

**BERWICK-UPON-TWEED TOWN COUNCIL**

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

**PRESENT:**

Councillors:	H Lindsay (Chair)	P Jackson
	A Forbes	C Raybould
	A Gibson	J Robertson
	M Greener	A Williams

**IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
Steve Cozens, Assistant to the Clerk  
Cty Cllr C Seymour  
0 members of the public

**BA100/21**

**1. OPEN SESSION**

Cty Cllr C Seymour asked if there were any plans to light the beacon located on the Town Walls for the Platinum Jubilee to which the Town Clerk provided an answer.

**BA101/21**

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas, C Bruce, and R Bruce.

**BA102/21**

**3. MINUTES OF THE LAST MEETING**

On the motion of Cllr M Greener, seconded by Cllr J Robertson, the minutes of the meeting held on Tuesday, 15 February 2022 were agreed and signed as a correct record.

**BA103/21**

**4. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA105/21**

**5. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA106/21**

**6. NOTIFICATION OF PAYMENTS AND RECEIPTS**

Members asked a number of questions during which it was **RESOLVED** to note the update that arrangements for the hand sanitisers would finish at the end of the current contract and further **RESOLVED** to instruct Officers to liaise with Northumberland County Council regarding a report for the Hoppa Bus service. After which, it was **RESOLVED** without division to note the schedule of payments and receipts.

**BA107/21**

**7. BANK RECONCILIATIONS**

Committee unanimously **RESOLVED** that the Chair sign and receive the bank reconciliations for February 2022.

**BA108/21**

**8. PURCHASE ORDERS**

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

**BA109/21**

**9. EXPENDITURE VS BUDGET IN Q4 AND YEAR TO DATE**

The Town Clerk introduced the report which included the need to re-code some budget headings.

Members asked a number of questions, which included a discussion on outstanding expenses, after which, it was **RESOLVED** without division to note the reports.

**BA110/21**

**10. FORWARD PLAN**

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

**BA111/21**

**11. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday 12 April 2022 at 6.00 pm.