

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 21 July 2014 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

S Finch, Town Clerk
R Leetham, Finance Officer
M MacFarlane, Northumbrian Citizens Advice Bureau
4 members of the public

F014/14 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

F015/14 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 16 June 2014 were agreed and signed as a correct record, subject to it being noted that:

- (i) in minute F003/14 the year should read 2014-2015;and
- (ii) Councillor G Hill had stated she had a personal and pecuniary interest in Item 12 (Tweedmouth Feast), not a disclosable pecuniary interest.

F016/14 3. STATEMENTS BY THE PUBLIC

Clarification was sought about the Portas monies and the expenditure on the Lowry project. Questions covered the apparent lack of consistency between figures provided in January by Northumberland County Council and figures

provided in July by Berwick-upon-Tweed Town Council. Questions were also raised about the costs of staffing the exhibition; and about where the Portas monies were now held following the transfer of management from Arch to Berwick-upon-Tweed Town Council.

F017/14

4. DISCLOSURES OF INTEREST

All members declared a personal interest in Item 11 (Applications for Financial Assistance) in relation to the application by Berwick in Bloom.

F018/14

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

F019/14

6. CITIZENS ADVICE BUREAU

The Chairman welcome Mrs MacFarlane to the meeting, to present her report on the activities of the CAB since April, circulated to members in advance of the meeting, and to answer questions.

The changes to welfare benefits, and in particular changes to housing benefits, accounted for a substantial part of the Bureau's workload.

Mrs MacFarlane confirmed, in response to questions from members, that no financial support was currently received from Scotland; she also agreed that considerable preventative work was needed to try and reduce the levels of unmanageable debt which accounted for a large part of the workload.

It was noted that, using the statistics provided by the CAB, one in ten of residents within the Town Council area had sought help from the CAB.

The Chairman reaffirmed the Council's support for the CAB, which would be receiving a further grant of £20,000 during 2014-2015. He welcomed the report which had been provided and all agreed it would be helpful to receive this format of report on a regular basis.

F020/14

7. AUTHORISATION OF PAYMENTS AND ORDERS

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

Councillor G Hill requested that it be minuted that in her view the expenditure of £1311 on fees payable to Sanderson McCreath and Edney was unlawful and a misuse of public money.

F021/14

8. STATEMENT OF EXPENDITURE AGAINST BUDGET

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

F022/14 **9. FINANCIAL ISSUES RAISED BY OTHER COMMITTEES**

There were no issues raised by other Committees.

F023/14 **10. DECISIONS MADE UNDER DELEGATED AUTHORITY**

The following decisions had been agreed under delegated authority, in accordance with Section 101, Local Government Act 1972.

RESOLVED: The Town Council would purchase recording equipment for use at Council and Committee meetings, cost £162.49 net of VAT.

RESOLVED: The Town Council would contribute towards the cost of 5 town centre AA directional signs to the LS Lowry exhibition, cost £98 net of VAT.

F024/14 **11. APPLICATIONS FOR FINANCIAL ASSISTANCE**

RESOLVED: To support the hosting by Berwick in Bloom of the Northumbria in Bloom meetings 2015, as follows:

Cost of hall hire (£650 for two events)

50% contribution to cost of hire of additional seating (up to £280)

50% contribution to cost of hire of audio visual equipment (up to £1560).

The total contribution by the Town Council to be a maximum of £2490.

F025/14 **12. APPOINTMENTS TO OUTSIDE BODIES**

There had been no requests for representation on outside bodies.

F026/14 **13. DATE OF NEXT MEETING**

The next meeting would be held on Monday, 22 September 2014 at 6.00pm.

NOTE: The full audio proceedings of this meeting may be found at www.berwick-tc.gov.uk.

Finance Resources Committee

Item 7
Appendix B
Monday, 21 July 2014

15 July 2014 (14-15)

PAYMENTS LIST

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
66	Advertising	16/06/2014	100908	Advert Portas Lowry	Trinity Mirror	500.00	100.00	600.00
67	Advertising	16/06/2014	100908	Advert Portas Lowry	Trinity Mirror	333.80	66.76	400.56
68	Rent	16/06/2014	100909	Rent	Edwin Thompson	1,650.00	330.00	1,980.00
69	Service Charge	16/06/2014	100909	Rent	Edwin Thompson	53.39	10.68	64.07
70	Promotional Materials	16/06/2014	100910	Printing	Fantasy Prints	30.00	6.00	36.00
71	Civic expenses	16/06/2014	100911	Refreshments	SPAR	64.18	0.00	64.18
72	Civic expenses	16/06/2014	100912	Refreshments	LR Catering	154.00	0.00	154.00
73	SSP Electricity	16/06/2014	direct debit	Electricity	British Gas	17.33	0.86	18.19
74	Electricity	16/06/2014	direct debit	Electricity	Southern Electric	44.77	2.23	47.00
75	Berwick 900	16/06/2014	100913	Grant Berwick 900	Berwick 900	11,500.00	0.00	11,500.00
76	Councillor Travel & Subsistence	30/06/2014	100914	Ink cartridges	A. Gibson	27.00	0.00	27.00
77	Bank Charges	30/06/2014	direct debit	Bank charges	Barclays Bank	41.35	0.00	41.35
78	Telecoms	30/06/2014	direct debit	phone	BT	95.30	19.06	114.36
79	Internal Audit	30/06/2014	100915	Internal audit	Seahouses Development Compny	600.00	0.00	600.00
80	Salaries: Pension	30/06/2014	direct debit	Pension	NEST	209.77	0.00	209.77
81	Promotional Materials	30/06/2014	100916	Banners	The flag man	2,031.30	406.26	2,437.56
82	Stationery & Printing	30/06/2014	100914	Stationery	Viking	40.18	8.04	48.22
83	Meeting Expenses	30/06/2014	100914	Stationery	Viking	38.98	0.00	38.98
84	Promotional Materials	01/07/2014	100918	Printing	Fantasy Prints	70.00	14.00	84.00
85	Stationery & Printing	01/07/2014	100918	Printing	Fantasy Prints	7.50	1.50	9.00
86	Photocopies	01/07/2014	100919	Photocopies	Capital Solutions	33.88	6.78	40.66
87	Subscriptions	01/07/2014	100920	Subscription	Northumberland Association of Local Councils	1,133.35	0.00	1,133.35
88	Salaries:	01/07/2014	100921	Salaries:	Northumberland County Council	6,038.51	0.00	6,038.51
97	Salaries: Payroll costs	01/07/2014	100921	PAYroll	Northumberland County Council	2.00	0.40	2.40
98	Civic expenses	01/07/2014	debit card	Phone Credit	Joyce Benton	30.00	0.00	30.00
99	Advertising	09/07/2014	100922	Bus advert	Perryman's Buses	384.00	76.80	460.80
100	Heritage Parks Project	09/07/2014	100923	HLF Parks project	Northumberland County Council	5,000.00	0.00	5,000.00
101	Public Realm Works	09/07/2014	100924	Paints rollers etc (B Shaw)	A. Gibson	9.89	0.00	9.89
102	Sundry	09/07/2014	100925	Repayment	Northumberland County Council	90.00	0.00	90.00
103	Floral Displays [materials]	09/07/2014	100926	Bedding Plants	Newton Don Nursery	3,578.53	715.71	4,294.24
104	Legal & Professional Fees	09/07/2014	100927	Legal services	Sanderson McCreath & Edney	1,311.00	262.20	1,573.20
105	Advertising	09/07/2014	100928	Advert Portas Lowry	Border Events	395.00	79.00	474.00
106	Bins - litter/grit	09/07/2014	100929	Waste bins	Broxap Ltd	1,425.00	285.00	1,710.00
107	Promotional Materials	09/07/2014	100930	Posters	Fantasy Prints	72.80	14.56	87.36
108	Promotional Materials	09/07/2014	100930	Posters	Fantasy Prints	80.00	0.00	80.00

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
109	Buttermarket	09/07/2014	100930	Banners	Fantasy Prints	112.00	22.40	134.40
110	Electricity	14/07/2014	direct debit	Electricity	Southern Electric	48.57	2.42	50.99
111	SSP Electricity	14/07/2014	direct debit	Electricity	British Gas	31.86	1.59	33.45
112	Water	14/07/2014	direct debit	Water services	Northumbrian Water	53.44	0.00	53.44
						37,338.68	2,432.25	39,770.93