

Minutes of the Meeting of the **FINANCE COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 18TH SEPTEMBER 2012 AT 4.00 P.M.**

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

Also Present: Linda Goldie (Town Clerk).

FIN 31/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Golightly.

FIN 32/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

FIN 33/12 PUBLIC PARTICIPATION

There were no members of the public in attendance.

REPORT OF TOWN CLERK. The Town Clerk reported as follows:-

**FIN 34/12 DEPOSIT ACCOUNT –
BALANCE AS AT 18TH SEPTEMBER 2012**

The balance of the Deposit Account as at **18TH SEPTEMBER 2012** was £32,351.98.

**FIN 35/12 CURRENT ACCOUNT –
BALANCE AS AT 18TH SEPTEMBER 2012**

The balance of the Current Account as at **18TH SEPTEMBER 2012** was £800.29.

**FIN 36/12 ALLOTMENTS ACCOUNT –
BALANCE AS AT 18TH SEPTEMBER 2012**

The balance of the Allotments Account as at **18TH SEPTEMBER 2012** was £10,043.82

**FIN 37/12 MAYOR'S CHARITY ACCOUNT –
BALANCE AS AT 18TH SEPTEMBER 2012**

The balance of the Mayor's Charity Account as at **18TH SEPTEMBER 2012** was £468.79.

FIN 38/12 AUTHORISATION OF CHEQUES

(a) Written under Delegated Powers

In accordance with Delegated Powers, the Mayor and Chair of Finance had authorised payment of cheque nos. 790 – 811 from the Current Account.

RECOMMENDED: That the action taken be confirmed.

(b) Authorised under Delegated Powers – August Recess

In accordance with Delegated Powers, cheque no. 98 was authorised for payment from the Allotments Account during the August Recess.

Signed:
Chair

RECOMMENDED: That the action taken be confirmed.

FIN 39/12 COMMUNITY FUND APPLICATIONS –

**(a) Bishop Auckland Scout District – St. George Explorer Scout Unit
(Local Government Act 1972 – Section 145)**

An application for an amount of £500.00 towards training of adults to allow them to drive the minibus had been received from the Bishop Auckland Scout District – St. George Explorer Scout Unit.

Copies of the application together with Income and Expenditure for 2010-2011 and Bank Statement as at 1st June 2012 had been circulated.

RECOMMENDED: That an amount of £250.00 be given to the Bishop Auckland Scout District – St. George Explorer Scout Unit, subject to receipt of satisfactory paid invoices.

**(b) 2nd Bishop Auckland Scout Group
(Local Government Act 1972 – Section 145)**

An application for an amount of £500.00 towards training of adults to allow them to drive the minibus has been received from 2nd Bishop Auckland Scout Group.

Copies of the application together with Statement of Accounts for 2011-2012 and Bank Statement as at 6th June 2012 had been circulated.

RECOMMENDED: That an amount of £250.00 be given to the 2nd Bishop Auckland Scout Group, subject to receipt of satisfactory paid invoices.

**FIN 40/12 CHRISTMAS TREE PROVISION AND ASSOCIATED WORKS –
WAIVING OF FINANCIAL REGULATIONS**

Durham County Council was a specialist contractor in providing an all-inclusive service for the provision of a Christmas tree and the associated works involved and a quotation of £1,627.20 (inc. VAT) had been received. The Works included:

- Provide and erect an 18' (approx) Christmas tree
- Dress (with the Town Council's decorations) and subsequently undress the tree
- At the end of the Festive season, remove the tree from site and dispose
- Collecting lights from DCC storage and test.

RECOMMENDED: (i) That paragraph 11(c) of the Financial Regulations be waived due to the specialist nature of the work requested and the quotation be accepted.

(ii) That in order to brighten up the Town Council's Christmas Tree an extra two strings of white lights be purchased.

FIN 41/12 NEWGATE STREET – CHRISTMAS LIGHTS

Arising out of the last Strategy Committee meeting it was agreed that the present Christmas lights were inadequate and out-of-date and details of costs relating to the purchase of double and single new lights together with the cost of hire had been circulated.

The Strategy Committee had suggested that the Town Team could possibly take on a fundraising project to raise this money with the possibility of the Town Council putting an amount in next year's budget to kick-start the process.

Signed:
Chair

RECOMMENDED: That an amount of £10,000 be put in next year's budget towards the purchase of new Christmas Lights in Newgate Street, subject to existing Christmas budgeting requirements.

FIN 42/12 TRANSFER OF EVENTS BUDGET TO TOWN TEAM BUDGET

In accordance with Minute No. FIN 119/12 of the March Finance Committee, it had been agreed that the amount of £2,000 in the 'Events Budget' be allocated for use by the Town Team for funding forthcoming events e.g. the Diamond Jubilee Celebrations and the Olympic Torch Relay and that the £1,200.00 from the V.A.T. reimbursement be also allocated for use by the Town Team.

An amount of £3,934.64 remained in the Budget with a commitment to pay for erection/removal of pennants (£1,800.00)

RECOMMENDED: That the balance of £2,134.64 in the 'Events Budget' be transferred to the Town Team Bank Account.

FIN 43/12 AUDIT PLANNING DIARY 2012/2013

The Audit Planning Diary for 2012/2013 had been circulated.

RECOMMENDED: That the Audit Planning Diary for 2012/2013 be approved and adopted.

FIN 44/12 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2012/3012

A copy of the Review of the Effectiveness of Internal Audit for 2012/2013 had been circulated.

RECOMMENDED: That the Review of the Effectiveness of Internal Audit for 2012/2013 be approved and adopted.

FIN 45/12 RISK ASSESSMENT AND MANAGEMENT (FINANCIAL) 2012/2013

A copy of the Risk Assessment and Management (Financial) for 2012/2013 had been circulated.

RECOMMENDED: That the Risk Assessment and Management (Financial) for 2012/2013 be approved and adopted.

FIN 46/12 RISK ASSESSMENT STATEMENT 2012/2013

A copy of the Risk Assessment Statement for 2012/2013 had been circulated.

RECOMMENDED: That the Risk Assessment Statement for 2012/2013 be approved and adopted.

FIN 47/12 MATTERS FOR FUTURE DISCUSSION

There were no matters for future discussion.

FIN 48/12 EXCLUSION OF PRESS AND PUBLIC

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excluded the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

Signed:
Chair

FIN 49/12 THE BISHOP PRESS

Members of the Committee considered a letter and accounts from the Bishop Press requesting financial assistance.

RECOMMENDED: That in view of the publication being considered a valuable asset to the Town Council and its residents, an amount of £2,000 be contributed to the Bishop Press.

Signed:
Chair