

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 15 November 2022 at 6.00pm in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mr Gareth Davies  
Steve Cozens, Assistant to the Clerk  
Cllr T Stewart  
0 members of the public.

#### **BA049/22 1. OPEN SESSION**

There were no members of the public present.

#### **BA050/22 2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **BA051/22 3. MINUTES OF THE LAST MEETING**

On the motion of Cllr P Jackson, seconded by Cllr M Greener, the minutes of the meeting held on Tuesday, 11 October 2022 were agreed and signed as correct record.

#### **BA052/22 4. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interests.
- ii. There were no requests for dispensation.

#### **BA053/22 5. NOTIFICATION OF PAYMENTS AND RECEIPTS**

Members asked a number of questions including if it was possible to use a purchasing scheme instead of using multiple suppliers and procurement. After which, it was **RESOLVED** without division to note the schedule of payments and receipts.

**BA054/22**

## **6. BANK RECONCILIATIONS**

On the motion of Cllr P Jackson, seconded by Cllr M Greener, the Committee **RESOLVED** that local providers be used where possible.

After which, the Committee unanimously **RESOLVED** that the Chair sign and receive the bank reconciliations for October 2022.

**BA055/22**

## **7. PURCHASE ORDERS**

Members asked a number of questions including on HSL and CCTV.

After which, it was **RESOLVED** without division that future reports include Purchase Orders up to the date of publication of the Budget and Administration reports and further **RESOLVED** to note all active Purchase Orders for the previous month.

**BA056/22**

## **8. PROPOSALS FOR GROWTH AND SAVINGS**

A discussion took place around the spending responsibilities of this Committee including administration, payroll costs and insurance. Potential future items were also discussed which included possible work to War Memorials and provision of local services which the Town Council may wish to take responsibility for should there be a requirement.

**BA057/22**

## **9. BUDGET**

The Town Clerk introduced the report and explained there would be a additional Cost Codes for salaries to take into account local services and project work.

**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.**

A recent meeting regarding growth and savings was discussed.

**Committee RESOLVED to reopen the meeting to members of the media and public.**

Topics included in the discussion were service transfer reserve, rates, public seat and bus shelter maintenance, advertising social media, visitor services, autumn festivals and grant headings.

After which, the Committee noted that a revised budget would be brought to a future meeting of Council.

**BA058/22**

**10. PPE WORKWEAR**

The Town Clerk updated the Committee that branded body warmers are to be purchased for office-based staff during the winter months at a cost of £100 - £200.

On the motion of Cllr A Williams, seconded by Cllr M Greener, the Committee **RESOLVED** to note the update.

**BA059/22**

**11. TOWN COUNCIL OFFICE – WALL ART**

A suggestion had been received by Officers from Cllr T Stewart that old maps could be used to decorate the Town Council office. Other ideas put forward during the discussion included children's art, honour boards and a ceremonial gallery.

During the discussion of this item, the Committee **RESOLVED** to suspend standing orders sufficiently to allow the meeting to continue beyond the 8pm deadline.

The Committee unanimously **RESOLVED** to defer the item to full Council for further discussion.

**BA060/22**

**12. SIGNATORIES**

On the motion of Cllr H Lindsay, seconded by Cllr A Williams, the Committee unanimously **RESOLVED** to:

- i. Change the signatories to the Melton Building Society account so that the following people may act as signatories:

- Mr Michael William Greener, Councillor
- Ms Rachel Victoria Driver, Councillor
- Mr Charles Homer Bosworth Lindsay, Councillor
- Mr Paul Robert William Jackson, Councillor
- Mr Gareth Reginald Davies, Town Clerk
- Mr Julian Marcus Smith, Projects Officer
- Mr Stephen Derek Cozens, Assistant to the Clerk

ii. Confirm that two signatories are required to authorise transactions.

**BA061/22**

**13. PROTOCOL ON MEMBER / OFFICER RELATIONSHIPS**

On the motion of Cllr P Jackson, seconded by Cllr M Greener, the Committee recommended to Council adoption of the model protocol on member / officer relationships.

**BA062/22**

**14. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday 06 December 2022 at 6.00 pm.