

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 16 June 2014 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	I Hunter	(In the Chair for Item 1)
	J Stephenson	(In the Chair for Item 2 onwards)
	P Elliott	
	G Hill	
	G Jones	
	J Robertson	
	G Roughead	
	C Seymour	

### **IN ATTENDANCE:**

S Finch, Town Clerk

R Leetham, Finance Officer

8 members of the public

#### **F001/14 1. ELECTION OF CHAIRMAN**

**RESOLVED: That Councillor J Stephenson be appointed Chairman of the Finance and Resources Committee for the year 2014-15.**

The Chairman took the Chair for the remainder of the meeting.

#### **F002/14 2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **F003/14 3. APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED: That Councillor G Jones be appointed Vice Chairman of the Finance and Resources Committee for the year 2013-2014.**

#### **F004/14 4. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 28 April 2014 were agreed and signed as a

correct record.

**F005/14 5. STATEMENTS BY THE PUBLIC**

There were no statements by members of the public present.

**F006/14 6. DISCLOSURES OF INTEREST**

Councillor G Hill declared a disclosable pecuniary and personal interest in Item 12 (Tweedmouth Feast); and a personal interest in Item 12 (West End Residents Association).

**F007/14 7. REQUEST FOR DISPENSATION**

Councillors I Hunter, G Jones and J Robertson each requested a dispensation to allow them to speak on issues relating to Northumberland County Council. This was agreed.

**F008/14 8. 2013-14 ACCOUNTS**

Members considered the draft annual return for the year ending 31 March 2014 prepared as required by the Audit Commission, together with the internal audit report, the final balance sheet, the income and expenditure account and the variance report required by the auditors.

**RESOLVED: To note the report of the Internal Auditors and that no actions were required. Councillor G Hill abstained.**

**RESOLVED: To note the draft annual return for the year ending 31 March 2014; and the requirement by the Audit Commission for the return to be approved by full Council.**

**F009/14 9. SUMMARY OF RESERVES**

The paper setting out the reserves at 31 March 2014, and the impact on these reserves of the budget for the current financial year, were noted.

**F010/14 10. AUTHORISATION OF PAYMENTS AND ORDERS**

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

**F011/14 11. STATEMENT OF EXPENDITURE AGAINST BUDGET**

The report setting out the current expenditure against budget was noted.

**F012/14 12. APPLICATIONS FOR FINANCIAL ASSISTANCE**

**RESOLVED: The Town Council to purchase eight hanging baskets on behalf of the West End Residents Association at a total maximum cost of £180.**

**RESOLVED: To support the proposed Berwick Book Festival, the support**

**to cover fees and travel expenses for participating authors and illustrators (up to £1500), venue hire costs (up to £500) and associated set-up and insurance costs (up to £500).**

**RESOLVED: To support the Tweedmouth Feast with costs up to £1250, covering up to £950 for PA and stage costs; and up to £300 for pipe band and musicians.** [NOTE: Councillor G Hill left the meeting during consideration of the application on behalf of the Tweedmouth Feast Crowning and Carnival Committee.]

**F013/14**

**13. DATE OF NEXT MEETING**

The next meeting would be held on Monday, 21 July 2014 at 6.00pm.

Finance Resources Committee

Item 10  
Appendix C  
Monday 16th June 2014

9 June 2014 (14-15)

**PAYMENTS LIST**

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
1	Mayor personal & official expenses	23/04/2014	100878	Donation to riding of the bounds	Berwick Bounds Riding	100.00	0.00	100.00
2	Bounds Riding	23/04/2014	100878	Rosettes	Berwick Bounds Riding	197.45	0.00	197.45
3	Trail	23/04/2014	100879	Copyright fees	DACS	780.00	156.00	936.00
4	Recruitment Expenses	23/04/2014	100880	Occupational health report	Northumberland County Council	130.00	0.00	130.00
5	Water [owned]	23/04/2014	direct debit	Water services	Northumbrian Water	47.30	0.00	47.30
6	Water	23/04/2014	direct debit	Water services	Northumbrian Water	50.31	0.00	50.31
7	SSP Electricity	23/04/2014	direct debit	Electricity	British Gas	9.27	0.46	9.73
8	Advertising	23/04/2014	100881	Advert Portas Lowry	Living North	395.00	79.00	474.00
9	Walk Leaders	23/04/2014	100882	Walking Festival costs	Shepherds Walks	628.00	125.60	753.60
10	Management	23/04/2014	100882	Walking Festival costs	Shepherds Walks	62.00	12.40	74.40
11	Equipment & Furniture	23/04/2014	100883	Repairs	Steven Monks	15.80	3.16	18.96
12	Gas	23/04/2014	direct debit	Gas	Southern Electric	66.93	3.34	70.27
13	Town Improvement Projects	23/04/2014	100884	Grant payment	Berwick Preservation Trust	2,000.00	0.00	2,000.00
14	Bankhill	23/04/2014	100884	Grant payment	Berwick Preservation Trust	15,000.00	0.00	15,000.00
15	Boat Trips	23/04/2014	100885	Portas grant	Cittaslow Berwick	521.50	0.00	521.50
16	Public Seat Maintenance	23/04/2014	100886	Plaques	Shoecare	156.00	0.00	156.00
17	Salaries: Pension	23/04/2014	diret debit	Pension	NEST	170.08	0.00	170.08
18	Spittal Seaside Festival	23/04/2014	100887	Grant payment	Spittal Improvement Trust	2,000.00	0.00	2,000.00
19	BEES	23/04/2014	100887	Grant payment	Spittal Improvement Trust	500.00	0.00	500.00
20	Electricity	28/04/2014	direct debit	Electricity	Southern Electric	37.75	1.88	39.63
21	Costs	28/04/2014	100889	Freemen descents	Berwick Record Office	30.00	0.00	30.00
22	Advertising	28/04/2014	100890	Advert Portas Lowry	Instant Publications Ltd	283.50	56.70	340.20
23	Councillor Travel & Subsistence	28/04/2014	100891	Ink cartridges	A. Gibson	25.00	0.00	25.00
24	Berwick 900	28/04/2014	100892	Berwick 900	PM Zentler-Munro	500.00	0.00	500.00
25	Public Notices	28/04/2014	100893	Advert public meeting	Johnston Publishing Ltd	143.04	28.61	171.65
26	IT Support	28/04/2014	100894	IT support	Northern Lab	90.00	18.00	108.00
27-37	Salaries:	30/04/2014	100895	Salary	Northumberland County Council	7,431.78	0.00	7,431.78
38	Salaries: Payroll costs	30/04/2014	100895	PAYroll	Northumberland County Council	2.00	0.40	2.40
39	Hoppa Bus	07/05/2014	100888	Hoppa running costs	Adapt NE	3,000.00	0.00	3,000.00
40	Civic expenses	07/05/2014	debit card	mobile phone top up	Joyce Benton	20.00	0.00	20.00
41	Berwick in Bloom	09/05/2014	100896	Bus hire	Perryman's Buses	120.00	0.00	120.00

42	Here for You	09/05/2014	100897	Grant Here for You	Berwick Community Trust	6,000.00	0.00	6,000.00
43	Subscriptions	20/05/2014	100898	Subscription	Society of Local Council Clerks	231.00	0.00	231.00
44	Stationery & Printing	20/05/2014	100899	Stationery	Viking	42.39	8.48	50.87
45	Postage	20/05/2014	100899	Stationery	Viking	53.00	0.00	53.00
46	Promotional Materials	20/05/2014	100900	Printing	Inhouse design	1,980.00	0.00	1,980.00
47	Telecoms	20/05/2014	100901	Internet services	BT	25.70	5.14	30.84
48	Salaries: Pension	20/05/2014	direct debit	Pension	NEST	170.08	0.00	170.08
49	Electricity	20/05/2014	direct debit	Electricity	Southern Electric	40.91	2.04	42.95
50	Legal & Professional Fees	28/05/2014	100902	Employment advice	North East Regional Employers Organisation	273.00	54.60	327.60
51	Other Marketing	28/05/2014	100903	Subscription	North Northumberland Tourism Association	35.00	0.00	35.00
52	IT Support	28/05/2014	100904	IT support	Northern Lab	90.00	18.00	108.00
53	SSP Electricity	28/05/2014	direct debit	Electricity	British Gas	9.14	0.45	9.59
54	Councillor Travel & Subsistence	28/05/2014	100905	Mileage	Catherine Seymour	44.10	0.00	44.10
55-62	Salaries:	28/05/2014	100906	Salary	Northumberland County Council	6,035.27	0.00	6,035.27
63	Travel/subsistence: officers	28/05/2014	100906	Mileage	Northumberland County Council	19.40	0.85	20.25
64	Salaries: Payroll costs	28/05/2014	100906	PAYroll	Northumberland County Council	2.00	0.40	2.40
65	Boat Trips	02/06/2014	100907	Insurance - general	Towergate Insurance	757.80	0.00	757.80
						<b>50,321.50</b>	<b>575.51</b>	<b>50,897.01</b>