June 22	26,234.34	7.49	26,241.83
13/07/2022	Datim	BACS	Final End of Defects Work SJCC	693.00	138.60	831.60
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29/07/2022	Jewson	BACS	General Maintenance	23.06	4.61	27.67
29/07/2022	Jewson	BACS	General Maintenance	59.79	11.96	71.75
29/07/2022	Jewson	BACS	General Maintenance	14.32	2.86	17.18
29/07/2022	Jewson	BACS	General Maintenance	6.20	1.24	7.44
29/07/2022	Jewson	BACS	General Maintenance	4.06	0.81	4.87
29/07/2022	SLCC	BACS	Staff Training	30.00	6.00	36.00
29/07/2022	Stobhill Link	BACS	Mayors Charity Donation	44.00	0.00	44.00
29/07/2022	Stobhill Link	BACS	Mayors Charity Donation	18.64	0.00	18.64
29/07/2022	S.Finneran	BACS	St James Alarm Maintenance	130.00	26.00	156.00
29/07/2022	Jewson	BACS	General Maintenance	6.71	1.34	8.05
29/07/2022	Jewson	BACS	General Maintenance	1.84	0.37	2.21
29/07/2022	Jewson	BACS	General Maintenance	13.82	2.76	16.58
29/07/2022	NCC	BACS	Pavilion Waste	264.03	3.00	267.03
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04/08/2022	Tyne and Wear Pension Fund	BACS	Pension Recharge July 22	27.15	0.00	27.15
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04/08/2022	Northumberland Community Enterprise	BACS	2022 Subsidy	4,628.00	0.00	4,628.00
04/08/2022	Commercial Maintenance Services UK Ltd	BACS	Pavilion Repairs	110.00	22.00	132.00
04/08/2022	Jewson	BACS	General Maintenance	13.02	2.60	15.62
04/08/2022	Jewson	BACS	Pavilion Maintenance	17.27	3.45	20.72
04/08/2022	Morpeth Cleaning Services	BACS	General Maintenance	60.00	0.00	60.00
				<b>74,050.34</b>	<b>1,786.59</b>	<b>75,836.93</b>
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<b>Petty Cash - July 2022</b>						
07/07/2022	Home Bargains	4824	Cafe Food	2.67	0.00	2.67
08/07/2022	Iceland	"	Morpeth Forum Refreshments	4.54	0.91	5.45
13/07/2022	Home Bargains	"	Office/Cleaning Supplies	20.00	4.00	24.00
13/07/2022	Home Bargains	"	Office Supplies	0.66	0.13	0.79
14/07/2022	Yorkshire Trading	"	Office Supplies	12.09	2.42	14.51
19/07/2022	Penfolds	"	Cafe Supplies	10.00	0.00	10.00
20/07/2022	Yorkshire Trading	"	NEAT Team Supplies	3.33	0.66	3.99
22/07/2022	Lidl	"	Cafe Supplies	8.50	0.00	8.50
22/07/2022	Yorkshire Trading	"	Cafe Supplies	3.72	0.75	4.47
24/07/2022	Lidl	"	Cafe Supplies	3.16	0.00	3.16
25/07/2022	Iceland	"	Cafe Supplies	3.29	0.66	3.95
27/07/2022	Iceland	"	Cafe Supplies	28.92	5.78	34.70
27/07/2022	Iceland	"	Cafe Supplies	5.00	1.00	6.00
28/07/2022	Iceland	"	Cafe Supplies	4.17	0.83	5.00
29/07/2022	Iceland	"	Cafe Supplies	1.46	0.29	1.75
29/07/2022	Yorkshire Trading	"	Cafe Supplies	14.95	2.99	17.94
29/07/2022	Lidl	"	Cafe Supplies	7.87	0.00	7.87
29/07/2022	Whsmith	"	Office Supplies	10.82	2.16	12.98
01/08/2022	Iceland	"	Office Refreshment	4.00	0.80	4.80
01/08/2022	Penfolds	"	Stamps/Office Supplies	7.92	0.00	7.92
01/08/2022	Yorkshire Trading	"	Office Supplies	0.83	0.17	1.00
02/08/2022	Iceland	"	Cafe Supplies	6.25	1.25	7.50
03/08/2022	Iceland	"	Cafe Supplies	4.50	0.90	5.40
04/08/2022	Asda	"	Cafe Play Area	2.50	0.50	3.00
04/08/2022	The Works	"	Cafe Play Area	3.33	0.67	4.00
05/08/2022	Iceland	"	Cafe Supplies	4.50	0.90	5.40
				<b>178.98</b>	<b>27.77</b>	<b>206.75</b>
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<b>Direct Debits - June 2022</b>						
14/06/22	Gaffey Technical	DD	Hyprolyser Monthly Rental	306.92	61.38	368.30
15/05/22	Wave	"	9-15/05/22 Pool and Toilets	878.10	0.00	878.10
02/06/2022	EE	"	MTC Office Mobile	92.09	18.42	110.51
07/06/2022	Pitney Bowes	"	Franking Machine	23.16	4.63	27.79
10/06/2022	Nest	"	Pension Contributions	92.40	0.00	92.40
27/05/2022	TalkTalk Business	"	St James WIFI	32.45	6.49	38.94
15/06/2022	Bankline	"	Online Banking Charges	32.10	0.00	32.10
08/06/2022	Crown Gas & Power	"	SJCC Gas	87.61	4.38	91.99
01/06/2022	EDF	"	Standign Charges SPCC	12.38	0.62	13.00
31/05/2022	Worldpay	"	Transaction Charges	49.31	2.93	52.24
01/06/2022	Worldpay	"	Subscription Fee	9.95	1.99	11.94
31/05/2022	Wave	"	10/11/21 - 14/05/22 Duncan Gardens	58.98	0.00	58.98
31/05/2022	Wave	"	10/11/21 - 14/05/22 Wellwood Gardens	53.38	0.00	53.38
31/05/2022	Wave	"	10/11/21 - 14/05/22 St Mary's Field	9.82	0.00	9.82
09/06/2022	EDF	"	SJCC Electricity	48.82	2.44	51.26
28/06/2022	Siemens	"	Photocopier Lease	52.50	10.50	63.00
15/06/2022	NCS	"	MTC Office Telephone	40.62	8.12	48.74
10/05/2022	NCS	"	Copier Charges	141.07	28.21	169.28
15/06/2022	Bookers	"	Cafe Supplies	4,529.16	244.65	4,773.81
13/06/2022	Tower	"	Coffee Machine Lease	176.29	35.26	211.55
				<b>6,727.11</b>	<b>430.02</b>	<b>7,157.13</b>

**Credit Card - June 2022**

30/05/22	Adobe	CC	Acrobat Pro Subscription	42.96	0.00	42.96
03/06/2022	Square	"	Team Plus Subscription	20.00	0.00	20.00
08/06/2022	Carrs Billington	"	General Allotment Repairs	194.78	0.00	194.78
08/06/2022	Next Day Catering	"	Cafe Equipment	327.97	65.59	393.56
08/06/2022	Amazon	"	Cafe Equipment	39.64	7.94	47.58
08/06/2022	Carrs Billington	"	Credit	-108.69	0.00	-108.69
08/06/2022	Amazon	"	Cafe Equipment	11.66	2.33	13.99
10/06/2022	Power Hygiene & Safety Services Product	"	Cleaning Supplies	161.19	32.24	193.43
10/06/2022	Yorkshire Trading	"	Cafe Equipment	9.56	1.91	11.47
10/06/2022	Lidl	"	Cafe Food	25.52	2.58	28.10
10/06/2022	Power Hygiene & Safety Services Product	"	Credit	-0.01	0.00	-0.01
13/06/2022	giffgaff	"	Cafe Equipment	5.00	1.00	6.00
14/06/2022	Amazon	"	Cafe Equipment	11.66	2.33	13.99
14/06/2022	Amazon	"	General Office Supplies	7.78	0.00	7.78
15/06/2022	Home Bargains	"	Cleaning Supplies	17.59	3.52	21.11
15/06/2022	Yorkshire Products Ltd	"	Cafe Food	34.74	0.00	34.74
16/06/2022	NCC	"	Annual Licence Fee	70.00	0.00	70.00
16/06/2022	Amazon	"	Cafe Equipment	16.30	3.26	19.56
16/06/2022	Amazon	"	Cafe Equipment	16.30	3.26	19.56
17/06/2022	Amazon	"	General Office Supplies	23.32	4.66	27.98
17/06/2022	Amazon	"	Cafe Equipment	16.30	3.26	19.56
21/06/2022	Buzz Catering	"	Cafe Equipment	83.29	16.66	99.95
22/06/2022	Playdale	"	PlayPark Repairs	18.60	3.72	22.32
22/06/2022	BigDug	"	General Repairs and Maintenance	84.16	16.83	100.99
23/06/2022	Amazon	"	Cafe Equipment	30.60	6.12	36.72
23/06/2022	Amazon	"	Cafe Equipment	69.36	13.86	83.22
23/06/2022	Home Bargains	"	Cafe Equipment	5.38	1.07	6.45
24/06/2022	Amazon	"	Cafe Equipment	10.82	2.17	12.99
27/06/2022	Amazon	"	General Office Supplies	7.99	1.60	9.59
27/06/2022	WH SMITH	"	General Office Supplies	12.99	0.00	12.99
27/06/2022	Morrison	"	Cafe Food	2.40	0.00	2.40
27/06/2022	Morrison	"	General Office Supplies	3.99	0.00	3.99
27/06/2022	Amazon	"	General Office Supplies	18.30	3.66	21.96
27/06/2022	Amazon	"	General Office Supplies	7.99	1.60	9.59
30/06/2022	Amazon	"	Cafe Equipment	10.36	2.07	12.43
				<b>1,309.80</b>	<b>203.24</b>	<b>1,513.04</b>
	<b>Total Payments</b>			<b>82,266.23</b>	<b>2,447.62</b>	<b>84,713.85</b>

**Morpeth Town Council**  
**Authorisation of Payments - August 2022**

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
08/08/2022	Jewson	BACS	General Maintenance	5.98	1.20	7.18
08/08/2022	Jewson	BACS	General Maintenance	8.91	1.78	10.69
08/08/2022	Jewson	BACS	General Maintenance	2.49	0.50	2.99
08/08/2022	Jewson	BACS	general Maintenance	2.41	0.48	2.89
09/08/2022	Pear	BACS	Computer Updates Payment	225.00	45.00	270.00
23/08/2022	NCC	BACS	July 22 Payroll	29,146.86	18.30	29,165.16
09/08/2022	Sharp	BACS	More in Morpeth	600.00	0.00	600.00
09/08/2022	MKM	BACS	General Maintenance	4.04	0.81	4.85
09/08/2022	Marty's Service Centre	BACS	General Maintenance	20.00	4.00	24.00
09/08/2022	TTS.FM	BACS	St James Alarm	98.00	19.60	117.60
09/08/2022	Nisbets	BACS	Pavilion Equipment	21.98	4.39	26.37
09/08/2022	Nisbets	BACS	Pavilion Equipment	50.36	10.07	60.43
09/08/2022	Nisbets	BACS	Pavilion Equipment	52.18	10.43	62.61
09/08/2022	Stobhill Link	BACS	Mayors Charity Donation	50.00	0.00	50.00
17/08/2022	S.Finneran	BACS	Pavilion Oven Repair	180.00	36.00	216.00
17/08/2022	Pool Tech Services	BACS	Pool Maintenance	209.17	41.83	251.00
18/08/2022	YPO	BACS	Pavilion Childrens Play Equipment	65.45	13.09	78.54
19/08/2022	Pool Tech Services	BACS	Pool Maintenance	74.58	14.92	89.50
24/08/2022	PKF	BACS	Audit 2021/22 Charges	1,600.00	320.00	1,920.00
24/08/2022	Aimrange	BACS	Drain Services	74.00	14.80	88.80
24/08/2022	Ellington Colliery Band	BACS	Mayors Charity Donation	1,014.55	0.00	1,014.55
24/08/2022	Marmax	BACS	Dedicated Seat	379.00	75.80	454.80
31/08/2022	S.Finneran	BACS	Pavilion Oven Repair	95.00	19.00	114.00
31/08/2022	Jewson	BACS	General Maintenance	7.33	1.47	8.80
31/08/2022	Tyne and Wear Pension Fund	BACS	Recharge Element for Pension	27.15	0.00	27.15
01/08/2022	Joanne Wilson	BACS	Travel expenses	17.10	0.00	17.10
01/08/2022	NCC	BACS	August Payroll	30,576.92	18.30	30,595.22
01/08/2022	Nisbets	BACS	Cleaning Supplies	33.97	6.79	40.76
				<b>64,642.43</b>	<b>678.56</b>	<b>65,320.99</b>
	<b>Petty Cash - August 2022</b>					
11/08/2022	Iceland	4825	Cafe Food	11.00	2.20	13.20
13/08/2022	Penfolds	"	Cafe Food	1.17	0.23	1.40
15/08/2022	Penfolds	"	Cafe Food	2.00	0.40	2.40
16/08/2022	Iceland	"	Cafe Food	1.21	0.24	1.45
19/08/2022	Iceland	"	Cafe Food	1.67	0.33	2.00
22/08/2022	Lidl	"	Cafe Food	2.36	0.00	2.36
22/08/2022	Yorkshire Trading	"	Padlock	1.66	0.33	1.99
26/08/2022	Iceland	"	Cafe Food	1.04	0.21	1.25
31/08/2022	Timpson	"	Keys Cut	16.67	3.33	20.00
				<b>38.78</b>	<b>7.27</b>	<b>46.05</b>
	<b>Direct Debits - July 2022</b>					
01/07/2022	Gaffey Technical	DD	Hyprolyser Rental	306.92	61.38	368.30
01/07/2022	Worldpay	"	Customer Refunds	170.00	0.00	170.00
05/07/2022	Nest	"	Pension Recharge	78.22	0.00	78.22
06/07/2022	Wave	"	Middle Greens Water 15/3-14/6/22	52.06	0.00	52.06
06/07/2022	Wave	"	SJCC Water 15/03-14/06/22	64.98	0.00	64.98
11/07/2022	EE	"	MTC Mobiles	67.14	13.43	80.57
13/07/2022	Talk Talk	"	SJCC Wi-Fi	32.45	6.49	38.94
15/07/2022	Bankline	"	Online Banking Charges	32.50	0.00	32.50
15/07/2022	NCC	"	SPCC Rates	258.52	0.00	258.52
18/07/2022	Crown Gas & Power	"	SJCC Gas 31/5-30/6/22	61.48	3.07	64.55
19/07/2022	Worldpay	"	Transaction charges June 22	39.42	2.98	42.40
19/07/2022	EDF	"	SPCC Electric	12.38	0.62	13.00
20/07/2022	Worldpay	"	Subscription Fees Jul 22	9.95	1.99	11.94
28/07/2022	Siemens	"	Photocopier Lease	52.50	10.50	63.00
29/07/2022	NCS	"	MTC Telephone	30.40	6.08	36.48
29/07/2022	EDF	"	SJCC Electric 10/6-13/7/22	58.62	2.93	61.55
20/07/2022	Tower Leasing	"	Coffee Machine Lease	176.29	35.26	211.55
15/07/2022	Booker Ltd	"	Café Food & Drink	4,991.35	276.86	5,268.21
				<b>6,495.18</b>	<b>421.59</b>	<b>6,916.77</b>

<b>Credit Card - July 2022</b>						
30/06/2022	Adobe	CC	Acrobat Pro subscription	42.96	0.00	42.96
04/07/2022	Square	"	Teams Plus Subscription	20.00	0.00	20.00
06/07/2022	Agrovista	"	Bowling Green Maintenance	104.85	20.97	125.82
06/07/2022	Progreen Weed Control Ltd	"	Bowling Green Maintenance	629.66	125.93	755.59
08/07/2022	Amazon	"	Stationery	30.54	6.11	36.65
08/07/2022	Amazon	"	Stationery	30.54	6.11	36.65
08/07/2022	Amazon	"	Stationery	30.55	6.11	36.66
08/07/2022	Amazon	"	Stationery	6.16	1.23	7.39
11/07/2022	Giff Gaff	"	Café Telephone	5.00	1.00	6.00
11/07/2022	Amazon	"	Café Equipment	18.32	3.67	21.99
13/07/2022	Amazon	"	Café Cleaning Products	13.95	2.79	16.74
14/07/2022	Home Bargains	"	Childs Play Equipment	76.55	15.31	91.86
14/07/2022	Amazon	"	H&S Equipment	18.31	3.66	21.97
15/07/2022	Yorkshire Products Ltd	"	Café Food	21.42	0.00	21.42
15/07/2022	Masters Traditional Games	"	Childs Play Equipment	16.65	3.33	19.98
15/07/2022	Amazon	"	Childs Play Equipment	25.79	5.16	30.95
18/07/2022	Power Hygiene and Safety	"	Cleaning Materials - Toilets	148.51	29.70	178.21
19/07/2022	Amazon	"	H&S Signage	4.17	0.84	5.01
21/07/2022	Iceland	"	Café Food	6.90	0.00	6.90
21/07/2022	W H Smith	"	Stationery	7.98	0.00	7.98
27/07/2022	Etsy	"	Café Equipment	29.98	0.00	29.98
27/07/2022	White Rose Tools	"	Café Storage Trolley	54.17	10.83	65.00
				<b>1,342.96</b>	<b>242.75</b>	<b>1,585.71</b>
	<b>Total Payments</b>			<b>72,519.35</b>	<b>1,350.17</b>	<b>73,869.52</b>