



**To: ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

You are summoned to attend the meeting of the Finance and General Purposes Committee to be held **at 6:30pm on Wednesday 11<sup>th</sup> January 2023 in the Council Chambers of Morpeth Town Hall.**

The agenda for the meeting is set out below.

Mrs Tracey Bell  
Clerk to Morpeth Town Council

6<sup>th</sup> January 2023

Copied to all other Town Councillors for information.

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**OPEN SESSION**

The Chair to invite members of the public present to put questions to or draw relevant matters to the attention of the Council, prior to commencement of business. This is for a period of 20 minutes overall and is limited to 3 minutes per person.

**AGENDA**

**1. Committee Chairman's Announcements**

- Usual rules about recordings apply.
- Usual rules regarding the use of mobile phones apply.

**2. 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.
- A Chinese New Year Banquet will be held at Mulan Restaurant on Monday 30<sup>th</sup> January 2023 to raise funds to support the Floral Clock.

**3. Apologies for Absence**

**4. Declarations of Interest**

Members to inform the Chairman of Committee of any Declarations of Interest for matters set out within this agenda.

**5. Minutes of the Finance & General Purposes Meeting held on Wednesday 7<sup>th</sup> December 2022**

To approve the minutes of the above meeting, see appendix A.

**6. Authorisation of Payments**

To approve the list of payments to creditors for December 2022, totalling £61,955.39, see appendix B.

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

**Present:**

**Councillors:** D Bawn - Chair  
 B Bawn  
 A Byard  
 J Crawford  
 R Hogg  
 J Richardson  
 R Wearmouth (arriving at 6:34pm)

**Clerks:**

Mrs T Bell  
 Miss K Carter

**Absent Councillors:**

A Cochrane - Sickness  
 S Peacock - Personal  
 E Skinner - Sickness

**Open Session**

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

**95/22 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.

**96/22 Mayoral Announcements**

- There will be a Community Carol Service on the Market Place on Saturday 17<sup>th</sup> December 2022, starting at 4:30pm.
- 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.

**97/22 Declarations of Interest**

The Chairman received no declarations of interest on this occasion.

**98/22 Minutes of the Finance and General Purposes Committee held on 2<sup>nd</sup> November 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.

### **99/22 Authorisation of Payments**

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

Cllr Byard enquired about the works at Carlisle Park.

The Clerk advised that the play area has been resurfaced with a hardwearing rubberised surface. A broken climbing frame has also been replaced with a train roleplay equipment and a new swing.

## **RESOLVED**

- (i) Information duly noted.
- (ii) That members agreed the amended payment list for November 2022, totalling £77,318.63.

Cllr R Wearmouth arrived at 6:34pm.

### **100/22 Budget 2023/24**

Members were provided for consideration with the final draft budget for 2023/24.

Members were asked to refer the budget to Full Council for approval.

Cllr Byard advised that a scoping exercise will be undertaken over the next year to ascertain potential costs to review the Morpeth Neighbourhood Plan. This will be fed into the 2024/25 budget setting process.

The Clerk suggested that £10,000 from this year's contingencies budget be ringfenced in order to offer children's activities during school holidays next year. The Town Council will work in partnership with Barnabas to provide sporting and crafting activities to children. Additional funding will also be sought from PCC and Northumberland County Council. The events will be advertised in plenty of time, through school newsletters, Inside Morpeth magazine and on social media.

Members agreed to refer the budget to Full Council for approval.

## **RESOLVED**

- (i) Information duly noted.
- (ii) To refer the 2023/24 final draft budget to Full Council for approval on 18<sup>th</sup> January 2023.

**101/22 Property and Assets Update**

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

**RESOLVED**

(i) Information duly noted.

**102/22 Allotment Charges**

Members were asked to consider the allotment charges for 2024/25.

The Clerk advised that allotment rent is used for repairs and maintenance of the allotments and water.

Cllr R Wearmouth proposed that the allotment charges are frozen for 2024/25.

A vote was taken: 4 For, 3 Against and 0 Abstention

**RESOLVED**

(i) Information duly noted.

(ii) To freeze the allotment charges for 2024/25.

**103/22 Exclusion of Press and Public**

Members unanimously agreed that the following resolution be passed to exclude the press and public from the meeting to discuss the following item in closed session:

“That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during the disclosure of the following items on the agenda as they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act as indicated below:

Issues concerning: Staffing

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

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

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
12/12/2022	Bowmans & Co	BACS	Rememberance 2022 - Audio equipment	589.00	0.00	589.00
12/12/2022	Jewson	BACS	Allotment maintenance	11.04	2.21	13.25
12/12/2012	Phoenix	BACS	Office 365 Subscription	2,471.04	494.21	2,965.25
12/12/2022	Jewson	BACS	General Maintenance	20.60	4.12	24.72
12/12/2022	NCC	BACS	Pavilion Waste Removal	41.99	0.00	41.99
12/12/2022	Jewson	BACS	General Maintenance	7.11	1.42	8.53
12/12/2022	NCC	BACS	Payroll NOV 22	27,421.42	18.30	27,439.72
21/12/2022	Jewson	BACS	General Maintenance	3.19	0.64	3.83
21/12/2022	Pavilion Cafe	BACS	Rememberance 2022 Refreshments	150.00	0.00	150.00
21/12/2022	MKM	BACS	General Maintenance	25.79	5.16	30.95
21/12/2022	NCC Receipts	BACS	Mayors Charity Race night Tickets	20.00	0.00	20.00
21/12/2022	Online Playground	BACS	Play Park Repairs	88.33	17.67	106.00
21/12/2022	Aimrange	BACS	SJCC Drain unblocking	74.00	14.80	88.80
21/12/2022	4th Morpeth Scouts	BACS	Individual Donation	10.00	0.00	10.00
21/12/2022	4th Morpeth Scouts	BACS	Donation from Mayors Curry Night	561.00	0.00	561.00
21/12/2022	Jewson	BACS	General Maintenance	7.00	1.40	8.40
06/01/2023	NCC	BACS	MTC Office Rent	3,000.00	0.00	3,000.00
06/01/2023	SLCC	BACS	SLCC Membership	296.00	0.00	296.00
06/01/2023	SLCC	BACS	SLCC Membership	477.00	0.00	477.00
06/01/2023	Tyne and Wear Pension Fund	BACS	Pension Dec	27.15	0.00	27.15
06/01/2023	A M and C Wardlaw	BACS	Refund - Cancelled Booking	34.00	0.00	34.00
06/01/2023	Mike Slaughter	BACS	Interim Internal Audit 2023	492.60	0.00	492.60
06/01/2023	Jewson	BACS	General Maintenance	47.57	9.51	57.08
06/01/2023	Datim	BACS	Pavilion Refurb Retention Fee	13,353.28	2,670.66	16,023.94
06/01/2023	A.Smith Decorators	BACS	Pavilion Decorators	1,889.00	377.80	2,266.80
				<b>51,118.11</b>	<b>3,617.90</b>	<b>54,736.01</b>

**Petty Cash - December 2022**

07/12/2022	Post Office	4831	Postage	2.35	0.00	2.35
07/12/2022	Morrisons	"	Cafe Supplies	9.45	1.89	11.34
07/12/2022	Iceland	"	Cafe Supplies	1.67	0.33	2.00
09/12/2022	Iceland	"	Cafe Supplies	2.50	0.50	3.00
14/12/2022	Post Office	"	Postage	1.85	0.00	1.85
16/12/2022	Morrisons	"	Cafe Supplies	13.71	2.74	16.45
19/12/2022	Home Bargains	"	Cafe Cleaning Supplies	1.66	0.33	1.99
20/12/2022	Iceland	"	Office Supplies	3.33	0.67	4.00
21/12/2022	Post Office	"	Postage	2.35	0.00	2.35
				<b>38.87</b>	<b>6.46</b>	<b>45.33</b>

**Direct Debits - November 2022**

01/10/2022	Gaffey	DD	Hyprolyser Monthly Rental	306.92	61.38	368.30
04/11/2022	Nest	"	Pension October 22	99.61	0.00	99.61
10/11/2022	EE	"	MTC Office Mobile Charges	76.53	15.31	91.84
10/11/2022	HMRC	"	Quarter 2 VAT 22/23	3,930.59	0.00	3,930.59
14/11/2022	TalkTalk	"	SJCC WIFI	32.45	6.49	38.94
15/11/2022	Bankline	"	Bank Charges	30.90	0.00	30.90
15/11/2022	Bookers	"	Cafe Food and Drink	1,364.53	51.35	1,415.88
18/11/2022	WorldPay	"	Subscription Fees	9.95	1.99	11.94
18/11/2022	Crown Gas & Power	"	SJCC Gas 30/09 - 30/10 22	95.51	4.78	100.29
21/11/2022	WorldPay	"	Transaction Charges	29.64	2.93	32.57
21/11/2022	Towerleasing	"	Coffee Machine Rental	176.29	35.26	211.55
25/11/2022	EDF	"	SJCC Electric 11/10 - 09/11 22	46.47	2.32	48.79
28/11/2022	Siemens	"	Photocopier Rental	52.50	10.50	63.00
30/11/2022	NCS	"	MTC Office Telephone Charges	56.60	11.32	67.92
				<b>6,308.49</b>	<b>203.63</b>	<b>6,512.12</b>

**Credit Card - November 2022**

31/10/2022	Adobe	CC	Acrobat Pro Subscription	60.66	0.00	60.66
01/11/2022	QuickLawn	"	Turf - Cenotaph	44.00	8.80	52.80
02/11/2022	Cleaning Supplies 4 U	"	Cleaning Supplies	33.29	6.66	39.95
02/11/2022	Costco	"	Subscription	22.00	4.40	26.40
03/11/2022	Square	"	Team Plus Subscription	20.00	0.00	20.00
09/11/2022	Amazon	"	Office Supplies	6.12	1.23	7.35
11/11/2022	GiffGaff	"	Cafe Phone	5.00	1.00	6.00
11/11/2022	Asda	"	Rememberance 2022 Refreshments	236.05	0.00	236.05
11/11/2022	Asda	"	Refund	-4.20	0.00	-4.20
23/11/2022	Nisbits	"	Crockery	122.45	24.49	146.94
28/11/2022	Amazon	"	Stationery	29.16	5.83	34.99
28/11/2022	Amazon	"	Stationery	29.16	5.83	34.99
				<b>603.69</b>	<b>58.24</b>	<b>661.93</b>
	<b>Total Payments</b>			<b>58,069.16</b>	<b>3,886.23</b>	<b>61,955.39</b>