

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 15 May 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: G Roughead (Town Mayor, Chairman up to Item 2)
A Forbes (Chairman from Item 3 onwards)
R Bruce
B Douglas
A Gibson

IN ATTENDANCE:

S Cozens, Assistant to the Clerk
27 members of the public approx.

BA001/17

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

BA002/17

2. ELECTION OF CHAIR

RESOLVED: That Councillor A Forbes be appointed Chair of the Budget and Administration Committee for the year 2017/2018.

The Chairman took the Chair for the remainder of the meeting.

BA003/17

3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA004/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA005/17

5. ELECTION OF A VICE-CHAIR

RESOLVED: That Councillor R Bruce be appointed Vice-Chair of the Budget and Administration Committee for the year 2017/2018.

BA006/17

6. TERMS OF REFERENCE

RESOLVED: To note the Terms of Reference of the Budget and

Administration Committee, agreed by Council, at Appendix A of these minutes.

BA007/17 7. LINE MANAGEMENT OF THE TOWN CLERK

Members **RESOLVED** to defer this item until the next meeting of the committee.

BA008/17 8. DATE OF NEXT MEETING

The date of the next meeting would be Monday, 12 June 2017 at 6.30 pm.

APPENDIX A

- i. A duty to scrutinize the management of the council's finances,
- ii. A duty to hear complaints from members of the public that the Proper Officer cannot resolve,
- iii. A duty to scrutinize the Correspondence Log,
- iv. A duty to scrutinize journal transactions and virements,
- v. A power to determine and approve the investment of reserves within the existing policy determined by council,
- vi. A power to consider which complaints or grievances should be considered by a sub-committee of three or more councillors, and
- vii. A power to nominate which councillors should consider a complaint or grievance.