

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Tuesday 29 May 2012 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  
F Simpson  
J Waterhouse

### **IN ATTENDANCE:**

S Finch, Town Clerk  
S Cozens, Assistant to the Clerk  
R Leetham, Finance Officer

#### **F001/12 1. ELECTION OF CHAIRMAN**

**RESOLVED: That Councillor I Hunter be appointed Chairman of the Finance and Resources Committee for the year 2012-13.**

Councillor I Hunter, having taken the Chair for Item 1 in her role as Deputy Town Mayor, took the Chair for the remainder of the meeting. She welcomed the Finance Officer to his first meeting.

#### **F002/12 2. APOLOGIES FOR ABSENCE**

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

Absent: Councillor B Douglas.

#### **F003/12 3. APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED: That Councillor G Hill be appointed Vice Chairman of the Finance and Resources Committee for the year 2012-2013.**

#### **F004/12 4. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 6 March 2012 were agreed and signed as a

correct record.

F087/11: The Clerk advised that the Town Council was unable to obtain a Debit/Credit Card on its Community Bank Account.

F089/11: The Clerk advised that discussions were ongoing between the Town Council and the solicitors of the Berwick Preservation Trust regarding the lease for the Lions Allotments. The Town Council had joined the National Society of Allotment & Leisure Gardeners which provided a model lease agreement which could provide a basis for discussion with the Allotment Committee.

**F005/12 5. STATEMENTS BY THE PUBLIC**

There were no members of the public present.

**F006/12 6. DISCLOSURE OF INTERESTS**

Councillor G Hill declared a personal interest in Item 14 (ii) (applications for financial assistance, Tweedmouth Feast Crowning and Carnival Committee).

**F007/12 7. REVIEW OF FINANCIAL REGULATIONS**

**RESOLVED: (i) To agree to a review of the Financial Regulations to be undertaken by a sub-group of the Finance and Resources Committee; (ii) That the sub-group membership would include the Town Mayor, Deputy Town Mayor, Town Clerk and the Finance Officer; and (iii) All decisions be reported to the following meeting of the Finance and Resources Committee.**

**F008/12 8. AUTHORISATION OF PAYMENTS AND ORDERS**

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

**F009/12 9. STATEMENT OF RECEIPTS AND PAYMENTS**

**RESOLVED: To note the receipts and payments to 22 May 2012 appended to these minutes.**

**F010/12 10. 2011-12 ACCOUNTS**

**RESOLVED: To note the draft annual return for the year ending 31 March 2012; and the requirement by the Audit Commission for the return to be approved by full Council.**

**F011/12 11. RISK ASSESSMENT**

**RESOLVED: To agree the risk assessment up-dated to May 2012.**

**F012/12 12. DIRECT DEBIT PAYMENTS**

**RESOLVED: The Council to continue the direct debit agreement with British Gas Business to meet the costs of gas and electricity for the following:**

- **Gas supply, 1 The Chandlery**
- **Electricity supply, 1 The Chandlery**
- **Electricity supply, Spittal Splash Park**

F013/12

### **13. 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 should, if required, be the Contributing Third Party for a SITA project to refurbish the Jubilee Hall, Highcliffe, the cost to the Town Council to be £2,200.**

**RESOLVED: that the Town Council should meet the cost of painting bollards within the Town Centre, and the sentry box in the Parade (preliminary repairs being undertaken by the County Council), at a cost of £1600.**

**RESOLVED: that the Town Council should meet 50% of the cost of painting bollards and the lower part of light columns on the Royal Tweed Bridge, £2,000.**

**RESOLVED: that the Town Council should, if liability of the contractors could not be established, underwrite the cost of repairing drainage at Spittal Splash Park, at an estimated cost of £2,000, on the understanding that Spittal Improvement Trust undertake to contribute up to half the cost (with a year in which to raise the necessary funds).**

F014/12

### **14. APPLICATIONS FOR FINANCIAL ASSISTANCE**

Members considered applications for financial assistance (Community grants)

**RESOLVED: (i) To make £250 available to the Tweed Music Centre; and (ii) To write a goodwill letter to those organisations requesting a donation from**

**the Council, asking them to fill in an Application Form for Financial Assistance.**

NOTE: Councillor G Hill left the meeting for consideration of the following item. Members considered proposals which had been made by the Events Committee which had met on 22 May 2012.

**RESOLVED: (i) To make £2,000 available to Spittal Improvement Trust for the following events: Spittal Park Official Opening, Spittal Gala, Seaside Festival and Christmas Santa Parade; and (ii) To make £2,750 available to Tweedmouth Feast Crowning and Carnival Committee to cover the associated costs of the extended 2012 Feast programme.**

**F015/12**

**15. APPOINTMENTS TO OUTSIDE BODIES**

There were no requests for appointments to outside bodies.

**F016/11**

**16. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday, 3 July 2012 at 6.00pm.

## Berwick-upon-Tweed Town Council

### DRAFT PAYMENTS LIST March 2012: Cheques 100423 to 100434

Vchr.	Cheque	Cde.	Name	Description	Amount
262	100423	32	Northumberland County Council	Election expenses 260112	2,837.77
263	100424	25	Viking	Stationery	43.02
264	100424	24	Viking	Stamps	36.00
			Subtotal No.	100424	79.02
265	100425	39	PIPAN	Jubilee/Torch preparation	300.00
266	100425	66	PIPAN	Youth Council	350.00
			Subtotal No.	100425	650.00
267	100426	42	Alison Jones	Design services Rose Garden	425.00
268	100427	19	BT	Telecoms	91.52
269	100428	37	North Northumberland Tourism Asssocation	Subscription	35.00
270-274, 382-383	100429	1	Northumberland County Council	Salaries	3,804.38
275	100430	42	Smith Creative	Artwork for Days Out Leaflet	120.00
276	100431	20	Northern Lab	IT back-up	84.10
277	100432	65	Northumberland County Council	Grant repayment	20,000.00
280	100433	21	Northern Lab	IT support	108.00
281	100434	26	Capital Solutions	Photocopies	19.04
				Total	28,253.83

**Berwick-upon-Tweed Town Council**  
**DRAFT PAYMENTS LIST April-May 2012: Cheques 100435 to 100469**

Vchr.	Cheque	Cde.	Name	Description	Amount
3	100435	39	Berwick Rotary Club	Events Grant	2,500.00
2	100436	39	Berwick Film & Media Arts Festival	Events Grant	500.00
4	100437	21	Northern Lab	IT support	54.00
5	100438	42	MKM Building Supplies	Notice Board	896.40
6	100439	18	Northumbrian Water	Water services	44.18
7	100440	35	Fantasy Prints	Printing	25.44
11-18	100441	1	Northumberland County Council	Salaries	4,501.67
19	100442	60	Berwick Record Office	Freemen descents	39.00
20	100443	69	North Northumberland Tourism Association	Leaflet Distribution - Events	120.00
21	100445	20	S Finch	Google app refund S Finch	69.29
22	100446	37	Society of Local Council Clerks	Subscription	197.00
25	100447	42	Bob Lee Welding	Banner brackets	312.00
23	100448	42	Northumberland County Council	Environment Schemes	1,680.00
24	100449	19	BT	Internet services	119.70
28	100450	39	TDH Promotions	Bunting	2,141.94
29	100451	52	National Society of Allotment & Leisure Gardeners Ltd.	Subscription	66.00
30	100451	52	National Society of Allotment & Leisure Gardeners Ltd.	Subscription	0.10
			Subtotal No.	100451	66.10
31	100452	21	Northern Lab	IT support contract	108.00
32	100453	52	Redpath & Sons	Allotment maintenance	1,440.00
39	100454	42	Perryman's Buses	Bus hire	115.00
33	100455	52	Timbercraft	Allotment maintenance	780.00
34	100455	77	Timbercraft	BEEs Grant	250.00
			Subtotal No.	100455	1,030.00
35	100456	90	Kattie Chappell	Jubilee/Torch preparation	180.00
36	100457	25	Viking	Stationery	75.90
37	100457	40	Viking	Milk , coffee, sundry	12.99
			Subtotal No.	100457	88.89
38	100458	91	TRS Ribbons	Rosettes	216.00
40	100459	21	Northern Lab	IT support	468.00
41	100459	20	Northern Lab	Computer	661.01
			Subtotal No.	100459	1,129.01
42-51	100460	1	Northumberland County Council	Salaries	4,857.80
52	100461	55	Lyn Oakes	Work Clothing	1,677.94
53	100462	37	Northumberland Association of Local Councils	Subscription	988.02
54	100463	69	Shiel Morrison	Printing	815.00
55	100464	91	SPAR	Refreshments	71.67
56	100465	13	Edwin Thompson	Rent	1,530.00
57	100465	14	Edwin Thompson	Rent	48.01

		Subtotal No.	100465		1,578.01
58	100466	64	Design Room Gallery	Spittal Splash Park	168.00
59	100467	25	Viking	Stationery	86.74
61	100469	54	Councillor Alan Bowlas	Mayor Expenses	391.98
				Total	28,208.78

**PURCHASE ORDERS ISSUED**

Wicksteed Leisure	Items of play equipment for Highcliffe,	£8053.00
NCC	14 no serpents head benches	£10963.20
Harry Stebbings Workshop	Honours Boards x 2	£693.70
Newmind	Licence etc VisitBerwick website	£1890.00
Iain Grieve	Painting town centre bollards, sentry box Jubilee lamp Tweedmouth	£1621.00
Iain Grieve	Stripping and painting bollards and lower light columns on Royal Tweed Bridge	£2000.00
Flying Colours	Banners for Royal Tweed Bridge (32)	£940.00
LR Catering	Mayor-making catering	£550.00
NCC	Jubilee lamp; manufacture and installation	£7100.00
NCC	Installaing seats in 5 bus shelters	£2328.85



Item 9 Appendix C Tuesday 29 May 2012
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**Cost Centre & Name**

<b>ADMINISTRATION</b>		<b>Payments</b>		<b>Current Balance</b>
<b><u>Code</u></b>	<b><u>Title</u></b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
1-6	Salaries	40,399.00	7,370.62	33,028.38
7	Recruitment expenses	180.00	0.00	180.00
8	Job Evaluation	0.00	0.00	0.00
9	Training: officers	150.00	0.00	150.00
10	Travel/subsistence: officers	600.00	0.00	600.00
11	Training: Councillors	150.00	0.00	150.00
12	Travel/subsistence: Councillors	500.00	0.00	500.00
13	Rent	5,100.00	1,275.00	3,825.00
14	Service charge	160.00	40.01	119.99
15	Rates	420.00	0.00	420.00
16	Gas	175.00	69.70	105.30
17	Electricity	250.00	108.15	141.85
18	Water	200.00	44.18	155.82
19	Telecoms	850.00	99.75	750.25
20	IT equipment	400.00	620.13	-220.13
21	IT support	700.00	525.00	175.00
22	Software Licence fee	245.00	0.00	245.00
23	Venue hire	0.00	0.00	0.00
24	Postage	150.00	0.00	150.00
25	Stationery and printing	700.00	135.53	564.47
26	Photocopies	720.00	0.00	720.00
27	Equipment & furniture	500.00	0.00	500.00
28	Insurance	803.00	0.00	803.00
29	Audit: internal	250.00	0.00	250.00
30	Audit: external	550.00	0.00	550.00
31	Legal & professional fees	500.00	0.00	500.00
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	0.00	300.00
37	Subscriptions	1,130.00	1,185.02	-55.02
40	Meeting & office expenses	200.00	12.99	187.01
63	Community Plan	0.00	0.00	0.00
67	Salaries: Finance Officer	2,000.00	290.80	1,709.20
		<b>64,082.00</b>	<b>£11,984.88</b>	<b>52,097.12</b>

<b>CIVIC EVENTS</b>		<b>Payments</b>		<b>Current Balance</b>
<b><u>Code</u></b>	<b><u>Title</u></b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
38	Remembrance Day	950.00	0.00	950.00
91	Bounds Riding	0.00	251.67	-251.67
		<b>950.00</b>	<b>£251.67</b>	<b>698.33</b>

**EVENTS COMMITTEE**

<u>Code</u>	<u>Title</u>	<b>Payments</b>		<b>Current Balance</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
39	Grants	8,000.00	4,784.95	3,215.05
69	Events leaflet	800.00	935.00	-135.00
90	Jubilee/Olympic Celebration	10,000.00	1,331.71	8,668.29
		<b>18,800.00</b>	<b>£7,051.66</b>	<b>11,748.34</b>

**ENVIRONMENT & REGENERATION COMMITTEE**

<u>Code</u>	<u>Title</u>	<b>Payments</b>		<b>Current Balance</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
41	Grants	0.00	0.00	0.00
42	Council projects	0.00	2,522.00	-2,522.00
70	Environmental Projects	30,000.00	0.00	30,000.00
71	Destination Marketing	10,000.00	0.00	10,000.00
72	Public Seats	3,750.00	0.00	3,750.00
73	Bus Shelters	2,000.00	0.00	2,000.00
74	Bins - litter/grit	3,000.00	0.00	3,000.00
75	War Memorials: maintenance	80.00	0.00	80.00
76	Grass Cutting	4,500.00	0.00	4,500.00
77	BEES	5,000.00	250.00	4,750.00
		<b>58,330.00</b>	<b>£2,772.00</b>	<b>55,558.00</b>

**FESTIVE LIGHTING**

<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
43	Maintenance & installation		0.00	0.00	0.00	0.00	0.00
44	Lights & Fittings		0.00	0.00	10,000.00	0.00	10,000.00
45	Other costs		0.00	0.00	1,000.00	0.00	1,000.00
46	Donations		2,000.00	0.00	0.00	0.00	-2,000.00
			<b>2,000.00</b>	<b>£0.00</b>	<b>11,000.00</b>	<b>£0.00</b>	<b>9,000.00</b>

**RECEIPTS**

<u>Code</u>	<u>Title</u>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
47	Precept	100,456.00	50,228.00	0.00	0.00	-50,228.00
48	Bank interest	100.00	0.00	0.00	0.00	-100.00
49	Sundry	0.00	9,839.26	0.00	0.00	9,839.26
50	Grants	0.00	0.00	0.00	0.00	0.00
		<b>100,556.00</b>	<b>£60,067.26</b>	<b>0.00</b>	<b>£0.00</b>	<b>-40,488.74</b>

**FREEMEN: MAYORAL/CIVIC EXPENSES**

<u>Code</u>	<u>Title</u>	<b>Payments</b>		<b>Current Balance</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
53	Salaries: Mayoral staff	4,750.00	0.00	4,750.00
54	Mayor personal & official expenses	2,500.00	391.98	2,108.02
55	Civic expenses	2,000.00	1,399.94	600.06
56	Civic regalia insurance	4,000.00	0.00	4,000.00

13,250.00    £1,791.92    11,458.08

**FREEMEN: FREEDOM ADMISSIONS**

<u>Code</u>	<u>Title</u>	Payments		Current Balance
		Budget	Actual	Budget
59	Salaries: Freedom Admissions	7,932.00	1,040.20	6,891.80
60	Costs	120.00	39.00	81.00
		<b>8,052.00</b>	<b>£1,079.20</b>	<b>6,972.80</b>

**FREEMEN: RECEIPTS**

<u>Code</u>	<u>Title</u>	Receipts	Actual	Current Balance
		Budget		Budget
61	Schedule III surplus	86,000.00	0.00	-
62	Freedom Admissions fees	640.00	0.00	86,000.00
		<b>86,640.00</b>	<b>£0.00</b>	<b>-</b>
				<b>86,640.00</b>

**ALLOTMENTS**

<u>Code</u>	<u>Title</u>	Receipts	Actual	Payments		Current Balance
		Budget		Budget	Actual	Budget
51	Income - Rents	328.00	0.00	0.00	0.00	-328.00
52	Repairs & Maintenance	0.00	0.00	3,000.00	2,035.10	964.90
		<b>328.00</b>	<b>£0.00</b>	<b>3,000.00</b>	<b>£2,035.10</b>	<b>636.90</b>

**PLAY AREAS**

<u>Code</u>	<u>Title</u>	Payments		Current Balance
		Budget	Actual	Budget
64	SSP Construction	0.00	7,626.64	-7,626.64
78	SSP Running Costs	5,500.00	0.00	5,500.00
79	SSP Site Maintenance	500.00	0.00	500.00
80	SSP Equipment Maintenance	0.00	0.00	0.00
81	Inspections	1,500.00	0.00	1,500.00
82	Insurance	900.00	0.00	900.00
83	HPA Equipment Maintenance	2,200.00	0.00	2,200.00
84	HPA Site Maintenance	500.00	0.00	500.00
85	SLA routine maintenance	1,320.00	0.00	1,320.00
89	Play Area Reserves	37,580.00	0.00	37,580.00
		<b>50,000.00</b>	<b>£7,626.64</b>	<b>42,373.36</b>

**FINANCE AND RESOURCES COMMITTEE**

<u>Code</u>	<u>Title</u>	Payments		Current Balance
		Budget	Actual	Budget
66	Youth Council	2,000.00	0.00	2,000.00
68	Grants & Subsidies	3,000.00	0.00	3,000.00
		<b>5,000.00</b>	<b>£0.00</b>	<b>5,000.00</b>

**CAPITAL PROJECTS**

Payments    Current Balance

<u>Code</u>	<u>Title</u>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
86	Public Seats	17,875.00	0.00	17,875.00
87	New Road Improvements	11,000.00	0.00	11,000.00
88	Capital Project Reserves	21,125.00	0.00	21,125.00
		<b>50,000.00</b>	<b>£0.00</b>	<b>50,000.00</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)