

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 9 October 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: A Forbes (Chair)
R Bruce
B Douglas
A Gibson
G Roughead
G Smith

IN ATTENDANCE:

G Davies, Town Clerk
S Cozens, Assistant to the Clerk
0 member of the public

OPEN SESSION

There were no members of the public present.

BA046/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Bowlas and C Lewis.

BA047/17 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 11 September 2017 were approved and signed as a correct record.

BA048/17 3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA049/17 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA050/17 5. EXTERNAL AUDIT

It was **RESOLVED** to note the receipt of the confirmation of completion of the External Audit report.

BA051/17

6. PHOTOCOPIER

It was **RESOLVED**, on the motion of Cllr Gibson, seconded by Cllr Forbes, to recommend to council the option of purchasing a new photocopier / MFD with an extended warranty or guarantee, and consumables to be purchased on the open market.

BA052/17

7. TELEPHONE SYSTEM

It was **RESOLVED** on the motion of Cllr Gibson, seconded by Cllr Bruce, to recommend to council that the quote be accepted, and that authority be delegated to the Town Clerk to purchase the system in question.

BA053/17

8. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL

Members received an update from the Town Clerk concerning a payment queried at the previous meeting, and requested further details about payment references 101616, 101617, 101618, and 101685. It was then **RESOLVED** without division to note the schedule of payments.

BA054/17

9. DATE OF NEXT MEETING

The date of the next meeting would be Monday, 13 November 2017 at 6.30 pm.