

To: **Members of the Budget and Administration Committee**

You are hereby requested to attend a meeting of the Budget and Administration Committee of
BERWICK-UPON-TWEED TOWN COUNCIL to be held in The Meeting Room, Berwick-upon-Tweed Town Council Office,
Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on **MONDAY, 18 MARCH 2024 AT 6:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk
13 March 2024

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM		APPS
1.	OPEN SESSION	Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This is for a period of 15 minutes overall and is limited to 3 minutes per person.	
2.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	
3.	MINUTES	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Monday, 26 February 2024.	Draft Minutes
4.	DISCLOSURE OF INTERESTS	(i) Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.	

		(ii) To receive and consider requests from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.	
5.	SCHEDULE OF POLICIES	To receive an update.	
6.	AUDIT RESPONSE PROCESS	To receive an update from the Town Clerk.	
7.	REVIEW BANKING ARRANGEMENTS	To receive an update from the Town Clerk.	
8.	ACTIONS	i. To receive an update from the Town Clerk. ii. To consider the draft Terms of Reference.	
9.	BERWICK-UPON-TWEED TOTAL ELECTORATE AND S137	To note the update.	
10.	JOURNAL ENTRIES	To note the update.	
11.	SPITTAL SPLASH PARK	To consider the quote circulated as a background paper.	
12.	NOTIFICATION OF PAYMENTS AND RECEIPTS	To note payments and receipts in January and February.	App A App B
13.	BANK RECONCILIATIONS	To note the bank reconciliation processes for January and February.	App C App D
14.	PURCHASE ORDERS	To note the purchase orders raised.	App E
15.	ACTION PLAN	To receive an update (to follow).	
16.	EXPENDITURE VS BUDGET YEAR TO DATE	To note the report.	App F
17.	DATE OF NEXT MEETING	To be confirmed.	
	The Committee may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.		

18.	TENDERING OF CHRISTMAS LIGHTS	To consider the report (to follow).	App G
	MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE		
	Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie, John Robertson and Thomas Stewart.		