

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday 17 September 2012 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: I Hunter (Chair)
B Douglas
P Herdman MBE
G Hill
J Robertson
F Simpson

IN ATTENDANCE:

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

F028/12

1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillor J Waterhouse (personal).

F029/12

2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 3 July 2012 were agreed and signed as a correct record

F030/12

3. STATEMENTS BY THE PUBLIC

There were no members of the public present.

F031/12

4. DISCLOSURE OF INTERESTS

Councillor I Hunter declared a personal interest in Item 13 (Current And Future Sites Of Concern).

F032/12

5. AUTHORISATION OF PAYMENTS AND ORDERS

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

F033/12

6. STATEMENT OF RECEIPTS AND PAYMENTS

RESOLVED: To note the receipts and payments to 12 September 2012 appended to these minutes.

F034/12

7. ESTABLISHING A FACILITATING LOAN FUND

RESOLVED: Members authorised the development of details of a facilitating loan fund to sit alongside existing grant schemes.

F035/12

8. RESERVES

RESOLVED: Members agreed the policy for dealing with reserves as drawn up by the Finance Officer.

F036/12

9. DIRECT DEBIT

RESOLVED: Members agreed monthly direct debit payment to NEST (pension payments).

F037/12

10. DECISIONS MADE UNDER DELEGATED AUTHORITY

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 would underwrite the cost of up to 100 hours of overtime for Northumberland County Council's NEAT to the end of October. The cost of this would be £1,323.

RESOLVED: that the Town Council should move office premises from 1 The Chandlery to 5 The Chandlery.

RESOLVED: that the Town Council should purchase a full page of editorial space in the Northumberland Tourism main 2013 Holiday Guide, at a cost of £1600 net.

F038/12

11. APPLICATIONS FOR FINANCIAL ASSISTANCE

The application for financial assistance from Berwick Events Group on behalf of the Dickensian Market had been withdrawn as they had reached their funding targets.

F039/12

12. APPOINTMENTS TO OUTSIDE BODIES

There were no requests for appointments to outside bodies.

RESOLVED: To exclude the press and public during the discussion of this agenda item, which included issues of a commercially sensitive nature.

F040/12

13. CURRENT AND FUTURE SITES OF CONCERN

The meeting agreed that the Mayor and Town Clerk should meet to discuss the wording and content of an email to be sent to all members asking for a list of current and future sites of concern and their views on how these should be prioritised.

RESOLVED: To re-open the meeting to the press and public for the remainder of the meeting.

F041/12

14. DATE OF NEXT MEETING

The next meeting would be held on Monday, 19 November 2012 at 6.00pm.

Item 5
Appendix A
Monday 17th September 2012

PAYMENTS LIST

12 September 2012 (12-13)

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
121	Telecoms	26/06/2012	Barclays Current	100510	Telecoms	BT	75.92	15.18	91.10
122	Gas	02/07/2012	Barclays Current	Direct Debit	Gas	British Gas	19.62	0.98	20.60
123	Photocopies	28/06/2012	Barclays Current	100511	Photocopies	Capital Solutions	22.70	4.54	27.24
124	Jubilee/Olympic Celebration	02/07/2012	Barclays Current	100512	Jubilee/Torch preparation	Rose Wood	250.00	0.00	250.00
125	Jubilee/Olympic Celebration	02/07/2012	Barclays Current	100513	Jubilee/Torch preparation	Johnston Publishing Ltd	100.00	20.00	120.00
126	Jubilee/Olympic Celebration	10/07/2012	Barclays Current	100514	Event Equipment Hire	Nixon Hire	140.00	28.00	168.00
127	SSP Site Maintenance	10/07/2012	Barclays Current	100515	Play Area maintenance	Sunsafe Play Systems	975.00	195.00	1,170.00
128	Jubilee/Olympic Celebration	10/07/2012	Barclays Current	100516	Jubilee/Torch preparation	Fantasy Prints	10.85	2.17	13.02
129	Audit: internal	10/07/2012	Barclays Current	100517	Internal audit	Seahouses Development Compny	144.00	28.80	172.80
130	Electricity	10/07/2012	Barclays Current	Direct Debit	Electricity	British Gas	100.20	5.01	105.21
131	Mayor personal & official expenses	10/07/2012	Barclays Current	100518	Refund expenses	Joyce Benton	116.27	0.00	116.27
132	Grants & Subsidies	10/07/2012	Barclays Current	100519	Events Grant	Berwick Youth Project	250.00	0.00	250.00
133	Youth Council	10/07/2012	Barclays Current	100486	Youth Council	PIPAN	275.00	0.00	275.00
134	Jubilee/Olympic Celebration	10/07/2012	Barclays Current	100486	Jubilee/Torch preparation	PIPAN	300.00	0.00	300.00
135	Environmental Projects	11/07/2012	Barclays Current	100520	Britain in Bloom supplies	Glendale Paints	89.92	17.98	107.90
136	IT equipment	12/07/2012	Barclays Current	100553	IT equipment	Northern Lab	261.56	52.31	313.87
137	Water	12/07/2012	Barclays Current	100521	Water services	Northumbrian Water	42.36	0.00	42.36
138	Stationery and printing	18/07/2012	Barclays Current	100522	Stationery	Viking	60.24	12.05	72.29
139	Meeting & office expenses	18/07/2012	Barclays Current	100522	Milk , coffee, sundry	Viking	12.99	0.00	12.99
140	Jubilee/Olympic Celebration	18/07/2012	Barclays Current	100523	Jubilee/Torch preparation	Funfest	425.00	0.00	425.00

141-149	Salaries	18/07/2012	Barclays Current	100530	Salaries	Northumberland County Council	5,283.87	0.40	5,284.27
150	Costs	25/07/2012	Barclays Current	100524	Freemen descents	Berwick Record Office	104.00	0.00	104.00
151	Environmental Projects	25/07/2012	Barclays Current	100525	Printing	Martins	72.00	0.00	72.00
152	Destination Marketing	25/07/2012	Barclays Current	100526	Signs	Cestrian Signs	107.50	21.50	129.00
153	Play Area Reserves	25/07/2012	Barclays Current	100527	Play Equipment	Wicksteed	8,622.00	1,724.40	10,346.40
154	Telecoms	25/07/2012	Barclays Current	100528	phone	BT	99.75	19.95	119.70
155	Jubilee/Olympic Celebration	25/07/2012	Barclays Current	100529	Jubilee/Torch preparation	PIPAN	450.00	0.00	450.00
156	Youth Council	25/07/2012	Barclays Current	100529	Youth Council	PIPAN	100.00	0.00	100.00
157	Other	08/08/2012	Barclays Current	100531	Advertisement civic event	Johnston Publishing Ltd	93.40	18.68	112.08
158	Environmental Projects	08/08/2012	Barclays Current	100532	Bus hire	Perryman's Buses	115.00	0.00	115.00
159	Photocopies	08/08/2012	Barclays Current	100533	Photocopies	Capital Solutions	22.23	4.45	26.68
160	Jubilee/Olympic Celebration	08/08/2012	Barclays Current	100534	Event Music	Antic Hay	280.00	0.00	280.00
161	Civic expenses	08/08/2012	Barclays Current	100535	Print cartridge	Viking	44.04	8.81	52.85
162	Other	08/08/2012	Barclays Current	100536	Refreshments	S Finch	98.47	0.00	98.47
163	Stationery and printing	08/08/2012	Barclays Current	100537	Print cartridge	Viking	13.57	2.71	16.28
164	Gas	08/08/2012	Barclays Current	Direct Debit	Gas	British Gas	23.65	1.18	24.83
165	Salaries: Pension	20/06/2012	Barclays Current	Direct Debit	Pension	NEST	471.88	0.00	471.88
166	Parade Electricity Supply	08/08/2012	Barclays Current	100538	Electrical supply	Scottish Power	17.14	0.86	18.00
167	Environmental Projects	08/08/2012	Barclays Current		Park Features	Bob Lee Welding	3,650.00	730.00	4,380.00
168	Environmental Projects	13/08/2012	Barclays Current	100539	Trees	Northumberland County Council	303.00	60.60	363.60
169	Environmental Projects	13/08/2012	Barclays Current	100539	Shrubs	Northumberland County Council	2,908.40	581.68	3,490.08
170	Environmental Projects	13/08/2012	Barclays Current	100539	Roses	Northumberland County Council	835.45	167.09	1,002.54
171	Environmental Projects	13/08/2012	Barclays Current	100539	Bedding Plants	Northumberland County Council	2,743.09	548.62	3,291.71
172	Environmental Projects	13/08/2012	Barclays Current	100539	Planters	Northumberland County Council	883.85	176.77	1,060.62
173	Public Seats	13/08/2012	Barclays Current	100539	Seat supply	Northumberland County Council	9,136.00	1,827.20	10,963.20
174	Public Seats	13/08/2012	Barclays Current	100539	Seat maintenance	Northumberland County Council	143.00	28.60	171.60
175	Public Seats	13/08/2012	Barclays Current	100539	Seat removal	Northumberland County Council	341.52	68.30	409.82
176	Environmental Projects	13/08/2012	Barclays Current	100540	Labour - planting	Northumberland County Council	396.18	0.00	396.18
177	New Road	13/08/2012	Barclays Current	100540	Labour	Northumberland	531.88	0.00	531.88

	Improvements		Current			County Council			
178	Public Seats	13/08/2012	Barclays Current	100540	Labour	Northumberland County Council	55.16	0.00	55.16
179	Maintenance & installation	13/08/2012	Barclays Current	100540	Labour	Northumberland County Council	243.81	0.00	243.81
180	Jubilee/Olympic Celebration	13/08/2012	Barclays Current	100540	Labour	Northumberland County Council	365.71	0.00	365.71
181	Software Licence fee	13/08/2012	Barclays Current	100541	Scribe 2000 annual software licence	Scribe 2000	367.50	73.50	441.00
182	Environmental Projects	13/08/2012	Barclays Current	100542	Britain in Bloom supplies	Glendale Paints	22.49	4.50	26.99
183	Electricity	13/08/2012	Barclays Current	Direct Debit	Electrical supply	British Gas	21.34	1.07	22.41
184	Destination Marketing	30/08/2012	Barclays Current	100544	Advert Northumberland Holiday Guide	Northumberland Tourism	1,440.00	288.00	1,728.00
185	Jubilee/Olympic Celebration	30/08/2012	Barclays Current	100545	Printing	Shiel Morrison	390.00	0.00	390.00
186	Jubilee/Olympic Celebration	30/08/2012	Barclays Current	100545	Printing	Shiel Morrison	26.00	5.20	31.20
187	Events leaflet	30/08/2012	Barclays Current	100546	Printing	Shiel Morrison	395.00	0.00	395.00
188	Events leaflet	30/08/2012	Barclays Current	100547	Printing	Shiel Morrison	430.00	0.00	430.00
189	Jubilee/Olympic Celebration	30/08/2012	Barclays Current	100548	Printing	Shiel Morrison	30.00	0.00	30.00
190	Lights & Fittings	30/08/2012	Barclays Current	100549	Festive Lighting	Blachere Illumination	536.50	107.30	643.80
191	Civic expenses	30/08/2012	Barclays Current	100550	Catering	Amaryllis	700.00	0.00	700.00
192-202	Salaries	30/08/2012	Barclays Current	100551	Salaries	Northumberland County Council	4,885.42	3.00	4,888.42
203	Repairs & Maintenance	30/08/2012	Barclays Current	100552	Water services	Northumbrian Water	93.40	0.00	93.40
204	SSP Running Costs	05/09/2012	Barclays Current	Direct Debit	Electricity	British Gas	43.74	2.19	45.93
205	Salaries: Pension	05/09/2012	Barclays Current	Direct Debit	Pension	NEST	553.05	0.00	553.05
206	Gas	05/09/2012	Barclays Current	Direct Debit	Gas	British Gas	17.23	0.86	18.09
207	IT support	05/09/2012	Barclays Current	100555	IT support	Northern Lab	90.00	18.00	108.00
208	IT support	05/09/2012	Barclays Current	100555	IT support	Northern Lab	90.00	18.00	108.00
209	IT equipment	05/09/2012	Barclays Current	100556	IT equipment	Northern Lab	104.32	20.86	125.18
210	Insurance	11/09/2012	Barclays Current	100557	Insurance - general	Zurich Municipal	5,520.49	0.00	5,520.49
							57,983.66	6,916.30	64,899.96

Berwick-upon-Tweed Town Council

Finance & Resources Committee

Item 6
Appendix B
Monday 17th September 2012

12 September 2012 (12-13)

Administration

		Payments		Current Balance Budget
Code	Title	Budget	Actual	
1-2, 4-6	Salaries	43,981.00	18,168.91	25,812.09
13	Rent	5,100.00	1,275.00	3,825.00
14	Service charge	160.00	40.01	119.99
15	Rates	420.00	0.00	420.00
16	Gas	175.00	159.50	15.50
17	Electricity	250.00	229.69	20.31
18	Water	200.00	86.54	113.46
19	Telecoms	850.00	275.42	574.58
20	IT equipment	400.00	986.01	-586.01
21	IT support	700.00	1,075.00	-375.00
22	Software Licence fee	245.00	367.50	-122.50
24	Postage	150.00	110.00	40.00
25	Stationery and printing	700.00	487.92	212.08
26	Photocopies	720.00	66.30	653.70
37	Subscriptions	1,130.00	1,185.02	-55.02
67	Salaries	4,610.00	1,163.20	3,446.80

Events Committee

Code	Title	Budget	Actual	
39	Grants	10,250.00	8,375.00	1,875.00
69	Events leaflet	800.00	1,760.00	-960.00
90	Jubilee/Olympic Celebration	10,000.00	9,845.66	154.34
94	Parade Electricity Supply	0.00	17.14	-17.14

Environment & Regeneration Committee

Code	Title	Budget	Actual	
70	Environmental Projects	30,000.00	22,664.90	8,335.10
71	Destination Marketing	10,000.00	3,437.50	6,562.50
72	Public Seats	3,750.00	539.68	3,210.32
77	BEES	5,000.00	607.63	4,392.37
95	Destination Marketing Staff	2,610.00	534.70	2,075.30

Play Areas

<u>Code</u>	<u>Title</u>	Budget	Actual	
89	Play Area Reserves	10,000.00	8,622.00	1,378.00

Finance & Resources Committee

<u>Code</u>	<u>Title</u>	Budget	Actual	
66	Youth Council	2,000.00	375.00	1,625.00
68	Grants & Subsidies	3,000.00	500.00	2,500.00

Capital Projects

<u>Code</u>	<u>Title</u>	Budget	Actual	
86	Public Seats	15,250.00	9,136.00	6,114.00
87	New Road Improvements	11,000.00	531.88	10,468.12