

**Morpeth Town Council**  
**Minutes of the Finance & General Purposes Committee**  
**Wednesday 5<sup>th</sup> October 2022 at 6:30pm in the Council Chamber**  
**of the Town Hall, Morpeth**

**Present:**

**Councillors:** D Bawn - Chair  
B Bawn  
A Byard  
A Cochrane  
J Crawford  
R Hogg  
S Peacock

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

**Absent Councillors:** J Richardson - Personal  
E Skinner - Personal  
R Wearmouth - Business

**Open Session**

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

**51/22 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.

**52/22 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 Mayor is taking part in a sleep out on the Market Place on Saturday 8<sup>th</sup> October 2022 to raise money for Wansbeck Valley Food Bank.
- There will be an Ageing Well Information Fair at the Town Hall on Wednesday 12<sup>th</sup> October 2022 10am-2pm.

**53/22 Declarations of Interest**

The Chairman received no declarations of interest on this occasion.

**54/22 Minutes of the Finance and General Purposes Committee held on 7<sup>th</sup> September 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.

### **55/22 Authorisation of Payments**

An amended payment list for September 2022 was circulated for consideration.

Cllr Byard enquired if there had been any uptake with the Local Loo Scheme.

The Clerk advised that three businesses have applied so far: Rutherfords, The White Swan and Café Des Amis.

Cllr Peacock enquired where the public toilets in Morpeth are.

The Clerk advised that there are public toilets in Austen House in Sanderson Arcade and that a fingerpost has been installed in the bus station to direct members of the public to them. She also advised that most businesses provide members of the public with toilet facilities.

## **RESOLVED**

- (i) Information duly noted.
- (ii) That members agreed the amended payment list for September 2022, totalling £51,435.59.

### **56/22 Budget Monitoring Statement**

Members were provided for information with the first quarter Budget Statement for 2022/23.

Cllr Hogg enquired what items would fall under the Economic Development budget heading.

The Clerk explained that this budget is used for big events in the town, for example the Food and Drink Festival, and Christmas Lights.

Cllr Hogg also enquired what would fall under the Major Items budget heading.

The Clerk advised that repairs and renewals, Christmas lights and Public Works Loan and the contingencies budgets were listed under Major Items.

The Clerk advised that Ear Marked Reserves (EMR) are reserved to be used for specific projects. Money can be ringfenced to be used in the future for a particular large project or item.

The Clerk also advised that income and expenditure for the Pavilion were estimated as no realistic data was available due to COVID. Expenditure is not expected to be as high as it previously included fitting the kitchen and purchase of large appliances,

which will not need to be made again. Income is correct at the time of the report, however, only covers the first quarter. The Pavilion budget currently includes the running costs for the whole site not just the café.

## **RESOLVED**

(i) Information duly noted.

### **57/22 Budget 2023/24**

Members were asked to consider any future growth items they wish to be considered as part of the budget setting process for 2023/24.

The Clerk suggested that due to the current cost-of-living crisis there should be no increase on the precept next year. This would mean that there are no funds available for larger projects next year. Freezing the precept is a real term budget cut as the cost of energy, services and supplies have risen significantly.

Cllr D Bawn proposed that the precept be frozen next year.

A vote was taken: 7 For, 0 Against and 0 Abstention

Staff costs will increase above the current budget if the unions agree the pay increase proposed by the employers. It is not yet known how this will impact on next year's budget. Reserves will be used to balance the budget in 2023/24.

The Clerk suggested that solar panels be installed at the Pavilion to decrease the huge electricity costs. Quotes are currently being sought. This is a spend to save initiative which will pay for itself over a number of years.

## **RESOLVED**

(i) Information duly noted

(ii) That the precept be frozen next year.

There was no other business to discuss and the meeting concluded at 7:04pm with Councillors B Bawn, D Bawn, A Byard, A Cochrane, J Crawford R Hogg and S Peacock present.

## Appendix B

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

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
14/09/2022	Gusharts	BACS	Neat Team General Maintenance	52.23	9.86	62.09
14/09/2022	CMS	BACS	Pavilion Cafe Appliance Service	352.00	70.40	422.40
14/09/2022	Morpeth II	BACS	Sponsorship Package at Morpeth Food & Drink Fest	1,909.17	381.83	2,291.00
14/09/2022	The National Allotment Society	BACS	Local Authority Membership Renewal	55.00	11.00	66.00
14/09/2022	Morpeth Cleaning Services	BACS	Pavilion Window Cleaning	30.00	0.00	30.00
14/09/2022	Door Support	BACS	Service of SJCC Partition Doors	390.00	78.00	468.00
14/09/2022	Duct Hygiene	BACS	Pavilion Extractor Fan Service	230.00	46.00	276.00
14/09/2022	Tracey Bell	BACS	Travel Expenses	26.30	0.00	26.30
14/09/2022	Joanne Wilson	BACS	Travel Expenses	17.10	0.00	17.10
15/09/2022	Jewson	BACS	General Maintenance Seats	29.57	5.91	35.48
15/09/2022	Jewson	BACS	General Maintenance Toilet Block	13.60	2.72	16.32
23/09/2022	Jewson	BACS	General Maintenance	19.93	3.99	23.92
23/09/2022	WCS	BACS	June Pool Maintenance	59.28	11.86	71.14
23/09/2022	WCS	BACS	August Pool Maintenance	59.28	11.86	71.14
23/09/2022	WCS	BACS	July Pool Maintenance	59.28	11.86	71.14
23/09/2022	Jewson	BACS	General Maintenance Cafe	4.34	0.87	5.21
23/09/2022	Jewson	BACS	General Maintenance	15.90	3.18	19.08
23/09/2022	Jewson	BACS	General Maintenance Cafe	6.59	1.32	7.91
23/09/2022	Rutherford and Co	BACS	Morpeth Loo Scheme	50.00	0.00	50.00
23/09/2022	NCC	BACS	September Payroll	29,183.87	18.30	29,202.17
27/09/2022	Tyne and Wear Pension Fund	BACS	Sep 22 Pension	27.15	0.00	27.15
27/09/2022	Turfcare	BACS	Bowling Green Maintenance	3,274.00	654.80	3,928.80
27/09/2022	North East Regional Employers Organisation	BACS	Membership to NEREO 3rd Aug to 31st March 2023	195.00	20.00	215.00
27/09/2022	Jewson	BACS	Pool Maintenance	12.11	2.42	14.53
27/09/2022	Clear Channel	BACS	Bus Shelter Repairs	148.44	29.69	178.13
27/09/2022	Clear Channel	BACS	Bus Shelter Repairs	148.44	29.69	178.13
				<b>36,368.58</b>	<b>1,405.56</b>	<b>37,774.14</b>
	<b>Petty Cash - September 2022</b>					
02/09/2022	Iceland	4826	Cafe Food	3.29	0.66	3.95
08/09/2022	Yorkshire Trading	"	Cafe Food	0.83	0.17	1.00
08/09/2022	Iceland	"	Cafe Food	1.04	0.21	1.25
12/09/2022	Morrisons	"	Civic Events	10.00	2.00	12.00
12/09/2022	Yorkshire Trading	"	Civic Events	3.01	0.60	3.61
12/09/2022	Home Bargains	"	Civic Events	1.08	0.22	1.30
12/09/2022	Lidl	"	Civic Events	5.23	1.05	6.28
15/09/2022	Iceland	"	Cafe Food	2.88	0.57	3.45
15/09/2022	Lidl	"	Cafe Food	18.34	2.06	20.40
20/09/2022	Home Bargains	"	Cleaning Supplies	4.98	1.00	5.98
22/09/2022	Iceland	"	Cafe Food	7.07	1.41	8.48
28/09/2022	Iceland	"	Cafe Food	2.92	0.58	3.50
				<b>60.67</b>	<b>10.53</b>	<b>71.20</b>
	<b>Direct Debits - August 2022</b>					
01/08/2022	Gaffey Technical	DD	Hyprolyser Monthly Rental	306.92	61.38	368.30
10/08/2022	EE	"	Mobile charges	76.53	15.31	91.84
10/08/2022	HMRC	"	Tax Payment	3,905.25	0.00	3,905.25
12/08/2022	TalkTalk	"	SJCC WIFI	32.45	6.49	38.94
15/08/2022	Bankline	"	Online Banking Charges	30.90	0.00	30.90
15/08/2022	Crown Gas and Power	"	SJCC Gas	41.13	2.06	43.19
15/08/2022	NCC	"	Demolition of Storey Park Monthly Payment	257.00	0.00	257.00
15/08/2022	Bookers	"	Cafe Stock	5,024.43	335.46	5,359.89
17/08/2022	EDF	"	Storey Park metre	12.38	0.62	13.00
18/08/2022	WorldPay	"	Subscription Fee	9.95	1.99	11.94
19/08/2022	WorldPay	"	Transaction Charges	30.04	3.01	33.05
22/08/2022	Tower Leasing	"	Rental of Coffee Machine	176.29	35.26	211.55
24/08/2022	EDF	"	SJCC Metre	52.38	2.62	55.00
25/08/2022	Nest	"	Caretaker and Cafe Pension	65.35	0.00	65.35
25/08/2022	WorldPay	"	Refund	50.00	0.00	50.00
30/08/2022	Siemens	"	Rental of the Photocopier	52.50	10.50	63.00
				<b>10,123.50</b>	<b>474.70</b>	<b>10,598.20</b>

<b>Credit Card - August 2022</b>						
29/07/2022	Adexa	CC	Pavilion Vacuum sealer	94.00	18.80	112.80
29/07/2022	Nisbits	"	Cleaning Products and Pavilion Equipment	33.97	6.79	40.76
29/07/2022	Omnicient systems management	"	Note checker	7.49	1.50	8.99
01/08/2022	Adobe	"	Charges from 28th Aug-27sep	42.96	0.00	42.96
01/08/2022	Amazon	"	Vacuum bags	24.16	4.83	28.99
01/08/2022	Amazon	"	Apron	12.49	2.50	14.99
02/08/2022	Barcode Warehouse	"	Card machine paper	28.50	5.70	34.20
03/08/2022	Square	"	Square Charges	20.00	0.00	20.00
04/08/2022	Nisbits	"	Pavilion container equipment	21.98	4.40	26.38
04/08/2022	Yorkshire Products LTD	"	Syrups and decaf coffee	29.37	0.00	29.37
04/08/2022	Home Bargains	"	Cleaning Products and Pavilion Food	6.90	0.80	7.70
04/08/2022	Lidl	"	Pavilion Food	16.37	3.13	19.50
05/08/2022	Nisbits	"	Takeaway boxes	52.18	10.43	62.61
05/08/2022	Yorkshire Trading	"	Cleaning products and takeaway products	9.98	1.99	11.97
05/08/2022	Home Bargains	"	Pavilion Kids toys	0.99	0.20	1.19
08/08/2022	Nisbits	"	Pavilion Equipment	50.36	10.07	60.43
11/08/2022	Giffgaff	"	Sim Plan	5.00	1.00	6.00
11/08/2022	Ebay	"	Lawn Mower Blade	35.45	0.00	35.45
11/08/2022	Direct 365	"	Mop Heads	36.10	7.22	43.32
12/08/2022	Direct2publik ltd	"	Garden Hose	19.57	3.92	23.49
12/08/2022	Partsdoc ltd	"	Knapsack	40.34	0.00	40.34
16/08/2022	All we supply UK	"	Aprons	29.16	5.83	34.99
16/08/2022	Workwear Express	"	Pavilion Uniform	162.01	32.40	194.41
17/08/2022	Power Hygiene	"	Toilet Roll	148.51	29.70	178.21
17/08/2022	Body care	"	Hair nets	2.88	0.57	3.45
17/08/2022	Yorkshire Trading	"	Drain removal	16.82	3.36	20.18
22/08/2022	Ink Jungle	"	Stationery	16.00	3.20	19.20
22/08/2022	Yorkshire Trading	"	Office stationery	2.50	0.50	3.00
22/08/2022	Home Bargains	"	Office stationery	1.32	0.26	1.58
22/08/2022	Lidl	"	Cafe Food	12.32	1.08	13.40
24/08/2022	Lollo Rosso	"	Mayors Charity	1,845.20	0.00	1,845.20
25/08/2022	Home Bargains	"	Caretaker equipment	5.83	1.16	6.99
				<b>2,830.71</b>	<b>161.34</b>	<b>2,992.05</b>
	<b>Total Payments</b>			<b>49,383.46</b>	<b>2,052.13</b>	<b>51,435.59</b>