

# Minutes of the Finance Committee Meeting for Bishop Auckland Town Council

Held on 23 November 2021 at 5.00pm,

At BATC Offices, Kingsway Bishop Auckland.

**In attendance:** Cllrs D Wilson (Chair), K Eliot, A Zair, S Zair, J Blackburn and L Chappell

**Also Present:** Sarah Harris, Town Clerk  
Cllr Siddle

**FC.18/21 Apologies for absence - To apologies were received.**

**FC.19/21 Declarations of interest – No declarations were given.**

**FC.20/21 Public Participation - no members of the public were present.**

## **FC.21/21 Report of Town Clerk**

**FC21.1/21 Account Balances** (Copy in file ) were presented for all accounts and were noted.  
**Resolved:** the balances were noted and agreed.

**FC21.1/21 Bank Reconciliations at end of Quarter 2** – due to the change of finance system these would be presented at the next meeting, and the change of the system has caused some delays.

**Resolved:** this was noted and agreed.

**FC21.2/21 Spend Against Budget as at 30<sup>th</sup> September 2020 (Quarter 2)** – and updated position on cost codes were given. Some areas had minimal over spend due to the Council still adjusting to owning its own building, and there would be underspend in other areas to compensate for this. Copy in file

**Resolved:** the report was noted and agreed.

**FC21.3/21 Request for additional Bank Signatory** - due to the Passing of a councillor earlier this year the council were short of a bank signatory. Therefore a nominated person was needed.

**Resolved:** Cllr S Zair proposed Cllr A Zair, this was seconded by Cllr Wilson and all members were in agreement as this evened up the political mix of signatories.

**FC21.4/21 Authorisation of Cheques** Written under delegated powers and presented for authorisation

**Resolved:** these were agreed as set out in appendix one overleaf.

**FC21.5/21 Budget preparations for 2022-23** – the clerk advised that initial budget preparations were underway for the 2022-23 budget. These would be presented at the December meeting along with the precept proposals.

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**Resolved:** this was noted and agreed. Members also agreed that due to timings the December finance meeting would be combined with the Full council meeting due to the budget discussions.

**FC22/21 Community Fund & Donations/ funding requests** – The Clerk advised that some applications had been received and that they would be brought to the December meeting once all paperwork had been collated.

**Resolved:** this was noted and agreed

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Appendix one – in line with FC21.4/21 Monthly Payments and Payments for authorisation 09.11.2021 - 23.11.2021

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
-	EDF Energy	Electricity: Kingsway 30/03/21-19/05/21	-£83.58	By Council for Financial Regulation No 5.6	Credit Note – Refund for Invoice 000009796487
-	EDF Energy	Electricity: Kingsway 30/03/21-19/05/21	£73.35		Adjusted Bill (See above)
DD	EDF Energy	Electricity: Kingsway 20/05/21-19/08/21	£135.34		
EP	Twinkle Cleaning Services	Kingsway: 22 Hours Cleaning - November 2021	£264.00		
EP	Salaries, Superannuation	November 2021	£3,451.28		
EP	HMRC - Tax and NI, Salaries	November 2021	£1,087.82		
EP	D.C.C. Pension Scheme	November 2021	£1,092.85		
EP	Members Allowances	November 2021	£373.97		
EP	HMRC - Tax and NI, Members Allowance	November 2021	£29.40		
2138	A. Walton Property Maintenance	Kingsway: Supply and Fit Fire Lining Boards to Stairwell	£240.00		Town Council
2139	The Durham Dales Event Services Ltd.	PA and Support for Remembrance Sunday – 14th November 2021	£180.00	Town Council	
2140	Total Business Group	Printing Costs: November 2021	£23.79	Town Council	
EP	Bridge Creative	Contribution towards Bishop Auckland Christmas Town Event – 26 <sup>th</sup> to 28 <sup>th</sup> November 2021	£6,800.00	Town Council	Members to consider if payment can be made electronically as requested.
<b>Total:</b>			<b>£13,668.22</b>		

To authorise:

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Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
DC	Ultimate Flowers (or alternative supplier)	Flowers for 65 <sup>th</sup> Wedding Anniversary	£25.00	Town Council	
Chq	Bullfinch Gas Equipment	Platinum Jubilee Beacon	£588.00	Town Council	Pro-forma Invoice
<b>Total:</b>			<b>£613.00</b>		

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Appendix one – Monthly Payments and Payments for authorisation 13.07.2021 – 27.09.2021

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
2097	Evolve Group Ltd.	Kingsway: Telephone & Broadband - July 2021	£218.29	By Council for Financial Regulation No 5.6	Charge for 2 FTTC Broadband lines, are both to be utilised going forward? Charged @ £55 p/m
2097	Evolve Group Ltd.	Kingsway: Telephone & Broadband - August 2021	£218.29		Charge for 2 FTTC Broadband lines, are both to be utilised going forward? Charged @ £55 p/m
2097	Evolve Group Ltd.	Kingsway: Telephone & Broadband - September 2021	£218.29		Charge for 2 FTTC Broadband lines, are both to be utilised going forward? Charged @ £55 p/m
DD	Telefonica UK Ltd. (O2 / Ariel Direct)	Mobile Phones 24/08/21 - 23/09/21	£83.95		
2103	Corona Energy	Kingsway: Gas July 2021 - August 2021	£49.28		
DD	British Gas	Electricity: Skate Park 22/07/21 - 22/08/21	£8.15		
EP	Wave (NWG Business)	Water: Broken Banks 10/06/21-09/08/21	£92.16		
EP	Wave (NWG Business)	Water: Edge Hill 01/06/21 - 31/08/21	£40.68		
EP	Wave (NWG Business)	Water: Tindale Crescent 10/06/21-09/09/21	£123.04		
EP	Wave (NWG Business)	Water: Pollards 10/06/21-09/09/21	£236.29		
EP	Wave (NWG Business)	Water: Kingsway 16/06/21 – 15/09/21	£55.06		
EP	Salaries, Superannuation	August 2021	£4,924.86		
EP	HMRC - Tax and NI, Salaries	August 2021	£927.58		
EP	D.C.C. Pension Scheme	August 2021	£1,586.31		
EP	Members Allowances	August 2021	£373.34		
EP	HMRC - Tax and NI, Members Allowance	August 2021	£29.40		
EP	Twinkle Cleaning Services	Kingsway: Cleaning 7th, 13th 21st and 27th August 2021 - 3 Hour Sessions	£168.00		
DD	Grenke Leasing Ltd.	Photocopier Lease 01/10/21-31/12/21	£107.98		
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/09/21-23/10/21	£85.87		
DD	British Gas	Electricity: Skate Park 22/08/21-22/09/22	£9.06		
2119	Corona Energy Retail 2 Limited	Kingsway: Gas August 2021 – September 2021	£47.23	By Council for Financial Regulation No 5.6	
EP	Salaries, Superannuation	September 2021	£3,451.48		
EP	HMRC - Tax and NI, Salaries	September 2021	£1,087.62		
EP	D.C.C. Pension Scheme	September 2021	£1,092.85		
EP	Members Allowances	September 2021	£373.77		
EP	HMRC - Tax and NI, Members Allowance	September 2021	£29.60		
DD	British Gas	Electricity: Skate Park 22/07/21 - 22/08/21	£8.15		
DD	Public Works Loan Board	Repayment 01/10/21 - 31/03/22	£4,151.01		
2059	Durham County Council	1x Office 365 Subscription - 1 Year	£185.30		Queried with DCC - Should this be for 4 licences or included with our IT System Support SLA (see below). Paid as this was in the Final Reminder stage.
DC	ASDA	Biscuits, Coffee, Sugar and Squash - NHS Day	£111.02		
EP	Amazon Business	17" Laptop Bag	£25.99		
2095	National Chrysanthemum Society	UK Society Affiliation and 2x Certificate of Merits	£26.00		For horticulture show
2096	Astral Fire and Security Ltd.	Fee for Fire Risk Assessment (Kingsway)	£430.80		

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2098	South Durham Enterprise Agency	Contracted Support Arrangements - July 2021	£1,052.94		
EP	Post Office Ltd.	24x 1st Class Stamps, 50x 2nd Class Stamps	£53.40		
EP	Vinovium Associates Ltd.	Kingsway: Key-holding Services - July 2021	£111.60		Overdue and paid electronically
2099	County Durham Association of Local Councils (CDALC)	2x Internal Controls and Year End Accounts Training Sessions	£120.00		
2100	Industry Logic Ltd. (Mainteam)	Asbestos Removal - Pollards Allotment	£1,008.00		
DC	Screwfix Direct	10M Ethernet Cable (Printer)	£5.69		
DC	Wilko	AA Batteries, Picture Hooks and Gorilla Glue	£23.60		
2101	Durham County Council	Contribution towards Town Hall Summer Programme 2021	£2,000.00		
2102	Durham County Council	Web Hosting and Support 01/04/21 - 31/03/22	£747.56		
2104	Total Business Group	Printing Costs: August 2021	£12.00		
2105	Vinovium Associates Ltd.	Kingsway: Key-holding Services - August 2021	£111.60		
2106	Woodhouse Close Church Community Centre	Community Fund Grant - Repairs to van	£344.24		
2107	Furniture@Work Ltd.	6x Grey Oak Tables for Meeting Room	£1,492.56		
2108	Cash	Prize Money and Judging Fees for Horticultural Show 2021	£1,315.00		£1095 cash Prizes £210 Judges, Photographer, Tractor Display etc. £10 Float
2109	Mazars LLP	External Audit of 2020/21 Accounts	£720.00		
EP	Amazon Business	Private Parking Sign - Carpark	£2.19		
DC	Home Bargains - TJ Morris Ltd.	6x 36" Garden Scarecrow - Horticultural Show 2021	£10.14		For the horticulture show
2110	County Durham Association of Local Councils (CDALC)	Good Councillor Guides 11 @ £3 per copy 33.00 Good Employer Guides 11 @ £3 per copy £33.00 Transparency guides 11 @ £3 per copy £33.00	£99.00		For the new term of office packs
2111	Durham County Council	IT System Support SLA & Antivirus Service 01/04/21 - 31/03/22	£760.51		Queried with DCC Asked for breakdown of what this SLA includes.
2112	Total Business Group	Outstanding invoices from March 2021	£175.01		Queried if this is the case, as these are from 6 months ago. Invoices hadn't been received before now at the Council.
2113	Parkinsons Removals	Assembly of Office Furniture	150.00		Agreed by Chair of Finance and Chair of Accommodation
2114	Furniture@Work Ltd.	4x4 charcoal conference chairs	£470.88		
EP	Fire Parts	6 Fire Extinguishers and 3 floor stands	£493.50		Electronic Payment Requested - this missed the July List and is overdue
2115	Cre8tive Graphics	Town Council Polo Shirts for Horticultural Show 2021	£25.20		
2116	Came and Company – Hiscox	Town Council Insurance 21/09/21-20/09/22	£2,855.52		For premium renewal on 00:01hrs on 21 <sup>st</sup> sept – see TC report.
2117	Total Business Group	Printing Costs: September 2021	£28.56		
2118	Total Business Group	Photocopier Relocated to Reception	£108.00		Agreed by Chair of Finance and Chair of Accommodation
2120	Parkinson's Removals & House Clearance	Assemble Office Furniture for Meeting Room and relocate existing Office Desks	£150.00		
2121	Durham County Council	HR Advice and Guidance Services: May - August 2021	£840.00		
2122	Jeff Dobson - Marquee Hire Specialist	65x 6ft Trestle Tables for Horticultural Show 2021	£305.40		
2123	The Durham Dales Event Services Ltd.	Event Support and Setup for Horticultural Show 2021	£468.00		
<b>Total:</b>			<b>£36,636.80</b>		

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