

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Tuesday 15th June 2010 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: A Bowlas (In the Chair for Item 2 onwards)
 I Hunter
 J Waterhouse (in the Chair for Item 1)

IN ATTENDANCE:

D Cook, Acting Town Clerk

F001/10

1. ELECTION OF CHAIRMAN

RESOLVED: That Councillor A Bowlas be appointed Chairman of the Finance and Resources Committee for the year 2010/2011.

(Note: The Mayor, Councillor J Waterhouse in the Chair for this item; the newly-appointed Chairman then took the Chair for the remainder of the meeting.)

F002/10

2. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors J Robertson and F Simpson.

F003/10

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Councillor I Hunter be appointed Vice Chairman of the Finance and Resources Committee for the year 2010/2011.

F004/10

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 9th March 2010 were agreed and signed as a correct record.

F005/10

5. STATEMENTS BY THE PUBLIC

There were no statements by the public.

F006/10

6. DISCLOSURE OF INTERESTS

No disclosures of interests were made at the meeting.

F007/10

7. AUTHORISATION OF PAYMENTS

RESOLVED: To approve the payments appended to these minutes.

F008/10

8. STATEMENT OF RECEIPTS AND PAYMENTS

RESOLVED: To note the receipts and payments to 8th June 2010.

(Note: An additional record of payments to 8th June was tabled at the meeting).

F009/10

9. 2009-10 ACCOUNTS

RESOLVED: (i) To note the income and expenditure account for the year to 31 March 2010 but to defer approval of the account pending clarification of a number queries submitted by Councillor J Robertson, following which the revised account should be approved by the Chair and Vice-Chair before being circulated as an appendix to these minutes; (ii) to note the Bank Reconciliation record for the financial year ending 31st March 2010; and (iii) to approve the following items contained in the Annual Return to the Audit Commission – (a) the Accounting Statement for the year ended 31st March 2010, and (b) the Annual Governance Statement for the year ended 31st March 2010, both of which were signed by the Chair and Clerk.

(Note: The Acting Clerk advised that the internal audit, which was required to be completed in advance of the external audit, was due to take place on 8th July)

F010/10

10.FREEDOM ADMISSIONS: FINANCIAL AND STAFFING IMPLICATIONS

RESOLVED: (i) To recommend to Council that monies from the Schedule 111 Berwick-upon-Tweed Corporation Freemen Trustees Surplus be used to meet the staffing costs of the additional work being generated by recent changes to the Freedom admission rules; (ii) that these arrangements be reviewed after 12 months of being in operation; and (iii) to request that the Staffing Committee meets to review staff hours in light of current workloads and anticipated commitments by the Council.

F011/10

11.APPOINTMENTS TO OUTSIDE BODIES

There were no requests for appointments to outside bodies.

F012/10

12.DATE OF NEXT MEETING

It was noted that the next meeting of the Finance and Resources Committee would be held on 7th September 2010 at 6.00 pm in the Ante Room at the Town Hall.

Berwick-upon-Tweed Town Council
DRAFT PAYMENTS LIST: Cheques 100131 to 100143

Vchr.	Cheq.	Cde.	Name	Description	Amount
1	100132	23	Capital Solutions	Photocopy charges	£12.64
2	100133	21	NCN IT Solutions	IT equipment	£117.50
3	100134	17	BUT Community Dev Trust	Service Charge Apr - June	£228.25
4	100134	16	BUT Community Dev Trust	Rent	£485.00
Subtotal Cheque No. 100134					£713.25
5	100135	72	Robert Norris	Catering Troop Parade 280410	£112.00
11	100136	72	Sergeant-at-Mace	Troop Parade 280410 refund	£435.48
6-10	100137	10	Northumberland County Council	Salaries	£2,803.81
12	100138	72	Photo Centre	Photographs Freedom 130410	£49.50
13	100139	27	Zurich Municipal Limited	Insurance supplement	£784.83
17	100141	192	LR Catering	Catering Troop Parade 280410	£600.00
14	100142	35	Buds	Flowers (to be refunded)	£35.98
18	100143	14	Northumberland ALC	Training (allotments)	£15.00
19	100143	34	Northumberland ALC	Subscription	£733.37
Subtotal Cheque No. 100143					£748.37
23	100146	10	Northumberland County Council	Salaries	£2,432.76
26	100147	25	G C Grieve	Stationery	£11.91
24	100148	23	Capital Solutions	Photocopy charges	£11.51
25	100149	191	Joyce Benton	Mayor Making Catering	£200.00
27	100151	72	S Cozens	Annual meeting expenses refund	£44.76
TOTAL					£9,114.30