

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 6 March 2012 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: I Hunter (Chair)
A Bowlas
G Hill
J Robertson
J Waterhouse

IN ATTENDANCE:

S Finch, Town Clerk
S Cozens, Assistant to the Clerk

F079/11 1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillor F Simpson (holiday).

F080/11 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 17 January 2012 were agreed and signed as a correct record.

F081/11 3. STATEMENTS BY THE PUBLIC

There were no members of the public present.

F082/11 4. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

F083/11 5. AUTHORISATION OF PAYMENTS

RESOLVED: To authorise the payments listed in the appendix to these minutes.

F084/11 6. STATEMENT OF RECEIPTS AND PAYMENTS

RESOLVED: To note the statement of receipts and payments to 29 February 2012.

F085/11 7. FINANCIAL ISSUES RAISED BY OTHER BODIES

Members considered proposals which had been made by the Events and

Environment and Regeneration Committees which had met on 5 March 2012.

(a) Events Committee

RESOLVED: (i) To make £750 available to Berwick Events Group to continue to organise and produce the Dickensian Market in Berwick-upon-Tweed in December 2012 (money paid on the provision that the event takes place); (ii) To make £500 available to Berwick-upon-Tweed Film & Media Arts Festival. The funds will be used to help increase the visibility of, and to develop audiences for, the 8th Berwick-upon-Tweed Film & Media Arts Festival: 19th - 23rd September 2012; and (iii) To make £2,500 available to The Rotary Club for provision of celebration event(s) for people of Berwick for Queen Elizabeth II 60th celebration.

(b) Environment and Regeneration Committee

RESOLVED: To make £1,200 available to Three Fields Residents Association to purchase 3 notice boards.

F086/11

8. DELEGATED DECISIONS

The following decisions had been agreed under delegated powers.

[Standing Orders: Where matters require urgent attention outside the meeting schedule, authority to make decisions delegated to the Clerk in discussion with two of: the Town Mayor, Deputy Town Mayor and the Chairman of one Standing Committee. Any such decision should be reported to the next meeting of Council or relevant Committee].

RESOLVED: that the Town Council should employ Alison Jones to design improvements to the Rose Garden at Flagstaff Park (estimate of 3 days at £125 per day, plus travelling expenses from Hexham for one day).

RESOLVED: that the Town Council should meet the cost of a custom-made lamp to mark the Diamond Jubilee, to be located in Marygate, supply and installation by Northumberland County Council (estimated cost £5-6,000).

RESOLVED: that the Town Council should meet the cost to install a seat in the bus shelter at the end of Union Park Road, Tweedmouth.

F087/11

9. LAND REGISTRY

Members agreed that the Town Council may need from time to time to establish the ownership of properties, where projects were being considered. Cost of an application for details of land ownership was £8 per application, and the service was largely designed for on-line requests and payments, which the Town Council was not able to benefit from whilst payments remained wholly cheque-based

RESOLVED: (i) That the Town Council could, as required, make applications to the Land Registry; and (ii) That a Town Council Debit / Credit Card be considered with a formal recommendation being made to Full Council.

RESOLVED: To exclude the press and public during the discussion of the following agenda items, which include issues of a personal and/or confidential nature.

F088/11

10. APPOINTMENT OF FINANCE OFFICER

The Clerk reported that a candidate has accepted an offer of employment which is subject to a 6 month probationary period. Start date is the 26 March 2012.

RESOLVED: To agree the appointment subject to the 6 month probationary period.

F089/11

11. LION ALLOTMENTS

Berwick Preservation Trust had agreed to meet the legal costs of a lease being drawn up which would need approval from both parties. Members considered the issues which had been raised in correspondence with both the Allotments Committee and the Preservation Trust.

RESOLVED: The Town Council to write to the Allotments Committee outlining the arrangements which the Council would require to be in place before formal transfer of the allotments.

F090/11

12. RETIREMENT PAYMENTS

At a meeting with the relevant staff regarding retirement payments the resolution agreed at the last meeting had been discussed and accepted. It was noted that a lump sum retrospective payment into the scheme was not possible, but that a supplementary payment could be made over and above the agreed employer contribution, up to the maximum allowable annual contribution.

RESOLVED: (i) Subject to confirmation by the NEST administrators, the

employer contribution would be as agreed at the last meeting; and (ii) for a period of three years a supplementary employer contribution would be made of 4%, as a contribution to the three years during which pension contributions had been allocated in the budget, but the LGPS for the Town Council had not been set up.

RESOLVED: To re-open the meeting to the press and public for the remainder of the meeting.

F091/11

13. DATE OF NEXT MEETING

The next meeting would be held on Tuesday, 29 May 2012 at 6 pm in the Ante-Room, Town Hall.

Berwick-upon-Tweed Town Council

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 226 to 261

Vchr.	Cheque	Cde.	Name	Description	Amount
227	100402	38	Steven Monks	Armistice cross replacements	466.42
228	100402	43	Steven Monks	Festive Lighting	7,279.00
			Subtotal Cheque No. 100402		7,745.42
229	100403	45	Music Gallery	P A Hire	156.00
230	100405	19	BT	Internet services	121.21
231	100406	42	Northumberland County Council	Grit bins x 2	400.00
232-236	100407	53	Northumberland County Council	Salaries	3,527.93
241	100408	21	Northern Lab	IT support contract	108.00
242	100409	45	Northumberland County Council	Power connections lamp columns	4,620.00
243	100410	42	Northumberland Tourism	Days Out & attractions leaflet	1,650.00
244	100411	7	Johnston Publishing Ltd	Advertisement staff vacancy	125.72
245	100412	25	Viking	Stationert	86.27
246	100413	39	Fairtrade Steering Group	Events Grant	225.00
247	100415	42	Northumberland Tourism	Days Out & attractions leaflet	30.00
248	100416	43	Landels Electrical	Festive Lighting - Rotary	2,262.00
249	100417	21	Northern Lab	IT support	328.98
250-256	100418	53	Northumberland County Council	Salaries	4,032.06
257	100419	21	Northern Lab	IT support	54.00
258	100420	13	Edwin Thompson	Rent	1,530.00
259	100420	14	Edwin Thompson	Service charge	48.01
			Subtotal Cheque No. 100420		1,578.01
260	100421	26	Capital Solutions	Photocopies	27.50
261	100422	21	Northern Lab	IT support contract	108.00
226	700003	64	Sunsafe Play Systems	Payment	40,000.00
239	700008	64	Sunsafe Play Systems	Spittal Splash Park	9,000.00
238	700009	64	Northern Environment Workshop	Spittal Splash Park	1,560.00
240	BACS	64	Sunsafe Play Systems	Spittal Splash Park	28,000.00
237	Direct	17	British Gas	Electricity	64.19
TOTAL					105,810.29