

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 13 November 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: A Forbes (Chair)
 R Bruce
 A Gibson
 C Lewis
 G Smith

IN ATTENDANCE:

G Davies, Town Clerk
S Cozens, Assistant to the Clerk
Cllr B Parkin
1 member of the public

OPEN SESSION

There were no contributions during the open session.

BA055/17

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Bowlas, B Douglas and G Roughead.

BA056/17

2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 9 October 2017 were approved and signed as a correct record.

BA057/17

3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA058/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA059/17

5. DISPOSAL OF ASSETS

It was **RESOLVED**, after the Town Clerk had introduced his report, that the photocopier should be disposed of as scrap, and that the IT equipment and audio device should be offered to a local voluntary organization.

BA060/17

6. COUNCIL STATIONERY AND DIARIES

The chair introduced the Town Clerk's report, and after a debate, the committee **RESOLVED** that appropriate name badges were a higher priority than stationery, and that councillors who wished to purchase their own business cards should seek advice from the Town Clerk as to the options available to them.

BA061/17

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

It was **RESOLVED** without division to note the schedule of payments.

BA062/17

8. BUDGET MONITORING

After the Town Clerk introduced his report it was **RESOLVED**:

- a) to ask the Town Clerk to produce a further update explaining negative outturns on the half yearly report,
- b) to further explain cost codes 5100 and 5150, and
- c) to provide further analysis of the costs of the Freedom ceremonies.

BA063/17

9. 2018-19 BUDGET

The Town Clerk having provided an update as to the process, it was **RESOLVED** to note the report.

BA064/17

10. DATE OF NEXT MEETING

The date of the next meeting would be Monday, 11 December 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 Council's position and staffing issues might be discussed.

At this point the Public withdrew.

BA065/17

11. STAFFING REVIEW UPDATE

The Town Clerk provided a preview of the draft report which he intended to present to council, and members broadly welcomed its approach and conclusions.