

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Tuesday 24 May 2011 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: I Hunter (In the Chair for Item 2 onwards)
A Bowlas (In the Chair for Item 1)
G Hill
J Robertson
F Simpson

IN ATTENDANCE:

S Finch, Town Clerk

- F001/11 1. ELECTION OF CHAIRMAN**
RESOLVED: That Councillor I Hunter be appointed Chairman of the Finance and Resources Committee for the year 2011/2012.
(Note: The Mayor, Councillor A Bowlas in the Chair for this item; the newly-appointed Chairman then took the Chair for the remainder of the meeting).
- F002/11 2. APOLOGIES FOR ABSENCE**
There were no apologies for absence.
- F003/11 3. APPOINTMENT OF VICE-CHAIRMAN**
RESOLVED: That Councillor G Hill be appointed Vice Chairman of the Finance and Resources Committee for the year 2011/2012.
- F004/11 4. MINUTES OF THE LAST MEETING**
The minutes of the meeting held on 9th March 2010 were agreed and signed as a correct record.
- F005/11 5. STATEMENTS BY THE PUBLIC**
There were no statements by the public.
- F006/11 6. DISCLOSURE OF INTERESTS**
No disclosures of interests were made at the meeting.
- F007/11 7. AMENDMENT TO MEMBERSHIP OF COMMITTEE**
RESOLVED: Councillor J Waterhouse to become a member of the Finance

and Resources Committee.

F008/11 8. AUTHORISATION OF PAYMENTS

RESOLVED: To approve the payments appended to these minutes.

F009/11 9. STATEMENT OF RECEIPTS AND PAYMENTS

RESOLVED: To note the receipts and payments to 31 March 2011.

F010/11 10. 2010-11 ACCOUNTS

The Clerk apologised and advised that it had not been possible to prepare the material necessary to agree the Annual Return. In order to comply with the timetable provided by BDO, the external auditor, it would be necessary to hold an extra meeting of the Committee in order to approve the requisite accounting statements.

F011/11 11.FINANCE OFFICER

The Clerk had tabled a paper proposing the appointment of a part-time Finance Officer for the equivalent of one day per month.

Members agreed in principle to the request, but requested that a fully-costed proposal and job description be provided to the July meeting of the Committee.

F012/11 12.APPOINTMENTS TO OUTSIDE BODIES

There were no requests for appointments to outside bodies.

F013/11 13.DATE OF NEXT MEETING

It was noted that the next published meeting of the Finance and Resources Committee would be held on 6 July 2011 at 6.00 pm in the Ante Room at the Town Hall. An extraordinary meeting would be arranged to agree the Annual Return.

Berwick-upon-Tweed Town Council
DRAFT PAYMENTS LIST : Cheques 100253 to 100262

Vchr.	Cheq.	Cde.	Name	Description	Amount
198	100253	25	Viking	Stationery	£9.78
199	100253	26	Viking	Office furniture	£98.36
			Subtotal Cheque No. 100253		£108.14
200	100254	36	Alan Bowlas	Mileage	£81.20
201	100255	22	NCN IT Solutions	IT Support	£249.60
202	100256	20	BT	Telecoms	£70.50
203	100257	110	Bowser Supply Limited	Water Bowser	£3,896.40
204	100258	70	Northumbria Police	No Waiting Cones	£90.00
205	100259	110	Northumberland County Council	Environmental schemes	£3,163.44
206-211	100259	11	Northumberland County Council	Salaries	£6,724.55
212	100261	23	Capital Solutions	Photocopy charges	£27.40
213	100262	25	Viking	Stationery	£122.44
214	100262	26	Viking	Office furniture	£110.33
			Subtotal Cheque No. 100262		£232.77
TOTAL					£11,480.56

Payments 1 April 2011 – 23 May 2011

070411	100263	Historic Towns Forum (conference fee)	148.50
070411	100264	Northumbrian Water (water charge)	33.09
070411	100265	S Finch (refund print cartridges)	65.96
150411	100266	Berwick Concert Band (Remembrance Day)	100.00
270411	100267	Perrymans Buses (Berwick in Bloom)	105.00
270411	100268	Johnston Publishing (annual meeting ad)	159.24
270411	100269	Cllr J Robertson (refund publications)	41.20
270411	100270	Cllr J Waterhouse (refund expenses)	90.58
090511	100271	Capital Solutions (photocopies)	16.21
090511	100273	LR Catering (Mayor's At Home)	340.00
090511	100274	C B Gall (blind for office)	68.00
090511	100275	J Benton (phone credit)	30.00
090511	100276	Society of Local Council Clerks (subscription And conference fee x 2)	286.00
090511	100277	MT Richardson (Tweedmouth War Memorial)	1117.20
230511	100278	Northumberland County Council (salaries)	3527.93
230511	100279	NCN IT Solutions (IT support)	270.00
230511	100280	NALC (Annual subscription)	685.14
230511	100281	Cllr J Waterhouse (refund expenses)	117.10
			£7201.15

TOTAL £18681.71