

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 11 September 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

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

### **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.

#### **BA038/17       1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Gibson, G Roughead and G Smith.

#### **BA039/17       2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Wednesday, 16 August 2017 were approved and signed as a correct record.

#### **BA040/17       3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

#### **BA041/17       4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

#### **BA042/17       5. STAFFING REVIEW**

The Town Clerk introduced his report and explained that these steps were part of a process to enable the council to undertake an effective staffing review. At this point a councillor raised a number of issues illustrating what they described as a need to streamline communications, which the Town Clerk

confirmed the review would address.

After the debate, committee **RESOLVED** to approve the proposed staffing review on the motion of Cllr Bowlas, seconded by Cllr Lewis.

Committee then **RESOLVED** to approve the proposed Pay Profile measures on the motion of Cllr Bruce, seconded by Cllr Bowlas.

Committee then **RESOLVED** to approve the proposed measures to ensure an appropriate approach to gender profile within the workforce on the motion of Cllr Bowlas seconded by Cllr Bruce.

The Committee further **RESOLVED** to adopt the proposed measures of cost of being in business on the motion of Cllr Bowlas seconded by Cllr Bruce.

The Town Clerk confirmed that the adopted list of areas of work would include tourism and training.

**BA043/17**

#### **6. BUDGET**

The Town Clerk provided a verbal update as to the progress of the budget process, and confirmed that a budget briefing would be held before November's council meeting.

**BA044/17**

#### **7. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**

Concerns were raised concerning chq number 101597 voucher number 16-086 and the Town Clerk confirmed that further information would be circulated to members and included with the minutes for the next meeting. It was then **RESOLVED** without division to note the schedule of payments. Members also indicated their view that the purchase of christmas trees for 2017 should be via as open a procurement process as possible.

**BA045/17**

#### **8. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 9 October 2017 at 6.30 pm.