



# **Bishop Auckland Town Council**

The Four Clocks Centre, 154a Newgate Street,  
Bishop Auckland, Co. Durham DL14 7EH

**Tel:** 01388 609852    **Email:** council@bishopauckland-tc.gov.uk

**Website:** www.bishopauckland-tc.gov.uk

**Town Clerk: David Anderson**

**TO: Members of the FINANCE COMMITTEE**

Councillor David Wilson (Chairman)

Councillor Lee Brownson (Vice-Chairman) and Councillors Joy Allen, Jamie Blackburn,  
Leanda Chappell and Sam Zair

20<sup>th</sup> November 2019

Dear Councillor,

I hereby give you notice that a meeting of the **Finance Committee** will be held in the Town Clerk's Office at the Four Clocks Centre, Bishop Auckland on **Tuesday, 26<sup>th</sup> November 2019 at 5.00 p.m.**

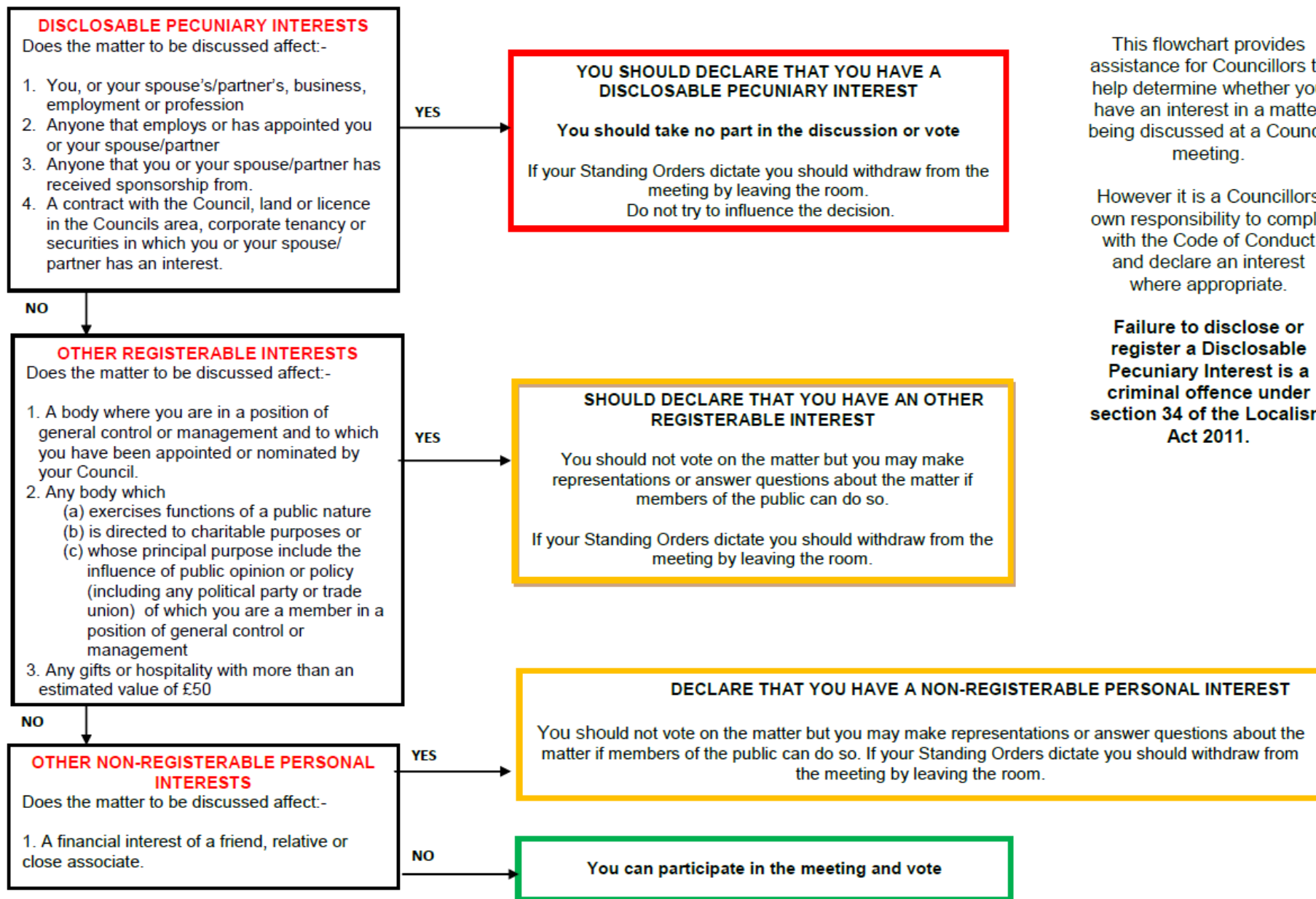
Yours sincerely,

David Anderson  
**Town Clerk**

## **AGENDA**

- 1. Apologies for Absence**
- 2. Declarations of Interest**  
To invite members to declare any interests they may have in any matter identified for discussion in the meeting.
- 3. Public Participation**  
To hear from any members of the public subject to Public Participation Policy
- 4. Report of Town Clerk**
  - 1. Account Balances**
  - 2. Bank Reconciliations at end of Quarter 2**
  - 3. Spend Against Budget as at 30<sup>th</sup> September 2019 (Quarter 2)**
  - 4. Authorisation of Cheques**
    - a. Written under delegated powers
    - b. Presented for authorisation
  - 5. Applications for Community Fund / Donations**

## DO I HAVE AN INTEREST?



This flowchart provides assistance for Councillors to help determine whether you have an interest in a matter being discussed at a Council meeting.

However it is a Councillors own responsibility to comply with the Code of Conduct and declare an interest where appropriate.

**Failure to disclose or register a Disclosable Pecuniary Interest is a criminal offence under section 34 of the Localism Act 2011.**

# BISHOP AUCKLAND TOWN COUNCIL

## FINANCE COMMITTEE

26<sup>TH</sup> NOVEMBER 2019

### Item 4: REPORT OF TOWN CLERK

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#### 1. ACCOUNT BALANCES

The balance on the following accounts as at 26<sup>th</sup> November 2019 will be circulated at the meeting:-

- a. Lloyds Deposit Account
- b. Lloyds Current Account
- c. Darlington Building Society
- c. Nationwide Building Society
- d. Santander
- e. NE First Credit Union

**RECOMMENDED:** 1. That the account balances be noted.

#### 2. BANK RECONCILIATIONS AT END OF QUARTER 2

To note and confirm the most up to date bank reconciliations for all accounts held by the Town Council (as listed in 1 above) at the end of quarter 1.

**RECOMMENDED:** That the bank reconciliations be noted and confirmed.

#### 3. SPEND AGAINST BUDGET AS AT 30<sup>TH</sup> SEPTEMBER 2019 (QUARTER 2)

To consider spend against each budget head as at 30<sup>th</sup> September 2019. All figures are net of VAT. (See Appendix 1).

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

#### 4. AUTHORISATION OF CHEQUES

##### a. Delegated Powers

In accordance with Delegated Powers, the Mayor and Chair of Finance have authorised the following payments: -

Chq	Current Account (Delegated Powers)	Detail	£
DC	Anything 4 Home Ltd. (Amazon.co.uk)	2x White Banquet Rolls	£29.99
1842	Oliver's Tree Services Ltd.	Tree Work at Pollards Allotment	£168.00
1843	Hartlepool Borough Council	2x Tickets to Charity Quiz Evening 16 <sup>th</sup> October 2019	£12.00
DD	Grenke Leasing Ltd.	Documentation Fee for Toshiba Photocopier	£120.00
DD	British Gas Trading Ltd.	Electricity: Skate Park 27/07/19 to 25/08/19	£8.95
1844	Powerdial Services	Consultant Fee for written Tender of IT Systems, to include Data, Electrical and CCTV	£720.00
1845	Office Depot (UK) Ltd.	Various Office Stationery	£55.50
1846	Bishop Auckland Community Partnership	Office Rent and Room Hire August 2019	£716.00

Chq	Current Account (Delegated Powers)	Detail	£
1847	Durham County Council	Catering for Mayor's Coffee Morning 31 <sup>st</sup> August 2019	£64.00
1848	Cancelled		£0.00
1849	Mr. & Mrs. Lumsden	Half Yearly Rent for Edge Hill Allotments 09/09/19 to 07/03/20	£356.50
1850	Bishop Auckland Town Team	Contribution to 1940s Event 8 <sup>th</sup> June 2019	1,878.14
1851	Tindale Crescent Homing Society	Community Fund Grant	£500.00
1852	Hartlepool Borough Council	2x Ticket to Mayor's Civic Dinner 22 <sup>nd</sup> November 2019	£80.00
1853	Cash	Cash for Prizes and Judges Horticulture & Produce Show 2019	£1,305.00
1854	Sedgefield Town Council	2x Tickets to Mayor 'At Home' 1 <sup>st</sup> October 2019	£10.00
1855	Mr. John Nellis	Preparation of McIntyre's Yard Shop for Horticultural Show	£25.00
EP	Salaries, Superannuation	September 2019	£4,264.66
EP	HMRC - Tax and NI, Salaries	September 2019	£1,144.11
EP	D.C.C. Pension Scheme	September 2019	£1,351.14
EP	Members Allowances	September 2019	£391.24
EP	HMRC - Tax and NI, Members Allowance	September 2019	£48.80
1856	Shildon Town Council	2x Tickets 'Benidorm' Quiz Night 24 <sup>th</sup> October 2019	£12.00
1857	Sunderland City Council	2x Tickets to Mayor's Quiz Night 30 <sup>th</sup> October 2019	£35.00
1858	Gateshead Council	2x Tickets to Charity Afternoon Tea 5 <sup>th</sup> November 2019	£40.00
1859	Shildon Town Council	2x Tickets to Mayor's Charity Evening 30 <sup>th</sup> November 2019	£50.00
DC	Tesco Extra	Sundry Expenses for Horticultural Show 2019	£20.92
1860	Joanne Suddick	Cleaning and Preparation of McIntyres Store for Horticultural Show 2019	£27.00
1861	John Alderson Photography	Professional Photography of the Horticultural Show 2019	£120.00
1862	Initial Group	Rental of McIntyres Store for Horticultural Show 2019	£540.00
1863	Total Business Group	Printing Costs September 2019	£58.45
1864	Jeff Dobson Marquee Hire Specialist	70x 6ft Trestle Tables and 26x Folding Chairs for Horticultural Show 2019	£344.88
DC	Post Office	100x 2 <sup>nd</sup> Class Stamps and Next Day Signed For Letter	£62.90
EP	Wave Utilities	Water: Edge Hill 01/06/19 to 31/08/19	£16.31
1865	Bishop Auckland Community Partnership	Office Rent and Room Hire September 2019	£716.00
1866	Durham County Council	Pest Control: Woodhouse Close Allotment 01/10/19 to 30/09/20	£1,845.30
EP	Wave Utilities	Water: Broken Banks Allotment 10/06/19 to 01/10/19	£102.00

Chq	Current Account (Delegated Powers)	Detail	£
EP	Wave Utilities	Water: Pollards Allotment 10/06/19 to 02/10/19	£440.39
EP	Wave Utilities	Water: Tindale Crescent Allotment 10/06/19 to 01/10/19	£279.90
EP	Wave Utilities	Water: West Mills/Mill Race Allotment 09/07/19 to 01/10/19	£150.67
DD	British Gas Trading Ltd.	Electricity: Skate Park 25/08/19 - 25/09/19	£9.90
DC	Post Office	1 <sup>st</sup> Class Postage, Councillor Packs	£15.00
EP	Wave Utilities	Water: West Mills/Mill Race Allotment 02/10/19 to 08/10/19	£12.22
1867	Hartlepool Borough Council	2x Tickets to Mayor's Civic Dinner 2 <sup>nd</sup> November 2019	£80.00
1868	Stockton on Tees Borough Council	2x Tickets to Mayor's Dinner Dance 7 <sup>th</sup> February 2020	£110.00
1869	2505 Bishop Auckland Squadron	Community Fund Grant	£500.00
1870	Total Business Group Ltd.	Printing Costs October 2019	£30.77
EP	Salaries, Superannuation	October 2019	£4,577.56
EP	HMRC - Tax and NI, Salaries	October 2019	£1,354.99
EP	D.C.C. Pension Scheme	October 2019	£1,472.82
EP	Members Allowances	October 2019	£407.04
EP	HMRC - Tax and NI, Members Allowance	October 2019	£33.00
DC	Argos Limited	5M 4 Socket Extension Lead	£12.99
DC	Argos Limited	Desk Lamp	£5.33
DC	Sainsbury's	LED Mini Globe Bulb	£6.00
1871	Spice Lounge	Catering for Mayor's Halloween Quiz and Curry Night	£714.00
1872	Wayne Bell	PA System for Remembrance Sunday	£360.00
DD	British Gas Trading Ltd.	Electricity: Skate Park 25/09/19 - 25/10/19	£9.57
1873	Bishop Auckland Community Partnership	Office Rent & Room Hire October 2019	£734.00
1874	The RBL Poppy Appeal	Type C Poppy Wreath	£18.50
1875	The Society of Local Council Clerks	Membership Fees 2019/20	£300.00
1876	Cancelled		£0.00
1877	Friends of the Stockton and Darlington Railway	Corporate Membership 27/09/19-26/09/20	£50.00
1878	Office Depot (UK) Limited	Various Office Stationery	£74.56
1879	Roadsafe Traffic Management Limited	Road Closure, Remembrance Sunday 2019	£408.00
1880	Community Newspaper Support CIC	Full Page Advert in Bishop Press, Christmas 2019	£288.00
EP	Image	Repairs to Deputy Mayor's Chain	£10.00

Chq	Current Account (Delegated Powers)	Detail	£
1881	Business Services at CAS Ltd.	Parish Protect Policy 2019/20	£492.80
	<b>Total</b>		<b>£30,197.80</b>

DC - Debit Card  
DD – Direct Debit  
EP - Electronic Payment

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

**b. Presented for Authorisation**

No cheques presented for authorisation.

**RECOMMENDED** That the information be noted.

**5. APPLICATIONS FOR COMMUNITY FUND / DONATIONS**

Members will be aware that in the period prior to an election, known as ‘Purdah’, the Council must ensure that public money and resources are not used to promote or give any political party, political campaign or candidate an advantage.

It is therefore suggested that Community Fund applications and requests for donations are suspended until after the election period, unless there are exceptional circumstances, such as the timescale of projects. Where applications or requests are considered during the purdah period no publicity should be given until purdah has expired. This advice is in line with Durham County Council’s advice relating to Neighbourhood Budgets and Member Initiative Funds.

The following request has been received which is to be considered due to the timescales involved.

**Bishop Auckland Fellowship of Christian Churches**

The Town Council has donated £150 to Bishop Auckland Fellowship of Christian Churches the last 3 years to support a project to provide a Christmas dinner any person or couple who would otherwise have no company on Christmas Day.

Members are requested to consider supporting the project this year.

**RECOMMENDED** That consideration be given to the request for funding.

SPEND AGAINST BUDGET AS AT 30<sup>TH</sup> SEPTEMBER 2019 (QUARTER 2)

			Brought Forward	Agreed	Total	Budget YTD	Quarter 2 Actual YTD	Underspend / Overspend	
<b>INCOME</b>									
<b>101</b>	<b>Administration</b>								
1015	Income - Interest	0	0	0		275			
1076	Income - Precept	0	213,292	0		213,292			
1077	Income - LCTS Grant	0	12,065	0		12,065			
	Total Income: Administration	0	225,357	0	0	225,632			
<b>105</b>	<b>Leisure</b>								
1020	Income - Community Toilet Scheme	0	2,520	0		828			
	Total Income: Leisure	0	2,520	0	0	828			
<b>EXPENDITURE</b>									
<b>101</b>	<b>Administration</b>								
4000	Salaries	0	81,617	81,617	40,809	26,554	14,255		
4001	HMRC	0	20,062	20,062	10,031	7,540	2,491		
4002	Pensions	0	22,719	22,719	11,360	8,486	2,874		
4003	Training - Staff	0	320	320	160	0	160		
4006	Travel & Subsistence - Staff	0	500	500	250	14	236		
4010	Rent	0	8,040	8,040	4,020	3,350	670		
4011	Photocopier - Lease	0	360	360	180	220	-40		
4012	Photocopier - Usage	0	500	500	250	195	55		
4035	Room Hire	0	960	960	480	326	154		
4037	Photography	0	100	100	50	0	50		
4039	Postage	0	650	650	325	289	36		
4040	Stationery	0	500	500	250	185	65		
4041	ICT	0	2,500	2,500	1,250	2,070	-820	Software Licences: Office 360; Sage; RBS. Web hosting, ICT Support	
4042	Legal & Professional Fees	0	4,190	4,190	2,095	1,140	955		
4043	Audit Fees	0	810	810	405	786	-381		
4044	Subscriptions/Membership	0	2,500	2,500	1,250	2,070	-820	CDALC	
4045	Insurance	0	840	840	420	420	0		

		Brought Forward	Agreed	Total	Budget YTD	Quarter 2 Actual YTD	Underspend / Overspend	
4049	Citizens Advice Durham	0	3,000	3,000	1,500	0	1,500	
<b>101</b>	<b>Administration (continued)</b>							
4051	Engagement	0	2,000	2,000	1,000	150	850	Advert: Events & Projects Officer
4059	Parish Plan - Delivery Fund	0	0	0	0	0	0	
4060	Capital Projects	2,473	0	4,946	2,473	600	1,873	MME Consultant
4099	Miscellaneous Costs	0	0	0	0	0	0	
	<b>Total Administration</b>	<b>2,473</b>	<b>152,168</b>	<b>157,114</b>	<b>78,557</b>	<b>54,395</b>	24,162	
<b>102</b>	<b>Democracy</b>							
4001	HMRC	0	600	600	300	270	30	
4004	Training - Members	0	320	320	160	0	160	
4005	Members Allowances	0	4,700	4,700	2,350	2,370	-20	
4007	Travel & Subsistence - Members	0	700	700	350	0	350	
4036	Civic & Approved Duties	0	1,000	1,000	500	613	-113	
4037	Photography	0	300	300	150	0	150	
4048	Elections	0	4,000	11,922	5,961	6,293	-332	By-Election
4061	Youth Engagement	0	0	0	0	0	0	
4099	Miscellaneous Costs	0	0	0	0	59	-59	Mayor's Medal / Year books
	<b>Total Democracy</b>	<b>0</b>	<b>11,620</b>	<b>19,542</b>	<b>9,771</b>	<b>9,605</b>	166	
<b>103</b>	<b>Allotments (Ring-fenced Budget)</b>							
1000	Income - Allotments	10,134	13,463	23,597		23,875		Actual YTD = Bal B/F (10,134) + Rent YTD (13,741)
4010	Rent	0	713	713	357	654	-298	Prepayments/accruals
4031	Allotment Skips	0	750	750	375	570	-195	
4032	Water	0	5,500	5,500	2,750	1,300	1,450	
4033	Pest Control	0	3,000	3,000	1,500	1,317	183	
4039	Postage	0	0	0	0	0	0	
4044	Subscriptions/Membership	0	55	55	28	55	-28	National Allotments Association
4046	Repairs & Maintenance	0	1,000	1,000	500	1,237	-737	
4060	Capital Projects	0	982	982	491	0	491	
	<b>Total Allotments</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>6,000</b>	<b>5,133</b>	867	



	Brought Forward	Agreed	Total	Budget YTD	Quarter 2 Actual YTD	Underspend / Overspend
<b>Balance</b> (Income less Expenditure)					<b>18,742</b>	
<b>104 Events</b>						
4080 Christmas	990	8,000	8,990	4,495	990	3,505
4081 Food Festival	0	10,000	10,000	5,000	10,000	-5,000
4082 Horticultural Show	0	3,500	3,500	1,750	2,351	-601
4083 Remembrance Day	0	750	750	375	0	375
4084 Summertime Activities	0	2,000	2,000	1,000	2,000	-1,000
4085 Youth Awards	0	5,000	5,000	2,500	1,319	1,181
4086 Contingency	0	3,500	3,500	1,750	1,878	-128
<b>Total Events</b>	990	32,750	33,740	16,870	18,538	-1,668
<b>105 Leisure</b>						
4015 Electricity - Skatepark	0	500	500	250	56	194
4016 Community Toilet Scheme	0	2,520	2,520	1,260	1,080	180
4060 Capital Projects	0	0	0	0	0	0
4070 Floral Displays	0	2,000	2,000	1,000	1,793	-793
<b>Total Leisure</b>	0	5,020	5,020	2,510	2,929	-419
<b>107 Community Support &amp; Donations</b>						
4050 Grants & Donations	2,607	5,000	7,607	3,804	2,045	1,759
<b>Total Community Support &amp; Donations</b>	2,607	5,000	7,607	3,804	2,045	1,759
<b>108 Forward Plan</b>						
4086 Contingency	0	1,500	1,500	750	0	750
4100 Wealthier BA	0	8,000	8,000	4,000	0	4,000
4101 Better BA For Children Young P	0	9,000	9,000	4,500	0	4,500
4102 Healthier BA	0	1,300	1,300	650	0	650
4103 Safer BA	0	200	200	100	0	100
4104 Greener BA	0	2,500	2,500	1,250	0	1,250
<b>Total Forward Plan</b>	0	22,500	22,500	11,250	0	11,250

1940's event

	Brought Forward	Agreed	Total	Budget YTD	Quarter 2 Actual YTD	Underspend / Overspend
<b>SUMMARY</b>						
<b>Income</b>						
Total Income: Administration	0	225,357	0	0	225,632	
Total Income: Leisure	0	2,520	0	0	828	
Income - Allotments	10,134	13,463	23,597	0	23,875	
<b>Total Income</b>	10,134	241,340	23,597	0	250,335	
<b>Expenditure</b>						
Total Administration	2,473	152,168	157,114	78,557	54,395	24,162
Total Democracy	0	11,620	19,542	9,771	9,605	166
Total Allotments	0	12,000	12,000	6,000	5,133	867
Total Events	990	32,750	33,740	16,870	18,538	-1,668
Total Leisure	0	5,020	5,020	2,510	2,929	-419
Total Mayor	0	0	0	0	53	-53
Total Community Support & Donations	2,607	5,000	7,607	3,804	2,045	1,759
Total Forward Plan	0	22,500	22,500	11,250	0	11,250
<b>Total Expenditure</b>	6,070	241,058	257,523	128,762	92,698	36,064