

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 19 July 2022 at 6.00pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed.

PRESENT:

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

IN ATTENDANCE:

Steve Cozens, Assistant to the Clerk
Julian Smith, Projects Officer
Cllr T Stewart
Cllr R Wallis
0 members of the public.

BA022/22 1. OPEN SESSION

There were no members of the public present.

BA023/22 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Forbes and P Jackson.

BA024/22 3. MINUTES OF THE LAST MEETING

On the motion of Cllr C Raybould, seconded by Cllr M Greener, the minutes of the meeting held on Tuesday, 14 June 2022 were agreed and signed as correct record.

BA025/22 4. DISCLOSURE OF INTERESTS

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

BA026/22

5. NOTIFICATION OF PAYMENTS AND RECEIPTS

On the motion of Cllr M Greener, seconded by Cllr C Raybould, Members **RESOLVED** that the Berwick Riders Association be invited to speak to a future meeting of this Committee. During the discussion Standing Orders were suspended sufficiently to allow Cllr R Wallis to speak.

After which, it was **RESOLVED** without division to note the schedule of payments and receipts.

BA027/22

6. BANK RECONCILIATIONS

Committee unanimously **RESOLVED** that the Chair sign and receive the bank reconciliations for June 2022.

BA028/22

7. PURCHASE ORDERS

Members asked a number of questions, after which, it was **RESOLVED** without division to note all active Purchase Orders for the current and previous months.

BA029/22

8. MAYOR'S CHARITY

Discussion of this item included whether the Town Council could be registered as a charity.

After which, on the motion of Cllr H Lindsay, seconded by Cllr C Raybould, the Committee **RESOLVED** that an account be opened with Barclays.

BA030/22

9. EQUIPMENT

The Projects Officer updated the Committee on a meeting with the new Town Warden and distributed a resulting list of equipment. Councillors raised the need for a procedure and risk assessment for the removal of dead seagulls.

After which, on the motion of Cllr H Lindsay, seconded by Cllr C Raybould, the Committee **RESOLVED**:

- i. To approve the list of equipment to be spent against budget code 4603, and
- ii. That £500 be transferred from General Reserves to budget code 4603 to cover spending.

BA031/22

10. VEHICLE

The Committee instructed Officers to explore virements from other budget codes if necessary and, during the discussion, Standing Orders were suspended sufficiently to allow Cllr R Wallis to speak.

After which, on the motion of Cllr C Raybould, seconded by Cllr M Greener, the Committee **RESOLVED** to approve the leasing of a van including the costs for a van wrap.

BA032/22

11. IT EQUIPMENT

The Committee unanimously **RESOLVED** to:

- i. Approve the purchase of 3 phones for the Town Wardens.
- ii. Approve the purchase of a laptop, for under £1,000 for use by the Admin Assistants.

BA033/22

12. COST CODES

The Committee agreed to defer this item to a future meeting of this Committee.

BA034/22

13. COUNCILLOR EXPENSES

On the motion of Cllr C Raybould, seconded by Cllr H Lindsay, the Committee unanimously **RESOLVED** to approve the expenses distributed as a background paper.

BA035/22

14. FORWARD PLAN

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

BA036/22

15. DATE OF NEXT MEETING

The date of the next meeting will be Tuesday 13 September 2022 at 6.00 pm.