

Minutes of the Finance Committee Meeting for Bishop Auckland Town Council on 27 July 2021 at 5.00pm, BATC Offices, Kingsway Bishop Auckland.

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

Also Present: Sarah Harris, Town Clerk

FC.08/21 **Apologies for absence** –_apologies for absence were received.

REVOLVED: The apologies were received and approved.

FC.09/21 **Declarations of interest** –_No Declarations of interest were made.

RESOLVED: That no Declarations of interest were made.

FC.10/21 Public Participation – No members of the public had registered to speak under the [Public Participation Policy](#)¹.

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

FC.10/21 Reports on the following were presented:

FC.10.01/21 **Report of Town Clerk** – Q1 Finance report - the report was the first report from the new Finance system. As more data is entered into the system more sophisticated reports can be extrapolated.

RESOLVED: That the report be noted, and that spend was on track. However Members wished to see additional reports from the new system at the next meeting.

FC.10.02/21 **Report of Town Clerk** – Waste Removal. Hazardous asbestos had been located on the Pollards Allotment site and needed to have certified removal. Two quotations had been received.

Contractor A – £840 excluding VAT

Contractor B – £879 excluding VAT

RESOLVED: That the report be noted, and that Contactor A be appointed to remove the asbestos be removed as soon as possible.

FC.11/21 **Authorisation of Cheques and Payments** - the payment list were presented for authorisation and included items for the period 13.07.2021 to 26.07.2021.

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

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

Signed Chair of Meeting:

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Appendix 1 – Monthly Payments and Payments (13.07.2021 – 26.07.2021) authorised for Payment under FC.11/21

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes	
DC	Zoom Video Communications Ltd.	Standard Pro - 18/07/21-17/08/21	£14.39	By Council for Financial Regulation No 5.6	Service has been cancelled and will expire 17/08/21	
EP	Wave Utilities	Water: West Mills 09/04/21-08/07/21	£526.70			
2088	Initial Washroom Hygiene (Rentokil Initial)	Kingsway: WC Service Contract 12/08/21-11/08/22	£93.60		Sanitary bins - Recurring annual contract	
DD	Telefonica UK Ltd. (O2 / Ariel Direct)	Mobile Phones 24/07/21-23/08/21	£83.95			
2089	Corona Energy	Kingsway: Gas May 2021 - June 2021	£60.98		Continuation of Gas Supply at Kingsway	
2089	Corona Energy	Kingsway: Gas June 2021 – July 2021	£56.33		Continuation of Gas Supply at Kingsway	
EP	Twinkle Cleaning Services	Kingsway: Cleaning July 2021 - 5 Hour Sessions	£300.00			
DD	British Gas	Electricity: Skate Park 22/06/21-22/07/21	£7.90			
EP	Amazon	12x 6 Inch Pull Bows, Gift wrapping - NHS Day	£7.59		Council	Reimbursement - SLH
EP	Amazon	DIY Chocolate Bouquet Kit - NHS Day	£24.97		Council	Reimbursement - SLH
EP	Wilko	A4 Copier Paper	£9.00	Council	Reimbursement - CB	
EP	Poundland	Photo Frames - NHS Day Certificates	£4.00	Council	Reimbursement- CB	
EP	Amazon Business	Kingsway: Office Safe	£99.99	Council		
EP	Amazon Business	Kingsway: 200 Medium Refuse Sacks	£10.39	Council		
EP	Amazon Business	Kingsway: 1x Key Cabinet and 6x Soap Dispensers	£105.98	Council		
EP	Amazon Business	Kingsway: Toilet Duck Gel & Antibacterial Surface Sprays	£23.00	Council		
EP	Amazon Business	Kingsway: Door Stoppers (6 Pack)	£7.99	Council		
EP	Amazon Business	Kingsway: Wall Protectors (2 Pack)	£7.98	Council		
EP	Amazon Business	Kingsway: BGL Floating Shelves	£19.59	Council		

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EP	Amazon Business	Fireproof Document Bags	£10.99	Council	
EP	Amazon Business	3M Clear Cellophane Gift Wrap - NHS Day	£13.98	Council	
EP	Amazon Business	30x Light Blue 5 Inch Pull Bows, Gift wrapping - NHS Day	£8.99	Council	
DC	Co-op	Bamboo Skewers - NHS Day	£2.00	Council	
DC	Card Factory	6x Gift Boxes - NHS Day	£10.44	Council	
DC	Caroline's Cards	Gift Cards - NHS Day	£5.20	Council	
DC	Heron's Foods	Assorted Biscuits - NHS Day	£45.54	Council	
DC	CEWE PhotoWorld	Book of Condolences	£31.74	Council	
DC	Screwfix Direct	3x 16" Desk Fans - White	£44.98	Council	
2090	Locogen Consulting Ltd.	RCEF Phase 1 Works	£14,635.20	Council	Rural Energy Fund
2091	Total Business Group	Printing Costs: July 2021	£28.52	Council	
2092	M. G. Ackroyd	Internal Audit of 2020/21 - Printing Costs	£10.00	Council	Underpayment of previous invoice
EP	Amazon Business	17" Laptop Bag	£25.99	Council	
EP	Salaries, Superannuation	July 2021	£5,143.50	Council	
EP	HMRC - Tax and NI, Salaries	July 2021	£1,673.18	Council	
EP	D.C.C. Pension Scheme	July 2021	£1,642.99	Council	
EP	Members Allowances	July 2021	£381.77	Council	
EP	HMRC - Tax and NI, Members Allowance	July 2021	£29.00	Council	
2093	Darlington Building Society	Transfer from Deposit Account	£49,537.89	Council	Transfer of Precept to Reserves FCSC Protection (£85,000 max per group of banks)
2094	Nationwide Building Society	Transfer from Deposit Account	£73,841.04	Council	Transfer of Precept to Reserves FCSC Protection (£85,000 max per group of banks)
Total			£148,587.27		

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