

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Tuesday, 18 February 2020 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: A Forbes (Chair)
R Bruce
I Dixon
A Gibson
G Roughead

IN ATTENDANCE:

G Davies, Town Clerk
S Cozens, Assistant to the Clerk
Cty Cllr C Bruce
Cty Cllr G Hill
Cty Cllr C Seymour
4 members of the public

BA125/19 1. OPEN SESSION

A member of the public asked a question concerning the Forward Plan.

BA126/19 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr A Bowlas and G Smith.

BA127/19 3. MINUTES OF THE LAST MEETING

On the motion of Cllr A Gibson seconded by Cllr R Bruce, the minutes of the meeting held on Tuesday, 14 January 2019 were agreed and signed as a correct record.

BA128/19

4. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA129/19

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA130/19

6. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL

Members asked a number of questions concerning individual payments, and the Chair confirmed that they had visited the office and discussed payments prior to the meeting then it was **RESOLVED** without division to note the schedule of payments.

BA131/19

7. PRECEPT

It was **RESOLVED** without division to note the report.

BA132/19

8. INCOME

It was **RESOLVED** without division to note the update.

BA133/19

9. APPRENTICESHIP

After the Town Clerk had introduced their report and answered questions from members it was **RESOLVED** on the motion of Cllr G Roughead, seconded by Cllr A Forbes to recommend that council commence the process of appointing an apprentice.

BA134/19

10. FIRST AID POLICY

On the motion of Cllr I Dixon, seconded by Cllr R Bruce, it was **RESOLVED** to note the report.

BA135/19

11. CIVIC EXPENDITURE

The Town Clerk provided an update concerning outstanding questions from a previous meeting.

BA136/19

12. FORWARD PLAN

The Town Clerk having provided an update on correspondence relevant to the subject of CCTV, it was **RESOLVED** to note the Forward Plan.

BA137/19

13. DATE OF NEXT MEETING

The date of the next meeting will be Tuesday, 10 March 2020 at 6.30 pm.

Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.

At this point the Public withdrew.

BA138/19

14. COMPLAINT

It was **RESOLVED** to recommend to council that the review of the complaint had provided no reason to change the original decision of the Town Clerk in relation to this request, but that it would be helpful to offer a meeting between the complainant, the Mayor and the Town Clerk.

At the meeting of the Budget and Administration Committee held on Tuesday, 20 October 2020 it was **RESOLVED** to amend the draft minutes of the Budget and Administration Committee on 18 February 2020 as follows:

BA127/19

3. MINUTES OF THE LAST MEETING

On the motion of Cllr A Gibson seconded by Cllr R Bruce, the minutes of the meeting held on Tuesday, 14 January 2020 were agreed and signed as a correct record.