

regard to the back-up, storing and the safety of electronic data/discs re the Town Council. Councillors thought this was something which should not be made public in regard to safety issues.

Mrs Karin Graham asked Councillors if a statement made by ex BTC Councillor, Mr Robertson, was true which had stated that other Councillors were ready to 'jump ship' and then asked each Councillor apart from Cllr Jones to individually respond to this statement. All Councillors present at the meeting excluding Cllr Jones advised they were not 'jumping ship'.

Mr Spencer Barclay asked whether it was true that finances had been set aside for severance pay for the Clerk.

Mr Michael Stewart expressed his dissatisfaction in regard to public meetings not being held when BTC have to decide on decisions which affect Berwick and advised he had written to the Mayor in June 2014 with various concerns which included asking for a public meeting to allow the public a chance to engage in a debate on Berwick Town. Mr Mark Graham advised he had repeatedly tried to get a bike rack installed on the cycle route at Megs Mount but had not been able to get any response from BTC. Cllr Bettison advised there was a cycle rack at the Castlegate Car Park, however, Mr Graham advised this was not satisfactory due to having to cross over the road and leave the cycle route. Cllr Hill advised concerns that the Portas money was going to end up un--spent and that BTC may end up not receiving the full benefit of the match funding from Northumberland County Council if urgent steps are not taken.

RESOLVED: TO PUT THE CYCLE RACK ONTO THE AGENDA FOR NEXT WEEK'S TOWN COUNCIL MEETING

F079/14

4. DISCLOSURE OF INTERESTS

Councillor H Bettison declared a personal interest in Item 10 (Financial Decisions Made By Other Committees) the Hoppa Bus;

Councillor I Hunter declared a personal interest in Item 6 (Authorisation Of Payments And Orders) expenses representing the Town Council;

Councillor G Jones, as a Town and County Councillor, declared a personal interest in Item 11 (Decisions Made Under Delegated Authority);

Councillor G Roughead declared a personal interest in Item 10 (Financial Decisions Made By Other Committees) the Hoppa Bus.

F080/14

5. REQUEST FOR DISPENSATION

None

F081/14

6. AUTHORISATION OF PAYMENTS AND ORDERS

Cllr Seymour queried payments of £5-6k paid to NCC's NEAT team and Mr Leetham advised they were extra payments for things such as winter planting, grass cuts etc. Cllr Hill queried unallocated payments and this was explained as additional charges on top of service agreements. Salaries were queried but were not disclosable as considered personal and the Berwick Visual Arts query was a final payment re Portas money. AONB Tourism Guides showed an overspend because BTC were invoiced before the end of the financial year forcing 2 payments to be made in the same financial year. The 'Here For You' organisation had approached the Town Council for financial assistance due to a gap in the arrival of their funding of £6,000. Cllr Jones asked the Clerk whether he had a prejudicial interest in regard to these matters and the Clerk advised not.

Cllr Hill wanted it noted that she was voting against approval of the payment list, Cllrs Roughead and Seymour abstained and Cllrs Bettison, Gibson, Jones and Hunter approved.

RESOLVED: TO APPROVE THE PAYMENTS AND ORDERS APPENDED TO THESE MINUTES.

F082/14

7. STATEMENT OF EXPENDITURE AGAINST BUDGET

Cllr Seymour queried 2 amounts of £6,006.00 and £90 which was advised by Mr Leetham as paid in error to BTC by NCC and were subsequently repaid. The statement of expenditure was then agreed and was proposed by Cllr Hunter and seconded by Cllr Jones.

RESOLVED: TO NOTE STATEMENT OF EXPENDITURE AGAINST BUDGET

F083/14

8. RISK ASSESSMENT

Cllr Bettison was concerned at the 'Periodic' inspections listed in the Risk Assessment in regard to Outdoor equipment, Bus Shelters etc. Cllr Bettison thought a time limit should be inserted such as 6 months/1 year etc. Councillors agreed this matter should be added to the Town Council agenda on Monday 23rd March. Cllr Hill thought that external audit risk assessment finance controls should be further discussed with input from the Town Clerk. Mention was also made regarding members of the Risk Management Group, none of which were present. Councillors agreed to add Periodic time constraints to the Town Council agenda with Cllr Hill abstaining.

RESOLVED – TO ADD RISK ASSESSMENT TO TOWN COUNCIL AGENDA

F084/14

9. PLAY AREA INSPECTION & MAINTENANCE

Grave concerns were expressed by all Councillors regarding the long delay in transferring the Spittal Splash Park from NCC to BTC. Recent enquiries have advised an approximate 2 year delay before the park can be transferred over to BTC which is not considered acceptable. Various options/suggestions were discussed and it was finally decided that the Assistant to the Clerk write immediately to the Chief Executive of NCC, strongly expressing BTC concern and requesting this matter is dealt with asap (Cllr Bettison declared an interest) Cllr Bettison also expressed concern at the long delay in addressing the corrosion of the steel cabinet in which the operating equipment is housed. The contractor is not addressing the problem and although the equipment can be used it is a matter of concern.

RESOLVED: THE ASSISTANT TO THE CLERK, MR STEVEN COZENS TO WRITE TO THE CHIEF EXECUTIVE AT NCC REGARDING THE DELAY IN TRANSFERRING THE SPLASH PARK AND THE CONCERNS REGARDING THE COROSION OF THE STEEL CABINET TO BE DEFERRED UNTIL TOWN COUNCIL MEETING

F085/14

10. FINANCIAL DECISIONS MADE BY OTHER COMMITTEES

The Hoppa bus was decided to be continued until December 2015 and this was proposed by Cllr Bettison and seconded by Cllr Gibson.

Further discussion on private sponsorship will be looked into by Cllr Roughead.

RSOLVED: TO CONTINUE THE HOPPA BUS UNTIL DECEMBER 2015

F086/14

11. DECISIONS MADE UNDER DELEGATED AUTHORITY

A retrospective request to cover the costs of information boards to be placed in the A1 Border lay-by was discussed by Councillors. This initiative was a collaboration between BTC, Berwick Chamber of Trade and NCC. Cllr Jones offered payment from his budget if necessary. Cllr Hill queried who had made the delegated decision? Mr Leetham advised there was no cost to BTC as the money had come from the small grants fund.

F087/14

12. APPLICATIONS FOR FINANCIAL ASSISTANCE

An application has been made by Mr Brian Douglas for financial assistance of £7,200 to host the Berwick Pipe Band and Highland Dancing Competition at Shielfield Park. Councillors have agreed to offer support in principle but still feel further financial information is needed.

RESOLVED: TO ASK MR BRIAN DOUGLAS TO GIVE FURTHER CLARITY ON HIS FINANCE REQUEST TO THE FINANCE OFFICER, MR ROBERT LEETHAM , AND

**TO BE PUT ONTO THE AGENDA FOR THE FINANCE AND RESOURCES
MEETING ON APRIL 27TH 2015**

F088/14

13. DATE OF NEXT MEETING

The next meeting will be held on Monday, 27 April 2015 at 6.00pm.

Finance Resources Committee

Item 6
Appendix A
Monday, 16 March 2015

Berwick-upon-Tweed Town Council
PAYMENTS LIST

9 March 2015 (14-15)

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
285	Website	19/01/2015	direct debit	Website hosting	Web Wiz	99.50	19.90	119.40
286	Water	19/01/2015	direct debit	Water services	Northumbrian Water	51.67	0.00	51.67
287	SSP Electricity	19/01/2015	direct debit	Electricity	British Gas	9.27	0.46	9.73
288	Electricity	19/01/2015	direct debit	Electricity	Southern Electric	42.22	2.11	44.33
289	Gas	19/01/2015	direct debit	Gas	Southern Electric	80.88	4.04	84.92
290	External Audit	20/01/2015	101020	External audit	BDO LLB	800.00	160.00	960.00
291	Hoppa Bus	20/01/2015	101021	A-frame cover	Fantasy Prints	6.28	1.26	7.54
292	Hoppa Bus	20/01/2015	101021	A-frame cover	Fantasy Prints	20.00	4.00	24.00
293	Christmas Trees	20/01/2015	101022	Christmas trees	McCreath & Sons	1,285.00	257.00	1,542.00
294	Subscriptions	20/01/2015	101023	Subscription	Society of Local Council Clerks	316.00	0.00	316.00
295	IT Support	20/01/2015	101024	IT support	Northern Lab	90.00	18.00	108.00
296	Photocopies	20/01/2015	101025	Photocopies	Capital Solutions	10.06	2.01	12.07
297	Salaries: Other	20/01/2015	101026	Casual clerk	W Pattison	208.60	0.00	208.60
298	Costs	20/01/2015	101027	Advert Portas MG	Johnston Publishing Ltd	157.50	31.49	188.99
299-306	Salaries:	20/01/2015	101028	Salaries:	Northumberland County Council	6,649.43	0.40	6,649.83
307	Shop Display	27/01/2015	debit card	Display boards	Go-displays	141.00	28.20	169.20
308	Legal & Professional Fees	27/01/2015	101029	Data Protection Act	Information Commissioner	35.00	0.00	35.00
309	IT Support	27/01/2015	101030	IT support	Northern Lab	90.00	18.00	108.00
310	Photocopies	27/01/2015	101031	Photocopies	Capital Solutions	25.94	5.19	31.13
311	By-election Expenses	27/01/2015	101032	By-election cost	Northumberland County Council	2,426.51	485.30	2,911.81
312	By-election Expenses	27/01/2015	101032	By-election cost	Northumberland County Council	1,133.62	0.00	1,133.62
313	War Memorials: maintainence	27/01/2015	101033	War memorial maintainence	Northumberland County Council	245.28	49.06	294.34
314	Costs	27/01/2015	101034	Expenses	B Allison	63.90	0.00	63.90
315	Stationery & Printing	27/01/2015	101035	Stationery	Viking	38.12	7.62	45.74
316	Shop Display	09/02/2015	debit card	Easels	Chalkboards uk	233.82	46.76	280.58
317	Civic expenses	09/02/2015	debit card	Phone Credit	Joyce Benton	30.00	0.00	30.00
318	Job Evaluation	09/02/2015	101036	Job evaluation	Society of Local Council Clerks	400.00	0.00	400.00
319	Heritage Parks Project	09/02/2015	101037	HLF Parks project	Northumberland County Council	6,185.00	0.00	6,185.00
320	Public Seat Maintenance	09/02/2015	101038	Plaques	Shoecare	35.00	0.00	35.00
321	AONB Holiday Guide	09/02/2015	101039	Northumberland Holiday Guide advert	Premier Design & Print	1,100.00	220.00	1,320.00
322	SSP Electricity	09/02/2015	direct debit	Electricity	British Gas	9.27	0.46	9.73
323	Telecoms	09/02/2015	BACS	Internet services	BT	91.50	18.30	109.80

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
324	Salaries: Pension	09/02/2015	direct debit	Pension	NEST	214.39	0.00	214.39
325	Councillor Travel & Subsistence	09/02/2015	101040	Mileage	I Hunter	43.20	0.00	43.20
326-34	Salaries:	09/02/2015	101044	Salaries:	Northumberland County Council	6,127.35	0.40	6,127.75
335	Town Improvement Projects	09/02/2015	101042	Signs	Fantasy Prints	1,570.00	314.00	1,884.00
336	Remembrance Day	09/02/2015	101043	Poppy wreaths	A. Alsop	210.00	0.00	210.00
351	Floral Displays [materials]	27/01/2015	101033	Compost	Northumberland County Council	94.60	18.92	113.52
352	Floral Displays [labour]	27/01/2015	101033	Labour	Northumberland County Council	551.23	110.25	661.48
353	Grass Cutting	27/01/2015	101033	Grass cutting	Northumberland County Council	3,300.00	660.00	3,960.00
354	Remembrance Day	27/01/2015	101033	Barrier supply	Northumberland County Council	244.99	49.00	293.99
355	SLA Routine Maintenance	27/01/2015	101033	Fence repair	Northumberland County Council	347.60	69.52	417.12
356	NCC Labour Costs	27/01/2015	101033	Barrier supply	Northumberland County Council	16.50	3.30	19.80
357	NCC Labour Costs	27/01/2015	101033	Christmas lights instalation	Northumberland County Council	61.25	12.25	73.50
358	Public Seat Maintenance	27/01/2015	101033	Seat maintenance	Northumberland County Council	110.00	22.00	132.00
359	Public Realm Works	27/01/2015	101033	Litter bin replacement	Northumberland County Council	30.62	6.11	36.73
360	Marketing	03/03/2015	101045	Printing	Shepherds Walks	420.00	0.00	420.00
361	Management	03/03/2015	101045	Managment	Shepherds Walks	735.00	147.00	882.00
362	Transport	03/03/2015	101045	Bus hire	Shepherds Walks	100.00	0.00	100.00
363	Exhibition	03/03/2015	101046	Exhibition costs	Berwick Visual Arts	2,000.00	0.00	2,000.00
364	Photocopies	03/03/2015	101047	Photocopies	Capital Solutions	21.44	4.29	25.73
365	IT Support	03/03/2015	101048	IT support	Northern Lab	90.00	18.00	108.00
366	Station Signs	03/03/2015	101049	Signs	Zedi Ltd	3,360.00	672.00	4,032.00
367	Other Marketing	03/03/2015	101050	Subscription	North Northumberland Tourism Asssociation	35.00	0.00	35.00
Total						41,793.54	3,486.60	45,280.14

Cheque 101011 Payment Previously reported unallocated

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
337	Public Seat Maintenance	18/12/2014	101011	Seat maintenance	Northumberland County Council	82.02	16.40	98.42
338	Dog Fouling (WOOFS)	18/12/2014	101011	Dog bag dispenser repair	Northumberland County Council	28.60	5.72	34.32
339	Dog Fouling (WOOFS)	18/12/2014	101011	Litter bin replacement	Northumberland County Council	34.94	6.99	41.93
340	Floral Displays [labour]	18/12/2014	101011	Labour	Northumberland County Council	551.23	110.25	661.48
341	Floral Displays [materials]	18/12/2014	101011	Compost	Northumberland County Council	189.20	37.84	227.04
342	Equipment Maintenance	18/12/2014	101011	Equipment removal	Northumberland County Council	28.60	5.72	34.32
343	Public Realm Works	18/12/2014	101011	Litter bin replacement	Northumberland County Council	133.20	26.64	159.84
344	Dog Fouling (WOOFS)	18/12/2014	101011	Dog bag dispenser repair	Northumberland County Council	28.60	5.72	34.32
345	Equipment Maintenance	18/12/2014	101011	Fence repair	Northumberland County Council	176.00	35.20	211.20
346	Bus Shelter Maintenance	18/12/2014	101011	Bus Shelter repairs	Northumberland County Council	31.27	6.25	37.52
347	Dog Fouling (WOOFS)	18/12/2014	101011	Dog bag dispenser repair	Northumberland County Council	51.67	10.33	62.00
348	Bus Shelter Maintenance	18/12/2014	101011	Bus Shelter cleaning	Northumberland County Council	15.31	3.06	18.37
349	Public Seat Maintenance	18/12/2014	101011	Seat maintenance	Northumberland County Council	59.40	11.88	71.28
350	Floral Displays [labour]	18/12/2014	101011	Watering	Northumberland County Council	1,469.95	293.99	1,763.94