

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 17 June 2013 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	
	T Forrester	
	G Hill	
	G Roughead	
	J Robertson	

### **IN ATTENDANCE:**

S Finch, Town Clerk  
R Leetham, Finance Officer  
2 members of the public

**F001/13**      **1. ELECTION OF CHAIRMAN**  
**RESOLVED: That Councillor J Stephenson be appointed Chairman of the Finance and Resources Committee for the year 2013-14.**

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

**F002/13**      **2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**F003/13**      **3. APPOINTMENT OF VICE CHAIRMAN**

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

**F004/13**      **4. MINUTES OF THE LAST MEETING**

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

**F005/13**

**5. STATEMENTS BY THE PUBLIC**

There were no statements by members of the public present.

**F006/13**

**6. DISCLOSURES OF INTEREST**

Councillor Roughead declared a personal interest in Item 13 (application from Black Waves Theatre Company).

**F007/13**

**7. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**F008/13**

**8. 2012-13 ACCOUNTS**

The Finance Officer advised members of the requirements of the Audit Commission and the key features of the annual return, including the satisfactory report by the internal auditor.

The Chairman stressed the importance of the budget preparation, which should have an optimum lead time to allow adequate research and full member involvement. He proposed, and members agreed, that the Schedule III surplus should be incorporated into the budget, using the average figure from the foregoing three years.

**RESOLVED: To note the draft annual return for the year ending 31 March 2013; and the requirement by the Audit Commission for the return to be approved by full Council.**

**F009/13**

**9. SUMMARY OF RESERVES**

The paper setting out the reserves at 31 March 2013, and the impact on these reserves of the budget for the current financial year, were noted.

**F010/13**

**10. ADJUSTMENTS TO THE 2013-14 BUDGET**

Members considered the paper detailing a number of adjustments to the budget agreed for 2013-14. Officers provided further information on items and services the costs of which were expected to exceed the agreed budget.

The report was noted.

**F011/13**

**11. AUTHORISATION OF PAYMENTS AND ORDERS**

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

**F012/13**

**12. STATEMENT OF EXPENDITURE AGAINST BUDGET**

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

**F013/13**

**13. APPLICATIONS FOR FINANCIAL ASSISTANCE**

Members considered proposals which had been made by the Events Committee which met on 3 June 2013.

**RESOLVED:**

**(i) To make £2,000 available to Spittal Improvement Trust [SIT] Annual Events (Spittal Gala, Spittal Seaside Festival and Christmas Parade – Spittal).**

The Chairman suspended Standing Orders to allow Liam Mutch to give further information to members about the Black Waves Theatre Group. Standing Orders were then reinstated.

**(ii) To make £550 available to Black Waves Theatre Company for the purpose of hiring the Henry Travers Studio, The Maltings;**

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

**F014/13**

**14. PUBLIC TRANSPORT**

**RESOLVED: To underwrite, if necessary, the cost of running an increased bus service from Berwick-upon-Tweed to Holy Island during September 2013 only.**

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

**F015/13**

**15. DATE OF NEXT MEETING**

The next meeting would be held on Monday, 22 July 2013 at 6.00pm.

# Berwick-upon-Tweed Town Council

06 June 2013 (13-14)

Finance & Resources Committee

Item 11

Appendix D

Monday 17th June 2013

## PAYMENTS LIST to 06.06.13

### PAYMENTS LIST to 6.6.13

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
22	Salaries: Pension	22/04/2013	Barclays Current		Pension	NEST	Z	528.33	0.00	528.33
23	Public Notices	22/04/2013	Barclays Current	100685	Advertisement Annual Meeting	Johnston Publishing Ltd	S	100.00	20.00	120.00
24	Street Furniture Maintenance	22/04/2013	Barclays Current	100687	Painting light columns etc	Iain A Grieve	S	180.00	36.00	216.00
25	Electricity	22/04/2013	Barclays Current	direct debit	Electricity	British Gas	L	31.63	1.58	33.21
26	SSP Construction	30/04/2013	Barclays Current	100688	Training	24-7 Training	Z	1,000.00	0.00	1,000.00
27	Town Banners	30/04/2013	Barclays Current	100689	Banners	Flying Colours Flagmakers	S	1,557.50	311.50	1,869.00
28	SSP Equipment Maintainence	30/04/2013	Barclays Current	100690	Play Area maintainence Workshop	Northern Environment	S	385.85	77.17	463.02
29	Bounds Riding	30/04/2013	Barclays Current	100691	Rosettes	Berwick Riders Association	Z	125.45	0.00	125.45
30	Photocopies	30/04/2013	Barclays Current	100692	Photocopies	Capital Solutions	S	55.13	11.03	66.16
31	Visit Berwick Leaflet	30/04/2013	Barclays Current	100693	Advert Northumberland Holiday Guide	Premier Design & Print	S	1,400.00	280.00	1,680.00
32	IT Support	30/04/2013	Barclays Current	100694	IT support	Northern Lab	S	90.00	18.00	108.00
33	Stationery & Printing	01/05/2013	Barclays Current	100695	Compliment slips	Shiel Morrison	S	42.00	8.40	50.40
34	Subscriptions	23/05/2013	Barclays Current	100697	Subscription	Northumberland Association of Local Councils	Z	1,079.38	0.00	1,079.38
35	Stationery & Printing	23/05/2013	Barclays Current	100698	Printing	Fantasy Prints	S	52.90	10.58	63.48
36	Costs	23/05/2013	Barclays Current	100699	Freemen descents	Berwick Record Office	E	39.00	0.00	39.00
37	Mayor personal & official expenses	23/05/2013	Barclays Current	100700	Catering	LR Catering	E	225.00	0.00	225.00
38	Street Lights	23/05/2013	Barclays Current	100701	Jubilee Lamp	Northumberland County Council	S	8,161.91	1,632.38	9,794.29
39	Public Seat Maintenance	23/05/2013	Barclays Current	100702	Seat maintenance	Iain A Grieve	S	4,903.50	980.70	5,884.20
40	Photocopies	23/05/2013	Barclays Current	100704	Photocopies	Capital Solutions	S	35.04	7.01	42.05
41	Bounds Riding	23/05/2013	Barclays Current	100705	Refreshments	SPAR	Z	62.28	0.00	62.28
42	Mayor personal & official expenses	23/05/2013	Barclays Current	100706	Refreshments	Joyce Benton	Z	117.35	0.00	117.35
43	Stationery & Printing	23/05/2013	Barclays Current	100714	Stationery	Viking	S	42.38	8.48	50.86
44	Meeting Expenses	23/05/2013	Barclays Current	100714	Refreshments	Viking	Z	25.99	0.00	25.99
45	Postage	23/05/2013	Barclays Current	100714	Stamps	Viking	Z	110.00	0.00	110.00
46	Visit Berwick Website	06/06/2013	Barclays Current	100708	Visit berwick website	Northumberland Tourism	S	1,000.00	200.00	1,200.00

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
47	Town Improvement Projects	06/06/2013	Barclays Current	100709	DPPO signs	Northumberland County Council	Z	1,000.00	0.00	1,000.00
48	Hoppa Bus	06/06/2013	Barclays Current	100710	Advertisement Hoppa Bus	Johnston Publishing Ltd	S	150.00	30.00	180.00
49	Mayor personal & official expenses	06/06/2013	Barclays Current	100711	Mayor's visitor book	Geo C Grieve	S	10.83	2.16	12.99
50	Civic expenses	06/06/2013	Barclays Current	100712	Photography	PIctorial Photography	E	150.00	0.00	150.00
51	Hoppa Bus	06/06/2013	Barclays Current	100713	Printing	Fantasy Prints	S	40.00	8.00	48.00
52	IT Support	06/06/2013	Barclays Current	100715	IT support	Northern Lab	S	90.00	18.00	108.00
53	Parade Power Supply	06/06/2013	Barclays Current	100715	IT support	Northern Lab	S	216.00	43.20	259.20
54	Parade Power Supply	06/06/2013	Barclays Current	100716	Electrical supply	Scottish Power	L	14.66	0.73	15.39
55	Salaries: Pension	06/06/2013	Barclays Current	direct debit	Pension	NEST	X	528.33	0.00	528.33
56	Gas	06/06/2013	Barclays Current	direct debit	Gas	Scottish Gas	L	83.19	4.16	87.35
57	SSP Electricity	06/06/2013	Barclays Current	direct debit	Electricity	British Gas	L	6.42	0.32	6.74
58	Electricity	06/06/2013	Barclays Current	direct debit	Electricity	British Gas	L	33.26	1.66	34.92
59	Rent	06/06/2013	Barclays Current	100717	Rent	Edwin Thompson	S	1,650.00	330.00	1,980.00
60	Service Charge	06/06/2013	Barclays Current	100717	Rent	Edwin Thompson	S	53.39	10.68	64.07
61	Telecoms	06/06/2013	Barclays Current	BACS	Internet services	BT	S	84.00	16.80	100.80
62 – 71	Salaries	06/06/2013	Barclays Current	100703	Salaries	Northumberland County Council	Z	7,260.74	0.00	7,260.74
								<b>32,721.04</b>	<b>4,068.94</b>	<b>36,789.98</b>