

To: **Members of the Budget and Administration Committee**

You are hereby requested to attend a meeting of the Budget and Administration Committee of
BERWICK-UPON-TWEED TOWN COUNCIL to be held in The Meeting Room, Berwick-upon-Tweed Town Council Office,
Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on **MONDAY, 10 JUNE 2024 AT 6:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk
05 June 2024

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM		APPS
1.	OPEN SESSION	Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This is for a period of 15 minutes overall and is limited to 3 minutes per person.	
2.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	
3.	MINUTES	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Tuesday, 07 May 2024.	Draft Minutes
4.	DISCLOSURE OF INTERESTS	(i) Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.	

		(ii) To receive and consider requests from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.	
5.	RESPONSES TO AUDIT	To receive an update from the Assistant to the Clerk.	
6.	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN	To consider the Annual Governance and Accountability Return.	
7.	SCHEDULE OF POLICIES	To receive an update.	
8.	LEAFLET DROP / RESIDENTS NEWSLETTER	To consider a way forward.	
9.	FUTURE AGENDAS	To consider the report (to follow).	App A
10.	VIREMENT	To consider making a virement of £1,056 from general reserves to budget code 4100 (Accounting Software) due to increase charges in the Annual Support and Maintenance for the finance software plus additional costs for Year-End Processing and Rollover.	
11.	NOTIFICATION OF PAYMENTS AND RECEIPTS	To note payments and receipts in March and April.	App B App C
12.	BANK RECONCILIATIONS	To note the bank reconciliation processes for March and April.	App D App E
13.	PURCHASE ORDERS	To note the purchase orders raised.	App F
14.	ACTION PLAN	To receive an update.	
15.	EXPENDITURE VS BUDGET YEAR TO DATE	To note the report.	App G
16.	DATE OF NEXT MEETING	The next meeting of the committee will be held on Monday, 22 July 2024 at 6:00 pm.	
	MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE		
	Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie and Thomas Stewart.		