

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on  
Tuesday, 15 June 2021 at 6.00pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors:	A Bowlas (in the Chair until item 3)	A Gibson
	H Lindsay (in the Chair from item 4 onwards)	M Greener (up to Item 19)
	J Bowden	C Raybould
	C Bruce	L Stephenson
	R Bruce	A Williams
	A Forbes	

**IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk

Steve Cozens, Assistant to the Clerk

1 member of the public.

**BA001/21 1. OPEN SESSION**

There were no contributions by members of the public present.

**BA002/21 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs G Brown and R Driver.

**BA003/21 3. ELECTION OF CHAIR**

On the motion of Cllr R Bruce, seconded by Cllr M Greener, the Committee **RESOLVED** that Cllr H Lindsay be appointed Chair of the Budget and Administration Committee for the year 2021/22.

The Chairman took the Chair for the remainder of the meeting.

**BA004/21 4. ELECTION OF A VICE-CHAIR**

On the motion of Cllr R Bruce, seconded by Cllr L Stephenson, the Committee **RESOLVED** that Cllr A Forbes be appointed Vice-Chair of the Budget and Administration Committee for the year 2021/22.

**BA005/21**

**5. MINUTES OF THE LAST MEETING**

On the motion of Cllr C Bruce, seconded by Cllr A Forbes, the minutes of the meeting held on Monday, 12 April 2021 were agreed and signed as a correct record.

**BA006/21**

**6. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA007/21**

**7. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA008/21**

**8. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**

Members asked a number of questions concerning individual payments then it was **RESOLVED** without division to note the schedule of payments.

**BA009/21**

**9. QUARTER 4 REPORT**

Members asked a number of questions concerning individual items within the report then, on the motion of Cllr C Raybould, seconded by Cllr A Forbes, it was **RESOLVED** without division to note the report.

**BA010/21**

**10. SUMMARY OF ACCOUNTS FOR 2020-21**

On the motion of Cllr M Greener, seconded by Cllr C Bruce, it was **RESOLVED** to note the report.

**BA011/21**

**11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

On the motion of Cllr C Raybould, seconded by Cllr A Gibson, it was **RESOLVED** to note the report.

**BA012/21**

**12. PARISH PRECEPTS IN NORTHUMBERLAND**

On the motion of Cllr M Greener, seconded by Cllr A Bowlas, it was **RESOLVED** to note the report.

**BA013/21**

**13. INTERNAL AUDIT**

On the motion of Cllr A Gibson, seconded by Cllr A Bowlas, it was **RESOLVED** to note the report.

**BA014/21**

**14. REGULAR PAYMENTS**

Members asked a number of questions, after which, on the motion of Cllr C Bruce, seconded by Cllr R Bruce, it was **RESOLVED** to note the report.

**BA015/21 15. STATEMENT OF RESERVES**

Members asked a number of questions, after which, on the motion of Cllr C Raybould, seconded by Cllr A Gibson, it was **RESOLVED** to note the report.

**BA016/21 16. TOWN CLERK RESEARCH BRIEF**

The Town Clerk introduced the item with an update that, as the Town Council sponsor a number of events, they have to take as face value, the economic and cultural benefit / impact on the Town. As a way forward, the Town Clerk could prepare a report, which would form part of the dissertation towards their university course on this subject, with the report being brought to a future meeting of Council. On the motion of Cllr A Gibson, seconded by Cllr C Raybould, the Committee **RESOLVED** to approve the update as a way forward.

**BA017/21 17. FORWARD PLAN**

It was **RESOLVED** to note the Forward Plan.

**BA018/21 18. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 13 July 2021 at 6.00 pm.

**Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.**

At this point the Public withdrew.

At this point, Cllr M Greener left the meeting.

**BA019/21 19. STAFFING MATTERS**

- i. The meeting received an update from the Town Clerk as a way forward regarding IT following on from a previous decision of Council. On the motion of Cllr C Bruce, seconded by Cllr L Stephenson, the Committee **RESOLVED** to approve the update as a way forward.
- ii. The Town Clerk updated the Committee, after which, on the motion of Cllr C Bruce, seconded by Cllr A Gibson, the Committee **RESOLVED** to provide guidance on the update as a way forward.