

To: Members of the Budget and Administration Committee

You are hereby requested to attend an extraordinary 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 MONDAY, 26 FEBRUARY 2024 AT 6:00 PM.

The Agenda for the meeting is set out below.



Town Clerk
21 February 2024

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM		APPS
1.	OPEN SESSION	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.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	
3.	MINUTES	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Monday, 15 January 2024.	Minutes
4.	DISCLOSURE OF INTERESTS	(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.	STRATEGIC OBJECTIVES	To discuss the strategic objectives of the Budget and Administration Committee to include a focus on how best to use the meetings during the Municipal Year.	
6.	REVIEW BANKING ARRANGEMENTS	To consider the correspondence (to follow).	
7.	IT SAVING AND EXPENDITURE	To consider the correspondence (to follow).	
8.	COMMUNICATION STRATEGY	To receive a verbal update.	
9.	SCHEDULE OF POLICIES	To consider whether a full review or light touch approach is needed to update the Equalities and Diversity Policy.	
10.	CIVIC REGALIA	To consider the report.	App A
11.	ACTION PLAN	To receive an update.	
12.	EXPENDITURE VS BUDGET YEAR TO DATE	To note the report (to follow).	App B
13.	VIREMENT	<ul style="list-style-type: none"> i. To consider making a virement of £7,229 from budget code 4002 (Pensions) to budget code 4611 (LS Staff Pensions). ii. To consider making a virement of £1,263 from budget code 4002 (Pensions) to budget code 4908 (People and Comms Pensions). 	
14.	DATE OF NEXT MEETING	The next meeting of the committee will be held on Monday, 18 March 2024 at 6:00 pm.	
	The Committee may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.		

15.	PAYROLL	To consider the documents distributed as background papers.	
16.	HR & GOVERNANCE SUPPORT	Future provision of HR advice.	
	MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE		
	Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie, John Robertson and Thomas Stewart.		