

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.