

BERWICK-UPON-TWEED TOWN COUNCIL

To: **Members of the Budget and Administration Committee**

You are hereby requested to attend a meeting of the Budget and Administration Committee of **BERWICK-UPON-TWEED TOWN COUNCIL** to be held in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed, on **TUESDAY, 19 JULY 2022 AT 6:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk

12 July 2022

A G E N D A

1. OPEN SESSION

Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

This is for a period of 15 minutes overall and is limited to 3 minutes per person.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. MINUTES OF THE LAST MEETING

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Tuesday, 14 June 2022 (**Draft Minutes**).

4. DISCLOSURE OF INTERESTS

(i) Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.

(ii) To receive and consider requests from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.

5. NOTIFICATION OF PAYMENTS AND RECEIPTS

To note payments and receipts in June (**Appendix A(i), Appendix A(ii) and Appendix A(iii)**).

6. BANK RECONCILIATIONS

To receive a verbal update.

7. PURCHASE ORDERS

To note the purchase orders raised in June (**Appendix B**).

8. MAYOR'S CHARITY

To consider bank accounts to deal exclusively with donations to the Mayor's Charity.

9. EQUIPMENT

To approve costs for equipment to be used by the Town Wardens (background paper to follow).

10. VEHICLE

To discuss the provision of a vehicle to be used by the Town Wardens (background paper to follow).

11. IT EQUIPMENT

To consider the provision of IT Equipment (**Appendix C**).

12. COST CODES

To discuss budgetary cost codes in reference to changes to local services operation.

13. COUNCILLOR EXPENSES

To approve the reimbursement of monies spent on materials and plants for planters around the town.

14. FORWARD PLAN

To receive an update on the Forward Plan (**Appendix D**).

15. DATE OF NEXT MEETING

The next meeting of the committee will be held on Tuesday 13 September 2022.

MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE:

Councillors: Christine Bruce, Robert Bruce, Anne Forbes, Mike Greener, Paul Jackson, Homer Lindsay, Clare Raybould and Anne Williams.