

## BERWICK-UPON-TWEED TOWN COUNCIL

To: **ALL MEMBERS OF THE FINANCE AND RESOURCES COMMITTEE**

You are hereby requested to attend a meeting of the **FINANCE AND RESOURCES COMMITTEE** to be held in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed, on **MONDAY, 13 JULY 2015 at 6.00 pm.**

The Agenda for the meeting is set out below.

*Stogens*

Assistant to the Clerk

6 July 2015

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### OPEN SESSION

The Chairman to invite members of the public present to put questions to, or draw relevant matters to the attention of, the Council, prior to commencement of business. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

### A G E N D A

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2. MINUTES OF THE LAST MEETING**

To sign as a correct record the minutes of the meeting held on 15 June 2015.

**3. DISCLOSURES OF INTEREST**

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.

**4. REQUEST FOR DISPENSATION**

(i) To receive from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting (pro-forma attached).

(ii) To consider requests for dispensation.

**5. NORTHUMBRIAN CITIZENS ADVICE BUREAU**

Moira Macfarlane, Chief Executive of Northumbrian Citizens Advice Bureau, will talk about the role of the Citizens advice Bureau in Berwick to Councillors.

**6. AUTHORISATION OF PAYMENTS AND ORDERS**

To authorise payments on behalf of the Town Council (**Appendix A**).

**7. APPROVAL OF PLANNED EXPENDITURE**

To authorise the ordering of goods and services on behalf of the Town Council:

**8. HANDY PERSON**

To discuss the budget/need for a handy person (**Appendix B**).

**9. CHARTER MARKET VIABILITY**

Viability regarding approximate figures – Councillor I Dixon.

**10. BUS SHELTERS**

- i. Approval of estimates for bus shelter at ASDA.
- ii. Approval of estimates for painting the bus shelters.
- iii. Bus Shelter Cleaning.

**11. AUTUMN FESTIVALS**

Approval of Grant for Autumn Festival (**Appendix C**).

**12. DESK TOP COMPUTERS**

Staff Desk Top Computer estimates (**Appendix D**).

**13. COMMITTEE STRUCTURE**

To discuss the Committee Structure, considered at the previous Finance and Resources Committee meeting and Policy and Strategy Working Group (**Appendix E**).

**14. INSURANCE REVIEW**

- a) Is the policy adequate (**Appendix F**).
- b) Playhouse insurance enquiry – Councillor D Blackburn

**15. RISK ASSESSMENT**

To update risk assessments as necessary (**Appendix G**).

**16. FINANCIAL DECISIONS MADE BY OTHER COMMITTEES**

To consider financial decisions made by other committees.

**17. APPLICATIONS FOR FINANCIAL ASSISTANCE**

To consider applications for financial assistance.

To consider grants made by other Committees.

**18. DATE OF NEXT MEETING**

The next meeting of the Finance and Resources Committee will be held at 6.00 pm on Monday, 7th September 2015.

**MEMBERS OF THE FINANCE AND RESOURCES COMMITTEE:**

**Councillors H Bettison, D Blackburn, I Dixon, A Forbes, A Gibson, G Hill, G McLean, G  
Roughead and C Seymour**