

# Local Councils in England

## Annual return for the financial year ended 31 March 2015

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Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

BERWICK UPON TWEED

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	196 211	325 291	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	200 762	218 220	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	165 464	112 496	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	75 937	79 959	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NONE	NONE	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	161 208	209 897	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	325 291	366 151	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	334 550	382 453	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	758 280	754 042	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	NONE	NONE	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
	N/A.		

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*Paula...*

Date 23/11/15

I confirm that these accounting statements were approved by the council on this date:

23/11/2015

and recorded as minute reference:

C153/15

Signed by Chair of the meeting approving these accounting statements.

*Heather...*

Date 23rd November 2015

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

**BERWICK UPON TWEED** Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.		✓	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.		✓	has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.		✓	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.		✓	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.		✓	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no	NA
		✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

**C153/15**  
dated **23/11/15**

Signed by:

Chair **HP [Signature]**  
dated **23rd November 2015**

Signed by:

Clerk **P [Signature]**  
dated **23/11/15**

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

## Section 3 – External auditor certificate and report 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

BORWICK - UPON - TWEEDE TOWN

Council/Meeting

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

The Council failed to approve its accounts by the statutory deadline of the 30<sup>th</sup> June as quoted in the Accounts and Audit (England) Regulations 2011.

BDO LLP Southampton  
United Kingdom

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

Please see enclosed report

BDO LLP Southampton  
United Kingdom

(continue on a separate sheet if required)

External auditor signature

*BDO LLP*

External auditor name

BDO LLP Southampton  
United Kingdom

Date

24/2/16

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

# Section 4 – Annual internal audit report 2014/15 to

BERWICK UPON TWEE

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit RICHARD ALSEPT

Signature of person who carried out the internal audit RT Alsept Date 23/6/15

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

# Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

\*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

# NORTHUMBERLAND

## Northumberland County Council

County Hall • Morpeth • Northumberland • NE61 2EF • Web: [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

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Wendy Pattison  
Acting Town Clerk  
Berwick-upon-Tweed Town Council  
5 The Chandlery  
Quayside  
Berwick-upon-Tweed  
TD15 1HE

Your Ref:  
Our Ref:  
Enquiries to: Mike Jeffrey  
Direct Line: 01670 623020  
E-mail: [mike.jeffrey@northumberland.gov.uk](mailto:mike.jeffrey@northumberland.gov.uk)  
Date: 24 February 2016

Dear Wendy,

### **Flagstaff Park, Berwick Proposed Young Children's Play Area**

I refer to my recent discussions with Councillor Gibson regarding the above site, and I can confirm that the County Council has no objection to you commencing work on the construction of the proposed play area on the land outlined on the plan provided by Alex (copy attached), in advance of the completion of the freehold transfer of the site from the County Council to the Town Council.

However, I would draw your attention to the fact that NWL are still to undertake improvements to their drains that service the site and before commencing works I suggest that you discuss their proposals and timescales with them. The contact at NWL is Aileen Deeble email: [aileen.deeble@nwl.co.uk](mailto:aileen.deeble@nwl.co.uk)

I would also remind you that the site is part of a designated scheduled ancient monument and it is essential that you gain the agreement of Historic England (Scheduled Monument Consent) before commencing any excavations on the land. You should also ensure that you have discussed your proposals with the County Council's Planning Department and confirmed whether or not a planning application is required.

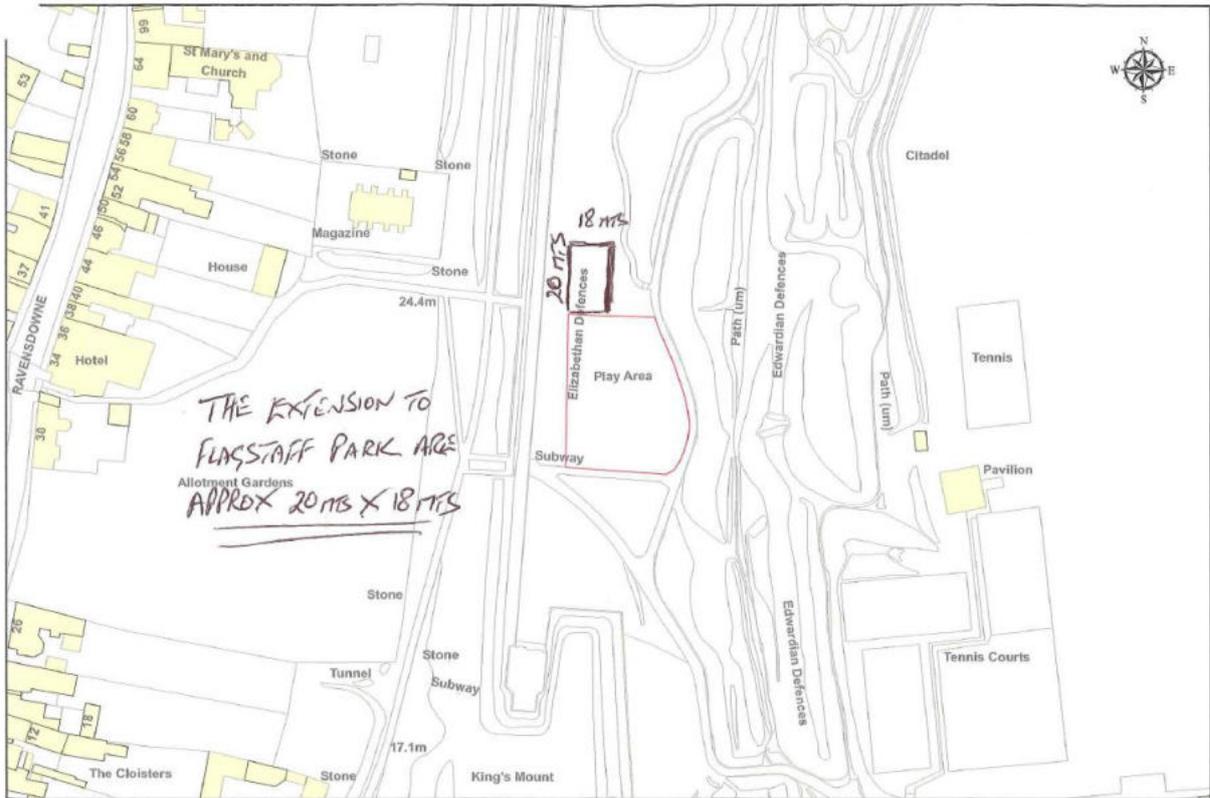
Please let me know if I can help further.

Yours sincerely

*M.H. Jeffrey*

M H Jeffrey  
Green Spaces and Countryside Manager





**NORTHUMBERLAND**  
Northumberland County Council

DATE: 17/08/2015

SCALE 1:1,250

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Flagstaff Play Area

**BERWICK  
TOWN COUNCIL**



**TENDER EVALUATION CRITERIA REPORT**

**FOR**

**THE PROVISION OF REPLACEMENT CCTV**

<b>Document Status</b>	FINAL
<b>Author:</b>	Paul Hodgson
<b>Date:</b>	4March 2016

# 1. EXECUTIVE SUMMARY

## 1.1 Purpose

- 1.1.1 Berwick Town Council (hereinafter referred to as the "Authority"), seeks approval to award a contract for the provision of a CCTV Service. The Restrict procedure as set out the in the Public Contracts Regulations 2006, as amended (the "Regulations") has been followed to select the most advantageous tender based on set quality and pricing criteria.
- 1.1.2 The purpose of this procurement is to address crime reduction and community safety which is a top priority for Berwick residents and publicans.
- 1.1.3 The CCTV service is therefore an essential element to reduce fear of crime and anti-social behaviour, improve crime prevention and increase the detection of crime.
- 1.1.4 The future CCTV service must continue to help Police prevent and tackle these priority issues to make a significant impact on residents' perception of safety.
- 1.1.5 The existing CCTV service is monitored by Northumbria Police and it is proposed that this will continue.

<b>Contract Items</b>	<b>Contract Details</b>
<i>Proposed Awarded Supplier:</i>	<i>Company 3</i>
Short Description of Goods / Service:	<p>This contract includes the fit out and operation of the Authority's CCTV service.</p> <p>The contract will involve the installation and maintenance of a new CCTV digital recording and monitoring system, the provision by Northumbria Police of an operational control room for the monitoring of CCTV and the maintenance / upgrade and repair of the camera network by the supplier.</p> <p>The award of this contract will result in a cost effective solution for the future management of the Authority's / Northumbria Police monitoring service and technical platform, with the primary aim of improving delivery against community safety objective.</p>

## Decision on Procurement

The Authority agreed to support the installation of a new CCTV system subject to cost with a limit of £15,000.

As only a maximum of three suppliers were to be shortlisted for the next phase, the lowest scoring suppliers were eliminated from the process. The remaining two received the following scores below:

The Tender submission date was 1 February 2016. Two tenders were received on time via closed bids and successfully met the Expressions Of Interest / Tender requests were examined by an Evaluation Panel consisting of the Chair of Finance, Clerk / RFP.

None of the members on the evaluation panel had a commercial or personal interest in the contract or the suppliers invited to submit tenders and have declared this accordingly.

Reposes to each question were assessed and base scored on the 0 – 5 range marking scheme below:

Score	Scoring Guidance
0	Completely fails to meet required standard or does not provide a proposal.
1	Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals.
2	Proposal falls short of achieving expected standard in a number of identifiable respects.
3	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others.
4	Proposal meets the required standard in all material respects and deliver added value for money to the Authority.

The results of the technical evaluation are details in the table below:

ITT Technical Evaluation Scores (60%)		
Rank	Supplier Name	Score in % (Max is 60%)
1	Company 1	0
2	Company 2	55
3	Company 3	55

The results of the value for money evaluation are details in the table below:

<b>ITT Commercial Evaluation Scores (40%)</b>		
<b>Rank</b>	<b>Supplier Name</b>	<b>Score in % (Max is 40%)</b>
1	Company 1	0
2	Company 2	35
3	Company 3	38

The Final Combined Evaluation Scores are detailed in the table below:

	<b>Combined Total Percentage Score</b>
Company 1	0%
Company 2	90%
Company 3	93%

### **Evaluation Summary**

Based on the evaluation scores and the overall process Company 3 has achieved the highest total score of 93% (technical and pricing evaluation scores combined). It is therefore recommended to the Authority that Company 3 be awarded the contract to install the CCTV System having provided the most economically advantageous bid whilst meeting the specification required.

# Provision of internal audit services: Invitation to tender

Berwick-upon-Tweed Town Council

March 2016

**Provision of internal audit services: Invitation to Tender**  
Berwick-upon-Tweed Town Council

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**Provision of internal audit services: Invitation to Tender**  
Berwick-upon-Tweed Town Council

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## Section 1: Introduction and background

### Berwick-upon-Tweed Town Council

The Council is a local authority established under the Local Government Act 1972. It performs the functions of a parish council for Berwick, Spittal and Tweedmouth. In the year ended 31 March 2015 it incurred expenditure of £289,856.

The Council employs 5 staff, including a part-time Clerk and a part-time Finance Officer. The Council maintains its accounting records using Scribe 2000 software. With the exception of payroll (which is provided by Northumberland County Council) all transactions are processed in-house using predominantly manual systems.

As a public body the Council is subject to statutory duties to disclose information it holds, including under the Freedom of Information Act 2000.

Further information about the Council's activities and finances can be found [http://www.berwick-tc.gov.uk/town\\_council](http://www.berwick-tc.gov.uk/town_council).

### Improvement programme

In 2015 the Council commissioned an independent consultant to review and report on its financial management. The consultant's report identified a number of significant weaknesses and made recommendations for improvement. The Council accepted the report and is currently in the course of implementing the recommendations.

A copy of the consultant's report can be found at: [http://www.berwick-tc.gov.uk/documents/document\\_display.htm?pk=1233](http://www.berwick-tc.gov.uk/documents/document_display.htm?pk=1233).

### Requirements for accounts and audit

The Council is:

- required to prepare its accounts in the form of an 'Annual Return' prepared on a simplified income and expenditure basis;

## Review of financial management

Berwick-upon-Tweed Town Council

- subject to external audit under the provisions of the Local Audit and Accountability Act 2014. The 'audit' comprises an assurance engagement leading to a limited assurance report;
- required to engage an internal auditor to undertake a review leading to a pro-forma report included in the Annual Return.

Further information on the accounts and audit arrangements applicable to the Council may be found in *Governance and Accountability for Local Councils: A Practitioner's Guide* published by the National Association of Local Councils (see <http://www.nalc.gov.uk/library/publications/803-governance-and-accountability-with-appendix/file>).

Copies of the Council's Annual Return for the year ended 31 March 2015 (including the internal audit and external audit reports) may be found at [http://www.berwick-tc.gov.uk/town\\_council/financial\\_information.htm](http://www.berwick-tc.gov.uk/town_council/financial_information.htm).

## Drivers for the procurement

The Council is seeking to appoint internal auditors who will:

- provide internal audit coverage to allow completion of the Internal Auditor's report in the Council's Annual Return;
- support its improvement programme by providing wider assurance on the design and operation of the Council's system of internal control, including compliance with its Financial Regulations.

## Section 2: Specification

### Scope of work

Tenders are invited for the provision of an annual internal audit that:

- meets the requirements for internal audit in Governance and Accountability for Local Council's: A Practitioner's Guide; and
- on a rolling basis over a period of five years, reviews design of and compliance with the Council's Financial Regulations.

The Council seeks written output comprising:

- the Internal Auditor's Report included in the Annual Return;
- a narrative report to the Council detailing the scope of work undertaken, the findings from that work and recommendations for improvement.

### Timing of work

The annual internal audit covering arrangements and transactions for the year ending 31 March 2016 should be undertaken in May or June 2016 leading to draft outputs no later than 17 June 2016 and final outputs no later than 30 June 2016.

The annual internal audit covering arrangements and transactions for subsequent financial years should be undertaken in April or May following the end of the financial year leading to draft outputs no later than 15 May and final outputs no later than 31 May.

### Duration of contract

The contract will cover the internal audit for the year ended 31 March 2016, 2017 and 2018 with an option to extend to cover the years ended 31 March 2019 and 2020.

## **Payment**

Fees will be payable on completion of all elements of each annual audit.

## Section 3: Pricing

### Fixed fee

A fixed fee for the annual internal audit in accordance with the specification is sought.

For the year ended 31 March 2017 and subsequent years, the price will be increased by the movement in the Consumer Prices Index from 31 March 2016 to 31 March of the year in question.

### Variations to fee

Circumstances may arise where variations to the specification are required, including as a result of changes in the internal audit requirements applicable to the Council and the Council's assessment of the level of assurance it requires.

The Council invites tenderers to quote hourly rates for different grades of staff that will form the basis for pricing such variations. These hourly rates will also be subject to inflation adjustments as detailed above.

## Section 4: Planned tender timetable

The proposed tender timetable is:

DATE	ACTIVITY
23 March 2016	Issue of Invitation to Tender
No later than 6 April 2016	Receipt of any queries from prospective tenderers
No later than 8 April 2016	Answers to any queries from prospective tenderers
12 noon on 15 April 2016	Submission of tenderers
By 22 April 2016	Completion of tender evaluation
22 April 2016	Decision on award of contract
2 May 2016	Commencement of contract

## Section 5: Evaluation criteria

### Selection basis

Tenders will be evaluated in accordance with pre-determined criteria. The Council is not obliged to accept the lowest tender.

### Criteria

The Council will evaluate the tenders against the following criteria:

CRITERION	INCLUDING ...
<b>Price</b>	Fixed fee Hourly rates for variations
<b>Skills, competence and capacity</b>	Professional qualifications Experience of undertaking similar types of work Arrangements for maintaining continuity of service
<b>Contractual terms</b>	No unusual proposed contractual terms
<b>Independence and confidentiality</b>	Identification of any threats to independence Proposals for acceptable safeguards to address those threats Arrangements for securing confidentiality of client information
<b>Added value</b>	Provision of any additional services or guidance that may be of assistance to the Council

## Section 6: Tender submission

### Tender submission arrangements

Tenders should be submitted no later than 12 noon on 15 April 2016 to:

Berwick-upon-Tweed Town Council  
5 The Chandlery  
Quayside  
Berwick-upon-Tweed  
Northumberland  
TD15 1HE

Tenders should be submitted in a sealed envelope clearly marked 'Tender for provision of internal audit services' and bearing no indication on the envelope of the identity of the tenderer.

The Council reserves the right not to consider tenders received after the tender submission date.

### Submissions required

Tenderers should make submissions including the following information:

CRITERION	INFORMATION REQUIRED
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<b>Price</b>	Fixed fee Hourly rates for variations
--------------	--

CRITERION	INFORMATION REQUIRED
<b>Skills, competence and capacity</b>	Details of professional status of the firm Details of qualifications and experience of the staff Details of arrangements for maintaining quality Experience of undertaking similar types of work, including internal audit work and work for not for profit organisations Arrangements for maintaining continuity of service
<b>Contractual terms</b>	A copy of the standard engagement letter proposed for this type of assignment
<b>Independence and confidentiality</b>	Details of any threats to independence and, if any, the safeguards proposed to address those risks Details of arrangements for securing confidentiality of client information
<b>Added value</b>	Details of any additional services or guidance provided that may be of assistance to the Council

Tenderers should also include a signed declaration in the format set out in Appendix A.

## Tender queries

Any queries should be submitted by email to [town.clerk@berwick-tc.gov.uk](mailto:town.clerk@berwick-tc.gov.uk) no later than 6 March 2016. The Council will seek to respond to any queries by 8 April 2016. If queries are not specific to the circumstances of an individual prospective tenderer the responses will be shared with all tenderers.

## Confidentiality

Tenderers shall treat the Invitation to Tender documents as confidential and restrict their circulation and distribution to a 'need to know' basis. Tenderers shall **not** disclose their Tender in whole or in part to any third party prior to either the award of contract or receipt of notification that their tender has not been accepted.

## Appendix A: Declaration statement

### **We undertake to provide the following services:**

#### **Provision of internal audit services to Berwick-upon-Tweed Town Council**

We accept the provisions of the Invitation to Tender and offer to provide services in accordance with the prices, terms and conditions stated herein.

We understand that the Council will disregard any oral agreement or arrangement made by us. We have been cautious to check our Tender before submission, as amendments to or withdrawals of Tender submitted, if received by the Council after the time specified for receipt of tender, may not be considered.

We undertake, and it shall be a condition of any Contract, that the following is a 'bona-fide' Tender, intended to be competitive and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any other person. We also certify that we have not done and we undertake that we will not do any of the following:

- communicate to any person other than the person calling for these Tenders the rates or approximate rates in the proposed Tender;
- enter into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
- offer to pay or give or to receive, or agree to pay or give or receive, any sum of money or consideration directly or indirectly to or from any person for doing or having done or causing or having caused to be done in relation to this or any other Tender or proposed Tender for the said goods or services any act or thing of the sort described above. In this context "person" includes any person and any body or association, corporation or incorporate and "any agreement or arrangement" includes any such transaction formal or informal whether legally binding or not.

We understand that no variations in, or acceptance of any Invitation to Tender, or Tender shall be binding unless agreed in writing.

This Tender shall remain open for acceptance for a period of thirty (30) days from the final date for the submission of Tenders.

Unless and until a formal agreement is executed this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us.

We undertake that any of our employees, agents or servants providing the services under the Contract, where so required, will enter into and abide by a Confidentiality Agreement in an acceptable form.

We understand and it is agreed that the Council shall retain the right to reject any and all Tenders, in whole or in part and it is furthermore agreed that Council shall be under no obligation to select the lowest or any other Tender.

We understand that the Council reserves the right to alter or cancel any requirement stated in the contract at any time during the period of the contract.

We have taken all necessary steps to inform ourselves regarding this requirement and we understand and agree that the Council shall not be liable for any inaccuracy or insufficiency in the information available to us in connection with this Tender.

**Dated:**

.....

**Signed:**

.....

**Name (Capitals):**

.....

**Title:**

.....

**On behalf of:**

.....

**Address:**

.....

.....

.....

.....

.....

**Our Ref:**  
**Your Ref:**  
**Date:** 15 March 2016  
**E-mail:** town.clerk@berwick-tc.gov.uk

## **BERWICK-UPON-TWEED TOWN COUNCIL INTERNAL AUDIT/TENDER**

### **EXPRESSION OF INTEREST (EOI)**

Dear Sir/Madam

Berwick-upon Tweed Town Council invite "Expressions of Interest" from registered and interested Accountants for the financial year ending March 31, 2016. The Council have instructed me to obtain proposals from Auditors who may be interested in appointment.

A condition of appointment would be a guarantee by the Auditor that the Audit would be completed on or before June 30, 2016, providing that the Council has supplied the required information in a timely fashion.

The annual internal audit covering arrangements and transactions for the year ending 31 March 2016 should be undertaken in May or June 2016 leading to draft outputs no later than 17 June 2016 and final outputs no later than 30 June 2016.

The annual internal audit covering arrangements and transactions for subsequent financial years should be undertaken in April or May following the end of the financial year leading to draft outputs no later than 15 May and final outputs no later than 31 May.

The contract will cover the internal audit for the year ended 31 March 2016, 2017 and 2018 with an option to extend to cover the years ended 31 March 2019 and 2020.

The application and any accompanying documents should be submitted in a closed and sealed envelope as provided duly inscribed with "Expression of Interest for Internal Audit, Berwick-upon-Tweed Town Council" latest by 6<sup>th</sup> April 2016 addressed to.

**The Town Clerk**  
**Berwick-upon-Tweed Town Council**  
**5 The Chandlery**  
**Quayside**

**Berwick-upon-Tweed**  
**Northumberland**  
**TD15 1HE**

Yours sincerely

Wendy Pattison  
**Town Clerk**

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Environment and Regeneration Committee Meeting held on Monday, 18 January 2016 at 6.00 pm at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	I Dixon (Chair)	K Graham
	H Bettison	G Hill
	D Blackburn	G Roughead
	A Gibson	C Seymour
	E Goodyer	G Smith

### **IN ATTENDANCE:**

W Pattison, Town Clerk

8 members of the public

### **OPEN SESSION**

Ms Janet Clare Dean brought photos taken in Berwick after 9pm of litter bins left open which allows seagulls to scavenge and of youths climbing over railings around the Guildhall. Ms Clare Dean also requested the floral competition for businesses in the Town should be extended to all residents. Mr Darling advised the closure of Jus Rol and wondered what the Town Council were doing to assist. Cllr Goodyer advised that Cllr Hodgson was a member of the Task Force dealing with this concern and Cllr Hill advised of a meeting held earlier in the day and which Councillors had discussed support, employability issues and transport issues. Mr Andrew Marshall advised of the relevant minutes disbanding the Tourism forum in November 2014 and also mentioned the Tourism Advisory Group which is also no longer a Council tourism group. Mr Marshall expressed concern that minutes from past years posted on the Berwick Council website were showing as recently updated and the Clerk advised that the Assistant to the Clerk will look into why they are displaying this message as a matter of urgency. Cllr Blackburn expressed his concern at offices being built on the Kwik Save site and that they were not in the best interests of the Town and that NCC were not interested in the opinion of the people of Berwick.

**ER064/15 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillors J Lang, A Forbes and G McLean.

**ER065/15 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 16 November 2015 were proposed by Cllr Hill and seconded by Cllr Graham and agreed by all and signed as a correct record.

**ER066/15 3. DISCLOSURE OF INTERESTS**

Item 10 Cllr Goodyer, Item 12 Cllr Gibson.

**ER067/15 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**ER068/15 5. SEAGULLS IN BERWICK**

Mr Stuart Laidlaw, Eagle Enterprises, advised Councillors of his company's method in dispersing seagulls, which would be done by releasing Birds of Prey to frighten the seagulls away and make them move on to another area and this would be completely humane. The recommendation was to attend the area 3 times per week initially and to release the birds of prey to gain an effective result, this would cost in the region of £300 per day but would be more cost effective if several days over a longer period of time were booked. Questions on whether this would harm smaller, indigenous birds was advised as a no and a question on where the birds dispersed to after they were scared away was also asked and this was advised as uncertain. Attacks on people especially when holding food had been mentioned to Mr Laidlaw while he was in Berwick and this issue and mess from nesting was also mentioned. Seagulls also carry harmful bacteria. Cllr Goodyer and Hill advised they were not in favour of this being done and as a coastal town this was an inevitable consequence. Cllr Bettison advised that the seagulls were a concern and wondered if a survey had been done on the current quantity of birds in Berwick. Cllr Graham also wondered if the town as a whole would be encompassed and Mr Laidlaw agreed the town could be done in sections. Cllr Dixon thanked Mr Laidlaw for attending the meeting and said Councillors had much to think about and this would be put onto another agenda for further discussion.

**RESOLVED: To discuss again at a future meeting.**

**ER069/15**

## **6. DOG BAG DISPENSERS**

Councillor Roughead thought more dog bag dispensers were needed at the entrance to housing estates, the clerk advised that the Quayside was currently littered by dog fouling and Councillors thought NCC should be contacted and the dog warden needed to be advised of the current situation.

Cllr Graham suggested ordering 100,000 dog dispenser bags from China which would be more cost effective.

**RESOLVED: To contact the Dog warden.**

**ER070/15**

## **7. TEENAGE MARKET FOR BERWICK**

Councillors were generally in favour of this event which the Clerk advised as the 10 Portas Pop Up stalls being used to showcase and enable students from Berwick Youth Project, Berwick Academy and Longridge Towers to sell and promote music, arts and crafts, skateboarding skills etc, for either charity or for school funds. The cost to the Council would be just over £300 for NCC to erect and dismantle the stalls and to clear up afterwards. If the market was held on a Wednesday or a Saturday, the Town Council would have to pay pitch fees to NCC of approximately another £300, £600 in total. However, if the market was held on another day there would be no charge. Cllr Goodyer thought holding the market on a Sunday was a good idea. Cllr Roughead like the idea of graffiti landscapes as displayed in Alnwick and the Clerk advised her assistance to help organise the market and to liaise and meet with the 3 organisations and decide on a suitable date. **Suspend Standing Orders** – Mr Andrew Marshall didn't think it was a good idea for the Town Council to pay fees to NCC and said NCC owed the Council a lot of Portas monies especially for this particular kind of situation and said the Council would also need to employ a Solicitor for legal advice. **Re-instate Standing Orders.** Cllr Hill advised the market could not be agreed or go ahead without proper costings, a report and a Risk Assessment being done.

**RESOLVED: To discuss again once costs, a report, legal advice and a risk assessment had been obtained/established.**

**ER071/15**

## **8. BERWICK IN BLOOM**

- a) Mr Bernard Shaw spoke to Councillors about the organisation of a joint competition to be run by Berwick in Bloom and the Town Council for

businesses in the town and there would be 4 categories, accommodation providers, Cafes/Restaurants, Shops, Licensed Premises. Cllr Bettison was in favour and thought it was a good idea. **Cllr Bettison left the meeting.**

Councillors advised they were unsure why this had been brought for discussion to the Environment committee and queried the costs. The Clerk advised the cost would be to buy a Cup for the overall winner and 4 framed certificates for the winner of each category. Councillors were in general agreement but could not approve this as it was thought it was not the right committee to be discussing a competition.

**RESOLVED: To bring to another meeting approval of costs to buy a Cup and 4 framed certificates.**

b) Council approval was requested to place 3 tier planters in the town centre and replace some of the containers already in the town centre. Some of the containers would be placed in Tweedmouth and Spittal. The money to fund this project comes from £5k of Portas monies which comes under the banner of 'Make Berwick Beautiful' which was one of the choices given by the public and voted for by Councillors. Cllr Hill advised this must be minuted as Councillors noting.

**RESOLVED: Councillors noted.**

ER072/15

## **9. TOURIST INFORMATION CENTRE AND TOURISM FORUM / ADVISORY GROUP**

a) Cllr Blackburn demanded immediate action to stop the TIC moving to the library and the TIC figures supplied to BTC seemed to imply that the TIC was not losing money. Cllr Goodyer advised there were 3 choices, 1. the Town Council takes the TIC over, 2. Combine the office with BTC and TIC in a Town Centre location 3. Allow the TIC to move to the library. The main priority was agreed that the TIC stayed where it was. Agreement to put these proposals to NCC was proposed by Cllr Goodyer and seconded by Cllr Hill and approved by all.

**RESOLVED: To put the proposals to NCC.**

b) To create a new Tourism Group to be run by the Council was not supported by Cllr Hill but thought this was something which could be

discussed at Policy and Strategy. Cllr Blackburn thought there should be a Council led group but thought it should wait until there was a better understanding of what the future held for the TIC.

**RESOLVED: To not form a Council led Tourism group.**

**ER073/15**

#### **10. EU BIDS**

Councillor Goodyer advised his interest as a partner to the bid and requested suspension of standing orders to advise Councillors about the bids. Suspend Standing Orders – An informal decision to join two European projects, both projects are related to the emerging technology known as C-ITS. There are a growing number of apps that are available on smart phones and Berwick has been chosen as to hold a pilot that promotes tourism using C-ITS. The other project is ERTICO and the Town Council has agreed to issuing an expression of interest on the basis that it does not commit to joining the project - Re-instate Standing Orders.

**RESOLVED: Agreed unanimously by all Councillors (Cllr Seymour had left the room).**

**ER074/15**

#### **11. QUAYSIDE**

Cllr Goodyer spoke about the potential of the Quayside which could be developed to deliver economic growth in the town. The land is in mixed ownership. There is a well advanced proposal to develop a marina on the site for touring vessels and NCC Highways have expressed a desire to look at the pedestrianisation of the Old Bridge. A proposal to meet with all parties to explore the possibility of exploring a sympathetic redevelopment of the Quayside was agreed.

**RESOLVED: To discuss the potential for a sympathetic re-development of the Quayside with all interested parties.**

**ER075/15**

#### **12. APPLICATIONS FOR FINANCIAL ASSISTANCE**

West End Residents Association - Withdrawn by the Clerk as representatives were unable to attend.

**ER076/15**

#### **13. DATE OF NEXT MEETING**

The next meeting would be held on Monday 29 February 2016 at 6.00pm.

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 8 February 2016 at 6.00 pm in the Town Council Office, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	Paul Hodgson (Chair)	K Graham
	D Blackburn	G Hill
	I Dixon	G Mclean
	A Gibson	C Seymour
	E Goodyer	

### **IN ATTENDANCE:**

W Pattison, Town Clerk

A Pre-meeting was held at the Town Council Office at 5.15pm to discuss the revised copy of the 2016/17 Draft Budget.

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 8 February 2016 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	Paul Hodgson (Chair)	K Graham
	H Bettison	G Hill
	I Dixon	G Mclean
	A Forbes	C Seymour
	A Gibson	

### **IN ATTENDANCE:**

W Pattison, Town Clerk

Cllr Blackburn

Cllr Smith

## OPEN SESSION

Cllr Hodgson welcomed everyone to the meeting.

Mr Darling advised he had not had any response to a previous query on procedures/protocols and the absence of the Finance Officer, Cllr Hodgson advised this was a subject for Staffing Committee and was not up for discussion. Mr Waugh queried lack of clarity re Draft Budget figures and the Clerk will advise the Finance Officer's contact details in order for Mr Waugh to gain an answer to his queries. Mrs Osborne had a problem downloading an agenda from the Council website. Mr Spencer Barclay mentioned his concern regarding item 5 on the last full Council agenda. Cllr Bettison gave apologies if she inadvertently upset anyone.

Cllr Hodgson then advised that the Finance meeting would be held showing respect to everyone and with everyone following the Code of Conduct principles.

### **F131/15 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillors Lang and Roughead.

### **F132/15 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 11 January 2016 were queried by Cllr Graham who advised she didn't say she wanted the proposed work to make a disabled pathway through the cobbles on the Quayside stopped and Cllrs Hill and Seymour advised that they had not said this either, the wording was then agreed to be changed to 'due to concerns'. The minutes were then proposed by Cllr Graham and seconded by Cllr Dixon and agreed by all and signed as a correct record.

### **F133/15 3. DISCLOSURES OF INTEREST**

Cllrs McLean and Gibson items 10 and 12.

### **F134/15 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

### **F135/15 5. AUTHORISATION OF EXPENDITURE AND ORDERS**

**RESOLVED: To approve all payments and orders appended to these minutes.**

### **F136/15 6. APPROVAL OF THE DRAFT BUDGET**

Cllr Hill expressed her concern at the possibility of raising the Precept after the decision had already been agreed in November to NOT raise it. Cllr Hill felt it was a breach of trust and

queried why the precept request had not been sent into NCC before now. Cllr Hill said that she had received advice that a decision could not be reversed but ordinarily 6 Councillor signatures would be required to overturn a Council decision or a recommendation by a committee and suggested that, those who wanted this, could propose this recommendation is made by the finance committee to the full council. The Clerk advised in the unlikely event that the Council did not return their precept request to NCC, the same payment as last year would then be paid automatically to the Council. Cllr Hill queried the efficiency of certain items in the budget, referring to the cost of the handyperson with around half going on other costs and the vast majority of spend on Christmas lights and trees going on installation and maintenance. Cllr Graham queried the point Cllr Hill made about costly xmas trees and advised that amount was for mostly xmas light fittings and not actual trees. Cllr Mclean thought the Council should listen to Mr Warren, external auditor and also the Clerk in regard to not agreeing a precept before agreeing on a finalised budget and that the Town needed to have some money spending on it. Cllr Hodgson advised that BTC had not gone through the correct process in deciding on a precept for 2016/17 before properly agreeing a finalised budget and it may be that the precept request would not be changed at Council meeting, but, this decision would be properly agreed at full Council on 22<sup>nd</sup> February and not before. A vote was then taken with 5 votes agreeing to wait to finalise the budget until full Council on 22<sup>nd</sup> February with 3 votes against, Cllr Hill being one of those voting against.

**RESOLVED: To recommend the draft budget to the full Council on 22<sup>nd</sup> February 2016.**

**F137/15 7. LOCAL COUNCILS: FUTURE AUDIT ARRANGEMENTS**

Councillors noted the changes.

**RESOLVED: Changes noted.**

**F138/15 8. VISIT BERWICK LEAFLET 2016**

Councillors discussed and agreed that Mr Jim Herbert should design the leaflet and Fantasy Print would print the leaflets. Comment was made that in future Councillors must be allowed to see the design before approving the costs and they must be given more time to look at this and to decide.

**RESOLVED: Approved - Design and printing costs for Visit Berwick leaflet. Mr Jim Herbert, Design and Fantasy Print to do printing.**

**F139/15 9. TEENAGE MARKET**

The Clerk advised that the Teenage Market could be promoted/licensed by the founders of the

Teenage Market brand for £700 for a year, or, NCC could buy the licence on the Town Councils behalf and charge BTC £200 and they could then also use the licence to promote this in other market towns in Northumberland. **Suspend Standing Orders** Mrs Osborne thought it was a good idea but thought too ambitious and too large a commitment at this particular time. **Re-instate Standing Orders.** Cllr Graham thought it was a good idea and would fully support the market, this was also supported by Cllr Mclean, Cllr Gibson and Cllr Seymour. This was then agreed unanimously by all Councillors.

**RESOLVED: To hold a Teenage Market in 2016.**

**F140/15 10. ESTIMATES / VALUATION OF PLAY PARK LAND**

The Clerk advised that the BTC Solicitor has now received a valuation figure from NCC for the Highcliffe Play Park land and it is hoped the rest of the Play Parks will also be valued in the same way.

**F141/15 11. TWEEDMOUTH WAR MEMORIAL**

Berwick Preservation Trust will pay half of the cost of the repairs to the Tweedmouth War memorial and County Councillor Jim Smith will pay the other half out of his County Council budget. Thanks were given to both Cllr Smith and the Berwick Preservation Trust on behalf of the Council.

**RESOLVED: Repairs to restore the Tweedmouth War Memorial which will be paid for by Berwick Preservation Trust and Cllr Jim Smith and was approved unanimously by all Councillors.**

**F142/15 12. VICTORIAN FOUNTAIN**

Cllr McLean, Cllr Seymour, Cllr Graham and Cllr Gibson all met with Northumbria Water to look at what would be required to put the fountain back into working order. Cllr Mclean advised this was a costly exercise and would require cobbles and slabs to be removed, pipe work, electricity supply, a pump and a tank to hold the water which would be visible outside on the street. Cllr Mclean also met with a contractor to gain an estimate for the work which would be done in conjunction with Northumbria Water. Cllr Seymour advised knowledge of a member of the public who had expressed concern at the use of coloured water in order to stop the public drinking it and which Cllr Seymour also personally agreed with and further advised that the fountain would benefit from cleaning up and moss etc removed and also had concern that the water colouring would damage the marble. Cllr McLean also advised the Lions Heads would also need to be tested. The Clerk advised that Berwick Preservation Trust would

provide £5k towards the costs of putting the fountain back into good order. It was agreed to defer any decision until a quote by the contractor had been received.

**RESOLVED: To defer a decision until the contractor had given an estimate for the work.**

**F143/15 13. SEATS IN BERWICK-UPON-TWEED**

The Clerk advised that nearly 300 seats needed painting, varnishing or repairing in Berwick. £10k has been allocated in the 2016/17 budget for this work to be done. Cllr Mclean and Cllr Gibson have made an itemised list of the seats and exact locations and they both advised a proper and considered programme of work was required before immediately engaging an appropriate tradesman. Cllr Gibson thought painting could start reasonably quickly and a tradesman was decided on to start once the agreed programme had been discussed.

**RESOLVED: A considered programme of work will be decided on and a tradesman will start the painting/varnishing of seats once this has been decided.**

**F144/15 14. COUNCILLOR TRAINING**

Cllr Hill advised Councillors that Mr David Francis, NALC would undertake Councillor Training on Saturday 27<sup>th</sup> February in the Guildhall. The cost will be £250 plus VAT. The starting time will be clarified.

**RESOLVED: Approval of Councillor Training to take place at the Guildhall on 27<sup>th</sup> February 2016.**

**F145/15 15. SLCC**

Approval for BTC to approve payment of SLCC contributions was requested for BTC Staff, Mr Steven Cozens and Mr Robert Leetham. Councillors thought more clarification was needed re what had happened in previous years and this item was deferred until further information had been provided.

**RESOLVED: Deferred until Councillors have more information.**

**F146/15 16. BERWICK TOWN CENTRE CCTV**

Cllr Hodgson advised 3 expressions of interest had been received although one tender did not provide any costs. The tenders will be looked at and considered very shortly. A request by Cllr Hill at the last Council meeting directed to the Police Crime Commissioner, Vera Baird to provide funding for Berwick's CCTV was refused.

**RESOLVED: To look at the tenders and discuss in detail.**

**F147/15 17. RIDING OF THE BOUNDS**

This item was brought forward to the beginning of the meeting and Cllr Bettison left the

meeting at this point due to becoming unwell.

Mr Swales advised that the 500 year tradition of Riding the Bounds had been supported by NCC on a sliding scale for some years but had now ceased and the Riding of the Bounds Group required £3,500 to keep up this tradition and highlighted, St John's Ambulance, Insurance, Portaloos and NCC Council services as their biggest expenses. The rosettes are paid for out of the Mayor's civic budget. Mr Swales also requested that the Town Council took on the 'Bounds' under their umbrella/auspices and this would be a large saving regarding insurance and other costs. The Chief Marshall also has a lot of extra expenses which needed major funding. Cllr Gibson asked whether they had asked for funding from anyone else and Mr Swales advised they were hoping to get a major sponsor to assist. Cllr Graham thought it was an honour for the Council to take the 'Bounds' on and Cllr Seymour also agreed. Cllr Mclean and Cllr Dixon also agreed with Cllr Mclean advising the Council's support figure would reduce over time. Mr Swales also advised the date has always been 1<sup>st</sup> May and this had been up for debate re moving to a Saturday. Cllr Hill asked if the Council would need to provide more than just financial assistance and said that a number of residents in the town feel very strongly about the traditional 1<sup>st</sup> May date, Mr Swales thought the Council would need to meet after the 1<sup>st</sup> May and discuss the date and other matters in regard to working together.

It was then agreed unanimously to support and to grant fund Riding of the Bounds.

**RESOLVED: To fully support and grant £3,500 to Riding of the Bounds.**

#### **F148/15 18. APPLICATIONS FOR FINANCIAL ASSISTANCE**

This item was also brought forward to the beginning of the meeting.

56 degrees North is a community led social enterprise Arts Group based in Berwick which supplies work space for local artists and Councillors were advised of the aims of the Group by Ms Jo Hart. Ms Hart was requesting £931.00 to fund tables/furniture, daylight light bulbs and basic art materials. The other half of the money has been requested from the NCC Community Chest. Asked what would happen if NCC would not fund the other half, Cllr Mclean advised Ms Hart to contact the Berwick Community Trust. **Suspend Standing Orders** – Cllr Blackburn spoke of his full support and endorsement to the group – **Reinstate Standing Orders**. It was then proposed by Cllr Dixon and seconded by Cllr Gibson to agree to approve a grant of £931 and this was agreed by all Councillors with one abstention.

**RESOLVED: To grant fund up to £931 for 56 Degrees North.**

**F149/15 19. DATE OF NEXT MEETING**

The next meeting will be held on Monday, 7th March 2016 at 6.00pm.

**Berwick-upon-Tweed Town Council  
PAYMENTS TO BE APPROVED**

See page 3 for accompanying explanatory notes

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
368	Stationery & Printing	29/01/2016	101249	Stationery	Viking	78.88	15.78	94.66
369	Stationary & Equipment	29/01/2016	101249	Stationery	Viking	107.37	21.47	128.84
370	Stationary & Equipment	29/01/2016	101249	Stationery	Viking	62.52	12.50	75.02
371	Stationery & Printing	29/01/2016	101249	Stationery	Viking	51.42	10.29	61.71
372	Legal & Professional Fees	29/01/2016	101250	Data Protection Act	Information Commissioner	35.00	0.00	35.00
373	Photocopies	29/01/2016	101251	Photocopies	Capital Solutions	49.40	9.88	59.28
374-81	Salaries:	29/01/2016	101252	Salaries:	Northumberland County Council	5,223.69	0.40	5,223.69
382	Promotion	29/01/2016	101252	Banner installation	Northumberland County Council	95.48	19.10	114.58
383	Cleaning	29/01/2016	101253	Cleaning	Crystal Stone Ltd	45.00	0.00	45.00
384	Cleaning	29/01/2016	101253	Cleaning	Crystal Stone Ltd	60.00	0.00	60.00
385	Stationary & Equipment	29/01/2016	101254	Website design	Peritus	412.50	82.50	495.00
386	Other Marketing	29/01/2016	101255	Exhibition costs	Border Events	30.00	6.00	36.00
387	IT Support	29/01/2016	101256	IT support	Northern Lab	90.00	18.00	108.00
388	Councillor Travel & Subsistence	29/01/2016	101257	Mileage	P Hodgson	41.40	0.00	41.40

**Berwick-upon-Tweed Town Council  
PAYMENTS MADE: TO BE NOTED**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
389	IT Equipment	29/01/2016	debitcard	IT Equipment	Argos	44.99	0.00	44.99

**DIRECT PAYMENTS TO BE NOTED**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
390	Salaries: Pension	29/01/2016	directdebit	Pension	NEST	153.13	0.00	153.13
391	Telecoms	29/01/2016	directdebit	phone	BT	63.25	12.65	75.90
392	Telecoms	29/01/2016	directdebit	Internet services	BT	95.25	19.05	114.30
393	Electricity	29/01/2016	directdebit	Electricity	Southern Electric	46.99	2.34	49.33
394	Gas	29/01/2016	directdebit	Gas	Southern Electric	74.18	3.70	77.88

Explanatory Notes to accompany payment list.

<b>Voucher</b>	<b>Notes</b>
368	Office Stationary
369	Neighbourhood plan Stationary
370	Neighbourhood plan Stationary
371	Office Stationary
372	Annual registration - Data Protection
373	Office photocopies
374-381	January salaries
382	Cost of putting up and taking down Autumn Festival banners
383-384	Office Cleaning
385	Neighbourhood plan website
386	Cost of attending Borders visitor fair
387	Monthly IT support charge
388	Cllr travel cost - Berwick task force meeting, Morpeth
389	Purchase of replacement removable hard drive for office
390	January Pension payment
391	phone charge
392	internet charge
393	Office gas charge
394	Office electricity charge



ISSUES ARISING REPORT FOR  
Berwick-upon-Tweed Town Council  
Audit for the year ended 31 March 2015

## Introduction

The following matters have been raised to draw items to the attention of Berwick-upon-Tweed Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2015.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minor issues
  - Accounting Statements not approved by 30 June
  - Portas Project
  - Financial Regulations
  - Internal controls
  - Internal Audit
  - Precept approval
-

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The following issue(s) have resulted in the annual return being qualified. They indicate a weakness in the council's procedures and require the council to take immediate action.

**Accounting Statements not approved by 30 June**

*What is the issue?*

The council failed to approve Section 1 of the Annual Return ("the accounting statements") by the statutory deadline of the 30 June.

*Why has this issue been raised?*

This is a breach of regulation 13, paragraph 3a of the Accounts and Audit (England) Regulations 2011 which states that the accounting statements shall be approved "as soon as reasonably practicable and in any event before 30 June immediately following the end of a year."

*What do we recommend you do?*

The council must ensure in future years that the accounting statements are approved, and signed as approved, by the 30 June immediately following the end of the year.

Further guidance on this matter can be obtained from the following source(s):

Accounts and Audit (England) Regulations 2011 - [legislation.gov.uk](http://legislation.gov.uk) website

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The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.

**Minor issues**

*What is the issue?*

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

The comparative figures disclosed in Section 1 of the Annual Return do not agree to the audited Annual Return for the year ended 31 March 2014.

*Why has this issue been raised?*

This is to draw these minor errors to the attention of the council.

*What do we recommend you do?*

The council should ensure in future years that the above minor errors or omissions are not included in the Statement of Accounts.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

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The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

### **Portas Project**

#### *What is the issue?*

The council took on the role of 'Delivery Organisation' for the Portas Project in September 2013. However, an agreement was not signed until April 2015 which was back dated to July 2014.

This final agreement required the Town Council to obtain best value for money, however the Council has not maintained any documentation to evidence that they secured this by obtaining three written quotes for all expenditure over £10,000 and obtaining internet comparisons for purchases up to £10,000.

The council delegated spending approvals to a group consisting of a councillor and non-councillors who met in private with no formal notice of the meetings being published.

#### *Why has this issue been raised?*

The council was therefore operating during the year without agreed terms and conditions for grant funding in place and was exposed to the risks associated with that.

The Council may have breached the agreement.

The Council can only delegate functions to a committee, sub-committee or officer. The group which met was not formally constituted under the Local Government Act 1972 and did not hold meetings in accordance with the Public Bodies (Admission to meetings) Act 1960.

#### *What do we recommend you do?*

The Council is no longer acting as delivery organisation as this role was removed from them in July 2015. If however, the Council is involved in any such agreements in the future it should take note of the above matters and ensure they are taken into consideration.

Further guidance on this matter can be obtained from the following source(s):

The Local Government Act 1972

The Public bodies (Admissions to Meetings) Act 1960

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

### **Financial Regulations**

#### *What is the issue?*

The financial regulations, although based upon a NALC model, are out of date and do not refer to the actual procedures and practices in place at the Council.

#### *Why has this issue been raised?*

The council is at risk of not conducting their business legally, efficiently and effectively.

#### *What do we recommend you do?*

The Financial Regulations should be updated as soon as possible or in any event before the end of the

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current financial year.

The council can contact their local NALC representative who will be able to provide the council with an updated model set of Standing Orders and Financial Regulations, which incorporate the changes introduced by the Accounts and Audit (England) Regulations 2011, which the council should review, amend if necessary and formally adopt.

The Council should ensure that the regulations reflect current practices such as having an outsourced payroll department, more than one employee and ensure that all amounts and references are correctly included.

This adoption must be minuted and the minute reference and date recorded on the Financial Regulations for future reference.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

### **Internal controls**

#### *What is the issue?*

The council has a lack of documented and undertaken internal controls in a number of areas.

#### *Why has this issue been raised?*

The Council has:

- No investment policy despite having reserves and there is no interest income included in the budget
- The budget has no overall policy direction
- There are no contingencies included in the budget for any unforeseen circumstances
- Although budgets are set by committees they do not regularly monitor the budget
- The bank reconciliation is not documented on a regular basis and is not reviewed by anyone
- Invoices when agreed for payment are not matched to purchase orders and no confirmation of goods delivery or services provided is evidenced on them; and
- There is no established procedures over the raising of income invoices, so when invoices are raised they are not sequentially numbered and often the pro-forma invoice template is not used.

#### *What do we recommend you do?*

The council should take action to resolve the above matters as soon as possible and put procedures in place.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

### **Internal Audit**

#### *What is the issue?*

The Council have no evidence of agreeing the scope and extent of the internal audit. Out of the 8 recommendations made by internal and external auditors over the past 3 years only three of the matters have been fully actioned.

#### *Why has this issue been raised?*

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The Practitioners' Guide, which is proper practices, state that the Council must engage an independent and competent person to undertake a review of their internal controls and also ensure that the internal audit is proportionate to the needs, the size and the circumstances of the council.

The Council has a duty to take action on all recommendations made and there is no monitoring of implementation of the recommendations made.

*What do we recommend you do?*

The council should ensure that procedures are put in place to ensure that all recommendations are acted upon and monitored.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

#### **Precept approval**

*What is the issue?*

Although a budget was prepared and approved by the Environment and Regeneration Committee, the actual amount of precept resulting from this and other sub-committee budgets was not resolved at a meeting of the full Council.

*Why has this issue been raised?*

The Council must resolve to approve the precept request before it is made.

*What do we recommend you do?*

The council must ensure in future that when the final entire budget is reviewed and approved the resulting precept is resolved and approved also.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC  
The Local Government Finance Act 1992

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 24 February 2016

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# NOTICE OF CONCLUSION OF AUDIT

(AUDIT COMMISSION ACT 1998  
ACCOUNTS AND AUDIT (ENGLAND) REGULATIONS 2011) as transitionally  
saved

## FOR

### Berwick-upon-Tweed Town Council

NOTICE is hereby given that the audit for the  
year ended 31 March 2015 was completed on

24 February 2016

and the accounts are now available for inspection by local electors  
in accordance with Section 14 of the Audit Commission Act 1998.

The requisite information as defined by Section 13(4) of the Accounts and Audit  
(England) Regulations 2011 is/is not\* displayed alongside this notice

(\* Please delete as necessary)

If the requisite information is not displayed alongside  
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

ROBERT WEETHAM  
WENDY PATTISON

between the hours of 10 am and 5pm

Dated:

29th FEBRUARY 2016

Signed:

*Robert Weetham*

(Responsible Financial Officer)

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 26 January 2016 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: C Seymour (Chair)  
I Dixon  
A Forbes  
E Goodyer  
K Graham  
G Hill (Item 6, Application 15/01382/PREAPP onwards)  
G Smith

### **IN ATTENDANCE:**

S Cozens, Assistant to the Clerk  
2 members of the public

### **OPEN SESSION**

There were no statements by members of the public present.

#### **P084/15 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillor H Bettison (personal).

#### **P085/15 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday, 15 December 2015 were agreed and signed as a correct record.

#### **P086/15 3. DISCLOSURE OF INTERESTS**

Councillor I Dixon declared a personal interest in Item 6, Application 15/04275/FUL (92 Shielfield Terrace, Etal Road, Tweedmouth, Berwick-upon-Tweed, Northumberland. TD15 2EE) and 16/00109/FUL (Land At West Hope, Castle Terrace, Berwick-upon-Tweed, Northumberland. TD15 1QN);  
Councillor G Hill declared a personal interest in Item 6, Application 16/00109/FUL (Land At West Hope, Castle Terrace, Berwick-upon-Tweed, Northumberland.

TD15 1QN);

Councillor A Forbes declared a personal interest in Item 6, Application 15/04253/FUL (1 Ladywell Place, Tweedmouth, Berwick-upon-Tweed, Northumberland. TD15 2AE);

Councillor C Seymour declared a personal interest in Item 6, Application 16/00109/FUL (Land At West Hope, Castle Terrace, Berwick-upon-Tweed, Northumberland. TD15 1QN).

**P087/15**

#### **4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**P088/15**

#### **5. LOCAL NEIGHBOURHOOD PLAN**

A Flyer has been produced promoting the Neighbourhood Plan and includes the dates of the Drop-In Sessions which are February 3<sup>rd</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 16<sup>th</sup> and 26<sup>th</sup>. So far, several Flyers have been hand delivered to houses throughout the area and there will be a double page spread in the Berwick Advertiser incorporating the information contained within the Flyer. The Town Council will receive 5 free days consultancy, although this must be used by 31<sup>st</sup> March. Also, the website is now up and running ([www.berwickplan.co.uk](http://www.berwickplan.co.uk)) along with an email address ([consult@berwick-tc.gov.uk](mailto:consult@berwick-tc.gov.uk)).

**P089/15**

#### **6. APPLICATIONS FOR PLANNING PERMISSION**

##### **15/02309/FUL**

**Proposed construction of two storey side extension, repositioning of rear conservatory and driveway with wall to front.**

**44 Sunnyside Crescent, Spittal, Berwick-upon-Tweed, Northumberland.**

**TD15 2DL**

No objections.

##### **15/04253/FUL**

**Demolition of existing garage & erection of new kitchen/family room extension to side.**

**1 Ladywell Place, Tweedmouth, Berwick-upon-Tweed, Northumberland.**

**TD15 2AE**

No objections.

**15/04275/FUL**

**Single storey kitchen/dining extension.**

**92 Shielfield Terrace, Etal Road, Tweedmouth, Berwick-upon-Tweed,  
Northumberland. TD15 2EE**

No objections.

**16/00008/ADE**

**Advertisement Consent: Installation of 1 no. internally illuminated flex face  
fascia sign.**

**Unit H Tweedbank Retail Park, Tweedmouth, Berwick-upon-Tweed,  
Northumberland. TD15 2AS**

No objections.

[NOTE: Councillor G Hill joined the meeting.]

**15/01382/PREAPP**

**Proposal to renovate and repair exterior of Victorian Masonic Hall.  
Berwick Masonic Hall, Church Street, Berwick-upon-Tweed,  
Northumberland. TD15 1EB**

No objections.

**16/00109/FUL**

**Change the house type on Plot 18 from a house type 6 (a previous  
amendment ref 09/B/0481) to a semi-detached house types 10.**

**Land At West Hope, Castle Terrace, Berwick-upon-Tweed, Northumberland.  
TD15 1QN**

No objections.

**P090/15**

## **7. PLANNING APPLICATION DECISION LIST**

Members were concerned that the Town Council had not been consulted on Planning Applications regarding the demolition of all of the buildings associated with Seton Hall and the discharge of a condition of a previous application for the William Cowe And Sons buildings on Bridge Street.

The remaining decisions provided in the attachment were noted.

**P091/15**

**8. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 23 February 2016 at 6.30 pm.