



**To: Members of the Finance Committee:  
Councillors M Cholerton; S Harrison;  
E Hartley; M Peden; A Thompson;**

**76 Front Street  
Newbiggin by-the-Sea  
Northumberland  
NE64 6QD  
Tel: 01670 851833**

cc: M Boon; L Burns; A Bromwich-Alexandra

**24 July 2019**

Dear Councillor

You are requested to attend a meeting of the **Finance Committee** to be held on **Wednesday 31 July 2019 at Newbiggin Sports and Community Centre** commencing 7:00 pm.

#### **AGENDA PART I**

1. **Appointment of Chairperson**
2. **Appointment of Vice-Chairperson**
3. **Apologies for absence**
4. **Minutes** of the previous meeting held on 24 April 2019
5. **DECLARATION OF MEMBERS INTERESTS**  
Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.
6. **Payments**
7. **Report on budget receipts and payments and bank reconciliation**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Earl', is written over a horizontal line.

Dennis Earl Town Clerk

## **NEWBIGGIN-BY-THE-SEA TOWN COUNCIL**

**Minutes of a Meeting of the Finance Committee held on Wednesday 24 April 2019 at 7.00 pm at Newbiggin Sports and Community Centre.**

### **PRESENT:**

Councillors: A Thompson (Chairperson)  
M Boon, M Peden

Officer: D Earl – Town Clerk

Also present: Councillors S Harrison, E Hartley

Public: 3

### **FC17/18 APPOINTMENT OF CHAIRPERSON**

**RESOLVED** that Councillor A Thompson be appointed Chairperson of the Committee.

### **FC18/18 APPOINTMENT OF VICE-CHAIRPERSON**

**RESOLVED** that Councillor M Boon be appointed Vice-Chairperson of the Committee.

### **FC19/18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Bromwich-Alexandra, M Cholerton.

### **FC20/18 MINUTES**

**RESOLVED that:** the minutes of the previous meeting held on 18 December 2018 be approved as a true record and signed by the Chairperson.

### **FC21/18 DECLARATIONS OF INTERESTS**

No new declarations were made.

### **FC22/18 PAYMENTS**

Members considered the updated schedule of payments for the fourth quarter which had been circulated and published on the web site.

**RESOLVED that:** the report be received.

### **FC23/18 BUDGET RECEIPTS AND PAYMENTS AND BANK RECONCILIATION**

The report of income and expenditure in relation to the 2018.19 Budget together with the bank reconciliation to the end March were considered and the Town Clerk responded to Members queries.

**NEWBIGGIN-BY-THE-SEA TOWN COUNCIL**

The Mayor requested that a budget for Town Twinning be established and the Town Clerk advised that this be done at the Budget meeting in December for the following financial year. In the present year there were balances available as well as Civic Expenses from which the cost of hospitality for the visiting Remscheid Youth Orchestra could be met and Members agreed to meet those costs.

**RESOLVED that: the reports be received and approved.**

**FC24/18 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involved the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A of the 1972 Act relating to personal financial and business affairs.

**FC25/18 SUBMISSIONS TO INTERNAL AUDITOR**

Reference was made to the several visits of the new Internal Auditor appointed by the Town Council who had been given access to all necessary documents, minutes, reports, financial information including employment and insurance arrangements, asset register and risk assessments.

All matters had been discussed with the Clerk and Deputy Clerk and the internal audit satisfactorily concluded with the report to be provided for the annual meeting.

**RESOLVED that: the report be received.**

Signed by the Chairperson: .....Date:.....

## 2019/20 First Quarter Payments

03/04/2019	Barclays Bank plc	Commission	DD	15.01
08/04/2019	British Telecom	Telephone Broadband	DD	113.55
	Zurich Municipal Insurance	Insurance premium	101188	1,069.81
11/04/2019	Northumberland County Council	Nipper Transport	101092	584.81
16/04/2019	E-On	Electric charges	DD	39.83
17/04/2019	E.On	Gas charges	DD	126.22
		Commission	DD	21.10
01/05/2019	Barclays Bank plc			
	Newbiggin Maritime Centre	Town Twinning catering	101195	195.30
	NALC	Annual subscription	101196	742.28
	ABS Business Supplies Ltd	Print toner & paper	101197	414.83
08/05/2019	Newbiggin RNLI	Grant	101198	300.00
	Ashington Male Voice Chior		101199	50.00
	Newbiggin Bowls Club		101200	300.00
17/05/2019	E-On	Electric charges	DD	39.55
21/05/2019	E-On	Gas charges	DD	9.23
	Broxap Ltd		101202	349.20
	Morpeth Welding Ltd		101203	204.00
	Roam Distribution		101204	720.00
	Phillips Design Ltd		101205	980.00
28/05/2019	E Brown	Office expenses	101206	149.22
	St Andrews & St Marks Blind Veterans Association	Grant	101207	300.00
			101208	300.00
04/06/2019	Barclays Bank plc	Commission	DD	
	Newbiggin Litter Pickers	Grant	101209	63.94
	E Hartley	Reimbursement claim	101210	33.99
	NCC	Room Hire	101211	24.00
	E.On	electricity charges	DD	39.19
	E.On	gas charges	DD	9.54
11/06/2019	SLCC	Subscription	101212	493.00
	JA Ainsworth	Internal Audit charges	101213	338.40
	B & M	Wood Stain	101214	45.98
19/06/2019	Northumbria Ironwork	Swing repairs	101215	162.00
	NCC	Room Hire	101217	24.00
	Morrisons Glazing	Bungalow window	101218	75.00

	<b>Budget 2019.20</b>	<b>30/06/19 Expenditure</b>
<b>ADMINISTRATION</b>		
Employees costs & contributions	<b>72803</b>	Redacted
<b>OFFICE/MEETING COSTS</b> Rates; Utilities; Phone/IT	<b>8000</b>	363.65
Room Hire; Printing; Stationery; Postage	<b>800</b>	415.38
Equipment & Furniture	<b>200</b>	0
Insurances	<b>1200</b>	1,069.81
<b>FEES &amp; CHARGES</b> Audit Fees; Subscriptions; Fees;	<b>6920</b>	3,189.79
Publications; Publicity; Bank charges		
<b>CIVIC &amp; MEMBER EXPENSES</b> Civic and Councillors	<b>1350</b>	162.65
expenses; Remembrance; Training; Town Assembly		
	<b>89273</b>	
<b>ENVIRONMENTAL SERVICES</b>		
<b>Local &amp; Enhanced Services Delivery</b> (including	<b>45028</b>	0
cleansing Bus Shelters; Public Seating; War Memorials)		
Play Areas Inspections; Floral Bedding displays		
<b>Asset Repairs and Replacements</b>	<b>27500</b>	856.76
Bus Shelters; Play Areas; Public Seats; Public Waste Bins		
Facilities upgrade; Accommodation		
<b>Environmental Projects</b>	<b>10000</b>	0
Bay Town & Gateway		
Town Improvement Schemes	<b>20000</b>	0
Car Parking improvements and signage	<b>8000</b>	0
Atlee Park refurbishment	<b>20000</b>	0
	<b>130528</b>	
<b>RECREATION &amp; LEISURE</b>		
Children's holiday and leisure schemes	<b>18400</b>	0
AFC Newbiggin Sports Development	<b>12500</b>	0
Christmas Lighting	<b>16000</b>	0
	<b>46900</b>	
<b>GRANTS &amp; SUBSIDIES</b>		
Small Grants scheme (under 300)	<b>6000</b>	1,302.49
Support Schemes: Newbiggin Nipper Service	<b>2580</b>	584.81
Newbiggin Food Bank	<b>1000</b>	
Larger Grants and support: Special events;		
Music; Sports; Youth & Adult; Community Volunteering	<b>10000</b>	0
	<b>19580</b>	
<b>OTHER SERVICES</b>		
Neighbourhood Plan	25000	0
Events Leaflets	1200	0
	<b>3700</b>	
	<b>289,981</b>	



Bank Reconciliation Statement as at 30/04/2019  
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	30/04/2019		131,111.88
			<u>131,111.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			131,111.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			131,111.88
		<b>Balance per Cash Book is :-</b>	<b>118,477.88</b>
		<b>Difference is :-</b>	<b>12,634.00</b>

**Bank Reconciliation Statement as at 31/05/2019  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	31/05/2019		122,134.89
			<u>122,134.89</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
01/05/2019 101195 Newbiggin Maritime Centre LTD		195.30	
15/05/2019 101201 NCC		10,056.98	
16/05/2019 101202 Broxap LTD		349.20	
23/05/2019 101203 Morpeth Welding LTD		204.00	
23/05/2019 101204 Roam		720.00	
23/05/2019 101205 Phillips Design LTD		980.00	
23/05/2019 101207 St. Andrews & St. Marks		300.00	
23/05/2019 101208 Blind Veterans Association		300.00	
			<u>13,105.48</u>
			109,029.41
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			109,029.41
		<b>Balance per Cash Book is :-</b>	<b>109,029.41</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/06/2019  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	30/06/2019		106,175.88
			<u>106,175.88</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
01/06/2019 101210 Cotton Traders - E Hartley		33.99	
12/06/2019 101212 SLCC		493.00	
			<u>526.99</u>
			105,648.89
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			105,648.89
		<b>Balance per Cash Book is :-</b>	<b>105,648.89</b>
		<b>Difference is :-</b>	<b>0.00</b>