

## 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, 14 MARCH 2023 AT 6:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk

09 March 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, 14 February 2023 (**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 February (**Appendix A(i)**, **Appendix A(ii)** and **Appendix A(iii)**).

**6. BANK RECONCILIATIONS**

To note the bank reconciliation process for February (**Appendix B**).

**7. PURCHASE ORDERS**

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

**8. EXPENDITURE VS BUDGET YEAR TO DATE**

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

Members are reminded of Minute Number C057/22.

“On the motion of Cllr R Bruce, seconded by Cllr J Robertson, it was unanimously **RESOLVED** to note the budget update report.”

“Officers recommendation is that council should consider paying the costs of Spittal Play Park from reserves rather than borrowing.”

**9. DIRECT DEBIT**

To authorise that the landlord for the local services units be paid by Direct Debit.

**10. DATE OF NEXT MEETING**

The next meeting of the committee will be held on Wednesday 12 April 2023.

**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.**

**11. INTERNAL AUDIT**

To receive a briefing from the Town Clerk.

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

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