

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday 13 June 2011 at 6.30 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: G Hill (In the Chair)
 A Bowlas
 J Robertson
 F Simpson
 J Waterhouse

IN ATTENDANCE:

S Finch, Town Clerk

Councillor Hill welcomed members and said that everyone's thoughts were with Councillor Smith and his family and that members wished him a speedy recovery.

F014/11 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Hunter.

F015/11 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 24 May 2011 were agreed as a correct record.

F016/11 3. STATEMENTS BY THE PUBLIC

There were no statements by the public.

F017/11 4. DISCLOSURE OF INTERESTS

No disclosures of interests were made at the meeting.

F018/11 5. STATEMENT OF RECEIPTS AND PAYMENTS

RESOLVED: To note the amended receipts and payments to 31 March 2011.

F019/11 6. 2010-11 ACCOUNTS

RESOLVED: To approve the Accounting Statements and bank reconciliation relating to the financial year ending 31 March 2011.

The Clerk advised that the Audit Regulations had been changed and that it was now a requirement that the Accounting Statements required to be approved by the

full Council, and an Extraordinary meeting of the full Council would therefore be required before 30 June.

F020/11

7.RISK ASSESSMENT

Members considered the risk assessment currently in place, and proposed a number of actions which should be taken by the Clerk.

RESOLVED: An assessment of risks in the Town Council premises to be undertaken by an external agency.

F021/11

13.DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5 July at 6 pm.

Berwick-upon-Tweed Town Council
DRAFT PAYMENTS LIST : Cheques 100253 to 100262

Vchr.	Cheq.	Cde.	Name	Description	Amount
198	100253	25	Viking	Stationery	£9.78
199	100253	26	Viking	Office furniture	£98.36
			Subtotal Cheque No. 100253		£108.14
200	100254	36	Alan Bowlas	Mileage	£81.20
201	100255	22	NCN IT Solutions	IT Support	£249.60
202	100256	20	BT	Telecoms	£70.50
203	100257	110	Bowser Supply Limited	Water Bowser	£3,896.40
204	100258	70	Northumbria Police	No Waiting Cones	£90.00
205	100259	110	Northumberland County Council	Environmental schemes	£3,163.44
206-211	100259	11	Northumberland County Council	Salaries	£6,724.55
212	100261	23	Capital Solutions	Photocopy charges	£27.40
213	100262	25	Viking	Stationery	£122.44
214	100262	26	Viking	Office furniture	£110.33
			Subtotal Cheque No. 100262		£232.77
TOTAL					£11,480.56

Payments 1 April 2011 – 23 May 2011

070411	100263	Historic Towns Forum (conference fee)	148.50
070411	100264	Northumbrian Water (water charge)	33.09
070411	100265	S Finch (refund print cartridges)	65.96
150411	100266	Berwick Concert Band (Remembrance Day)	100.00
270411	100267	Perrymans Buses (Berwick in Bloom)	105.00
270411	100268	Johnston Publishing (annual meeting ad)	159.24
270411	100269	Cllr J Robertson (refund publications)	41.20
270411	100270	Cllr J Waterhouse (refund expenses)	90.58
090511	100271	Capital Solutions (photocopies)	16.21
090511	100273	LR Catering (Mayor's At Home)	340.00
090511	100274	C B Gall (blind for office)	68.00
090511	100275	J Benton (phone credit)	30.00
090511	100276	Society of Local Council Clerks (subscription And conference fee x 2)	286.00
090511	100277	MT Richardson (Tweedmouth War Memorial)	1117.20
230511	100278	Northumberland County Council (salaries)	3527.93
230511	100279	NCN IT Solutions (IT support)	270.00
230511	100280	NALC (Annual subscription)	685.14
230511	100281	Cllr J Waterhouse (refund expenses)	117.10
			£7201.15

TOTAL £18681.71