

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 22 April 2013 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

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

### **IN ATTENDANCE:**

S Finch, Town Clerk  
R Leetham, Finance Officer

#### **F098/12 1. APOLOGIES FOR ABSENCE**

Absent: Councillors B Douglas and J Waterhouse.

#### **F099/12 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 18 March 2013 were agreed and signed as a correct record.

#### **F100/12 3. STATEMENTS BY THE PUBLIC**

There were no members of the public present.

#### **F101/12 4. DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

#### **F102/12 5. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

#### **F103/12 6. AUTHORISATION OF PAYMENTS AND ORDERS**

Members noted the detailed costs appearing for the first time in the invoice for works provided by Northumberland County Council Neighbourhood Services, especially management and administrative recharges, and agreed these should

now be monitored to allow a view to be taken in due course on whether this work should be put out to tender.

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

**F104/12**

**7. STATEMENT OF RECEIPTS AND PAYMENTS**

**RESOLVED: To note the receipts and payments to 17 April 2013 appended to these minutes.**

**F105/12**

**8. STATEMENT OF YEAR END BALANCE SHEET AND RESERVES**

**RESOLVED: To note the draft Year End Balance Sheet and Reserves for the year ending 31 March 2013.**

The Finance Officer was thanked for his work in producing this statement.

**F106/12**

**9. DATE OF NEXT MEETING**

The next meeting would be held on Monday, 17 June 2013 at 6.00pm.

# Berwick-upon-Tweed Town Council

17 April 2013 (12-13)

Finance & Resources Committee

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Appendix A

Monday 22nd April 2013

## PAYMENTS LIST to 31.3.13

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
456	Destination Marketing	13/03/2013	100652	Photography	Dean Gartland	100.00	0.00	100.00
457	Destination Marketing	13/03/2013	100653	Printing	Inhouse design	1,155.00	0.00	1,155.00
458	Events leaflet	13/03/2013	100653	Printing	Inhouse design	1,291.00	0.00	1,291.00
459	Maintenance & installation	13/03/2013	100654	Lighting column sockets	Northumberland County Council	3,500.00	700.00	4,200.00
460	Environmental Projects	13/03/2013	100655	HLF Parks project	Northumberland County Council	5,000.00	0.00	5,000.00
461	Public Seats	27/03/2013	100656	Seat supply	Logic	1,580.00	316.00	1,896.00
462	Environmental Projects	27/03/2013	100658	Waste bags dispenser	Wybone	413.94	82.79	496.73
463	Mayor personal & official expenses	27/03/2013	100659	Catering Mayor's Sunday	LR Catering	715.00	0.00	715.00
464	Equipment & furniture	27/03/2013	100660	Office equipment	Norventa	4.99	1.00	5.99
465	Website	27/03/2013	100661	Website support	Norventa	576.00	115.20	691.20
466	Photocopies	27/03/2013	100662	Photocopies	Capital Solutions	33.12	6.62	39.74
467	Telecoms	27/03/2013	100663	phone	BT	81.92	16.38	98.30
468	IT support	27/03/2013	100664	IT support	Northern Lab	90.00	18.00	108.00
469	Mayor personal & official expenses	27/03/2013	100665	Mayor Expenses	Majestic Wine	403.50	80.70	484.20
470	Travel/subsistence: Councillors	27/03/2013	100666	Mileage	Councillor Alan Bowlas	202.44	0.00	202.44
471	SSP Running Costs	27/03/2013	direct debit	Electricity	British Gas	5.99	0.30	6.29
472	Salaries: Pension	27/03/2013	direct debit	Pension	NEST	512.46	0.00	512.46
473-81	Salaries:	28/03/2013	100667	Salary	Northumberland County Council	5000.69	0.00	5000.69
482	Electricity	28/03/2013	direct debit	Electricity	British Gas	31.62	1.58	33.20
483	IT support	28/03/2013	100668	IT support	Northern Lab	35.00	7.00	42.00

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
484	IT equipment	28/03/2013	100668	IT support	Northern Lab	32.37	6.47	38.84
485	Bins - litter/grit	28/03/2013	100669	Waste bags	Broxap Ltd	2,199.25	439.85	2,639.10
486	Grants	28/03/2013	100670	Events Grant	5th Berwick Scouts	250.00	0.00	250.00
487	Grants	28/03/2013	100671	Events Grant	Berwick AFC	175.00	0.00	175.00
488	Grants & Subsidies	28/03/2013	100672	Donation Christmas Lights	Community Action Northumberland	250.00	0.00	250.00
489	Grants & Subsidies	31/03/2013	100673	Community Grant	Berwick Voluntary Forum	250.00	0.00	250.00
490	Parade Electricity Supply	28/03/2013	100674	Electrical supply	Scottish Power	30.28	1.51	31.79
491	Bins - litter/grit	28/03/2013	100675	Waste bins repairs	Northumberland County Council	80.00	16.00	96.00
492	Public Seats	28/03/2013	100675	Seat maintenance	Northumberland County Council	13.92	2.78	16.70
493	Environmental Projects	28/03/2013	100675	Bedding Plants	Northumberland County Council	174.00	34.80	208.80
494	Environmental Projects	28/03/2013	100675	Labour	Northumberland County Council	334.08	66.82	400.90
495	Environmental Projects	28/03/2013	100675	Labour	Northumberland County Council	55.68	11.14	66.82
496	Remembrance Day	28/03/2013	100675	Remembrance Barrier hire & erection	Northumberland County Council	141.36	28.27	169.63
497	Maintenance & installation	28/03/2013	100675	Christmas trees instalation & removal	Northumberland County Council	450.87	90.17	541.04
498	Public Seats	28/03/2013	100675	Seat maintenance	Northumberland County Council	90.00	18.00	108.00
499	Environmental Projects	28/03/2013	100675	Park Features	Northumberland County Council	485.00	97.00	582.00
500	Environmental Projects	28/03/2013	100675	Tree	Northumberland County Council	166.75	33.35	200.10
501	Bins - litter/grit	28/03/2013	100675	Waste bins repairs	Northumberland County Council	26.00	5.20	31.20
502	Bus Shelters	28/03/2013	100675	Bus Shelter repairs	Northumberland County Council	677.78	135.56	813.34
503	Bus Shelters	28/03/2013	100675	Bus Shelter repairs	Northumberland County Council	382.00	76.40	458.40
504	Bus Shelters	28/03/2013	100675	Bus Shelter repairs	Northumberland County Council	459.56	91.91	551.47
505	Bus Shelters	28/03/2013	100675	Bus Shelter repairs	Northumberland County Council	1,412.00	282.40	1,694.40
506	Grass Cutting	28/03/2013	100675	Grass cuts	Northumberland County Council	4,500.00	900.00	5,400.00
507	Environmental Projects	28/03/2013	100675	NCC requisition admin charge	Northumberland County Council	151.18	30.24	181.42
508	Bus Shelters	28/03/2013	100675	NCC requisition admin charge	Northumberland County Council	321.27	64.25	385.52
509	Grass Cutting	28/03/2013	100675	NCC requisition admin charge	Northumberland County Council	472.45	94.49	566.94
510	Gas	18/03/2013	direct debit	Gas	Gazprom	21.37	0.00	21.37
						<b>34,659.11</b>	<b>3,910.92</b>	<b>38,570.03</b>

### PAYMENTS LIST 1.4.13 to 17.4.13

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
1	Street Furniture Maintenance	09/04/2013	Barclays Current	100676	Painting light columns etc	A. Gibson	46.11	0.00	46.11
2	Events Leaflet	09/04/2013	Barclays Current	100677	Subscription	North Northumberland Tourism Association	155.00	0.00	155.00
3	NAS Subscription	09/04/2013	Barclays Current	100678	Subscription	National Society of Allotment & Leisure Gardeners Ltd.	55.00	11.00	66.00
4	Stationery & Printing	09/04/2013	Barclays Current	100679	Stationery	Viking	32.37	6.47	38.84
5	SSP Electricity	09/04/2013	Barclays Current	direct debit	Electricity	British Gas	6.64	0.33	6.97
6	Water	09/04/2013	Barclays Current	direct debit	Water services	Northumbrian Water	46.72	0.00	46.72
7	Councillor Travel & Subsistence	10/04/2013	Barclays Current	100680	Mileage	Councillor Alan Bowlas	15.54	0.00	15.54
8	Tourism Leaflet	16/04/2013	Barclays Current	100681	Subscription	North Northumberland Tourism Association	120.00	0.00	120.00
9	Street Furniture Maintenance	16/04/2013	Barclays Current	100682	Gate repair	Bob Lee Welding	146.14	29.23	175.37
10	Public Seat Maintenance	16/04/2013	Barclays Current	100683	Seat maintenance	Shoecare	60.00	0.00	60.00
11-21	Salaries	16/04/2013	Barclays Current	100684	Salary	Northumberland County Council	5622.31	0.00	5622.31
							<b>6,301.82</b>	<b>51.04</b>	<b>6,352.86</b>

# Berwick-upon-Tweed Town Council

17 April 2013 (12-13)

Finance & Resources Committee

Item 7

Appendix B

Monday 22nd April 2013

## NETT POSITION BY COST CENTRE & CODE

ADMINISTRATION		Payments		Current
Code	Title	Budget	Actual	Budget
1-6	Salaries	48,591.00	50,944.80	-2,353.80
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:	500.00	202.44	297.56
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	372.12	-197.12
17	Electricity	250.00	494.46	-244.46
18	Water	200.00	177.17	22.83
19	Telecoms	850.00	817.52	32.48
20	IT equipment	400.00	1,018.38	-618.38
21	IT support	700.00	1,987.50	-1,287.50
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	240.60	479.40
27	Equipment & furniture	500.00	3,110.59	-2,610.59
28	Insurance	803.00	1,944.93	-1,141.93
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	703.06	-403.06
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: Finance Officer	4,610.00	5,202.33	-592.33
		<b>70,274.00</b>	<b>73,881.13</b>	<b>-3,607.13</b>
<b>CIVIC EVENTS</b>				
Code	Title	Budget	Actual	
38	Remembrance Day	950.00	1,022.36	-72.36
91	Bounds Riding	0.00	251.67	-251.67
93	Other	0.00	717.33	-717.33
		<b>950.00</b>	<b>1,991.36</b>	<b>-1,041.36</b>
<b>EVENTS</b>				
Code	Title	Budget	Actual	
39	Grants	10,250.00	9,578.00	672.00
69	Events leaflet	800.00	3,051.00	-2,251.00
90	Jubilee/Olympic Celebration	10,000.00	10,050.39	-50.39
94	Parade Electricity Supply	0.00	96.59	-96.59
		<b>21,050.00</b>	<b>22,775.98</b>	<b>-1,725.98</b>

## ENVIRONMENT & REGENERATION COMMITTEE

Code	Title	Budget	Actual		Receipts Actual
41	Grants	0.00	50.00	-50.00	0.00
42	Council projects	0.00	133.58	-133.58	0.00
70	Environmental Projects	30,000.00	33,840.14	-3,840.14	1,200.00
71	Destination Marketing	10,000.00	6,982.50	3,017.50	500.00
72	Public Seats	3,750.00	2,223.60	1,526.40	0.00
73	Bus Shelters	2,000.00	3,337.61	-1,337.61	0.00
74	Bins - litter/grit	3,000.00	5,675.25	-2,675.25	0.00
75	War Memorials: maintainence	80.00	0.00	80.00	0.00
76	Grass Cutting	4,500.00	4,972.45	-472.45	0.00
77	BEES	5,000.00	607.63	4,392.37	0.00
95	Destination Marketing Staff	2,610.00	2,570.30	39.70	0.00
		<b>60,940.00</b>	<b>60,393.06</b>	546.94	<b>£1,700.00</b>

## FESTIVE LIGHTING

Code	Title	Budget	Actual		
43	Maintenance & installation	0.00	11,955.68	-11,955.68	
44	Lights & Fittings	10,000.00	6,236.46	3,763.54	
45	Other costs	1,000.00	1,634.91	-634.91	
46	Donations				
		<b>11,000.00</b>	<b>19,827.05</b>	-8,827.05	

## RECEIPTS

Code	Title			Receipts Actual
47	Precept			100,456.00
48	Bank interest			123.08
49	Sundry			2,110.00
50	Grants			3,500.00
				<b>£106,189.08</b>

## FREEMEN: MAYORAL/CIVIC EXPENSES

Code	Title	Budget	Actual		
53	Salaries: Mayoral staff	4,750.00	4,542.56	207.44	
54	Mayor personal & official	2,500.00	2,307.58	192.42	
55	Civic expenses	2,000.00	3,890.29	-1,890.29	
56	Civic regalia insurance	4,000.00	3,875.00	125.00	
		<b>13,250.00</b>	<b>14,615.43</b>	-1,365.43	

## FREEMEN: FREEDOM ADMISSIONS

Code	Title	Budget	Actual		Receipts
59	Salaries: Freedom	7,932.00	7,506.24	425.76	0.00
60	Costs	120.00	208.01	-88.01	50.00
		<b>8,052.00</b>	<b>7,714.25</b>	337.75	<b>£50.00</b>

## FREEMEN: RECEIPTS

Code	Title			Receipts
61	Schedule III surplus			89,892.90
62	Freedom Admissions fees			340.00
				<b>£90,232.90</b>

## ALLOTMENTS

Code	Title	Budget	Actual		Receipts
51	Income - Rents	0.00	0.00	0.00	150.34
52	Repairs & Maintainence	3,000.00	2,181.45	818.55	0.00
		<b>3,000.00</b>	<b>2,181.45</b>	818.55	<b>£150.34</b>

## PLAY AREAS

Code	Title	Budget	Actual		Receipts Actual
64					
78	SSP Construction	0.00	8,726.64	-8,726.64	1,100.00
79	SSP Running Costs	5,500.00	146.95	5,353.05	0.00
80	SSP Site Maintenance	500.00	1,666.35	-1,166.35	0.00
81	SSP Equipment Maintenance	0.00	0.00	0.00	0.00
82	Inspections	1,500.00	0.00	1,500.00	0.00
83	Insurance	900.00	875.00	25.00	0.00
84	HPA Equipment Maintenance	2,200.00	0.00	2,200.00	0.00
85	HPA Site Maintenance	500.00	0.00	500.00	0.00
89	SLA routine maintenance	1,320.00	0.00	1,320.00	0.00
	Play Area Reserves	37,580.00	8,622.00	28,958.00	0.00
		<b>50,000.00</b>	<b>20,036.94</b>	29,963.06	<b>£1,100.00</b>

## FINANCE AND RESOURCES COMMITTEE

Code	Title	Budget	Actual		
66	Youth Council	2,000.00	1,342.97	657.03	
68	Grants & Subsidies	3,000.00	21,099.49	-18,099.49	
				0.00	
		<b>5,000.00</b>	<b>22,442.46</b>	-17,442.46	

## CAPITAL PROJECTS

Code	Title	Budget	Actual		
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		0.00	0.00	
		<b>28,875.00</b>	<b>9,667.88</b>	<b>19,207.12</b>	

<b>NETT</b>		<b>272,391.00</b>	<b>255,526.99</b>	<b>16,864.01</b>	
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