

Minutes of the Meeting of the **FINANCE COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 8<sup>th</sup> APRIL 2014 AT 4.00 P.M.**

**Present:** Councillor Wilson (Vice Chairman in the Chair) and Councillors, Blackburn, Brownson and Golightly

**Also Present:** David Anderson (Town Clerk) and Sheila Horner (Assistant Town Clerk)

**FIN.75/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Anderson and S. Zair

**FIN.76/13 DECLARATIONS OF INTEREST**

Councillor Brownson declared an interest in respect of an application for financial assistance submitted by Henknowle Community Association under Item No. 7 Applications for Community Grants and Donations (Minute No. Fin.85/13a refers). Councillor Brownson took no part in the discussion or voting on this application.

**FIN.77/13 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**REPORT OF TOWN CLERK**

**FIN.78/13 ACCOUNT BALANCES AS AT 8<sup>th</sup> April 2014**

The Town Clerk reported account balances as follows:-

|                        |             |
|------------------------|-------------|
| PSDF                   | £25,121.29  |
| Deposit Account        | £196,477.34 |
| Current Account        | £22,839.02  |
| Allotments Account     | £0          |
| Mayors Charity Account | £850.03     |

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

**FIN.79/13 INVESTMENTS**

Members considered the Investments Summary for 2013/14.

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

**FIN.80/13 PROVISIONAL OUTTURN 2013/14**

Consideration was given to a schedule detailing the Provisional Outturn for 2013/14

**RECOMMENDED:** That the account balances be noted and approved.

**FIN.81/13 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.

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

**FIN.82/13 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.83/13 FINANCIAL REGULATIONS**

In accordance with recently updated Financial Regulations, consideration was given to new customised Bishop Auckland Town Council Financial Regulations based on the NALC Model.

In respect to paragraph 2.2 it was proposed that the Chairman of Finance be appointed to verify bank reconciliations (for all accounts) produced by the RFO.

**RECOMMENDED:** That the Financial Regulations be submitted to Council for adaption.

**FIN.84/13 FINANCIAL ARRANGEMENTS – INSTRUCTIONS FOR MAKING PAYMENTS**

Consideration was given in respect of paragraph 6.4, that a dispensation be given to the Mayor and Chairman of Finance Committee to countersign the payments schedule relating to the electronic payment of members Allowances.

Consideration was given in respect of paragraph 6.20, to the use of personal credit or debit cards of members or staff. It was felt that wording of the Financial Regulations should be amended to allow personal credit/debit cards to be used in exceptional circumstances only. In view of this it was proposed that the Town Clerk be issued with a Debit Card to minimise the use of personal debit or credit cards.

In respect of paragraph 8.3, it was proposed that the Chair of Finance receive a copy of each statement of account at the same time as one issued to the Clerk.

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

**FIN.85/13 APPLICATIONS FOR COMMUNITY GRANTS AND DONTATIONS**

Members considered applications for donations from the following organisations:-

- a. Henknowle Community Association
- b. Sheila Blenkin – Fundraising for Butterwick Hospice

**RECOMMENDED:**

1. That a donation of £200 be made to Henknowle Community Association to assist with the purchase of jigsaw mats.
2. That no donation be given to the application from Sheila Blenkin – Fundraising for Butterwick Hospice.

(N.B. All donations made under Section 137 of the Local Government Act unless otherwise stated).

Signed: .....  
Chair

**FIN.86/13 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.87/13 APPOINTMENT OF INTERNAL AUDITOR**

In accordance with normal practice the Council was required to appoint an Internal Auditor to carry out an interim internal audit and the final internal audit for the year ending 31st March 2014.

Mr. Mike Ackroyd has carried out the Town Council's audit over the last 7 years and it was therefore suggested that his services be commissioned again to carry out this work. Members noted Mr Ackroyd fees.

**RECOMMENDED:** That Mike Ackroyd be appointed to carry out an internal audit for the year ending 31<sup>st</sup> March 2014

**FIN.88/13 QUOTATIONS FOR WORK AT EDGE HILL ALLOTMENTS**

Consideration was given to quotations in respect of work required at Edge Hill Allotments.

**RECOMMENDED:** That the work be allocated to Copeland Landscapes.