

Finance Committee

14 December 2022

5pm Town Council Offices, Kingsway, Bishop Auckland

Present: Cllr D Wilson (Chair), Cllr A Zair and Cllr S Zair and Cllr J Blackburn

Also Present: Sarah Harris, Town Clerk & Vicki Booth, Deputy Clerk and

FC017/22 - Apologies for absence – Were received from Cllr K Eliot as she was unwell.

FC018/22 Declarations of interest - To record declarations of interest from members on any item on the agenda, including any interest prejudicial or personal as recorded on the Members register of interests.

FC019/22 Public Participation - No members of the public were present.

FC020/22 Minutes of the Meeting 11 October 2022 -

Resolved: that the above Committee Minutes have been received, and that the committee agreed to recommend to Full Council that they adopt all recommendations contained within them. Copies of the minutes will be available on the town council website.

FC021/22 Report of Town Clerk

FC021.1/22 Account Balances – were presented and detailed:

| | |
|-------------------------------|--------------------|
| Lloyds – Current Account | £6,142.58 |
| Lloyds – Deposit Account | £101,415.43 |
| Darlington Building Society | £80,054.98 |
| Nation Wide | £85,029.85 |
| Santander Account | £85,000.00 |
| North East First Credit Union | £85,000.00 |
| Total | <u>£442,642.85</u> |

Resolved: That members noted the balances.

FC021.1/22 Precept preparation 2023-24 – a report on the precept, (copy in pack) was presented. Members discussed the options available.

Resolved: that the Committee would recommend to Full Council to increase the precept by 3% for 2023-24.

FC021.2/22 Budget preparations for 2022-23 – the working document of the Budget was shown on screen. The Clerk took the Members through it.

Resolved: that a second meeting to discuss the budget would take place in early January to discuss before going to full council, on the lines which needed more consideration.

That the Clerk be tasked with looking at the viability of getting a public works loan board loan to cover the car park and remedial works for the access.

FC021.3/22 - Additional Bank Signatories – Following the resignation of a Councillor an additional bank signatory is needed.

Resolved: That a decision is made on the additional signatory once allocation of the new Members are made to Committees.

FC021.4/22 - Appointment of Auditor – quotes has been requested from DCC, plus existing Auditor and another. Only a quotation had been received from the one party.
Resolved: that additional quotes are sought and brought to Council.

FC021.5/22 Quotations for Works needed quotes were presented for replacement Emergency lighting, a third quote was pending. Members agreed that based on the varying costs of the quotes for the same works. That the third quote should be chased, and taken to council for information.

FC021.6/22 Authorisation of Cheques and payments under delegated powers and presented for authorisation. These are set out in appendix 1 of these minutes.

Resolved: That the payments are to be authorised, including those written under delegated powers as set out in appendix one overleaf.

FC022/22 Fund & Donations/ funding requests – there were no additional requests to consider.

Resolved: that Members noted the update.

| Monthly payments& Payments for Authorisation – 14 th December 2022 | | | | | | |
|---|--|--|---------|---------|---------|--|
| Ref | Supplier | Detail | Net | VAT | Gross | Notes |
| Allotments (power to provide allotments Smallholding and Allotments Act 1908 S 23, 26 and 42) | | | | | | |
| 2249 | Durham County Council | Installation of Fencing around Pond at Tindale Crescent Allotments | £780.00 | £156.00 | £936.00 | Maintenance works from earlier in the year. Replaces cheque 2240. |
| 2249 | Durham County Council | Application of 2 Herbicide Treatments at Pollards Allotments | £155.32 | £31.06 | £186.38 | Maintenance works from earlier in the year. Replaces cheque 2240. |
| 2249 | Durham County Council | Installation of Field Gate at Pollards Allotments | £240.00 | £48.00 | £288.00 | Maintenance works from earlier in the year. Replaces cheque 2240. |
| EP | Amazon Business | ABUS Chain Combination Lock | £45.57 | £9.11 | £54.68 | Chain for Woodhouse Close Allotment |
| EP | Northern Counties Allotment Association | Mileage for Allotment Mapping Sessions and Meetings - 5 Journeys of 44 Miles @ £0.45 | £99.00 | £0.00 | £99.00 | |
| 2243 | Tenant | Refund on over payment on allotment rent | £166.66 | | £166.66 | Overpayment made by former tenant. Corrected amount from previous meeting. |
| Mayors Activities | | | | | | |
| EP | Morrisons (Reimbursement - Assistant Town Clerk) | Flowers for 102nd Birthday | £9.99 | | £9.99 | |
| EP | Mike Bartley | Deposit for Chef Mike Bartley at Mayor's Ball, 10th February 2022 | £180.00 | | £180.00 | |
| Events – Remembrance and Christmas Town (LGA 1972 S 145 – Provision of entertainment of the arts including festivals and celebrations) | | | | | | |
| EP | Wilko Reimbursement - Admin Assistant | 2x Velcro Hook and Loop Tape - Bishop Auckland Christmas Town | £14.00 | | £14.00 | Wilko - Velcro Hook and Loop Tape £7.00 Wilko - Velcro Hook and Loop Tape £7.00 |
| EP | Various Reimbursement - Assistant Town Clerk | 34x Hula Hoops, 30M of 12mm Corded Elastic, Cable Ties and 32GB Sandisk USB Stick | £38.65 | | £38.65 | Wilko - Hula Hoops £10.20 (Previously presented) Boyes - Elastic and Cable Ties £14.45 Wilko - 32gb USB Stick £14.00 |

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| EP | Victorian Bandstand Ltd. | Hire of B Green Bandstand, 18th-20th November 2022 (50% Balance) | £1,750.00 | | £1,750.00 | 50% Remaining Balance |
| EP | Alex Hall | Singing Performance at Bishop Auckland Christmas Town, 19th November 2022 | £175.00 | | £175.00 | |
| EP | Das Isobar Ltd. | Entertainment, English Gent on Penny Farthing - Bishop Auckland Christmas Town, 19-20th November 2022 | £570.00 | | £570.00 | |
| EP | Baccanalia Ltd. | Town Council Gazebo, Generator, Management and Marketing Fees - Bishop Auckland Christmas Town 2022 | £1,908.20 | | £1,908.20 | |
| EP | Nathan Stephenson Audio Production | PA Equipment and Tech for Bishop Auckland Christmas Town 18th-20th November 2022 | £1,350.00 | £270.00 | £1,620.00 | |
| EP | Angela Hall Wedding Pianist | Entertainment, Bishop Auckland Christmas Town 2022 | £80.00 | | £80.00 | |
| EP | DTS Entertainment | Wor Vera Entertainment, Bishop Auckland Christmas Town 2022 | £150.00 | | £150.00 | |
| EP | Stephen Fothergill | Live Acoustic Entertainment, Bishop Auckland Christmas Town 2022 | £80.00 | | £80.00 | |
| EP | Jen Innes | Vocal Performance at Bishop Auckland Christmas Town 2022 | £80.00 | | £80.00 | |
| EP | Amazon Business | 5x Wooden Christmas Decorations for Arts and Crafts Sets (40 Pieces) | £29.10 | £5.85 | £34.95 | |
| EP | Amazon Business | 4x Wooden Craft Circles, 4cm (70 Piece) | £18.48 | £3.72 | £22.20 | |
| EP | Amazon Business | Refunded: 4x Wooden Craft Circles, 4cm (70 Piece) | -£18.48 | -£3.72 | -£22.20 | Credit for item above. |
| EP | Amazon Business | Glow Stick Party Pack (300 Pieces) | £17.50 | £3.50 | £21.00 | |
| EP | Amazon Business | 10x LED Balloon Lights Packs (30 Piece) | £105.00 | £21.00 | £126.00 | |

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| EP | Amazon Business | 10x Candle Lantern Craft Activity Packs (30 Pack) | £93.90 | £18.80 | £112.70 | |
| EP | Amazon Business | 10x Glitter Glue Pens (10 Pack) | £16.60 | £3.30 | £19.90 | |
| EP | Amazon Business | Christmas Stickers (1000 pack) | £5.82 | £1.17 | £6.99 | |
| EP | Amazon Business | 90cm Noma Collapsible Snowman | £44.15 | £8.83 | £52.98 | |
| 2246 | The Durham Dales Event Services Ltd. | PA Equipment and Setup for Remembrance Sunday Service, 13th November 2022 | £670.00 | | £670.00 | |
| EP | Barrier TM Ltd. | Road Closure and Advanced Notice Road Signs for Remembrance Sunday Service, 13th November 2022 | £478.50 | £95.70 | £574.20 | |
| 2247 | Wear Valley Community Action Group | Donation towards Christmas Fayre, Henknowle Ward | £100.00 | | £100.00 | |
| Chq | Shanty Singers | Donation for Jubilee entertainment | £100.00 | | £100.00 | |
| Ongoing Contracts and Obligations | | | | | | |
| DD | EDF Energy | Kingsway: Electricity 02/09/22-30/09/22 | £99.78 | £4.99 | £104.77 | Council Financial Regulation 5.6 list of going contracts and obligations. |
| DD | EDF Energy | Kingsway: Electricity 01/10/22-31/10/22 | £54.57 | £2.73 | £57.30 | |
| DD | O2 | Mobile Phones 24/11/22-23/12/22 | £70.84 | £14.17 | £85.01 | |
| EP | Corona Energy Retail 2 Limited | Kingsway: Gas October - November 2022 | £166.77 | £8.34 | £175.11 | |
| EP | Salaries, Superannuation | November 2022 | £5,822.71 | | £5,822.71 | |
| EP | HMRC - Tax and NI, Salaries | November 2022 | £1,922.37 | | £1,922.37 | |
| EP | D.C.C. Pension Scheme | November 2022 | £1,856.87 | | £1,856.87 | |

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| EP | Members Allowances | November 2022 | £341.04 | | £341.04 | |
| EP | HMRC - Tax and NI, Members Allowance | November 2022 | £62.53 | | £62.53 | |
| EP | Wave (NWG Business) | Water: Edge Hill 01/09/22-30/11/22 | £17.46 | | £17.46 | |
| EP | Twinkle Cleaning | November Cleaning of Kingsway | £270.00 | | £270.00 | |
| 2244 | Anderson & Co. Accountancy & Taxation | Payroll Services: July - September 2022 | £157.50 | £31.50 | £189.00 | |
| Other | | | | | | |
| 2240 | Durham County Council | 11x Samsung Galaxy Tab A8, 10.5" 64gb | £2,287.89 | £457.58 | £2,745.47 | IT Tablets for Member use. Replaces cheque 2240. |
| 2245 | R. Lightfoot Limited | Kingsway: 2x LED Floodlights with PIR Sensors | £887.00 | £177.40 | £1,064.40 | |
| 2248 | Total Business Group | Printing Costs: November 2022 | £95.77 | £19.16 | £114.93 | |
| Total: | | | £23,646.06 | £1,388.19 | £25,034.25 | |

