

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 13 August 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors:

A Forbes	(Chair)
A Bowlas	
R Bruce	
C Lewis	
G Roughead	

**IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cty Cllr G Hill  
5 members of the public.

## OPEN SESSION

County Councillor Hill asked a number of questions concerning the digital signs, the Section 106 agreement relating to bus shelters from the Tesco development, and the meaning of the word 'earmarked' in the context of council reserves; all these questions were responded to by the Town Clerk.

## BA034/18 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs I Dixon, A Gibson and G Smith.

## BA035/18      2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 9 July 2018 were agreed and signed as a correct record.

## BA036/18 3. DISCLOSURE OF INTERESTS

Cllr Roughead declared a personal interest arising from his being an elected

member of Northumberland County Council in item 5.

**BA037/18      4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA038/18      5. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED  
TOWN COUNCIL**

It was **RESOLVED** without division to note the schedule of payments.

**BA039/18      6. Q1 REPORTING**

On the motion of Cllr Forbes, seconded by Cllr Roughead it was **RESOLVED** to note the report and to agree to increases in the budgets for codes 4010 and 4057 as set out in paragraph 7 of the report.

**BA040/18      7. UPDATE ON RESERVES**

On the motion of Cllr Forbes, seconded by Cllr Roughead it was **RESOLVED** that the committee noted the report and recommended adoption of the reserve allocations detailed in Table 2.

**BA041/18      8. BUDGET PROCESS**

On the motion of Cllr Roughead, seconded by Cllr Forbes, and as amended by Cllr Bowlas it was **RESOLVED** to move the People and Communities Committee scrutiny of the budget to October or November 2018, and for the final budget to be scrutinized by Budget and Administration Committee in January 2019. It was further **RESOLVED**, subject to a review in 2019-20, to adopt the process for averaging the income from Schedule III payments laid out in the report of the Finance Officer, to accept the proposed limits for variation in the amount of income before a budget review was required, and to adopt the proposed figures for income and limits laid out in the report.

**BA042/18      9. PROPOSALS FOR GROWTH AND SAVINGS**

The Town Clerk explained to members the process by which proposals for growth and savings could and would be adopted.

**BA043/18      10. COST OF RIDING OF THE BOUNDS**

On the motion of Cllr Forbes seconded by Cllr Roughead it was **RESOLVED** to note the report.

**BA044/18**

**11. FILM FESTIVAL FUNDING**

On the motion of Cllr Forbes seconded by Cllr Ruughead it was unanimously **RESOLVED** that the committee agree to a contribution to the cost of commissioning the film described, with the costs being met as set out in paragraph 11 of the report.

**BA045/18**

**12. BANKING ARRANGEMENTS**

On the motion of Cllr Bowlas seconded by Cllr Forbes it was **RESOLVED** to note the report and the intention to open new accounts as specified in paragraph 7, of the report, and to recommend to Council that Charity Bank be added to the list of approved counter parties for the current year.

**BA046/18**

**13. INITIATE REVIEW OF ALLOTMENT RENTS**

Members **RESOLVED** without dispute to note the report of the Town Clerk, but also asked that further work be done to help elected members better understand how allotment rents compared to those in other locations, and to better understand the long terms costs of the allotment service.

**BA047/18**

**14. CIVIC EXPENDITURE**

On the motion of Cllr Roughead, seconded by Cllr Forbes, it was **RESOLVED** to defer this matter to a future meeting in order to enable the Town Clerk to consult more widely with former mayors of the Town Council before reporting back to the committee.

**BA048/18**

**15. FORWARD PLAN**

It was **RESOLVED** to note the Forward Plan.

**BA049/18**

**16. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 10 September 2018 at 6.30 pm.