

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 28 January 2013 at 5.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

S Finch, Town Clerk
R Leetham, Finance Officer
1 member of the public

F066/12 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

F067/12 2. MINUTES OF THE LAST MEETING

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

F068/12 3. STATEMENTS BY THE PUBLIC

There were no statements from members of the public.

F069/12 4. DISCLOSURE OF INTERESTS

There were no disclosures of interest other than those considered under Item 5.

F070/12 5. REQUEST FOR DISPENSATION

(i) Applications requesting a dispensation enabling them to participate in

discussion and voting on Item 8 were received from Councillors B Douglas, P Herdman, G Hill, I Hunter, J Robertson, F Simpson and J Waterhouse.

(ii) The Committee agreed to the dispensations requested.

F071/12

6. AUTHORISATION OF PAYMENTS AND ORDERS

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

F072/12

7. STATEMENT OF RECEIPTS AND PAYMENTS

RESOLVED: To note the receipts and payments to 15 January 2013 appended to these minutes.

F073/12

8. BUDGET AND PRECEPT FOR 2013-14

The Finance Officer outlined to members the impact of the revision to the Council Tax base within the town Council area, the non-recurring grant which the County Council had agreed to make to help offset the impact of the change, and the effect that this would have on the amount paid by Band D properties.

RESOLVED: (i) To recommend to the full Council that the proposed budget for 2013-14, as presented to the Committee on 17 December 2012, be adopted; and (ii) upon the agreement of the Council to the budget, to advise the County Council of the Town Council's precept requirement of £185,659 .

F074/12

9. INSURANCE OF BUS SHELTERS AND PUBLIC SEATS

RESOLVED: The Council to add all bus shelters and seats which are the responsibility of the Town Council to the Council's insurance policy, all risks to be covered.

F075/12

10. PAYMENT METHODS

RESOLVED: (i) To note the setting up of a Paypal account for the purpose of payments for website hosting; and (ii)

To agree, as required by the Council's bankers, Barclays Bank, that:

- a) it is in the Council's interest to apply for the Business Debit Card service;**
- b) the Council agrees to be bound by the Business Debit Card Terms and Conditions (copy available on request);**
- c) notwithstanding that the existing Appointment of Bankers provides**

for more than one person to give instructions to the bank, the Council agrees, for the provision of Business Debit Cards only, to allow Barclays to accept and act on instructions from any nominated card holder (the Responsible Financial Officer); and

d) authorised persons identified in section 3 of the Appointment of Bankers are authorised to apply for the Business Debit Card, nominate card holders and accept the Business Debit Card Terms and Conditions on behalf of the Council.

F076/12

11. DIRECT DEBIT

No new direct debit arrangements had been made.

F077/12

12. DECISIONS MADE UNDER DELEGATED AUTHORITY

No decisions had been made under delegated authority.

F078/12

13. APPLICATIONS FOR FINANCIAL ASSISTANCE

There were no applications for financial assistance.

F079/12

14. APPOINTMENTS TO OUTSIDE BODIES

There were no requests for appointments to outside bodies.

F080/12

15. DATE OF NEXT MEETING

The next meeting would be held on Monday, 18 March 2013 at 6.00pm.

15 January 2013 (12-13)

Finance & Resources Committee

Item 6

Appendix B

Monday, 21st January 2013

Berwick-upon-Tweed Town Council

PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
344	Maintenance & installation	10/12/2012	Barclays Current	100608	Rotary christmas lights	Landels Electrical	2,000.00	400.00	2,400.00
345	Electricity	17/12/2012	Barclays Current	direct debit	Electrical supply	British Gas	22.21	1.11	23.32
346	Remembrance Day	17/12/2012	Barclays Current	100609	Printing	Shiel Morrison	266.00	53.20	319.20
347	Parade Electricity Supply	17/12/2012	Barclays Current	100604	Electrical supply	Scottish Power	49.17	2.46	51.63
348	Electricity	17/12/2012	Barclays Current	100610	Electricity	Npower	65.03	3.25	68.28
349	Stationery and printing	17/12/2012	Barclays Current	100611	Stationery	Viking	60.45	12.09	72.54
350	Other	17/12/2012	Barclays Current	100612	Music	Penny Dot Ceilidh Band	120.00	0.00	120.00
351	Remembrance Day	19/12/2012	Barclays Current	100613	P A Hire	Music Gallery	210.00	42.00	252.00
352	Other	19/12/2012	Barclays Current	100613	P A Hire	Music Gallery	200.00	40.00	240.00
353	Other costs	19/12/2012	Barclays Current	100613	P A Hire	Music Gallery	180.00	36.00	216.00
354	Grants	19/12/2012	Barclays Current	100614	Competition Prize	Needle Works	50.00	0.00	50.00
355	Stationery and printing	19/12/2012	Barclays Current	100615	Stationery	Viking	55.40	11.08	66.48
356	Civic expenses	19/12/2012	Barclays Current	100615	Stamps	Viking	120.00	0.00	120.00
357	Telecoms	19/12/2012	Barclays Current	100619	phone	BT	205.07	41.01	246.08
358	Civic expenses	19/12/2012	Barclays Current	100616	Subscription	Guild of Macebearers	25.00	0.00	25.00
359	SSP Running Costs	19/12/2012	Barclays Current	direct debit	Electrical supply	British Gas	22.27	1.11	23.38
360	IT support	02/01/2013	Barclays Current	100617	IT support	Northern Lab	90.00	18.00	108.00
361	Costs	02/01/2013	Barclays Current	100618	Freemen descents	Berwick Record Office	52.00	0.00	52.00
362	Salaries: Pension	02/01/2013	Barclays Current	direct debit	Pension	NEST	512.46	0.00	512.46
363	Website	02/01/2013	PayPal	direct debit	Website hosting	Web Wiz	99.50	19.90	119.40
364	Website	02/01/2013	PayPal	direct debit	Website hosting	Web Wiz	9.95	1.99	11.94
365	Website	02/01/2013	PayPal	direct debit	Website hosting	Alp Host	17.61	0.00	17.61
366	Telecoms	02/01/2013	Barclays Current	100619	phone	BT	205.07	41.01	246.08
367	Photocopies	02/01/2013	Barclays Current	100620	Photocopies	Capital Solutions	57.30	11.46	68.76
368	Bus Shelters	02/01/2013	Barclays Current	100621	Bus Shelter Stickers	Fantasy Prints	85.00	17.00	102.00
369-379	Salaries	02/01/2013	Barclays Current	100622	Salaries	Northumberland County Council	5,108.21	0.40	5,108.61

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
380	Destination Marketing	15/01/2013	Barclays Current	100623	Website and domain name fee	New Mind	1,020.00	204.00	1,224.00
381	Jubilee/Olympic Celebration	15/01/2013	Barclays Current	100624	Photography	PIctorial Photography	150.00	0.00	150.00
382	Electricity	15/01/2013	Barclays Current	direct debit	Electricity	British Gas	28.69	1.43	30.12
383-393	Salaries	15/01/2013	Barclays Current	100625	Salaries	Northumberland County Council	6,352.37	7.42	6,359.79
							17,438.76	965.92	18,404.68

Finance & Resources Committee

Item 7

Appendix C

Monday, 21st January 2013

Berwick-upon-Tweed Town Council

NETT POSITION BY COST CENTRE & CODE

prepared on

15 January 2013 (12-13)

ADMINISTRATION

Payments

Code	Title	Budget	Actual	Balance
1-6	Salaries	47,481.00	37,465.41	10,015.59
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	272.94	327.06
11	Training: Councillors	150.00	0.00	150.00
12	Travel/subsistence: Councillors	500.00	0.00	500.00
13	Rent	5,100.00	4,569.78	530.22
14	Service charge	160.00	93.40	66.60
15	Rates	420.00	0.00	420.00
16	Gas	425.00	208.27	216.73
17	Electricity	480.00	429.74	50.26
18	Water	200.00	138.73	61.27
19	Telecoms	850.00	856.67	-6.67
20	IT equipment	1,000.00	986.01	13.99
21	IT support	1,700.00	1,682.50	17.50
22	Software Licence fee	245.00	367.50	-122.50
23	Venue hire	0.00	0.00	0.00
24	Postage	150.00	218.40	-68.40
25	Stationery and printing	700.00	736.76	-36.76
26	Photocopies	720.00	197.40	522.60
27	Equipment & furniture	500.00	3,062.91	-2,562.91
28	Insurance	803.00	761.00	42.00
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	127.06	172.94
37	Subscriptions	1,130.00	1,185.02	-55.02
40	Meeting & office expenses	200.00	360.61	-160.61
63	Community Plan	0.00	0.00	0.00
67	Salaries	5,210.00	4,475.33	734.67
		76,454.00	60,207.44	16,246.56

CIVIC EVENTS

Code	Title	Payments		Actual	Balance
		Budget			
38	Remembrance Day	950.00		881.00	69.00
91	Bounds Riding	0.00		251.67	-251.67
93	Other	0.00		717.33	-717.33
		950.00		£1,850.00	-900.00

EVENTS COMMITTEE

Code	Title	Payments		Actual	Balance
		Budget			
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		9,995.66	4.34
94	Parade Electricity Supply	0.00		66.31	-66.31
		21,050.00		£20,974.97	75.03

ENVIRONMENT & REGENERATION COMMITTEE

Code	Title	Receipts		Payments		Balance
		Actual	Budget	Actual		
41	Grants		0.00	50.00		-50.00
42	Council projects		0.00	133.58		-133.58
70	Environmental Projects	1,000.00	30,000.00	25,316.30		5,683.70
71	Destination Marketing		10,000.00	5,617.50		4,382.50
72	Public Seats		3,750.00	539.68		3,210.32
73	Bus Shelters		2,000.00	85.00		1,915.00
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	1,988.70		621.30
		0.00	60,940.00	£34,338.39		27,601.61

FESTIVE LIGHTING

Code	Title	Receipts		Payments		Balance
		Budget	Actual	Budget	Actual	
43	Maintenance & installation	0.00	0.00	0.00	2,243.81	-2,243.81
44	Lights & Fittings	0.00	0.00	10,000.00	6,236.46	3,763.54
45	Other costs	0.00	0.00	1,000.00	1,612.47	-612.47
46	Donations	2,000.00	0.00	0.00	0.00	-2,000.00
		2,000.00	£0.00	11,000.00	£10,092.74	-1,092.74

FREEMEN: MAYORAL/CIVIC EXPENSES

Code	Title	Payments		Actual	Balance
		Budget			
53	Salaries: Mayoral staff	4,750.00		3,795.99	954.01
54	Mayor personal & official expenses	2,500.00		1,069.08	1,430.92
55	Civic expenses	2,000.00		3,130.29	-1,130.29
56	Civic regalia insurance	4,000.00		3,838.00	162.00
		13,250.00		11,833.36	1,416.64

FREEMEN: FREEDOM ADMISSIONS

Code	Title	Payments		Balance
		Budget	Actual	
59	Salaries: Freedom Admissions	7,932.00	6,255.20	1,676.80
60	Costs	120.00	199.65	-79.65
		8,052.00	£6,454.85	1,597.15

FREEMEN: RECEIPTS

Code	Title	Receipts		Current Budget
		Budget	Actual	
61	Schedule III surplus	86,000.00	89,893.00	3,893.00
62	Freedom Admissions fees	640.00	260.00	-380.00
		86,640.00	90,153.00	3,513.00

ALLOTMENTS

Code	Title	Receipts		Payments		Current	
		Receipts Budget	Budget	Budget	Actual	Budget	
51	Income - Rents	328.00	150.34	0.00	0.00	-177.66	
52	Repairs & Maintenance	0.00	0.00	3,000.00	2,128.50	871.50	
		328.00	£150.34	3,000.00	£2,128.50	693.84	

PLAY AREAS

Code	Title	Receipts		Payments		Current Balance	
		Budget	Actual	Budget	Actual	Budget	
64	SSP Construction	0.00	1,100.00	0.00	8,726.64	-6,656.64	
78	SSP Running Costs	0.00	0.00	5,500.00	125.85	5,374.15	
79	SSP Site Maintenance	0.00	0.00	500.00	1,666.35	-1,166.35	
80	SSP Equipment Maintenance	0.00	0.00	0.00	0.00	0.00	
81	Inspections	0.00	0.00	1,500.00	0.00	1,500.00	
82	Insurance	0.00	0.00	900.00	868.00	32.00	
83	HPA Equipment Maintenance	0.00	0.00	2,200.00	0.00	2,200.00	
84	HPA Site Maintenance	0.00	0.00	500.00	0.00	500.00	
85	SLA routine maintenance	0.00	0.00	1,320.00	0.00	1,320.00	
89	Play Area Reserves	0.00	0.00	37,580.00	8,622.00	28,958.00	
		0.00	1,100.00	50,000.00	20,008.84	32,061.16	

FINANCE AND RESOURCES COMMITTEE

Code	Title	Payments		Current Balance	
		Budget	Actual	Budget	
66	Youth Council	2,000.00	992.97	1,007.03	
68	Grants & Subsidies	3,000.00	20,514.49	-17,514.49	
		5,000.00	£21,507.46	-16,507.46	

CAPITAL PROJECTS

Code	Title	Payments		Current Balance	
		Budget	Actual	Budget	Budget
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	

RECEIPTS**Receipts**

Code	Title	Budget	Actual	Balance
47	Precept	100,456.00	100,456.00	0.00
48	Bank interest	100.00	64.68	-35.32
49	Sundry	0.00	0.00	0.00
50	Grants	0.00	0.00	0.00
92	VAT refund	0.00	22,821.37	22,821.37
		100,556.00	123,342.05	22,786.05