

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Tuesday, 8 November 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
F Simpson
J Waterhouse

IN ATTENDANCE:

S Finch, Town Clerk

F044/11 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

F045/11 2. MINUTES OF THE LAST MEETING

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

F046/11 3. STATEMENTS BY THE PUBLIC

There were no members of the public present.

F047/11 4. DISCLOSURE OF INTERESTS

Councillor Waterhouse declared a personal interest in Item 10 (Health and Safety Inspection report).

F048/11 5. AUTHORISATION OF PAYMENTS

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

F049/11 6. STATEMENT OF RECEIPTS AND PAYMENTS

RESOLVED: To note the statement of receipts and payments to 2 November 2011.

It was noted that the balances on the accounts were now in excess of those protected under the Financial Services Compensation Scheme.

RESOLVED: The Responsible Financial Officer to take the necessary steps to open a deposit account with the Co-Operative Bank to which to transfer £80,000.

F050/11

7. DELEGATED DECISIONS

The following decisions had been agreed under delegated powers.

[Standing Orders: Where matters require urgent attention outside the meeting schedule, authority to make decisions delegated to the Clerk in discussion with two of: the Town Mayor, Deputy Town Mayor and the Chairman of one Standing Committee. Any such decision should be reported to the next meeting of Council or relevant Committee].

RESOLVED: That the Town Council should meet the costs of the additional insurance for the civic regalia: £1535.69.

RESOLVED: That the Town Council should request the County Council to proceed with installing connections and time-switches etc to 11 lighting columns in Castlegate and Golden Square, at an estimated cost of £3500 per column; and purchase 4 festive motifs for the 4 columns in Golden Square.

F051/11

8. DIRECT DEBIT AUTHORISATION

RESOLVED: The Council to enter into a direct debit agreement with Northumbria Water for payment of costs associated with allotments, the costs to be recouped from plot-holders.

It was agreed that the use and cost of water used should be monitored, and if necessary consideration be given to the use of meters for the allotment holders.

F052/11

9. FINANCIAL ISSUES RAISED BY OTHER BODIES

Members were advised that the Events and Environment and Regeneration Committees had now agreed budget proposals for 2012-13. No applications for grants had been received.

It was noted that the Environment and Regeneration Committee had agreed to fund the cost of additional grit bins in key locations if these were not provided by the County Council; and members had also agreed to the concept of virtual shopfronts, and asked for a detailed quotation for one unit on a trial basis.

The Staffing Committee minutes had been circulated and the recommendations noted. The Chair and Vice-Chair of the Town Council had not yet met with the

officers to discuss retirement payments.

F053/11

10. HEALTH AND SAFETY INSPECTION REPORT

The Clerk had circulated the report following a Health and Safety Inspection by '24/7'. Attention was drawn to items requiring action and the steps being taken to resolve these.

F054/11

11. INSURANCE VALUATION

The report of the insurance valuation was noted, as was the interim increase in the insurance premium. The Clerk advised that consideration should be given to reviewing security measures for the civic regalia and also to the use made of the main items; recommendations would be made to the next meeting of Council.

F055/11

12. BUDGET 2012-13

The Clerk advised that the preparation of the budget could proceed now in the light of recommendations made by the Events and Environment and Regeneration Committees. The date by which the County Council wished to be advised on the precept for 2012-13 was 24 January 2012.

F056/11

13. DATE OF NEXT MEETING

The next meeting would be held on Tuesday, 17 January 2012 at 6 pm in the Ante-Room, Town Hall.

Berwick-upon-Tweed Town Council
DRAFT PAYMENTS LIST : Cheques 100342 to 100368

Vchr.	Cheque	Cde.	Name	Description	Amount
121	100342	56	Zurich Municipal	Insurance - civic regalia	2,338.36
122	100342	28	Zurich Municipal	Insurance - general	976.89
			Subtotal Cheque No. 100342		3,315.25
123	100343	27	John Strand	Sink unit	930.00
124-132	100344	1	Northumberland County Council	Salaries	4,106.33
133	100345	19	BT	Telecoms	109.05
135	100346	30	BDO LLB	External audit	660.00
134	100347	26	Capital Solutions	Photocopies	750.00
136	100348	39	People's Bible Event	Events Grant	360.00
137	100349	41	Cittaslow Berwick	BEEs Grant	30.00
138	100350	41	Highlights Productions Ltd	BEEs Grant	200.00
139	100352	42	Northumberland County Council	Environment Schemes	2,022.00
142	100353	18	Northumbrian Water	Water services	40.50
143	100354	26	Capital Solutions	Photocopies	39.92
144	100355	43	Blachere Illumination	Festive Lighting	1,287.12
145	100356	55	Joyce Benton	Refund expenses	46.71
146	100357	44	Blachere Illumination	Festive Lighting	6,264.00
147	100358	42	Northumberland County Council	Play park signs	228.00
148	100359	38	Royal British Legion	Poppy wreaths	275.00
149-153	100360	53	Northumberland County Council	Salaries	3,936.50
155	100361	56	Alame Fraser Ltd	Insurance valuation - civic regalia	1,200.00
156	100362	42	Northumbria in Bloom	Entrance fee	125.00
157	100363	39	Towergate Insurance	Direct payment - Events Grant	243.00
158	100364	19	BT	Internet services	115.16
159	100365	24	Viking	Postage	82.00
160	100365	25	Viking	Stationery	102.38
			Subtotal Cheque No. 100365		184.38
161	100366	42	Lubbe and Sons	Flowering bulbs	624.00
162	100367	27	Elite Industrial Supplies	Hi-Viz jackets/vests	60.23
163	100368	38	Blachere Illumination	Lighting armistice crosses	84.00
TOTAL					27,236.15