

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 MONDAY, 15 JANUARY 2024 AT 6:00 PM.

The Agenda for the meeting is set out below.



Town Clerk
10 January 2024

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM		APPS
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	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Tuesday, 14 November 2023.	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.	HR & GOVERNANCE SUPPORT	To consider whether to recommend that council renew the ongoing support subscription.	
6.	INSTITUTE OF PLACE MANAGEMENT (IPM)	To consider whether to recommend the renewal of the Town Clerk's membership of the IPM to council.	
7.	BUDGET	To consider the latest iteration of the Budget Spreadsheet and associated documents and to make such recommendations to council as the committee sees fit (to follow).	App A
8.	DIRECT DEBITS AND SUBSCRIPTIONS	<ul style="list-style-type: none"> i. To decide whether to recommend the list of Direct Debit's and Subscriptions circulated as a background paper be accepted by Council. ii. To decide whether to recommend that council authorise that the electricity provider for the Town Council Office be paid by Direct Debit. 	
9.	NOTIFICATION OF PAYMENTS AND RECEIPTS	To note payments and receipts in November and December.	App B App C
10.	BANK RECONCILIATIONS	To note the bank reconciliation processes for November and December.	App D App E
11.	PURCHASE ORDERS	To note the purchase orders raised.	App F
12.	COMMUNICATION STRATEGY	To receive an update on the implementation of the Communication Strategy.	
13.	PROTOCOL FOR MEETINGS	To consider if the policy is still relevant and, if so, whether it be updated.	
14.	HABITUAL OR VEXATIOUS COMPLAINTS POLICY	To consider if the policy is still relevant and, if so, whether it be updated.	
15.	EQUALITY AND DIVERSITY POLICY	To consider whether a full review or light touch approach is needed to update the policy.	

16.	SCHEDULE OF DELEGATIONS	To receive an update from the Town Clerk.	
17.	ACTION PLAN	To receive an update.	
18.	PAYROLL SERVICES	To consider the correspondence regarding a pricing structure update and to make recommendations to council as to the way forward.	
19.	EXPENDITURE VS BUDGET YEAR TO DATE	To note the report.	App G
20.	PROPOSALS FOR GROWTH AND SAVINGS	Members may wish to consider whether there are any areas of the committees work where expenditure should grow or where savings can be made.	
21.	DATE OF NEXT MEETING	The next meeting of the committee will be held on Monday, 18 March 2024 at 6:00 pm.	
	MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE		
	Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie, John Robertson and Thomas Stewart.		