

**Present:** Councillor Anderson (Chairman) and Councillors Brownson, Blackburn, Wilson and S. Zair.

**Also Present:** Councillor C Race together with David Anderson (Town Clerk).

**FIN.14/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Golightly

**FIN.15/13 DECLARATIONS OF INTEREST**

Councillor Brownson declared an interest in respect of Item No. 4 - 9 Bishop Lifestyle Magazine (Minute No FIN.26/13 refers) and took no part in the discussion or voting thereon.

**FIN.16/13 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**REPORT OF TOWN CLERK**

**FIN.17/13 REVISED OUTTURN 2012/13**

Consideration was given to a revised outturn report for 2012/13 as recommended by the Internal Auditor.

The revised outturn had been prepared based on costs net of VAT as this was reclaimed by the Council. An amount of £19,327.38 had been carried forward to 2013/14 financial year to account for committed expenditure relating to 2012/13. Provision was also made for unrepresented cheques totalling £5,646.52.

These amounts had been reflected in the budget headings for 2013/14.

**RECOMMENDED:** That the revised outturn for 2012/13 be noted and approved.

**FIN.18/13 ACCOUNT BALANCES AS AT 23<sup>RD</sup> JULY 2013**

The Town Clerk reported account balances as follows:-

Deposit Account	£103,027.47
Current Account	£7,599.08
Allotments Account	£12,356.99
Mayors Charity Account	£1.79

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

**FIN.19/13 SPEND AGAINST BUDGET AS AT 30<sup>TH</sup> JUNE 2013 (QUARTER 1)**

The spend against budget as at 30<sup>th</sup> June (Quarter 1) was considered and noted.

**RECOMMENDED:** That the position as at 30<sup>th</sup> June 2013 be noted.

**Signed:** .....  
**Chair**

**FIN.20/13 INVESTMENTS**

A schedule detailing investments as at 30<sup>th</sup> June 2013 was considered and noted.

**RECOMMENDED:** That investments as at 30<sup>th</sup> June 2013 be noted.

**FIN.21/13 MANAGEMENT OF COUNCIL FUNDS**

Consideration was given to a report of the Town Clerk proposing a structure to manage the Council’s funds to maximise investment return without undue risk and to set operational guides to account balances and to authorise the Town Clerk to make transfers across accounts within set guidelines.

The following operational guidelines were proposed:

<b>Account</b>	<b>Operational Balance Guidelines</b>
Current Account	Un-presented Cheques +£500
Deposit Account	£5,000 - £15,000
Public Sector Deposit Fund	be opened to hold the balance of the Precept
Allotments Account	To be closed
Mayors Account	No change
Long Term Investments	Recommendations to be made to Finance Committee

- RECOMMENDED:**
1. That consideration of investing in the Public Sector Deposit Fund with CCLA be referred to Town Council.
  2. That the remainder of the proposals be approved.
  3. That the Town Clerk be authorised to transfer funds between the accounts within the guidelines detailed

**FIN.22/13 AUTHORISATION OF CHEQUES – DELEGATED POWERS**

In accordance with Delegated Powers, the Mayor and Chair of Finance had authorised payment of cheques detailed in the report.

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

**FIN.23/13 CHEQUES PRESENTED FOR AUTHORISATION**

Consideration was given to a report of the Town Clerk detailing cheques presented for authorisation.

**RECOMMENDED:** That payments detailed in the report be authorised.

**FIN.24/13 REVIEW OF COMMUNITY GRANTS AND DONATIONS POLICY**

Following discussions at the Finance Committee meeting held on 18<sup>th</sup> June 2013 (Minute No FIN.10/13 refers), further consideration was given to a review of the Community Grants and Donations Policy.

A draft application form was circulated for consideration which incorporated suggestions discussed at the previous meeting.

Signed: .....  
Chair

Members considered in detail relevant information provided by local councils within the County relating to the operation of donations and grants.

- RECOMMENDED:**
1. That the application form circulated at the meeting be approved and adopted and the following elements be incorporated:
  2. That the maximum grant offered remain at £500.
  3. That grant applications be considered four times a year or at the next meeting where urgency could be demonstrated.
  4. That a policy document and guidance be updated to take into account the changes to the scheme.

**FIN.25/13 APPLICATIONS FOR DONATIONS**

Consideration was given to applications for donations from the following organisations:-

- a. The Learning Library
- b. Bishop Auckland Cricket Club

It was noted that donations were made under Section 137 of the Local Government Act.

- RECOMMENDED:**
1. That a donation of £50 be made to The Learning Library.
  2. That a community grant of £100 be made to Bishop Auckland Cricket Club.

**FIN.26/13 BISHOP LIFESTYLE MAGAZINE**

Further to a suggestion at the Council meeting held on 25<sup>th</sup> June (Minute No TC.48/13 refers) consideration was given to the use of Bishop Lifestyle Magazine as a means of public engagement. A reduced rate had been offered to take a full page on a monthly basis.

Members noted that no budget provision had been made to use the magazine in the current year. It was also felt that there were alternative and more cost effective means of publicising the Council's activities.

- RECOMMENDED:** That the Council does not take a regular page in Bishop Lifestyle Magazine

**FIN.27/13 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 items on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

**FIN.28/13 BISHOP AUCKLAND MUSIC AND ARTS FESTIVAL 2013 – PROMS IN THE PARK**

Consideration was given to a report of the Town Clerk detailing the outcome of negotiations with the Cobweb Orchestra to agree a payment to cover costs incurred by the Orchestra prior to the cancellation.

- RECOMMENDED:** That the amount detailed in the report be agreed.

Signed: .....  
Chair