

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 Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on **TUESDAY, 11 OCTOBER 2022 AT 6:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk

06 October 2022

A G E N D A

1. ELECTION OF A VICE-CHAIR

To elect a vice-chair for the remainder of the municipal year.

2. 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.

3. APOLOGIES FOR ABSENCE

To receive apologies for absence.

4. 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, 19 July 2022 (**Draft Minutes**).

5. DISCLOSURE OF INTERESTS

- (i) 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.

- (ii) To receive and consider requests 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.

6. NOTIFICATION OF PAYMENTS AND RECEIPTS

To note payments and receipts in July (**Appendix A(i), Appendix A(ii) and Appendix A(iii)**), August (**Appendix B(i), Appendix B(ii) and Appendix B(iii)**) and September (**Appendix C(i), Appendix C(ii) and Appendix C(iii)**).

7. BANK RECONCILIATIONS

To note the bank reconciliation processes for September (**Appendix D**).

8. PURCHASE ORDERS

To note the purchase orders raised in July (**Appendix E**), August (**Appendix F**) and September (**Appendix G**).

9. EXPENDITURE VS BUDGET IN Q2 AND YEAR TO DATE

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

10. 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.

11. DATE OF NEXT MEETING

The next meeting of the committee will be held on Tuesday 15 November 2022.

The Committee may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.

12. COSTS OF MOVE TO A NEW OFFICE

To note the update.

MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE:

Councillors: Anne Forbes, Mike Greener, Paul Jackson, Homer Lindsay and Anne Williams.