

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 12 June 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

### **IN ATTENDANCE:**

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

Cllrs A Bowlas and G Smith

No members of the public were present. The Chair invited Cllrs Bowlas and Smith to sit at the committee table with the members of the committee, and it was **RESOLVED** unanimously to suspend Standing Orders sufficiently to allow them to speak during the meeting.

#### **BA009/17       1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **BA010/17       2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 15 May 2017 were unanimously agreed on the motion of Cllr Roughead, seconded by Cllr Bruce, and signed as a correct record.

#### **BA011/17       3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

#### **BA012/17       4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA013/17**      **5. LINE MANAGEMENT OF THE TOWN CLERK**

It was proposed by Cllr Roughead, seconded by Cllr Bruce, and **RESOLVED** by three votes to none that the line management committee for the Town Clerk be comprised of the Chair and Vice-Chair of the Budget and Administration Committee, and the Mayor.

**BA014/17**      **6. ANNUAL RETURN**

It was unanimously **RESOLVED** to note the timetable for the Annual Return.

**BA015/17**      **7. STAFF TRAINING**

It was **RESOLVED** on the motion of Cllr Roughead, seconded by Cllr Gibson, that the committee recommend to council

- a) that a virement of £3300 be made from operational reserves to the Administration: Staffing cost centre for training and subscriptions, and
- b) the Town Clerk be given authority to allocate funding from within this budget to the purposes described in paragraphs 1-7 of the report,
- c) and that the Town Clerk consult with the Committee Chair before entering into any commitments except those specified above.

**BA016/17**      **8. WEEKLY CALENDAR**

It was unanimously **RESOLVED** that the committee approve the principle of the weekly calendar of staff whereabouts, and that the committee should add the review of the calendar after three months to their forward plan.

**BA017/17**      **9. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 10 July 2017 at 6.30 pm.

**Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Committee's position and staffing issues might be discussed.**

**BA018/17**      **10. INTERNAL AUDIT ACTION PLAN**

It was unanimously **RESOLVED** to note the Internal Audit report, and to add

work necessary to address the issues raised by the Internal Auditors to the committee's Forward Plan, which would be brought to the next meeting.