

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 10 July 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

G Davies, Town Clerk
County Councillors Hill and Seymour
Cllr K Graham
One member of the public.

OPEN SESSION

There were no contributions during the open session.

BA019/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Smith.

BA020/17 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 12 June 2017 were approved as a correct record on the motion of Cllr Gibson, seconded by Cllr Roughead.

BA021/17

3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA022/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA023/17

5. TELEPHONE SYSTEM

The Town Clerk presented his report. Standing Orders were suspended to allow a member of the public to speak, before the discussion resumed. On the motion of Cllr Gibson, seconded by Cllr Bruce, it was **RESOLVED** to recommend to council that it delegate authority to the RFO to enter into a new telephony contract, including authority to enter into a multi year contract, after consultation with the chair and vice chair of the budget and administration committee.

BA024/17

6. INTERNAL AUDIT PLAN

The Responsible Financial Officer provided an update for members on progress against the outcomes of the Internal Audit report. Members were advised that work on invoice processing would be brought to a future meeting, as would clarification of the understanding of the rules relating to asset valuation. Members were also reassured that steps had been taken to ensure that bank reconciliations were conducted in a timely fashion. Concerns about the valuation of assets, and the lack of clarity surrounding some transfers, including the impact of restrictive covenants, prompted members to ask the Town Clerk to come back to committee with a further and better report on these issues.

BA025/17

7. ORDERING SYSTEM

It was **RESOLVED** to note the procedures for ordering goods and services.

BA026/17

8. MEDIUM TERM FINANCIAL PLAN

The Town Clerk presented his report, and explored with elected members the options they wished to be considered for the future MTFP. Members made clear to the Town Clerk the options they wished to be appraised in advance of the budget process, and **RESOLVED** to note the report.

BA027/17

9. DATE OF NEXT MEETING

The date of the next meeting was scheduled for Monday, 11 September 2017 at 6.30 pm but it was **RESOLVED** to call an additional meeting on Monday 14 August (tbc) to discuss the options appraisals for the MTFP, the assets register and any other issues.