



To: Members of the Finance Committee:
Councillors M Boon; L Burns; M Cholerton;
M Peden; A Thompson;

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

14 May 2020

Dear Councillor

You are requested to attend a meeting of the **Finance Committee** to be held on **Wednesday 20 May 2020 via Zoom** commencing 7:00 pm.

AGENDA PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 18 December 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 horizontal line.

Dennis Earl Town Clerk

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Wednesday 19 December 2018 at 7.00 pm at The Bungalow, Woodhorn Road, Newbiggin by the Sea.

PRESENT:

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

Officer: D Earl – Town Clerk, E Brown – Deputy Town Clerk

Also present: Councillors M Boon L Burns and M Cholerton Public: 1

FC12/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Bromwich-Alexandra.

FC13/18 MINUTES

RESOLVED that: the minutes of the previous meeting held on 24 October 2018 be approved as a true record and signed by the Chairperson.

FC14/18 DISCLOSURE OF INTERESTS

No new interests were declared.

FC15/18 BUDGET EXPENDITURE AND PROJECTIONS

RESOLVED that: the report be received.

FC16/18 BUDGET PLANNING- DRAFT PROPOSALS

The report containing the current budget and draft projections including known increases was considered.

Some Members felt that the existing budget was right or required only an increase to cover inflation. A Member considered that the budgets for car parking and public toilets could come out and the increase for children's leisure schemes included which would reduce the budget by £24,000 and allow a gesture of decreasing the Precept by a small amount. It was moved and seconded that these adjustments be made to the budget proposals.

On the casting vote of the Chairperson it was **RECOMMENDED that: the revised draft budget proposals set out in Appendix 1 be adopted by the Council.**

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

2019/20 BUDGET	2018/19	2019/20
Budget Recommendations	Budget	Proposals
MANAGEMENT & SUPPORT		
Employees costs & contributions	67131	72803
Office/Meeting Costs		
Rates; Utilities; Phone; IT & Web site dev & maint.	8750	6000
Room Hire; Printing; Stationery; Postage	800	800
Equipment & Furniture	200	200
Insurances	1500	1200
Fees & Charges		
Audit; Subscriptions; Newsletters; Bank charges	6470	6920
Civic & Members Expenses	1350	1350
Civic; Remembrance; Training; Assembly		
	<u>86201</u>	<u>89273</u>
ENVIRONMENTAL SERVICES		
Local & Enhanced Service Delivery	40760	41800
Bus Shelters; Seating; Litter Bins; War Memorials		
Play Areas Inspections		
Floral Bedding displays		
Asset Repairs and Replacements	27500	27500
Bus Shelters; Play Areas; Public Seats; Litter Bins		
Accommodation; Facilities upgrade		
Environmental Projects		
Bay Town & Gateway	10000	10000

Town Improvement Schemes	20000	20000
Car Parking improvements and signage	8000	0
Public Toilet refurbishment and upgrade	20000	0
	<u>126260</u>	<u>99300</u>
RECREATION & LEISURE		
Children's holiday and leisure schemes	14400	18400
AFC Newbiggin Sports Development	12500	12500
Christmas Lighting	16000	16000
	<u>42900</u>	<u>46900</u>
GRANTS & SUBSIDIES		
Small Grants scheme (under 300)	6000	6000
Support Schemes:		
Newbiggin Nipper Service	2580	2580
Newbiggin Food Bank	1000	1000
Larger Grants and support:	10000	10000
Special events; Music; Sports;		
Youth & Adult; Community Volunteering		
	<u>19580</u>	<u>19580</u>
OTHER SERVICES		
Neighbourhood Plan	6500	2500
Events Leaflet	1200	1200
	<u>7700</u>	<u>3700</u>
BUDGET TOTAL	<u>282641</u>	<u>258753</u>

Date: 13/05/2020

Newbiggin by the Sea Town Council 2019/2020
Cashbook 4th Quarter Payments
Current Bank A/c

For Month No: 10

	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
12/12/2019	Post Office	101280	24.12			4150 110	24.12	Postage
03/01/2020	NCC	101283		2.5	4091	110	12.5	Payroll processing mth 9
07/01/2020	LJM Fire Solutions Ltd	101281	54	9	4510	210	45	LJM Fire Solutions Ltd
07/01/2020	United Carlton Office Systems	101282	13.9	2.32	4140	110	11.58	Copier Charges
09/01/2020	Barclays Bank	DD	11.95		4090	110	11.95	Commission charges
16/01/2020	St. Andrews and St. Marks	101285	250		4810	400	250	Donation - rose beds
16/01/2020	Community Action Northumberland	101287	50		4810	400	50	Donation
16/01/2020	Great North Air Ambulance	101288	300		4810	400	300	Donation
16/01/2020	Northumberland Age UK	101289	150		4810	400	150	Donation
16/01/2020	R Martin	101290	146.39		4810	400	146.39	Newbiggin Lifeboat website
16/01/2020	NCC	101291	44.77		4720	300	44.77	Christmas Tree Chipping
16/01/2020	City of Bradford MDC	101293	7176	1196	4720	300	5980	City of Bradford MDC
16/01/2020	EON	DD	48.59	2.31	4260	110	46.28	Electric
16/01/2020	EON	DD	52.84	2.52		110	50.32	Gas
17/01/2020	Morpeth Welding LTD	101294	460.8	76.8	4410	210	384	Seat installation
21/01/2020	P Stevens	101284	12		4510	210	12	Window cleaning
22/01/2020	NCC	101292		2.5	4091	110	12.5	Payroll processing month 10
27/01/2020	Siemens Finance	DD	34.39	5.73	4210	110	28.66	Asset protection charge
27/01/2020	Siemens Finance	DD	201.6	33.6	4210	110	168	Copier Lease rental

For Month No: 11

03/02/2020	Barclays Bank	DD	13.25		4090	110	13.25	Commission charges
07/02/2020	NCC	101298	400.4	66.73	4405	220	333.67	Signage Installation
17/02/2020	NCC	101295	836.21	38	4830	410	608.21	Nipper Jan-Mar
					4720	300	190	feeder pillar inspection
17/02/2020	Blachere Illumination UK Ltd	101296	90	15	4720	300	75	light brackets
17/02/2020	Nland Touring Theatre	101297	300		4810	400	300	Donation
17/02/2020	Digital Milkshake	101299	1230		4610	220	1230	Design work
17/02/2020	Bay Media	101300	2623.2	437.2	4610	220	2186	Lampost banners
18/02/2020	EON	DD	57.67	2.75	4260	110	54.92	Gas
19/02/2020	EON	DD	51.81	2.47	4260	110	49.34	Electricity
26/02/2020	United Carlton Office Systems	101301	22.59	3.77	4160	110	18.82	Copier charges
26/02/2020	NCC	101302		2.5	4091	110	12.5	Payroll processing month 11
26/02/2020	Elaine Brown	101303	117.58		4080	110	117.58	Travel expenses

For Month No: 12

06/03/2020	Barclays Bank	DD	16.85		4090	110	16.85	Commission charges
10/03/2020	BT	DD	39.75	6.62	4170	110	33.13	VOIP BILL
11/03/2020	NCC	101304	219.6	36.6	4600	220	183	Gateway sign repair
11/03/2020	Pear Technology	101305	1698	283	4850	420	1415	Mapping Software
11/03/2020	NCC	101306	9140		4700	300	9140	Leisure programme
16/03/2020	EON	DD	47.22	2.25	4260	110	44.97	Electricity February
17/03/2020	Fallon Nameplates	101307	216	36	4610	220	180	Finger Post
17/03/2020	P Stevens	101308	12		4510	210	12	Window Cleaning
17/03/2020	Clear Channel	101309	7852.36	1308.73	4401	200	6543.63	Bus shelter
17/03/2020	NCC	101310	24		4200	110	24	Room hire 19/02/20
17/03/2020	SLCC	101311	747.5		4080	110	747.5	Cert HE
18/03/2020	NCC	101312		2.5	4091	110	12.5	Payroll processing mth 12
18/03/2020	Straughans	101313	1884	314	4600	220	1570	Sand Clearance
18/03/2020	EON	DD	49.1	2.34	4260	110	46.76	GAS February
20/03/2020	Crescent Printers	101314	52		4800	400	52	Leaflets Covid 19
20/03/2020	Survey Monkey	101315	384	64	4850	420	320	Subscription
30/03/2020	NCC	101316	3922.6		4400	200	3922.6	Enhanced Services

Newbiggin by the Sea Town Council 2019/2020
Detailed Income & Expenditure by Budget Heading 31/03/2020
Budget Cost Centre Report to Finance Committee - end of year

	Actual Year To Date	Annual Budget	Variance Annual Total	Transfer to/from EMR	
100 Income					
1076 Precept	254981	254981	-254981		
1090 Income -Interest	759		-759		
1100 Income- Grants/Don	550		-550		
1110 Income - Rent Bungalow	8789		-8789		
1200 Income-Allotments/Other	9470		-9470		
Contribution from Balances		35000			
Income :- total	274548		-274548		
Movement to/from Gen Reserve	274548	289981		Available Balances	% Spent
110 Administration		89273	82880	6393	92.84%
Employees costs	72415	72803			
4000 Staff Salary					
4030 PAYE and NI					
4040 Pension					
4070 Staff other Expenses					
4080 Training					
4082 SLCC Community Governance					
4090 Bank Charges	259				
4091 Payroll Processing	138				
4100 Audit Fees	938	6920	4280	2640	61.90%
4105 Accounts Software	1900				
4120 Subscriptions & Members	1365				
4125 Software License	125				
4130 Insurance	1136	1200	1136	64	94.70%
4140 Stationery	363				
4150 Postage	67				
4160 Printing	19				
4170 Telephone & Broadband	247	6000	3563	2437	60%
4200 Room Hire	132	800	609	191	76%
4210 Equipment & Furniture	514	200	514	-314	257%
4220 Civic	363	1350	363	987	26.90%
4250 Newsletter	1580				
4260 Utilities	1273				
4270 Grants Paid	0				
4405 Repairs & Maintenance	18				
4990 Sundries	28				
Administration :- Indirect I	82880	89273	82880	6393	92.84%
Movement -Gen Reserve	-82880				
200 Local & Enhanced Service		45028	48372	-3344	107.40%
4400 Enhanced Services	38991				
4405 Repairs & Maintenance	91				
4440 Play Area Inspections	3316				
4450 Floral Bedding Displays	5974				
Local & Enhanced Service	48372	45028			
Movement -Gen Reserve	-48372				
210 Asset Repairs & Replacements		27500	20359	7141	74%
4401 Bus Shelters	6544				
4405 R&M Playground Refurb	30691	20000		20000	100%
4410 Enhanced Partnership	2352				
4420 Litter bins	617				
4500 Play areas	56				
4510 Accomodation	50099	50000		50000	100%
Asset Repairs & Replacem	90359	97500			
6000 plus Transfer from EMR	70000			70000	
Movement -Gen Reserve	-20359				
220 Environmental Projects					
4405 R & M	1534				
4600 Bay Town & Gateway	1753	10000	1753	8247	17.53%
4610 Town Improvement Schen	12596	20000	14421	5579	72.10%
4620 Car Parking Improve / Sign	0	8000	0	8000	0%
4630 Atlee Park Refurbishment	20000	20000	20000	0	100%

4990 Sundries	291					
Environmental Projects :- i	36174	58000	36174	21826	62.37%	
Movement -Gen Reserve	-36174					
300 Recreation & Leisure						
4405 Repairs & Maintenance	726	0				
4700 Children's Holiday & Leisu	18280	18400	18280	120	99.35%	
4710 AFC Newbiggin Sports Dev	0	12500	0	12500	0%	
4720 Christmas Lighting	9077	16000	9803	6197	16.29%	
Recreation & Leisure :- Inc	28083	46900	28083	18817	60%	
Movement -Gen Reserve	-28083					
400 Grants						
4800 Grants Section 137	52					
4810 Small Grants (under 300)	3953	6000	4006	2047	65.90%	
4820 Larger Grants	8083	10000	8083	1917	80.83%	
Grants :- Indirect Expendit	12089	16000	12089	9153	75.60%	
Movement -Gen Reserve	-12089					
410 Support Scheme						
4830 Newbiggin Nipper Service	2433	2580	2433	147	94.30%	
4840 Newbiggin Food Bank	1000	1000	1000	0	100%	
Support Scheme :- Indirect	3433	3580	3433	2387		
Movement -Gen Reserve	-3433					
420 Other Services						
4850 Neighbourhood Plan	1760	2500	1760	740	70.40%	
4860 Events Leaflets	0	1200	0	1200	0%	
Other Services :- Indirect E	1760	3700	1760	1940	47.57%	
Movement -Gen Reserve	-1760					
Grand Totals:- Income	274548	289981				
Expenditure	303149	163414	126567	126567		
Net Expenditure/Income	28601					
plus Transfer from EMR	-70000					
Net Budget Surplus	-41399					

Bank Reconciliation Statement as at 31/01/2020
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	31/01/2020		29,612.33
			<u>29,612.33</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
02/07/2019 101219	B&M		17.98
18/11/2019 101266	P Stevens		6.00
12/12/2019 101280	Post Office		24.12
16/01/2020 101285	St. Andrews and St. Marks		250.00
16/01/2020 101287	Community Action Northumberlan		50.00
16/01/2020 101289	Northumberland Age UK		150.00
16/01/2020 101293	City of Bradford MDC		7,176.00
17/01/2020 101294	Morpeth Welding LTD		460.80
21/01/2020 101284	P Stevens		12.00
22/01/2020 101292	NCC		4,957.69
			<u>13,104.59</u>
			16,507.74
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>0.00</u>
			16,507.74
		Balance per Cash Book is :-	16,507.74
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/01/2020
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	31/01/2020		220,916.40
			<u>220,916.40</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
			0.00
			<u>0.00</u>
			220,916.40
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>0.00</u>
			220,916.40
		Balance per Cash Book is :-	220,916.40
		Difference is :-	0.00

Bank Reconciliation Statement as at 28/02/2020
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	28/02/2020		33,525.45
			<u>33,525.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
02/07/2019 101219 B&M		17.98	
17/02/2020 101300 Bay Media		2,623.20	
26/02/2020 101301 United Carlton Office Systems		22.59	
26/02/2020 101302 NCC		4,957.69	
			<u>7,621.46</u>
			25,903.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,903.99
		Balance per Cash Book is :-	25,903.99
		Difference is :-	0.00

Bank Reconciliation Statement as at 28/02/2020
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	28/02/2020		205,974.36
			<u>205,974.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			205,974.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			205,974.36
		Balance per Cash Book is :-	205,974.36
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2020
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	31/03/2020		20,129.06
			20,129.06
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
02/07/2019 101219 B&M		17.98	
17/03/2020 101308 P Stevens		12.00	
17/03/2020 101309 Clear Channel		7,852.36	
17/03/2020 101311 SLCC		747.50	
18/03/2020 101312 NCC		4,957.69	
18/03/2020 101313 Straughans		1,884.00	
20/03/2020 101314 Crescent Printers		52.00	
30/03/2020 101316 NCC		3,922.60	
			19,446.13
			682.93
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			682.93
		Balance per Cash Book is :-	682.93
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2020
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	31/03/2020		205,974.36
			205,974.36
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			205,974.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			205,974.36
		Balance per Cash Book is :-	205,974.36
		Difference is :-	0.00