

## APPOINTMENTS TO OUTSIDE BODIES 2017-2018

<b>Name of Organisation</b>	<b>Representative/s in 16-17</b>	<b>Representative/s in 17-18</b>	<b>Term of Appointment</b>
Berwick Community Trust	Cllr I Dixon		Annual
Berwick-upon-Tweed Corporation (Freemen) Trustees From November 2017	Cllr H Bettison Cllr I Dixon Cllr J Lang Cllr G Roughead Cllr C Seymour		1 year until 30th November 2018
Berwick Fair Trade	Cllr C Seymour		Annual
Berwick in Bloom	Cllr A Gibson		Annual
Berwick Youth Project	Cllr G Smith		Annual
Cittaslow Working Group	No representative		Annual
Conservation Area Advisory Group	Cllr D Blackburn		Annual
Northumberland Association of Local Councils (NALC) – County Committee	Cllr K Graham Cllr C Seymour		Annual

Northumberland Town and Parish Council Charter Review Group	Chair / Vice Chair of the Council		Annual
Parks Steering Group	Cllr G McLean		Annual
Riding of the Bounds Association	Cllr K Graham		Annual
St Aidans	Cllr G Smith		Annual
Sure Start Children's Board	No representative		Annual
Tweedmouth Community Football Club	Cllr K Graham Cllr P Hodgson		

### Renewal of Direct Debits

The following existing direct debits require the on-going authority of the Council:

COMPANY	WHAT FOR
Northumbrian Water	Water supply at Blakewell Gardens allotments
Scottish & Southern Electric	Electricity supply at Spittal Splash Park
NEST	BTC staff pension payments
BT	Internet and phone services

#### Recommendation

Council is recommended to approve continuation of these direct debit payments.

### New direct debit

Council has agreed to move to using Google G Suite for e-mail. A new monthly direct debit is needed to pay for this service.

#### Recommendation

Council is recommended to approve the setting up of a new direct debit to pay for G Suite.

## Bank account signatories

Council needs sufficient bank account signatories to enable it to process transactions, to scrutinize them, and to enable your staff to manage your finances.

There are currently five councillor signatories, and two staff, although staff members do not ordinarily authorise cheque payments and their presence as signatories is primarily to facilitate account management. The two staff members who are signatories are the Responsible Financial Officer [a statutory title] and Finance Officer.

It is proposed that for this financial year, and subsequent years, the following be added as additional signatories to the account when they are not already a signatory:

Mayor

Deputy Mayor

Chair of Budget and Administration Committee

Vice-Chair of Budget and Administration Committee

Once the process of adding new signatories is complete, the list may be reviewed and the number reduced if necessary and consistent with operational requirements.