

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 Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on **TUESDAY, 13 JUNE 2023 AT 6:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk

08 June 2023

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, 02 May 2023 (**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 April (**Appendix A(i), Appendix A(ii), Appendix A(iii)** and **Appendix A(iv)**) and May (**Appendix B(i), Appendix B(ii), Appendix B(iii)** and **Appendix B(iv)**)

6. BANK RECONCILIATIONS

To note the bank reconciliation processes for April (**Appendix C**) and May (**Appendix D**).

7. PURCHASE ORDERS

To note the purchase orders raised (**Appendix E**).

8. RESERVES

To consider the report of the Town Clerk concerning reserves and their movement (**Appendix F**).

9. FINANCIAL OUTTURN

To consider the report of the Town Clerk (**Appendix G**).

10. AUDIT PROCESS

To consider the report of the Town Clerk on the Internal Audit process (**Appendix H**).

11. INDUCTION POLICY

To consider a draft Induction Policy (**Appendix I** to follow).

12. DATE OF NEXT MEETING

The next meeting of the committee will be held on Tuesday, 12 September 2023.

MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE:

Councillors: Rachel Driver, Mike Greener, Rosemary Mackenzie, John Robertson and Thomas Stewart.