

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday 03 May 2022 upon the rising of Council in the Function Room, Northern View, Highcliffe, Spittal, Berwick-upon-Tweed

PRESENT:

Councillors:	M Greener	(Town Mayor, Chairman up to Item 2)
	H Lindsay	(Chairman from Item 3 onwards)
	C Bruce	
	R Bruce	
	A Forbes	
	P Jackson	
	C Raybould	
	J Robertson	
	A Williams	

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Julian Smith, Projects Officer
Joyce Benton, Sergeant-at-Mace
Cty Cllr C Seymour
1 members of the public

BA001/22 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

BA002/22 2. ELECTION OF CHAIR

RESOLVED: That Councillor H Lindsay be appointed Chair of the Budget and Administration Committee for the year 2022/2023.

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

- BA003/22** **3. DISCLOSURE OF INTERESTS**
There were no disclosures of interests.
- BA004/22** **4. REQUEST FOR DISPENSATION**
There were no requests for dispensation.
- BA005/22** **5. ELECTION OF A VICE-CHAIR**
RESOLVED: That Councillor A Forbes be appointed Vice-Chair of the Budget and Administration Committee for the year 2022/2023.
- BA006/22** **6. TERMS OF REFERENCE**
RESOLVED: To note the Terms of Reference of the Budget and Administration Committee, agreed by Council, at Appendix A of these minutes.
- BA007/22** **7. DATE OF NEXT MEETING**
The date of the next meeting would be Tuesday, 14 June 2022 at 6.00 pm.

APPENDIX A

- i. A duty to scrutinize the management of the council's finances and the conduct of the council's administration,
- ii. A duty to hear complaints from members of the public that the Proper Officer cannot resolve that are not referred to the Staffing and Corporate Resources Committee,
- iii. A duty to scrutinize the Correspondence Log,
- iv. A duty to scrutinize journal transactions and virements,
- v. A power to determine and approve the investment of reserves within the existing policy determined by council,
- vi. A power to consider which complaints or grievances should be considered by a sub-committee of three or more councillors, or, if the complaint concerns the Town Clerk, to refer it to the Staffing and Corporate Resources Committee, and
- vii. A power to nominate which councillors should consider a complaint or grievance.