

BERWICK-UPON-TWEED TOWN COUNCIL

To: **Members of the Budget and Administration Committee**

You are hereby requested to attend a meeting of the Budget and Administration Committee of **BERWICK-UPON-TWEED TOWN COUNCIL** to be held in the Front Meeting Room, The William Elder Building, 56 - 58 Castlegate, Berwick-upon-Tweed, on **TUESDAY, 09 NOVEMBER 2021 AT 6:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk

04 November 2021

EXTRACT FROM STANDING ORDERS

- 1(o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation that relates directly to new information concerning the member that was introduced during the debate, in which case they shall with the chair's consent offer their explanation after all other members who wish to do so have spoken, or
 - v. in exercise of a right of reply as the mover of the motion before a vote.
- 1(p) During the debate of a motion, a councillor may interrupt only on a point of order and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1(t) Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

A G E N D A

1. OPEN SESSION

Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

This is for a period of 15 minutes overall and is limited to 3 minutes per person.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. MINUTES OF THE LAST MEETING

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Tuesday, 12 October 2021 (**Draft Minutes**).

4. DISCLOSURE OF INTERESTS

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.

5. REQUEST FOR DISPENSATION

(i) To receive from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting (pro-forma attached).

(ii) To consider requests for dispensation.

6. NOTIFICATION OF PAYMENTS AND RECEIPTS

To note payments and receipts in September (**Appendix A(i)** and **Appendix A(ii)**).

7. BANK RECONCILIATIONS

i. To consider the report (**Appendix B**).

ii. To note the bank reconciliation processes for August (**Appendix C**) and September (**Appendix D**).

8. PROPOSALS FOR GROWTH AND SAVINGS

Members may wish to consider whether there are any areas of the committees work where expenditure should grow or where savings can be made.

9. QUARTER 2

To note the Quarter 2 report (**Appendix E**).

10. BUDGET

To consider the report (**Appendix F**).

11. PURCHASE ORDERS

To note the report (**Appendix G**).

12. INDICATIVE TAX BASE 2022-23

To note the report (**Appendix H, Appendix H(i) and Appendix H(ii)**).

13. CONCERNS AROUND CASH HANDLING

To consider the report (**Appendix I**).

14. VIREMENT

To consider the report (**Appendix J**)

15. FORWARD PLAN

To receive an update on the Forward Plan (**Appendix K**).

16. DATE OF NEXT MEETING

The next meeting of the committee will be held on Tuesday 07 December 2021, at 6:00 pm.

MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE:

Councillors: Alan Bowlas, Christine Bruce, Robert Bruce, Anne Forbes, Alex Gibson, Mike Greener, Paul Jackson, Homer Lindsay, Clare Raybould and Anne Williams.