

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday 6 April 2009 at 6.30 pm at the William Elder Building, Castlegate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: J Robertson (Chairman)  
A Bowlas  
P Herdman  
F Simpson

### **IN ATTENDANCE:**

S Finch, Clerk

One member of the public

#### **FR049/08 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received on behalf of Councillor Hunter.

#### **FR050/08 2. MINUTES**

The minutes of the meeting held on 23 February 2009 were agreed and signed as a correct record.

#### **FR051/08 3. STATEMENTS BY THE PUBLIC**

Stuart Laundy reminded members that he had suggested a regular contribution to the Berwick Advertiser either by, or on behalf of, Councillors. He was proposing around 700 words, in a monthly report.

It was agreed he would discuss the proposal with the Clerk, who would bring this to the next Council meeting for discussion.

#### **FR052/08 4. DISCLOSURE OF INTERESTS**

Councillors Herdman and Simpson declared a personal interest in Item 9 (Civic Function).

#### **FR053/08 5. AUTHORISATION OF PAYMENTS**

The schedule of payments was agreed.

**FR054/08**

## **6. BUDGET REPORT 2008/9**

Members noted the statement of receipts and payments to 3 April 2009. The Clerk advised that year-end accounts would be prepared as soon as possible. Overspends showing on the payments were accounted for either by pre-payments for the next financial year or by some re-allocation needed between codes.

Members queried arrangements for IT support; the Clerk advised that IT support had been budgeted for 2009-10, and that appropriate specialists already working for other tenants, within The William Elder Building would be the most practical solution.

The Clerk reported that the cost of the dog bins, purchase of which had been agreed at the last meeting, would be met by a final residual sum from the former Town Committee, which the Borough Council had identified; there would therefore be no impact on the Town Council finances.

**FR055/08**

## **7. STAFFING SUB-COMMITTEE**

It was agreed that this item should be considered with Item 9 (Civic Function).

**FR056/08**

## **8. AUDIT ARRANGEMENTS**

The Clerk advised that the auditors were appointed by the Audit Commission, and that the audit arrangements would be made by them in due course. It was, however, a pre-requisite that there should be a report of internal audit, and the arrangements which it had hoped were in place needed to be revised. Efforts were now being made to identify an internal auditor.

**FR057/08**

## **9. CIVIC FUNCTION AND STAFFING SUB-COMMITTEE**

**RESOLVED: To exclude the press and public during the discussion of this agenda item, which includes issues of a personal and confidential nature**

**RESOLVED:**

**(i) The Mayoral and Civic Events Working Party should meet on Monday**

**20 April 2009 at 5.15 pm in order to agree in detail the respective roles of the Mayor and Sheriff, a schedule of suggested responsibilities and protocol, and an estimate of resources required to support these functions. (Councillors Bettison, Bowlas, Herdman, Hunter, Robertson, Simpson and Smith)**

**(ii) The recommendations of the Working Party to be presented for approval to an Extraordinary Meeting of Council on Monday 27 April at 5.30 pm, with a view to arrangements being agreed in advance of the Annual Meeting on 11 May.**

**(iii) A staffing sub-committee to thereafter (thus superceding the recommendation of Council on 30 March 2009) consider the staffing requirements to support the agreed Civic Function; the Committee to include Councillors Robertson, Bowlas, Herdman and Simpson, the Clerk to invite further members to put themselves forward.**

**RESOLVED: To re-open the remainder of the meeting to the press and public.**

**FR058/08**

**10. DATE OF NEXT MEETING**

The next meeting would be held at 6.30 pm on Monday 8 June 2009.

**ITEM 5**  
**Appendix A**

**Berwick-upon-Tweed Town Council**  
**DRAFT PAYMENTS LIST : Cheques 100023 to 100049**

Vchr.	Cheq.	Cde.	Name	Description	Amount
31	100023	20	British Telecom	BT Payment Services	£93.11
32	100024	10	Berwick Borough Council	Clerk's Salary	£1,163.19
33	100025	110	The Maltings	Grants - Env and Regen	£971.00
34	100026	110	West End Residents Association	Grants - Env and Regen	£325.00
35	100027	110	Cittaslow Berwick	Grants - Env and Regen BEES	£250.00
36	100028	110	St Boisils Residents Associati	Grants - Env and Regen	£250.00
37	100029	90	Slow Food Berwick-upon-Tweed	Grants - Env and Regen	£400.00
38	100030	90	The Greenses Residents Comm	Grants - Events	£200.00
39	100031	90	Berwick Art Group	Grants - Events	£100.00
40	100032	90	Spittal Improvement Trust	Grants - Events	£1,500.00
41	100033	90	Berwick Male Voice Choir	Grants - Events	£200.00
42	100034	150	Community Action Northumber	Donation	£15.00
43	100035	10	Berwick Borough Council	Clerk's Salary	£1,193.39
44	100036	19	BUT Community Dev Trust	Venue Hire	£108.75
49	100037	17	BUT Community Dev Trust	Service Charge	£405.38
45	100038	40	S Finch	Posters by Fantasy Prints	£86.40
46	100038	26	S Finch (reimburse)	Equipment and Furniture	£77.25
47	100038	24	S Finch (reimburse)	Postage	£28.82
48	100038	15	S Finch (reimburse)	Travel/Subsistence	£43.03
			Subtotal Cheque No. 100038		£235.50
<b>TOTAL</b>					<b>£7,410.32</b>