

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 18 November 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	
	G Jones	(from Item 6 onwards)
	J Robertson	
	G Roughead	
	C Seymour	(from Item 6 onwards)

IN ATTENDANCE:

S Finch, Town Clerk

R Leetham, Finance Officer

3 members of the public

F045/13 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

F046/13 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 16 September were agreed and signed as a correct record, subject to members' agreeing to a request by Councillor G Hill that the words 'which included issues of a commercially sensitive nature' should be deleted from the resolution relating to Item 14.

Councillor G Hill also asked for it to be noted that she did not recollect the second part of the resolution in Item 10 being discussed, and she therefore did not consider the minutes to be accurate.

F047/13

3. STATEMENTS BY THE PUBLIC

There were no statements by members of the public.

F048/13

4. DISCLOSURES OF INTEREST

Councillor G Hill declared a prejudicial and personal interest in Item 10 (Standing Committee Decisions).

Councillors J Robertson and P Elliott each declared a personal interest in Item 11 (Berwick 900).

Councillor P Elliott declared a personal interest in Item 12 (Community Right to Bid).

Councillors P Elliott and G Roughead each declared a personal interest in Item 13 (Seats/Benches).

Councillor I Hunter declared a personal interest in Item 15 (Application for Financial Assistance, Prior Park Residents' Association).

F049/13

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

F050/13

6. AMENDMENT TO MEMBERSHIP OF COMMITTEE

RESOLVED: To appoint Councillors G Jones and C Seymour to the Finance and Resources Committee with immediate effect (Councillors Jones and Seymour thereupon joined the meeting).

F051/13

7. AUTHORISATION OF PAYMENTS AND ORDERS

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

F052/13

8. STATEMENT OF EXPENDITURE AGAINST BUDGET

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

F053/13

9. BUDGET 2014-15

(i) **RESOLVED: To agree the 2014-15 budget proposals relating to items not covered by other Standing Committees.**

(ii) Additional items which had been for information were not yet available.

F054/13

10. STANDING COMMITTEE DECISIONS

There were no Standing Committee decisions which had been made which had financial implications for the Council.

[NOTE: Councillor G Hill left the room during this item].

F055/13

11. BERWICK 900

RESOLVED: The Town Council to host the financial administration for the Berwick 900 event, the administrative costs to be re-charged to the financial contribution being made by the Town Council to the event.

F056/13

12. COMMUNITY RIGHT TO BID

RESOLVED: The Town Council to nominate the changing rooms at Newfields as an asset of community value.

F057/13

13. SEATS / BENCHES

The Chairman reported on the work of the task group he had invited to consider how to progress maintenance at minimum cost and with the full involvement of the community. This was noted.

F058/13

14. BANKHILL FORMER LADIES TOILET

The Clerk reported that the transfer of the freehold of the Bankhill ladies toilet was imminent subject to further enquiries about water and drainage.

RESOLVED: Two councillors to sign the deed transferring the Bankhill former ladies toilet from Northumberland County Council to Berwick-upon-Tweed Town Council.

F059/13

15. APPLICATIONS FOR FINANCIAL ASSISTANCE

- (i) **RESOLVED: To make a donation of up to £300 towards the cost of the Prior Park Residents Association Pensioners Christmas Lunch, the grant to cover costs of table cloths and decorations, and entertainment.**
- (ii) **RESOLVED: To agree the recommendation by the Events Committee that a grant of £3000 be made to Berwick Visual Arts to help meet the costs of the Lowry Exhibition.**

F060/13

16. DATE OF NEXT MEETING

The next meeting would be held on Monday, 16 December 2013 at 6.00pm.

Before closing the meeting, the Chairman agreed to the suspension of Standing Orders, to allow Councillor T Forrester to introduce representatives of Berwick Events Group, who outlined their plans for a Book Festival and sought further advice on how to apply for assistance from the Town Council. Standing Orders were re-instated.

Finance & Resources Committee

Item 6

Appendix A

Monday 18th November 2013

11 November 2013 (13-14)

PAYMENTS LIST

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
194	Councillor Travel & Subsistence	11/09/2013	100777	Mileage	Councillor John Stephenson	42.00	0.00	42.00
195	Promotion	11/09/2013	100778	Road signs	AA Media Ltd	635.00	127.00	762.00
196	Mayor personal & official expenses	11/09/2013	100779	Printing	Shiel Morrison	35.00	7.00	42.00
197	Mayor personal & official expenses	11/09/2013	100779	Printing	Shiel Morrison	130.00	0.00	130.00
198	Councillor Training	11/09/2013	100780	Training	North East Regional Employers Organisation	250.00	50.00	300.00
199	Gas	16/09/2013	direct debit	Gas	British Gas	18.70	0.94	19.64
200	SSP Electricity	16/09/2013	direct debit	Electricity	British Gas	25.16	1.26	26.42
201	IT Equipment	16/09/2013	100781	Laptop battery	Viking	29.87	5.97	35.84
202	Floral Displays [materials]	16/09/2013	100782	Plants	Newton Don Nursery	660.77	132.15	792.92
203	Public Seat Maintenance	16/09/2013	100783	Seat plaque	Shoecare	33.00	0.00	33.00
225	Salaries	24/09/2013	100784	Salaries	Northumberland County Council	5,817.06	0.00	5,817.06
235	Telecoms	24/09/2013	100785	phone	BT	81.34	16.26	97.60
236	External Audit	24/09/2013	100786	External audit	BDO LLB	600.00	120.00	720.00
237	Stationery & Printing	24/09/2013	100787	Stationery	Viking	48.11	9.62	57.73
238	Meeting Expenses	24/09/2013	100787	Catering	Viking	25.99	0.00	25.99
239	Postage	24/09/2013	100787	Stamps	Viking	110.00	0.00	110.00
240	Salaries: Pension	24/09/2013	direct debit	Pension	NEST	554.76	0.00	554.76
241	Electricity	24/09/2013	direct debit	Electricity	British Gas	35.36	1.77	37.13
242	IT Support	08/10/2013	100772	IT support	Northern Lab	90.00	18.00	108.00
243	Water [owned]	08/10/2013	direct debit	Water services	Northumbrian Water	47.95	0.00	47.95
244	Public Notices	08/10/2013	100788	Advert public meeting	Johnston Publishing Ltd	120.00	24.00	144.00
245	NTA Days Out & Visit Berwick	08/10/2013	100789	Northumberland Holiday Guide advert	Northumberland Tourism	1,440.00	288.00	1,728.00
246	NTA Days Out & Visit Berwick	08/10/2013	100789	Days Out leaflet	Northumberland Tourism	1,080.00	216.00	1,296.00
247	Publications	08/10/2013	debit card	Book	Lexis Nexis	60.00	0.00	60.00
248	Photocopies	08/10/2013	100790	Photocopies	Capital Solutions	54.95	10.99	65.94
249	Photocopies	08/10/2013	100790	Photocopier service agreement	Capital Solutions	195.00	39.00	234.00
250	IT Support	08/10/2013	100791	IT support	Northern Lab	90.00	18.00	108.00
251	Promotion	08/10/2013	100792	Road signs	AA Media Ltd	250.00	50.00	300.00
252	Legal & Professional Fees	15/10/2013	100793	Legal services	Sanderson McCreath & Edney	260.00	0.00	260.00
253	Marketing	17/10/2013	100794	Marketing	Shepherds Walks	21.92	4.38	26.30

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
254	Marketing	17/10/2013	100794	Marketing	Shepherds Walks	88.60	0.00	88.60
255	Costs	17/10/2013	100795	Freemen descents	Berwick Record Office	91.00	0.00	91.00
256	Water	17/10/2013	direct debit	Water services	Northumbrian Water	53.32	0.00	53.32
257	SSP Electricity	17/10/2013	direct debit	Electricity	British Gas	37.28	1.86	39.14
258	Electricity	17/10/2013	direct debit	Electricity	British Gas	35.22	1.76	36.98
259	Tweedmouth Feast	17/10/2013	100797	Events Grant	Tweedmouth Feast	1,473.00	0.00	1,473.00
260	Equipment & Furniture	30/10/2013	100798	Office equipment	Viking	24.64	4.93	29.57
261	IT Support	30/10/2013	100799	IT support	Northern Lab	90.00	18.00	108.00
262	Salaries	30/10/2013	100800	Salaries	Northumberland County Council	5,557.96	0.00	5,557.96
271	Salaries: Pension	30/10/2013	direct debit	Pension	NEST	554.76	0.00	554.76
272	CAB	30/10/2013	100801	Grant to CAB	CAB	20,000.00	0.00	20,000.00
273	IT Support	04/11/2013	100802	IT support	Northern Lab	70.00	14.00	84.00
274	Public Seat Maintenance	04/11/2013	100803	Seat maintenance	Iain A Grieve	5,293.00	1,058.60	6,351.60
275	Promotion	05/11/2013	100796	Road signs	AA Media Ltd	250.00	50.00	300.00
						46,459.92	2,290.29	48,750.21