

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 10 August 2021 at 6.00pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors:	H Lindsay (Chair)	C Raybould
	A Bowlas	G Smith
	M Greener	A Williams

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Steve Cozens, Assistant to the Clerk
Cty Cllr C Seymour
0 member of the public.

BA032/21

1. OPEN SESSION

There were no members of the public present.

BA033/21

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs C Bruce, R Bruce, A Forbes and A Gibson.

BA034/21

3. MINUTES OF THE LAST MEETING

On the motion of Cllr A Williams, seconded by Cllr G Smith, the minutes of the meeting held on Tuesday, 13 July 2021 were agreed and signed as a correct record.

BA035/21

4. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA036/21

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA037/21

6. NOTIFICATION OF PAYMENTS AND RECEIPTS

The Town Clerk introduced the item, after which, it was **RESOLVED** without division to note the schedule of payments and receipts.

BA038/21 **7. FINANCIAL REGULATIONS**

The Town Clerk introduced the amendments previously discussed as part of the consultation process. After which, on the motion of Cllr G Smith, seconded by Cllr M Greener, the Committee unanimously **RESOLVED** to recommend the proposed amendments to the Financial Regulations to Council.

BA039/21 **8. QUARTER 1**

A question regarding legal and professional costs was raised to which the Town Clerk would provide an answer in due course. After which, it was unanimously **RESOLVED** to note the reports.

BA040/21 **9. SPITTAL SPLASH PARK**

The Committee unanimously **RESOLVED** to approve the quote contained within the report, and further **RESOLVED** that a contingency of 33% be applied to the section of the quote that referred to the repair of the item.

BA041/21 **10. FORWARD PLAN**

The Committee unanimously **RESOLVED** that the following items be added to the Forward Plan:

Review of salaries and job descriptions,

Review of use of accruals, and

Review of reports provided to council / committee, before / after Quarter 2 reports.

It was **RESOLVED** to note the Forward Plan.

BA031/21 **11. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday 07 September 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.

BA032/21

12. CORRESPONDENCE

The Town Clerk provided an update on correspondence received and a proposed way forward. After which it was unanimously **RESOLVED** to note the update.