

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Tuesday 9 November 2010 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: A Bowlas Chair
 I Hunter
 J Waterhouse

IN ATTENDANCE:

S Finch, Town Clerk

F026/10 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Simpson. Councillor Robertson had advised the Clerk that he wished to stand down from the Committee. It was agreed that at least one other member should be sought for the Committee.

F027/10 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 7 September 2010 were agreed and signed as a correct record.

F028/10 3. STATEMENTS BY THE PUBLIC

There were no members of the public present.

F029/10 4. DISCLOSURE OF INTERESTS

There was no disclosure of interests.

F030/10 5. AUTHORISATION OF PAYMENTS

RESOLVED: To approve the payments appended to these minutes.

F031/10 6. STATEMENT OF RECEIPTS AND PAYMENTS

The statement of receipts and payments was noted.

F032/10 7. EXTERNAL AUDIT 2009-2010

The Clerk reported that the external audit had been completed and that the auditor had not raised any issues. The audited annual return would now need to be accepted and approved by the Council.

F033/10 8. APPOINTMENT OF INTERNAL AUDITOR 2011

RESOLVED: To re-appoint Norman Dunn as internal auditor for 2011.

F034/10

9. FINANCIAL REGULATIONS

The review of Financial Regulations would be deferred to a future meeting.

F035/10

10.DELEGATED DECISIONS

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

- (i) Purchase of further Christmas Lights from Blachere Illumination, 16 lights at a cost of £3040 net of VAT**
- (ii) Contribution of 50 % (£4500 net of VAT) of the cost of employing consultants to prepare the first stage of an Heritage Lottery Bid for the Berwick Parks Project, the balance to be paid by Northumberland County Council.**
- (iii) Agreement to accept quotation from Steven Monks for erection and dismantling of Christmas lights, at a cost of £3000 net of VAT, estimates having been sought from three companies and received from two.**

F036/10

11.FINANCIAL ISSUES RAISED BY OTHER COMMITTEES

Members considered the proposals which had been made by the Staffing Committee on 11 October 2010.

RESOLVED: To agree the proposals which had been made by the Staffing Committee and which are recorded in that Committee's minutes.

Members also considered the application for financial assistance which had been agreed by the Environment and Regeneration Committee on 8 November 2010.

RESOLVED: To endorse the recommendation that the application by the West End Residents Association should be supported, subject to further discussion about the best way to finance the proposed work to the Tweedmouth War Memorial.

F037/10

12.APPOINTMENTS TO OUTSIDE BODIES

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

F038/10

13.DATE OF NEXT MEETING

The next meeting would be held on Monday 13 December 2010 at 6 pm in the Ante-Room, Town Hall.

Berwick-upon-Tweed Town Council
DRAFT PAYMENTS LIST: Cheques 100183 to 100206

Vchr.	Cheq.	Cde.	Name	Description	Amount
	89	100183	110 Cittaslow-Berwick	Grant BEES	£297.36
	90	100184	20 British Telecom	Telecoms	£72.54
	91	100185	72 LR Catering	Catering Freeman AGM	£600.00
	92	100186	22 NCN IT Solutions	IT Support	£951.75
	94	100188	28 BDO Stoy Hayward	Audit fee 09-10	£675.63
	95	100189	152 Blachere	Christmas lights	£2,902.25
	96	100190	173 Braythorn Promotional Packing	Presentation tubes	£914.15
	97	100191	16 BUT Community Dev Trust	Rent 011010 to 301110	£324.21
	98	100191	17 BUT Community Dev Trust	Service Charge Oct-Nov 2010	£152.58
			Subtotal Cheque No. 100191		£476.79
	99,	100192	10 Northumberland County Council	Salaries	£2,378.64
113-116					
	100	100193	21 Viking	IT equipment	£567.45
	101	100194	173 Sergeant-at-Mace	Expenses	£133.89
	102	100195	23 Capital Solutions	Photocopy charges	£24.12
	103	100196	90 Spittal Improvement Trust	Grant	£900.00
	104	100197	27 Zurich Municipal Limited	Insurance	£2,555.56
	105	100198	33 Scribe 2000 Ltd	SCRIBE2000 Software Licence	£58.75
	106	100199	70 Royal British Legion	Poppy Appeal - wreaths	£315.00
	107	100201	72 City of Casey	Engraved plaque	£600.00
	108	100202	16 Sanderson McCreath Edney	Premises expense	£507.95
	109	100203	152 Blachere	Christmas lights	£223.25
	110	100204	27 Zurich Municipal Limited	Insurance (rem day)	£73.50
	111	100205	23 Capital Solutions	Photocopy charges	£17.18
112, 117	100206	10	Northumberland County Council	Salaries	£2,316.39
119-121					
TOTAL					£16,752.15