



Morpeth
Town
Council

Mrs T Bell ILEX, CILCA
Clerk of the Council

Town Council Offices
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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 3rd May 2023 in the Council Chambers of the Town Hall, Morpeth.**

The agenda for the meeting is set out below.

Mrs Tracey Bell
Clerk to Morpeth Town Council

27th April 2023

Copied to all other Town Councillors for information.

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

- Mayor Making will take place on Wednesday 10th May 2023 at 6pm in the ballroom.

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 5th April 2023**

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

6. **Authorisation of Payments**

To approve the list of payments to creditors for April 2023, totalling £44,312.40, see appendix B.

7. **New Subsidy Request**

Members are provided with information from ESCAPE Family Support requesting a new subsidy, see Appendix C.

8. **Events Update**

A verbal update will be given on the night.

9. **Future Sports and Youth provision**

A verbal update will be given on the night.

Morpeth Town Council
Minutes of the Finance & General Purposes Committee
Wednesday 5th April 2023 at 6:30pm in the Council Chamber of
the Town Hall, Morpeth

Present:

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

Clerks:

Mrs J Wilson
Miss K Carter

Absent Councillors:

A Cochrane - Illness
J Crawford - Holiday
R Hogg - Holiday
S Peacock - Personal

Open Session

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

166/22 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.
- Cllr D Bawn announced that Kim Carter is leaving Morpeth Town Council. Members offered their thanks for her work during her time at the Town Council.

167/22 Mayoral Announcements

- The annual Easter Oranges event will take place at Carlisle Park Morpeth on Monday 10th April 2023 at 11am.
- The Mayor's Ball raised £1,700 for Northumberland Mountain Rescue. Cllr Byard thanked the Town Council staff for their assistance in the organisation of the Ball.

168/22 Declarations of Interest

The Chairman received no declarations of interest on this occasion.

169/22 Minutes of the Finance and General Purposes Committee held on 1st March 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.

170/22 Authorisation of Payments

The payment list for March 2023 was circulated for consideration.

Cllr Byard enquired why Christmas lights expenditure was higher than last year.

The Deputy Clerk advised that there have been several new additions to the Christmas lights, including in the trees at Carlisle Park.

Cllr Byard also enquired about the cost of the new doors at Carlisle Park toilets.

The Deputy Clerk informed members that NCC will pay half of the costs.

Cllr Byard noted that the utility charges for the Pavilion were currently quite high.

The Deputy Clerk advised that this tariff was the best available at the time, but that the current contract expires in December, when a new contract will be sought.

RESOLVED

- (i) Information duly noted.
- (ii) That members agreed the payment list for March 2023, totalling £156,889.75.

171/22 Subsidies 2022/23

Members were provided for information documents from the following organisations in relation to their 2022/23 subsidy:

- Barnabas Safe and Sound
- Contact Morpeth Mental Health Group
- Ellington Colliery Band
- Morpeth and District Red Squirrels
- Wansbeck Valley Food Bank

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

Cllr D Bawn noted that only a small portion of Wansbeck Valley Food Banks donations are made to the Morpeth area. Their application will be re-assessed when/if they apply for a subsidy for the 2024-2027 period.

RESOLVED

- (i) Information duly noted.

172/22 Carlisle Park Public Toilets

Members were provided with a report containing the above information relating to additional charges for extended opening of the public toilets.

The Deputy Clerk advised members to be cautious when deciding to extend the toilet opening hours as it may set a precedent for other groups.

Cllr R Wearmouth proposed that the opening hours of the toilets be extended on Saturdays during winter months to allow the park runners to use the facilities.

A vote was taken: 6 For, 0 Against and 0 Abstention.

RESOLVED

- (i) Information duly noted.
- (ii) To extend the opening hours of the toilets to 8:30am – 10:30am on Saturdays, on a trial run basis from October to December 2023.

There was no other business to discuss and the meeting concluded at 6:47pm with Councillors B Bawn, D Bawn, A Byard, J Richardson, E Skinner and R Wearmouth present.

Appendix B

Morpeth Town Council Authorisation of Payments - April 2023

Date Processed	Supplier	Cheque No.	Description	Net Amount	VAT	Gross Amount
18/04/2023	NCC	BACS	SJCC Business Rates	504.30	0.00	504.30
18/04/2023	Wicksteed	"	Play Park Repairs	2,288.81	457.76	2,746.57
18/04/2023	Inside Morpeth	"	Town Cryer	700.00	0.00	700.00
18/04/2023	NALC	"	Subscription	2,493.82	0.00	2,493.82
18/04/2023	Tracey Bell	"	General Expenses	35.00	0.00	35.00
18/04/2023	NCC	"	MTC Town Hall Rent Apr-Jun	3,000.00	0.00	3,000.00
18/04/2023	Pear	"	Digital Mapping Support	130.00	26.00	156.00
18/04/2023	LTL	"	Pavilion Fire Alarm	110.00	22.00	132.00
18/04/2023	Northumberland Mountain Rescue	"	Donation	1,123.66	0.00	1,123.66
19/04/2023	Tyne and Wear Pension Fund	"	Pension March 23	27.15	0.00	27.15
19/04/2023	NCC	"	Installation of Bunting	873.00	174.60	1,047.60
19/04/2023	Northumberland Mountain Rescue	"	Donation	676.25	0.00	676.25
19/04/2023	Martys	"	Keys Cut	5.00	1.00	6.00
19/04/2023	Zurich	"	Insurance	8,019.78	420.90	8,440.68
19/04/2023	Morpeth Bell Ringers	"	Subsidy 2023	800.00	0.00	800.00
19/04/2023	Millennium Green Trust	"	Subsidy 2023	1,000.00	0.00	1,000.00
19/04/2023	Barnabus Safe and Sound	"	Subsidy 2023	1,500.00	0.00	1,500.00
19/04/2023	Contact Mental Health	"	Subsidy 2023	5,000.00	0.00	5,000.00
19/04/2023	Ellington Colliery Band	"	Subsidy 2023	1,000.00	0.00	1,000.00
19/04/2023	Red Squirrels	"	Subsidy 2023	200.00	0.00	200.00
19/04/2023	Wansbeck Valley Food Bank	"	Subsidy 2023	3,000.00	0.00	3,000.00
19/04/2023	Morpeth Pipe Band	"	Retention Fee	1,380.00	0.00	1,380.00
				33,866.77	1,102.26	34,969.03
	Petty Cash					
31/03/2023	Shoecare	4835	Keys Cut	4.96	0.99	5.95
31/03/2023	Yorkshire Trading	"	Office Supplies	4.16	0.83	4.99
03/04/2023	Timpson	"	Keys Cut	11.25	2.25	13.50
03/04/2023	Iceland	"	Café Food	10.17	2.03	12.20
03/04/2023	Morrisons	"	Cafe Food	3.75	0.75	4.50
05/04/2023	Iceland	"	Cafe Food	2.50	0.50	3.00
05/04/2023	Lidl	"	Café Food	5.34	0.00	5.34
05/04/2023	Iceland	"	Civic Events	5.00	1.00	6.00
05/04/2023	Timpson	"	Keys Cut	7.50	1.50	9.00
11/04/2023	Iceland	"	Café Food	1.50	0.30	1.80
12/04/2023	Iceland	"	Café Food	3.30	0.70	4.00
12/04/2023	Iceland	"	Café Food	15.42	3.08	18.50
12/04/2023	Lidl	"	Café Food	9.46	1.89	11.35
15/04/2023	Aldi	"	Café Food	9.05	1.09	10.14
15/04/2023	Lidl	"	Café Food	3.60	0.00	3.60
18/04/2023	Penfold	"	Cafe Food	1.00	0.20	1.20
19/04/2023	Lidl	"	Café Food	4.54	0.91	5.45
19/04/2023	Lidl	"	Café Food	8.73	0.00	8.73
20/04/2023	Lidl	"	Café Food	13.02	0.72	13.74
20/04/2023	Thomas Porter	"	Maintenance	6.67	1.33	8.00
26/04/2023	Iceland	"	Café Food	1.87	0.38	2.25
26/04/2023	NCC	"	Mayoral Evening Event	45.00	0.00	45.00
				177.79	20.45	198.24
	Direct Debits March 2023					
01/03/2023	Gaffey	DD	Hyprolyser Monthly Rental	306.92	61.38	368.30
08/03/2023	Wave	"	Duncan Gardens Water Bill	28.03	0.00	28.03
08/03/2023	Wave	"	Wellwood Gardens Water Bill	34.76	0.00	34.76
08/03/2023	Wave	"	St Marys Water Bill	9.21	0.00	9.21
10/03/2023	EE	"	MTC Office Mobile Charges	65.11	13.02	78.13
15/03/2023	Bankline	"	Bank Charges	32.50	0.00	32.50
15/03/2023	TalkTalk	"	SJCC Wifi	9.77	1.95	11.72
16/03/2023	Crown Gas	"	SJCC Energy Bill	112.95	5.65	118.60
20/03/2023	Drax	"	Pavilion Electric Bill	1,494.92	298.98	1,793.90
21/03/2023	Worldpay	"	Subscription Charges	9.95	1.99	11.94
21/03/2023	Worldpay	"	Transaction Charges	52.52	3.00	55.52
27/03/2023	EDF	"	SJCC Electric	80.86	4.04	84.90
28/03/2023	Siemens	"	Photocopier Lease	52.5	10.5	63.00
29/03/2023	Nest	"	Pension Contribution	38.97	0.00	38.97
31/03/2023	NCS	"	MTC Office Telephone Charges	53.77	10.76	64.53
31/03/2023	NCS	"	Photocopier Charges	121.90	24.38	146.28
15/03/2023	Booker	"	Café Food & Beverages	1,472.58	115.74	1,588.32
10/03/2023	Wave	"	Café Water Charges	169.42	0.00	169.42
20/03/2023	Tower Leasing	"	Coffee Machine Rental	176.29	35.26	211.55
14/03/2023	PWLB	"	Loan Repayment	1,582.00	0.00	1,582.00

Total			5,904.93	586.65	6,491.58
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Credit Card March 2023

01/03/2023	Viking Office	CC	Office Supplies	145.80	29.16	174.96
01/03/2023	Nigel and Rachel Walter	"	Allotment Maintenance	41.66	8.33	49.99
02/03/2023	Adobe	"	Acrobat Pro Subscription	60.66	0.00	60.66
02/03/2023	Amazon	"	Allotment Maintenance	146.64	29.34	175.98
02/03/2023	Amazon	"	Allotment Maintenance	41.98	0.00	41.98
02/03/2023	Mr Kay Limited	"	Allotment Maintenance	3.32	0.67	3.99
03/03/2023	Running Imp	"	Coronation Memorabilia	1,013.18	202.64	1,215.82
06/03/2023	Square	"	Team Plus Subscription	20.00	0.00	20.00
07/03/2023	Findaspire	"	Cleaning Materials	12.48	2.50	14.98
13/03/2023	GiffGaff	"	Cafe Phone	5.00	1.00	6.00
13/03/2023	Homebase	"	Carlisle Park Toilets	40.00	8.00	48.00
15/03/2023	Amazon	"	Cafe Equipment	25.48	5.08	30.56
15/03/2023	Martins	"	Cafe Food	60.42	0.00	60.42
16/03/2023	Amazon	"	Cafe Maintenance and Cleaning Materi	24.17	4.84	29.01
16/03/2023	Henry Bags	"	Cleaning Materials	49.94	9.99	59.93
16/03/2023	Hui You	"	Civic Events	11.05	2.93	13.98
23/03/2023	Buzz Catering	"	Cafe Maintenance	91.49	18.30	109.79
27/03/2023	NCC	"	Cafe Maintenance	70.00	0.00	70.00
27/03/2023	Coffee Online Group	"	Cafe Drinks	22.50	0.00	22.50
28/03/2023	Circle Online	"	Allotment Maintenance	370.83	74.17	445.00
	Total			2,256.60	396.95	2,653.55

Total Payments			42,206.09	2,106.31	44,312.40
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Morpeth
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SUBSIDY APPLICATION FORM

This application form may be used for Subsidies applications for the three year period 2021–22 until 2023-24. Please refer to the Subsidy Procedures and Guidance Notes documents when completing this form.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation	ESCAPE Family Support
2.	Name and address of contact for this application.	Susan Kennedy Centre 63 South View Ashington Northumberland NE63 0SF
3.	Telephone number/s of contact for this application.	01670 544055
4.	Email address of contact for this application.	brian.charlton@escapefamilysupport.org.uk
5.	Status of organisation (if registered charity, please include number)	Charity number 1063500
6.	How long has the organisation been established?	since July 1997
7.	Brief description of purpose of group.	<p>At ESCAPE we place the family at the heart of everything we do. We understand the value of family in our work and believe addiction is an illness that affects the whole family. As a result, our objective is: To provide structured support across the whole of Northumberland to families, friends, carers and partners of substance users.</p> <p>At ESCAPE our Mission is:</p> <p>To provide a comprehensive range of services for families and carers of drug and alcohol users in Northumberland.</p> <p>To use an holistic, enabling approach and tailor our open access services to the needs of the individual.</p> <p>To raise awareness of drug and alcohol issues within the communities of Northumberland and other areas.</p> <p>ESCAPE stands for Education; Support; Counselling; Advice; Phone-line; Empathy. We believe that this reflects our approach to recovery support.</p>
8.	Are you part of/affiliated to a larger organisation?	No
9.	How many members do you have who reside in Morpeth?	We do not have members as such, we only have users of our services of which 4.9% live in the Morpeth Town area which we are asking for a contribution towards the total budget of £325,000.
10.	Is there an annual subscription/membership fee?	No
11.	Please provide contact details for another senior member of your organisation (e.g. a committee member)	Janet.murphy@escapefamilysupport.org.uk Voluntary CEO and Trustee on 07812983610

12.	Please provide contact details for an independent referee (someone who knows about the group and project but is independent).	<p>Sarah Eden, Town Clerk/RFO Ashington Town Council, Town Hall, 65 Station Road Ashington, Northumberland, NE63 8RX</p> <p>Tel: (01670) 624521 Mobile: 07726954934 E-mail: sarah.eden@ashingtontowncouncil.gov.uk</p>
<p><i>If your organisation has a Constitution or set of agreed rules, please enclose a copy with this application form.</i></p>		

<p>SECTION 2: FUNDING</p>		
13.	Annual Funding requested	£5,000 - £6,000
14.	What other sources of funding/income contribute to the organisation/project? (please provide full details)	<p>We currently have raised a total of £63,600 from a number of sources including £25,000 from the National Lottery, £25,000 grant from Adult Social Services, £13,600 from charitable grants. We have been informed that we won the £55,000 tender from Northumberland County Public Health, bringing the total raised to £118,600. We currently have applications for a three year grant from National Lottery for just over £125,000 per annum, £20,000 per annum for the next three years from Greggs Foundation and we will be applying for grants from other town councils including Blyth and Ashington from which we received £6,650 and £6,000 respectively in 2022/23.</p>
15.	Does the organisation have its own bank account with a minimum of two signatories?	Yes
16.	Please confirm account details, should the application be successful	<p>Lloyds Bank Sort Code 30-93-55 Account Number 45856660 Account name ESCAPE Family Support Ltd</p>
<p><i>Please include with your application:</i></p> <p><i>a) Accounts for the last two years (draft is fine if not yet audited)</i></p> <p><i>b) Bank account details</i></p>		

<p>SECTION 3: PROJECT DETAILS</p>		
17.	<p>Please briefly describe the project/activity, including:</p> <ul style="list-style-type: none"> - Where it will take place - How the community of Morpeth will benefit - How the project/activity supports the community - How have you identified the need for this project? 	<p>We are asking for a contribution towards the total budget of £325,000 for the financial year 2023/24. The majority of our services will be carried out from our base in Ashington either face to face or remotely via the internet but where there is enough people available we will look to run a course/project within the Morpeth area.</p> <p>It is widely recognised that an individual's drug or alcohol use affects their family, carers and wider social networks.</p> <p>At ESCAPE we recognise that the family, carers and others supporting the individual require services in their own right. We also know that they can often be instrumental in encouraging a substance user to access treatment. From our base, at the Susan Kennedy Centre in Ashington, we work across Northumberland with those affected by a loved ones drugs and alcohol, offering a range of services, courses and activities.</p> <p>The north east has the highest rate of drug misuse for the nine years from 2013 to 2021. There was 1,123 deaths linked to drug misuse in the north east during the three years 2019-21 (ONS 3/8/2022). Alcohol specific deaths increased to 382 during the same period.</p>

	<ul style="list-style-type: none"> - How will you assess the success of the project? - How do you anticipate the grant funding would be used? <p>(if necessary please supply further details on a separate single sheet of paper)</p>	<p>We will assess that we have been successful if we can attract at least an additional 150 of new users from across the county achieve a 66% of all carers achieving an improvement in social interactions and 66% of all carers recording an improvement in their health and well being scores between the start and the end of their treatment/course.</p> <p>While we are asking for a contribution towards our core costs to allow us to use the funds towards any charitable purpose we expect the majority of funding to go towards the salary costs of our Family Support Workers.</p>
18.	How many people in Morpeth do you expect to benefit directly from the project/activity? How will this be measured?	We currently have 44 users or families from the Morpeth area and expect this to continue into the future, this will be recorded as part of our total user data base

SECTION 4: CHECKLIST

Please enclose the following with your application:

19.	Two years of accounts	
20.	Organisation's Constitution or set of rules	
21.	Any other relevant supporting information regarding the project	

SECTION 5: SIGNATURE AND DECLARATION

Please initial next to points 22-29 and sign below to acknowledge the terms and conditions of submitting this grant application.

No application will be considered unless this section is completed in full and signed by the contact person named in Question 2.

22.	I declare that the information given is correct to the best of my knowledge and that any funds received will be used solely for the purpose detailed on this form.	
23.	I understand that the documentation supplied will not be returned and may be made available for public scrutiny.	
24.	I agree that the grant will be returned if the specified project/activity does not proceed as planned.	
25.	I agree that, if successful, details of the project/activity may be published by the Council.	
26.	I agree to supply a report back to the Council within twelve months regarding expenditure of any subsidy funding (for each of the three of funding).	

27.	I confirm that I have authorisation to apply for a grant on behalf of the organisation.	
28.	I understand that the information provided on and with this application form will be used by the Council to judge whether or not to award a grant and that this decision may be made at a meeting which is open to the public.	
29.	I confirm that I have read and understood the Subsidy guidance notes issued by the Town Council.	
<p>Name of Contact: Brian Charlton</p> <p>Role in Organisation: Deputy CEO Business and Finance</p> <p>Signature: _____</p> <p>Date: 23rd February 2023</p>		