

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 06 December 2022 at 6.00pm in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.**

**PRESENT:**

Councillors: A Williams (Chair) R Mackenzie  
M Greener T Stewart

**IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk (Item 10 onwards)  
Steve Cozens, Assistant to the Clerk  
Julian Smith, Projects Officer  
Cty Cllr C Seymour  
0 members of the public.

Cllr A Williams welcomed Cllrs R Mackenzie and T Stewart to the meeting.

**BA063/22 1. OPEN SESSION**

There were no members of the public present.

**BA064/22 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr H Lindsay (Chair), A Forbes and P Jackson.

**BA065/22 3. MINUTES OF THE LAST MEETING**

On the motion of Cllr M Greener, seconded by Cllr A Williams, the minutes of the meeting held on Tuesday, 15 November 2022 were agreed and signed as a correct record.

**BA066/22 4. DISCLOSURE OF INTERESTS**

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

**BA067/22**

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

Members asked a number of questions including on the finance system used and why three entries were listed when money was transferred to an ear-marked reserve.

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

**BA068/22**

## **6. BANK RECONCILIATIONS**

Members asked a number of questions including on names of payees, the payment for Spittal Play Area and the availability of spending for play park spares.

After which, the Committee unanimously **RESOLVED** that the Chair sign and receive the bank reconciliations for November 2022.

**BA069/22**

## **7. PURCHASE ORDERS**

Members asked a number of questions including on the cost of a replacement bulb for the projector used to display festive lighting on the Town Hall. It was noted that the projector could be used for other events such as Remembrance Sunday and the Committee noted that a report would be brought to the relevant committee in the New Year.

After which, it was **RESOLVED** to note all active Purchase Orders for the previous time-period.

**BA070/22**

## **8. PROPOSALS FOR GROWTH AND SAVINGS**

Subjects discussed during this item included grant funding for play parks, in 2023-2024, the need for a strategic plan, feasibility of a skate park, outdoor adult gym equipment, teenage pods and the need to be guided by young people.

**BA071/22**

## **9. BUDGET**

Areas included in the discussion were electricity, salaries split between different cost codes, grants, civic events and the seaside festival.

The question was raised of how local services now under the jurisdiction of the Town Council instead of Northumberland County Council (NCC) are evaluated. Members agreed that a few paragraphs explaining the difference would be helpful and this would be covered at the year end.

An enquiry was then raised regarding the amount in the Advertising budget (4900) to which an explanation would be provided in the following days.

After which, it was unanimously **RESOLVED** that a leaflet be produced to be included when asking for the precept.

**BA072/22**

#### **10. RISK APPRAISAL**

The Town Clerk introduced the report and explained the use of a matrix system to populate the risk register.

After which, Members put forward addition points to the register which included climate change and emergency including flood risk, accidents on the transport network, loss of connection to utilities and the withdrawal of services by Northumberland County Council.

It was noted that the risk register would be updated accordingly.

**BA073/22**

#### **11. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday 17 January 2023 at 6.00 pm.