

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 14 June 2022 at 6.00pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed.

PRESENT:

Councillors: H Lindsay (Chair)
M Greener
P Jackson
C Raybould
A Williams

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Steve Cozens, Assistant to the Clerk
0 members of the public

BA008/22 1. OPEN SESSION

There were no members of the public present.

BA009/22 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr A Forbes.

BA010/22 3. MINUTES OF THE LAST MEETING

On the motion of Cllr A Williams, seconded by Cllr P Jackson, including the amendment to the draft minutes previously circulated by the Town Clerk, the minutes of the meeting held on Tuesday, 03 May 2022 were agreed and signed as a correct record.

BA011/22 4. DISCLOSURE OF INTERESTS

- i. There were no disclosures of interests.
- ii. There were no requests for dispensation.

BA012/22 5. 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.

BA013/22

6. BANK RECONCILIATIONS

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

BA014/22

7. PURCHASE ORDERS

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

BA015/22

8. QUARTER 4 REPORT

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

BA016/22

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

The Committee **RESOLVED** without division to note report.

BA017/22

10. INTERNAL AUDIT

The Town Clerk provided an update, after which, the Committee unanimously **RESOLVED** to incorporate the responses of the Town Clerk and their recommendations into the forward plan of work for the Budget and Administration Committee.

BA018/22

11. LOCAL SERVICES

- i. The Committee unanimously **RESOLVED** to note the report of the Projects Officer regarding the refurbishment of the new office.
- ii. The Committee unanimously **RESOLVED** to note the update of the Assistant to the Town Clerk regarding the recruitment of new staff.

BA019/22

12. SPITTAL SPLASH PARK

The Assistant to the Clerk provided an update and distributed a quote to the Committee for work to the Spittal Splash Park. After which, the Committee unanimously **RESOLVED** to recommend approval of the quote to Council and further **RESOLVED** to make a virement from General Reserves to cover any shortfall in budget provision.

BA020/22

13. FORWARD PLAN

The Committee unanimously **RESOLVED** that the Quarter 2 report be brought forward by 1 month. After which, it was **RESOLVED** to note the Forward Plan.

BA021/22

11. DATE OF NEXT MEETING

The date of the next meeting will be Tuesday, 19 July 2022 at 6.00 pm.