

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday 19 November 2012 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

S Finch, Town Clerk
R Leetham, Finance Officer
2 members of the public

F042/12 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

Absent: Councillors B Douglas and J Waterhouse.

F043/12 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 17 September 2012 were agreed and signed as a correct record

F044/12 3. STATEMENTS BY THE PUBLIC

There were no statements by members of the public present.

F045/12 4. DISCLOSURE OF INTERESTS

Councillor Simpson declared a personal interest in Item 14 (application for grant from Berwick fair Trade Group). Councillors Hunter and Robertson declared personal and prejudicial interests in Item 8 (transfer of local services). All members declared a personal and prejudicial interest, as council tax payers, in discussions relating to the setting of the annual precept.

F046/12 5. REQUEST FOR DISPENSATION

The Clerk advised that in order to comply with the requirements of the Localism

Act 2011, members who had registered disclosable pecuniary interests, would now be required to request a dispensation allowing them to participate in discussions, if this was agreed by a majority of the members attending the Committee or Council meeting. A form would be issued with the agenda for every Council or Standing Committee meeting, to be completed and submitted to the Clerk before, or at the relevant meeting. The view of members would be sought under a standing agenda item, and recorded in the minutes.

RESOLVED: Councillors Hunter, Herdman, Hill, Robertson and Simpson to be able to participate in discussions relating to budget-setting and precept; Councillors Hunter and Robertson to be able to participate in discussions about the transfer of local services.

NOTE: The register of interests of each member will be in the public domain.

F047/12

6. AUTHORISATION OF PAYMENTS AND ORDERS

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

F048/12

7. STATEMENT OF RECEIPTS AND PAYMENTS

RESOLVED: To note the receipts and payments to 14 November 2012 appended to these minutes.

F049/12

8. TRANSFER OF LOCAL SERVICES

The Clerk advised that since the joint meeting on 4 September with representatives of Northumberland County Council, insufficient detail of costs relating to the services which the County Council wished to transfer had been provided, despite requests. Members agreed that without adequate information on the costs of providing the services the Council could not be expected to take a view, and no transfer should therefore be considered for 2013-14.

F050/12

9. CITIZENS' ADVICE BUREAU

Members considered the paper which had been circulated describing the operations and finances of the Berwick Citizens Advice Bureau, and the proposal that the Town Council contribute to meeting the expected budget shortfall for the current financial year as well as providing some on-going financial security.

RESOLVED: (i) The Town Council to make a grant to the CAB of £20000 in the current financial year to be met from the general reserve; and (ii) The

Town Council to contribute £20000 to the CAB for the year 2013-14, to be met from both reserves and the Freeman's Schedule III surplus; and (iii) The Council to consider funding for 2014-15 in November/December 2013 when the level of Schedule III surplus was known.

F051/12

10. CIVIC APPAREL

RESOLVED: To agree replacement headwear for the Town and Mayor and Sheriff, at a cost of £760 net.

F052/12

11. MAYOR'S AWARD

The proposal submitted by John Bell of Berwick Youth Project was considered. Members felt that whilst the suggestion of a Mayor's Award should be supported in principle, more information was required on how the award would relate, at gold level, to the Duke of Edinburgh Gold Award. John Bell would be invited to attend a future meeting for more detailed discussion.

F053/12

12. DIRECT DEBIT

RESOLVED: The Council to enter into a direct debit agreement with Northumbria Water to meet the costs for the following:

- Water supply, 5 The Chandlery

F054/12

13. DECISIONS MADE UNDER DELEGATED AUTHORITY

No decisions had been made under delegated powers.

F055/12

14. APPLICATIONS FOR FINANCIAL ASSISTANCE

Members considered the applications for community grants which had been submitted, together with the officer's report on each.

RESOLVED: The Council to award £85 to Berwick-upon-Tweed Fair Trade Group for the purchase of window stickers.

RESOLVED: The Council not to support the application from Choysez to run activity days for young people, as members felt the number of children who would be helped would be limited in relation to the expenditure at a time of financial constraint.

F056/12

15. APPOINTMENTS TO OUTSIDE BODIES

There were no requests for appointments to outside bodies.

F057/12

16. DATE OF NEXT MEETING

The next meeting would be held on Monday, 17 December 2012 at 6.00pm.

Berwick-upon-Tweed Town Council

Finance & Resources Committee

Item 6

Appendix B

Monday, 19th November 2012

14 November 2012 (12-13)

PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
210	Insurance	11/09/2012	Barclays Current	100557	Insurance - general	Zurich Municipal	5,520.49	0.00	5,520.49
212	Repairs & Maintenance	17/09/2012	Barclays Current	100558	Water services	Northumbrian Water	46.70	0.00	46.70
213-224	Salaries	17/09/2012	Barclays Current	100559	Salaries	Northumberland County Council	5,491.88	2.28	5,494.16
225	Youth Council	24/09/2012	Barclays Current	100560	Youth Council	PIPAN	375.00	0.00	375.00
226	Telecoms	24/09/2012	Barclays Current	100561	Telecoms	BT	64.72	12.94	77.66
227	Salaries: Pension	20/09/2012	Barclays Current	Direct Debit	Pension	NEST	512.46	0.00	512.46
228	Photocopies	03/10/2012	Barclays Current	100562	Photocopies	Capital Solutions	28.86	5.77	34.63
229	Legal & professional fees	11/10/2012	Barclays Current	100564	Lease fees	TC Smith	500.00	100.00	600.00
230	Water	11/10/2012	Barclays Current	100565	Water services	Northumbrian Water	47.15	0.00	47.15
231	Audit: external	11/10/2012	Barclays Current	100566	External audit	BDO LLB	1,080.00	216.00	1,296.00
232-242	Salaries	16/10/2012	Barclays Current	100569	Salaries	Northumberland County Council	5,881.50	0.81	5,882.31
243	Grants	23/10/2012	Barclays Current	100573	Events Grant Dickensian Market	Berwick Events Group	750.00	0.00	750.00
244	IT support	01/11/2012	Barclays Current	100574	IT support	Northern Lab	90.00	18.00	108.00
245	Grants	01/11/2012	Barclays Current	100571	Printing	Fantasy Prints	28.00	5.60	33.60
246	Environmental Projects	01/11/2012	Barclays Current	100572	HLF Parks project	Northumberland County Council	1,000.00	0.00	1,000.00
247	Equipment & furniture	01/11/2012	Barclays Current	100570	Photocopier	Capital Solutions	87.17	17.43	104.60
248	Photocopies	01/11/2012	Barclays Current	100570	Photocopies	Capital Solutions	13.74	2.75	16.49
249	Equipment & furniture	01/11/2012	Barclays Current	100570	Photocopier	Capital Solutions	2,460.00	492.00	2,952.00
250	Meeting & office expenses	01/11/2012	Barclays Current	100575	Office move	Shunters	90.00	18.00	108.00
251	Stationery and printing	01/11/2012	Barclays Current	100576	Stationery	Viking	19.18	3.84	23.02
252	Meeting & office expenses	01/11/2012	Barclays Current	100576	Milk , coffee, sundry	Viking	7.99	1.60	9.59
253	Meeting & office expenses	01/11/2012	Barclays Current	100576	Milk , coffee, sundry	Viking	12.99	0.00	12.99
254	Meeting & office expenses	01/11/2012	Barclays Current	100576	Stamps	Viking	110.00	0.00	110.00
255	Equipment & furniture	01/11/2012	Barclays Current	100576	Furniture	Viking	82.49	16.50	98.99
256	Meeting & office expenses	01/11/2012	Barclays Current	100576	Delivery	Viking	4.94	0.98	5.92
257	Telecoms	01/11/2012	Barclays Current	BACS	Banner brackets	BT	15.81	3.16	18.97
258	Postage	05/11/2012	Barclays Current	100563	Post redirection	S Cozens	60.00	0.00	60.00
259	Gas	05/11/2012	Barclays Current	direct debit	Gas	British Gas	21.50	1.07	22.57
260	Gas	05/11/2012	Barclays Current	Direct Debit	Gas	British Gas	27.27	1.36	28.63
261	Electricity	05/11/2012	Barclays Current	direct debit	Electricity	British Gas	70.44	3.52	73.96

262	Salaries: Pension	05/11/2012	Barclays Current	direct debit	Pension	NEST	512.46	0.00	512.46
263	Rent	15/10/2012	Barclays Current	100568	Rent	Edwin Thompson	1,644.78	328.96	1,973.74
264	Water	07/11/2012	Barclays Current	100577	Water services	Northumbrian Water	5.04	0.00	5.04
265	Youth Council	07/11/2012	Barclays Current	100578	Youth Council	PIPAN	150.00	0.00	150.00
266	Remembrance Day	07/11/2012	Barclays Current	100579	Remembrance Day Band	Berwick Concert Band Society	105.00	0.00	105.00
267	IT support	12/11/2012	Barclays Current	100580	IT support	Northern Lab	90.00	18.00	108.00
							27,007.56	1,270.57	28,278.13

Berwick-upon-Tweed Town Council

Finance & Resources Committee

Item 7

Appendix C

Monday, 19th November 2012

NETT POSITION BY COST CENTRE & CODE

14 November 2012 (12-13)

ADMINISTRATION

		Payments		
<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
1	Salaries	43,981.00	25,875.88	18,105.12
7	Recruitment expenses	180.00	0.00	180.00
8	Job Evaluation	0.00	0.00	0.00
9	Training: officers	150.00	0.00	150.00
10	Travel/subsistence: officers	600.00	112.11	487.89
11	Training: Councillors	150.00	0.00	150.00
12	Travel/subsistence: Councillors	500.00	0.00	500.00
13	Rent	5,100.00	2,919.78	2,180.22
14	Service charge	160.00	40.01	119.99
15	Rates	420.00	0.00	420.00
16	Gas	175.00	208.27	-33.27
17	Electricity	250.00	300.13	-50.13
18	Water	200.00	138.73	61.27
19	Telecoms	850.00	355.95	494.05
20	IT equipment	400.00	986.01	-586.01
21	IT support	700.00	1,255.00	-555.00
22	Software Licence fee	245.00	367.50	-122.50
23	Venue hire	0.00	0.00	0.00
24	Postage	150.00	170.00	-20.00
25	Stationery and printing	700.00	507.10	192.90
26	Photocopies	720.00	108.90	611.10
27	Equipment & furniture	500.00	2,629.66	-2,129.66
28	Insurance	803.00	5,520.49	-4,717.49
29	Audit: internal	250.00	144.00	106.00
30	Audit: external	550.00	1,080.00	-530.00
31	Legal & professional fees	500.00	580.00	-80.00
32	Election expenses	5,500.00	0.00	5,500.00
33	Public notices	250.00	186.80	63.20
34	Publications	50.00	0.00	50.00
35	Publicity	0.00	21.20	-21.20
36	Website	300.00	0.00	300.00
37	Subscriptions	1,130.00	1,185.02	-55.02
40	Meeting & office expenses	200.00	251.90	-51.90
63	Community Plan	0.00	0.00	0.00
67	Salaries	4,610.00	2,648.67	1,961.33
		70,274.00	£47,593.11	22,680.89

Civic Events

<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
38	Remembrance Day	950.00	105.00	845.00
91	Bounds Riding	0.00	251.67	-251.67
93	Other	0.00	191.87	-191.87

950.00 £548.54 401.46

Events Committee

<u>Code</u>	<u>Title</u>	Budget	Actual	Current Balance
39	Grants	10,250.00	9,153.00	1,097.00
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
		21,050.00	£20,775.80	274.20

E&R

<u>Code</u>	<u>Title</u>	Budget	Actual	Current Balance
41	Grants	0.00	0.00	0.00
42	Council projects	0.00	0.00	0.00
70	Environmental Projects	30,000.00	23,664.90	7,335.10
71	Destination Marketing	10,000.00	3,437.50	6,562.50
72	Public Seats	3,750.00	539.68	3,210.32
73	Bus Shelters	2,000.00	0.00	2,000.00
74	Bins - litter/grit	3,000.00	0.00	3,000.00
75	War Memorials: maintainence	80.00	0.00	80.00
76	Grass Cutting	4,500.00	0.00	4,500.00
77	BEES	5,000.00	607.63	4,392.37
95	Destination Marketing Staff	2,610.00	1,116.30	1,493.70
		60,940.00	£29,366.01	32,573.99

Festive Lighting

<u>Code</u>	<u>Title</u>	Budget	Actual	Current Balance
43	Maintenance & installation	0.00	243.81	-243.81
44	Lights & Fittings	10,000.00	536.50	9,463.50
45	Other costs	1,000.00	0.00	1,000.00
46	Donations	0.00	0.00	-2,000.00
		11,000.00	£780.31	8,219.69

Receipts

<u>Code</u>	<u>Title</u>	Budget	Actual	Current Balance
47	Precept	0.00	0.00	0.00
48	Bank interest	0.00	0.00	-35.32
49	Sundry	0.00	0.00	2,110.00
50	Grants	0.00	0.00	0.00
92	VAT refund	0.00	0.00	22,821.37
		0.00	£0.00	24,896.05

Freemen: Mayoral/Civic Expenses

<u>Code</u>	<u>Title</u>	Budget	Actual	Current Balance
53	Salaries: Mayoral staff	4,750.00	2,695.55	2,054.45
54	Mayor personal & official expenses	2,500.00	1,069.08	1,430.92

55	Civic expenses	2,000.00	2,828.05	-828.05
56	Civic regalia insurance	4,000.00	0.00	4,000.00
		13,250.00	£6,592.68	6,657.32

Freemen: Freedom Admissions

<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
59	Salaries: Freedom Admissions	7,932.00	4,378.64	3,553.36
60	Costs	120.00	143.00	-23.00
		8,052.00	£4,521.64	3,530.36

Freemen: Receipts

<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
61	Schedule III surplus	0.00	0.00	-86,000.00
62	Freedom Admissions fees	0.00	0.00	-380.00
		0.00	£0.00	-86,380.00

Allotments

<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
51	Income - Rents	0.00	0.00	-177.66
52	Repairs & Maintenance	3,000.00	2,128.50	871.50
		3,000.00	£2,128.50	693.84

Play Areas

<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
64	SSP Construction	0.00	8,726.64	-7,626.64
78	SSP Running Costs	5,500.00	43.74	5,456.26
79	SSP Site Maintenance	500.00	1,666.35	-1,166.35
80	SSP Equipment Maintenance	0.00	0.00	0.00
81	Inspections	1,500.00	0.00	1,500.00
82	Insurance	900.00	0.00	900.00
83	HPA Equipment Maintenance	2,200.00	0.00	2,200.00
84	HPA Site Maintenance	500.00	0.00	500.00
85	SLA routine maintenance	1,320.00	0.00	1,320.00
89	Play Area Reserves	37,580.00	8,622.00	28,958.00
		50,000.00	£19,058.73	32,041.27

F&R

<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
66	Youth Council	2,000.00	900.00	1,100.00
68	Grants & Subsidies	3,000.00	500.00	2,500.00
		5,000.00	£1,400.00	3,600.00

Capital Projects

<u>Code</u>	<u>Title</u>	Budget	Actual	Current Balance
86	Public Seats	17,875.00	9,136.00	8,739.00
87	New Road Improvements	11,000.00	531.88	10,468.12
88	Capital Project Reserves	21,125.00	0.00	21,125.00
		50,000.00	£9,667.88	40,332.12
		293,516.00	£142,433.20	89,521.19