

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Wednesday, 20 May 2015 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	H Bettison	(In the Chair for Item 1)
	G Hill	(In the Chair for Item 2 onwards)
	A Gibson	
	G Roughead	
	C Seymour	

### **IN ATTENDANCE:**

S Cozens, Assistant to the Clerk

7 members of the public

**F001/15**

#### **1. ELECTION OF CHAIRMAN**

**RESOLVED: That Councillor G Hill be appointed Chairman of the Finance and Resources Committee for the year 2015-16.**

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

**F002/15**

#### **2. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillor I Dixon (personal).

**F003/15**

#### **3. APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED: That Councillor C Seymour be appointed Vice Chairman of the Finance and Resources Committee for the year 2015-2016.**

**F004/15**

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

The minutes of the meeting held on 27 April 2015 were agreed and signed as a correct record.

**F005/15**

#### **5. STATEMENTS BY THE PUBLIC**

Members of the public made statements and raised issues and questions regarding the authorisation of payments and orders.

**F006/15**

#### **6. DISCLOSURES OF INTEREST**

Councillor G Roughead declared a personal interest in Item 8, (Authorisation of

Payments and Orders) in relation to the Hoppa Bus.

**F007/15**

## **7. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**F008/15**

## **8. AUTHORISATION OF PAYMENTS AND ORDERS**

The level of detail included in the appendix was discussed. Councillor H Bettison reported that she would be meeting with Town Council officers to discuss implementing further information within future reports of Authorisation of Payments and Orders.

Members requested a meeting with representatives of the Portas Management Group for an update, and that the Finance and Resources Committee should receive minutes of the Group's meetings.

Standing Orders were suspended.

Members of the public made statements regarding the Events Grant payment to Berwick Visual Arts.

Standing Orders were reinstated.

**RESOLVED: To approve the payments and orders appended to these minutes but not the Events Grant to Berwick Visual Arts which would be deferred until further information had been received.**

**F009/15**

## **9. APPROVAL OF PLANNED EXPENDITURE**

**RESOLVED: To approve the following planned expenditure:**

- i. Purchase of copier paper £42 plus VAT.**
- ii. Renew subscription to Northumberland Association of Local Councils £1328.**
- iii. Purchase dog waste dispenser bags £900 plus VAT.**

**F010/15**

## **10. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There were no applications for financial assistance.

**F011/15**

## **11. OFFICE EFFICIENCIES**

Following discussion of the previously circulated report members decided that the following actions should be undertaken:

1. Request To Have Separate Phone Lines To Officer Desks  
Officers should discuss possible options.
2. Upgrade Or Purchase Of 2 Lap Tops For Office Staff  
Three quotes are to be sought.
3. Purchase Of Two Bins For The Town Council Office  
Contact would be made with the landlords to explore the possibility of them supplying bins.

**F012/15**

**12. PENSIONS REGULATOR**

**RESOLVED: To nominate the Town Clerk as the contact to the Pension Regulator.**

**F013/15**

**13. DATE OF NEXT MEETING**

The next meeting would be held on Monday, 15 June 2015 at 6.00pm.

14 May 2015 (15-16)

**Berwick-upon-Tweed Town Council**  
**DIRECT PAYMENTS TO BE NOTED**

<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>
35	Water [owned]	14/05/2015	direct debit	Water services	Northumbrian Water	47.50	0.00	47.50
36	Electricity	14/05/2015	direct debit	Electricity	Southern Electric	41.64	2.08	43.72

**Berwick-upon-Tweed Town Council****PAYMENTS TO BE APPROVED**

<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>
37	B900 Shields	14/05/2015	101089	Shields	Berwick 900	4,366.94	0.00	4,366.94
38	Hoppa Bus	14/05/2015	101090	Printing	Shiel Morrison	60.00	0.00	60.00
39	Berwick in Bloom	14/05/2015	101091	Bus hire	Perryman's Buses	120.00	0.00	120.00
40	Mayor personal & official expenses	14/05/2015	101092	Refreshments	SPAR	61.06	0.00	61.06
41	Civic expenses	14/05/2015	101093	Tumblers	Joyce Benton	7.00	0.00	7.00
42	Civic expenses	14/05/2015	101094	Refreshments	I Hunter	89.34	0.00	89.34
43	Councillor Travel & Subsistence	14/05/2015	101094	Mileage	I Hunter	43.20	0.00	43.20
44	Hoppa Bus	14/05/2015	101095	Hoppa running costs	Adapt NE	7,400.00	0.00	7,400.00
45	Other Events Grants	14/05/2015	101096	Events Grant	Berwick Visual Arts	3,000.00	0.00	3,000.00