

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 22 September 2014 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: G Jones (Chairman, Item 1 as Vice-Chairman)
G Hill
I Hunter
J Robertson
G Roughead

IN ATTENDANCE:

S Finch, Town Clerk

R Leetham, Finance Officer

5 members of the public

Members stood in silence as a mark of respect for Councillor John Stephenson, former Chairman of the Committee, who had passed away on 13 September.

F027/14 1. ELECTION OF CHAIRMAN

RESOLVED: That Councillor G Jones be appointed Chairman of the Finance and Resources Committee for the remainder of the 2014-15 municipal year.

The Chairman took the Chair for the remainder of the meeting.

F028/14 2. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillor C Seymour (holiday).

F029/14 3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 21 July 2014 were agreed and signed as a correct record, subject to it being noted that Councillor G Hill had, under Item 2 (ii), stated that she had a personal and prejudicial interest, not a personal and pecuniary interest.

F030/14

4. STATEMENTS BY THE PUBLIC

The Chair reminded those members of the protocol for the public participation session.

The condition of the stocks adjacent to the Town Hall was raised, which it was felt was a health and safety issue. The condition of benches in Marygate was raised; as was the very poor condition of a bench near the Stanks. A complaint was also made about the waste bins in Marygate not having been emptied and being in a generally poor condition.

F031/14

5. DISCLOSURES OF INTEREST

Councillor Hill declared a personal and prejudicial interest in financial item 113 of the attachment to Item 7; and in the first item for consideration in the list of decisions made under delegated authority (Item 12).

F032/14

6. REQUEST FOR DISPENSATION

There were no requests for dispensation.

F033/14

7. AUTHORISATION OF PAYMENTS AND ORDERS

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

F034/14

8. STATEMENT OF EXPENDITURE AGAINST BUDGET

The report setting out the current expenditure against budget was noted.

F035/14

9. AUDIT

It was noted that the external audit had not yet been completed.

The Finance Officer reported that:

- (i) An elector had raised issues relating to the annual return direct with the Auditor; a response had been provided to BDO, who had estimated the cost to Council of these additional enquiries as £350.
- (ii) The auditor had sought more detailed information about the response made by the Council in the annual return relating to possible litigation costs.
- (iii) A Freedom of Information Act request had been received from a resident of Stockport requiring sight of all internal and external audit reports since 2008.

F036/14

10. BUDGET PROCESS

It was agreed that Councillors G Hill, I Hunter, G Jones and G Roughead would meet before the next meeting to consider the budget requirements of this

Committee for 2015-16.

F037/14

11. FINANCIAL ISSUES RAISED BY OTHER COMMITTEES

There were no issues raised by other Committees.

F038/14

12. DECISIONS MADE UNDER DELEGATED AUTHORITY

The following decisions had been agreed under delegated authority, in accordance with Section 101, Local Government Act 1972.

RESOLVED: The Town Council would pay the costs associated with an external grievance panel, cost estimated at £2,500.00 plus travel.

RESOLVED: The Town Council would buy Autumn Festival Banners for Marygate [in line with budget plans], cost £881 net of VAT.

RESOLVED: The Town Council would buy space in the 2015 Northumberland Tourism Guide [in line with budget plans], cost £2,745 net of VAT, a 10% discount.

Councillor Hill wished it minuted that she did not agree with this decision.

RESOLVED: The Town Council would reprint the Berwick Events Leaflet, cost £365.

RESOLVED: A grant of £2,000 [in line with budget plans] be awarded to Spittal Improvement Trust for their annual Festivals [agreed by Events Committee members electronically].

F039/14

13. APPLICATIONS FOR FINANCIAL ASSISTANCE

RESOLVED: The Town Council to offer the November Club financial support of up to £500 towards the cost of producing the exhibition element of the Secret Berwick project, this sum being comprised of up to £210 for producing photographic displays for the exhibition, up to £100 for projector and screen hire and a contribution of up to £190 towards the cost of the archivist's time.

F040/14

14. APPOINTMENTS TO OUTSIDE BODIES

There had been no requests for representation on outside bodies.

F041/14

15. DATE OF NEXT MEETING

The next meeting would be held on Monday, 17 November 2014 at 6.00pm.

NOTE: The audio proceedings of this meeting may be found at www.berwick-tc.gov.uk.

10 September 2014 (14-15)

**Berwick-upon-Tweed
PAYMENTS LIST**

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
113	Legal & Professional Fees	21/07/2014	100931	Investigation	North East Regional Employers Organisation	2,644.50	528.90	3,173.40
114	Berwick in Bloom	21/07/2014	100932	Bus hire	Perryman's Buses	120.00	0.00	120.00
115	Other Events Grants	22/07/2014	100933	Events Grant	Better Business Forum	1,029.00	0.00	1,029.00
116	Other Events Grants	22/07/2014	100934	Events Grant	Berwick AFC	143.00	0.00	143.00
117	Stationery & Printing	22/07/2014	100935	Stationery	Viking	28.58	5.72	34.30
118	AONB Holiday Guide	22/07/2014	100936	Northumberland Holiday Guide advert	Premier Design & Print	1,200.00	240.00	1,440.00
119	Dog Fouling (WOOFS)	22/07/2014	100937	Waste bags	Portland polybags	349.02	69.80	418.82
120	Councillor Travel & Subsistence	22/07/2014	100938	Ink cartridges	John Stephenson	70.38	0.00	70.38
121	IT Support	22/07/2014	100939	IT support	Northern Lab	90.00	18.00	108.00
122	Costs	22/07/2014	100940	Freemen descents	Berwick Record Office	60.00	0.00	60.00
123	Equipment & Furniture	22/07/2014	debit card	Recording equipment	Sounds Live	162.49	32.50	194.99
124	Gas	22/07/2014	direct debit	Gas	Southern Electric	45.37	2.26	47.63
125	Salaries: Pension	22/07/2014	direct debit	Pension	NEST	230.25	0.00	230.25
126	Photocopies	30/07/2014	100941	Photocopies	Capital Solutions	61.03	12.21	73.24
127	Photocopies	30/07/2014	100941	Photocopier parts/toner	Capital Solutions	43.10	8.62	51.72
128	IT Support	30/07/2014	100942	IT support	Northern Lab	90.00	18.00	108.00
129	Boat Trips	30/07/2014	100943	Portas grant	Cittaslow Berwick	2,183.18	0.00	2,183.18
130	Salaries:	30/07/2014	100944	Salaries:	Northumberland County Council	5,869.04	0.00	5,869.04
137	Salaries: Payroll costs	30/07/2014	100944	PAYroll	Northumberland County Council	2.00	0.40	2.40
138	Software Licence Fee	06/08/2014	100946	Scribe 2000 annual software licence	Scribe 2000	367.50	73.50	441.00
139	Job Evaluation	06/08/2014	100947	Job evaluation	Society of Local Council Clerks	200.00	0.00	200.00
140	Public Seat Maintenance	06/08/2014	100948	Plaques	Shoecare	33.00	0.00	33.00
141	Civic expenses	06/08/2014	100949	Catering	Amaryllis	400.00	80.00	480.00
142	Hoppa Bus	06/08/2014	100950	Printing	Shiel Morrison	60.00	0.00	60.00
143	Hoppa Bus	06/08/2014	100951	Printing	Fantasy Prints	40.00	8.00	48.00
144	Stationery & Printing	19/08/2014	100952	Stationery	Viking	38.64	7.73	46.37
145	SSP Electricity	19/08/2014	direct debit	Electricity	British Gas	39.82	1.99	41.81
146	Electricity	19/08/2014	direct debit	Electricity	Southern Electric	47.43	2.37	49.80
147	Trail	19/08/2014	100953	Signs	Fantasy Prints	5,092.00	1,018.40	6,110.40
148	Councillor Travel & Subsistence	26/08/2014	100954	Mileage	I Hunter	42.75	0.00	42.75
149	Hoppa Bus	26/08/2014	100955	Printing	Shiel Morrison	60.00	0.00	60.00

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
150	IT Support	26/08/2014	100956	IT support	Northern Lab	90.00	18.00	108.00
151	Rent	26/08/2014	100957	Rent	Edwin Thompson	1,650.00	330.00	1,980.00
152	Service Charge	26/08/2014	100957	Rent	Edwin Thompson	53.39	10.68	64.07
153	Insurance	26/08/2014	100958	Insurance - general	Zurich Municipal	8,506.21	0.00	8,506.21
154	Events Leaflet	26/08/2014	100959	Printing	Inhouse design	365.00	0.00	365.00
155	Salaries: Pension	26/08/2014	direct debit	Pension	NEST	209.77	0.00	209.77
156	Other Events Grants	26/08/2014	100960	Events Grant	5th Berwick Scouts	125.00	0.00	125.00
157	Civic expenses	05/09/2014	debit card	Phone Credit	Joyce Benton	30.00	0.00	30.00
158	Councillor Travel & Subsistence	05/09/2014	100962	Ink cartridges	A. Gibson	25.00	0.00	25.00
159	Berwick in Bloom	05/09/2014	100962	Printing	Martins	55.00	0.00	55.00
160	Hoppa Bus	05/09/2014	100963	Notice Board	Fantasy Prints	135.00	27.00	162.00
161	Other Marketing	05/09/2014	100964	Signs	AA Media Ltd	288.00	57.60	345.60
162	Salaries:	05/09/2014	100965	Salaries:	Northumberland County Council	5,947.50	0.00	5,947.50
170	Salaries: Payroll costs	05/09/2014	100965	PAYroll	Northumberland County Council	2.00	0.40	2.40
171	Telecoms	05/09/2014	100945	Internet services	BT	129.23	25.85	155.08
						38,453.18	2,597.93	41,051.11