

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 15 February 2022 at 6.00pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed.**

**PRESENT:**

Councillors:	H Lindsay (Chair)	R Bruce
	A Bowlas	M Greener
	C Bruce	J Robertson

**IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
Steve Cozens, Assistant to the Clerk  
1 member of the public.

**BA088/21 1. OPEN SESSION**

There were no contributions by members of the public present.

**BA089/21 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Forbes, P Jackson, C Raybould and A Williams.

**BA090/21 3. MINUTES OF THE LAST MEETING**

On the motion of Cllr M Greener, seconded by Cllr H Lindsay, the minutes of the meeting held on Tuesday, 09 November 2021, were agreed and signed as a correct record.

**BA091/21 4. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA092/21 5. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA093/21 6. NOTIFICATION OF PAYMENTS AND RECEIPTS**

Members asked a number of questions which included an enquiry regarding the disparity between the end of month and start of next month figures. It was agreed that the Town Clerk would provide a response.

After which, it was **RESOLVED** without division to note the schedule of payments and receipts.

**BA094/21**

## **7. BANK RECONCILIATIONS**

The Town Clerk provided an update on an unauthorised Direct Debit payment which had been recovered through the Direct Debit Guarantee Scheme.

After which, it was agreed that the bank reconciliation for January 2022 would be brought to the next meeting of Council.

**BA095/21**

## **8. PURCHASE ORDERS**

Members asked a number of questions, after which, it was **RESOLVED** without division to note the Quarter 3 report.

**BA096/21**

## **9. QUARTER 3**

Members asked a number of questions, after which, it was **RESOLVED** without division to note the Purchase Order reports.

**BA097/21**

## **10. REGISTER OF RESERVES**

Members asked a number of questions, after which, it was **RESOLVED** without division to note the Register of Reserves report.

**BA098/21**

## **11. FORWARD PLAN**

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

**BA099/21**

## **12. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday 15 March 2022 at 6.00 pm.