

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 NOVEMBER 2023 AT 6:00 PM.

The Agenda for the meeting is set out below.



Town Clerk  
09 November 2023

### AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM		APPS
1.	<b>OPEN SESSION</b>	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.	<b>APOLOGIES FOR ABSENCE</b>	To receive apologies for absence.	
3.	<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, 12 September 2023.	<b>Minutes</b>
4.	<b>DISCLOSURE OF INTERESTS</b>	(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.	<b>FINANCIAL REGULATIONS</b>	To recommend the draft regulations to council.	<b>App A</b>
6.	<b>COMMUNICATIONS POLICY</b>	To recommend the draft policy to council.	<b>App B</b>
7.	<b>PAY STATEMENT</b>	To consider the report.	<b>App C</b>
8.	<b>NOTIFICATION OF PAYMENTS AND RECEIPTS</b>	To note payments and receipts in September and October.	<b>App D</b> <b>App E</b>
9.	<b>BANK RECONCILIATIONS</b>	To note the bank reconciliation processes for September and October.	<b>App F</b> <b>App G</b>
10.	<b>PURCHASE ORDERS</b>	To note the purchase orders raised.	<b>App H</b>
11.	<b>BUDGET VIREMENTS</b>	To consider the report.	<b>App I</b>
12.	<b>EXPENDITURE VS BUDGET YEAR TO DATE</b>	To note the report.	<b>App J</b>
13.	<b>PROPOSALS FOR GROWTH AND SAVINGS</b>	Members may wish to consider whether there are any areas of the committees work where expenditure should grow or where savings can be made. Pay settlement and salaries.	
14.	<b>DATE OF NEXT MEETING</b>	The next meeting of the committee will be held on Monday, 15 January 2024 at 6:00 pm.	
	<b>MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE</b>		
	<b>Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie, John Robertson and Thomas Stewart.</b>		