

# Seaton Valley Council

## A Community Council

Minutes of a Meeting held on Wednesday 27 October 2022 at 6.00 pm. The meeting was held in the Council Offices, Seaton Delaval.

The meeting started at 6.00 p.m.

<b>PRESENT:</b> Councillors:	S Dungworth (Chair), G Eastwood (Vice Chair) and L Bowman
<b>IN ATTENDANCE:</b>	S Potts – Clerk and Responsible Financial Officer
<b>FGP001/22</b>	<p><b>1. Apologies for absence</b></p> <p>Cllr Chicken had submitted her apologies for not being able to attend the meeting.</p>
<b>FGP002/22</b>	<p><b>2. Disclosure of interests</b></p> <p>Cllr Dungworth said that she wanted to raise an education related matter under item 4 on the agenda. Given her role as Chair of Governors for the Astley Federation of Schools she thought it prudent to declare the matter at the beginning of the meeting.</p>
<b>FGP003/22</b>	<p><b>3. Minutes of the Committee’s last Meeting</b></p> <p>The minutes of the Committee’s last meeting held on 08 December 2021 were accepted as a true record of that meeting.</p>
<b>FGP004/22</b>	<p><b>4. Grant Support - Cost of Living Crisis</b></p> <p>Cllr Dungworth declared that although she is Chair of Governors for the Astley federation of schools, she wished to raise the possibility of the Council supporting school breakfast clubs under this item.</p> <p>The Clerks’ report explained that NCC has received grant support from the governments Household Support Scheme and has, in turn, distributed £10,000 of this support to the Council in recognition of its work in supporting vulnerable residents during the recent Covid 19 pandemic and the current cost of living crisis.</p> <p>The Clerks report suggested that the Council might want to consider passing on, some or all of this support to other organisations in the Valley whose costs have increased as a result of the additional services they are providing to residents.</p> <p>The Clerk suggested food hubs, food banks, warm hubs and the Council’s own Christmas present appeal as possible beneficiaries.</p> <p>In discussing the matter, members agreed that the areas mentioned in the clerk’s report should be supported and in addition suggested that school breakfast clubs should also be supported as schools faced additional costs to run them, without additional funding being provided. Members felt that breakfast clubs are of great benefit to students, especially those from financially disadvantaged families, and that the provision of such clubs could be regarded as outside of the general education function.</p>

In concluding the debate members **Resolved to ask Council to distribute the grant received from NCC in the following manner:**

- **Food Hubs – 3 x £500 - £1,500**
- **Blyth Food Bank - £1,000**
- **Warm Hubs/Breakfast Clubs – £500 per establishment - £4,000**
- **Top up Christmas Present Appeal - £2,000**
- **Balance to be allocated once final spend known**

**Members also felt that that organisations applying for grant support (Warm Hubs and/or Breakfast Clubs ) should operate from none commercial premises and have a safeguarding policy in place; be open for at least an additional 2 hours per week over and above their normal opening times; be formally constituted and provide free or subsidised refreshments to residents taking advantage of their facilities.**

**FGP005/22**

**5. Budgetary Control Update**

The Clerk presented his report which provided detailed and summary information on the Council's income and expenditure compared to budget as at 17 October 2022. In summary, the Clerk said that he is expecting the Council's budget to be underspent by circa. £40,000 at the end of the financial year mainly due to larger underspends on the partnership and bus shelter budget heads.

**FGP006/22**

**6. Budget Process 2023/24**

The Clerk's report laid out a schedule of meetings that are being used to draw up the Council's 2023/24 Annual Budget. The schedule is reproduced (updated with agreed changes) below for information:

**2022/23 Budget Process – Work Schedule/Timetable**

<b>Date</b>	<b>Group</b>	<b>Purpose</b>
Thur 27 Oct 2022 – 6.00pm	Finance and General Purposes Committee	Agree timetable
Mon 7 Nov 2022 – 6.00pm	Budget Review Working Group	Review Base Budget and initial projections
Wed 23 Nov 2022 – 7.00pm	Full Council	Review Latest Information
Wed 07 Dec 2022 – 6.00pm	Finance and General Purposes Committee	Review Latest Information
Wed 11 Jan 2022 – 6.00pm	Budget Review Working Group	Finalise Proposals
Wed 18 Jan 2023 – 7.00pm	Full Council	Agree 2022/23 Budget

The Clerk said that a similar process to previous year's is being followed i.e. the Finance and General Purposes Committee is taking on the role of Budget Review Working Group which considers summary information on the build-up of the Council's base budget at various stages of the process, the latest projections of the current year's income and expenditure as compared to budgets, the latest estimated of unallocated reserves and recommends potential areas for saving.

<b>FGP007/22</b>	<p><b>7. Bank Reconciliation</b></p> <p>The committee agreed to receive the Clerk's report and noted that the balances on the Council's bank accounts had been reconciled to the balance shown on its own financial systems.</p>																				
<b>FGP008/22</b>	<p><b>7. Dates of Future Scheduled Meetings</b></p> <table border="1"> <thead> <tr> <th><b>Date</b></th> <th><b>Committee/Council</b></th> <th><b>Time</b></th> <th><b>Venue</b></th> </tr> </thead> <tbody> <tr> <td>Wednesday 23 November 2022</td> <td>Full Council</td> <td>7pm</td> <td>Seaton Delaval Council Offices</td> </tr> <tr> <td>Wednesday 7 December 2022</td> <td>Finance and General Purposes Committee</td> <td>6pm</td> <td>Seaton Delaval Council Offices</td> </tr> <tr> <td>Wednesday 18 January 2023</td> <td>Full Council</td> <td>7pm</td> <td>To be agreed</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<b>Date</b>	<b>Committee/Council</b>	<b>Time</b>	<b>Venue</b>	Wednesday 23 November 2022	Full Council	7pm	Seaton Delaval Council Offices	Wednesday 7 December 2022	Finance and General Purposes Committee	6pm	Seaton Delaval Council Offices	Wednesday 18 January 2023	Full Council	7pm	To be agreed				
<b>Date</b>	<b>Committee/Council</b>	<b>Time</b>	<b>Venue</b>																		
Wednesday 23 November 2022	Full Council	7pm	Seaton Delaval Council Offices																		
Wednesday 7 December 2022	Finance and General Purposes Committee	6pm	Seaton Delaval Council Offices																		
Wednesday 18 January 2023	Full Council	7pm	To be agreed																		

There being no other business on the agenda, the meeting closed at 7.10pm

Signed by the Chair: \_\_\_\_\_

Dated: \_\_\_\_\_