

# Minutes of the Finance Committee Meeting for Bishop Auckland Town Council

Held on 7<sup>th</sup> June 2022 at 5.00pm,

At BATC Offices, Kingsway Bishop Auckland.

**In attendance:** Cllrs D Wilson (Chair) S Zair & J Blackburn

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

**FC01/22 Apologies for absence - To apologies were received.** Apologies were received from Cllr K Eliot & Cllr L Chappell who were unable to attend.

**FC02/22 Declarations of interest** – Cllr Blackburn and Cllr Zair made declarations of interested surrounding the Community Fund application from Bishop Auckland Community Partnership.

**FC03/22 Public Participation - no members of the public were present.**

## **FC04/22 Report of Town Clerk**

**FC04.1/22 Account Balances** (Copy in file ) were presented for all accounts and were noted.  
**Resolved:** the balances were noted and agreed.

**FC04.2/22 Outturn 2021 (Actual) and review of Budget allocations 2022-23** – A report was presented (see copy of File) which set out the end of year accounts process, financial performance for 2021-22, which saw an overall underspend of £35,069. Appendix 1 sets out the financial performance by cost code. Underspend was predominantly caused by less spend in administration cost code due to staffing changes, and restructure.

**Resolved:** That the report be noted and presented with the full AGAR to Town Council on the 14<sup>th</sup> June 2022.  
That the review of budget allocations be undertaken at the next meeting.

**FC04.3/22 Internal Audit Update** – The internal audit report was presented, as well a summary of the audit process and its recommendations.

**Resolved:** That the report be noted and presented to full council on 14<sup>th</sup> as part of the AGAR submission.

**FC04.4/22 AGAR 2021-22** – the clerk updated that the AGAR documentation was nearly complete, and that it would be presented for sign off at the meeting of the 14<sup>th</sup> June.

**Resolved:** That the report be noted and presented to full council on 14<sup>th</sup> for submission by the end of June to the External Auditor.

**FC04.5/22 Community Fund Donation** Two Applications have been received. However only one could be considered due to declarations of interest. An application from Escomb football Club relating to the payment of pitch fees. Not all paperwork had been received.

Signed Chair of Meeting:  
June 2022

**Resolved:** That the application from Escomb be declined due to the club being out of the Council Boundary, however it was requested to refer them to the DCC elected Members for that area and to the AAP.

That the second application, for the Bishop Auckland Community Partnership be considered at the full council meeting on the 14<sup>th</sup> June 2022.

**FC04.6/22 IT Systems and Equipment** a report was discussed (see file copy.) which made IT recommendations for the purchase of IT Tablets, Council Email addresses, Office 365 support and a microphone. Recording and broadcasting equipment update would follow.

**Resolved:** That the Tablets and Email Addresses be procured via DCC the preferred supplier costing £2287.89 plus VAT for the tablets plus the office 365 licence.

That the support arrangements for Office 365 were also agreed following the hacking incident.

That the Microphone recording device be purchased, at a cost of less than £30.

That a follow up report relating to the broadcast equipment and sound system follows to a future meeting.

**FC04.7/22 Authorisation of Cheques & Payments** including those written under delegated powers and presented for authorisation

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

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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