



## BLYTH TOWN COUNCIL

**Minutes of the Meeting of the Finance Committee** held at Arms  
Everytne House on Thursday 11 January 2018 at 6.30 pm

**Present:**

Councillors: K Ellis (Chair), J R Potts (Vice-Chair), K Nisbet, R Parker, W Taylor, D Walls, G Webb

Also Present: Councillors: O Potts

J Hughes	Town Clerk
M Wilkinson	Deputy Town Clerk
A McCabe	Office Manager
M Hawthorne	Committee Clerk

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<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>  Councillor L Rickerby
<b>2</b>	<b>DISCLOSURE OF INTERESTS &amp; THE GRANT OF ANY DISPENSATIONS</b>  Councillors: K Nisbet, R Parker, J R Potts and G Webb declared an interest in Agenda Item No 8.
<b>3</b>	<b>MINUTES FROM THE FINANCE COMMITTEE HELD ON TUESDAY 7 NOVEMBER 2017 (INCLUDING ACTIONS)</b>  The Committee agreed to ADOPT the minutes.
<b>3.1</b>	<b>MATTERS ARISING</b>  There were no matters arising.

<b>4</b>	<b>ACCOUNTS/BUDGET 2017/18</b> <ul style="list-style-type: none"><li>• Bank Reconciliation</li><li>• Actuals against Budget</li><li>• Budget Sheets</li></ul> <p>Committee noted and agreed the information provided in the above budget sheets.</p>
<b>5</b>	<b>BUDGET INFORMATION 2018/2019</b> <p>The Town Clerk thanked the Chairs of Committees for preparing their individual budgets, and the Deputy Town Clerk and Office Manager for their input. He commended all members of the Committee, Council and staff as this year's budget is likely to come out at under 5% of the original budget.</p> <p>There are two budgets which have not been considered, Finance and Planning and Development and The Town Clerk asked Committee to consider them.</p> <p><u>Finance</u></p> <p><u>Northumberland Community Bank (formerly CUSEN)</u></p> <p>Councillor J R Potts referred to the previous Committee where a discussion took place as to whether the Council would continue to support this organisation in the future, as it was indicated that they had a reasonable balance. The Town Clerk said it has been left in the budget for 2018/2019 on the understanding that it will be reviewed following receipt of further information. If it is felt that the organisation have adequate resources they will not receive the money.</p> <p><u>Investment Account</u></p> <p>Councillor J R Potts queried the figure of £11,743. It was noted that the figure was incorrect but will be amended for presentation at Full Council.</p> <p><u>Code 200 – Rent</u></p> <p>Councillor J R Potts asked why there was an increase in the budget for the rent. The Deputy Town Clerk explained that he had added 10% to cover any potential increase and suggested this is left in the budget. This was agreed.</p>

	<p><u>Code 303 – Election Expenses</u></p> <p>Councillor J R Potts asked why the expenses were reflected in this year's budget when NCC will not be paid until next year. The Town Clerk advised that the expenditure has to be matched to the event, which took place this year, and a sundry creditor will be raised.</p> <p>Committee agreed to the Finance budget subject to the amendment to the investment account.</p> <p>Committee agreed to the Planning and Development budget.</p> <p>All other budgets have been approved and are included in Appendix 3. The Town Clerk has allowed for a small increase in Council Tax band D of 1.99% and this will be taken forward to Full Council.</p> <p>Councillor J R Potts proposed the budget and this was agreed by members.</p>
<b>6</b>	<p><b>REVIEW OF PROBABLE 2017 -2018</b></p> <p>The Committee noted the review carried out regarding the comparison between the estimates and probable expenditure for 2017/2018 and accepted the information contained in the report from the Deputy Town Clerk.</p>
<b>7</b>	<p><b>PA SYSTEM REVIEW</b></p> <p>The Committee considered the report provided by the Town Clerk and agreed with the recommendation that the hire of a suitable Public Address system for events and other occasions be continued for the time being.</p> <p>It was noted that concerns had been raised over the quality of the PA system at the last remembrance day parade and this will be fed back to the Events Co-ordinator.</p>
<b>8</b>	<p><b>BLYTH CITIZEN'S EXCHANGE GROUP REQUEST FOR FUNDING</b></p> <p>Councillors: K Nisbet, R Parker, J R Potts, O Potts and G Webb declared an interest and left the meeting whilst the discussion</p>

	<p>took place. The Town Clerk commented that in previous years the Committee has endorsed a request for financial support of up to £500 to the group with an additional £250 to purchase a gift.</p> <p>The Chair supported this request and members agreed.</p> <p>The Mayor has also received an official invitation.</p>
<b>9</b>	<b>INSURANCE COVER UPDATE</b>  The Committee noted the action taken in arranging the insurance cover with Hiscox, for the period 16 December 2017 until 15 December 2020. This is a 3 year agreement with Hiscox at an annual, discounted premium of £3,466 which provides the Council with budget stability over this period against any claims made or received.
<b>10</b>	<b>ITEMS FOR INFORMATION AND URGENT BUSINESS</b>  There were no items for information or urgent business.
<b>11</b>	<b>DATE AND TIME OF NEXT MEETING</b>  The next meeting of the Finance Committee will be held on Tuesday 6 March 2018 at 6.30 pm in the Council Chamber.

## **MEMBERS OF THE FINANCE COMMITTEE**

### Councillors

K Ellis (Chair)  
J R Potts (Vice –Chair)  
K Nisbet  
R Parker  
J Reid  
L Rickerby  
W Taylor  
D Walls  
G Webb

### ACTIONS FROM COMMITTEE

<b>Minute No/Date of Committee</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Comments</b>	<b>Date Action Completed</b>
<b>(8)</b> <b>9/3/17</b>  <b>Update</b> <b>7/12/2017</b>	Purchase/hire of PA system  Costings to be identified for next Committee	Town Clerk/Events Co-ordinator/Office Manager	.	<b>Completed</b> <b>16.1.2018</b>