

Minutes of the Finance Committee Meeting for Bishop Auckland Town Council

Held on 25th July 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

FC05/22 Apologies for absence - To apologies were received. Apologies were received from Cllr K Eliot who were unable to attend.

FC06/22 Declarations of interest – no declarations of interest were received

FC07/22 Public Participation - no members of the public were present.

FC08/22 Report of Town Clerk

FC08.1/22 Account Balances (Copy in file) were presented for all accounts and were noted for the savings accounts. The deposit and treasurers accounts balances were not reporting correctly, as they system had an anomaly. Therefore, the balances would be reported at the next meeting.

Resolved: the balances were noted, Clerk to provide update to members on the treasurers and deposit account, and that balances be brought to next meeting.

FC08.2/22 Audit and AGAR Members were updated that the AGAR was submitted by the deadline of the 30 June. No follow up queries have been received from the external auditor yet, but the have only just started to work through the submissions following the 10 July public rights deadline.

Resolved: Members noted the report.

FC08.3/22 Bank Accounts and Signatories Members were updated that Barclays had been identified as another banking group available to use. Two new signatories are needed following the change of two councillors.

Online access to the treasurers account is only available to the clerk. Permission was sought for the Deputy Clerk and Admin Assistant to have read only access to the accounts so that payments could be monitored in the absence of the Clerk.

Resolved: That the Clerk is to get the appropriate applications from Barclays and work with the Chair of Finance to open the accounts.
New signatory of Adam Zair as previously agreed be recommended and then to work with the Clerk to submit the formal application to the banks with the associated paperwork.
That the Clerk work with the Chair of Finance to enable access of read only nature to the Deputy Clerk and Admin Assistant for the online accounts.

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July 2022

FC08.4/22 Q1 Accounts report – this item was deferred to the next meeting as due to staff sickness the full report was unavailable.

Resolved: That the Q 1 reports be presented to the next meeting.
That the Clerk provide assurances to process change and system updates regarding resilience in the office team to cover when absences arise.

FC08.5/22 Community Fund Donation One Applications has been received. All paper work is has included. Members considered the Application from the Peoples Museum for a £500 contribution towards a heritage trail including two sign boards and two benches.

Resolved: That the Application be agreed, but on the condition that the signs be agreed and the Council Offer the group benches from those being made available from DCC to the Council. If the timeline for those is too long, Members will re-consider the application for the benches.

FC08.6/22 IT Systems and Equipment members were advised that the licences and tablets had been ordered as per their recommendation to full council. It is hoped that they will be received in the next two weeks, then training can be given.

Resolved: That members note the update.

FC08.7/22 Authorisation of Cheques & Payments including those written under delegated powers and presented for authorisation. These are set out in appendix 1.

Resolved: That the payments are to be authorised, as set out in appendix one overleaf.

Appendix 1 – Payments approved under FC08.7/22 14 June – 25th July 2022

Payment Type/ No	Payee	Detail	Sub Total £	VAT £	Total £
EP	CORONA ENERGY	GAS FOR KINGSWAY	55.71	2.79	58.5
EP	Twinkle Cleaning services	Cleaning of Kingsway in June	240	0	240
2214	Phoenix	office 365 licences x3	410.76	82.15	492.91
2214	Phoenix	Exchange only Licence x11	525.8	105.16	630.96
DD	EDF Energy	Kingsway: Electricity 01/03/22-31/03/22	55.59	5.52	61.11
DD	EDF Energy	Kingsway: Electricity 01/04/22-01/05/22	88.49	4.42	92.91
DD	EDF Energy	Kingsway: Electricity 02/05/22-01/06/22	82.86	4.14	87
DD	EDF Energy	Skatepark Electricity 27/03/22-31/03/22	1.05	0.05	1.1
DD	EDF Energy	Skatepark Electricity 01/04/22-01/05/22	7.4	0.37	7.77
DD	EDF Energy	Skatepark Electricity 02/05/22-01/06/22	7.09	0.35	7.44
DD	EDF Energy	Skatepark Electricity 02/06/22-01/07/22	6.13	0.31	6.44
DD	EDF Energy	Kingsway: Electricity 02/06/22-01-07-22	77.21	3.86	81.07
EP	AMAZON BUSINESS	LEAVER ARCH FILE LABELS & SELF INKING STAMP`	16.24	3.25	19.48
EP	VINOVIUM ASSOCIATES	PROVISION OF KEYHOLDING	93	18.6	11.6
EP	CARDINUS RISK MANAGEMENT	REINSTATEMENT COST ASSESSMENT	130	26	156
EP	CHRIS DAKERS	JUBILEE ENTERTAINMENT	400		400
DEBIT CARD	POST OFFICE	STAMPS AND 80TH BIRTHDAY CARD	36.49		36.49
DEBIT CARD	CAROLINES CARDS	80TH BIRTHDAY BALLON	3.2		3.2
DEBIT CARD	WILKO	GIFT VOUCHER FOR AS A THANK YOU FOR PHOTOGRAPHER OF JUBILEE EVENTS	50	0	50
EP	WAVE UTILITIES	WATER BILL KINGSWAY	251.11		251
EP	EVOLVE GROUP	TELEPHONE AND BROADBAND FOR KINGSWAY	126.91	25.38	152.29
2217	BISHOP AUCKLAND BAPTIST CHURCH	community Grant for new cooker	500		500
2218	Bishop Auckland Community Partnership[Community Grant for breast feeding peer support group	478.53		478.53
2219	Bishop Auckland Theatre Society	community grant towards cinderella panto	500		500
2213	SLCC	Training for ILCA & CILCA for Clerk./ Deptuy	144		144
EP	Deputy Clerk Expenses	Milages expenses april - july 60@ 0.45p	27	0	27
2212	The Auckland Project	Contribution towards Platinum Jubilee	£1,000.00		1000
EP	The Parking People (Durham County Council)	Parking Suspension in Market Place for Platinum Jubilee Event - 1st and 2nd June 2022	£455.00		455
2211	RES Teesdale Scaffold Ltd.	Fencing Wire for Platinum Jubilee Events	£180.00		180
ep	D. W. Shingleton	Assistance with Year End Procedures, 31.03.22	£125.00		125
EP	Amazon Business	A4 Clear Punched Pockets	£3.45		3.45
EP	Amazon Business	Niceday A4 Copier Paper (5 Reams)	£31.97		31.97
EP	Amazon Business	Red/White/Blue Fabric Wrap - Platinum Jubilee	£23.97		23.97
EP	Swankie Sports	Sports Day Activities for Platinum Jubilee, 4th June 2022	£175.00		175
EP	Society of Local Council Clerks (SLCC)	Additional Payment - Town Clerk	£287.00		287
Chq	Total Business Group	Printer Labels, Sticky Notes, A4 Punched Pockets, Staples, Subject Dividers and A4 Document Wallets	£24.39		24.39
DEBIT	WILKO	STORAGE BOXES 7 FILING ITEMS	£29.58	5.92	35.5
2216	DURHAM CONTY COUNCIL	ENERGY SLA & TRADE WASTE	£383.75		383.75
EP	C Mason Jubilee Entertainment	JUBILEE ENTERTAINMENT	£470.00	0	470

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DD	O2 MOBILE	Office mobile phones	£85.49		85.49
EP	J Miller	donation to foodbank in lieu of payment for jubilee	£50.00		50
EP	Sildon Town council	Mayors afternoon tea x2	£30.00		30
EP	S Cave entertainments	JUBILEE ENTERTAINMENT	£1,385.00		1385
EP	Seaham town council	Mayors Tea	£30.00		30

TOTAL: £9,272.32

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