



Berwick-upon-Tweed Town Council

Minutes of the Town Council Budget and Administration Committee
Meeting held on Tuesday, 07 May 2024 at 6.30pm in The Meeting
Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88
Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: J Robertson as Town Mayor (Chair up to Item 2)
R Mackenzie (Chair item 3 onwards)
R Driver
M Greener
L Hawken
T Stewart

IN ATTENDANCE:

Gareth Davies, Town Clerk
Stephen Cozens, Assistant to the Clerk
Justine Walker, Administration Assistant
Joyce Benton, Sergeant-at-Mace
Cty Cllr G Hill
3 members of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Decision
BA001/24	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence.
BA002/24	ELECTION OF CHAIR			
	The Mayor shall take the chair until the members have elected a chair from amongst their number.	Nem con		The Committee RESOLVED that Cllr R Mackenzie be appointed Chair of the Budget and Administration Committee for the year 2024/2025. The Chairman took the Chair for the remainder of the meeting.
BA003/24	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	N/A	N/A	i. There were no disclosures of interests.

	<p>participate in any discussion or vote on the matter and must leave the room.</p> <p>(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.</p>	N/A	N/A	<p>ii. There were no requests for dispensation.</p>
BA004/24	ELECTION OF A VICE-CHAIR.			
	Members shall elect a vice-chair from amongst their number.	RM	RD	The Committee RESOLVED that Cllr T Stewart be appointed as Co-Chair of the Budget and Administration Committee for the year 2024/2025.
BA005/24	TERMS OF REFERENCE			
	Members are invited to note the terms of reference of the committee.	Nem con		The Committee RESOLVED to note the Terms of Reference of the Budget and Administration Committee, agreed by Council, at Appendix A of these minutes.
BA006/24	DATE OF NEXT MEETING			
	The next meeting of the committee will be held on Monday 10 June 2024, at 6:00 pm.	N/A	N/A	Noted.

Appendix A

- i A duty to prepare the annual budget, and make recommendation on the annual rate of precept,
- ii A duty to scrutinise the council's financial transactions, financial risk, and internal and external audit, in accordance with the Council's Financial Regulations,
- iii A duty to scrutinise journal transactions and virements,
- iv A duty to ensure that all budget allocations and expenditure are applied for meeting the strategic objectives agreed by Council,
- v A power to determine and approve the investment of reserves within the existing policy determined by council,
- vi A duty to ensure transparency and accountability to the public,
- vii A duty to supervise the conduct of the council's administration, including correspondence received, policy development, strategic and corporate planning,
- viii A duty to set out how to consult with the public on financial and administrative matters to promote engagement of residents and to build trust in the council,
- ix A duty to scrutinise the Council's work in relation to its duties under the Equalities Act, and
- x A power to spend, within budgets allocated to it by council, on the purposes for which those budgets were allocated by council. (For example, for information, system or program services for financial records and audits).