

Minutes of the Finance Committee Meeting for Bishop Auckland Town Council

Held on 11 October 2022 at 5.00pm,

At BATC Offices, Kingsway Bishop Auckland.

In attendance: Cllrs D Wilson (Chair) Cllr J Blackburn and Cllr K Eliot

Also Present: Sarah Harris, Town Clerk

FC12/22 Apologies for absence - To apologies were received. Apologies were received from Cllr A & S Zair due to them being on leave.

Resolved: That the apologies be recorded and accepted.

FC13/22 Declarations of interest – no declarations of interest were received

FC14/22 Public Participation - no members of the public were present.

FC15/22 Report of Town Clerk

FC015.1/22 The Q2 report was presented (see Copy of file), bank reconciliations were also presented to the end of Q2. Account Balances (Copy in file) were also reported.

Resolved: That Members noted the Q2 report, and were satisfied with the progress of spend, no cost centres were projecting overspend at year end barring, Platinum Jubilee which Members had previously agreed, and it was likely that Gas and Electric would have overspends due to the energy crisis.

FC15.2 /22 Conclusion of the external audit and recommendations. The External audit had been returned in September, the notices had been displayed on the website by 30 September. Recommendations for improvement have been made from the Auditor, therefore a draft action plan had been developed (see Copy of File) in addition to this an update to the action plan

Resolved: Members noted the conclusion had been published by the 30th September. They noted the action plan and made following recommendations:

- That a 95 day notice account be opened with NatWest at 1.0%AER.
- That New formats for Payments reports be adopted moving forward to show VAT clearer
- That a new template for reporting quotations be adopted moving forward to show VAT clearer.
- That clearer minutes are used when talking about contracts

- That discussion with Full Council takes place surrounding the issue of approval of minutes and the decisions within.
Members agreed that the updated action plan be presented to Full Council next week.

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A standing item to monitor the audit action plan would be added to all future Finance Committee meetings.

FC015.3/22 Community fund Donations – The Clerk reported that three applications had been received, plus one donation request. (see copy of report on file). Members considered the applications.

Resolved: That Members agreed to support both the applications from Bridge Creative and The Auckland Project, on the condition that the Town Council received appropriate acknowledgement in the press and PR activities and that the Council Could be represented at the events. Members granted support due to the activities helping to support the wider community and encourage footfall in the town.

That Members agreed that the Durham Hospital Radio application not be supported as whilst some residents may use the radio it would be hard to quantify and therefore not felt like it was a good use of the funds.

That Members were unanimous in their support of £100 to help the Wear Valley Community Action Group run their Christmas Faye at Henknowle, as they are well attended events which are inclusive and help to engage large proportions of the community, in free or low cost seasonal activities.

FC015.4/22 Authorisation of Cheques & Payments including those written under delegated powers and presented for authorisation. These are set out in appendix 1 of these minutes.

Resolved: That the payments are to be authorised, including those written under delegated powers as set out in appendix one overleaf.

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Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
DD	EDF Energy	Skatepark: Electricity 02/07/22-01/08/22	£21.01	By Council for Financial Regulation No 5.6	
DD	EDF Energy	Skatepark: Electricity 02/08/22-01/09/22	£21.60		
DD	EDF Energy	Skatepark: Electricity 02/09/22-30/09/22	£22.41		
DD	EDF Energy	Kingsway: Electricity 02/07/22-02/08/22	£156.20		
DD	EDF Energy	Kingsway: Electricity 03/08/22-01/09/22	£97.37		
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - September 2022	£108.00		
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - September 2022	£152.29		
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - October 2022	£152.29		
EP	Salaries, Superannuation	September 2022	£5,594.84		
EP	HMRC - Tax and NI, Salaries	September 2022	£1,902.31		
EP	D.C.C. Pension Scheme	September 2022	£1,786.66		
EP	Members Allowances	September 2022	£388.64		
EP	HMRC - Tax and NI, Members Allowance	September 2022	£51.60		
EP	Corona Energy Retail 2 Limited	Kingsway: Gas August - September 2022	£44.91		
EP	Wave (NWG Business)	Water: Kingsway 16/06/22 – 15/09/22	£50.27		
EP	Wave (NWG Business)	Water: Broken Banks 10/06/22 – 09/09/22	£184.69		
EP	Wave (NWG Business)	Water: Tindale Crescent 10/06/22 – 09/09/22	£340.45		
EP	Wave (NWG Business)	Water: Pollards 10/06/22 – 09/09/22	£614.14		
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/09/22-23/10/22	£84.53		
DC	Boyes	14" Flat Wreath, Black Ribbon, Florist Wire, Tape etc.	£13.70		Finance Committee
DC	Argos	Ring Light with Tripod and Mobile Phone Holders (For Live Videos)	£39.99	Finance Committee	
2233	Durham County Council	ICT System Support SLA, Cloud Service and Antivirus Service 01/04/22-31/03/22	£1,026.79	Finance Committee	

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Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
2233	Durham County Council	Website Hosting and Support 01/04/22-31/03/22	£769.99	Finance Committee	S142LGA 1972
EP	Amazon Business	5x Colour Changing LED Fairy Lights, USB Powered	£64.94	Finance Committee	S137 LGA 1972
DC	Bella's Blooms Limited	Pedestal and 2x Flower Vase Arrangement, HM Queen Elizabeth II	£140.00	Finance Committee	S137 LGA 1972
EP	Twinkle Cleaning Services	Office Cleaning (22.5hrs) - August 2022	£270.00	Finance Committee	LGA 1972 S133
EP	Lintons Printers	300x A5 16 Page Booklets for HM Queen Elizabeth Service	£120.00	Finance Committee	S137 LGA 1972
DC	Wilko	Box File	£4.00	Finance Committee	S137 LGA 1972
2234	Mazars LLP	External Audit of 2021/22 Accounts	£720.00	Finance Committee	
2235	Total Business Group	Printing Costs: September 2022	£44.29	Finance Committee	
2236	Sedgefield Town Council	2x Tickets to Mayor's Charity Night, 18th November 2022	£24.00	Finance Committee	LGA 1972 S.260
EP	AK Garden Maintenance and Waste Removal	Clearance of Waste from Plot 38-39, Pollards Allotments	£250.00	Finance Committee	Smallholdings and Allotments Act 1908 SS 23,26 &42
2237	Durham County Council	Recharge of By-Election Costs for Henknowle Ward, 21st July 2022	£5,960.88	Finance Committee	
EP	Arthur J. Gallagher Insurance	Insurance and PLI 21/09/22-30/09/23	£2,995.80	Finance Committee	LGA 1972 S133

Total £24,218.59

For information only

Payment Type	Payee	Detail	Amount £	Notes
EP	Wave (NWG Business)	Water: Woodhouse Close 10/06/22 – 09/09/22	£525.28	Account has been referred to Wave's complex billing dept for review. 30/09/22 - Payment reminder received. Queried again 30/09/22 and account is on a 3 week hold.

Total £525.28

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