

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Budget and Administration Committee Meeting held on Wednesday, 16 May 2018 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	
	I Dixon	
	A Gibson	
	C Lewis	
	G Smith	

### **IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk

Steve Cozens, Assistant to the Clerk

Mr Liam Mutch, Sheriff

Joyce Benton, Sergeant-at-Mace

Robert Welsh, Halberdier

14 members of the public approximately, 1 member of the press

#### **BA001/18      1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **BA002/18      2. ELECTION OF CHAIR**

**RESOLVED: That Councillor A Forbes be appointed Chair of the Budget and Administration Committee for the year 2018/2019.**

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

#### **BA003/18      3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA004/18 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA005/18 5. ELECTION OF A VICE-CHAIR**

**RESOLVED: That Councillor R Bruce be appointed Vice-Chair of the Budget and Administration Committee for the year 2018/2019.**

**BA006/18 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.**

**BA007/18 7. LINE MANAGEMENT OF THE TOWN CLERK**

Members of the Budget and Administration Committee **RESOLVED** that the line management committee for the Town Clerk (Town Clerk / RFO Sub-Committee) would be comprised of A Bowlas, A Forbes and K Graham.

**BA008/18 8. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 11 June 2018 at 6.30 pm.

**APPENDIX A**

- i. A duty to scrutinize the management of the council's finances and the conduct of the council's administration,
- ii. A duty to hear complaints from members of the public that the Proper Officer cannot resolve that are not referred to the Town Clerk / RFO Sub-Committee,
- 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, or, if the complaint concerns the Town Clerk, to refer it to the Town Clerk / RFO Sub-committee, and
- vii. A power to nominate which councillors should consider a complaint or grievance.