

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 02 May 2023 at 6.30pm in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed**

### PRESENT:

Councillors: J Robertson (Chair up to Item 2) M Greener  
R Mackenzie (Chair item 3 onwards) T Stewart  
R Driver

### IN ATTENDANCE:

Mr Gareth Davies, Town Clerk  
Steve Cozens, Assistant to the Clerk  
Justine Walker, Administration Assistant  
Joyce Benton, Sergeant-at-Mace  
Cty Cllr G Hill  
Cty Cllr C Seymour  
4 members of the public

#### **BA001/23 1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **BA002/23 2. ELECTION OF CHAIR**

On the motion of Cllr J Robertson, seconded by Cllr M Greener, the Committee **RESOLVED** that Cllr R Mackenzie be appointed Chair of the Budget and Administration Committee for the year 2023/2024.

The Chairman took the Chair for the remainder of the meeting.

#### **BA003/23 3. DISCLOSURE OF INTERESTS**

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

**BA004/23**

**4. ELECTION OF A VICE-CHAIR**

On the motion of Cllr M Greener, seconded by Cllr J Robertson, the Committee **RESOLVED** that Cllr T Stewart be appointed Vice-Chair of the Budget and Administration Committee for the year 2023/2024.

**BA005/23**

**5. TERMS OF REFERENCE**

The Committee unanimously **RESOLVED** to note the Terms of Reference of the Budget and Administration Committee, agreed by Council, at Appendix A of these minutes.

**BA006/23**

**6. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday, 13 June 2023 at 6.00 pm.

**Appendix A**

- i. A duty to scrutinize the management of the council's finances and the conduct of the council's administration,
- ii. A duty to scrutinize correspondence received,
- iii. A duty to scrutinize journal transactions and virements,
- iv. A power to determine and approve the investment of reserves within the existing policy determined by council, and
- v. A power to spend, within budgets allocated to it by council, on the purposes for which those budgets were allocated by council.