

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 12 March 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

G Davies, Town Clerk
S Cozens, Assistant to the Clerk
Cllr K Graham
1 member of the public

OPEN SESSION

Cllr K Graham asked a question concerning the winding up of a Residents Association, a matter which will be the subject of a report to council.

Mr B Darling asked a question concerning the Coastal Communities Fund.

BA097/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs B Douglas, C Lewis and G Smith.

BA098/17 2. MINUTES OF THE LAST MEETING

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

BA099/17 3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA100/17 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA101/17 5. ASSETS REGISTER UPDATE

It was **RESOLVED** without dispute to note the updated Assets Register, which would be received by council.

BA102/17 6. AUTUMN FESTIVAL BUDGETS / AA SIGNAGE

It was **RESOLVED** on the motion of Cllr Forbes, seconded by Cllr Gibson to instruct officers to undertake the work necessary to provide separate cost codes for each event, and to prepare the necessary virements to cover single event costs.

BA103/17 7. ADMINISTRATION OF NUMBER 2 ACCOUNT

The Town Clerk presented the report and it was **RESOLVED** without dispute to note the report and to instruct officers to set up a separate account in the name of the town council for purchases from Amazon.

BA104/17 8. WEBSITE UPDATE

The Town Clerk provided an update as to progress and it was **RESOLVED** to note the projected delivery date of 1st May.

BA105/17 9. COASTAL COMMUNITIES FUND

It was **RESOLVED** to note the report.

BA106/17 10. HR/OD SERVICES TO TOWN AND PARISH COUNCILS IN NORTHUMBERLAND

It was **RESOLVED** to note the update and to instruct the Town Clerk to price up alternative services when NCC's charging regime was known.

BA107/17 11. PAYROLL SERVICES

The Town Clerk explained the proposed changes, and it was **RESOLVED** to note the update and to instruct the Town Clerk to bring a suitable report to council once the outstanding queries had been addressed by NCC.

BA108/17 12. DATE OF NEXT MEETING

The date of the next meeting would be Monday, 9 April 2018 at 6.30 pm.