

## 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, 17 JANUARY 2023 AT 6:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk

12 January 2023

### 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, 06 December 2022 (**Draft Minutes**).

#### 4. 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.

## **5. NOTIFICATION OF PAYMENTS AND RECEIPTS**

To note payments and receipts in December (**Appendix A(i)**, **Appendix A(ii)** and **Appendix A(iii)**).

## **6. BANK RECONCILIATIONS**

To note the bank reconciliation processes for December (**Appendix B**).

## **7. PURCHASE ORDERS**

To note the purchase orders raised (**Appendix C**).

## **8. BUDGET**

- i. To consider the draft budget (**Appendix D**).
- ii. To note the decisions of the People & Communities Committee on 10 January 2023 and Council on 19 December 2022:

**PC065/22:** The Committee unanimously **RESOLVED** to adopt the principles set out in the report for the setting of the budget for 2022-23.

**C118/22:** On the motion of Cllr P Jackson, seconded by Cllr A Williams, Council **RESOLVED:**

1. To instruct the Town Clerk to circulate draft budgets in order to enable a consensus to be sought before the council meeting on 23/01/2023, and
2. That the Town Clerk shall use any means of discerning consensus possible in order to arrive at the budget to be tabled on 23/01/2023 including electronic voting / polling.

## **9. DATE OF NEXT MEETING**

The next meeting of the committee will be held on Tuesday 14 February 2023.

## **MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE:**

**Councillors: Anne Forbes, Mike Greener, Paul Jackson, Homer Lindsay, Rosemary Mackenzie, Thomas Stewart and Anne Williams.**