

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 13 July 2015 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	G Hill (Chair)	A Gibson
	H Bettison	G McLean
	D Blackburn	G Roughead
	I Dixon	C Seymour
	A Forbes	

### **IN ATTENDANCE:**

W Pattison, Town Clerk

10 Members of the Public

Ms M McFarlane, CAB

Ms Jan Casson, Berwick Children's Centre

Councillor Hill welcomed everyone to the Finance Meeting and advised that restoring public confidence in the Council was a primary concern

### **OPEN SESSION**

Mr Spencer Barclay requested BTC ensure NCC had covered all Health and Safety concerns in regard to the coach park and advised he had not received any response personally from NCC on this matter. The letter concerned will be forwarded to the Town Clerk and sent by BTC on Mr Spencer Barclay's behalf to NCC. Mr Brian Darling enquired where the BTC Finance Officer was and why had he not attended the finance meeting. Cllr Bettison advised Mr Darling that Mr Leetham only worked on Thursday and Friday's and was not available to attend BTC meetings. A question was asked re Grant awards and how were they were paid, the Clerk advised invoices must be sent to BTC and the money was then paid towards the organisation's expenses/ invoices. Ms Janet Clare Dean raised several issues with the BTC 2014/15 Annual Audit accounts and the Clerk advised that

all queries would be answered in writing. Cllr Hill advised the audit was available for inspection by the public at the BTC offices.

**F032/15**            **1. APOLOGIES FOR ABSENCE**

No Apologies

**F033/15**            **2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 15 June 2015 were agreed and signed as a correct record, the Payment for BVA was deferred so is scored off.

**F034/15**            **3. DISCLOSURES OF INTEREST**

Cllr Bettison worked professionally with Ms Casson

Cllr Dixon is about to join the Sure Start Committee

Cllrs Roughead and Hill re Tweedmouth Feast payment

Cllr McLean wrote the handy person report re Item 8

Cllrs Seymour and Bettison re item 9 which Cllr Dixon then advised was being deferred

**F035/15**            **4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**F036/15**            **5. NORTHUMBRIAN CITIZENS ADVICE BUREAU**

Ms Moira McFarlane, CAB thanked Councillors for BTC funding over the past few years. CAB do need and require further support and raising enough funding was always a concern. All Councillors expressed their thanks to Ms McFarlane for her hard work and assistance given by CAB to help and support people in Berwick and also in the surrounding area who all needed their advice and assistance. Financial funding to CAB will be considered further at full Council.

**RESOLVED: To discuss further funding to CAB at full Council on July 27<sup>th</sup> 2015.**

**F037/15**            **17. APPLICATIONS FOR FINANCIAL ASSISTANCE**

**EASTCLIFFE/HIGHCLIFFE YOUTH CLUB**

Ms Jan Casson's request for financial support was brought forward to allow Ms Casson to leave the meeting early. Ms Casson requested assistance from BTC towards a Youth Club to be situated at the Jubilee Club, Highcliffe. The club would be aimed mainly at 12-16 year olds and would be open 2 nights per week,

organisers would be working closely with the Police and the Swan Centre. Ms Casson has secured some funding from LMAPS. Councillors were all very much in support of this initiative and a decision was initially made to grant £2k, this amount was then increased and proposed by Cllr Roughead for £2,500; to enable the organisation to cover cost needed for Resources and this was seconded by Cllr Dixon and agreed by all.

**RESOLVED: To grant £2,500 to the Highcliffe Youth Club.**

**F038/15**

**6. AUTHORISATION OF PAYMENTS AND ORDERS**

Cllr Hill queried Berwick Visual Arts amount of £3k not having appropriate information, the winter planting request was decided that this after this year would be put out for tender next year. The Tweedmouth Feast payment "Berwick 900 grant" description was made in error and would be scored off.

**RESOLVED: To approve all payments and orders appended to these minutes apart from £3,000 to Berwick Visual Arts which did not have all the appropriate information and to put winter planting out for tender in 2016.**

**F039/15**

**7. APPROVAL OF PLANNED EXPENDITURE**

None

**F040/15**

**8. HANDY PERSON**

Cllr Mclean compiled a written report in regard to the employment of a specific handy person/locality officer to work solely for Berwick Town Council. Cllr Gibson had also drafted a comprehensive list of duties and further discussion re working in partnership with NCC will be brought to the table at the BTC office on Friday morning with NCC officers. Cllr McLean advised that partnership agreements in other areas of Northumberland were working well and Berwick would be no different. Out of 3 options in Cllr McLean's report, option 3 was agreed by all and which was the employment through NCC with direction given by the Town Clerk and the Supervisor of NEAT on the various day to day duties pertaining to the Town. A detailed job description was deemed to be of importance and this will be further discussed at the meeting on Friday 17<sup>th</sup> July.

**RESOLVED: Employment Option 3 chosen re a handy person in partnership with NCC and fine detail to be discussed with NCC officers on Friday 17<sup>th</sup> July at the BTC office.**

F041/15

## 9. CHARTER MARKET VIABILITY

Deferred to allow Cllr Dixon more time to compile his report

F042/15

## 10. BUS SHELTERS

- i. Estimates for a bus shelter to stand outside ASDA in Tweedmouth were discussed. The cost of the bus shelter is not as expensive as the installation which the Clerk advised to Councillors and needs a specialist tradesman to install and fit into the ground. The Clerk contacted a qualified local tradesman who advised due to his current workload he could not take on further work. The Clerk will contact Mr Neil Howie, NCC Highways to check on correct procedures in regard to installation. A budget is in place for £4761.34 to buy and install, but current installation prices may go over the budget figures. Maintenance has been advised as £8,500 and this needs further clarification whether the amount pertains to this bus shelter only or to all bus shelters in the town.

**Cllr Hill left the meeting and Cllr Seymour took over as Vice Chair**

**RESOLVED: Further information to be obtained by the Clerk on installation costs of the bus shelter**

- ii. Estimates were discussed for painting 10 bus shelters and was agreed to request painter and decorator Les Chappell to do the work at a cost of £860 and this was agreed by all.  
**RESOLVED: Mr Les Chappell to paint all 10 bus shelters**
- iii. Mr Stuart Burgon gave his apologies but due to the extent of the cleaning involved/required for power washing 27 bus shelters his equipment was not adequate enough and he has reluctantly had to decline the one off contract awarded to him at the last finance meeting. A lively discussion ensued with Cllr Seymour and Cllr Bettison in favour of NCC cleaning the shelters at a charge of £16.76 per shelter and Cllr Gibson suggesting Leigh Walker from Wheeleigh Clean who has the correct equipment and will clean each shelter for £8 per shelter. This was then proposed by Cllr Gibson and seconded by Cllr Mclean and was agreed by all.
- iv. **RESOLVED: 27 bus shelters to be cleaned by Wheeleigh Clean at £8 per bus shelter**

**F043/15**

**11. AUTUMN FESTIVALS**

A request for a grant of £2,100 to be awarded to the Berwick Autumn Festival was proposed by Cllr Bettison and seconded by Cllr Roughead and agreed by all.

**RESOLVED: To award Berwick Autumn Festival £2,100**

**F044/15**

**12. DESK TOP COMPUTERS**

Estimates for 3 desk top computers to be provided at the BTC office were discussed and a graph showing differences in specification and pricing was provided by Cllr Lang. Peritus Solutions, Alnwick, Northern Labs and Kreative Technology, Berwick all provided quotes and was finally agreed to be given to Northern Labs and was proposed by Cllr Bettison and seconded by Cllr Roughead. Consideration was also given to improving the current office BT single phone line which is a residential rather than a business phone line and this was proposed by Cllr Bettison and seconded by Cllr Dixon and agreed by all.

**RESOLVED: To purchase 3 office desk top computers from Northern Labs and to order 3 Cloud phones from BT for the BTC office**

**F045/15**

**13. COMMITTEE STRUCTURE**

As this change would impact on standing orders and would involve considerable discussion it was agreed to defer discussion on changing the committee structure until Autumn.

**RESOLVED: Deferred until Autumn 2015.**

**F046/15**

**14. INSURANCE REVIEW**

- a) Cllr Blackburn advised the insurance document provided by the Council's insurers Zurich was a schedule rather than a policy and was decided that Cllr Blackburn and the Clerk would discuss and go through the policy together once a full Policy was sent to BTC by Zurich Insurance. Cllr Blackburn also advised the policy agreement with Zurich was locked in until 1<sup>st</sup> September 2016.

**RESOLVED: Cllr Blackburn and the Clerk to look at the full insurance policy together once received from Zurich.**

- b) Cllr Blackburn advised that the owners of the Playhouse Cinema site had potentially agreed to level and gravel the site to allow car parking and Cllr Blackburn advised that BTC's insurance may require upgrading to cover this

initiative as a community group was interested in helping to make the site ready, however, Cllr Blackburn has been advised by the owners that there is still a possibility that Premier Inns are interested in the site and a car park is no longer a possibility. Cllr Blackburn advised that community insurance would be advisable due to tiers of liability and this was also agreed by Cllr McLean and this would cover any community groups who wanted to work on future projects in the Town.

**F047/15**

#### **15. RISK ASSESSMENT**

The BTC Risk Assessment were discussed and Councillors pointed out various Risks which need addressing Cllr Forbes advised Pat Tests/electrical appliances should be done once a year but also looked at visually every 6 months. Fire drills should take place every 6 months and Cllr Bettison advised any references to periodic should be removed. Computer passwords were decided after discussion to be held in a sealed envelope and secured by the Clerk.

Further risks impacted on the Council's insurance policy and this item was then deferred to allow the Clerk and Cllr Blackburn to look at the Council's insurances

**F048/15**

#### **16. FINANCIAL DECISIONS MADE BY OTHER COMMITTEES**

None

**F049/15**

#### **17. APPLICATIONS FOR FINANCIAL ASSISTANCE**

A request by Berwick OAP's for a contribution of £300 which was also agreed last year was proposed by Cllr Gibson and seconded by Cllr Dixon

**RESOLVED: To award Berwick OAP's £300**

**F050/15**

#### **18. DATE OF NEXT MEETING**

The next meeting would be held on Monday, 7 September 2015 at 6.00pm.

12 June 2015 (15-16)

**Berwick-upon-Tweed Town Council  
PAYMENTS TO BE APPROVED**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
94	IT Support	03/07/2015	101114	IT support	Northern Lab	90.00	18.00	108.00
95	Photocopies	03/07/2015	101115	Photocopies	Capital Solutions	22.77	4.55	27.32
96	Waste Collection	03/07/2015	101116	Waste Collection	Northumberland County Council	153.93	0.00	153.93
97	Waste Collection	03/07/2015	101116	Administration Fee	Northumberland County Council	10.00	2.00	12.00
98	NTA Days Out & Visit Berwick	03/07/2015	101117	Northumberland Days out Leaflet	Northumberland Tourism	1,170.00	234.00	1,404.00
99	Holiday Guide advert	03/07/2015	101117	Northumberland Holiday Guide	Northumberland Tourism	3,000.00	600.00	3,600.00
100	Floral Displays [materials]	03/07/2015	101118	Bedding Plants	Newton Don Nursery	3,806.03	761.21	4,567.24
101	Cleaning	03/07/2015	101119	Cleaning	Crystal Stone Ltd	45.00	0.00	45.00
102	Equipment & Furniture	03/07/2015	101120	Rack	Viking	126.99	25.40	152.39
103	Stationery & Printing	03/07/2015	101120	Stationery	Viking	51.33	10.26	61.59
104	Meeting Expenses	03/07/2015	101120	Refreshments	Viking	16.99	0.00	16.99
105	Councillor Travel & Subsistence	03/07/2015	101121	Mileage	A. Gibson	29.25	0.00	29.25
106	Councillor Travel & Subsistence	03/07/2015	101121	Ink cartridges	A. Gibson	8.00	0.00	8.00
107	SSP Site Maintenance	09/07/2015	101122	Signs	Vital Signs	114.00	0.00	114.00
108	Internal Audit	09/07/2015	101123	Internal audit	Seahouses Development Compny	600.00	0.00	600.00

See page 3 for accompanying explanatory notes

**Berwick-upon-Tweed Town Council**  
**PAYMENTS MADE: TO BE APPROVED**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
93	Tweedmouth Feast	29/06/2015		Grant Berwick 900	Tweedmouth Feast	1,250.00	0.00	1,250.00

**Berwick-upon-Tweed Town Council**  
**DIRECT PAYMENTS TO BE NOTED**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
109	SSP Electricity	09/07/2015	direct debit	Electricity	British Gas	36.71	1.83	38.54



Explanatory Notes to accompany payment list.

**Voucher**

Voucher	Notes
45	Grant awarded towards cost of Lowry Exhibition 2014 and subsequently varied by e-mail agreement; application, meeting minute and variation agreement circulated.
93	Grant awarded towards cost of Tweedmouth Feast 2014
94	Monthly payment for IT support
95	Payment for photocopies
96-7	Payment for waste collection to March 16
98-9	Agreed promotion of Berwick via Northumberland Tourism
100	Agreed purchase of Summer bedding plants
101	Agreed one-off cleaning of office
102-4	Purchase of office supplies
105	Travel to meeting in Alnwick
106	Purchase of ink cartridge for home printing
107	Agreed purchase of signs at Spittal Splash Park
108	Payment for Internal Audit

**Berwick-upon-Tweed Town Council****RECEIPTS LIST**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Receipt No</b>	<b>Description</b>	<b>Customer</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
1	Precept	14/04/2015	direct credit	Precept First Half	Northumberland County Council	109,090.00	0.00	109,090.00
2	Play Areas	29/05/2015	direct credit	Grant	Northumberland County Council	2,000.00	0.00	2,000.00

**Voucher** Notes:  
2 Contribution to new play equipment at Osbourne Rd paid from NCC Councillors local improvement scheme