



of £24,491, of which part would need to be set aside as a general reserve.

The Clerk clarified a number of the entries within the budget, arising from some payments, such as insurance and office equipment, having been made on behalf of the Town Council from the Borough Council's Town Committee budget.

It was noted that the budget had been prepared on the basis of funds in hand, but that the County Council had now agreed the transferral of residual Town Committee funds to the Town Council, and this sum of £24,288.98 would become due to the Town Council during the current financial year.

**RESOLVED: To recommend to Council that the budget for the year ending 31 March 2009 as circulated be adopted, it being recognised that adjustments would be made to accommodate the requirement for a general reserve and requests made by the Events Committee.**

**FR021/08**

#### **7. BUDGET PLANNING FOR 2009/10**

The Clerk advised members that the County Council had requested that the Town Council's precept requirement for 2009/10 be submitted by no later than 9 January 2009. It had, however, been agreed with County that the Town Council could defer its submission to 13 January 2009. This would enable requests from the Events and Environment and Regeneration Committees to be submitted to the Finance Committee, and the 2009/10 budget and precept requirement to be agreed by the Council at its meeting on 12 January 2009.

Members agreed that a working group of the Finance and Resources Committee should meet during December to prepare the budget for 2009/10, members and date to be agreed.

**RESOLVED: To devolve preliminary budget planning to a working group of the Finance and Resources Committee.**

**FR022/08**

#### **8. BANK ACCOUNTS AND RESERVES**

The Clerk reported that at the present time, £25,000 had been placed in an instant access savings account with the Council's banker Barclays Bank. The transfer of the Town Committee residual budget required consideration of how to treat these

monies to ensure their security.

The Department for Communities and Local Government had issued Guidance on Local Government Investments, which suggested that where a parish (or town) council investments at any time during the year exceeded £10,000, the council would need to take a view on whether to have regard to the Guidance. The Guidance proposed an Annual Investment Strategy, which would need to be approved by the full council.

Members agreed that it would be prudent in the present circumstances for the risk to be spread and to invest reserves in a second financial institution, preferably based in the North East of England, but having regard to the Guidance, including the credit rating agencies which it specifies.

**RESOLVED: To recommend to Council that whilst an Annual Investment Strategy was not considered necessary for the current year, the Council, in selecting an institution preferably located in the North East, should have regard to the Guidance on security of investments and on identifying bodies with a high credit rating.**

**FR023/08**

#### **9. APPOINTMENT OF INTERNAL AUDITOR**

Members were referred to the requirement under Accounts and Audit Regulations for effective internal audit of the Council's accounting.

**RESOLVED: To invite an individual with appropriate experience to provide a minimum of one written report during the current financial year, on the Council's accounting and financial operations; an honorarium of £100 to be offered.**

**FR024/08**

#### **10. RECOMMENDATIONS TO THE FINANCE AND RESOURCES COMMITTEE**

Members considered recommendations of the Environment and Regeneration Committee as follows:

1. To recommend to the Finance and Resources Committee the undertaking of a feasibility study of the continued use of the Mitchell Memorial Hall as a community facility.

**RESOLVED: To agree the recommendation subject to satisfactory clarification from the County Council about transfer of assets on the dissolution of the Borough Council.**

2. To recommend to the Finance and Resources Committee that a minimum sum of £2500 be set aside for the current financial year for the Berwick Environmental Enhancement Scheme (BEES)

**RESOLVED: To agree that £2500 be set aside in the year ending 31 March 2009 for a small grants scheme for environmental enhancements, applications to be made in the format adapted from the former Town Committee, and acknowledgement of Town Council support to be a condition of grant.**

Members considered the recommendation of the Events Committee as follows:

3. To recommend to the Finance and Resources Committee that:

(a) subject to resources being available, the Town Council make grants available to support events, applications to be made using the former Town Committee application form, suitably adapted, and with a condition attached that full acknowledgement to the Town Council be made in any material associated with the event;

(b) decisions on grants should be delegated to an ad-hoc grants committee comprising the committee Chairman, Vice-Chairman and a third member of the Events Committee;

(c) because of time constraints, an immediate decision be made to offer a grant of £500 for the current year towards the cost of Christmas lights in the Town Council area.

**RESOLVED: To agree the recommendations of the Events Committee made**

at their meeting on 27 October 2008.

**FR025/08**

**11. CLERK'S CONTRACT, TERMS AND CONDITIONS**

**RESOLVED: To adopt the NALC/SLCC Model Contract of Employment, adapted to reflect the terms set out in the offer of employment made to the Clerk, and it being agreed that the salary would be reviewed annually on the anniversary of the Clerk's appointment.**

**FR026/08**

**12. FINANCIAL REGULATIONS**

Members were referred to minor adjustments to the Financial Regulations:

- (i) A petty cash float of £100 to be maintained by the RFO (instead of £250)
- (ii) Contracts exceeding £10,000 in value (instead of £50,000) to be subject to sealed bids.

**FR027/08**

**13. EXPENSES FOR COUNCILLORS**

Members considered reimbursement of Town Councillors for expenses incurred on Council business.

**RESOLVED: To reimburse Councillors for reasonable expenses incurred only on business outside the Town Council area, the rates to be the same as those applicable for the time being to Borough Councillors, as agreed by the Borough Council's Remuneration Panel.**

**FR028/08**

**14. DATE OF NEXT MEETING**

The next meeting of the Finance and Resources Committee would be held on 5 January 2009.

**Berwick-upon-Tweed Town Council**  
**DRAFT PAYMENTS LIST : Cheques 100019 to 100022**  
**27 October 2008**

<b>Vchr.</b>	<b>Cheq.</b>	<b>Cde.</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
1	100001	10	Berwick Borough Council	Clerk's Salary	1,671.48
2	100002	19	BUT Community Dev Trust	Venue Hire	215.54
3	100004	20	British Telecom	BT Payment Services	238.57
4	100004	130		Cash (Petty cash October)	100.00
5	100005	10	Berwick Borough Council	Clerk's Salary	1,134.04
6	100006	35	Photo Centre	Councillor Photographs	60.00
7	100007	19	Parish Church	Venue Hire	27.50
8	100008	34	Northumberland ALC	NALC Subscription	320.39
9	100009	33	Scribe 2000 Ltd	SCRIBE2000 Software Licence	195.00

**Total: £3,962.52**