

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 27 April 2015 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: G Roughead (Chair)
H Bettison
A Gibson
G Hill
I Hunter
C Seymour

IN ATTENDANCE:

W Pattison, Acting Clerk
7 members of the public

F089/14

1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillor G Jones.

F090/14

2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 16 March 2015 were proposed by Cllr Hunter and seconded by Cllr Bettison and agreed by Councillors present and signed as a correct record.

F091/14

3. STATEMENTS BY THE PUBLIC

Mr Brian Darling, Mr Spencer Barclay and Mrs Karin Graham advised Councillors of queries concerning the former Town Clerk. Due to legal issues these statements are not minuted.

F092/14

4. DISCLOSURE OF INTERESTS

Councillor I Hunter declared a personal interest in Item 6, (Authorisation of Payments and Orders) in relation to the Portas Management Group;
Councillor H Bettison declared a disclosable pecuniary interest in Item 11, (Applications for Financial Assistance) specifically in relation to membership of the Spittal Improvement Trust;
Councillor G Roughead declared a personal interest in Item 6, (Authorisation of

Payments and Orders) in relation to the Hoppa Bus.

F093/14

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

F094/14

6. AUTHORISATION OF PAYMENTS AND ORDERS

Clarity was requested by Cllr Bettison re charges for plaques on memorial seats and Cllr Hill declared an abstention in regard to approving a request from Berwick Community Trust for a £5k grant from the Portas Group funding re a Bain Swan invoice for work on the Youngmans building. Cllr Hill also requested itemised breakdowns for staff salaries to be in a more readable/clearer format and listed alongside other payments

The payments were then proposed by Cllr Hunter and seconded by Cllr Bettison and agreed by Councillors with Cllr Hill and Cllr Seymour abstaining.

RESOLVED: COUNCILLORS APPROVED THE PAYMENTS AND ORDERS APPENDED TO THESE MINUTES. THE FINANCE OFFICER TO EMAIL COUNCILLORS WITH MORE INFORMATION RE CHARGES FOR PLAQUES.

F095/14

7. STATEMENT OF EXPENDITURE AGAINST BUDGET

Cllr Seymour queried Street Lighting which had been allocated £1k, this amount was advised as having been budgeted for re maintenance costs and had not actually been spent. By-election expenses were also queried and this was advised by Cllr Hunter as £5,500 budgeted for on advice given by NCC, but had actually only cost £3560.13. Approval of expenditure against budget was then proposed by Cllr Hunter and seconded by Cllr Gibson and agreed by Councillors.

RESOLVED: TO NOTE STATEMENT OF EXPENDITURE AGAINST BUDGET.

F096/14

8. APPROVAL OF PLANNED EXPENDITURE

Approval to engage an Office cleaner for up to 3 hours at a cost of up to £45 was requested in order to thoroughly clean the BTC Office. This was proposed by Cllr Hill and seconded by Cllr Gibson and approved by all Councillors.

RESOLVED: TO APPROVE PAYMENT FOR AN OFFICE CLEANER FOR BTC OFFICES

9. APPROVAL OF EXISTING DIRECT DEBITS

Approved and was proposed by Cllr Hunter and seconded by Cllr Bettison

RESOLVED: APPROVAL OF EXISTING DIRECT DEBITS

F098/14

10. APPROVAL OF NEW DIRECT DEBITS

Clarification on a new BT contract was discussed but the lack of information

regarding the figures involved was of concern. Councillors agreed that contract approval re internet continuity was vital for BTC staff, but, requested that the Finance Officer email Councillors with further information on the new contract and to provide relevant figures.

RESOLVED: AGREED TO ACCEPT THE NEW BT DIRECT DEBIT AND THE FINANCE OFFICER TO PROVIDE COUNCILLORS WITH MORE INFORMATION RE THE NEW CONTRACT FIGURES AND THE AGREEMENT

F099/14

11. APPLICATIONS FOR FINANCIAL ASSISTANCE

[NOTE: Councillor H Bettison, having declared a disclosable pecuniary interest, left the meeting during consideration of this item].

Spittal Improvement Trust has requested £6k for funding assistance for 2015. A letter from Mr Mike Greener, Secretary, SIT stated that they had received £2k in previous years and also stated that the weather played a large part in the success or failure of outdoor events. Cllr Hunter advised Councillors that SIT had received £4k last year from BTC although this figure was not mentioned by Mr Greener. BTC will query Mr Greener's statement in regard to this matter. After further discussion it was agreed unanimously by Councillors to award SIT £4k.

RESOLVED: TO AWARD SPITTAL IMPROVEMENT TRUST £4,000 FOR 2015 TOWARDS EVENTS AND TO QUERY THE LETTER IN WHICH MR GREENER ADVISED ONLY £2K HAD BEEN PROVIDED IN PREVIOUS YEARS.

[NOTE: Councillor H Bettison returned to the meeting].

Berwick Riders Association has requested £2,500 towards Riding of the Bounds. Email discussions between Councillors with an initial proposal for £1,100.00 be provided had come to an impasse. After further detailed discussion and mention made re the event being a very old tradition and also taking place during the Berwick 900 year, it was decided to award BRA £1,500 and this was proposed by Cllr Gibson and seconded by Cllr Hunter and agreed by all.

RESOLVED: TO AWARD BERWICK RIDERS ASSOCIATION £1,500.00 for 2015

Cllr Hill thought a Grants/Events Sub Committee should be formed to discuss future events and this item will be placed on the agenda for the Council meeting on May 11th. Cllr Hunter also advised figures relating to the Market should also be provided and the Clerk was requested to advise the Finance Officer to provide a report.

RESOLVED: TO PUT THE FORMATION OF A GRANTS/EVENTS SUB COMMITTEE ON AGENDA FOR COUNCIL MEETING MAY 11TH AND ALSO

**REQUEST THE FINANCE OFFICER PROVIDE A REPORT ON MARKET
FIGURES FOR THE SAME MEETING**

F100/14

12. DATE OF NEXT MEETING

The next meeting will be held on Wednesday, 20th May 2015 at 6.00pm.

22 April 2015 (14-15)

Berwick-upon-Tweed Town Council
PAYMENTS MADE - TO BE NOTED

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
368	Spittal Seaside Festival	17/03/2015	101052	Events Grant	Spittal Improvement Trust	2,000.00	0.00	2,000.00
369	Other Events Grants	17/03/2015	101053	Events Grant	November Club	500.00	0.00	500.00
370	Rent	17/03/2015	101054	Rent	Edwin Thompson	1,650.00	330.00	1,980.00
371	Service Charge	17/03/2015	101054	Rent	Edwin Thompson	53.39	10.68	64.07
372	Stationery & Printing	17/03/2015	101055	Stationery	Viking	134.37	23.48	157.85
373	Civic expenses	17/03/2015	101056	Expenses	Joyce Benton	27.00	0.00	27.00
374	Events Leaflet	17/03/2015	101057	Printing	Martins	3,180.00	0.00	3,180.00
375	Public Seat Maintenance	17/03/2015	101058	Plaques	Shoecare	35.00	0.00	35.00
376	Mayor personal & official expenses	17/03/2015	101059	Donation	Berwick Male Voice Choir	50.00	0.00	50.00

22 April 2015 (14-15)

Berwick-upon-Tweed Town Council
DIRECT PAYMENTS TO BE NOTED

Voucher	Code	Date	Method	Description	Supplier	Net	VAT	Total
383	Water	31/03/2015	direct debit	Water services	Northumbrian Water	48.62	0.00	48.62
384	Electricity	31/03/2015	direct debit	Electricity	Southern Electric	47.15	2.35	49.50
385	Telecoms	31/03/2015	direct debit	phone	BT	86.24	17.24	103.48
386	SSP Electricity	31/03/2015	direct debit	Electricity	British Gas	8.39	0.41	8.80
387	Electricity	31/03/2015	direct debit	Electricity	Southern Electric	41.47	2.07	43.54
388	IT Equipment	31/03/2015	BACS	Software	Northern Lab	191.65	38.33	229.98
389	IT Equipment	31/03/2015	BACS	Software	Northern Lab	116.65	23.33	139.98
390	Salaries: Pension	31/03/2015	direct debit	Pension	NEST	214.39	0.00	214.39
391	Salaries: Pension	31/03/2015	direct debit	Pension	NEST	214.39	0.00	214.39
10	SSP Electricity	15/04/2015	direct debit	Electricity	British Gas	9.15	0.45	9.60
24	Gas	22/04/2015	direct debit	Gas	Southern Electric	89.76	4.48	94.24
25	Electricity	22/04/2015	direct debit	Electricity	Southern Electric	42.63	2.13	44.76
26	Salaries: Pension	22/04/2015	direct debit	Pension	NEST	214.39	0.00	214.39

22 April 2015 (14-15)

Berwick-upon-Tweed Town Council
PAYMENTS TO BE APPROVED

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
11	Berwick Community Trust	22/04/2015	101075	Portas grant	Berwick Community Trust	5,000.00	0.00	5,000.00
12	Hoppa Bus	22/04/2015	101076	Posters	Fantasy Prints	54.00	10.80	64.80
13	Buttermarket	22/04/2015	101077	Printing	Fantasy Prints	235.00	47.00	282.00
14	SLA routine maintainence	22/04/2015	101078	Spittal Splash Park SLA	Northumberland County Council	7,408.49	1,481.70	8,890.19
15-23	Salaries:	22/04/2015	101079	Salaries:	Northumberland County Council	3,272.95	0.00	3,272.95