

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 15 December 2014 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors:	G Jones	(Chairman)
	G Hill	
	I Hunter	(to Item 7 only)
	J Robertson	
	G Roughead	
	C Seymour	
	A Gibson	

IN ATTENDANCE:

W Pattison, Acting Clerk
R Leetham, Finance Officer
18 members of the public

F045/14 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

F046/14 2. MINUTES OF THE LAST MEETING

MINUTES OF THE MEETING OF 22 SEPTEMBER 2014

In relation to item FO38/14 (12) under which the Town Council would pay costs associated with an external grievance panel, costs estimated at £2,500 plus travel, Councillor G Hill requested the statement following which advised **“the decision was delegated to Finance Officer, Mayor, Deputy Mayor and Committee Chairs”** should be deleted. This was agreed by Councillors and was deleted from the minutes”.

MINUTES OF THE MEETING OF 17 NOVEMBER 2014

Councillor G Hill requested an alteration to item FO44/14 (3) to show that the Minutes were discussed but not agreed. This request was accepted by Councillors. Councillor G Hill also requested that the Minutes include a note that the Clerk left the meeting because of a disagreement with Councillor G Hill and did not return. The minutes of

both meetings were then proposed by Councillor J Robertson and seconded by Councillor I Hunter and agreed by majority with Councillor C Seymour abstaining, abstention from Councillor G Roughead because he was absent from that meeting and Councillor G Hill voting against and abstaining from approval of decisions made under delegated authority.

F047/14

3. STATEMENTS BY THE PUBLIC

Questions were asked about proposed pay rises for Council Staff (resident was requested to put question in writing to the Town Council), unspent revenue budget allocation on additional play areas (this query was responded to that the play areas were under NCC control until next year), orchestration of meetings, coach drop-off areas (under NCC control), play facilities concerns (Not transferred from NCC and shortage of staff partly to blame), NEREO concerns (requested to write in to the Town Council on this matter).

F048/14

4. DISCLOSURE OF INTERESTS

Councillor I Hunter declared a disclosable pecuniary interest in Items 12 (Budget 2015/16) and 13 (Council Tax Support Scheme).

Councillor G Jones declared a disclosable pecuniary interest in Items 12 (Budget 2015/16) and 13 (Council Tax Support Scheme).

F049/14

5. REQUEST FOR DISPENSATION

Councillor I Hunter requested dispensation on Items 12 (Budget 2015/16) and 13 (Council Tax Support Scheme). This was agreed.

F050/14

6. AMENDMENT TO MEMBERSHIP OF COMMITTEE

RESOLVED: Councillor A Gibson to be a member of the Finance and Resources Committee.

F051/14

7. AUTHORISATIONS OF PAYMENTS AND ORDERS

Councillor G Hill queried costs on several payments and orders

RESOLVED: To approve the payments and orders appended to these minutes.

Councillor G Hill and C Seymour abstained.

[NOTE: Councillor I Hunter left the meeting after discussion of this item and took no further part in the meeting.]

F052/14

8. STATEMENT OF EXPENDITURE AGAINST BUDGET

Clarification was requested by Councillor G Hill re Play Strategy implementation [£100k] and Equipment replacement [£20k]. The Finance Officer advised the £100k was for implementing the recommendations of the play strategy, primarily in Flagstaff

Park, while the £20k was for replacement equipment in the play areas being taken over from NCC. Both sums are held within the Town Council's Play Area reserve. Councillor G Hill also asked about £1, 975.00 residual balance on the Portas Lowry Project. The Finance Officer advised that this was part of the project allocation still to be claimed.

Attention was drawn to the increased cost of the Splash Park SLA. It was proposed that £1k be transferred from the general reserve during this financial year to cover this. This was agreed.

Councillor G Roughead expressed concern at the lack of lighting in the bus shelter at Golden Square, which is currently maintained by NCC. The Clerk will write to NCC on this matter. The Finance Officer drew attention to the £6,096.00 paid in error to BTC by NCC in two transactions of £6006 and £90 and subsequently repaid.

At the end of the discussion, the report was noted.

F053/14

9. RESPONSIBLE FINANCIAL OFFICER COVER

It was proposed that the Finance Officer be appointed as Acting Responsible Financial Officer due to the absence of the Town Clerk, Councillor G Hill thought this decision should be made by Full Council and abstained along with Councillors C Seymour and G Roughhead. Mr Leetham was then proposed by Councillor G Jones and Seconded by Councillor J Robertson.

RESOLVED: To appoint the Finance Officer acting Responsible Financial Officer during the Town Clerk's absence..

F054/14

10. REPORT FROM THE EXTERNAL AUDITOR

Due to a family bereavement the external auditor dealing with the Annual Return has still not signed off the Town Council's Annual Audit.

F055/14

11. APPOINTMENT INTERNAL AUDITOR FOR 2015-16

RESOLVED: to appoint Seahouses Accountancy Services as internal auditor for the financial year 2015/16.

F056/14

12. BUDGET 2015-16

Councillor G Hill advised her concern at requesting a 13.17% increase in the 2015/16 precept and felt there had been a lack of consultation. Councillor J Robertson also felt that the Town Council had money in reserve. The Finance Officer reminded the meeting that this item was to consider the budget, not approve it. It was decided to defer decision for the time being.

F057/14

13. COUNCIL TAX SUPPORT SCHEME

The Finance Officer provided a verbal report on a letter from NCC explaining that NCC had 'no scope to address any adverse financial impact for proposed Council Tax Support scheme on town and parish councils.'

F058/14

14. SECTION 106

Clarification of monies due in regard to land west of Meadow Grange (Hudson Homes) and also progress regarding the Playhouse Cinema development will be ascertained by the Clerk

F059/14

15. FINANCIAL ISSUES RAISED BY OTHER COMMITTEES

The Clerk advised discussion on the matter of the current grievance was appropriate and after a short discussion it was agreed that this matter should be discussed further at a special meeting when more facts were available.

F060/14

16. DECISIONS MADE UNDER DELEGATED AUTHORITY

Questions were raised why the purchase of items such as Christmas lights and litter bins required decisions made under delegated authority. The Finance Officer explained that in the case of Christmas lights these were replacements for lights found not to be working when they were unpacked from storage.

The following decisions had been agreed under delegated authority, in accordance with Section 101, Local Government Act 1972.

Councillor G Hill abstained from this Item.

RESOLVED: Town Council will renew the photocopier service contract at a cost of £195.

RESOLVED: Town Council will purchase litter bins to an estimated cost of £1440.

RESOLVED: Town Council will purchase Christmas Lights at a cost of £430.

F061/14

17. DATE OF NEXT MEETING

The next meeting will be held on Monday, 12 January 2015 at 6.00pm.

Finance Resources Committee

Item 7
Appendix A
Monday, 15 December 2014

9 December 2014 (14-15)

Berwick-upon-Tweed Town Council

PAYMENTS LIST

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
171	Telecoms	05/09/2014	100945	Internet services	BT	129.23	25.85	155.08
172	Station Signs	22/09/2014	100966	Survey	Zedi Ltd	680.00	136.00	816.00
173	Hoppa Bus	22/09/2014	100967	Posters	Fantasy Prints	54.00	10.80	64.80
174	Promotion	22/09/2014	100968	Signs	AA Media Ltd	265.00	53.00	318.00
175	Promotion	22/09/2014	100968	Signs	AA Media Ltd	336.00	67.20	403.20
176	Banners	22/09/2014	100969	Banners	Flying Colours Flagmakers	898.80	179.76	1,078.56
177	Mayor personal & official expenses	22/09/2014	100970	Refreshments	SPAR	195.67	0.00	195.67
178	NTA Days Out & Visit Berwick	22/09/2014	100971	Advert Northumberland Holiday Guide	Northumberland Tourism	2,745.00	549.00	3,294.00
179	Public Seat Maintenance	22/09/2014	100972	Plaques	Shoecare	30.00	0.00	30.00
180	SSP Electricity	22/09/2014	direct debit	Electricity	Scottish Gas	37.73	1.88	39.61
181	Electricity	22/09/2014	direct debit	Electricity	Southern Electric	45.70	2.28	47.98
182	Salaries: Pension	22/09/2014	direct debit	Pension	NEST	209.77	0.00	209.77
183	Telecoms	22/09/2014	direct debit	phone	BT	97.05	19.41	116.46
184-93	Salaries	22/09/2014	100973	Salaries	Northumberland County Council	7,133.17	0.40	7,133.57
194	Councillor Travel & Subsistence	30/09/2014	100974	Ink cartridges	A. Gibson	22.00	0.00	22.00
195	Civic expenses	30/09/2014	100975	Flowers	Buds	27.08	5.42	32.50
196	Promotion	30/09/2014	100976	Signs	AA Media Ltd	265.00	53.00	318.00
197	IT Support	30/09/2014	100977	IT support	Northern Lab	90.00	18.00	108.00
198	Meeting Expenses	30/09/2014	100978	Refreshments	Viking	16.99	0.00	16.99
199	Stationery & Printing	30/09/2014	100978	Refreshments	Viking	22.42	4.48	26.90
200	Equipment & Furniture	30/09/2014	100978	Equipment	Viking	58.94	11.79	70.73
201	Councillor Travel & Subsistence	30/09/2014	100979	Mileage	I Hunter	85.50	0.00	85.50
202	Photocopies	30/09/2014	100980	Photocopies	Capital Solutions	13.77	2.75	16.52
203	Councillor Training	30/09/2014	100981	Training	Society of Local Council Clerks	170.00	0.00	170.00
204	Other Marketing	07/10/2014	100982	Printing	Fantasy Prints	160.00	0.00	160.00
205	Hoppa Bus	07/10/2014	100982	Printing	Fantasy Prints	7.50	1.50	9.00
206	Hoppa Bus	07/10/2014	100982	Printing	Fantasy Prints	9.00	1.80	10.80
207	Sundry	07/10/2014	100983	Repayment	Northumberland County Council	6,006.00	0.00	6,006.00
208	Public Realm Works	07/10/2014	100984	Painting light columns etc	Glendale Paints	9.89	0.00	9.89

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
209	Other Events Grants	07/10/2014	100985	Grant Berwick 900	Berwick Literary Festival	1,531.40	0.00	1,531.40
210	CAB	07/10/2014	100986	Grant to CAB	Northumbrian Citizens Advice Bureau	20,000.00	0.00	20,000.00
211	Water	07/10/2014	direct debit	Water services	Northumbrian Water	51.67	0.00	51.67
212	IT Equipment	13/10/2014	100987	Equipment	Northern Lab	64.99	13.00	77.99
213	Gas	27/10/2014	direct debit	Gas	Southern Electric	18.77	0.93	19.70
214	Electricity	27/10/2014	direct debit	Electricity	Southern Electric	43.72	2.18	45.90
215	SSP Electricity	27/10/2014	direct debit	Electricity	British Gas	33.05	1.65	34.70
216	Floral Displays [materials]	27/10/2014	100988	Bedding Plants	Newton Don Nursery	461.10	92.22	553.32
217	Photocopies	27/10/2014	100989	Photocopier service agreement	Capital Solutions	195.00	39.00	234.00
218	Photocopies	27/10/2014	100989	Photocopies	Capital Solutions	24.44	4.89	29.33
219	IT Support	28/10/2014	100990	IT support	Northern Lab	90.00	18.00	108.00
220	Salaries: Pension	28/10/2014	direct debit	Pension	NEST	209.77	0.00	209.77
221	Councillor Travel & Subsistence	28/10/2014	100991	Ink cartridges	A. Gibson	25.00	0.00	25.00
222	Promotion	28/10/2014	100992	Road signs	AA Media Ltd	265.00	53.00	318.00
223	Councillor Travel & Subsistence	28/10/2014	100993	Mileage	I Hunter	46.35	0.00	46.35
224	Stationery & Printing	28/10/2014	100994	Stationery	Viking	67.34	13.47	80.81
225	Postage	28/10/2014	100994	Stamps	Viking	115.00	0.00	115.00
226-33	Salaries	28/10/2014	100995	Salaries	Northumberland County Council	5,871.04	0.40	5,871.44
234	Telecoms	03/11/2014	100996	Internet services	BT	93.50	18.70	112.20
235	IT Equipment	03/11/2014	100996	IT equipment	BT	87.00	17.40	104.40
236	Insurance	26/08/2014	100958	Insurance - play area	Zurich Municipal	228.56	0.00	228.56
237	Civic regalia insurance	26/08/2014	100958	Insurance - civic regalia	Zurich Municipal	4,276.43	0.00	4,276.43
238	Public Seat Insurance	26/08/2014	100958	Insurance - seats	Zurich Municipal	1,149.08	0.00	1,149.08
239	Bus Shelter Insurance	26/08/2014	100958	Insurance - bus shelters	Zurich Municipal	715.37	0.00	715.37
240	Insurance	26/08/2014	100958	Insurance - play area	Zurich Municipal	731.39	0.00	731.39
241	Water [owned]	11/11/2014	direct debit	Water services	Northumbrian Water	47.30	0.00	47.30
242	Lights & Fittings	11/11/2014	debit card	Christmas lights instalation	Lights4fun	350.10	70.02	420.12
243	Public Notices	25/11/2014	100997	Advertisement casual vacancy	Johnston Publishing Ltd	157.50	31.50	189.00
244	Costs	25/11/2014	100998	Freemen descents	Berwick Record Office	60.00	0.00	60.00
245	Hoppa Bus	25/11/2014	100999	Posters	Fantasy Prints	54.00	10.80	64.80
246	Dog Fouling (WOOFS)	25/11/2014	101000	Waste bags	Portland polybags	1,305.92	261.18	1,567.10
247	Remembrance Day	25/11/2014	101001	Music	Berwick Concert Band Society	105.00	0.00	105.00
248	Remembrance Day	25/11/2014	101002	P A Hire	PFL Audio	260.00	0.00	260.00
249	Costs	25/11/2014	101003	Room hire	Berwick Community Trust	67.50	0.00	67.50
250-8	Salaries	25/11/2014	101004	Salaries	Northumberland County Council	5,907.00	0.40	5,907.40
259	SSP Electricity	24/11/2014	direct debit	Electricity	British Gas	9.27	0.46	9.73
260	Electricity	24/11/2014	direct debit	Electricity	Southern Electric	50.76	2.53	53.29

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
261	Salaries: Pension	24/11/2014	direct debit	Pension	NEST	209.77	0.00	209.77
262	BEEs	03/12/2014	101005	BEEs Grant	Berwick Visual Arts	2,000.00	0.00	2,000.00
263	Other Events Grants	03/12/2014	101007	Events Grant	Berwick Literary Festival	968.60	0.00	968.60
264	Hoppa Bus	03/12/2014	101008	Laminates	Fantasy Prints	11.25	2.25	13.50
265	Hoppa Bus	03/12/2014	101008	A-frame cover	Fantasy Prints	6.28	1.26	7.54
266	IT Support	03/12/2014	101009	IT support	Northern Lab	90.00	18.00	108.00
267	Photocopies	03/12/2014	101010	Photocopies	Capital Solutions	22.44	4.49	26.93
						67,898.87	1,822.05	69,720.92