

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 19 July 2022 at 6.00pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed.**

**PRESENT:**

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

**IN ATTENDANCE:**

Steve Cozens, Assistant to the Clerk  
Julian Smith, Projects Officer  
Cllr T Stewart  
Cllr R Wallis  
0 members of the public.

**BA022/22 1. OPEN SESSION**

There were no members of the public present.

**BA023/22 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Forbes and P Jackson.

**BA024/22 3. MINUTES OF THE LAST MEETING**

On the motion of Cllr C Raybould, seconded by Cllr M Greener, the minutes of the meeting held on Tuesday, 14 June 2022 were agreed and signed as correct record.

**BA025/22 4. DISCLOSURE OF INTERESTS**

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

**BA026/22**

## **5. NOTIFICATION OF PAYMENTS AND RECEIPTS**

On the motion of Cllr M Greener, seconded by Cllr C Raybould, Members **RESOLVED** that the Berwick Riders Association be invited to speak to a future meeting of this Committee. During the discussion Standing Orders were suspended sufficiently to allow Cllr R Wallis to speak.

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

**BA027/22**

## **6. BANK RECONCILIATIONS**

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

**BA028/22**

## **7. PURCHASE ORDERS**

Members asked a number of questions, after which, it was **RESOLVED** without division to note all active Purchase Orders for the current and previous months.

**BA029/22**

## **8. MAYOR'S CHARITY**

Discussion of this item included whether the Town Council could be registered as a charity.

After which, on the motion of Cllr H Lindsay, seconded by Cllr C Raybould, the Committee **RESOLVED** that an account be opened with Barclays.

**BA030/22**

## **9. EQUIPMENT**

The Projects Officer updated the Committee on a meeting with the new Town Warden and distributed a resulting list of equipment. Councillors raised the need for a procedure and risk assessment for the removal of dead seagulls.

After which, on the motion of Cllr H Lindsay, seconded by Cllr C Raybould, the Committee **RESOLVED**:

- i. To approve the list of equipment to be spent against budget code 4603, and
- ii. That £500 be transferred from General Reserves to budget code 4603 to cover spending.

**BA031/22**

## **10. VEHICLE**

The Committee instructed Officers to explore virements from other budget codes if necessary and, during the discussion, Standing Orders were suspended sufficiently to allow Cllr R Wallis to speak.

After which, on the motion of Cllr C Raybould, seconded by Cllr M Greener, the Committee **RESOLVED** to approve the leasing of a van including the costs for a van wrap.

**BA032/22**

**11. IT EQUIPMENT**

The Committee unanimously **RESOLVED** to:

- i. Approve the purchase of 3 phones for the Town Wardens.
- ii. Approve the purchase of a laptop, for under £1,000 for use by the Admin Assistants.

**BA033/22**

**12. COST CODES**

The Committee agreed to defer this item to a future meeting of this Committee.

**BA034/22**

**13. COUNCILLOR EXPENSES**

On the motion of Cllr C Raybould, seconded by Cllr H Lindsay, the Committee unanimously **RESOLVED** to approve the expenses distributed as a background paper.

**BA035/22**

**14. FORWARD PLAN**

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

**BA036/22**

**15. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday 13 September 2022 at 6.00 pm.