

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 14 March 2023 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)	T Stewart
	M Greener	A Williams
	P Jackson	

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk

Steve Cozens, Assistant to the Clerk

Cty Cllr C Seymour

0 members of the public.

BA097/22 1. OPEN SESSION

There were no members of the public present.

BA098/22 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Forbes and R Mackenzie.

BA099/22 3. MINUTES OF THE LAST MEETING

Cllr T Stewart made an enquiry regarding Item 1 of the minutes to which a response was provided by the Town Clerk. After which, on the motion of Cllr M Greener, seconded by Cllr A Williams, the minutes of the meeting held on Tuesday, 14 February 2023 were agreed and signed as a correct record.

BA100/22 4. DISCLOSURE OF INTERESTS

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

BA101/22 5. NOTIFICATION OF PAYMENTS AND RECEIPTS

Members asked a number of questions including on elections, the CCTV service provider, on-line purchases and the telephone / broadband invoices relating to the previous Town Council office. During the discussion the concept of purchasing from local providers was discussed.

After which, on the motion of Cllr P Jackson, seconded by Cllr A Williams, the Committee unanimously **RESOLVED** that unless there are substantial savings to be made by using alternative providers, that the Town Council use local suppliers for goods wherever possible.

The Committee then unanimously **RESOLVED** without division to note the schedule of payments and receipts.

BA102/22

6. BANK RECONCILIATIONS

The Committee unanimously **RESOLVED** that the Chair sign and receive the bank reconciliations for February 2023.

BA103/22

7. PURCHASE ORDERS

Members asked a number of questions including on window stickers and local services, after which, Members unanimously **RESOLVED** to note all active Purchase Orders for the previous time-period.

BA104/22

8. EXPENDITURE VS BUDGET YEAR TO DATE

The Town Clerk introduced the report and updated Members that reserves will amount to approximately £300,000 at the end of the financial year. Members then asked a number of questions including on office rent, equipment funding, publicity and communications, bus shelter maintenance, Bank Hill works reserve and Spittal Play Area. It was also noted by Members that Officers would provide updates on further enquiries including on service charge, insurance for the van, the New Music Festival, Spittal Seaside Festival and the Civic Fund. During the discussion, Cllr A Williams raised the idea of a community orchard and additional uses for a public space in Upper Spittal. After which, the Committee unanimously **RESOLVED** to note the report.

BA105/22

9. DIRECT DEBIT

On the motion of Cllr A Williams, seconded by Cllr T Stewart, the Committee **RESOLVED** to authorise that the landlord for the local services units be paid by Direct Debit.

BA106/22

10. DATE OF NEXT MEETING

The date of the next meeting will be Wednesday 12 April 2023 at 6.00 pm.

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.

BA107/22

11. INTERNAL AUDIT

Members received a briefing from the Town Clerk regarding the Internal Audit and subsequently provided guidance to the Town Clerk regarding the way forward.

After which, the Committee noted that a confidential report would be brought to the next meeting of Council.