

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 09 November 2021 at 6.00pm in the William Elder Building, Castlegate, Berwick-upon-Tweed

PRESENT:

Councillors:	H Lindsay (Chair)	P Jackson
	M Greener	C Raybould
	A Gibson	A Williams

IN ATTENDANCE:

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

BA072/21

1. OPEN SESSION

There were no members of the public present.

BA073/21

2. APOLOGIES FOR ABSENCE

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

BA074/21

3. MINUTES OF THE LAST MEETING

On the motion of Cllr C Raybould, seconded by Cllr A Williams, the minutes of the meeting held on Tuesday, 12 October 2021, including the amendment to the draft minutes previously circulated by the Town Clerk, were agreed and signed as a correct record.

BA075/21

4. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA076/21

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA077/21

6. NOTIFICATION OF PAYMENTS AND RECEIPTS

Members asked a number of questions, after which, it was **RESOLVED** without division to note the schedule of payments and receipts.

BA078/21

7. BANK RECONCILIATIONS

On the motion of Cllr C Raybould, seconded by Cllr M Greener, the Committee **RESOLVED** to recommend to council that new financial regulations be adopted specifying that:

- a. The input of all transactions to the accounting system shall be completed fourteen days after the end of the working month,
- b. That the bank reconciliation shall be completed 28 days after the end of the working month, and
- c. That the completed reconciliation report shall be presented to the next meeting of council, or a committee to which this duty has been delegated by council, and certified by the person chairing that meeting.

BA079/21

8. PROPOSALS FOR GROWTH AND SAVINGS

On the motion of Cllr P Jackson, seconded by Cllr C Raybould, the Committee **RESOLVED** that a representative of the Northumberland Association of Local Council's be invited to a future meeting as part of a review of memberships.

On the motion of Cllr P Jackson, seconded by Cllr M Greener, the Committee **RESOLVED** to instruct the Town Clerk to liaise with the Chamber of Trade concerning spending in the town centre and to report back to a future meeting of this Committee.

After which, the Committee unanimously **RESOLVED** to instruct the Town Clerk to liaise with Northumberland County Council concerning responsibility of the War Memorials within the town.

BA080/21

9. QUARTER 2

Members asked a number of questions, after which, it was **RESOLVED** without division to note the Quarter 2 report.

BA081/21

10. BUDGET

Members asked a number of questions after which, on the motion of Cllr H Lindsay, seconded by Cllr C Raybould, the Committee **RESOLVED** to instruct Officers to seek quotes for planning training from the consultant engaged to work on the Neighbourhood Plan, and further **RESOLVED** to note the report.

BA082/21

11. PURCHASE ORDERS

Members asked a number of questions and, during the discussion, the Committee **RESOLVED** to suspend standing orders sufficiently to allow the meeting to continue beyond the 8pm deadline. After which, the Committee unanimously **RESOLVED** to instruct Officers that a report concerning the Salmon Queen event be brought to the December meeting of Council and further **RESOLVED** to note the report.

BA083/21

12. INDICATIVE TAX BASE 2022-23

The Town Clerk introduced the item, after which, the Committee unanimously **RESOLVED** to note the report.

BA084/21

13. CONCERNS AROUND CASH HANDLING

On the motion of Cllr M Greener, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council that the Town Council dispense with the petty cash.

BA085/21

14. VIREMENT

On the motion of Cllr C Raybould, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council that a virement of £1060 be made from the general reserves to Code 4254 [Meeting Expenses].

BA086/21

15. FORWARD PLAN

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

BA087/21

16. DATE OF NEXT MEETING

The date of the next meeting will be Tuesday 07 December 2021 at 6.00 pm.