

# City of Durham Parish Council

Office 3 D4.01d  
Clayport Library  
8 Millennium Place  
Durham  
DH1 1WA

Telephone 07704 525630  
Email: [parishclerk@cityofdurham-pc.gov.uk](mailto:parishclerk@cityofdurham-pc.gov.uk)

Dear Councillor,

In accordance with the Local Government Act 1972 I hereby give you notice that a **MEETING** of the **FINANCE COMMITTEE** will be held in **OFFICE 2, CLAYPORT LIBRARY BUILDING, DURHAM DH1 1WA on 23<sup>rd</sup> OCTOBER 2019 AT 14:00am** to transact the following business: -

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 13<sup>th</sup> JUNE 2019**
- 4. PUBLIC PARTICIPATION**
- 5. UPDATE ON PARISH COUNCIL COMMITTEE BUDGETS** – report included
- 6. PARISH COUNCIL SPEND SINCE 13<sup>TH</sup> JUNE 2019** – report included
- 7. PLANNING FOR PARISH COUNCIL PRECEPT 2020-21**
- 8. DATES OF FUTURE MEETINGS**

And pursuant to the provisions of the above-named act, I Hereby Summon You to attend the said meeting.

**Adam Shanley**  
**Clerk City of Durham Parish Council**

# **CITY OF DURHAM PARISH COUNCIL**

**Minutes of a meeting of the Finance Committee held on Thursday 13<sup>th</sup> June at 11:00am in Room 1, Alington House, 4 North Bailey, Durham, DH1 3ET**

Present: Councillors A Doig, J Ashby, E Ashby, V Ashfield & E Scott

Also present: Parish Clerk A Shanley

## **1. ELECTION OF CHAIR**

The Clerk asked if there were any nominations for the role of Chair. Cllr E Scott nominated Cllr A Doig for the position of Chair, this was seconded by Cllr J Ashby and unanimously agreed by Members.

## **2. ELECTION OF VICE-CHAIR**

The Chair asked if there were any nominations for the role of Vice-Chair. Cllr E Scott nominated Cllr J Ashby for the position of Vice-Chair, this was seconded by Cllr V Ashfield and unanimously agreed by Members.

## **3. TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Apologies were received from Cllr R Ormerod.

## **4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

Cllrs A Doig and E Scott declared an interest in the grant application from OASES.

## **5. PUBLIC PARTICIPATION**

None received.

## **6. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 23<sup>RD</sup> APRIL 2019**

The Minutes of the meeting held on the 23rd April were agreed as a true and accurate record of proceedings.

## **7. CONSIDERATION OF GRANT APPLICATIONS FOR 2019/20**

Members considered each grant application individually on its own merit and in accordance with the agreed policy adopted by Full Council. The following amounts for each application were agreed to go forward as a recommendation to the June Full Parish Council meeting:

WRRAG application - £0. The Committee felt that the purposes of the grant would be a political one and therefore felt that this could not be supported, though Members agreed with the cause.

St Cuthbert's Hospice application - £1,500.

Durham Samaritans application - £1,500.

Durham Hospital Radio application - £2,000.

OASES application - £1,700 – the Committee agreed that this be on the condition that, prior to any transfer of funds, the 3 local residents' associations within the target area for the activity provide written confirmation as to the types and location of the works being carried out.

Friends of St Margaret application - £170. The Committee felt that this amount could be used towards the payment of bird boxes as stated in the application form. The committee would welcome any further application next year which sought funding for recurrent or on-going activities

Fybro Haven application – £0. The Committee felt that not all of the requested funds would go towards the Parish area. The committee would welcome any further application next year which sought funding for activities for residents of the parish or undertaken within the location of the Parish.

Durham Youth project application - £1,200.

Alington House application - £690.

Great North East Air Ambulance application - £0. The Committee felt that this application was contrary to the grant policy which states that medical research, treatment or equipment would not be funded. The Committee would welcome any further application next year which sought funding for activities that clearly fell within the guidelines laid out in the policy.

Durham City of Sanctuary application - £500.

Sanctuary 21 application - £3,500.

Gilesgate Scouts group application - £1,610.

Blind Life in Durham application - £630.

## **8. COMMITTEE BUDGET UPDATES**

The Clerk provided a report to Members to indicate current spending Commitments to date.

The Clerk advised that there is a need to reallocate some spending from the Environment Committee budget in particular to accommodate the previously unallocated project of the HMO investigation of a maximum of £8,700.

Cllr V Ashfield advised that she was happy that the figure of £5,000 allocated to heritage signage as part of the Environment Committee budget be moved to fund part of this priority. Cllr V Ashfield also advised that the amount previously earmarked for additional grass cutting be reduced from £5,000 to £3,500 and the difference also be put to the HMO investigation.

The Committee agreed that any further deliberation around reallocation of budgets should first be discussed at Committee level then brought to the Finance Committee.

The Clerk also reported that a report on contracted hours for the Clerk would also be coming forward to the June Full Council to recommend a change in the contracted hours from the current 25 hours per week to a full-time contract.

The Clerk also reported that the newly formed Business Committee of the Parish Council currently has no budget allocated to it. Cllr E Scott advised that she felt that the Committee ought to meet to decide on its priorities before allocating a specific budget.

The Clerk also reported that the proposal of having a training budget had been discussed and a figure of £5,000 towards this to support both the Clerk and Councillors is proposed. The Committee endorsed the proposal of having a training budget.

**9. PAYMENTS SINCE THE LAST FINANCE COMMITTEE MEETING**

The Clerk reported the payments which had been made since the last meeting of the Parish Council Finance Committee. Members noted the information in the report.

There being no further business, the Chair thanked Members for their attendance and closed the meeting.

Signed

**Chair of the City of Durham Parish Council Finance Committee**