

Morpeth Town Council
Minutes of the Finance & General Purposes Committee
Wednesday 1st February 2023 at 6:30pm in the Council Chamber
of the Town Hall, Morpeth

Present:

Councillors: D Bawn - Chair
B Bawn
A Byard
A Cochrane
R Hogg
J Richardson
E Skinner
R Wearmouth

Clerks: Mrs J Wilson

Absent Councillors: J Crawford - Illness
S Peacock - Personal

Two members of the public were also in attendance.

Open Session

There were two members of the public present who wished to ask a question on this occasion.

Mrs Reid and her daughter wanted to enquire if the Town Council offered any work experience positions. It was explained that the Town Council didn't, but that Northumberland County Council (NCC) may be able to offer work experience.

RESOLVED

- (i) Mrs Reid to give her contact details to Cllr R Wearmouth so he can pass them to the relevant team at NCC.

128/22 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.

129/22 Mayoral Announcements

- Councillor Crawford hosted a Burns Night Supper, catered by the Sun Inn, at the Pavilion Café, raising £464 for the charity Henry Dancer Days.
- A sell out Chinese New Year celebration was held at Mulans Restaurant on Monday 30th January, raising £1004 for the Floral Clock. A second celebration will be held on 13th February 2023.

- The St Patrick's Day themed Mayor's Ball will take place on Saturday 18th March 2023 at Pleased to Meet You, tickets are now available for £45 per person.

130/22 Declarations of Interest

The Chairman received no declarations of interest on this occasion.

131/22 Minutes of the Finance and General Purposes Committee held on 11th January 2023

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.

132/22 Authorisation of Payments

The payment list for January 2023 was circulated for consideration.

RESOLVED

- (i) Information duly noted.
- (ii) That members agreed the payment list for January 2023, totalling £80,840.74.

133/22 Budget Monitoring Statement

The third quarter budget monitoring statement was circulated for consideration.

The Deputy Clerk advised members that a few larger bills are expected in the coming weeks but spend to date is where it was expected to be.

RESOLVED

- (i) Information duly noted

134/22 Interim Internal Audit 2022/23

The Interim Internal Auditors letter was circulated for consideration.

RESOLVED

- (i) Information duly noted

135/22 Final Accounts – Year End Procedures

The Internal Audit Policy and Risk Assessments were circulated for consideration.

Cllr Bawn ask if there were any amendments to the documents. The Deputy Clerk advised that the only amendment was to the title of the person responsible for one task in the risk assessment.

RESOLVED

(i) Information duly noted

There was no other business to discuss and the meeting concluded at 6:42pm with Councillors B Bawn, D Bawn, A Byard, A Cochrane, R Hogg, J Richardson, R Wearmouth and E Skinner present.

Appendix B

Morpeth Town Council
Authorisation of Payments - January 2023

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
17/01/2023	OJM	BACS	Removal of Allotment Tree	950.00	0.00	950.00
17/01/2023	Dobbies	BACS	Horticultural Expenditure	23,033.32	4,606.66	27,639.98
17/01/2023	Guild of Mace-Bearers	BACS	Annual Membership Subscription	10.00	0.00	10.00
17/01/2023	Phoenix Taxis	BACS	Mayor Travel Expenses	196.60	39.32	235.92
17/01/2023	Jewson	BACS	Planter Maintenance	135.00	27.00	162.00
17/01/2023	Scouts	BACS	Mayors Donation	30.00	0.00	30.00
17/01/2023	Jewson	BACS	General Maintenance	58.56	11.71	70.27
17/01/2023	Jewson	BACS	General Maintenance	3.60	0.72	4.32
17/01/2023	Jewson	BACS	Allotment Maintenance	33.83	6.77	40.60
17/01/2023	Jewson	BACS	Pavilion Maintenance	28.35	5.67	34.02
17/01/2023	Jewson	BACS	Pavilion Maintenance	16.31	3.26	19.57
17/01/2023	Jewson	BACS	General Maintenance	36.47	7.29	43.76
17/01/2023	Jewson	BACS	General Maintenance	26.25	5.25	31.50
17/01/2023	Jewson	BACS	Allotment Maintenance	32.48	6.50	38.98
17/01/2023	EDF	BACS	Pavilion Electricity	9,006.89	1,801.38	10,808.27
19/01/2023	S.FINNERAN	BACS	SJCC Boiler Service	95.00	19.00	114.00
23/01/2023	Jewson	BACS	General Maintenance	72.68	14.54	87.22
23/01/2023	Jewson	BACS	General Maintenance	40.61	8.12	48.73
23/01/2023	Tyne and Wear Pension Fund	BACS	Pension Recharge	27.15	0.00	27.15
23/01/2023	Sanderson Arcade	BACS	MTC Chrostmas Event Contribution	2,342.00	0.00	2,342.00
23/01/2023	Floral Clock	BACS	Mayors Donation	20.00	0.00	20.00
23/01/2023	Floral Clock	BACS	Mayors Donation	10.00	0.00	10.00
23/01/2023	Jewson	BACS	General Maintenance	24.93	4.99	29.92
23/01/2023	CommuniCorp	BACS	Clerks and Councils Direct Subscription	14.00	0.00	14.00
23/01/2023	NCC	BACS	December Payroll 22	34,127.70	16.64	34,144.34
				70,371.73	6,584.82	76,956.55
Petty Cash - January 2023						
04/01/2023	R Martins Butchers	4832	Café Food	60.00	0.00	60.00
04/01/2023	Iceland	"	Café Food	1.58	0.31	1.89
06/01/2023	Yorkshire Trading	"	Café Equipment	2.49	0.50	2.99
11/01/2023	Iceland	"	Café Food	4.25	0.85	5.10
11/01/2023	Iceland	"	Café Food	1.67	0.33	2.00
12/01/2023	Home Bargains	"	Office Supplies	20.88	4.17	25.05
13/01/2023	Iceland	"	Café Food	2.50	0.50	3.00
13/01/2023	Timpson	"	Keys	10.00	2.00	12.00
18/01/2023	Iceland	"	Café Food	3.33	0.67	4.00
19/01/2023	Iceland	"	Café Food	1.50	0.29	1.79
20/01/2023	Iceland	"	Café Food	1.67	0.33	2.00
22/01/2023	Morrisons	"	Café Food	1.00	0.00	1.00
23/01/2023	Yorkshire Trading	"	Office Supplies	2.49	0.50	2.99
				113.36	10.45	123.81
Direct Debits - December 2022						
01/12/2022	Gaffey	DD	Hyprolyser Monthly Rental	306.92	61.38	368.30
05/12/2022	Nest	"	November Pension	76.90	0.00	76.90
06/12/2022	Wave	"	Duncan Gardens Water Bill	29.38	0.00	29.38
06/12/2022	Wave	"	Wellwood Gardens Water Bill	25.34	0.00	25.34
06/12/2022	Wave	"	SPCC Water Bill	6.52	0.00	6.52
06/12/2022	Wave	"	Padding Pool Water Bill	790.66	0.00	790.66
12/12/2022	EE	"	MTC Office Mobile Charges	78.65	15.73	94.38
13/12/2022	TalkTalk	"	SJCC WIFI	32.45	6.49	38.94
15/12/2022	Natwest	"	Bankline Charges	30.90	0.00	30.90
15/12/2022	Bookers	"	Cafe Food and Drink	1,258.52	34.06	1,292.58
19/12/2022	Crown Gas and Power	"	SJCC Gas Charges	126.91	6.35	133.26
20/12/2022	Worldpay	"	Transaction Charges	29.46	2.89	32.35
20/12/2022	Worldpay	"	Subscription Fees	9.95	1.99	11.94
20/12/2022	Tower	"	Coffee Machine Rental	176.29	35.26	211.55
23/12/2022	EDF	"	SJCC Electricity	47.94	2.40	50.34
28/12/2022	Siemens	"	Photocopier rental	52.50	10.50	63.00
30/12/2022	NCS	"	MTC Office Phone Charges	54.90	10.98	65.88
30/12/2022	NCS	"	Copy Charges	71.90	14.38	86.28
				3,206.09	202.41	3,408.50
Credit Card - December 2022						
30/11/2022	Adobe	CC	Acrobat Pro Subscription	60.66	0.00	60.66
30/11/2022	The bits n bobs shop	"	Office Supplies	16.64	3.32	19.96
02/12/2002	Indeed	"	Job advertisement	32.70	0.00	32.70
02/12/2022	Toasty Fresh	"	Cafe Food	35.00	0.00	35.00
05/12/2022	Square	"	Square Transaction Charges	20.00	0.00	20.00
12/12/2022	giffgaff	"	Cafe Phone	5.00	1.00	6.00
14/12/2022	MH Star UK	"	Cafe Decor	44.99	9.00	53.99
14/12/2022	The English Stamp Company	"	Office Supplies	6.66	1.33	7.99
14/12/2022	Amazon	"	Cafe Decor	12.47	2.50	14.97
14/12/2022	Bembel UK	"	Cafe Decor	24.68	0.00	24.68
19/12/2022	Amazon	"	Cleaning Materials	19.42	3.88	23.30
19/12/2022	Amazon	"	Cleaning Materials	9.71	1.94	11.65
20/12/2022	Tinyo Limited	"	Cafe Decor	20.82	4.17	24.99
22/12/2022	Falcon Workshop Supplies Ltd	"	General Maintenance	13.32	2.67	15.99
				322.07	29.81	351.88
Total Payments				74,013.25	6,827.49	80,840.74