

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Tuesday, 13 September 2011 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  
F Simpson

### **IN ATTENDANCE:**

S Finch, Town Clerk

#### **F032/11 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Waterhouse

#### **F033/11 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 5 July 2011 were agreed and signed as a correct record.

#### **F034/11 3. STATEMENTS BY THE PUBLIC**

There were no members of the public present.

#### **F035/11 4. DISCLOSURE OF INTERESTS**

There was no disclosure of interests.

#### **F036/11 5. AUTHORISATION OF PAYMENTS**

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

#### **F037/11 6. STATEMENT OF RECEIPTS AND PAYMENTS AND REVIEW OF BUDGET**

Members considered the statement of receipts and payments to date. It was noted that some cost codes were overspent but that these were expected to be exceeded by the underspent codes within each cost centre. The exception was the Events Committee grants scheme, which was largely committed which might

be at the expense of events later in the financial year which the Council may wish to support; this would need to be reviewed in the next quarter. It was noted that the Events Committee would be considering a grants policy as part of its discussions over a budget submission for 2012-13.

**RESOLVED: To note the statement of receipts and payments to 7 September 2011.**

**RESOLVED: The £7000 which Council had agreed should be spent on Christmas lights should be taken from the general reserves.**

**F038/11**

#### **7. 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 contribute up to £2000 towards the development phase costs of the Berwick Parks Project Heritage Lottery Fund 'Parks for People' application.**

**RESOLVED: That the Town Council become the client for the Spittal Splash Park project.**

**F039/11**

#### **8. FINANCIAL ISSUES RAISED BY OTHER BODIES**

There were no issues requiring consideration.

**F040/11**

#### **9. RETIREMENT PAYMENTS**

The Clerk left the room during discussion of this item.

**RESOLVED: (i) The Town Council to reverse its decision to join the Local Government Pension Scheme; and (ii) To defer making any pension provision for employees until such time as the government's proposed**

**workplace pension scheme is introduced; and (iii) In lieu of making pension provision for staff, award an immediate 7% pay rise back-dated to commencement of employment with the Council.**

**F041/11**

#### **10. INSURANCE AND VALUATION**

Members considered the information provided about the renewal of the Council's existing insurance policies.

**RESOLVED: The Council to remain with existing insurers Zurich and to enter into a five year contract.**

Members also considered the Clerk's proposal that the civic regalia should be valued to ensure the current insurance was appropriate.

**RESOLVED: The Clerk to arrange for the valuation of the principal items of the civic regalia which are in regular use by the Civic Party.**

**F042/11**

#### **11. YOUTH COUNCIL**

Members considered the paper which had been circulated proposing the creation of a Youth Council in Berwick, and the estimate which had been provided by consultant PIPAN (Lorna Chappell) to undertake the development work required to establish the Council. Some concern was expressed about whether there was sufficient support to justify the cost.

**RESOLVED: (i) PIPAN to spend the equivalent of 5 days' work to establish the level of interest among local schools and youth groups; and (ii) the Council to receive a report on the response, to enable a decision to be made on whether to proceed.**

**F042/11**

#### **12. BOARDS TO RECORD NAMES OF TOWN MAYORS AND HONORARY FREEMEN**

An estimate had been obtained for boards on which to record the names of the Town Council's Mayors and Sheriffs; and the names of Honorary Freemen or Freewomen of Berwick-upon-Tweed. These would be displayed within the Town Hall.

**RESOLVED: (i) To accept the estimate from Harry Stebbing Workshop to provide two boards to record the names of civic dignitaries; and (ii) To arrange for a supplementary board to record the names of former Borough**

**Council Mayors which were not included on the existing board, contributions to be requested from former Mayors.**

**F043/11**

**13. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday, 8 November 2011 at 6 pm in the Ante-Room, Town Hall. The meeting which had been scheduled for 17 October would not now take place.

## Berwick-upon-Tweed Town Council

## DRAFT PAYMENTS LIST : Cheques 100311 to 100341 FOR APPROVAL 13 SEPTEMBER 2011

Vchr.	Cheque	Cde.	Name	Description	Amount
67	100311	26	Capital Solutions	Photocopies	23.45
68	100312	25	Viking	Stationert	24.43
69	100313	60	Berwick Record Office	Freemen descents	39.00
70	100315	18	Northumbrian Water	Water services	42.23
71	100317	42	Northumberland County Council	Environment Schemes	1,396.80
72	100318	25	Viking	Stationert	94.79
73	100319	39	Shiel Morrison	Printing	675.00
74	100320	27	Viking	Office clock	20.84
75-79, 115-116	100321	1	Northumberland County Council	Salaries	3,527.92
80	100322	26	Capital Solutions	Photocopies	18.90
81	100323	39	North Northumberland Tourism Asssociation	Leaflet Distribution - Events	90.00
82	100324	42	Playsafety Limited	Play Area Inspections	474.00
83	100327	12	Councillor John Robertson	Refund expenses	34.30
94	100327	64	SP Distribution Limited	Electrical supply	1,123.46
			Subtotal Cheque No. 100327		<b>1,157.76</b>
84	100328	42	Perryman's Buses	Bus hire	220.00
85	100329	42	Northumberland County Council	Environment Schemes	1,973.59
86	100329	42	Northumberland County Council	Environment Schemes	83.72
			Subtotal Cheque No. 100329		<b>2,057.31</b>
87	100330	27	S Finch	Refund expenses - Hoover and camera	259.97
88	100331	22	Scribe 2000	Scribe 2000 annual software licence	294.00
89	100332	21	Tagish	IT support and domain name fee	248.81
90	100333	54	Councillor Alan Bowlas	Mayor Expenses	233.93
91	100333	12	Councillor Alan Bowlas	Mileage	122.64
			Subtotal Cheque No. 100333		<b>356.57</b>
95	100334	54	LR Catering	Catering Mayor's Sunday	924.00
96	100335	42	Iain A Grieve	Painting light columns etc	2,541.36
97	100336	54	YHA	Catering Sarpsborg Civic Party	28.00
98	100337	13	Edwin Thompson	Rent	1,530.00
99	100337	14	Edwin Thompson	Service charge	48.01
			Subtotal Cheque No. 100337		<b>1,578.01</b>
100-105, 117-118	100338	53	Northumberland County Council	Salaries	3,693.76
106	100339	41	Cittaslow Berwick	Entry fee Northumbria in Bloom	125.00
107	100339	41	Spittal Improvement Trust	Spittal Gardening Club	500.00
			Subtotal Cheque No. 100339		<b>625.00</b>
108	100341	39	Berwick Events Group	Dickensian Market	750.00
<b>TOTAL</b>					<b>21,161.91</b>