

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 12 October 2021 at 6.00pm in the William Elder Building, Castlegate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	H Lindsay (Chair)	A Gibson
	C Bruce	C Raybould
	R Bruce	A Williams
	M Greener	

### **IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
Steve Cozens, Assistant to the Clerk  
Cllr J Robertson  
Cty Cllr C Seymour  
0 member of the public.

#### **BA054/21 1. OPEN SESSION**

There were no members of the public present.

#### **BA055/21 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas and A Forbes.

#### **BA056/21 3. MINUTES OF THE LAST MEETING**

On the motion of Cllr A Gibson, seconded by Cllr R Bruce, the minutes of the meeting held on Tuesday, 07 September 2021 were agreed and signed as a correct record.

#### **BA057/21 4. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

#### **BA058/21 5. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

#### **BA059/21 6. NOTIFICATION OF PAYMENTS AND RECEIPTS**

Members asked a number of questions, after which, it was **RESOLVED** without division to note the schedule of payments and receipts.

**BA060/21**

**7. BANK RECONCILIATIONS**

The Town Clerk introduced the item and provided an explanation of the process. After which, Members unanimously **RESOLVED** to note the update, and further **RESOLVED** that the Bank Reconciliations become a standing item at future meetings of this Committee.

**BA061/21**

**8. EXTERNAL AUDIT**

The Town Clerk introduced the item and provided an explanation of the report. After which, the Committee unanimously **RESOLVED** to note the update.

**BA062/21**

**9. PROPOSALS FOR GROWTH AND SAVINGS**

The Town Clerk introduced the item, and the committee indicated their proposals for growth and savings. After which the Committee noted that this item would be brought to the November round of Committee meetings and then brought to December's meeting of Council.

**BA063/21**

**10. MEDIUM-TERM FINANCIAL PLAN**

Councillors provided feedback on potential projects, after which it was unanimously **RESOLVED** to note the background working papers.

**BA064/21**

**11. BUDGET**

The Town Clerk introduced the item, and, during the discussion, it was agreed that any further questions be emailed to the Town Clerk. After which, the Committee unanimously **RESOLVED** to note the reports.

**BA065/21**

**12. EARMARKED RESERVES**

Members unanimously **RESOLVED** that a Register of Reserves be added to the Forward Plan for February 2022. After which, the Committee unanimously **RESOLVED** to note the report.

**BA066/21**

**13. DETAILED BALANCE SHEET**

The Committee unanimously **RESOLVED** to note the report.

**BA067/21**

**14. DIRECT DEBITS**

On the motion of Cllr R Bruce, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council approval of the setting up of new monthly direct debits to pay for Zoom software, a Cloud platform and Microsoft 365 used by Officers for their work and Data sims used in the operation of various CCTV cameras around the town.

**BA068/21**      **15. FORWARD PLAN**

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

**BA069/21**      **16. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday 09 November 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.**

On the motion of Cllr C Bruce, seconded by Cllr A Williams, the Committee **RESOLVED** to suspend standing orders sufficiently to allow the meeting to continue beyond the 8pm deadline.

**BA070/21**      **17. LOCAL SERVICES**

On the motion of Cllr C Raybould, seconded by Cllr M Greener, the Committee **RESOLVED** to instruct the Town Clerk to further explore the options available.

**BA071/21**      **18. CORRESPONDENCE**

The Town Clerk updated the Committee on an item of Correspondence, after which the Committee **RESOLVED** to note the update as a way forward.

Two further items of Correspondence had been received, and the Committee **RESOLVED** to note the update of the Town Clerk.