

Minutes of the Meeting of the **FINANCE COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 19<sup>th</sup> FEBRUARY 2013 AT 4.00 P.M.**

**Present:** Councillor Anderson (in the Chair) and Councillors Golightly, Laurie, Lee and Wilson.

**Also Present:** Councillor J. Lethbridge and David Anderson (Town Clerk).

**FIN 94/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Kay.

**FIN 95/12 DECLARATIONS OF INTEREST**

Councillors Laurie and Golightly declared an interest in Item No. 4.2a 'Authorisation of Cheques Written Under Delegated Powers' as she was a member of Bishop Auckland Community Partnership. Councillors Laurie and Golightly took no part in the discussion or voting on this item.

Councillor Golightly declared an interest in item No. 3a in respect of an application for financial assistance from Butterwick Hospice as she was a volunteer at the Hospice. Councillor Golightly took no part in the discussion or voting on this item.

*(N.B. The above minute was amended at the Town Council meeting held on 26<sup>th</sup> February to reflect that Councillor Golightly also declared an interest in Item No. 4.2a 'Authorisation of Cheques Written Under Delegated Powers' as she was a member of Bishop Auckland Community Partnership. Councillor Golightly took no part in the discussion or voting on that item. Minute TC.158/12 refers).*

**FIN 96/12 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**REPORT OF TOWN CLERK**

**FIN 97/12 ACCOUNT BALANCES AS AT 19<sup>th</sup> FEBRUARY 2013**

The Town Clerk reported account balances as follows:-

Deposit Account	£35,923.41
Current Account	£7,893.34
Allotments Account	£6,434.44
Mayors Charity Account	£568.79

**RECOMMENDED:** That the information be noted.

**FIN 98/12 AUTHORISATION OF CHEQUES – DELEGATED POWERS**

In accordance with Delegated Powers, the Mayor and Chair of Finance had authorised payment of cheque nos. 857 - 864 from the Current Account as detailed in the report. No payments had been made from the allotments Account.

**RECOMMENDED:** That the action taken be confirmed.

**Signed:** .....  
**Chair**

## CHEQUES PRESENTED FOR AUTHORISATION

Cheque no. 865 was presented for authorisation.

**RECOMMENDED:** That the above cheque be authorised for payment.

## APPLICATIONS FOR DONATIONS

Consideration was given to applications for donations from the following organisations:-

- a. Butterwick Hospice, Bishop Auckland – Twilight Walk
- b. Bishop Auckland Sports Bar FC

**RECOMMENDED:** 1. That a donation of £250 be made to the Butterwick Hospice in support of the Twilight Walk event.

2. That a donation of £150 be made to the Bishop Auckland Sports Bar FC to assist with the purchase of football strips.

## LETTERS OF THANKS

Members noted that letters had been received from the following organisations thanking the Council for recent financial donations.

- a. Great Northern Air Ambulance
- b. County of Durham School Benevolent Fund
- c. Durham Miners' Association

**RECOMMENDED:** That the information be noted.

## CHANGES TO PAYROLL SERVICES

Members noted that HMRC had announced that they were introducing a system of 'Real Time Information' from April 2013 which meant that payroll information would need to be sent to them on a monthly basis rather than at the end of the financial year.

Durham County Council currently provided payroll services to the Town Council and had agreed to continue to provide this service, but the Town Council would have to:-

1. Register with the HMRC as an employer to obtain a PAYE reference number and Accounts Office Reference Number
2. Pay salaries and Members Allowances from the Town Council's own bank account. The current arrangement was that these were paid by DCC. The Town Council was then invoiced for the appropriate amount.
3. The cost of the payroll service provided by DCC would increase from £7.00 to £7.20 per payslip.

**RECOMMENDED:** 1. That Durham County Council be requested to continue to provide a payroll service.

2. That necessary arrangements be made.

**Signed:** .....  
**Chair**