



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

17 October 2019

Dear Councillor

You are requested to attend a meeting of the **Finance Committee** to be held on **Wednesday 23 October 2019 at St Bartholomew's Church Centre Newbiggin** commencing 7:00 pm.

AGENDA PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 31 July 2019
3. **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.
4. **Payments**
5. **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 thin horizontal line.

Dennis Earl Town Clerk

**Minutes of a Meeting of the Finance Committee held on Wednesday 31 July 2019 at
7.00 pm t Newbiggin Sports and Community Centre.**

PRESENT:

Councillors: A Thompson (Chairperson)
E Hartley, M Peden

Officer: D Earl – Town Clerk

Also present: Councillor L Burns (Ex Officio),

Public: 5

FC01/19 APPOINTMENT OF CHAIRPERSON

Councillor Harrison was nominated to be Chairperson and a Member made reference to her background and experience.

It was proposed and seconded that Councillor Thompson be appointed Chairperson.

A Member requested a named vote be taken.

For	Against
M Peden	E Hartley
A Thompson	

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

FC02/19 APPOINTMENT OF VICE-CHAIRPERSON

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

FC03/19 APOLOGIES FOR ABSENCE

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

FC04/19 MINUTES

RESOLVED that: the minutes of the previous meeting held on 24 April 2019 be approved as a true record and signed by the Chairperson.

FC05/19 DECLARATIONS OF INTERESTS

No new declarations were made.

FC06/19 PAYMENTS

Members considered the schedule of payments for the first quarter of the financial year which had been circulated and published on the web site.

RESOLVED that: the report be received.

FC07/19 BUDGET RECEIPTS AND PAYMENTS AND BANK RECONCILIATION

The Town Clerk referred to the quarterly report of income and expenditure in relation to the 2019.20 Budget and to the need to run parallel financial systems since April while the new Rialtas Omega software was installed and commissioned in July.

The bank reconciliations for the end of each month had been circulated and it was explained that the new system could not accommodate payments prior to April that were not through the bank but that was reconciled in the second and third statements and also in the reconciliations in the old system. Following queries from a Member the Deposit Account reconciliation and the year-end statement of balances and allocations would be circulated to Members.

The Town Clerk advised that County Councillor Lang wanted to contribute £2,000 to the Gateway feature project if the Council would provide new litter bins and seats at the Welfare/Spital play area.

RESOLVED that:

- (i) the reports be received and approved;**
- (ii) the additional reports be circulated;**
- (iii) the offer and arrangement with County Councillor Lang be agreed and approved by Council.**

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

Bank Reconciliation Statement as at 31/07/2019
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	31/07/2019		104,414.42
			<u>104,414.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
02/07/2019 101219 B&M		17.98	
17/07/2019 101220 NCC		36.00	
17/07/2019 101221 SLCC		735.00	
23/07/2019 101223 British Youth Music Theatre		300.00	
24/07/2019 101224 British Youth Music Theatre		300.00	
24/07/2019 101225 Newbiggin Genealogy Project		200.00	
26/07/2019 101228 Fallon Nameplates		30.00	
26/07/2019 101229 Pantomime by the Sea		300.00	
26/07/2019 101230 Advance Northumberland		66.35	
26/07/2019 101233 Digital Milkshake		120.00	
26/07/2019 101234 NCC		24.00	
26/07/2019 101235 Widescope Web Design		149.75	
31/07/2019 101236 NCC		608.21	
			<u>2,887.29</u>
			101,527.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			101,527.13
		Balance per Cash Book is :-	101,527.13
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/07/2019
for Cashbook 2 - Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/07/2019		238,758.58
			<u>238,758.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			238,758.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			238,758.58
		Balance per Cash Book is :-	238,758.58
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2019
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	30/08/2019		25,638.68
			<u>25,638.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
02/07/2019 101219 B&M		17.98	
26/07/2019 101229 Pantomime by the Sea		300.00	
23/08/2019 101238 Rialtas Business Solutions Ltd		2,280.36	
23/08/2019 101242 Morpeth Welding LTD		804.00	
			<u>3,402.34</u>
			22,236.34
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			22,236.34
		Balance per Cash Book is :-	22,236.34
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 2 - Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	30/08/2019		238,839.69
			<u>238,839.69</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			238,839.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			238,839.69
		Balance per Cash Book is :-	238,839.69
		Difference is :-	0.00

Date:16/10/2019

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Bank Reconciliation Statement as at 30/09/2019
for Cashbook 1 - Current Bank A/c

User: EB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	30/09/2019		58,663.18
			<u>58,663.18</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
02/07/2019 101219 B&M		17.98	
16/09/2019 101247 Kompan Scotland Ltd		775.00	
27/09/2019 101251 Newbiggin Traders Association		1,166.00	
27/09/2019 101252 AFC Newbiggin		937.00	
			<u>2,895.98</u>
			55,767.20
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,767.20
		Balance per Cash Book is :-	55,767.20
		Difference is :-	0.00

Date:16/10/2019

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Bank Reconciliation Statement as at 30/09/2019
for Cashbook 2 - Deposit Account

User: EB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	30/09/2019		266,517.82
			<u>266,517.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			266,517.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			266,517.82
		Balance per Cash Book is :-	266,517.82
		Difference is :-	0.00