

Minutes of the Finance Committee Meeting for Bishop Auckland Town Council

Held on 1st March 2022 at 5.00pm,

At BATC Offices, Kingsway Bishop Auckland.

In attendance: Cllrs D Wilson (Chair), A, Zair, S Zair, J Blackburn and L Chappell

Also Present: Sarah Harris, Town Clerk

FC27/21 Apologies for absence - To apologies were received. Apologies were received from Cllr K Eliot who had a prior commitment.

FC28/21 Declarations of interest – No declarations were given.

FC29/21 Public Participation - no members of the public were present.

FC30/21 Report of Town Clerk

FC30.1/21 Account Balances (Copy in file) were presented for all accounts and were noted.

Resolved: the balances were noted and agreed.

FC30.2.1/21 Bank Reconciliations at end of Quarter 2 & 3 – were presented.

Resolved: That the Bank Reconciliations were agreed and noted.

FC30.3/21 Spend Against Budget as at 31th December 2021 (Quarter 3) – and updated position on cost codes were given. Some areas had minimal over spend due to the Council still adjusting to owning its own building, and there would be underspend in other areas to compensate for this. The building still is in need of some fixtures and fittings, with some furniture and meeting equipment needed to make the rooms useable. Members were advised that the Pay Award 2021-22 had just been nationally agreed, therefore the back pay would be owing till the 1st April. This had been planned for in budgets for 2021-22 and into 2022-23, as well as NI increases. Copy of report in file.

Resolved: That the report was noted and agreed.

That looking ahead for 2022-23 that the Kingsway Building should be surveyed and appraised to ensure that the building is appropriately insured etc. Therefore the Clerk to speak with the insurer and instruct their approved surveyor to undertake this work.

That the Clerk price the raining needed furniture and equipment and circulate prices to Committee members and Chair of Accommodation for approval provided the costs are within the allocated budget. To be included are two additional meeting tables, extra conferencing chairs, side table and lectern, cups and glasses and office chairs for staff.

FC30.4/21 Internal Audit Update – was presented.

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Resolved: The report update was noted.

FC30.5/21 Authorisation of Cheques Written under delegated powers and presented for authorisation

Resolved: these were agreed as set out in appendix one overleaf.

FC31/21 Community Fund & Donations/ funding requests – Updates to outstanding funding applications were considered.

- Girls Friendly Society – request to vary the remaining amount of their already grant.
- Reinvent Community Hub – Confirmation that the cooker had needed to be purchased which left them short of other funds.
- 2505 – No further update has been received
- GRTS Durham County Council – to provide art packs to GRT sites and Temp Stop over sites.

Two new applications were considered:

- Bacanalia – Support towards an arts and entertainment festival
- Bishop Auckland Theatre Society – request for support for their Winter pantomime

Resolved: That the following applications were approved.

- Reinvent Community Hub – Payment towards the new cooker
- Bishop Auckland Theatre Society – request for support for their Winter pantomime with conditions that the Mayor Can attend and Town Council Logo be added to programme stating sponsored BATC.

That the following applications are not granted

- Bacanalia – Support towards an arts and entertainment festival – request turned down due to the lead organiser being a LTD company and a view that the event could make a profit.
- Girls Friendly Society – That a separate application should be submitted for the alternative project which they wish to run, and that the initial part of the award be paid in line with original agreement only.

That additional information be requested from GRTs Application and circulated to Members.

FC32/21 IT Systems – It was reported to Members that following a recent IT incident it was noted that some systems and practices were out of date. Updated information was being compiled and would be reported to a future meeting.

Resolved: That the information be noted, and that updated information was being compiled and would be reported to a future meeting.

FC33/21 Accommodation Income Proposal. The Council had been approached to see if there were any office space available to let.

Resolved: That whilst the long-term plan is to let office space out, until the final works to the accommodation and car parking were complete then this was not a feasible option at this time.

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
EP	Corona Energy Retail 2 Limited	Kingsway: Gas January - February 2022	£199.23	By Council for Financial Regulation No 5.6	
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - February 2022	£152.29		
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - February 2022	£100.80		
EP	Twinkle Cleaning Services	Kingsway: 20 Hours Cleaning - February 2022	£240.00		
DD	British Gas	Electricity: Skate Park 22/01/22-22/02/22	£10.58		
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/02/22-23/03/22	£73.80		
EP	Salaries, Superannuation	February 2022	£3,771.81		
EP	HMRC - Tax and NI, Salaries	February 2022	£1,304.83		
EP	D.C.C. Pension Scheme	February 2022	£1,216.58		
EP	Members Allowances	February 2022	£410.84		
EP	HMRC - Tax and NI, Members Allowance	February 2022	£29.40		
2065	Total Business Group	Printing Costs: February 2022	£21.63	Town Council	
DC	Bishop Auckland Town Hall	2x Tickets to International Women's Day Event	£6.00	Town Council	Civic and Approved Duties
2066	Anderson & Co. Accountancy & Taxation	Payroll Services: October - December 2021	£180.00	Town Council	
2067	Durham County Council	HR Advice and Guidance Services: February 2022	£42.00	Town Council	
2068	Quinn's Retreat (Barnard Castle Town Council)	2x Tickets to Holi Festival Event - 20th March 2022	£50.00	Town Council	Civic and Approved Duties
2069	Society of Local Council Clerks (SLCC)	CiLCA Additional Payment	£50.00	Town Council	

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Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
2070	Cancelled		£0.00	Town Council	
2071	Anderson & Co. Accountancy & Taxation	Payroll Services: January - March 2022	£180.00	Town Council	
2072	Girl Friendly Society England and Wales	Community Fund Grant - COVID-19 Return and Recovery Project	£251.90	Town Council	
2073	Bishop Auckland King James Women's Institute	Community Fund Grant - Knitted/Crochet Christmas Tree Project	£299.98	Town Council	

Total £8,591.67

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