

## 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 **MONDAY, 15 JUNE 2015 at 6.00 pm.**

The Agenda for the meeting is set out below.

*Stogens*

Assistant to the Clerk

8 June 2015

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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 20 May 2015.

**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. DISCLOSURES OF INTEREST**

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.

**5. REQUEST FOR DISPENSATION**

(i) To receive 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 (pro-forma attached).

(ii) To consider requests for dispensation.

**6. AUTHORISATION OF PAYMENTS AND ORDERS**

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

**7. APPROVAL OF PLANNED EXPENDITURE**

To authorise the ordering of goods and services on behalf of the Town Council:

**8. BERWICK CHARTER MARKET**

To consider taking on responsibility for Berwick Charter Market (**Appendix B**).

**9. COMMITTEE STRUCTURE**

To consider the current committee structure (**Appendix C**).

**10. SALARY PAYMENT**

Consideration of Salary increment to LC1 20 for Mr Steve Cozens which was approved initially at Staffing Committee (25 March 2015, **S041/14**) but job evaluated at LC1 15-17.

**11. OFFICE EFFICIENCIES**

To discuss computer or laptop quotes and approval for extra telephone lines and bins (**Appendix D**).

**12. RISK MANAGEMENT/ASSESSMENT**

To update the Risk Management (**Appendix E**).

**13. FINANCIAL DECISIONS MADE BY OTHER COMMITTEES**

To consider financial decisions made by other committees (**Appendix F**).

**14. BUS SHELTERS**

Approval to clean all bus shelters by the NEAT team as a one off and to ascertain the costs to be cleaned on a regular basis.

**15. FESTIVE TREES AND LIGHTING**

To approve costs for festive trees and lighting (as agreed in budget).

Christmas Trees estimated £1,000

Maintenance and installation of Town Council Christmas lights estimated £7,200.

Contribution to rotary club Christmas lights estimated £1,800.

**16. APPLICATIONS FOR FINANCIAL ASSISTANCE**

To consider applications for financial assistance (**Appendix G**).

To consider grants made by other Committees (**Appendix H**).

**17. DATE OF NEXT MEETING**

The next meeting of the Finance and Resources Committee will be held at 6.00 pm on Monday, 13 July 2015.

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

**Councillors H Bettison, I Dixon, A Gibson, G Hill, G Roughead and C Seymour**