



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

21 October 2020

Dear Councillor

You are requested to attend a meeting of the **Finance Committee** to be held on **Wednesday 28 October 2020 via Zoom** commencing 7:00 pm.

AGENDA PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 12 August 2020
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. **Second Quarter Payments 2020/21**
5. **Report on budget receipts and payments and bank reconciliation – Second Quarter**

Yours faithfully

Dennis Earl Town Clerk

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Wednesday 12 August 2020 at 7.00 pm at via Zoom.

PRESENT:

Councillors: A Thompson (Chairperson)
M Boon, L Burns, M Cholerton and M Peden.

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

Also present: Public: 2

FC06/20 APOLOGIES FOR ABSENCE

None.

FC07/20 MINUTES

RESOLVED that: the minutes of the previous meeting held on 20 May 2020 be approved as a true record and signed by the Chairperson.

FC08/20 DISCLOSURE OF INTERESTS

No new interests were declared.

FC09/20 PAYMENTS FIRST QUARTER

Members considered the updated schedule of payments in full to 30th June 2020 which had been circulated and published on the website.

RESOLVED that: the report be received.

FC10/20 REPORT ON BUDGET RECEIPTS AND PAYMENTS AND BANK RECONCILIATION

The bank reconciliation was balanced to 30th June 2020 and had been circulated.
The report and expenditure for the 2020/21 budget to 30th June 2020 had been circulated.

RESOLVED that: the reports be received for information.

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

Newbiggin by the Sea Town Council Current

Cashbook 1

Current Bank A/c

Payments for Month 4-6

	Payee Name	Reference	£ Total Amnt	£ VAT
03/07/2020	Rialtas Business Solutions Ltd	101341	464.4	77.4
07/07/2020	Clear Channel	101342	7852.36	1308.73
09/07/2020	BT	DD	69.6	11.6
15/07/2020	Amberol Limited	101343	1804.8	300.8
16/07/2020	EON	DD	32.71	1.56
17/07/2020	NCC	101345		2.5
22/07/2020	Post Office Ltd	101346	16.92	
25/07/2020	Siemens Finance	DD	201.6	33.6
25/07/2020	Siemens Finance	DD	34.39	5.73
28/07/2020	Brewers	101347	657	109.5
28/07/2020	Morpeth Welding LTD	101447	884.4	147.4
28/07/2020	Broxap LTD	101348	1326	221
31/07/2020	NCC	101349	11148.34	1858.05
03/08/2020	Barclays Bank	DD	15.55	
10/08/2020	BT	DD	69.6	11.6
12/08/2020	SMART Pensions	DD		
17/08/2020	EON	DD	33.41	1.59
25/08/2020	Jo-Anne Garrick Ltd	101350	900	
25/08/2020	NCC	101351		2.5
02/09/2020	P Stevens	101352	6	
04/09/2020	NCC	101353	608.21	
07/09/2020	Barclays Bank	DD	15.62	
08/09/2020	BT	DD	69.6	11.6
10/09/2020	D&M Fencing	101354	322	53.67
14/09/2020	Morpeth Welding LTD	101355	48	8
14/09/2020	NCC	101356		2.5
16/09/2020	Screwfix	101357	15.98	2.65
16/09/2020	EON	DD	6.36	0.39
16/09/2020	EON	DD	36.83	1.75
21/09/2020	Post Office	101361	11.5	
22/09/2020	Phillips Design Limited	101358	1940	
22/09/2020	Phillips Design LTD	101359	388	388
22/09/2020	Smart Pensions	DD		
23/09/2020	Amazon	101361	16.05	2.68
24/09/2020	NCC	101360	2844.98	474.16
25/09/2020	Roam Distribution	101362	720	120

: Year

For Months No: 4-6

A/c	Centre	£ Amount	Transaction Detail
4105	110	387	Accounts software
4416	210	6543.63	Clear Channel
4170	110	58	VOIP Bill
4610	220	1504	Tiered planters
4260	110	31.15	Electric
4091	110	12.5	Payroll processing
4030	110		Redacted
4150	110	16.92	Postage
4160	110	168	Copier Lease rental
4160	110	28.66	Asset Protection Charge
4405	210	547.5	Paint and Stain
4405	210	737	Repairs
4420	210	1105	Litter Bins
4440	200	3316.12	Service Level Agreements
4450	200	5974.17	Service Level Agreements
4090	110	15.55	Charges
4170	110	58	VOIP BILL
4040	110		Redacted
4260	110	31.82	Electricity
4850	420	900	Consultancy Fees
4091	110	12.5	Payroll processing
4030	110		Redacted
4510	210	6	Window Cleaning
4830	410	608.21	Newbiggin Nipper
4090	110	15.62	Commission charges
4170	110	58	Voip Bill
4405	210	268.33	D&M Fencing
4405	210	40	Lock removal
4091	110	12.5	Payroll processing
4030	110		Redacted
4405	210	13.33	Paint brushes/white spirit
4260	110	5.97	Gas
4260	110	35.08	Electric
4150	110	11.5	Postage
4850	420	1940	Neighbourhood Plan
105			Consultation Printing
4040	110		Redacted
4140	110	13.37	Paper
4610	220	2125	Column painting
4405	210	245.82	Covid-19 signage
4850	420	600	Consultation document

Newbiggin by the Sea Town Council Current Year 2020-21

Detailed Income & Expenditure by Budget Heading 30/09/2020

Months 1-6	Actual Year To Date	Annual Budget	Funds Available	
100 Income				
1076 Precept	254981	254981		
1090 Income -Interest	257	0		
1105 Income - Grants	6910	0		
1110 Income - Rent Bungalow	4250	0		
1130 Income - Dedication Donations	1100	0		
1200 Income - Other	173	0		
Income :- Income	267671	254981	267671	105.0%
Movement to Gen Reserve	267671			
				% Spent
110 Administration		87010		
4000 Staff Salary				
4030 PAYE and NI		Redacted		45.33%
4040 Pension				
4080 Training				
4082 SLCC Community Governance Fees & Charges		6200	4041	34.80%
4090 Bank Charges	48			
4091 Payroll Processing	75			
4100 Audit Fees	338			
4105 Accounts Software	387			
4110 Professional Fees	536			
4120 Subscriptions & Memberships	775			
4130 Insurance	1080	1200	120	90%
Office & Meeting Costs		4000	2001	50%
4140 Stationery	20			
4150 Postage	46			
4160 Printing	207			
4170 Telephone & Broadband	335			
4180 Website	240			
4190 IT	534			
4200 Room Hire	120			
4210 Equipment & Furniture	197			
4225 Civic & Councillor expenses	0	1350	1350	0.0%
4226 Councillor Training	0			
4228 Town Assembly	0			
4230 Remembrance	0			
4250 Newsletter	0			
4260 Utilities	300			
Administration :- Indirect Exp	38903	87010		44.71%
Movement from Gen Reserve	(38,903)			
Environmental Services		46389		

200 Local & Enhanced Service				
4410 Enhanced Partnership	(3,883)	36120	40003	(10.7%)
4440 Play Area Inspections	3316	3416	100	97.1%
4450 Floral Bedding Displays	6711	6153	(558)	109.1%
Local & Enh Service :- Ind Exp	6144	45689	39545	13.4%
Movement from Gen Reserve	(6,144)			
210 Asset Repairs & Replacements		27500		
4405 Repairs & Maintenance	1115			
4415 Public seats	2083			
4416 Bus Shelters	0			
4420 Litter Bins	1105			
4500 Play Areas	1260			
4510 Accomodation	6			
4520 Facilities Upgrade	0			
Asset Repairs & Rep:- Ind Exp	5569	27500	21931	20.3%
Movement from Gen Reserve	(5,569)			
220 Environmental Projects				
4600 Bay Town & Gateway	0	10000	10000	0.0%
4610 Town Improvement Scheme	4259	20000	15741	21.3%
4620 Car Parking Improve / Signage	0	8000	8000	0.0%
4640 Milburn Park	179	20000	19821	0.9%
Environmental Projects:- Ind Exp	4438	58000	53562	7.7%
Movement from Gen Reserve	(4,438)			
300 Recreation & Leisure				
4700 Children's Holiday & Leisure	0	18830	18830	0.0%
4720 Christmas Lighting	0	16000	16000	0.0%
Recreation & Leisure :- Ind Exp	0	34830	34830	0.0%
Movement from Gen Reserve	0			
400 Grants				
4810 Small Grants (under 300)	1000	6000	5000	16.7%
4820 Larger Grants	3000	10000	7000	30.0%
Grants :- Indirect Expenditure	4000	16000	12000	25.0%
Movement from Gen Reserve	(4,000)			
410 Support Scheme				
4830 Newbiggin Nipper Service	1170	2580	1410	45.3%
4840 Newbiggin Food Bank	1000	1000	0	100.0%
Support Scheme :- Ind Exp	2170	3580	1410	60.6%
Movement from Gen Reserve	(2,170)			

420 Other Services				
4850 Neighbourhood Plan	3440	2500	(940)	137.6%
4860 Events Leaflets	0	1200	1200	0.0%
Other Services :- Ind Exp	3440	3700	260	93.0%
Movement from Gen Reserve	(3,440)			
Grand Totals:- Income	267671	254981		105.0%
Expenditure	64664	277009	212345	23.9%
Net Income over Expenditure				
	203007	(16,078)		
Movement to/(from) Gen Reserv	203007			

Bank Reconciliation Statement as at 31/07/2020
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	31/07/2020		18,721.43
			<u>18,721.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/03/2020 101308 P Stevens		12.00	
02/06/2020 101330 Newbiggin Allotment Ass		300.00	
15/07/2020 101343 Amberol Limited		1,804.80	
22/07/2020 101346 Post Office Ltd		16.92	
28/07/2020 101447 Morpeth Welding LTD		884.40	
31/07/2020 101349 NCC		11,148.34	
			<u>14,166.46</u>
			4,554.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,554.97
		Balance per Cash Book is :-	4,554.97
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2020
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	31/08/2020		59,054.51
			<u>59,054.51</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/03/2020 101308 P Stevens		12.00	
02/06/2020 101330 Newbiggin Allotment Ass		300.00	
28/07/2020 101447 Morpeth Welding LTD		884.40	
25/08/2020 101350 Jo-Anne Garrick Ltd		900.00	
25/08/2020 101351 NCC		5,033.79	
			<u>7,130.19</u>
			51,924.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			51,924.32
		Balance per Cash Book is :-	51,924.32
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2020
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	30/09/2020		42,712.76
			<u>42,712.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
02/09/2020 101352 P Stevens		6.00	
21/09/2020 101361 Post Office		11.50	
23/09/2020 101361 Amazon		16.05	
24/09/2020 101360 NCC		2,844.98	
25/09/2020 101362 Roam		720.00	
			<u>3,598.53</u>
			39,114.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,114.23
		Balance per Cash Book is :-	39,114.23
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/07/2020
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	31/07/2020		287,911.30
			<u>287,911.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			287,911.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			287,911.30
		Balance per Cash Book is :-	287,911.30
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2020
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	31/08/2020		237,913.90
			<hr/> 237,913.90
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			237,913.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			237,913.90
		Balance per Cash Book is :-	237,913.90
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2020
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	30/09/2020		365,459.15
			<u>365,459.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			365,459.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			365,459.15
		Balance per Cash Book is :-	365,459.15
		Difference is :-	0.00