

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 17 January 2023 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)	R Mackenzie
	M Greener	T Stewart
	P Jackson	A Williams

**IN ATTENDANCE:**

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

**BA074/22**

**1. OPEN SESSION**

There were no members of the public present.

**BA075/22**

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr A Forbes.

**BA076/22**

**3. MINUTES OF THE LAST MEETING**

On the motion of Cllr R Mackenzie, seconded by Cllr M Greener, the minutes of the meeting held on Tuesday, 06 December 2022 were agreed and signed as a correct record.

**BA077/22**

**4. DISCLOSURE OF INTERESTS**

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

**BA078/22**

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

Members asked a number of questions including additional salary payments in December, festive lighting, quarterly reporting and the Mayor's Chains. After which, it was **RESOLVED** without division to note the schedule of payments and receipts.

**BA079/22**

## **6. BANK RECONCILIATIONS**

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

**BA080/22**

## **7. PURCHASE ORDERS**

Members asked a number of questions including on the sequential PO Number not included on the list, office tables and SLCC qualifications. After which, it was **RESOLVED** to note all active Purchase Orders for the previous time-period.

**BA081/22**

## **8. BUDGET**

The Town Clerk introduced the budget report and advised Members of the potential that an updated version be published for Council and any variations could include outcomes from the Strategy Day to be held on Wednesday 18 January 2023.

Members then asked a number of questions including on underspends / overspends, utilities for both the office and local services unit, public realm works, floral displays, the Splash Park, marketing, the hoppa bus, festivals and War Memorials. After which Members **RESOLVED**:

1. To note the report and the update of the Town Clerk,
2. That the advertising budget be discussed by the People and Communities Committee, and
3. To note the decisions of the People and Communities Committee on 10 January 2023 and Council on 19 December 2022.

**BA082/22**

## **9. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday 14 February 2023 at 6.00 pm.