

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 22 July 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 Roughead

IN ATTENDANCE:

S Cozens, Assistant to the Clerk
R Leetham, Finance Officer
1 member of the public

F016/13 1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillor J Robertson (holiday).

F017/13 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 17 June 2013 were agreed and signed as a correct record.

F018/13 3. STATEMENTS BY THE PUBLIC

There were no statements by members of the public present.

F019/13 4. DISCLOSURES OF INTEREST

Councillor P Elliott declared a personal and prejudicial interest in Item 13 (Applications for Financial Assistance – The Three Fields Residents Association);

Councillor G Hill declared a personal and prejudicial interest in Item 9 (Standing Committee Decisions – Tweedmouth Feast Crowning and Carnival

Committee).

F020/13 5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

F021/13 6. AUTHORISATION OF PAYMENTS AND ORDERS

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

F022/13 7. STATEMENT OF EXPENDITURE AGAINST BUDGET

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

F023/13 8. NEW DIRECT DEBIT

RESOLVED: Members agreed monthly direct debit payment to pay BT phone bills.

F024/13 9. STANDING COMMITTEE DECISIONS

RESOLVED: To approve the recommendations of the Staffing Committee at its meeting on 1 July:

- (i) To commission a staff review: estimated cost £500.**
- (ii) To commission Councillor Training on conducting appraisals: estimated cost £250.**

NOTE: Councillor G Hill left the meeting for consideration of the following item.

RESOLVED: To approve the recommendation of the Events Committee at its meeting on 8 July: Tweedmouth Feast Crowning and Carnival Committee: up to £2000.

RESOLVED: To approve the recommendation of the Environment and Regeneration Committee at its meeting on 15 July: To make £600 available to provide two notice boards in Highcliffe/Eastcliffe for use by BTC and Cliffe Tops, the area residents' association.

F025/13 10. 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 pay for hanging basket brackets for the lamp stands at the Station, net cost £475.

RESOLVED: that the Town Council would extend its existing insurance cover for volunteers to include under 16s [and those over 90] to allow their involvement in activities such as litter picks, cost for six months £53.

F026/13

11. SUBMISSION OF ANNUAL RETURN

The Submission of the Annual Return for the year ending 31 March 2013 was noted.

F027/13

12. COUNCIL SEATS

Councillors expressed concerns over maintenance costs of the seats in the Town Council area; and proposed the setting-up of a short-term working group to assess the distribution and use of seats, their condition and a schedule of, and timescale for, repairs. The working group would report to the Environment and Regeneration Committee.

F028/13

13. APPLICATIONS FOR FINANCIAL ASSISTANCE

NOTE: Councillor P Elliott left the meeting for consideration of the following item.

RESOLVED: To pay for the Marquee and PA hire, cost of fairground rides and cost of a Pipe Band on presentation of invoices for the Three Fields Fun Day organised by the Three Fields Residents Association, to a maximum value of £1,878.

F029/13

14. DATE OF NEXT MEETING

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

Berwick-upon-Tweed Town Council

15 July 2013 (13-14)

Finance & Resources Committee

Item 6

Appendix A

Monday 22nd July 2013

PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72	Town Improvement Projects	17/06/2013	Barclays Current	100718	Grant to Townscape Heritage Initiative	Northumberland County Council	X	25,000.00	0.00	25,000.00
73	Civic expenses	17/06/2013	Barclays Current	100719	Work Clothing	Robertson's	S	18.00	3.50	21.50
74	WOOFS	17/06/2013	Barclays Current	100720	Waste bags	Portland polybags	S	1,420.75	284.15	1,704.90
75	Stationery & Printing	17/06/2013	Barclays Current	100721	Stationery	Viking	S	5.67	1.13	6.80
76	Electricity	17/06/2013	Barclays Current	direct debit	Electrical supply	British Gas	L	31.34	1.57	32.91
77	SSP Electricity	17/06/2013	Barclays Current	direct debit	Electricity	British Gas	L	8.35	0.42	8.77
78	Subscriptions	17/06/2013	Barclays Current	100722	Subscription	Society of Local Council Clerks	E	203.00	0.00	203.00
79	Public Notices	17/06/2013	Barclays Current	100723	Advertisement casual vacancy	Johnston Publishing Ltd	S	100.00	20.00	120.00
80-89	Salaries	17/06/2013	Barclays Current	100724	Salaries	Northumberland County Council	S	5,588.92	0.40	5,589.32
90	May Fair	17/06/2013	Barclays Current	100725	May Fair grant	Nixon Hire	S	580.00	116.00	696.00
91	May Fair	17/06/2013	Barclays Current	100726	May Fair grant	RL Smith	S	480.00	96.00	576.00
92	May Fair	17/06/2013	Barclays Current	100727	Advertisement May Fair	Johnston Publishing Ltd	S	30.00	6.00	36.00
93	May Fair	17/06/2013	Barclays Current	100728	May Fair grant	Berwick Rugby Club	S	1,000.00	200.00	1,200.00
94	Telecoms	25/06/2013	Barclays Current	100729	phone	BT	S	92.72	18.54	111.26
95	Street Furniture Maintenance	25/06/2013	Barclays Current	100730	Basket bracket	Bob Lee Welding	S	135.00	27.00	162.00
96	Councillor Travel & Subsistence	25/06/2013	Barclays Current	100731	Mileage	Councillor John Robertson	Z	40.32	0.00	40.32
97	Photocopies	25/06/2013	Barclays Current	100732	Photocopies	Capital Solutions	S	41.94	8.39	50.33
98	Telecoms	25/06/2013	Barclays Current	debit card	mobile phone	Carphone Warehouse	S	6.63	1.32	7.95
99	Telecoms	25/06/2013	Barclays Current	debit card	Phone Credit	Carphone Warehouse	Z	10.00	0.00	10.00
100	Public Seat Maintenance	26/06/2013	Barclays Current	100733	Seat plaque	Shoecare	Z	33.00	0.00	33.00
101	May Fair	26/06/2013	Barclays Current	100734	P A Hire	Reckless Productions	Z	370.00	0.00	370.00

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
102	IT Support	26/06/2013	Barclays Current	100735	IT support	Northern Lab	S	90.00	18.00	108.00
103	BEES	02/07/2013	Barclays Current	100736	BEES Grant	West End Residents Association	E	240.00	0.00	240.00
104	Street Furniture Maintenance	02/07/2013	Barclays Current	100737	Basket bracket	Bob Lee Welding	S	475.00	95.00	570.00
105	Salaries: Pension	02/07/2013	Barclays Current	direct debit	Pension	NEST	Z	528.33	0.00	528.33
106	Stationery & Printing	10/07/2013	Barclays Current	100740	Stationery	Viking	S	41.95	8.39	50.34
107	Hoppa Bus	10/07/2013	Barclays Current	100739	Printing	Shiel Morrison	Z	48.00	0.00	48.00
108	Other Events Grants	10/07/2013	Barclays Current	100738	Events Grant	Berwick Bounds Riding	Z	612.40	0.00	612.40
109	Berwick in Bloom	15/07/2013	Barclays Current	100741	Bus hire	Perryman's Buses	Z	120.00	0.00	120.00
110	Civic expenses	15/07/2013	Barclays Current	100742	Catering	LR Catering	Z	851.00	0.00	851.00
111	Management	15/07/2013	Barclays Current	100743	Project Manager fee	Shepherds Walks	S	277.77	55.55	333.32
112	Marketing	15/07/2013	Barclays Current	100743	Marketing	Shepherds Walks	S	185.63	37.12	222.75
113	Water	15/07/2013	Barclays Current	direct debit	Water services	Northumbrian Water	Z	52.90	0.00	52.90
114	SSP Electricity	15/07/2013	Barclays Current	direct debit	Electricity	British Gas	L	8.02	0.40	8.42
115	Website	15/07/2013	Barclays Current	card payment	Domain name fee	NameHOG	S	45.00	9.00	54.00
								38,771.64	1,007.88	39,779.52