



BLYTH TOWN COUNCIL

Minutes of the Meeting of the Finance Committee held in the Council Chamber at Arms Everytne House on Tuesday 6th May 2014 at 6.30pm.

Present:

Councillors: J R Potts (Vice-Chair in the Chair), B W Elliott and K Nisbet.

Members of the Public: 2

Also present:

Sue Noddings – Town Clerk (Corporate Services)

Séan Robinson – Assets Officer

Alison McCabe – Office Manager.

Liam Forsyth – Committee Clerk.

059/14/01: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K Ellis, Councillor A Gibbs-Barton, Councillor G T Knox and Councillor O Potts.

060/14/02: DISCLOSURE OF INTERESTS AND GRANT OF DISPENSATIONS

None.

061/14/03: MINUTES OF THE FINANCE COMMITTEE HELD ON THURSDAY 13TH MARCH 2014

The Minutes of the Finance Committee held on the 13th March 2014 were **AGREED** by the Committee and signed by the Chair.

062/14/04: UPDATE OF THE FINANCIAL REPORTS

4.1 Discussion regarding the future arrangements and requirements

Councillor J R Potts provided an update regarding the underspends. It was commented that the purchase orders had not all been allowed to be placed within creditors and this will therefore have an implication on this year's accounts.

Discussion was then held regarding the individual items that had been agreed at the subcommittee. Councillor B W Elliott expressed concern regarding the amount that was spent in the last financial year and commented on the need to make decisions sooner in order to ensure the spending is completed.

Councillor J R Potts commented that we must now ensure for this year that Committees monitor their budget throughout the year in order to avoid this process and backlog reoccurring again.

Councillor B W Elliott sought clarification regarding the audit process and an explanation regarding reserves. Councillor J R Potts provided an outline of the audit process and commented that this money would be placed into reserves in order to meet auditory requirements.

Councillor B W Elliott also wished to clarify as to whether the water at Delaval Gardens and Laverock place had been installed. This was confirmed.

4.2 Update of the Investment Accounts and Future Investments

(Please find documents attached)

The Town Clerk (Corporate Services) provided an outline of the investment accounts. Councillor B W Elliott enquired as to the arrangements. The Town Clerk (Corporate Services) commented that there are 4 investment accounts in the name of Blyth Town Council.

Discussion was then held regarding the display of the accounts and how the deposits were split.

Councillor B W Elliott requested the current account number for Blyth Town Council. This was provided by the Office Manager.

An outline of the statements and their representation was then provided to Councillor B W Elliott.

Councillor B W Elliott then requested the figure of the reserves on the 31st March 2014. This was provided by the Town Clerk (Corporate Services). Councillor B W Elliott commented that he had posed questions repeatedly regarding the reserves of Blyth Town Council.

Councillor K Nisbet enquired as to whether Councillor B W Elliott was alluding to mistrust in the Officers. Councillor B W Elliot replied that he was not alluding to such but seeking to gain a further understanding of the accounts. Councillor K Nisbet responded that many meetings had been held between Councillor B W Elliott and the Town Clerk (Corporate Services) and that it was important to understand the difference between personal accounts and local government accounts.

4.3 End of Year Accounts

(See attached report from Internal Auditor – Mr R Slater)

The Town Clerk (Corporate Services) provided an outline for this item. It was commented that the internal auditor Mr R Slater had commented that these were a fair representation of the accounts with no matters arising. Councillor J R Potts noted that these accounts now thus have to go to the external auditor.

Councillor J R Potts also commented that regarding the Community Grants Committee and the spending of Councillors small scheme that this must be completed by the February Meeting of the Committee. It was further noted that this must represent a costed proposal to be heard by the Committee.

The Town Clerk (Corporate Services) provided a timeline for the audit process. (see attached). It was commented that the notification for inspection of accounts by appointment (a requirement of the external audit) was to be provided.

Councillor J R Potts provided an outline of the process of the external auditors BDO. It was commented that the external audit date is to be the 10th June 2014.

4.4 Update of the Management Control Reports

Councillor J R Potts provided an outline of the accounts and noted their coverage in previous items.

4.5 Budgetary Update and Revisions

Councillor J R Potts provided an outline for this item noting that the budget has been set. The Town Clerk (Corporate Services) commented on the need to create new cost codes for certain items.

Councillor B W Elliott sought clarification regarding how income is shown within the accounts. It was commented that for individual items that the Office Manager would provide this information. The Town Clerk (Corporate Services) wished to note the arrangement for Events provided by Blyth Town Council.

It was **AGREED** that the requirement for new cost codes are to be ran past the Chair and Vice Chair of the Committee.

4.6 Arrangement for Precept

Councillor J R Potts commented that the request has proceeded, has been substantiated and that the first instalment has been received. Councillor J R Potts reiterated the need for the precept not to remain in the current account. This was supported by Councillor B W Elliott.

Councillor B W Elliott commented that potential should be explored to find out whether Blyth Town Council could come to an agreement regarding withdrawals without penalty. This was **AGREED** by the Committee.

Councillor J R Potts provided an outline of the difference between the financial products.

The Committee **AGREED** to place this money within an investment account.

4.7 Excel Training for Councillors

The Town Clerk (Corporate Services) provided an outline regarding proposed Excel Training. It was commented that it would involve support with layout and formatting with laptops being provided for Councillors upon request.

Councillor J R Potts commented that certain aspects of Excel are very complicated and that this training would be very useful.

Councillor K Nisbet enquired as to who would be providing the training. It was commented that this service would be facilitated by CB Learning and Development.

Councillor J R Potts wished to note his disappointment with the training provided by NCC and requested that investigations regarding training continue and be provided to Councillors.

063/14/05: PARTNERSHIP WORKING

Regarding the partnership Councillor J R Potts provided an outline of the current arrangements.

The Town Clerk (Corporate Services) supported the outline provided by Councillor J R Potts and commented that the Minutes of the Management Board held on the 24th April were to be distributed tomorrow. An outline of the format of the Meeting was provided.

The Town Clerk (Corporate Services) commented that concerns have already been raised regarding items such as planting and play areas with SLA's received.

The Town Clerk (Corporate Services) also reiterated the need to advertise the standards.

Councillor J R Potts wished to comment regarding concerns over the governance. It was commented that the powers cannot be delegated to an individual Councillors and suggested that a 3 person small Committee be formed.

The Town Clerk (Corporate Services) also discussed the budget and the associated implications.

Councillor J R Potts commented on issues such as Parish Councils only being able to spend money on certain items.

Other items including the practical considerations of the Team and the need to keep to Parish boundaries were also discussed.

064/14/07: ITEMS FOR INFORMATION AND URGENT MATTERS

The Town Clerk (Corporate Services) commented that a rebate from the landlord may be received due to the service charge being based on square footage within a fully occupied building.

065/14/08: DATE OF NEXT MEETING

It was **AGREED** that the next Meeting of the Finance Committee is to take place on Thursday 3rd July 2014 at 6.30pm in the Council Chamber.

MEETING CLOSED AT 8.15 PM.

DATE:

Signed:

MEMBERS OF THE FINANCE COMMITTEE

Councillor K Ellis (Chair)
Councillor J R Potts (Vice Chair)
Councillor B W Elliott
Councillor A Gibbs-Barton
Councillor G T Knox
Councillor K Nisbet
Councillor O Potts
Councillor J Reid

FIXED RATE DEPOSIT ACCOUNT

Account no: 089224 65626830 56

DATE	DETAILS	AMOUNT	CODE
01/04/13	Balance brought forward	100,055.59	
	Transferred from current account		98
22/04/13	Interest	29.21	102
22/05/13	Interest	28.28	102
21/06/13	Interest	28.29	102
22/07/13	Interest	29.24	102
22/08/13	Interest	29.25	102
23/09/13	Interest	30.20	102
23/10/13	Interest	28.32	102
23/11/13	Interest	28.33	102
23/12/13	Interest	26.45	102
20/01/14	Interest	31.96	102
20/02/14	Interest	31.96	102
20/03/14	Interest	28.88	102

TOTAL TRANSFERRED

TOTAL INTEREST

ACCOUNT TOTAL

95 DAY DEPOSIT ACCOUNT

Account no: 089305 65626843 00

DATE	DETAILS	AMOUNT	CODE
01/04/13	Balance brought forward	100,000.00	
	Transferred from current account		99
05/02/13	Interest	46.28	102
05/03/13	Interest	99.72	102
04/04/13	Interest	110.62	102
03/05/13	Interest	99.96	102
05/06/13	Interest	117.88	102
05/07/13	Interest	107.40	102
05/08/13	Interest	111.03	102
05/09/13	Interest	111.25	102
04/10/13	Interest	104.11	102
05/11/13	Interest	114.93	102
02/12/13	Transferred from current account	25,000.00	99
05/12/13	Interest	110.63	102
03/01/14	Interest	130.26	102
22/01/14	Transferred from current account	25,000.00	99
05/02/14	Interest	160.91	102
05/03/14	Interest	150.96	102

TOTAL TRANSFERRED

TOTAL INTEREST

ACCOUNT TOTAL

Blyth Town Council

Internal Audit of 2013/14 Accounts

Report of Internal Auditor

I certify that I have completed the audit of the accounts and associated accounting notes of Blyth Town Council which have been prepared by the Responsible Financial Officer.

The audit included examination of evidence relevant to the amounts and disclosures in the accounts and notes, sufficient to give reasonable assurance that the accounts and notes are free from material misstatement.

In my opinion the accounts present fairly the income and expenditure of Blyth Town Council for the year ended 31 March 2014.

There are no matters to draw to the attention of the Town Council.

Richard Slater

Internal Auditor

2 May 2014

**BLYTH TOWN COUNCIL
EXTERNAL AUDIT TIMELINE 2013-14**

MONTH:	W/C:	W/C:	W/C:	W/C:	W/C:
March	3rd	10th	17th	24th	31st
					Complete:
					Assets Reg. (SN/SR)
					Risk Assessment (SN)
April	7th	14th	21st	28th	
				Complete:	
				Accounts (SN/AM)	
				Internal Audit (RS/SN)	
May	5th	12th	19th	26th	
	Complete:	Exercise:		Notify:	
	Annual Return (SN)	Electors Rights (SN/AM)		Change of Contacts (SN)	
		12 May to 9 June		Complete:	
				Intermediate Audit Questionnaire (SN)	
				Approve:	
				Annual Return (Council)	
June	2nd	9th	16th	23rd	30th
		Submit:			
		Annual Return (SN)			

CODE	BUDGET FOR FINANCIAL PERIOD 2013-14			2012/13 Accruals		2013/14 Accruals		Net
		Budget	Actual	Creditors	Debtors	Creditors	Debtors	
100	INCOME							
	Balance Brought Forward To Be Confirmed	256,048.57	257,241.85					-257,241.85
101	Parish Precept	672,999.00	672,999.00					-672,999.00
102	Bank interest	2,000.00	-2,961.95					-2,961.95
	HMRC							0.00
104	Income from Allotment Rents	11,665.28	-13,490.22					-13,490.22
105	Donations received		125,451.00					-125,451.00
106	Other funding		0.00					0.00
107	Sale of merchandise		-14,155.80					-14,155.80
108	Room hire		0.00					0.00
	INCOME TOTAL =	686,664.28	829,057.97	0.00	0.00	0.00	0.00	0.00
	EXPENDITURE							
110	EMPLOYEE COSTS							
111	Town Clerk (Corporate Services) salary	18,000.00	19,144.80					19,144.80
112	NI - Employer's Contribution	1,500.00	1,580.48					1,580.48
113	Pension - Employer's Contribution	1,200.00	1,200.00			-		1,200.00
121	Assets Officer Salary	18,500.00	18,759.05					18,759.05
122	NI - Employer's Contribution	800.00	1,491.82					1,491.82
123	Pension - Employer's Contribution	1,110.00	0.00					0.00
131	Administrator's Salary	13,000.00	17,653.06					17,653.06
132	NI - Employer's Contribution	800.00	1,374.59					1,374.59
133	Pension - Employer's Contribution	800.00	0.00					0.00
141	Committee clerk salary	6,500.00	15,835.54					15,835.54
142	NI - Employer's Contribution	0.00	1,059.64					1,059.64
143	Pension - Employer's Contribution	400.00	0.00					0.00
150	Newspaper job adverts	500.00	0.00					0.00

151	Payroll service	50.00	24.00					24.00
152	Travel / Subsistence	500.00	329.14					329.14
153	Training	1,000.00	964.43					964.43
154	Recruitment Costs	100.00	0.00					0.00
161	Town Clerk (Democratic Services) salary	12,000.00	12,763.20					12,763.20
162	NI - Employer's Contribution	800.00	699.81					699.81
163	Pension - Employer's Contribution	720.00	720.00					720.00
199	Contingencies	720.00	0.00					0.00
	EMPLOYEE COSTS TOTAL	79,000.00	93,599.56	0.00	0.00	0.00	0.00	93,599.56
200	OFFICE COSTS							
201	Rent	40,000.00	34,031.20					34,031.20
202	Service Charges - Gas	10,500.00	10,841.91					10,841.91
203	Service Charges - Electric	0.00	191.56					191.56
204	Service Charges - Water	0.00	9.74					9.74
205	Non- Domestic Rates	11,200.00	10,549.70					10,549.70
206	Venue / Room Hire	0.00	109.00					109.00
207	Telecomms	2,000.00	4,294.08					4,294.08
208	IT Equipment	10,000.00	3,078.01					3,078.01
209	Postages	200.00	560.26					560.26
210	Printing & Stationery	2,000.00	4,209.77					4,209.77
211	Furniture & Equipment	10,000.00	7,540.71					7,540.71
212	Office Running Costs (Cleaning)	1,500.00	6,352.47					6,352.47
213	Insurances	5,000.00	3,267.93					3,267.93
215	Photocopying	100.00	0.00					0.00
299	Contingencies	1,000.00	779.00					779.00
	OFFICE COSTS TOTAL	93,500.00	85,815.34	0.00	0.00	0.00	0.00	85,815.34
300	FEES & CHARGES							
301	Audit - Internal	500.00	345.00	100.00		50.00		295.00
302	Audit - External	1,500.00	1,390.00	750.00		1,300.00		1,940.00
303	Election Expenses	7,000.00	7,831.26					7,831.26

305	Public Notices	300.00	0.00					0.00
306	Software Licence Fees	100.00	0.00					0.00
307	Subscription	4,000.00	3,632.73					3,632.73
309	Professional Fees	8,000.00	766.00					766.00
310	Publications	100.00	269.19					269.19
311	Website Development	500.00	320.00					320.00
312	Publicity	1,000.00	775.00					775.00
399	Contingencies	300.00	0.00					0.00
	FEES & CHARGES TOTAL	23,300.00	15,329.18	-850.00	0.00	1,350.00	0.00	15,829.18
400	MEMBER EXPENSES							
401	Councillor Expenses	500.00	286.28					286.28
402	Councillor Training	1,000.00	3,782.10					3,782.10
403	Broadband & Telephone line & rental (x16)	5,500.00	4,204.22			1,035.00		5,239.22
404	Laptop & printer (x16)	9,600.00	131.53					131.53
499	Contingencies	500.00	0.00					0.00
	MEMBER EXPENSES TOTAL	17,100.00	8,404.13	0.00	0.00	1,035.00	0.00	9,439.13
500	CIVIC EVENTS							
501	Mayoral Expenses	500.00	612.20					612.20
502	Civic Expenses & Town Twinning	2,500.00	599.39					599.39
503	Remembrance Day	850.00	1,467.99					1,467.99
504	Submariners event donation	250.00	250.00					250.00
505	St.Marys/Cuthberts Churches donations	100.00	100.00					100.00
599	Contingencies	350.00	200.00					200.00
	CIVIC EVENTS TOTAL	4,550.00	3,229.58	0.00	0.00	0.00	0.00	3,229.58
600	ALLOTMENTS COMMITTEE							
601	Bolam Avenue - Water Rates	3,000.00	2,152.90					2,152.90
602	Bolam Avenue - Ongoing Maintenance	500.00	3,101.68					3,101.68
603	Bolam Avenue - Other Projects		17,844.78					17,844.78
	Bolam Avenue sub-total	3,500.00	23,099.36					

611	Twentieth Avenue - Water Rates	1,000.00	877.76		877.76
612	Twentieth Avenue - Ongoing Maintenance	500.00	619.00		619.00
613	Twentieth Avenue - Other Projects		0.00		0.00
	Twentieth Avenue sub-total		1,500.00	1,496.76	
621	South View - Water Rates	900.00	416.27		416.27
622	South View - Ongoing Maintenance	500.00	0.00		0.00
623	South View - Other Projects		0.00		0.00
	South View sub-total		1,400.00	416.27	
631	Newsham - Water Rates	1,300.00	1,449.34		1,449.34
632	Newsham Ongoing Maintenance	500.00	604.59		604.59
633	Newsham - Other Projects		0.00	1,749.60	1,749.60
	Newsham sub-total		1,800.00	2,053.93	
641	Beatrice Avenue - Water Rates	800.00	838.91		838.91
642	Beatrice Avenue - Ongoing Maintenance	500.00	478.01		478.01
643	Beatrice Avenue - Other Projects		430.00		430.00
	Beatrice Avenue sub-total		1,300.00	1,746.92	
651	Tenth Avenue - Water Rates	350.00	257.48		257.48
652	Tenth Avenue - Ongoing Maintenance	500.00	425.01		425.01
653	Tenth Avenue - Other Projects		301.98		301.98
	Tenth Avenue sub-total		850.00	984.47	
661	Delaval - Water Rates	600.00	0.00		0.00
662	Delaval - Ongoing Maintenance	500.00	0.00		0.00
663	Delaval - Other Projects		3,782.74		3,782.74
	Delaval sub-total		1,100.00	3,782.74	
671	Laverock - Water Rates (No water)	0.00	0.00		
672	Laverock - Ongoing Maintenance	500.00	0.00		0.00
673	Laverock - Other Projects		3,439.74		3,439.74
	Laverock sub-total		500.00	3,439.74	
681	Bebside - Water Rates	650.00	613.88		613.88
682	Bebside - Ongoing Maintenance	500.00	0.00		0.00
683	Bebside - Other Projects		0.00		0.00
	Bebside sub-total		1,150.00	613.88	
691	Wensleydale - Water Rates	3,400.00	2,397.06		2,397.06

692	Wensleydale - Ongoing Maintenance	500.00		847.76		847.76
693	Wensleydale - Other Projects			9,906.00		9,906.00
	Wensleydale sub-total		3,900.00	13,150.82		
699	Allotments - Other projects & contracts	48,000.00		6,559.00		6,559.00
	Sub-total for water rates		12,000.00	9,003.60		9,003.60
	Sub-total for ongoing maintenance		5,000.00	6,076.05		6,076.05
	Sub-total for Other Projects		48,000.00	42,264.24		42,264.24
	ALLOTMENTS COMMITTEE TOTAL	65,000.00	65,000.00	57,343.89	1,749.60	59,093.49
700	ASSETS COMMITTEE					
750	Public Seats					
751	Public Seats - Contract	5,000.00		6,380.40		6,380.40
752	Public Seats - Ongoing Maintenance	5,000.00		0.00		0.00
753	Public Seats - Major Maintenance			0.00		0.00
754	Public Seats - Replace/New			0.00		0.00
	Public Seats sub-total		10,000.00	6,380.40		
760	Bus Shelters					0.00
761	Bus Shelters - Contract	8,000.00		10,860.31		10,860.31
762	Bus Shelters - Ongoing Maintenance	21,000.00		1,322.00	2,246.40	3,568.40
763	Bus Shelters - Major Maintenance	0.00		0.00		0.00
764	Bus Shelters - Replace/New	0.00		0.00		0.00
	Bus Shelters sub-total		29,000.00	12,182.31		
770	Play Areas					
771	Play Areas - Contract	8,000.00		8,310.04		8,310.04
772	Play Areas - Ongoing Maintenance	17,000.00		1,986.00		1,986.00
773	Play Areas - Major Maintenance	0.00		0.00		0.00
774	Play Areas - Replace/New	0.00		0.00	15,000.00	15,000.00
	Play Areas sub-total		25,000.00	10,296.04		
780	War Memorials			0.00		0.00

781	War Memorials - Contract	1,000.00	706.58	706.58
782	War Memorials - Ongoing Maintenance	5,000.00	0.00	0.00
783	War Memorials - Major Maintenance		0.00	0.00
784	War Memorials - Replace/New		0.00	0.00
	War Memorials sub-total	6,000.00	706.58	
790	Public conveniences			
791	Public conveniences - Contract	7,000.00	9,529.56	9,529.56
792	Public conveniences - Ongoing Maintenance	4,000.00	0.00	0.00
793	Public conveniences - Major Maintenance		2,606.00	2,606.00
794	Public conveniences - Replace/New		0.00	0.00
	Public conveniences sub-total	11,000.00	12,135.56	
800	Litter bins			
801	Litter bins - Contract		0.00	0.00
802	Litter bins - Ongoing Maintenance	4,000.00	0.00	0.00
803	Litter bins - Major Maintenance		0.00	0.00
804	Litter bins - Replace/New		19,452.45	19,452.45
	Litter bins sub-total	4,000.00	19,452.45	
810	Grass cutting		0.00	0.00
811	Grass cutting - Contract		10,609.08	10,609.08
812	Grass cutting - other	10,000.00	0.00	0.00
	Grass cutting sub-total	10,000.00	10,609.08	
820	Floral displays			
821	Floral displays - Contract	5,000.00	7,214.62	7,214.62
822	Floral displays - other	6,000.00	0.00	0.00
823	Floral displays - gateway/roundabouts	25,000.00	0.00	0.00
	Floral displays sub-total	36,000.00	7,214.62	
830	Market place			
831	Market place - improvements	25,000.00	0.00	0.00

TOTAL EXPENDITURE	798,450.00	673,718.93	-2,787.00	0.00	21,381.00	0.00	692,312.93
Less use of balances	0.00						
	-						
Less grant from NCC re reduced taxbase	125,451.00						
		-					
Net expenditure for year	672,999.00	155,339.04	-2,787.00	0.00	21,381.00	0.00	-136,745.04
		-					
BALANCE CARRIED FORWARD		412,580.89	-2,787.00	0.00	21,381.00	0.00	-393,986.89
		-					
		412,580.89					

BANK RECONCILIATION 2013-14

Less payments from cash Book			-£820,591.60
Plus receipts from Cash Book			£915,437.17
			£94,845.57
Unpaid cheques 2013-14			
Stephen Rickitt	Pension Contribution 2013/14	400953	£720.00
Blyth Voices Community Choir	Community Grant	400957	£350.00
Cowpen Quay Community Association	Community Grant	400962	£5,000.00
BT	Internet services	DD	£169.16
Northumberland County Council	Salary - Town Clerk (Corporate Services)	DD	£1,744.70
Northumberland County Council	NI - Town Clerk (Corporate Services)	DD	£152.31
Northumberland County Council	Salary - Office Manager	DD	£1,755.58
Northumberland County Council	NI - Office Manager	DD	£153.81
Northumberland County Council	Salary - Town Clerk (Democratic Services)	DD	£1,163.13
Northumberland County Council	NI - Town Clerk (Democratic Services)	DD	£72.05
Northumberland County Council	Salary - Committee Clerk	DD	£1,651.42
Northumberland County Council	NI - Committee Clerk	DD	£139.44
Northumberland County Council	Salary - Assets Officer	DD	£2,074.33
Northumberland County Council	NI - Assets Officer	DD	£197.80
Northumberland County Council	Admin Fee	DD	£2.40
Stephen Mowbray	Photography Competition - 1st Prize	400976	£100.00
Alison Leddy	Photography Competition - 2nd Prize	400977	£75.00
Julie Pearson	Photography Competition - 3rd Prize	400978	£50.00
David Lyons Plumbing & Heating Services Ltd	Installation of water services - Delaval Gardens	400979	£3,675.00
David Lyons Plumbing & Heating Services Ltd	Installation of water services - Laverock Place	400979	£3,332.00
David Lyons Plumbing & Heating Services Ltd	Repair leaking valve - Bolam Avenue	400979	£54.00
Blyth Town Team	Donation for Community Rowing Club	400980	£6,000.00
Briardale Community Centre	Dontation for prizes/development of 'Home Grown' Event	400981	£1,000.00
A Bailey (Landscape Services & Tree Surgeons)	Pave area between fencing and residents fences at Wensleydale Allotments	400982	£9,900.00
Cooperative Bank	Allotment Rents	n/a	-£270.00
JBT Waste Services	Skip hire - Newsham Side Club Allotments	400983	£170.00

BANK RECONCILIATION 2013-14

Northumberland County Council	Renew/re-hand 2 sets self closing gate hinges - Ogle Drive Play Area	400984	£300.00
A R Entertainments Ltd	Rides for Kim Sweeney Event 05/04/14	400985	£1,320.00
A R Entertainments Ltd	Rides for Kim Sweeney Event 10/05/14	400985	£990.00
Office King North East	Monitor, monitor arm	400986	£179.10
St Cuthbert's Church	Donation	400987	£50.00
St Mary's Church	Donation	400988	£50.00
Tez's Cleaning Ltd	Cleaning 28/02/14 - 31/03/14	DD	£166.83
Widescope Web Design	IT Maintenance Contract - March 2014 (original invoice not received)	400989	£108.00
PictureHangers.co.uk	Picture hangers/frame hangers	Card	£186.80
Argos	Dishwasher	Card	£316.98
Office King North East	Smart Board, speakers etc and installation	400990	£3,400.80
Office King North East	Stationery	400990	£62.35
Office King North East	Portable Loop System	400990	£441.60
Kim Sweeney	Donation towards event costs (receipts supplied)	400991	£471.09
Northumberland County Council	Supply/plant trees etc - Union Street (Cllr Bruce)	400992	£650.00
Readypay Ltd (Phoenix Taxis)	Taxi (Deputy Mayor)	400993	£8.40
Widescope Web Design	Conference recording kit	400994	£627.59
Northumberland County Council	Provision of lighting - New Delaval Welfare	400998	£2,400.00
Northumberland County Council	Repairs/maintenance on Broadway Toilets	400998	£3,127.20
Northumberland County Council	Erecting bollards and fencing - Brierley Road	400998	£3,300.41
Northumberland County Council	Supply/plant trees - Ingram Drive/Albion Way	400998	£1,151.52

Total unpaid cheques	£58,740.80
Cash Book total	£153,586.37
Cash Book revised total	£153,586.37
Bank Statement	£153,586.37
Difference	£0.00

BUDGET 2014-15**CODE BUDGET FOR FINANCIAL PERIOD 2014-15****Budget****100 INCOME**Balance Brought Forward To Be
Confirmed

101	Parish Precept	993,745.00
102	Bank interest	
	HMRC	
104	Income from Allotment Rents	
105	Donations received	
106	Other funding	
107	Sale of merchandise	
108	Room hire	
	INCOME TOTAL =	993,745.00

EXPENDITURE**110 EMPLOYEE COSTS**

111	Town Clerk (Corporate Services) salary	20,937.00
112	NI - Employer's Contribution (6.35%)	1,500.00
113	Pension - Employer's Contribution (26%)	5,444.00
121	Assets Officer Salary	24,894.00
122	NI - Employer's Contribution	1,581.00
123	Pension - Employer's Contribution	6,472.00
131	Office Manager Salary	21,067.00
132	NI - Employer's Contribution	1,338.00
133	Pension - Employer's Contribution	5,477.00
141	Committee Clerk Salary	19,817.00
142	NI - Employer's Contribution	1,258.00
143	Pension - Employer's Contribution	5,152.00
150	Newspaper job adverts	1,000.00
151	Payroll service	50.00
152	Travel / Subsistence	1,500.00
153	Training	2,500.00
154	Recruitment Costs	500.00
161	Town Clerk (Democratic Services) salary	15,844.00
162	NI - Employer's Contribution	1,006.00
163	Pension - Employer's Contribution	4,119.00
171	Apprentice Salary	6,500.00
172	NI - Employer's Contribution	413.00
173	Pension - Employer's Contribution	0.00
181	Assistant Assets Officer Salary	7,726.00
182	NI - Employer's Contribution	500.00
183	Pension - Employer's Contribution	0.00
198	Possible Increase in Pay	5,000.00
199	Contingencies	1,000.00
	EMPLOYEE COSTS TOTAL	162,595.00

200 OFFICE COSTS

201	Rent	35,350.00
202	Service Charges	10,500.00

BUDGET 2014-15

205	Non- Domestic Rates	11,000.00
206	Venue / Room Hire	0.00
207	Telecomms	5,000.00
208	IT Equipment	5,000.00
209	Postages	1,000.00
210	Printing & Stationery	3,000.00
211	Furniture & Equipment	2,000.00
212	Office Running Costs (Cleaning)	1,000.00
213	Insurances	4,500.00
215	Photocopying	1,000.00
216	Tez's Cleaning Contract	2,000.00
217	IT/Finance Software Development	15,000.00
299	Contingencies	1,000.00
	OFFICE COSTS TOTAL	97,350.00

300 FEES & CHARGES

301	Audit - Internal	500.00
302	Audit - External	2,000.00
303	Election Expenses	8,500.00
305	Public Notices	250.00
306	Software Licence Fees	100.00
307	Subscription	4,000.00
309	Professional Fees	10,000.00
310	Publications	250.00
312	Publicity	1,000.00
399	Contingencies	250.00
	FEES & CHARGES TOTAL	26,850.00

400 MEMBER EXPENSES

401	Councillor Expenses	500.00
402	Councillor Training	1,000.00
403	Broadband & Telephone line & rental (x16)	2,500.00
404	Laptop & printer (x16)	6,000.00
499	Contingencies	500.00
	MEMBER EXPENSES TOTAL	10,500.00

500 CIVIC EVENTS

501	Mayoral Expenses	500.00
502	Civic Expenses & Town Twinning	2,500.00
503	Remembrance Day	2,500.00
504	Submariners event donation	250.00
505	St.Marys/Cuthberts Churches donations	100.00
506	Youth Council Grant	1,000.00
599	Contingencies	500.00
	CIVIC EVENTS TOTAL	7,350.00

600 ALLOTMENTS COMMITTEE

601	Bolam Avenue - Water Rates	3,000.00
602	Bolam Avenue - Ongoing Maintenance	500.00
603	Bolam Avenue - Other Projects	

BUDGET 2014-15

	Bolam Avenue sub-total	
611	Twentieth Avenue - Water Rates	1,000.00
612	Twentieth Avenue - Ongoing Maintenance	500.00
613	Twentieth Avenue - Other Projects	
	Twentieth Avenue sub-total	
621	South View - Water Rates	900.00
622	South View - Ongoing Maintenance	500.00
623	South View - Other Projects	
	South View sub-total	
631	Newsham - Water Rates	1,300.00
632	Newsham Ongoing Maintenance	500.00
633	Newsham - Other Projects	
	Newsham sub-total	
641	Beatrice Avenue - Water Rates	1,000.00
642	Beatrice Avenue - Ongoing Maintenance	500.00
643	Beatrice Avenue - Other Projects	45,000.00
	Beatrice Avenue sub-total	
651	Tenth Avenue - Water Rates	350.00
652	Tenth Avenue - Ongoing Maintenance	500.00
653	Tenth Avenue - Other Projects	
	Tenth Avenue sub-total	
661	Delaval Gardens - Water Rates	600.00
662	Delaval Gardens - Ongoing Maintenance	500.00
663	Delaval Gardens - Other Projects	
	Delaval Gardens sub-total	
671	Laverock Place - Water Rates	350.00
672	Laverock Place - Ongoing Maintenance	500.00
673	Laverock Place - Other Projects	
	Laverock Place sub-total	
681	Bebside - Water Rates	1,000.00
682	Bebside - Ongoing Maintenance	500.00
683	Bebside - Other Projects	
	Bebside sub-total	
691	Wensleydale - Water Rates	3,000.00
692	Wensleydale - Ongoing Maintenance	500.00
693	Wensleydale - Other Projects	
	Wensleydale sub-total	
697	Site Surveys and Investigations	12,500.00
698	Emergency & Non Site Specific Work	12,500.00
699	Contingencies	500.00
	Sub-total for water rates	
	Sub-total for ongoing maintenance	
	Sub-total for Other Projects	
	ALLOTMENTS COMMITTEE TOTAL	88,000.00
700	ASSETS COMMITTEE	
705	Contribution to Dedicated Blyth Workforce	113,746.00
710	Hire of Grass Cutting Machinery	30,104.00
715	Hire of Transit Pickup	10,000.00
720	Hire of Road Sweeper/Power Washer	22,000.00
725	Maintenance and Parts	10,000.00

BUDGET 2014-15

750	Public Seats Renewal	10,000.00
760	Bus Shelters Renewal	20,000.00
770	Play Areas Renewal	50,000.00
790	Public Conveniences Refurbishment	5,000.00
801	Litter Bins (Maintaining Stock Levels)	10,000.00
802	Emergencies/Future Development Projects	17,150.00
	ASSETS COMMITTEE TOTAL	298,000.00

900	PLANNING & DEVELOPMENT COMMITTEE	
901	Town planning consultation	10,000.00
902	Heritage Officer	5,000.00
	PLANNING COMMITTEE TOTAL	15,000.00

1000	EVENTS COMMITTEE	
1001	Events Co-ordinator retainer	20,000.00
1006	Summer Fayre	30,000.00
1011	Photographic competition	3,000.00
1021	Autumn event	30,000.00
1026	Christmas Festival - Lighting	25,000.00
1031	Christmas Festival - Entertainment	17,000.00
1036	Easter Continental Market	5,000.00
1046	Blyth in Bloom	7,500.00
1051	Olympic Legacy Event - BVAL	10,000.00
1052	Olympic Legacy Event - New Projects	10,000.00
1053	WWI Commemoration	5,000.00
1099	Contingencies	500.00
	EVENTS COMMITTEE TOTAL	163,000.00

1100	FINANCE COMMITTEE	
1102	Bank charges	100.00
1121	Community Engagement Group	5,000.00
1131	Credit Union South East Northumberland	7,000.00
	FINANCE COMMITTEE TOTAL	12,100.00

1200	COMMUNITY GRANTS COMMITTEE	
1201	Community Chest - Councillors' Schemes	16,000.00
1202	Community Support Grants	109,000.00
1203	Community Centre Grants	75,000.00
	COMMUNITY GRANTS COMMITTEE	200,000.00

	TOTAL EXPENDITURE	1,080,745.00
	Less use of balances	-87,000.00
	Less grant from NCC re reduced taxbase	0.00
	Net expenditure for year	993,745.00