

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 16 September 2013 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: J Stephenson (Chairman)
P Elliott
T Forrester
G Hill
I Hunter
J Robertson
G Roughead

IN ATTENDANCE:

S Finch, Town Clerk

R Leetham, Finance Officer

F030/13 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

F031/13 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 22 July 2013 were agreed and signed as a correct record.

F032/13 3. STATEMENTS BY THE PUBLIC

There were no members of the public present.

F033/13 4. DISCLOSURES OF INTEREST

Councillor I Hunter declared a personal interest in Item 14 (Town Team);
Councillor G Hill declared a personal interest in Item 14 (Town Team)

F034/13 5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

F035/13 6. AUTHORISATION OF PAYMENTS AND ORDERS

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

It was noted that an adjustment of costs incurred by the Three Fields Residents' Association Fund Day had resulted in an underspend of some £130.

F036/13

7. STATEMENT OF EXPENDITURE AGAINST BUDGET

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

F037/13

8. NEW DIRECT DEBIT

RESOLVED: To agree to a direct debit to pay for a subscription to the Berwick Advertiser newspaper; and extending the existing arrangement with Northumbria Water to include the water supply to the allotments.

F038/13

9. STANDING COMMITTEE DECISIONS

There were no decisions to consider.

F039/13

10. DECISIONS MADE UNDER DELEGATED AUTHORITY

RESOLVED:

- (i) To propose that the following requirement relating to delegated authority should be incorporated within Standing Orders, and if agreed by Council, for the proposal to stand until the following Council meeting:

Where matters require urgent attention outside the meeting schedule, to delegate authority to make decisions to the Clerk in consultation with two of: the Town Mayor, Deputy Town Mayor and the Chairman of one Standing Committee. Any such decision should be reported to the next meeting of Council or relevant Committee.

- (ii) The Council to agree that until such time as the provision is formally incorporated into Standing Orders, all decisions made to date under delegated authority in the approved manner, and reported to the appropriate Committee or Council, should remain valid.

F040/13

11. FUTURE FINANCIAL COMMITMENTS

Members noted the commitment to carry out additional planting in Flagstaff Park rose garden at a cost of £301, which fell within the agreed budget for the project.

F041/13

12. NEW ENERGY SUPPLY CONTRACTS

Members noted the new energy supply contracts for the Town Council offices, and thanked the Finance Officer for identifying a supplier offering significant savings.

F042/13

13. APPLICATIONS FOR FINANCIAL ASSISTANCE

There were no applications for financial assistance.

RESOLVED: To exclude the press and public during discussion of Item 14, which included issues of a commercially sensitive nature.

F043/13

14. TOWN TEAM

RESOLVED: The Town Council to accept the invitation from the County Council to work in partnership to form a new team to deliver the Berwick Portas Pilot; and to establish a Town Centre group, with a broadly based membership, to work together to produce a plan reflecting shared objectives for the town centre, and initiating and managing their delivery.

Councillor Hill wished it recorded that she considered the Finance and Resources Committee was not the appropriate forum in which this matter should be discussed, and that it should be discussed by the full Council and also in an open meeting.

RESOLVED: To re-open the meeting to the press and public for the remainder of the meeting.

F044/13

15. DATE OF NEXT MEETING

The next meeting would be held on Monday, 18 November 2013 at 6.00pm.

Finance & Resources Committee
 Item 6
 Appendix A
 Monday 16th September 2013

9 September 2013 (13-14)

PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
116	Electricity	23/07/2013	Barclays Current	direct debit	Electricity	British Gas	L	32.68	1.63	34.31
117	Salaries: Pension	23/07/2013	Barclays Current	direct debit	Pension	NEST	Z	528.33	0.00	528.33
118	Councillor Travel & Subsistence	23/07/2013	Barclays Current	100744	Print cartridge	Asda	Z	24.97	0.00	24.97
119	Street Furniture Maintenance	23/07/2013	Barclays Current	100744	Painting light columns etc	Glendale Paints	Z	22.10	0.00	22.10
120	Mayor personal & official expenses	23/07/2013	Barclays Current	100745	Refreshments	Majestic Wine	Z	307.98	0.00	307.98
121	New Road Improvements	23/07/2013	Barclays Current	100746	New Road works	Northumberland County Council	Z	10,000.00	0.00	10,000.00
122	WOOFS	23/07/2013	Barclays Current	100747	Seagull signs	Fantasy Prints	S	29.70	5.94	35.64
123	WOOFS	23/07/2013	Barclays Current	100747	Seagull signs	Fantasy Prints	S	31.25	6.25	37.50
124	Other Events Grants	23/07/2013	Barclays Current	100748	Events Grant	Black Waves Theatre	Z	550.00	0.00	550.00
125-33	Salaries	24/07/2013	Barclays Current	100749	Salaries	Northumberland County Council	Z	5,497.91	0.00	5,497.91
132	Salaries: Payroll costs	24/07/2013	Barclays Current	100749	PAYroll	Northumberland County Council	S	2.00	0.40	2.40
134	Parade Power Supply	30/07/2013	Barclays Current	100750	Electricity	Scottish Power	L	8.66	0.43	9.09
135	IT Support	30/07/2013	Barclays Current	100751	IT support	Northern Lab	S	90.00	18.00	108.00
136	Public Seat Maintenance	07/08/2013	Barclays Current	100752	Seat maintenance	Northumberland County Council	S	106.52	21.30	127.82
137	Public Seat Maintenance	07/08/2013	Barclays Current	100752	Seat maintenance	Northumberland County Council	S	59.40	11.88	71.28
138	Public Seat Maintenance	07/08/2013	Barclays Current	100752	Seat maintenance	Northumberland County Council	S	178.20	35.64	213.84
139	Bus Shelter Maintenance	07/08/2013	Barclays Current	100752	Bus Shelter repairs	Northumberland County Council	S	1,135.67	227.13	1,362.80
140	Bus Shelter Maintenance	07/08/2013	Barclays Current	100752	Bus Shelter repairs	Northumberland County Council	S	108.38	21.68	130.06
141	Other	07/08/2013	Barclays Current	100752	Barrier supply	Northumberland County Council	S	33.00	6.60	39.60
142	Public Seat Maintenance	07/08/2013	Barclays Current	100752	Seat maintenance	Northumberland County Council	S	59.40	11.88	71.28
143	Floral Displays [materials]	07/08/2013	Barclays Current	100752	Seat maintenance	Northumberland County Council	S	2,749.43	549.89	3,299.32
144	Floral Displays [labour]	07/08/2013	Barclays Current	100752	Planting	Northumberland County Council	S	489.98	98.00	587.98
145	Bins - litter/grit	07/08/2013	Barclays Current	100752	Waste bin logos	Northumberland County Council	S	550.00	110.00	660.00
146	Bins - litter/grit	07/08/2013	Barclays Current	100752	Waste bin repair	Northumberland County Council	S	22.00	4.40	26.40
147	Software Licence Fee	07/08/2013	Barclays Current	100753	Scribe 2000 annual software licence	Scribe 2000	S	367.50	73.50	441.00
148	Meeting Expenses	07/08/2013	Barclays Current	100754	Projector hire	Berwick Community Trust	Z	10.00	0.00	10.00
149	Berwick in Bloom	07/08/2013	Barclays Current	100755	Britain in Bloom brochure	Martins	Z	55.00	0.00	55.00
150	Local Election Expenses	07/08/2013	Barclays Current	100756	Election expenses 260112	Northumberland County Council	Z	1,074.34	0.00	1,074.34
151	Telecoms	28/08/2013	Barclays Current	BACS	Internet services	BT	S	90.00	18.00	108.00

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT	Net	VAT	Total
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152	Banners	28/08/2013	Barclays Current	100763	Banners	Flying Colours Flagmakers	S	2,042.50	408.50	2,451.00
153	Berwick in Bloom	28/08/2013	Barclays Current	100757	Bus hire	Perryman's Buses	Z	115.00	0.00	115.00
154	Banners	28/08/2013	Barclays Current	100764	Bamboo poles	UK Bamboo Supplies	S	101.60	20.32	121.92
155	Marketing	28/08/2013	Barclays Current	100765	Printing	Shepherds Walks	S	100.00	20.00	120.00
156	Marketing	28/08/2013	Barclays Current	100765	Printing	Shepherds Walks	E	420.00	0.00	420.00
157	Stationery & Printing	28/08/2013	Barclays Current	100766	Stationery	Viking	S	23.99	4.80	28.79
158	Youth Council Budget	28/08/2013	Barclays Current	100767	Book	FINE	Z	22.00	0.00	22.00
159	Visit Berwick Leaflet	28/08/2013	Barclays Current	100768	Visit Britain Film	Northumberland Tourism	S	500.00	100.00	600.00
160	Photocopies	28/08/2013	Barclays Current	100769	Photocopies	Capital Solutions	S	33.00	6.60	39.60
161	Rent	28/08/2013	Barclays Current	100770	Rent	Edwin Thompson	S	1,650.00	330.00	1,980.00
162	Service Charge	28/08/2013	Barclays Current	100770	Service charge	Edwin Thompson	S	53.39	10.68	64.07
163	Hoppa Bus	28/08/2013	Barclays Current	100771	Street Sign	Fantasy Prints	S	130.45	26.09	156.54
164	Events Leaflet	28/08/2013	Barclays Current	100771	Lowery leaflet	Fantasy Prints	Z	207.60	0.00	207.60
165	SSP Electricity	28/08/2013	Barclays Current	direct debit	Electricity	British Gas	L	44.36	2.22	46.58
166	Electricity	28/08/2013	Barclays Current	direct debit	Electricity	British Gas	L	31.53	1.58	33.11
167	Salaries: Pension	28/08/2013	Barclays Current	direct debit	Pension	NEST	E	554.76	0.00	554.76
168	Other Events Grants	28/08/2013	Barclays Current	100762	Three fields fun day	Leipers	Z	500.00	0.00	500.00
169	Other Events Grants	28/08/2013	Barclays Current	100761	Three fields fun day	Berwick Pipe Band	Z	150.00	0.00	150.00
170	Other Events Grants	28/08/2013	Barclays Current	100759	Three fields fun day	Chris Wish	Z	120.00	0.00	120.00
171	Other Events Grants	28/08/2013	Barclays Current	100758	Three fields fun day	Cheviot Rentals	S	1,063.50	212.70	1,276.20
172	Other Events Grants	28/08/2013	Barclays Current	100758	Three fields fun day	Cheviot Rentals	Z	63.81	0.00	63.81
173-82	Salaries	29/08/2013	Barclays Current	100773	Salaries	Northumberland County Council	Z	5,968.92	0.00	5,968.92
183	Salaries: Payroll costs	29/08/2013	Barclays Current	100773	PAYroll	Northumberland County Council	S	2.00	0.40	2.40
184	WOOFs	03/09/2013	Barclays Current	100686	Waste bags	Portland polybags	S	756.56	151.31	907.87
185	Civic expenses	03/09/2013	Barclays Current	card payment	Phone Credit	O2	E	30.00	0.00	30.00
186	Insurance	04/09/2013	Barclays Current	100774	Insurance - general	Zurich Municipal	E	836.39	0.00	836.39
187	Public Seat Insurance	04/09/2013	Barclays Current	100774	Insurance - seats	Zurich Municipal	E	1,414.00	0.00	1,414.00
188	Bus Shelter Insurance	04/09/2013	Barclays Current	100774	Insurance - bus shelters	Zurich Municipal	E	796.00	0.00	796.00
189	Insurance	04/09/2013	Barclays Current	100774	Insurance - splash park	Zurich Municipal	E	766.00	0.00	766.00
190	Insurance	04/09/2013	Barclays Current	100774	Insurance - play area	Zurich Municipal	E	252.00	0.00	252.00
191	Civic regalia insurance	04/09/2013	Barclays Current	100774	Insurance - civic regalia	Zurich Municipal	E	4,025.00	0.00	4,025.00
192	Hoppa Bus	04/09/2013	Barclays Current	100775	Printing	Shiel Morrison	Z	48.00	0.00	48.00
193	Berwick in Bloom	04/09/2013	Barclays Current	100776	Britain in Bloom supplies	Direct fundraising	X	110.34	0.00	110.34
								47,145.15	2,519.25	49,664.40