

## BERWICK-UPON-TWEED TOWN COUNCIL

To: **ALL MEMBERS OF THE FINANCE AND RESOURCES COMMITTEE**

You are hereby requested to attend a meeting of the **FINANCE AND RESOURCES COMMITTEE** to be held in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed, on **TUESDAY 5 JULY 2011 at 6.00 pm.**

The Agenda for the meeting is set out below.



Town Clerk

28 June 2011

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### A G E N D A

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2. MINUTES OF THE LAST MEETING**

To sign as a correct record the minutes of the meeting held on 13 June 2011.

**3. STATEMENTS BY THE PUBLIC**

The Chairman to invite members of the public present, to put questions to, or draw relevant matters to the attention of, the Council, prior to commencement of business. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

**4. DISCLOSURE OF INTERESTS**

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial interests.

**5. AUTHORISATION OF PAYMENTS**

To authorise payments on behalf of the Town Council (**Attachment A**).

**6. STATEMENT OF RECEIPTS AND PAYMENTS**

To note receipts and payments to date. (**Attachment B**).

**7. INTERNAL AUDIT**

To receive the report of the internal auditor and agree actions. (**Attachment C**).

**8. MEMBERSHIP OF LOCAL GOVERNMENT PENSION SCHEME**

To consider the arrangements for membership of the Local Government Pension Scheme (**Attachment D**).

**9. FINANCE OFFICER**

To consider proposed job description and terms for Finance Officer (**Attachment E**).

**10. DATE OF NEXT MEETING**

The next meeting of the Finance and Resources Committee will be held at 6.00 pm on Tuesday, 13 September 2011.

**MEMBERS OF THE FINANCE AND RESOURCES COMMITTEE:**

**Councillors A Bowlas, G Hill, I Hunter, J Robertson, F Simpson and J Waterhouse**