

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 17 March 2014 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: J Stephenson (Chairman)  
P Elliott  
G Hill  
I Hunter  
G Jones  
J Robertson  
G Roughead  
C Seymour

### **IN ATTENDANCE:**

S Cozens, Assistant to the Clerk  
R Leetham, Finance Office  
Becci Murray, Project Manager, Here for You  
2 members of the public

#### **F081/13 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillor T Forrester (work commitment).

#### **F082/13 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 13 January 2014 were agreed and signed as a correct record.

#### **F083/13 3. STATEMENTS BY THE PUBLIC**

There were no statements by members of the public present.

#### **F084/13 4. DISCLOSURES OF INTEREST**

Councillor G Hill declared a personal interest in Item 10 (Financial Issues Raised By Other Committees).

**F085/13**

**5. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**F086/13**

**6. HERE FOR YOU – A SERVICE HELPING PEOPLE INTO EMPLOYMENT**

Standing Orders were suspended.

Becci Murray provide a verbal explanation of the previously distributed written information on the Here for You project. It is a service that aims to support individuals seeking work in Berwick-upon-Tweed to gain employment. The project has a current register of 258 people and has had 1734 attended appointments and helped 75 residents gain employment. The project has also enabled 60 local people to gain qualifications in Employability Skills and IT. The Here for you Project has won an Innovation Award from Berwick Voluntary Forum.

The Here for You project has funding until the end of May, unfortunately due to lack of funding after this period, there is a risk of losing staff and services.

The Chair thanked Becci Murray for her up-date.

Standing Orders were reinstated.

**RESOLVED: To make £6,000 available to the Here for You project.**

**F087/13**

**7. AUTHORISATION OF PAYMENTS AND ORDERS**

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

**F088/13**

**8. STATEMENT OF EXPENDITURE AGAINST BUDGET**

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

**F089/13**

**9. RISK ASSESSMENT**

Members considered the recently updated Risk Assessment. During discussion, it was suggested that the next review should consider any risks associated with extended staff absences.

**RESOLVED: (i) To recommend to full Council that the Risk Assessment be adopted; (ii) That the Staffing Committee discuss staffing issues to be added to the Risk Assessment; and (iii) That a Risk Management Group be established to review the Risk Assessment.**

**F090/13**

**10. FINANCIAL ISSUES RAISED BY OTHER COMMITTEES**

**RESOLVED:** To approve the recommendations of the Staffing Committee:

- (i) To provide advice and conduct any necessary follow-up work required after the completion of Norman Dunn's report. Provisional cost £2500.**
- (ii) To commission an Occupational Health Assessment of the Town Clerk. Cost up to £150.**

**F091/13**

**11. DECISIONS MADE UNDER DELEGATED AUTHORITY**

The following decision had been agreed under delegated powers (Section 101, Local Government Act 1972).

**RESOLVED:** that the Town Council would purchase spring bedding plants, estimated cost £3400 before VAT [in line with budget].

**RESOLVED:** that the Town Council should undertake tree work within the Bankhill Triangle as previously discussed by E&R committee, estimated cost £800.

**RESOLVED:** that the Town Council would order printing of its events leaflet, estimated cost £1200 [in line with budget].

**RESOLVED:** that the Town Council would carry out plumbing repairs in the office estimated cost £100.

**F092/13**

**12. APPLICATIONS FOR FINANCIAL ASSISTANCE**

- (i) RESOLVED: (i) To make £0 available to Berwick Rugby Club for their drainage and reseeding project as Members felt this type of application fell outside the Town Council's remit; and (ii) To make £0 available to Berwick Amateur Operatic Society for the purchase of an electronic piano as members felt this type of application fell outside of the Town Council's remit.**

Members considered proposals which had been made by the Events Committee which met on 27 January 2014 and the Environment and Regeneration Committee which met on 10 March 2014.

**(ii) RESOLVED: (i) To make £1,200 available (50% of the hire costs of the Town Hall) to support the Maltings in providing summer performances at the Town Hall on presentation of invoices; (ii) As the Book Festival had now been cancelled the original offer of £2,500 would be withdrawn and £0 made available to support Berwick Events Group. Should the Book Festival be reinstated then a new application for financial assistance should be made and this would be considered by the council; and (iii) To make up to £700 available to Spittal Improvement Trust Textile Stories Craft Tour 2014 (up to £200 for workshop materials and up to £500 towards the cost of the workshop leaders) on the provision that all schools in Berwick are invited to the workshops.**

**F093/13**

**13. APPOINTMENTS TO OUTSIDE BODIES**

There had been no requests for representation on outside bodies.

**F094/13**

**14. DATE OF NEXT MEETING**

The next meeting would be held on Monday, 28 April 2014 at 6.00pm.

Finance & Resources Committee

Item 7  
Appendix A

Monday 17th March 2014

**PAYMENTS LIST**

10-Mar-14

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
362	Legal & Professional Fees	14/01/2014	100840	Legal services	Sanderson McCreath & Edney	264.40	0.00	264.40
363	Legal & Professional Fees	14/01/2014	100840	Legal services	Sanderson McCreath & Edney	500.00	100.00	600.00
364	Insurance	16/01/2014	100841	Insurance - general	Zurich Municipal	124.16	0.00	124.16
365	Stationery & Printing	28/01/2014	100842	Stationery	Viking	55.08	11.02	66.10
366	Remembrance Day	28/01/2014	100843	Electrical work	Steven Monks	195.00	39.00	234.00
367	Maintenance & installation	28/01/2014	100843	remembrance day Christmas lights installation	Steven Monks	5,590.00	1,118.00	6,708.00
368	Lights & Fittings	28/01/2014	100843	Christmas lights installation	Steven Monks	578.00	115.60	693.60
369	Photocopies	28/01/2014	100844	Photocopies	Capital Solutions	21.10	4.22	25.32
370	Equipment & Furniture	28/01/2014	100845	Boiler replacement	JD Ross	752.00	150.40	902.40
371	IT Support	28/01/2014	100846	IT support	Northern Lab	90.00	18.00	108.00
372	Travel/subsistence: officers	28/01/2014	100847	Mileage	S Finch	-199.64	-8.71	-208.35
373	Salaries: Clerk	28/01/2014	100847	Salary S Finch	Northumberland County Council	2,229.03	0.00	2,229.03
374	Salaries: Assistant Clerk	28/01/2014	100847	Salary S Cozens	Northumberland County Council	915.19	0.00	915.19
375	Salaries: Finance Officer	28/01/2014	100847	Salary R Leetham	Northumberland County Council	734.26	0.00	734.26
376	Website staff	28/01/2014	100847	Salary L Dixon	Northumberland County Council	293.70	0.00	293.70
377	Salaries: Mayoral staff	28/01/2014	100847	Salary J Benton	Northumberland County Council	354.13	0.00	354.13
378	Salaries: Mayoral staff	28/01/2014	100847	Salary P Morgan	Northumberland County Council	70.29	0.00	70.29
379	Salaries: Freedom Admissions	28/01/2014	100847	Salary S Finch	Northumberland County Council	367.64	0.00	367.64
380	Salaries: Freedom Admissions	28/01/2014	100847	Salary S Cozens	Northumberland County Council	299.67	0.00	299.67
381	Salaries: PAYE	28/01/2014	100847	PAYE costs	Northumberland County Council	371.41	0.00	371.41
382	Travel/subsistence: officers	28/01/2014	100847	Mileage	Northumberland County Council	37.94	1.66	39.60
383	Travel/subsistence: officers	28/01/2014	100847	Mileage	Northumberland County Council	10.35	0.45	10.80
384	Salaries: Overtime	28/01/2014	100847	Salary S Finch	Northumberland County Council	68.64	0.00	68.64
385	Salaries: Payroll costs	28/01/2014	100847	PAYroll	Northumberland County Council	2.00	0.40	2.40
386	Salaries: Pension	28/01/2014	direct debit	Pension	NEST	170.08	0.00	170.08
387	Gas	28/01/2014	direct debit	Gas	Southern Electric	41.20	2.06	43.26
388	Subscriptions	28/01/2014	100848	Data Protection Act	Information Commissioner	35.00	0.00	35.00

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
389	SSP Electricity	28/01/2014	direct debit	Electricity	British Gas	9.50	0.48	9.98
390	Costs	28/01/2014	100849	Advert Portas MG	Johnston Publishing Ltd	145.00	29.00	174.00
391	Advertising	28/01/2014	100850	Advert Northumberland Tourism	Northumberland Tourism	1,000.00	200.00	1,200.00
392	Community Projects	04/02/2014	100851	Community Grant	Prior Park Improvements Association	300.00	0.00	300.00
393	Maintenance & installation	04/02/2014	100852	Electrical supply	Northumberland County Council	960.00	192.00	1,152.00
394	Mayor personal & official expenses	04/02/2014	100853	Mayor's Christmas Cards	Shiel Morrison	47.00	9.40	56.40
395	Legal & Professional Fees	04/02/2014	100854	Investigation	SPAN Consultancy	2,250.00	0.00	2,250.00
396	Visit Berwick Website	04/02/2014	100855	Visit berwick website	Northumberland Tourism	150.00	30.00	180.00
397	Transport	26/02/2014	100858	Bus hire	Shepherds Walks	270.00	0.00	270.00
398	IT Support	26/02/2014	100859	IT support	Northern Lab	90.00	18.00	108.00
399	Telecoms	26/02/2014	BACS	Internet services	BT	88.50	17.70	106.20
400	Equipment & Furniture	26/02/2014	100860	Plumbing to office premises	JD Ross	100.04	20.01	120.05
401	Electricity	26/02/2014	direct debit	Electricity	Southern Electric	46.11	2.30	48.41
402	SSP Electricity	26/02/2014	direct debit	Electricity	British Gas	9.15	0.46	9.61
403	Salaries: Pension	26/02/2014	direct debit	Pension	NEST	170.08	0.00	170.08
404	Salaries: Clerk	04/03/2014	100857	Salary S Finch	Northumberland County Council	2,229.03	0.00	2,229.03
405	Salaries: Assistant Clerk	04/03/2014	100857	Salary S Cozens	Northumberland County Council	915.19	0.00	915.19
406	Salaries: Finance Officer	04/03/2014	100857	Salary R Leetham	Northumberland County Council	734.26	0.00	734.26
407	Salaries: Overtime	04/03/2014	100857	Salary R Leetham	Northumberland County Council	330.41	0.00	330.41
408	Website staff	04/03/2014	100857	Salary L Dixon	Northumberland County Council	293.70	0.00	293.70
409	Salaries: Mayoral staff	04/03/2014	100857	Salary J Benton	Northumberland County Council	354.13	0.00	354.13
410	Salaries: Freedom Admissions	04/03/2014	100857	Salary S Finch	Northumberland County Council	367.64	0.00	367.64
411	Salaries: Freedom Admissions	04/03/2014	100857	Salary S Cozens	Northumberland County Council	299.67	0.00	299.67
412	Salaries: PAYE	04/03/2014	100857	PAYE costs	Northumberland County Council	407.54	0.00	407.54
413	Salaries: Payroll costs	04/03/2014	100857	PAYroll	Northumberland County Council	2.00	0.40	2.40
414	Stationery & Printing	04/03/2014	100861	Stationery	Viking	29.08	5.82	34.90
415	Councillor Travel & Subsistence	04/03/2014	100861	Print cartridge	Viking	34.47	6.89	41.36
416	Events Leaflet	04/03/2014	100862	Leaflet Distribution - Events	Border Events	25.00	5.00	30.00
417	Advertising	04/03/2014	100863	Advert Portas Lowry	The Crack	1,000.00	0.00	1,000.00
418	Rent	04/03/2014	100864	Rent	Edwin Thompson	1,650.00	330.00	1,980.00
419	Service Charge	04/03/2014	100864	Service charge	Edwin Thompson	53.39	10.68	64.07
						<b>28,331.52</b>	<b>2,430.24</b>	<b>30,761.76</b>