

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

Held on 30 August 2022 at 6.00pm,

At BATC Offices, Kingsway Bishop Auckland.

**In attendance:** Cllrs D Wilson (Chair) S Zair, A Zair and K Eliot

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

**FC09/22 Apologies for absence - To apologies were received.** Apologies were received from Cllr J Blackburn and Cllr L Chappell who were unable to attend.

**FC10/22 Declarations of interest –** no declarations of interest were received

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

## **FC11/22 Report of Town Clerk**

**FC011.1/22** Account Balances (Copy in file) were reported. The Basic Q1 report was also presented but the system had not pulled through all the information.

**Resolved:** the balances were noted and the Q1 report was to be presented to full Council next week with all information.

**FC11.2/22 IT Systems and Equipment Update** – email addresses had been set up for all councillors and the Tablets ordered. They are expected in September full training will be given to Councillors once they are received.

**Resolved:** Members noted the report and welcomed the arrival of the devices.

**DC11.3/22 AGAR** Response – The External Auditor had come back to the Clerk with two queries, one relating to box 6 and one on the level of reserves. A response had been drafted (see report on file) and it was discussed with members.

**Resolved:** Members noted the report and agreed that the response be submitted.

**FC08.4/22** Community fund Donations – The Clerk reported that no additional application had been received. However, the outstanding paperwork from the Peoples museum had been received and was acceptable. Therefore, the application was complete.

**Resolved:** That the Peoples museum 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.

**FC08.4/22 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.

Signed Chair of Meeting:  
July 2022

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 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, including those written under delegated powers as set out in appendix one overleaf.

**FC08.6/22 Friends of Darlington and Stockton Railway Membership** – the Clerk advised that an approach had been made regarding renewal of the Membership, at £50. The Council had been members for some time.

**Resolved:** That the membership be renewed and the Council try to be more involved in the group and activities.

**FC08.7/22 Quotes for Works** – The Clerk Reported that the ongoing Allotment workstream had established that there were several areas to be addressed for maintenance, repairs and general upkeep. This included some tree and shrub work as also identified in the internal audit. Quotes had been received, however only two quotes were received and it was hard to ascertain like for like quotes due to the volume of work needed.

**Resolved:** That where possible more detailed quotes be established, and then brought to Full council for wider discussion and decision.

**Appendix 1** –Item 4e – Monthly Payments and Payments for authorisation 26.07.2022 – 30.08.2022

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
EP	Twinkle Cleaning Services	Office Cleaning (22.5hrs) - July 2022	£270.00	By Council for Financial Regulation No 5.6	
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - July 2022	£111.60		
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - August 2022	£152.29		
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/07/22-23/08/22	£84.53		
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/08/22-23/09/22	£84.53		
EP	Corona Energy Retail 2 Limited	Kingsway: Gas July - August 2022	£43.88		
EP	Salaries, Superannuation	August 2022	£5,594.84		
EP	HMRC - Tax and NI, Salaries	August 2022	£1,902.31		
EP	D.C.C. Pension Scheme	August 2022	£1,786.66		
EP	Members Allowances	August 2022	£329.90		
EP	HMRC - Tax and NI, Members Allowance	August 2022	£37.00		
EP	Amazon Business	10x Reams of A4 Copier Paper	£63.94		Town Council
2221	Durham County Council	Room Hire and Catering for 50 People - Thank You event for Volunteers	£435.00	Town Council	
2222	Total Business Group	Print/Scan Network Charges 01/07/22-30/06/23	£120.00	Town Council	
2222	Total Business Group	Printing Costs: July 2022	£97.79	Town Council	
2222	Total Business Group	Printing Costs: August 2022	£31.45	Town Council	

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2223	A. Breeze Pest Control Ltd.	Pest Control, Tindale Crescent 01/07/22-31/12/22	£450.00	Town Council	
2224	National Dahlia Society	Membership Renewal 2022/23 and 1x Silver Certificate	£23.00	Town Council	
2225	National Chrysanthemum Society	Membership Renewal 2022/23 and 2x Certificate of Merit	£30.00	Town Council	

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
2226	The Friends of the Stockton and Darlington Railway	Corporate Membership 25/09/22-26/09/23	£50.00	Town Council	See Item 4f of Town Clerks Report. – agreed at the meeting
2227	Shildon Town Council	2x Tickets, Mayor's Locomotion Visit - 23rd September 2022	£40.00	Town Council	
2228	Mr. J. Lumsden	Edge Hill Allotment Lease: 09/09/22- 07/03/22	£387.50	Town Council	
2229	Citizens Advice County Durham	Contribution to Bishop Auckland Branch	£3,000.00	Town Council	As per the allocation in the annual budget for 2022-23

**Total £15,126.22**

**To be authorised**

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
Cheque	VEST Construction (LIVECO) Ltd.	Retainer and Final Certificate for Council Offices, 54 Kingsway	£3,683.53		Requested invoice – Payment required by 05/09/22 £3,069.61 Exclusive of VAT, as stated on certificate. £613.92 VAT (1p margin in calculated rounding).

**Total £3,683.53**

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