

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Tuesday, 5 July 2011 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: I Hunter (Chair)  
A Bowlas  
G Hill  
J Robertson  
J Waterhouse

### **IN ATTENDANCE:**

S Finch, Town Clerk

**F022/11**

#### **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Simpson.

**F023/11**

#### **2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 13 June 2011 were agreed and signed as a correct record.

**F024/11**

#### **3. STATEMENTS BY THE PUBLIC**

There were no members of the public present.

**F025/11**

#### **4. DISCLOSURE OF INTERESTS**

There was no disclosure of interests.

**F026/11**

#### **5. AUTHORISATION OF PAYMENTS**

**RESOLVED: To authorise the payments listed in the appendix to these minutes.**

**F027/11**

#### **6. STATEMENT OF RECEIPTS AND PAYMENTS**

**RESOLVED: To note the statement of receipts and payments to 29 June 2011.**

**F028/11**

#### **7. INTERNAL AUDIT**

Members had received the report of the internal auditor and considered points raised in the report.

**RESOLVED: To amend section 5 of the current Financial Procedures to say that all cheques presented to the two required signatories should be accompanied by the relevant invoice and explanation of expenditure; and that payments should where possible be made after authorisation.**

**RESOLVED: To introduce a quarterly review and amendment of the budget, commencing with the September meeting.**

**RESOLVED: To incorporate in the Financial Procedures a policy to use annual Freeman Schedule III monies to fund the Mayoralty and Freedom Admission expenses, the balance to be split equally between the four reserves: general, capital projects, play areas and environment and regeneration schemes.**

**F029/11**

**8. MEMBERSHIP OF LOCAL GOVERNMENT PENSION SCHEME (LGPS)**

The Clerk left the room during consideration of this item.

Members agreed they needed professional advice on the options available before committing the Council to implementing its resolution to join the Local Government Pension Scheme, and asked that a representative of the LGPS should be invited to attend the next meeting, and that further information should be sought about gratuities.

**F030/11**

**9. FINANCE OFFICER**

**RESOLVED: To agree to the appointment of a Finance Officer on the terms set out in the paper which had been circulated.**

**F031/11**

**10. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday, 13 September 2011 at 6 pm in the Ante-Room, Town Hall.

**Berwick-upon-Tweed Town Council**  
**DRAFT PAYMENTS LIST: (Cheque order) Vouchers 28 to 66**

Vchr.	Cheque	Cde.	Name	Description	Amount
28	100282	13	Edwin Thompson	Rent	1,530.00
29	100282	14	Edwin Thompson	Service charge	48.01
			Subtotal Cheque No. 100282		<b>1,578.01</b>
30	100283	42	Bob Lee Welding	Hanging basket brackets	1,224.00
31-36	100284	1	Northumberland County Council	Salaries	3,566.77
37	100285	60	Berwick Record Office	Freemen descents	39.00
38	100286	54	Joyce Benton	Refund expenses	26.94
39	100287	12	Councillor Alan Bowlas	Refund expenses	18.90
40	100287	54	Councillor Alan Bowlas	Refund expenses	53.10
			Subtotal Cheque No. 100287		<b>72.00</b>
41	100288	12	Councillor John Robertson	Refund expenses	45.00
42	100290	54	LR Catering	Catering	200.00
43	100291	39	Tweedmouth Feast	Events Grant	500.00
44	100292	39	Berwick Rangers Juniors	Events Grant	250.00
45	100293	39	Berwick Slow Food Festival	Events Grant	500.00
46	100294	39	ReStage	Events Grant	250.00
47	100295	39	Berwick Film & Media Arts Festival	Events Grant	500.00
48	100296	39	Spittal Improvement Trust	Events Grant	1,500.00
49	100297	39	Berwick Harriers	Events Grant	250.00
50	100298	54	Geo C Grieve	Mayor's visitor book	17.99
51	100299	55	Shoecare	Memorial plaque	47.00
53	100300	25	Shiel Morrison	Printing	282.00
54	100301	25	Viking	Stationert	140.26
55	100304	19	BT	Telecoms	101.49
56	100305	27	Viking	Furniture	687.52
57-62	100306	1	Northumberland County Council	Salaries	3,625.03
63	100307	29	SPAN Consultancy	Internal audit	125.00
64	100308	40	YHA	Meeting expenses	60.00
65	100309	42	Zurich Municipal	Insurance - play area	91.13
66	100310	42	Playsafety Limited	Play Area Inspections	1,200.00
52	Direct	16	Scottish Gas	Gas	8.54
<b>TOTAL</b>					<b>16,887.68</b>