



**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

**06 December 2019**

Dear Councillor

You are requested to attend a meeting of the **Finance Committee** to be held on **Wednesday 18 December 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 23 October 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. **Budget Expenditure and Projections**
5. **Budget Planning – draft proposals**

#### **PART II**

**It is expected that matters included in this part of the Agenda will be dealt with in private. Any Reports referred to are enclosed for members and officers only and marked "Not for Publication".**

**EXCLUSION OF PRESS AND PUBLIC** The Committee is invited to consider passing the following resolution 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 involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part I of Schedule 12A of the 1972 Act relating to personal financial and business affairs

6. **Contractual or personal budget matters**

Yours faithfully

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

Dennis Earl Town Clerk

Minutes of a Meeting of the Finance Committee held on Wednesday 23 October 2019 at 7.00pm at St. Bartholomew's Church Centre, Front Street, Newbiggin by the Sea

**PRESENT**

Councillors: A Thompson (Chairperson), S Harrison, E Hartley and M Peden  
Officers E Brown – Deputy Town Clerk

Also, present: Cllr L Burns (Ex Officio)  
Public: 4

**FC08/19 APOLOGIES FOR ABSENCE**

Apologies for absence received from Cllr M Cholerton.

**FC09/19 MINUTES**

**RESOLVED that:** the minutes of the previous meeting held on 31 July 2019 be approved as a true record and signed by the Chairperson.

**FC10/19 DECLARATIONS OF INTERESTS**

No new declarations were received.

**FC11/19 SECOND QUARTER PAYMENTS**

Members considered the updated schedule of payments in full to 30<sup>th</sup> September 2019 which had been circulated and published on the website.

The large payments of £50,000 as the second and final lease installment in relation to the Town Council office and the payment for the Attlee Park refurbishment were noted.

Members requested a column detailing the budget heading corresponding to individual payments be added in the future.

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

**FC12/19 REPORT ON BUDGET RECEIPTS AND PAYMENTS AND BANK RECONCILIATION**

The bank reconciliation was balanced to date and had been circulated.

The report and expenditure for the 2019/20 budget to 30<sup>th</sup> September 2019 had been circulated and was received for information.

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

The meeting closed at 7.15pm

Chairperson.....Date.....

## BUDGET INCOME/EXPENDITURE REPORT

Report of Town Clerk

	<b>Budget 2019.20</b>	<b>30/11/19 Expenditure</b>	<b>Projected Exp 03/20</b>
<b>ADMINISTRATION MANAGEMENT &amp; SUPPORT</b>			
Employees costs & contributions	<b>72803</b>	Redacted	Redacted
<b>OFFICE/MEETING COSTS</b> Utilities; Phone IT; Copier; Web	<b>6000</b>	1351	2000
Room Hire; Printing; Stationery; Postage	<b>800</b>	479	750
Equipment & Furniture	<b>200</b>	0	0
Insurances	<b>1200</b>	1136	1136
<b>FEES &amp; CHARGES</b> Audit Fees; Subscriptions; Fees	<b>6920</b>	3865	5800
Publications; Publicity; Bank charges			
<b>CIVIC &amp; MEMBER EXPENSES</b>	<b>1350</b>	363	400
Civic and Councillors expenses;			
Training costs; Town Assembly			
<b>ENVIRONMENTAL SERVICES</b> Local & Enhanced Services (	<b>45028</b>	44358	44358
cleansing Bus Shelters; Public Seating; War Memorials)			
Play Areas Inspections; Floral Bedding			
<b>ASSET REPAIRS AND REPLACEMENTS</b>	<b>27500</b>	13465	23178
Bus Shelters; Play Areas; Public Seats;			
Public Waste Bins;			
Facilities upgrade; The Bungalow; Office			
<b>ENVIRONMENTAL PROJECTS</b>	<b>10000</b>	0	10997
Bay Town & Gateway			
<b>TOWN IMPROVEMENT SCHEMES</b>	<b>20000</b>	9000	11430

CAR PARKING IMPROVEMENTS AND SIGNAGE	8000	0	8000
PLAY PARK REFURBISHMENT AND UPGRADE	20000	20000	20000
RECREATION & LEISURE			
Children's holiday and leisure schemes	18400	9140	18280
AFC Newbiggin	12500	0	12500
Christmas Lighting	16000	2879	10500
GRANTS & SUBSIDIES			
Small Grants scheme	6000	2753	4000
Newbiggin Nipper service	2580	1825	2480
Newbiggin Food Bank	1000	0	1000
Larger Grants and support: Special events; Music; Sports; youth & adult; community volunteering	10000	4895	8083
OTHER SERVICES			
Neighbourhood Plan	2500	25	1440
Events Leaflet	<u>1200</u>	<u>1200</u>	<u>1200</u>
	<b><u>289981</u></b>	<b><u>164912</u></b>	<b><u>260052</u></b>
<b>INCOME</b>			
Precept		254981	254981
Rents		6664	16129
Bank interest		<u>547</u>	<u>710</u>
		<b><u>262192</u></b>	<b><u>271820</u></b>

<b>2019/20 BUDGET</b>		
<b>Draft Budget Recommendations</b>		
	<b>2019/20 Budget</b>	<b>2020/21 Proposals</b>
<b>MANAGEMENT &amp; SUPPORT</b>		
<b>Employees costs &amp; contributions</b>	72803	74260
<b>Office/Meeting Costs</b>		
Rates; Utilities; Phone; IT & Web site dev & maintain	6000	3000
Room Hire; Printing; Stationery; Postage	800	800
Equipment & Furniture	200	200
Insurances	1200	1200
<b>Fees &amp; Charges</b>		
Audit; Subscriptions; Newsletters; Bank charges	6920	6200
<b>Civic &amp; Members Expenses</b>	1350	1350
Civic; Remembrance; Training; Assembly		
	<b><u>89273</u></b>	<b><u>87010</u></b>
<b>ENVIRONMENTAL SERVICES</b>		
<b>Local &amp; Enhanced Service Delivery</b>	45028	46389
Bus Shelters; Seating; Litter Bins; War Memorials		
Play Areas Inspections		
Floral Bedding displays		
<b>Asset Repairs and Replacements</b>	27500	27500
Bus Shelters; Play Areas; Public Seats; Litter Bins		
Accommodation; Facilities upgrade		

<b>Environmental Projects</b>		
Bay Town & Gateway	10000	10000
<b>Town Improvement Schemes</b>	20000	20000
<b>Car Parking improvements and signage</b>	8000	8000
<b>Play Park refurbishment and upgrade</b>	20000	20000
	<b><u>99300</u></b>	<b><u>131889</u></b>
<b>RECREATION &amp; LEISURE</b>		
<b>Children's holiday and leisure schemes</b>	18400	18830
<b>AFC Newbiggin Sports Development</b>	12500	
<b>Christmas Lighting</b>	16000	16000
	<b><u>46900</u></b>	<b><u>34830</u></b>
<b>GRANTS &amp; SUBSIDIES</b>		
<b>Small Grants scheme (under 300)</b>	6000	6000
<b>Support Schemes:</b>		
<b>Newbiggin Nipper Service</b>	2580	2580
<b>Newbiggin Food Bank</b>	1000	1000
<b>Larger Grants and support:</b>	10000	10000
<b>Special events; Music; Sports;</b>		
<b>Youth &amp; Adult; Community Volunteering</b>		
	<b><u>19580</u></b>	<b><u>19580</u></b>
<b>OTHER SERVICES</b>		
<b>Neighbourhood Plan</b>	2500	2500
<b>Events Leaflet</b>	1200	1200
	<b><u>3700</u></b>	<b><u>3700</u></b>
<b>BUDGET TOTAL</b>	<b><u>289981</u></b>	<b><u>277009</u></b>