



**Berwick-upon-Tweed  
Town Council**

Minutes of the Town Council Budget and Administration Committee  
Meeting held on Tuesday, 12 September 2023 at 6.00pm in The  
Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 –  
88 Marygate, Berwick-upon-Tweed

**PRESENT:**

Councillors: R Mackenzie (Chair)  
M Greener  
T Stewart

**IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
Stephen Cozens, Assistant to the Clerk  
0 members of the public

<b>MINUTE NO.</b>	<b>TITLE AND DESCRIPTION OF ITEM</b>	<b>Mover</b>	<b>Seconder</b>	<b>Decision</b>
<b>BA021/23</b>	<b>OPEN SESSION</b>			
	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.	N/A	N/A	There were no members of the public present.
<b>BA022/23</b>	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from R Driver and J Robertson.
<b>BA023/23</b>	<b>MINUTES</b>			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Tuesday, 13 June 2023.	TS	MG	Cllr T Stewart asked for clarification regarding the EMR codes at Item 8 of the minutes. The Town Clerk provided a detailed response that: <ul style="list-style-type: none"> <li>i. 322 and 338 will be extinguished and the number and titles deleted,</li> <li>ii. 324 and 334 would be merged into one EMR entitled 'Streetscape and Public Spaces',</li> </ul>

				<p>iii. 325, 329 and 337 will be merged into 337 and retain the title of 337 'Parks &amp; Green Spaces Reserve',</p> <p>iv. By the budget setting process for the next financial year there will be less than 10 EMR's and for each EMR there will be a clear statement of the intended purpose and why it was created.</p> <p>The minutes of the meeting held on Tuesday, 13 June 2023 were agreed and signed as a correct record.</p>
<b>BA024/23</b>	<b>DISCLOSURE OF INTERESTS</b>			
	<p>(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.</p>	N/A	N/A	There were no disclosures of interests.

	(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.	N/A	N/A	There were no requests for dispensation.
<b>BA025/23</b>	<b>NOTIFICATION OF PAYMENTS AND RECEIPTS</b>			
	To note payments and receipts in June, July and August.	MG	TS	The Town Clerk introduced the item and the Assistant to the Clerk provided an update regarding the column for transfers between bank accounts held with the same institution and the way that charity donations are recorded on the finance software. Members asked a number of questions including on the digital boards, the bank account linked to the debit card, the account for purchasing fuel, insurance, legal fees, the local services unit, the internal audit, land at the Ramparts, the site at Grove Gardens South, the refurbishment of the upstairs office / meeting room for which thanks were expressed to Justine Walker for her work on this project.

				The Committee then unanimously <b>RESOLVED</b> without division to note the schedule of payments and receipts.
<b>BA026/23</b>	<b>BANK RECONCILIATIONS</b>			
	To note the bank reconciliation processes for June, July and August.	TS	MG	The Town Clerk introduced the item including that cross referencing the bank statement with the reconciliation statement is used as a check that there are no discrepancies. During the discussion it was agreed that bank reconciliations are continued on a month-by-month basis. The Committee unanimously <b>RESOLVED</b> that the Chair sign and receive the bank reconciliations for June, July and August 2023.
<b>BA027/23</b>	<b>PURCHASE ORDERS</b>			
	To note the purchase orders raised.	TS	MG	The Town Clerk introduced the item including that a report would be brought to Council regarding the process for the authorisation of Purchase Orders. A report would also be brought to Council regarding the Financial Regulations which would include figures for different levels of authorisation. Members asked a number of questions including on Northgate Vehicle

				<p>Hire and the electric van. After which, it was agreed to use local suppliers where possible or use national suppliers who have a local branch and that a database of local suppliers be created.</p> <p>Members unanimously <b>RESOLVED</b> to note all active Purchase Orders for the previous time-period.</p>
<b>BA028/23</b>	<b>E-CARGO DELIVERY BIKES FOR BERWICK</b>			
	<p>To consider the motion of Cllr T Stewart, seconded by Cllr L Hawken:</p> <p>As one part of our ongoing strategy to support and reinvigorate shops and other employers in Berwick town centre, and to improve the safety and amenity of residents by reducing car and van traffic, that the Town Council should provide administrative support – and consider appropriate financial support – for the establishment of a community-led local delivery service provided by e-cargo bikes.</p> <p>As a first step, the Council asks its officers to engage with other local and regional agencies about the matter, and report to Council on the potential benefits, and the potential input that may be required to establish and sustain such a scheme.</p>	TS	MG	<p>Cllr T Stewart introduced the item and updated the meeting which included a presentation that he had attended and potential uses such as food bank deliveries. The Town Clerk provided a response including that the single biggest cost is for the bike which Northumberland Council Council is covering and the need for a booking system. Also, a line in the budget will need to be identified whilst existing markets such as tourism should be avoided.</p> <p>Members unanimously <b>RESOLVED</b> to recommend that Council support the motion regarding e-cargo delivery bikes for Berwick.</p>

<b>BA029/23</b>	<b>CYCLE TO WORK SCHEME</b>			
	To consider a request from a member of staff for council to establish a salary sacrifice cycle scheme.	TS	MG	<p>The Town Clerk introduced the item that a member of staff has come forward to ask why the Council doesn't have a cycle to work scheme and that there is a saving to Council through National Insurance and Pensions. The Council would have to buy the bike and the member of staff hire the bike which, at the end of the period they either keep or return to the scheme provider.</p> <p>Members unanimously <b>RESOLVED</b> to recommend that Council support the motion regarding the cycle to work scheme.</p>
<b>BA030/23</b>	<b>INSURANCE</b>			
	To receive a verbal update from the Town Clerk.			<p>The Committee noted the update that insurance costs have risen and <b>RESOLVED</b> to instruct officer to explore as widely as possible potential new insurance providers.</p>
<b>BA031/23</b>	<b>EXPENDITURE VS BUDGET YEAR TO DATE</b>			
	To note the report.	Nem con		<p>The Town Clerk introduced the report as the expenditure which covers this Committee, however, the format isn't</p>

				<p>working successfully. Officers anticipate there will be an overspend on electricity whilst insurance costs have increased so that all lines have gone over budget. A full council expenditure report was provided as an example of the type of report that could be provided.</p> <p><b>Members RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i. To note the report covering all of Council,</li> <li>ii. That the report covering all of Council would be produced at future meetings, and</li> <li>iii. That after each monthly bank reconciliation a report would be emailed to Members.</li> </ul>
<b>BA032/23</b>	<b>DATE OF NEXT MEETING</b>			
	The date of the next meeting will be Tuesday 14 November 2023 at 6.00 pm.	N/A	N/A	Noted.