


<b>To: Members of the Budget and Administration Committee</b>
<b>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, 12 SEPTEMBER 2023 AT 6:00 PM.</b>
<b>The Agenda for the meeting is set out below.</b>
 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <p><b>Town Clerk</b> <b>07 September 2023</b></p> </div>

### AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	<b>OPEN SESSION</b>	
	<p>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.</p> <p>This is for a period of 15 minutes overall and is limited to 3 minutes per person.</p>	
2.	<b>APOLOGIES FOR ABSENCE</b>	
	To receive apologies for absence.	
3.	<b>MINUTES</b>	<b>Minutes</b>
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Tuesday, 13 June 2023.	
4.	<b>DISCLOSURE OF INTERESTS</b>	
	<p>(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.</p>	

		(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.	<b>NOTIFICATION OF PAYMENTS AND RECEIPTS</b>	To note payments and receipts in June, July and August.	<b>App A App B App C</b>
6.	<b>BANK RECONCILIATIONS</b>	To note the bank reconciliation processes for June, July and August.	<b>App D App E App F</b>
7.	<b>PURCHASE ORDERS</b>	To note the purchase orders raised.	<b>App G</b>
8.	<b>E-CARGO DELIVERY BIKES FOR BERWICK</b>	<p>To consider the motion of Cllr T Stewart, seconded by Cllr L Hawken:</p> <p>As one part of our ongoing strategy to support and reinvigorate shops and other employers in Berwick town centre, and to improve the safety and amenity of residents by reducing car and van traffic, that the Town Council should provide administrative support – and consider appropriate financial support – for the establishment of a community-led local delivery service provided by e-cargo bikes.</p> <p>As a first step, the Council asks its officers to engage with other local and regional agencies about the matter, and report to Council on the potential benefits, and the potential input that may be required to establish and sustain such a scheme.</p>	
9.	<b>CYCLE TO WORK SCHEME</b>	To consider a request from a member of staff for council to establish a salary sacrifice cycle scheme.	

10.	<b>INSURANCE</b>	To receive a verbal update from the Town Clerk.	
11.	<b>EXPENDITURE VS BUDGET YEAR TO DATE</b>	To note the report.	<b>App H</b>
12.	<b>DATE OF NEXT MEETING</b>	The next meeting of the committee will be held on Tuesday, 14 November 2023 at 6:00 pm.	
	<b>MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE</b>		
	<b>Councillors: Rachel Driver, Mike Greener, Rosemary Mackenzie, John Robertson and Thomas Stewart.</b>		