

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 09 April 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: A Forbes (Chair)  
R Bruce  
A Gibson  
C Lewis  
G Roughead

**IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cty Cllr G Hill  
3 members of the public

**OPEN SESSION**

There were no questions from the public during the open session.

**BA109/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas, B Douglas and G Smith.

**BA110/17 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 12 March 2018 were approved and signed as a correct record without dispute.

**BA111/17 3. DISCLOSURE OF INTERESTS**

Cllr G Roughead declared a personal interest in Items 7 and 9.

**BA112/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA113/17 5. GENERAL DATA PROTECTION REGULATIONS**

On the motion of Cllr Gibson, seconded by Cllr Bruce, committee **RESOLVED** to note the update from the Town Clerk, to instruct the Town Clerk to provide an update to April Council, with suitable policies and privacy statements being provided to the Annual General meeting of Council, and to instruct the Town Clerk to bring forward to April council a report on the staffing implications of the need to appoint a Data Protection Officer.

**BA114/17 6. REVIEW OF INVESTMENT RULES**

It was **RESOLVED** without contention that council should receive at its April meeting a further report on the implications of the new circular, that council should adopt as good practice at its AGM, annually, a list of named counter parties (e.g. High Street Banks or their equivalent covered by the FCS compensations scheme) with whom it may open accounts, on the basis of the same signatories and mandates as its existing bank accounts, and delegates to the existing bank account signatories the power to open new bank accounts and transfer funds between accounts so as to effectively manage the councils reserves, provided each new account has the same mandate and signature requirements as its existing accounts.

**BA115/17 7. INTERNAL AUDIT REPORT**

Committee **RESOLVED** unanimously to note the report.

**BA116/17 8. BANK HILL LAND DISPOSAL**

It was **RESOLVED** unanimously to note the report and the lessons learned.

**BA117/17 9. TOWN CLERK / LINE MANAGEMENT 1ST WEEK IN MAY**

The line management committee will fill in the form and then it will be sent to the Town Clerk for his comments and returned to the line management committee and then discussed at appraisal with the Town Clerk.

**BA118/17 10. HR SUPPORT AND OD SERVICES**

After members expressed concern about the increasing role of Northumberland County Council in Town Council business it was **RESOLVED** to note the report, but to make no appointment with regard to HR services.

**BA119/17 11. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 11 June 2018 at 6.30 pm.