

Minutes of the Finance Committee Meeting for Bishop Auckland Town Council

Held on 7th June 2022 at 5.00pm,

At BATC Offices, Kingsway Bishop Auckland.

In attendance: Cllrs D Wilson (Chair) S Zair & J Blackburn

Also Present: Sarah Harris, Town Clerk

FC01/22 Apologies for absence - To apologies were received. Apologies were received from Cllr K Eliot & Cllr L Chappell who were unable to attend.

FC02/22 Declarations of interest – Cllr Blackburn and Cllr Zair made declarations of interested surrounding the Community Fund application from Bishop Auckland Community Partnership.

FC03/22 Public Participation - no members of the public were present.

FC04/22 Report of Town Clerk

FC04.1/22 Account Balances (Copy in file) were presented for all accounts and were noted.
Resolved: the balances were noted and agreed.

FC04.2/22 Outturn 2021 (Actual) and review of Budget allocations 2022-23 – A report was presented (see copy of File) which set out the end of year accounts process, financial performance for 2021-22, which saw an overall underspend of £35,069. Appendix 1 sets out the financial performance by cost code. Underspend was predominantly caused by less spend in administration cost code due to staffing changes, and restructure.

Resolved: That the report be noted and presented with the full AGAR to Town Council on the 14th June 2022.
That the review of budget allocations be undertaken at the next meeting.

FC04.3/22 Internal Audit Update – The internal audit report was presented, as well a summary of the audit process and its recommendations.

Resolved: That the report be noted and presented to full council on 14th as part of the AGAR submission.

FC04.4/22 AGAR 2021-22 – the clerk updated that the AGAR documentation was nearly complete, and that it would be presented for sign off at the meeting of the 14th June.

Resolved: That the report be noted and presented to full council on 14th for submission by the end of June to the External Auditor.

FC04.5/22 Community Fund Donation Two Applications have been received. However only one could be considered due to declarations of interest. An application from Escomb football Club relating to the payment of pitch fees. Not all paperwork had been received.

Signed Chair of Meeting:
June 2022

Resolved: That the application from Escomb be declined due to the club being out of the Council Boundary, however it was requested to refer them to the DCC elected Members for that area and to the AAP.

That the second application, for the Bishop Auckland Community Partnership be considered at the full council meeting on the 14th June 2022.

FC04.6/22 IT Systems and Equipment a report was discussed (see file copy.) which made IT recommendations for the purchase of IT Tablets, Council Email addresses, Office 365 support and a microphone. Recording and broadcasting equipment update would follow.

Resolved: That the Tablets and Email Addresses be procured via DCC the preferred supplier costing £2287.89 plus VAT for the tablets plus the office 365 licence.

That the support arrangements for Office 365 were also agreed following the hacking incident.

That the Microphone recording device be purchased, at a cost of less than £30.

That a follow up report relating to the broadcast equipment and sound system follows to a future meeting.

FC04.7/22 Authorisation of Cheques & Payments including those written under delegated powers and presented for authorisation

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

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
EP	Twinkle Cleaning Services	Kingsway: 22.5 Hours Cleaning - May 2022	£270.00	By Council for Financial Regulation No 5.6	
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - May 2022	£111.60		
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/05/22-23/06/22	£85.49		
EP	Salaries, Superannuation	May 2022	£5,505.60		
EP	HMRC - Tax and NI, Salaries	May 2022	£1,991.75		
EP	D.C.C. Pension Scheme	May 2022	£1,786.66		
EP	Members Allowances	May 2022	£329.90		
EP	HMRC - Tax and NI, Members Allowance	May 2022	£37.00		
EP	Richardson's Amusements Ltd.	Rides and Attractions - Jubilee Event 2022 (75% Balance)	£2,137.75	Town Council	Paid in full
EP	A1 Events	Fair Ground Games - Jubilee Event 2022 (50% Deposit of £823.20)	£411.60	Town Council	50% of Balance paid on 19/05/22
EP	A1 Events	Fair Ground Games - Jubilee Event 2022 (25% Balance)	£205.80	Town Council	25% Balance – Paid in full
DC	Argos	Star Cutouts - HM Queen - Platinum Jubilee	£71.98	Town Council	
EP	Nixons Hire	4x Event Toilets and 2x Disabled Toilets - Platinum Jubilee Event	£840.00	Town Council	
EP	Bullfinch (Gas Equipment) Ltd	Propane Cylinder (Pack of 2) - Platinum Jubilee	£24.00	Town Council	
DC	Heron Foods	Haribo Sweets - Platinum Jubilee	£10.00	Town Council	
DC	Lidl	Volunteer Sustenance - Platinum Jubilee	£16.12	Town Council	
DC	Home Bargains	Popup Garden Bags, Apple Bags, Cable Ties - Platinum Jubilee	£17.52	Town Council	
DC	B&M Retail Ltd.	Volunteer Sustenance - Platinum Jubilee	£17.00	Town Council	
DC	Heron Foods	Volunteer Sustenance - Platinum Jubilee	£11.40	Town Council	

Signed Chair of Meeting:
June 2022

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
2197	Cancelled	See Cheque 2200	£0.00	Town Council	Incorrect payee name
2198	Woodhouse Close Community Centre	Donation - Platinum Jubilee	£50.00	Town Council	
2199	Angel Trust	Donation – Platinum Jubilee Jog	£500.00	Town Council	
2200	Wear Valley Community Action Group	Donation - Platinum Jubilee, Henknowle Event	£50.00	Town Council	
2201	The Durham Dales Event Services Ltd.	Gazebo, Generator and Power for Platinum Jubilee Beacon, 2nd and 4th June 2022	£2,812.00	Town Council	
2201	The Durham Dales Event Services Ltd.	Setup and Testing of Platinum Jubilee Beacon, 2nd June 2022	£180.00	Town Council	
2202	Mint Management Entertainment Events	La Flamo Stage Show, 5 Stilt Walkers and Hula Hoopist for Platinum Jubilee, 2nd June 2022	£2,700.00	Town Council	
2203	M. G. Ackroyd	Internal Audit of 2021/22 Accounts	£230.00	Town Council	
DC	Home Bargains	Popup Garden Bags, Big Blue Bags, Hand Gel etc. - Platinum Jubilee	£32.52	Town Council	
DC	Home Bargains	Popup Garden Bags - Platinum Jubilee	£7.98	Town Council	
2204	Durham County Council	Kingsway: Building Compliance Charges for 2022/23	£2,237.16	Town Council	
2205	Durham County Council	Contribution towards Bishop Auckland Food Festival 2022	£10,000.00	Town Council	
DC	Boyes	Ribbon Bundles, Cable Ties, Hand Sanitiser, Haribo Sweets - Platinum Jubilee	£49.11	Town Council	
DC	Wilko	Bin Liners - Platinum Jubilee	£6.00	Town Council	
2206	Total Business Group	Printing Costs: April 2022	£45.33	Town Council	
2206	Total Business Group	Printing Costs: May 2022	£145.50	Town Council	
EP	The Parking People (Durham County Council)	Parking Suspension in Market Place for Platinum Jubilee Event - 1st and 2nd June 2022	£534.00	Town Council	

Signed Chair of Meeting:
June 2022

DC	Dog In A Box Ltd.	Pool Noodles for Hobby Horse Crafts - Platinum Jubilee	£299.90	Town Council	
DC	Argos	Star Cardboard Cutouts - Queen Elizabeth	£71.98	Town Council	
2207	Roadsafe Traffic Management (eCapital Commercial Finance Limited)	Road Closure and Signage - Platinum Jubilee, 2nd and 4th June 2022.	£1,074.00	Town Council	
2208	Bishop Auckland College	Room Hire, Catering and Vouchers for Mayor's Formal Dinner - 29th April 2022	£1,143.60	Town Council	
EP	Bring Out The Best	2x Jubilee Balloon Columns	£60.00	Town Council	
DC	Deco Trophies & Engraving Ltd.	Trophy for the Vintage Car Show, 3rd June 2022	£44.50	Town Council	

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
EP	Hayley McKay	Hayley McKay Performance, Platinum Jubilee Picnic - 4th June 2022 (50% Deposit)	£100.00	Town Council	50% Deposit
EP	Hayley McKay	Hayley McKay Performance, Platinum Jubilee Picnic - 4th June 2022 (50% Balance)	£100.00	Town Council	50% Balance - Paid in full
EP	DTS Entertainment	Wor Vera Performance, Platinum Jubilee Picnic - 4th June 2022 (50% Deposit)	£100.00	Town Council	50% Deposit
EP	DTS Entertainment	Wor Vera Performance, Platinum Jubilee Picnic - 4th June 2022 (50% Balance)	£100.00	Town Council	50% Balance - Paid in full
Total			£37,004.00		

Signed Chair of Meeting:
June 2022