

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on  
Wednesday, 16 August 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:     A Forbes                                     (Chair)  
                      A Bowlas  
                      R Bruce  
                      B Douglas  
                      A Gibson  
                      C Lewis  
                      G Roughead  
                      G Smith

### **IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cllr B Parkin  
Cty Cllr C Seymour  
2 member of the public.

### **OPEN SESSION**

There were no contributions during the open session.

#### **BA028/17       1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**BA029/17**

**2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 10 July 2017 were approved as a correct record on the motion of Cllr G Roughead, seconded by Cllr R Bruce.

**BA030/17**

**3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA031/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA032/17**

**5. INTERNAL AUDIT PLAN**

Members considered the options raised by the Town Clerk's report and **RESOLVED** to exercise their responsibilities concerning control of invoices and payments by receiving a detailed list of payments from which they could request further information.

**BA033/17**

**6. MEDIUM TERM FINANCIAL PLAN**

- i. Members **RESOLVED** to note the report, and to recommend council receive further reports on the level and usage of reserves.
- ii. The Committee **RESOLVED** to note the report.

**BA034/17**

**7. ASSETS REGISTER**

Members **RESOLVED** to note the update.

**BA035/17**

**8. BUDGET MONITORING**

Members **RESOLVED** to note the report.

**BA036/17**

**9. FINANCIAL REGULATIONS DISCUSSION**

Members indicated that they did not oppose the proposed new financial regulation.

**BA037/17**

**10. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 11 September 2017 at 6.30 pm.