

## Minutes of the Finance Committee Meeting for Bishop Auckland Town Council on 01 July 2021 at 5.00pm, BATC Offices, Kingsway Bishop Auckland.

**In attendance:** Cllrs D Wilson (Chair), K Eliot, M Siddle, and L Chappell,

**Also Present:** Sarah Harris, Town Clerk

**FC.01/21**     **Apologies for absence** – apologies for absence were received from Cllr J Blackburn as he had been delayed at work. No Apologies had been reviewed from Cllr L Brownson

**REVOLVED:**   The apologies were received and approved.

**FC.02/21**     **Declarations of interest** – No Declarations of interest were made.

**RESOLVED:**   That no Declarations of interest were made.

**FC.03/21**     Public Participation – No members of the public had registered to speak under the [Public Participation Policy](#)<sup>1</sup>.

**RESOLVED:**   That no members of the public had registered to speak.

**FC.04/21**     Reports on the following were presented:

**FC.05.01/21**   **Report of Town Clerk** - Account System Update – the Clerk updated Members on the progress of the implementation of the new Scribe software system and explained that some delays had been caused by the restatement of the AGAR from 2019-20 and submission of the 2020-21, however this was all submitted so the use of the new system was underway and staff were finding it very beneficial. The Q1 report to the next meeting would be from the new system.

**RESOLVED:**   That the report be noted.

**FC.05.02/21**   **Report of Town Clerk** - AGAR 2020-21 Submission Update - the Clerk updated Members that the 2020-21 AGAR had been submitted to the external Auditor Mazars.

**RESOLVED:**   That the report be noted.

**FC.05.03/21**   **Report of Town Clerk** - Internal Audit recommendations - the recommendations were presented and considered.

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<sup>1</sup> The policy is available on the website at <https://bishopauckland-tc.gov.uk/council/constitution-and-policies/>

Signed Chair of Meeting:

July 2021

**RESOLVED:** That no the recommendations all be actioned and solutions be identified and a progress report be presented at the next meeting.

**FC.05.04/21** **Report of Town Clerk** - Budget Planning and Allocations Including draw down request from Town Team – the Clerk presented to members items which would need considering when undertaking budget planning later in the year. This included the changes to the Town Team as presented to Town Council by Nigel Bryson at the June Meeting, which included a request for up front payment of monies which had been allocated to a budget code for potential use by the Town Team.

**RESOLVED:** That Members noted the presentation from the Town Clerk and agreed that they would be recommending to Town Council needed to consider the changes to the Town Team Constitution before agreeing to any kind of financial support the changed group.

That Members agreed that they would like a report to the next Town Council meeting which sets out the new constitution and the request from the group to draw funding in advance. The Members agreed that they would be recommending to Town Council that no funds be paid over in advance, to ensure safeguards remain in place, as consideration needed to be given to how the group would be held to account for the use of public funds. They would also be asking the Town Council to consider the impact of the changes of the constitution and that they would be recommending that the group as a community group should be apply for community funding in the same way as other community groups and not be automatically supported by the Town Council.

**FC.06/21** **Authorisation of Cheques and Payments** - the payment list were presented for authorisation and included items for the period 17.06.2021 to 30.06.2021. Members were asked to consider the continuation of the standard Pro subscription for Zoom as remote meetings were being phased out.

**RESOLVED:** That list of payments were authorized for payments and the cheques presented for signature. A copy of the authorised list of payment is attached to these minutes.

That the Clerk be tasked with cancelling the Zoom Standard Pro Subscription.

**FC.07/21** **Community Fund Applications**  
The members considered three community fund applications:

***Bishop Auckland King James WI*** –for supplies to make a knitted Christmas Tree as part of the ‘Through a soldiers eyes’ exhibition, which will then be re-made into blankets for homeless veterans.

***Bishop Auckland Table Tennis Club*** - for supplies to enable the club to run in a COVID safe way (Masks and sanitiser)

***Girls Friendly Society*** - for Covid Return ad Recovery project to support young girls to develop confidence, self-esteem, emotional wellbeing and resilience.

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July 2021

**RESOLVED:** That the following community fund applications be approved.

- ***Bishop Auckland King James WI*** – for £300 for supplies to make a knitted Christmas Tree as part of the ‘Through a soldiers eyes’ exhibition, which will then be re-made into blankets for homeless veterans.
- ***Girls Friendly Society*** - £500 for the Covid Return and Recovery project to support young girls to develop confidence, self-esteem, emotional wellbeing and resilience.

All grants and donations are made under the Local Government Act 137 and 137A Localism Act 2011 (Power of Competence).

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July 2021

Item 4 – monthly payments 17.06.2021-30.06.2021

Ref	Current Account (To be authorised)	Detail	Amount (£)
EP	Wave (NWG Business)	Water: Kingsway 16/03/21-15/06/21	£25.42
EP	Wave (NWG Business)	Water: Tindale Crescent 10/03/21-09/06/21	£157.14
EP	Wave (NWG Business)	Water: Pollards 10/03/21-09/06/21	£295.14
DD	Grenke Leasing Ltd.	Photocopier Lease: 01/07/21-30/09/21	£107.89
DD	EDF Energy	Electricity: Kingsway 30/03/21-19/05/21	£83.58
DD	Telefonica UK Ltd. (O2 / Ariel Direct)	Mobile Phones 24/06/21 23/07/21	£83.95
EP	Salaries, Superannuation	June 2021	£5,107.14
EP	HMRC - Tax and NI, Salaries	June 2021	£1,643.98
EP	D.C.C. Pension Scheme	June 2021	£1,642.99
EP	Members Allowances	June 2021	£366.37
EP	HMRC - Tax and NI, Members Allowance	June 2021	£37.00
2071	Angel Trust	Mayoral Donation 2019/20	£2,775.10
2072	Soldiers, Sailors, Airmen and Families Association (SSAFA)	Mayoral Donation 2020/21	£1,000.00
2073	S. Reed Plumbing & Heating	Kingsway: Two Way Zonehead, Supply and Fit	£130.00
2074	Total Business Group	Printing Costs: May 2021	£134.94
2074	Total Business Group	Print/Scan Network Charges 01/07/21-30/06/22	£108.00
2075	Parkinsons Removals & House Clearance	Rearranging Furniture in Kingsway Office	£100.00
2076	Paul Anderson	Payroll Services: April, May and June 2021	£180.00
2077	Ferryhill Town Council	2x Tickets, Mayor's Charity Evening - Monday 2nd August 2021	£50.00
DC	Zoom Video Communications Ltd.	Standard Pro - 18/06/21-17/07/21	£14.39
2078	Derek Shingleton	Year End Accounts 2020/21	£175.00
DC	Ultimate Flowers	Bouquet of Flowers	£33.50
2079	Durham County Council	HR Advice - Honoraria	£21.00
2080	Durham County Council	Kingsway: Energy Management Services 01/04/21-31/03/22 (SLA)	£150.00
2081	Durham County Council	Kingsway: Building Compliance 2021/22 (SLA)	£1,970.90
DC	Hérons Foods	Tea and Biscuits - NHS Day	£14.16
2082	Vinovium Associates Ltd.	Kingsway: Key-holding Services - June 2021	£108.00
2083	Total Business Group	Printing Costs: June 2021	£32.05
2084	South Durham Enterprise Agency	Contracted Support Arrangements - June 2021	£2,105.88
			<b>£18,653.52</b>

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July 2021