

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 09 March 2021 at 6.00pm via video conferencing.

PRESENT:

Councillors: A Forbes (Chair)
 C Bruce
 A Gibson
 H Lindsay
 G Roughead

IN ATTENDANCE:

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

Cllr B Douglas

The meeting was available live via YouTube.

BA183/19 1. PUBLIC QUESTIONS

The Town Clerk had received one question from a resident of East Ord prior to the meeting. The question concerned waivers of Financial Regulations and the reporting of breaches of Financial Regulations. The Town Clerk provided a response and updated the meeting on future arrangements for the indexing of all Council meetings, reports and decisions which would include any breaches of Financial Regulations. After which the Committee noted the response of the Town Clerk.

BA184/19 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Bowlas, C Lewis and G Smith.

BA185/19

3. MINUTES OF THE LAST MEETING

On the motion of Cllr H Lindsay seconded by Cllr C Bruce, the minutes of the meeting held on Tuesday, 16 February 2021 were agreed and signed as a correct record.

BA186/19

4. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA187/19

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA188/19

6. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL

Members asked a number of questions concerning individual payments then it was **RESOLVED** without division to note the schedules of payments.

BA189/19

7. TRANSITIONAL PAYMENT AUTHORISATION ARRANGEMENTS

On the motion of Cllr G Roughead, seconded by Cllr H Lindsay, the Committee **RESOLVED** to recommend to Council that between polling day and the AGM, any urgent payments can be made on the authorisation of the Town Clerk in consultation with the Mayor and Deputy Mayor, and further **RESOLVED** to recommend to Council that an application for a third debit card be made to provide cover should either of the current card holders be unable to facilitate electronic payments.

BA190/19

8. FINANCIAL REGULATIONS

The Committee unanimously **RESOLVED** to recommend to Council that Financial Regulations be amended as described in paragraphs 2 and 3 of the report, with effect from May 2021, and further **RESOLVED** to recommend that Council adopt the partner ordering protocol attached to the report.

BA191/19

9. BERWICK ROTARY CLUB

The Town Clerk updated the meeting that discussions with Berwick Rotary Club are still ongoing and that Officers have taken on board the points made by Council at its meeting in February. Further updates would be brought to a future meeting of either Council or this Committee.

BA192/19

10. TRAINING SYSTEMS

The Town Clerk provided an update to the Committee that training sessions have now been undertaken by staff on the processing of financial transactions. The training included a session provided by the supplier and in-house meetings via Zoom.

Further sessions will be facilitated in due course and updates will be provided to a future meeting of this Committee.

BA193/19

11. CIVIC MEMENTOES

On the motion of Cllr A Gibson, seconded by Cllr H Lindsay, the Committee **RESOLVED** to recommend to Council that Civic Mementos are not purchased for members of the Civic Party or Councillors.

BA194/19

12. DATE OF NEXT MEETING

The date of the next meeting will be Tuesday 12 April 2021 at 6.00 pm.

Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.

At this point the live link to YouTube was switched off.

BA195/19

13. OPERATION LONDON BRIDGE / OPERATION FORTH BRIDGE

The Town Clerk provided an update, after which the Committee provided guidance as to a way forward.