

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 16 December 2013 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: J Stephenson (Chairman)
P Elliott
T Forrester
G Hill
I Hunter
G Jones
J Robertson
G Roughead
C Seymour

IN ATTENDANCE:

S Cozens, Assistant to the Clerk
R Leetham, Finance Officer

F061/13 1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

F062/13 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 18 November 2013 were discussed.

Councillor G Hill questioned the wording of the first paragraph of minute F046/13, saying that it was not her request but a proposal that was agreed.

Eventually, members agreed that the paragraph should be worded:

“The minutes of the meeting held on 16 September 2013 were agreed and signed as a correct record following members’ agreeing with an amendment proposed by Councillor J Robertson and seconded by Councillor I Hunter that the words ‘which included issues of a commercially sensitive nature’ should not have been included in the resolution relating to Item 14.”

This resolution was proposed by Councillor T Forrester and seconded by Councillor J Robertson.

The minutes of the meeting held on 18 November were then agreed.

F063/13 3. STATEMENTS BY THE PUBLIC

There were no members of the public present.

F064/13 4. DISCLOSURES OF INTEREST

There were no disclosure of interests.

F065/13 5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

F066/13 6. AUTHORISATION OF PAYMENTS AND ORDERS

RESOLVED: To approve the payments and orders appended to these minutes.

F067/13 7. BUDGET 2014-15

Councillor J Stephenson thanked Town Council officers for their time and efforts in preparing the budget for 2014-15.

RESOLVED: To agree the proposed budget and commend it to the Council, the resolution being proposed by Councillor J Stephenson and seconded by Councillor T Forrester.

F068/13 8. APPLICATIONS FOR FINANCIAL ASSISTANCE

The application for financial assistance from Spittal Variety Group had been withdrawn and no other applications had been received.

F069/13 9. DATE OF NEXT MEETING

The next meeting would be held on Monday, 13 January 2014 at 6.00pm.

Finance & Resources Committee
Item 6
Appendix A
Monday 16th December 2013
9 December 2013 (13-14)

PAYMENTS LIST

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
276	Equipment & Furniture	13/11/2013	100804	Furniture	Viking	78.97	15.79	94.76
277	Remembrance Day	13/11/2013	100805	Music	Berwick Concert Band Society	105.00	0.00	105.00
278	Town Improvement Projects	13/11/2013	100807	Consultancy Mitchell Memorial Hall	NE Business Advice & Consultancy Services	400.00	0.00	400.00
279	Lights & Fittings	18/11/2013	BACS ref SO0466521	Festive Lighting	Lights4fun	635.38	127.07	762.45
280	Floral Displays [materials]	18/11/2013	100808	Compost	Northumberland County Council	109.89	21.98	131.87
281	Bus Shelter Maintenance	18/11/2013	100808	Bus Shelter repairs	Northumberland County Council	520.30	104.06	624.36
282	Bins - litter/grit	18/11/2013	100808	Litter bin replacement	Northumberland County Council	61.25	12.25	73.50
283	Street Furniture Maintenance	18/11/2013	100808	Seat maintenance	Northumberland County Council	15.31	3.06	18.37
284	Street Furniture Maintenance	18/11/2013	100808	Planter removal	Northumberland County Council	15.31	3.06	18.37
285	SLA routine maintenance	18/11/2013	100808	Spittal Splash Park SLA	Northumberland County Council	2,279.89	455.98	2,735.87
286	Remembrance Day	18/11/2013	100809	Laminates	Fantasy Prints	28.70	5.74	34.44
287	Stationery & Printing	18/11/2013	100810	Stationery	Viking	39.90	7.98	47.88
288	Meeting Expenses	18/11/2013	100810	Milk , coffee, sundry	Viking	25.99	0.00	25.99
289	Berwick in Bloom	18/11/2013	100811	Britain in Bloom entry fee	Cittaslow Berwick	200.00	0.00	200.00
290	SSP Electricity	20/11/2013	direct debit	Electricity	British Gas	9.27	0.46	9.73
291	Electricity	20/11/2013	direct debit	Electricity	British Gas	36.14	1.81	37.95
292	Christmas Trees	20/11/2013	100812	Christmas trees	Stichill Forestry	477.00	95.40	572.40
293	Internal Audit	20/11/2013	100813	Internal audit	Seahouses Development Compny	156.50	31.30	187.80
294	Remembrance Day	20/11/2013	100814	Poppy wreaths	A. Alsop	210.00	0.00	210.00
295-303	Salaries	20/11/2013	100815	Salaries	Northumberland County Council	5,763.91	0.00	5,763.91
304	Salaries: Payroll costs	20/11/2013	100815	PAYroll	Northumberland County Council	2.00	0.40	2.40
305	Lights & Fittings	27/11/2013	100816	Christmas lights	Blachere Illumination	1,348.00	269.60	1,617.60
306	Christmas Trees	27/11/2013	100817	Christmas trees	McCreath & Sons	50.00	10.00	60.00

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
307	IT Support	27/11/2013	100818	IT support	Northern Lab	90.00	18.00	108.00
308	Photocopies	27/11/2013	100819	Photocopies	Capital Solutions	20.28	4.06	24.34
309	Rent	27/11/2013	100820	Rent	Edwin Thompson	1,650.00	330.00	1,980.00
310	Service Charge	27/11/2013	100820	Service charge	Edwin Thompson	53.39	10.68	64.07
311	Flagstaff Park Restoration	03/12/2013	100821	Plants	Northumberland County Council	3,662.78	732.56	4,395.34
312	Town Improvement Projects	03/12/2013	100822	Stocks	Fred Jones	850.00	170.00	1,020.00
313	Remembrance Day	03/12/2013	100823	Printing	Shiel Morrison	273.00	0.00	273.00
314	Maintenance & installation	03/12/2013	100824	Christmas lights instalation	Landels Electrical	1,850.00	370.00	2,220.00
315	Play Strategy Implementation	03/12/2013	100825	Training	Tyne & Wear Play Association	250.00	0.00	250.00
316	Job Evaluation	03/12/2013	100826	Salary Review	North East Regional Employers Organisation	500.00	100.00	600.00
317	SSP Equipment Maintainence	03/12/2013	100827	Professional advice	Northern Environment Workshop	204.80	40.96	245.76
318	Telecoms	03/12/2013	BACS	Internet services	BT	90.50	18.10	108.60
319	Salaries: Pension	03/12/2013	direct debit	Pension	NEST	491.31	0.00	491.31
320	Electricity	03/12/2013	direct debit	Electricity	British Gas	5.96	0.30	6.26
						22,802.02	3,019.31	25,821.33