

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Tuesday 3 July 2012 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: I Hunter (Chair)
P Herdman MBE
G Hill
J Robertson
F Simpson

IN ATTENDANCE:

S Finch, Town Clerk
S Cozens, Assistant to the Clerk
R Leetham, Finance Officer

F017/12 1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillor J Waterhouse (personal).

Absent: Councillor B Douglas.

F018/12 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 29 May 2012 were agreed and signed as a correct record.

F019/12 3. STATEMENTS BY THE PUBLIC

There were no members of the public present.

F020/12 4. DISCLOSURE OF INTERESTS

There was no disclosure of interests.

F021/12 5. AUTHORISATION OF PAYMENTS AND ORDERS

RESOLVED: To approve the payments and orders appended to these minutes.

F022/12 6. STATEMENT OF RECEIPTS AND PAYMENTS

RESOLVED: (i) To note the receipts and payments to 26 June 2012 appended to these minutes; and (ii) The Finance and Resources Committee

to discuss and initiate proposals for the use of the balances that the Town Council has in reserves.

F023/12

7. SPITTAL SPLASH PARK

The Clerk advised that the bill for repairs carried out on the drainage system was expected to be £2,000. Half of this would be paid by Spittal Improvement Trust, £500 by Northumberland County Council and the remaining £500 by the Town Council. Whilst there was a view that the contractor might be liable for the problem, the Clerk advised that the cost of pursuing this would be disproportionate, would take the facility out of use, and there would be no guarantee of a conclusion. Problems with the timer had now been dealt with. Weekly water and electricity meter readings were now being taken to establish likely costs at an early stage. A supplementary sustainability grant of £3,500 had been awarded and Spittal Improvement Trust and the Town Council would liaise on its use for training, equipment and so on.

F024/12

8. DECISIONS MADE UNDER DELEGATED AUTHORITY

There were no decisions made under delegated authority.

F025/12

9. APPLICATIONS FOR FINANCIAL ASSISTANCE

Members considered applications for financial assistance (Community grants)

RESOLVED: (i) To make £0 available to the Saturday Polish School; and (ii) To make £250 available to the Berwick Youth Project.

F026/12

10. APPOINTMENTS TO OUTSIDE BODIES

There were no requests for appointments to outside bodies.

F027/12

11. DATE OF NEXT MEETING

The next meeting would be held on Monday, 17 September 2012 at 6.00pm.

Berwick-upon-Tweed Town Council PAYMENTS FOR AUTHORISATION

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
65	28/05/2012		Barclays Current	100470	Photocopies	Capital Solutions	S	21.37	4.28	25.65
68	28/05/2012		Barclays Current	100472	Website support and	New Mind	S	1,890.00	378.00	2,268.00
69	28/05/2012		Barclays Spittal		Spittal Splash Park	Sunsafe Play Systems	S	1,100.00	220.00	1,320.00
71	26/05/2012		Barclays Current	100474	IT support	Northern Lab	S	90.00	18.00	108.00
72	28/05/2012		Barclays Current	100475	Notice Board	M Southern	S	55.00	11.00	66.00
73	28/05/2012		Barclays Current	100475	Notice Board	MKM Building Supplies	S	52.63	10.53	63.16
74	01/06/2012	Item 12 May	Barclays Current	Direct Debit	Gas	British Gas	L	29.30	1.46	30.76
75	13/06/2012		Barclays Current	100481	Spittal Splash Park	Northern Environment	S	551.35	110.27	661.62
76	13/06/2012		Barclays Current	100483	Spittal Splash Park	JH Wood	S	140.00	28.00	168.00
77	13/06/2012		Barclays Current	100484	Printing	Fantasy Prints	S	7.16	1.43	8.59
78	13/06/2012		Barclays Current	100476	Jubilee/Torch preparation	Funfest	Z	350.00	0.00	350.00
79	13/06/2012		Barclays Current	100477	IT support	Northern Lab	S	190.00	38.00	228.00
80	13/06/2012		Barclays Current	100478	Painting light columns etc	Iain A Grieve	S	1,621.00	324.20	1,945.20
81	13/06/2012		Barclays Current	100478	Painting light columns etc	Iain A Grieve	S	4,220.36	844.07	5,064.43
82	13/06/2012		Barclays Current	100479	Banners	Fantasy Prints	S	480.00	96.00	576.00
83	13/06/2012		Barclays Current	100480	Mayor's visitor book	Geo C Grieve	S	10.83	2.16	12.99
84	01/06/2012		Barclays Current	100485	Advert Northumberland	Johnston Publishing Ltd	S	300.00	60.00	360.00
85	01/06/2012		Barclays Current	100485	Advert Northumberland	Johnston Publishing Ltd	S	176.80	35.36	212.16
87	18/06/2012		Barclays Current	100488	Jubilee/Torch preparation	Northumberland County	Z	123.32	0.00	123.32
88	18/06/2012		Barclays Current	100489	Stationery	Viking	S	29.16	5.83	34.99
89	18/06/2012		Barclays Current	100489	Hi-Viz jackets/vests	Viking	S	39.90	7.98	47.88
90	18/06/2012		Barclays Current	100490	Event Music	North Music Trust	Z	275.00	0.00	275.00
91	18/06/2012		Barclays Current	100491	Event Music	Berwick Concert Band	E	150.00	0.00	150.00
92	18/06/2012		Barclays Current	100492	Stationery	Stamps direct	S	25.02	5.00	30.02
93	18/06/2012		Barclays Current		Honours Board	Harry Stebbing	S	0.00	0.00	0.00
94	18/06/2012		Barclays Current	100493	Photography	PIctorial Photography	E	75.00	0.00	75.00
95-99	14/06/2012		Barclays Current	100487	Salaries	Northumberland County	E	4,931.93	0.00	4,931.93

Berwick-upon-Tweed Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
105 Grants	20/06/2012		Barclays Current	100496	Events Grant	Berwick Arts & Crafts	X	200.00	0.00	200.00
106 Grants	20/06/2012		Barclays Current	100497	Events Grant	Spittal Improvement	X	2,000.00	0.00	2,000.00
107 Grants	20/06/2012		Barclays Current	100498	Events Grant	Berwick AFC	X	175.00	0.00	175.00
108 Grants	20/06/2012		Barclays Current	100499	Events Grant	5th Berwick Scouts	X	250.00	0.00	250.00
109 Grants	20/06/2012		Barclays Current	100500	Events Grant	Tweedmouth Feast	X	2,750.00	0.00	2,750.00
110 BEES	20/06/2012		Barclays Current	100501	BEEs Grant	Spittal Improvement	X	250.00	0.00	250.00
111 Grants & Subsidies	20/06/2012		Barclays Current	100502	Community Grant	Tweed Music Centre	X	250.00	0.00	250.00
112 Environmental Projects	20/06/2012		Barclays Current	100495	Jubilee Hall Project	SITA Trust	X	2,200.00	0.00	2,200.00
113 Jubilee/Olympic	20/06/2012		Barclays Current	100482	Competition Prize	Studio Hair Design	X	50.00	0.00	50.00
114 IT support	26/06/2012		Barclays Current	100503	IT support	Northern Lab	S	90.00	18.00	108.00
115 Stationery and printing	26/06/2012		Barclays Current	100504	Ink cartridges	Viking	S	82.96	16.59	99.55
116 Jubilee/Olympic	26/06/2012		Barclays Current	100505	Steward services Torch	Berwick Detachment ACF	X	300.00	0.00	300.00
117 Jubilee/Olympic	26/06/2012		Barclays Current	100506	Music for Torch Relay	Norham Village Band	X	100.00	0.00	100.00
118 Jubilee/Olympic	26/06/2012		Barclays Current	100507	Music for Torch Relay	RBL Pipe Band	X	150.00	0.00	150.00
119 Jubilee/Olympic	26/06/2012		Barclays Current	100508	Hire of stalls	Berwick Community	X	100.00	0.00	100.00
120 Jubilee/Olympic	26/06/2012		Barclays Current	100509	Post banners	Flying Colours	S	967.90	193.58	1,161.48
121 Telecoms	26/06/2012		Barclays Current	100510	Telecoms	BT	S	75.92	15.18	91.10
Total								26,926.51	2,445.32	29,371.83

Berwick-upon-Tweed Town Council
NETT POSITION BY COST CENTRE & CODE

Item 6
Appendix B
Tuesday, 3 July 2012

Cost Centre & Name

ADMINISTRATION		Balance B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1-6	Salaries	0.00	0.00	0.00	40,399.00	10,056.80	30,342.20
7	Recruitment expenses	0.00	0.00	0.00	180.00	0.00	
8	Job Evaluation	0.00	0.00	0.00	0.00	0.00	0.00
9	Training: officers	0.00	0.00	0.00	150.00	0.00	150.00
10	Travel/subsistence: officers	0.00	0.00	0.00	600.00	0.00	600.00
11	Training: Councillors	0.00	0.00	0.00	150.00	0.00	150.00
12	Travel/subsistence: Councillors	0.00	0.00	0.00	500.00	0.00	500.00
13	Rent	0.00	0.00	0.00	5,100.00	1,275.00	3,825.00
14	Service charge	0.00	0.00	0.00	160.00	40.01	119.99
15	Rates	0.00	0.00	0.00	420.00	0.00	420.00
16	Gas	0.00	0.00	0.00	175.00	99.00	76.00
17	Electricity	0.00	0.00	0.00	250.00	108.15	141.85
18	Water	0.00	0.00	0.00	200.00	44.18	155.82
19	Telecoms	0.00	0.00	0.00	850.00	175.67	674.33
20	IT equipment	0.00	0.00	0.00	400.00	620.13	-220.13
21	IT support	0.00	0.00	0.00	700.00	895.00	-195.00
22	Software Licence fee	0.00	0.00	0.00	245.00	0.00	245.00
23	Venue hire	0.00	0.00	0.00	0.00	0.00	0.00
24	Postage	0.00	0.00	0.00	150.00	110.00	40.00
25	Stationery and printing	0.00	0.00	0.00	700.00	414.11	285.89
26	Photocopies	0.00	0.00	0.00	720.00	21.37	698.63
27	Equipment & furniture	0.00	0.00	0.00	500.00	0.00	500.00
28	Insurance	0.00	0.00	0.00	803.00	0.00	803.00
29	Audit: internal	0.00	0.00	0.00	250.00	0.00	250.00
30	Audit: external	0.00	0.00	0.00	550.00	0.00	550.00
31	Legal & professional fees	0.00	0.00	0.00	500.00	0.00	500.00
32	Election expenses	0.00	0.00	0.00	5,500.00	0.00	5,500.00
33	Public notices	0.00	0.00	0.00	250.00	186.80	63.20
34	Publications	0.00	0.00	0.00	50.00	0.00	50.00
35	Publicity	0.00	0.00	0.00	0.00	21.20	-21.20
36	Website	0.00	0.00	0.00	300.00	0.00	300.00
37	Subscriptions	0.00	0.00	0.00	1,130.00	1,185.02	-55.02
40	Meeting & office expenses	0.00	0.00	0.00	200.00	12.99	187.01
63	Community Plan	0.00	0.00	0.00	0.00	0.00	0.00
67	Salaries	0.00	0.00	0.00	2,000.00	436.20	1,563.80
		£0.00	0.00	£0.00	64,082.00	£15,701.63	48,380.37
CIVIC EVENTS							
Code	Title	Balance B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
38	Remembrance Day	0.00	0.00	0.00	950.00	0.00	950.00
91	Bounds Riding	0.00	0.00	0.00	0.00	251.67	-251.67
		£0.00	0.00	£0.00	950.00	£251.67	698.33
EVENTS COMMITTEE							
Code	Title	Balance B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
39	Grants	0.00	0.00	0.00	8,000.00	8,375.00	-375.00
69	Events leaflet	0.00	0.00	0.00	800.00	935.00	-135.00
90	Jubilee/Olympic Celebration	0.00	0.00	0.00	10,000.00	7,058.65	2,941.35
		£0.00	0.00	£0.00	18,800.00	£16,368.65	2,431.35
ENVIRONMENT & REGENERATION							
Code	Title	Balance B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
41	Grants	0.00	0.00	0.00	0.00	0.00	0.00
42	Council projects	0.00	0.00	0.00	0.00	0.00	0.00
70	Environmental Projects	0.00	0.00	0.00	30,000.00	10,645.52	19,354.48
71	Destination Marketing	0.00	0.00	0.00	10,000.00	1,890.00	8,110.00
72	Public Seats	0.00	0.00	0.00	3,750.00	0.00	3,750.00
73	Bus Shelters	0.00	0.00	0.00	2,000.00	0.00	2,000.00
74	Bins - litter/grit	0.00	0.00	0.00	3,000.00	0.00	3,000.00
75	War Memorials: maintenance	0.00	0.00	0.00	80.00	0.00	80.00
76	Grass Cutting	0.00	0.00	0.00	4,500.00	0.00	4,500.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Berwick-upon-Tweed Town Council

NETT POSITION BY COST CENTRE & CODE

<u>Cost Centre & Name</u>							
77 BEES		0.00	0.00	0.00	5,000.00	607.63	4,392.37
		£0.00	0.00	£0.00	58,330.00	£13,143.15	45,186.85
FESTIVE LIGHTING							
<u>Code Title</u>		<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
43 Maintenance & installation		0.00	0.00	0.00	0.00	0.00	0.00
44 Lights & Fittings		0.00	0.00	0.00	10,000.00	0.00	10,000.00
45 Other costs		0.00	0.00	0.00	1,000.00	0.00	1,000.00
46 Donations		0.00	2,000.00	0.00	0.00	0.00	-2,000.00
		£0.00	2,000.00	£0.00	11,000.00	£0.00	9,000.00
RECEIPTS							
<u>Code Title</u>		<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
47 Precept		0.00	100,456.00	50,228.00	0.00	0.00	-50,228.00
48 Bank interest		0.00	100.00	0.00	0.00	0.00	-100.00
49 Sundry		0.00	0.00	9,839.26	0.00	0.00	9,839.26
50 Grants		0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	100,556.00	£60,067.26	0.00	£0.00	-40,488.74
FREEMEN: MAYORAL/CIVIC							
<u>Code Title</u>		<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
53 Salaries: Mayoral staff		0.00	0.00	0.00	4,750.00	1,200.78	3,549.22
54 Mayor personal & official		0.00	0.00	0.00	2,500.00	952.81	1,547.19
55 Civic expenses		0.00	0.00	0.00	2,000.00	1,399.94	600.06
56 Civic regalia insurance		0.00	0.00	0.00	4,000.00	0.00	4,000.00
		£0.00	0.00	£0.00	13,250.00	£3,553.53	9,696.47
FREEMEN: FREEDOM ADMISSIONS							
<u>Code Title</u>		<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
59 Salaries: Freedom Admissions		0.00	0.00	0.00	7,932.00	1,560.30	6,371.70
60 Costs		0.00	0.00	0.00	120.00	39.00	81.00
		£0.00	0.00	£0.00	8,052.00	£1,599.30	6,452.70
FREEMEN: RECEIPTS							
<u>Code Title</u>		<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
61 Schedule III surplus		0.00	86,000.00	0.00	0.00	0.00	-86,000.00
62 Freedom Admissions fees		0.00	640.00	80.00	0.00	0.00	-560.00
		£0.00	86,640.00	£80.00	0.00	£0.00	-86,560.00
ALLOTMENTS							
<u>Code Title</u>		<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
51 Income - Rents		0.00	328.00	123.00	0.00	0.00	-205.00
52 Repairs & Maintenance		0.00	0.00	0.00	3,000.00	2,035.10	964.90
		£0.00	328.00	£123.00	3,000.00	£2,035.10	759.90
PLAY AREAS							
<u>Code Title</u>		<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
64 SSP Construction		0.00	0.00	1,100.00	0.00	8,726.64	-7,626.64
78 SSP Running Costs		0.00	0.00	0.00	5,500.00	0.00	5,500.00
79 SSP Site Maintenance		0.00	0.00	0.00	500.00	691.35	-191.35
80 SSP Equipment Maintenance		0.00	0.00	0.00	0.00	0.00	0.00
81 Inspections		0.00	0.00	0.00	1,500.00	0.00	1,500.00
82 Insurance		0.00	0.00	0.00	900.00	0.00	900.00
83 HPA Equipment Maintenance		0.00	0.00	0.00	2,200.00	0.00	2,200.00
84 HPA Site Maintenance		0.00	0.00	0.00	500.00	0.00	500.00
85 SLA routine maintenance		0.00	0.00	0.00	1,320.00	0.00	1,320.00
89 Play Area Reserves		0.00	0.00	0.00	37,580.00	0.00	37,580.00

Berwick-upon-Tweed Town Council

NETT POSITION BY COST CENTRE & CODE

Cost Centre & Name

£0.00	0.00	£1,100.00	50,000.00	£9,417.99	41,682.01
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BERWICK MASTERPLAN

Code Title

<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
0.00	0.00	0.00	0.00	0.00	0.00
£0.00	0.00	£0.00	0.00	£0.00	0.00

65 Income

FINANCE AND RESOURCES

Code Title

<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
0.00	0.00	0.00	2,000.00	275.00	1,725.00
0.00	0.00	0.00	3,000.00	250.00	2,750.00
£0.00	0.00	£0.00	5,000.00	£525.00	4,475.00

66 Youth Council

68 Grants & Subsidies

CAPITAL PROJECTS

Code Title

<u>Balance B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
0.00	0.00	0.00	17,875.00	0.00	17,875.00
0.00	0.00	0.00	11,000.00	0.00	11,000.00
0.00	0.00	0.00	21,125.00	0.00	21,125.00
£0.00	0.00	£0.00	50,000.00	£0.00	50,000.00

86 Public Seats

87 New Road Improvements

88 Capital Project Reserves

NETT TOTALS

£0.00	189,524.00	£61,370.26	282,464.00	£62,596.02	91,714.24
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