

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 11 October 2022 at 6.00pm in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

PRESENT:

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

IN ATTENDANCE:

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

BA037/22 1. ELECTION OF A VICE-CHAIR

On the motion of Cllr H Lindsay, seconded by Cllr M Greener, the Committee **RESOLVED** to appoint Cllr A Williams as Vice-Chair for the remainder of the Municipal Year.

BA038/22 2. OPEN SESSION

There were no members of the public present.

BA039/22 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr A Forbes.

BA040/22 4. MINUTES OF THE LAST MEETING

On the motion of Cllr A Williams, seconded by Cllr M Greener, the minutes of the meeting held on Tuesday, 19 July 2022 were agreed and signed as correct record.

BA041/22 5. DISCLOSURE OF INTERESTS

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

BA042/22

6. NOTIFICATION OF PAYMENTS AND RECEIPTS

Members asked a number of questions including regarding £1 payments, invoices for traffic management and a speaker/p.a. and the term restoring balance used when transferring money between accounts. Members also requested that Officers explore if the 'A/c' column in the reports could be changed to show the cost code.

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

BA043/22

7. BANK RECONCILIATIONS

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

BA044/22

8. PURCHASE ORDERS

Members asked a number of questions including on play equipment and civic ribbons.

After which, it was **RESOLVED** without division to note all active Purchase Orders for the current and previous months.

BA045/22

9. EXPENDITURE VS BUDGET IN Q2 AND YEAR TO DATE

Questions were raised by Members including on legal and professional fees, publicity and the tourism / website officer.

After which, it was **RESOLVED** without division to note the reports.

BA046/22

10. PROPOSALS FOR GROWTH AND SAVINGS

The Town Clerk introduced the item, and the committee indicated their potential proposals for growth and savings including the purchase of a p.a. system for events, the internal audit and Berwick in Bloom.

Council **RESOLVED** to suspend standing orders sufficiently to allow the meeting to continue beyond the 8pm deadline.

BA047/22

11. DATE OF NEXT MEETING

The date of the next meeting will be Tuesday 15 November 2022 at 6.00 pm.

Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.

BA048/22

12. COSTS OF MOVE TO A NEW OFFICE

The Town Clerk provided an update on the costs of rates regarding the new Town Council office.

After which, it was **RESOLVED** without division to note the update.