

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Wednesday, 12 April 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) R Mackenzie
M Greener T Stewart

IN ATTENDANCE:

Steve Cozens, Assistant to the Clerk
Julian Smith, Projects Officer
Cllr W Robertson
0 members of the public.

BA108/22 1. OPEN SESSION

It was Cllr H Lindsay's last meeting. Cllr M Greener, on behalf of the committee, thanked him for chairing the committee and wished him success in the future.

BA109/22 2. APOLOGIES FOR ABSENCE

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

BA110/22 3. MINUTES OF THE LAST MEETING

On the motion of Cllr T Stewart, seconded by Cllr M Greener, the minutes of the meeting held on Tuesday, 14 March 2023 were agreed and signed as a correct record.

BA110/22 4. DISCLOSURE OF INTERESTS

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

BA111/22

5. NOTIFICATION OF PAYMENTS AND RECEIPTS

Cllr R Makenzie enquired about the delivery of a cost comparison between Northumberland County Council (NCC) Local Services and the new Wardens team. Officers informed members that the report would be available after the first year's activity had been completed. Members requested that clarification of Mayoral expenses be made and directed officers to provide a briefing report at the next committee meeting.

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

BA112/22

6. BANK RECONCILIATIONS

On the motion of Cllr T Stewart, seconded by Cllr M Greener, the Committee unanimously **RESOLVED** that the Chair sign and receive the bank reconciliations for March 2023.

BA113/22

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.

BA114/22

8. EXPENDITURE VS BUDGET IN Q3 / YEAR TO DATE

Members directed that the Assistant to the Town Clerk clarify the apparent underspend on salaries for 2023. After which, Members unanimously **RESOLVED** to note the report.

BA115/22

9. WORK TO TOWN COUNCIL OFFICE

On the motion of Cllr T Stewart, seconded by Cllr R Mackenzie, the Committee unanimously **RESOLVED** to note the update of Officers.

BA116/22

10. PAYROLL SERVICE LEVEL AGREEMENT (SLA)

Members **RESOLVED** to instruct Officers to put out to tender payroll services for the Town Council, noting that there is a termination clause in the Payroll Service Level Agreement (SLA) provided by NCC. On the motion of Cllr T Stewart, seconded by Cllr M Greener, the committee **RESOLVED** to sign the Payroll SLA with NCC but further directed officers to continue to tender the payroll services.

BA117/22

11. DATE OF NEXT MEETING

The date of the next meeting will be Tuesday 02 May 2023 at 6.00 pm.