

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Tuesday 7 September 2010 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: A Bowlas Chair
 I Hunter
 F Simpson
 J Waterhouse

IN ATTENDANCE:

S Finch, Town Clerk

F013/10 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Robertson.

F014/10 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 15 June 2010 were agreed and signed as a correct record.

With reference to Item F009/10, it was noted that the queries raised by Councillor Robertson had been clarified by the Clerk and the Receipts and Payments statement agreed by the Chair and Vice Chair.

The Clerk confirmed that a Staffing Committee meeting had not yet been arranged but would be shortly.

F015/10 3. STATEMENTS BY THE PUBLIC

There were no members of the public present.

F016/10 4. DISCLOSURE OF INTERESTS

There was no disclosure of interests.

F017/10 5. AUTHORISATION OF PAYMENTS

RESOLVED: To approve the payments appended to these minutes.

F018/10 6. STATEMENT OF RECEIPTS AND PAYMENTS

The Clerk advised that there were no substantial variations from the budget at the current time. The BEES budget remained largely unspent, but conversely the Events Committee grants budget would probably be spent before the year end.

The income from Freedom admissions was considerably greater than had been estimated, because of the numbers applying to be admitted since females were allowed to become Freemen. The Clerk confirmed that the sum received was sufficient to cover increased outgoings, and would enable payment to be made for the time spent by the Borough Archivist on preparing Family Descents for each ceremony. She had proposed a fee of £25 per hour for the work involved.

Members agreed that Council should be asked to agree to remunerate the Borough Archivist for preparatory work in advance of Freedom Ceremonies at the proposed rate of £25 per hour, the costs to be met from the fees charged for Admission.

The Clerk advised that the balance of the precept, £44,639, had not yet been received from the County Council. The Schedule III surplus was expected to be broadly similar to that of 2009, at £78,000. This suggested that there could be an outstanding balance at the year end of £188,000, which should be allocated to reserves in accordance with audit guidelines, and to reflect the priorities which had been identified by Committees of the Council. This would inform the later discussions on issues raised by other committees (Item 10).

F019/10

7. INTERNAL AND EXTERNAL AUDITS 2009-2010

The Clerk reported that the internal auditor had been satisfied with the measures in place for financial management and control within the Council.

The external audit had not yet been completed; additional explanations had to be provided relating to the large variance in costs between 2008-9 and 2009-10; the auditor was now satisfied with these figures, the only outstanding matter remaining relating to expenses owed to the Clerk and unclaimed from 2009-10, requiring an amendment to the Annual Return.

F020/10

8. OFFICE PREMISES

The Clerk advised that following agreement under delegated powers (F021/10), an offer subject to contract had been made to Messrs Edwin Thompson for Unit 1 The Chandlery, Quayside. This had been accepted, and detailed negotiations would proceed following formal agreement by this Committee. Three months notice was required by Berwick Community Trust, which had indicated this was not negotiable.

RESOLVED: (i) The Clerk to proceed with negotiations with the agents for Unit 1, The Chandlery with a view to entry at the beginning of November, any outstanding rent at the William Elder Building to be written off if unavoidable; (ii) the Council to employ a solicitor to act on its behalf.

F021/10

9. DELEGATED DECISIONS

RESOLVED: To note the decisions which had been made under delegated authority:

(i) To authorise the Clerk to begin negotiations for new office premises at The Chandlery, Quayside

(ii) To authorise the Clerk to purchase Christmas lights to the net value of £2470, following the receipt of a donation to the same value from the Rotary Club

F022/10

10. FINANCIAL ISSUES RAISED BY OTHER COMMITTEES

Members considered proposals which had been made by the Events and Environment and Regeneration Committees which had met on 6 September.

(a) Events Committee

RESOLVED: To make £900 available to the Spittal Improvement Trust to assist with the costs of 'Christmas in Spittal 2010'.

(b) Environment and Regeneration Committee

RESOLVED: (i) To endorse the recommendation that the Spittal Splash Park project should be referred to the Council, with the commendation of the Finance and Resources Committee; and (ii) to endorse the recommendation that the Council enter into discussion with the County Council with a view to up-grading play areas one at a time and taking on

responsibility when they were of an acceptable standard; and (iii) to earmark £30,000 of the Council's current general reserves for environmental projects to improve planting and floral displays which had been proposed by community groups and estimates for which had been provided by Northumberland County Council.

Members also considered the issues which had been raised at the meeting to discuss The New Road, including the matter of re-surfacing, which it was understood required to be included in the Local Transport Plan to be considered for financing.

RESOLVED: To request that the re-surfacing of The New Road be included in the Local Transport Plan as a priority.

Members considered the Council's current and expected general reserves, and their treatment.

RESOLVED: In the light of the proposals which had been made by the Council's Committees, and the reserves in hand and due in the current year, to retain £60,000 in general reserves, and (in addition to the £30,000 already agreed to be earmarked for environmental projects) to earmark £50,000 for play areas and £50,000 for capital projects.

F023/10

11.FORWARD PLAN

The Clerk said the paper which had been circulated followed an informal meeting of councillors earlier in the year, and represented a proposed plan for actions by the Council and partners over the medium-term. The plan would provide a framework to guide the Council in its priorities over the next five years.

The plan reflected actions which had been identified by the Community Plan research carried out in association with Berwick Community Trust; or included in Berwick's Future proposals; or had already been agreed as policies by the Town Council.

Members noted the paper, agreeing that it would provide a useful guide to the Council on issues which should be considered as and when appropriate.

F024/10

12.APPOINTMENTS TO OUTSIDE BODIES

There were no requests for Town Council representatives on outside bodies.

F025/10

13.DATE OF NEXT MEETING

The next meeting would be held on Tuesday 9 November at 6 pm in the Ante-Room, Town Hall.

ITEM 5
Attachment A

Berwick-upon-Tweed Town Council
DRAFT PAYMENTS LIST: Cheques 100114 to 100133

Vchr.	Cheq.	Cde.	Name	Description	Amount
114	100114	32	S Finch refund	Public notice Tweeddale Press	£89.30
115	100115	191	Sergeant-at-Mace	Sergeant-at-Mace phone credit	£30.00
116	100116	110	Cittaslow-Berwick	Grant BEES	£125.00
117	100117	90	M McNeely	Grant Events	£250.00
118	100119	90	Spittal Improvement Trust	Grant Events	£1,000.00
119	100120	110	Berwick Preservation Trust	Grant BEES	£1,500.00
120	100121	36	Cllr I Hunter	Councillor Expenses	£10.31
121	100122	25	Viking	Stationery	£270.02
122	100123	31	Northumberland County Council	Election expenses	£2,075.43
123	100124	14	SLCC-CILCA Management	CiLCA registration fees x 2	£300.00
124	100125	20	British Telecom	BT Payment Services	£66.17
125-129	100126	10	Northumberland County Council	Salaries	£2,226.47
130	100127	25	Shiel and Morrison	Printing	£109.28
131	100128	23	Capital Solutions	Photocopy charges	£15.64
132	100129	25	Viking	Stationery	£186.09
133	100131	110	Spittal Improvement Trust	Grant BEES	£1,500.00
TOTAL					£9,753.71

Berwick-upon-Tweed Town Council
DRAFT PAYMENTS LIST: Cheques 100118 to 100177

Vchr.	Cheq.	Cde.	Name	Description	Amount
53	100118	90	Berwick Food Festival	Grant	£1,000.00
54	100130	15	S Finch refund	Mileage	£146.16
1	100132	23	Capital Solutions	Photocopy charges	£12.64
2	100133	21	NCN IT Solutions	IT equipment	£117.50
3	100134	17	BUT Community Dev Trust	Service Charge Apr - June	£228.25
4	100134	16	BUT Community Dev Trust	Rent	£485.00
Subtotal Cheque No. 100134					£713.25
5	100135	72	Robert Norris	Catering Troop Parade 280410	£112.00
11	100136	72	Sergeant-at-Mace	Troop Parade 280410 refund	£435.48
6-10	100137	10	Northumberland County Council	Salaries	£2,803.81
12	100138	72	Photo Centre	Photographs Freedom 130410	£49.50
13	100139	27	Zurich Municipal Limited	Insurance supplement	£784.83
17	100141	192	LR Catering	Catering Troop Parade 280410	£600.00
14	100142	36	Buds	Flowers	£35.98
18	100143	14	Northumberland ALC	Training (allotments)	£15.00
19	100143	34	Northumberland ALC	Subscription	£733.37
Subtotal Cheque No. 100143					£748.37
15	100144	32	Johnston Newspapers	Public notice Tweeddale Press	£78.14
16	100145	32	Johnston Newspapers	Public notice Tweeddale Press	£89.30
23	100146	10	Northumberland County Council	Salaries	£2,432.76
26	100147	25	G C Grieve	Stationery	£11.99
24	100148	23	Capital Solutions	Photocopy charges	£13.52
25	100149	191	Joyce Benton	Mayor Making Catering	£200.00
78	100150	25	Viking	Stationery	£46.41
27	100151	72	S Cozens	Annual meeting expenses refund	£44.76
79	100152	20	British Telecom	BT Payment Services	£67.62
80	100152	20	British Telecom	BT Payment Services	£9.00
Subtotal Cheque No. 100152					£76.62
34-39	100153	10	Northumberland County Council	Salaries	£3,144.84
40	100154	34	SLCC	Subscription	£151.00
41	100155	192	Photo Centre	Photographs Banner presentatio	£8.25
42	100156	192	Robertson's (Berwick)	Mayoral expenses (Sheriff outf	£37.90
43	100157	19	BUT Community Dev Trust	Venue Hire	£45.00
44	100157	16	BUT Community Dev Trust	Rent 010710 300910	£485.00
45	100157	17	BUT Community Dev Trust	Service Charge July-Sept 2010	£228.25
Subtotal Cheque No. 100157					£758.25
46	100158	15	S Cozens	Travel expenses refund	£83.29
47	100158	25	S Cozens	Stationery refund	£4.99
48	100158	24	S Cozens	Postage refund	£33.15
Subtotal Cheque No. 100158					£121.43
49	100159	173	Sue Andrew	Calligraphy services	£75.00
50	100160	90	Tweedmouth Salmon Queen C/Com	Grant Events	£250.00
51	100161	110	West End Residents Association	Grant BEES	£493.50
52	100162	110	Spittal Improvement Trust	Grant BEES	£250.00
55	100164	23	Capital Solutions	Photocopy charges	£15.76
56	100166	25	Viking	Stationery	£129.25
57	100167	31	Northumberland County Council	Election expenses	£2,658.19
58	100168	15	S Cozens	Mileage	£49.92
59	100168	25	S Cozens refund	Stationery	£30.88
Subtotal Cheque No. 100168					£80.80
60	100169	29	SPAN Consultancy/N Dunn	Internal audit	£125.00
62	100170	191	LR Catering	Catering Mayor's Sunday	£950.00
61	100171	26	Leslie Landels Electrical	PAT testing	£52.88
63	100172	90	Berwick Events Group	Grant	£750.00
64	100173	90	Berwick Fil & Media Arts Fest	Grant	£750.00
65	100174	90	Fr of Berwick & District Museu	Grant	£500.00
66	100175	110	Prior Pk Improvements Assoc	Grant BEES	£500.00
69	100176	23	Capital Solutions	Photocopy charges	£20.63
73-77	100177	10	Northumberland County Council	Salaries	£1,825.92
TOTAL					£24,201.62

ITEM 5
Attachment A (iii)

Berwick-upon-Tweed Town Council
DRAFT PAYMENTS LIST: Cheques 100179 to 100182

Vchr.	Cheq.	Cde.	Name	Description	Amount
81	100179	33	Scribe 2000 Ltd	SCRIBE2000 Software Licence	£229.13
82	100180	36	S Finch refund	Councillor Expenses Cartridges	£23.48
83-87	100181	10	Northumberland County Council	Salaries	£2,429.67
88	100182	72	AMMO and Co	Pipe Banner	£595.14
					TOTAL
					£3,277.42