

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 28 April 2014 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: G Roughead (Vice-Chairman in the Chair)
P Elliott
G Hill
I Hunter
G Jones
J Robertson

IN ATTENDANCE:

S Cozens, Assistant to the Clerk
R Leetham, Finance Officer
4 members of the public

F095/13 1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillors T Forrester (work commitment), C Seymour (personal) and J Stephenson (unwell).

F096/13 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 17 March 2014 were agreed and signed as a correct record.

F097/13 3. STATEMENTS BY THE PUBLIC

A member of the public stated that they had been told that a market trader who had approached Councillor J Robertson to enquire of possible funding from the Town Council or Portas Management for £300 to provide signage for the Butter Market had been turned down and asked if this decision was made in consultation with other Councillors.

Councillor J Robertson answered that it had been decided by Town Council that the Portas Management Group would initially concentrate on projects over

£5,000 and this was explained to the market trader in question. He had also advised that, as the Butter Market was the responsibility of Northumberland County Council, that the trader contact NCC's Market officer, who was preparing an application for to Portas for market funding that included market advertising. Other potential sources of funding were also mentioned.

F098/13

4. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

F099/13

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

F100/13

6. AUTHORISATION OF PAYMENTS AND ORDERS

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

F101/13

7. STATEMENT OF EXPENDITURE AGAINST BUDGET

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

F102/13

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 2014.

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

F103/13

9. APPOINTMENT OF INTERNAL AUDITOR

RESOLVED: To appoint Seahouses Accountancy Services as internal auditors.

RESOLVED: To exclude the press and public during discussion of Item 10, which included items of a personal and confidential nature.

F104/13

10. FINANCIAL ISSUES RAISED BY OTHER COMMITTEES

RESOLVED: to refer a final decision [on the matter outlined in Appendix D] to the Staffing Sub-committee in consultation with the line manager, F&R Committee approving expenditure of up to 6 months cost by which time job appraisals and evaluations should be completed.

RESOLVED: To re-open the meeting to the press and public for the remainder of the meeting.

F105/13

11. DECISIONS MADE UNDER DELEGATED AUTHORITY

The following decision had been agreed under delegated powers (Section 101, Local Government Act 1972).

RESOLVED: that the Town Council would purchase litter bins at a cost of £1425.

F106/13

12. DATE OF NEXT MEETING

The next meeting would be held on Monday, 16 June 2014 at 6.00pm.

Finance & Resources Committee

Item 6
Appendix A
Monday 28th April 2014

PAYMENTS LIST

16 April 2014 (13-14)

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
420	Promotional Materials	12/03/2014	100867	Artwork for Days Out Leaflet	J Herbert	75.00	0.00	75.00
421	Other Marketing	12/03/2014	100865	Bus Support	Perryman's Buses	288.90	0.00	288.90
422	Events Leaflet	12/03/2014	100866	Printing	Inhouse design	1,290.00	0.00	1,290.00
423	Events Leaflet	12/03/2014	100868	Leaflet Distribution - Events	North Northumberland Tourism Asssocation	120.00	0.00	120.00
424	Promotional Materials	12/03/2014	100868	Leaflet Distribution - Events	North Northumberland Tourism Asssocation	120.00	0.00	120.00
425	Electricity	12/03/2014	direct debit	Electricity	Southern Electric	39.63	1.98	41.61
426	Other Events Grants	18/03/2014	100869	Banners	Fantasy Prints	364.80	0.00	364.80
427	Allotments Water [owned]	18/03/2014	direct debit	Water services	Northumbrian Water	47.30	0.00	47.30
428	SSP Electricity	18/03/2014	direct debit	Electricity	British Gas	8.28	0.41	8.69
429	Telecoms	18/03/2014	direct debit	phone	BT	73.60	14.72	88.32
430	Promotional Materials	31/03/2014	100870	Leaflet Berwick Lowry	Inhouse design	950.00	0.00	950.00
431	Public Seat Maintenance	31/03/2014	100871	Seat maintenance	Northumberland County Council	59.40	11.88	71.28
432	Bus Shelter Maintenance	31/03/2014	100871	Bus Shelter repairs	Northumberland County Council	261.67	52.33	314.00
433	HPA Site Maintenance	31/03/2014	100871	Play Area maintainence	Northumberland County Council	302.50	60.50	363.00
434	Bins - litter/grit	31/03/2014	100871	Litter bin replacement	Northumberland County Council	76.56	15.32	91.88
435	Bins - litter/grit	31/03/2014	100871	Litter bin replacement	Northumberland County Council	15.31	3.06	18.37
436	Remembrance Day	31/03/2014	100871	Barrier supply	Northumberland County Council	244.99	49.00	293.99
437	Public Seat Maintenance	31/03/2014	100871	Seat maintenance	Northumberland County Council	15.31	3.06	18.37
438	Floral Displays [labour]	31/03/2014	100871	Planting	Northumberland County Council	489.98	98.00	587.98
439	Bus Shelter Maintenance	31/03/2014	100871	Bus Shelter repairs	Northumberland County Council	261.67	52.33	314.00
440	Bus Shelter Maintenance	31/03/2014	100871	Bus Shelter repairs	Northumberland County Council	377.50	75.50	453.00
441	SSP Equipment Maintainence	31/03/2014	100871	Spittal Splash Park additional maintenance	Northumberland County Council	580.80	116.16	696.96
442	Grass Cutting	31/03/2014	100871	Additional grass cuts	Northumberland County Council	3,300.00	660.00	3,960.00
443	Salaries: Pension	31/03/2014	direct debit	Pension	NEST	170.08	0.00	170.08
444	Photocopies	31/03/2014	100872	Photocopies	Capital Solutions	31.27	6.25	37.52
445	Stationery & Printing	31/03/2014	100873	Stationery	Viking	24.11	4.82	28.93

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
446	Councillor Travel & Subsistence	31/03/2014	100873	Print cartridge	Viking	14.99	3.00	17.99
447	Meeting Expenses	31/03/2014	100873	Milk , coffee, sundry	Viking	21.99	0.00	21.99
448	IT Support	31/03/2014	100874	IT support	Northern Lab	90.00	18.00	108.00
449	NAS Subscription	31/03/2014	100875	Subscription	National Society of Allotment & Leisure Gardeners Ltd.	55.00	11.00	66.00
450	Advertising	31/03/2014	100876	Advert Portas Lowry	Johnston Publishing Ltd	199.00	39.80	238.80
451-63	Salaries:	31/03/2014	100877	Salary	Northumberland County Council	5,786.12	0.00	5,786.12
						15,954.39	1,298.20	17,252.59