

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 18 March 2013 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: I Hunter (Chair)  
B Douglas  
P Herdman MBE  
G Hill  
J Robertson  
F Simpson

### **IN ATTENDANCE:**

S Finch, Town Clerk  
John Bell, Berwick Youth Project

**F081/12**

#### **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillor J Waterhouse (personal).

**F082/12**

#### **2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 28 January 2013 were agreed and signed as a correct record.

**F083/12**

#### **3. STATEMENTS BY THE PUBLIC**

There were no statements by the public.

**F084/12**

#### **4. DISCLOSURE OF INTERESTS**

Councillor F Simpson declared a personal interest in Item 15 (Berwick Voluntary Forum);

Councillor G Hill declared a personal interest in Item 10 (Tweedmouth Feast).

**F085/12**

#### **5. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**F086/12**

**6. AUTHORISATION OF PAYMENTS AND ORDERS**

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

**F087/12**

**7. STATEMENT OF RECEIPTS AND PAYMENTS**

**RESOLVED: To note the receipts and payments to 11 March 2013 appended to these minutes.**

**F088/12**

**8. MAYOR'S AWARD**

John Bell, Berwick Youth Project, was welcomed to the meeting. He explained that the costs and complexities of the Duke of Edinburgh Award scheme had prompted the Youth Project to consider an alternative, less onerous scheme, which would have the same value and interest for young people. The proposed Mayor's Award would have a bronze, silver and gold award.

Members agreed they wished to support the new scheme through meeting the costs of the participants' record books, but felt that by also using the bronze, silver and gold award categories there could be confusion between that and the Duke of Edinburgh Award Scheme. It was suggested that the name of the scheme and the categories should be reviewed, preferably by young people, and it was suggested this be a matter for discussion by Berwick Youth Council.

**RESOLVED: The Council to make a Community Grant of £1000 to Berwick Youth Project for the purposes of supporting a new award scheme for young people in Berwick, Spittal and Tweedmouth.**

**F089/12**

**9. BANNERS IN MARYGATE**

**RESOLVED: The Town Council to purchase, at a cost of £1540, twenty banners, originally acquired for the Riding of the Bounds, for use in Marygate, to replace those which were now damaged.**

**F090/12**

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

The Clerk said that the report circulated highlighted changes to the 2013-14 budget, proposed by the Finance Officer following the agreement by the Events Committee to two substantial grants for what were expected to be annual events. The report also showed how the events were to be funded from a combination of reserves and the Events Grant budget.

The report was noted.

**F091/12**

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

**RESOLVED:** To approve the recommendations of the Events Committee at its meeting on 4 March:

**(i) Rotary Club: May Fair Party on the Parade, 26 May; pay for marquees, WC's and licences/health and safety on presentation of invoices, to a maximum value overall of £2460;**

**(ii) Berwick-upon-Tweed Riders' Association: Riding of the Bounds, 1 May; pay for public liability insurance and 'portaloos' on presentation of invoices, to a maximum overall of £800.**

**RESOLVED:** To approve recommendations of the Environment and Regeneration Committee at its meeting on 11 March: Berwick Visual Arts, a grant of £2000 towards the cost of making the Gymnasium Gallery a self-contained facility.

**F092/12**

**12. DIRECT DEBIT**

There were no new direct debit arrangements for which to seek agreement.

**F093/12**

**13. DECISIONS MADE UNDER DELEGATED AUTHORITY**

The following decisions had been agreed under delegated powers.

[Standing Orders: Where matters require urgent attention outside the meeting schedule, authority to make decisions delegated to the Clerk in discussion 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].

**RESOLVED:** that the Town Council would contribute £25,000, from reserves in the financial year 2013-14 to the Berwick Historic Area Improvement Scheme.

**This proposal was put to all members of the Environment and Regeneration Committee by email on 8 December 2012, and 6 members**

**(out of 10, quorum being 5) were in favour.**

**RESOLVED: that the Town Council should contribute 50% (subject to a maximum of £1000) to the costs of signage associated with the extension of the existing Designated Public Place Order to cover all of Berwick, Spittal and Tweedmouth.**

**This proposal was put to all members by email on 1 February 2013, and nine members (a majority) were in favour.**

The Clerk drew members' attention to the need to have regard to Section 137 expenditure, which in 2013-14 should not exceed £6.98 per elector.

Substantial grants agreed for purposes not covered by statutory powers, but for the benefit of residents and the area, had raised the S137 expenditure, which should now be monitored closely.

**F094/12**

#### **14. GRANT APPLICATION FORM**

The Clerk introduced the proposed grant application form, which was intended to replace the existing forms for the Berwick Environmental Enhancement Scheme, and the Events Grants scheme. The suggestion was that one form should be used for all applications to the Council, and officers would direct the application to the appropriate standing committee for consideration.

The form had now been re-designed, and included a requirement for applicants to show they had met all legal requirements, where appropriate; and a clause requiring grant monies to be returned in specific circumstances.

Members agreed the proposed form, subject to the deletion of the section requiring details of the groups assisted by the applicant organisation.

**F095/12**

#### **15. APPLICATIONS FOR FINANCIAL ASSISTANCE**

**RESOLVED: (i) The Council to make a community grant of £250 to Berwick Voluntary Forum to assist with the costs of the 2013 Community Awards ceremony; and (ii) The Council to make a community grant of**

**£250 to Community Action Northumberland to assist with its support to the local community.**

**F096/12**

**16. APPOINTMENTS TO OUTSIDE BODIES**

There were no requests for appointments to outside bodies.

**F097/12**

**17. DATE OF NEXT MEETING**

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

Finance & Resources Committee

Item 6

Appendix A

Monday 18th March 2013

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
380	Destination Marketing	15/01/2013	Barclays Current	100623	Website support and domain name fee	New Mind	1,020.00	204.00	1,224.00
381	Jubilee/Olympic Celebration	15/01/2013	Barclays Current	100624	Photography	PIctorial Photography	150.00	0.00	150.00
382	Electricity	15/01/2013	Barclays Current	direct debit	Electricity	British Gas	28.69	1.43	30.12
383-393	Salaries	15/01/2013	Barclays Current	100625	Salaries	Northumberland County Council	6,352.37	7.42	6,359.79
394	Water	16/01/2013	Barclays Current	direct debit	Water services	Northumbrian Water	38.44	0.00	38.44
395	Salaries: Pension	16/01/2013	Barclays Current	direct debit	Pension	NEST	512.46	0.00	512.46
396	Gas	16/01/2013	Barclays Current	direct debit	Gas	British Gas	86.35	4.32	90.67
397	SSP Running Costs	21/01/2013	Barclays Current	direct debit	Electricity	British Gas	8.47	0.42	8.89
398	Civic expenses	21/01/2013	Barclays Current	100626	Mayor & Sherrif hats	Michaels Civic Robes	760.00	152.00	912.00
399	Stationery and printing	28/01/2013	Barclays Current	100629	Stationery	Viking	49.70	9.94	59.64
400	Destination Marketing	28/01/2013	Barclays Current	100630	Website support and domain name fee	New Mind	35.00	7.00	42.00
401	Photocopies	28/01/2013	Barclays Current	100631	Photocopies	Capital Solutions	10.08	2.02	12.10
402	IT support	28/01/2013	Barclays Current	100632	IT support	Northern Lab	90.00	18.00	108.00
403	Maintenance & installation	28/01/2013	Barclays Current	100633	Christmas lights instalation	Steven Monks	5,761.00	1,152.20	6,913.20
404	Grants & Subsidies	13/02/2013	Barclays Current	100634	BEEs Grant	Inhouse design	85.00	0.00	85.00
405	SSP Running Costs	13/02/2013	Barclays Current	Direct Debit	Gas	British Gas	6.64	0.33	6.97
406	Mayor personal & official expenses	13/02/2013	Barclays Current	100635	Mayor's secretary mobile top up	Joyce Benton	30.00	0.00	30.00
426	Salaries: Pension	19/02/2013	Barclays Current	Direct Debit	Pension	NEST	512.46	0.00	512.46
427	Electricity	19/02/2013	Barclays Current	direct debit	Electricity	British Gas	33.10	1.66	34.76
428	Insurance	19/02/2013	Barclays Current	100636	Insurance - bus shelters	Zurich Municipal	491.40	0.00	491.40
429	Insurance	19/02/2013	Barclays Current	100636	Insurance - seats	Zurich Municipal	685.04	0.00	685.04
430	Training: officers	19/02/2013	Barclays Current	100638	Training	Action for Market Towns	85.00	0.00	85.00
431	Youth Council	19/02/2013	Barclays Current	100639	Youth Council	PIPAN	350.00	0.00	350.00
432-441	Salaries	19/02/2013	Barclays Current	100640	Salaries	Northumberland County Council	5,045.60	0.40	5,046.00

Berwick-upon-Tweed Town Council

PAYMENTS LIST

11 March 2013 (12-13)

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
443	IT support	26/02/2013	Barclays Current	100641	IT support	Northern Lab	90.00	18.00	108.00
444	Equipment & furniture	26/02/2013	Barclays Current	100642	Office equipment	Viking	42.69	8.54	51.23
445	Meeting & office expenses	26/02/2013	Barclays Current	100642	Milk , coffee, sundry	Viking	25.99	0.00	25.99
446	Rent	26/02/2013	Barclays Current	100643	Rent	Edwin Thompson	1,650.00	330.00	1,980.00
447	Service charge	26/02/2013	Barclays Current	100643	Rent	Edwin Thompson	53.39	10.68	64.07
448	Gas	26/02/2013	Barclays Current	100644	Gas	Npower	56.13	2.81	58.94
449	Telecoms	26/02/2013	Barclays Current	100646	Internet services	BT	84.00	16.80	100.80
450	Mayor personal & official expenses	05/03/2013	Barclays Current	100647	Printing	Shiel Morrison	90.00	18.00	108.00
451	Repairs & Maintenance	05/03/2013	Barclays Current	100648	Water services	Northumbrian Water	47.95	0.00	47.95
452	Destination Marketing	05/03/2013	Barclays Current	100649	Days Out & attractions leaflet	Northumberland Tourism	75.00	15.00	90.00
453	Postage	05/03/2013	Barclays Current	100650	Stamps	Viking	50.00	0.00	50.00
454	Stationery and printing	05/03/2013	Barclays Current	100650	Print cartridge	Viking	26.72	5.34	32.06
455	Subscriptions	05/03/2013	Barclays Current	100628	Data Protection Act	Information Commissioner	35.00	0.00	35.00
							<b>24,553.67</b>	<b>1,986.31</b>	<b>26,539.98</b>

11 March 2013 (12-13)  
 Finance & Resources Committee  
 Item 7  
 Appendix B  
 Monday 18th March 2013  
 Berwick-upon-Tweed Town Council  
 NETT POSITION BY COST CENTRE & CODE  
 ADMINISTRATION

Code	Title	Budget	Payments Actual	Current Balance
1-6	Salaries	43,981.00	41,860.17	2,120.83
7	Recruitment expenses	180.00	0.00	180.00
8	Job Evaluation	0.00	0.00	0.00
9	Training: officers	150.00	85.00	65.00
10	Travel/subsistence: officers	600.00	272.94	327.06
11	Training: Councillors	150.00	0.00	150.00
12	Travel/subsistence: Councillors	500.00	0.00	500.00
13	Rent	5,100.00	6,219.78	-1,119.78
14	Service charge	160.00	146.79	13.21
15	Rates	420.00	0.00	420.00
16	Gas	175.00	350.75	-175.75
17	Electricity	250.00	462.84	-212.84
18	Water	200.00	177.17	22.83
19	Telecoms	850.00	735.60	114.40
20	IT equipment	400.00	986.01	-586.01
21	IT support	700.00	1,862.50	-1,162.50
22	Software Licence fee	245.00	367.50	-122.50
23	Venue hire	0.00	0.00	0.00
24	Postage	150.00	295.01	-145.01
25	Stationery and printing	700.00	813.18	-113.18
26	Photocopies	720.00	207.48	512.52
27	Equipment & furniture	500.00	3,105.60	-2,605.60
28	Insurance	803.00	761.00	42.00
29	Audit: internal	250.00	144.00	106.00
30	Audit: external	550.00	1,080.00	-530.00
31	Legal & professional fees	500.00	580.00	-80.00
32	Election expenses	5,500.00	0.00	5,500.00
33	Public notices	250.00	186.80	63.20
34	Publications	50.00	0.00	50.00
35	Publicity	0.00	21.20	-21.20
36	Website	300.00	127.06	172.94
37	Subscriptions	1,130.00	1,220.02	-90.02
40	Meeting & office expenses	200.00	435.34	-235.34
63	Community Plan	0.00	0.00	0.00
67	Salaries	4,610.00	4,838.83	-228.83
		<b>70,274.00</b>	<b>67,342.57</b>	<b>2,931.43</b>



## CIVIC EVENTS

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Payments Actual</b>	<b>Current Balance</b>
38	Remembrance Day	950.00	881.00	69.00
91	Bounds Riding	0.00	251.67	-251.67
93	Other	0.00	717.33	-717.33
		<b>950.00</b>	<b>£1,850.00</b>	<b>-900.00</b>

## EVENTS COMMITTEE

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Payments Actual</b>	<b>Current Balance</b>
39	Grants	10,250.00	9,153.00	1,097.00
69	Events leaflet	800.00	1,760.00	-960.00
90	Jubilee/Olympic Celebration	10,000.00	10,050.39	-50.39
94	Parade Electricity Supply	0.00	66.31	-66.31

## FREEMEN: MAYORAL/CIVIC EXPENSES

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Payments Actual</b>	<b>Current Balance</b>
53	Salaries: Mayoral staff	4,750.00	4,191.93	558.07
54	Mayor personal & official expenses	2,500.00	1,189.08	1,310.92
55	Civic expenses	2,000.00	3,890.29	-1,890.29
56	Civic regalia insurance	4,000.00	3,621.00	379.00

## FINANCE AND RESOURCES COMMITTEE

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Payments Actual</b>	<b>Current Balance</b>
66	Youth Council	2,000.00	1,342.97	657.03
68	Grants & Subsidies	23,000.00	20,599.49	2,400.51
		<b>25,000.00</b>	<b>21,942.46</b>	<b>3,057.54</b>

## CAPITAL PROJECTS

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Payments</b>	<b>Current Balance</b>
86	Public Seats	17,875.00	9,136.00		8,739.00
87	New Road Improvements	11,000.00	531.88		10,468.12
88	Capital Project Reserves	21,125.00	0.00		21,125.00
		<b>50,000.00</b>	<b>£9,667.88</b>		<b>40,332.12</b>

## FREEMEN: RECEIPTS

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Receipts Actual</b>	<b>Current Balance</b>
61	Schedule III surplus	86,000.00	89892.9	3892.9
62	Freedom Admissions fees	640.00	340.00	-300.00

## RECEIPTS

Code	Title	Budget	Receipts Actual	Current Balance
47	Precept	100,456.00	100,456.00	0.00
48	Bank interest	100.00	64.68	-35.32
49	Sundry	0.00	2,110.00	2,110.00
50	Grants	0.00	3,500.00	3,500.00
92	VAT refund	0.00	27,205.09	27,205.09
		<b>100,556.00</b>	<b>£133,335.77</b>	<b>32,779.77</b>

## ENVIRONMENT & REGENERATION COMMITTEE

Code	Title	Budget	Receipts		Payments		Current Balance
			Actual	Budget	Actual		
41	Grants	0.00	0.00	0.00	50.00	-50.00	
42	Council projects	0.00	0.00	0.00	133.58	-133.58	
70	Environmental Projects	0.00	1,000.00	30,000.00	27,059.51	3,940.49	
71	Destination Marketing	0.00	500.00	10,000.00	5,727.50	4,772.50	
72	Public Seats	0.00	0.00	3,750.00	539.68	3,210.32	
73	Bus Shelters	0.00	0.00	2,000.00	85.00	1,915.00	
74	Bins - litter/grit	0.00	0.00	3,000.00	3,370.00	-370.00	
75	War Memorials: maintenance	0.00	0.00	80.00	0.00	80.00	
76	Grass Cutting	0.00	0.00	4,500.00	0.00	4,500.00	
77	BEES	0.00	0.00	5,000.00	607.63	4,392.37	
95	Destination Marketing Staff	0.00	0.00	2,610.00	2,279.50	330.50	
			<b>£1,500.00</b>	<b>60,940.00</b>	<b>£39,852.40</b>	<b>22,587.60</b>	

## FESTIVE LIGHTING

Code	Title	Budget	Receipts		Payments		Current Balance
			Actual	Budget	Actual		
43	Maintenance & installation	0.00	0.00	3,500.00	8,004.81	-4,504.81	
44	Lights & Fittings	0.00	0.00	10,000.00	6,236.46	3,763.54	
45	Other costs	0.00	0.00	1,000.00	1,634.91	-634.91	
46	Donations	2,000.00	0.00	0.00	0.00	-2,000.00	
			<b>£0.00</b>	<b>11,000.00</b>	<b>£15,876.18</b>	<b>-6,876.18</b>	

## FREEMEN: FREEDOM ADMISSIONS

Code	Title	Budget	Receipts		Payments		Current Balance
			Actual	Budget	Actual		
59	Salaries: Freedom Admissions	0.00	0.00	7,932.00	6,880.72	1,051.28	
60	Costs	0.00	50.00	120.00	208.01	-38.01	
			<b>£50.00</b>	<b>8,052.00</b>	<b>£7,088.73</b>	<b>1,013.27</b>	

## ALLOTMENTS

Code	Title	Budget	Receipts		Payments		Current Balance
			Actual	Budget	Actual		
51	Income - Rents	328.00	150.34	0.00	0.00	-177.66	
52	Repairs & Maintenance	0.00	0.00	3,000.00	2,181.45	818.55	
			<b>£150.34</b>	<b>3,000.00</b>	<b>£2,181.45</b>	<b>640.89</b>	

## PLAY AREAS

Code	Title	Budget	Receipts		Payments		Current Balance
			Actual	Budget	Actual		
64	SSP Construction	0.00	1,100.00	9,000.00	8,726.64	1,373.36	
78	SSP Running Costs	0.00	0.00	5,500.00	140.96	5,359.04	
79	SSP Site Maintenance	0.00	0.00	500.00	1,666.35	-1,166.35	
80	SSP Equipment Maintenance	0.00	0.00	0.00	0.00	0.00	
81	Inspections	0.00	0.00	1,500.00	0.00	1,500.00	
82	Insurance	0.00	0.00	900.00	910.00	-10.00	
83	HPA Equipment Maintenance	0.00	0.00	2,200.00	0.00	2,200.00	
84	HPA Site Maintenance	0.00	0.00	500.00	0.00	500.00	
85	SLA routine maintenance	0.00	0.00	1,320.00	0.00	1,320.00	
89	Play Area Reserves	0.00	0.00	37,580.00	8,622.00	28,958.00	
			<b>£1,100.00</b>	<b>59,000.00</b>	<b>20,065.95</b>	<b>40,034.05</b>	