


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, 22 JULY 2024 AT 6:00 PM.
The Agenda for the meeting is set out below.
 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <p>Town Clerk 17 July 2024</p> </div>

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	OPEN SESSION	
	<p>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.</p> <p>This is for a period of 15 minutes overall and is limited to 3 minutes per person.</p>	
2.	APOLOGIES FOR ABSENCE	
	To receive apologies for absence.	
3.	MINUTES	Draft Minutes
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Tuesday, 10 June 2024.	
4.	DISCLOSURE OF INTERESTS	
	<p>(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.</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.	
5.	RESPONSES TO AUDIT	To note the successful conclusion of the internal audit and to deal with any issues raised.	
6.	TOWN COUNCIL WEBSITE	i. Town Council Website. ii. Volunteer Database.	App A
7.	SCHEDULE OF POLICIES	i. To receive an update and consider priorities. ii. To consider a Lone Working Policy for adoption. iii. To consider a Job Evaluation Appeals Procedure for adoption.	
8.	FINANCE QUERIES LOG	To receive an update.	
9.	SIGNATORIES	i. To confirm the list of signatories to the bank accounts held by the council. ii. To confirm the role of the signatory.	
10.	FINANCE TRAINING	To receive an update.	
11.	INTERNAL CONTROLS	To delegate to two Councillors authority to carry out internal control duties.	
12.	COMMUNICATION	To consider progress and follow through including newsletters.	
13.	TOURISM OFFICER	To consider the report.	App B
14.	NOTIFICATION OF PAYMENTS AND RECEIPTS	To note payments and receipts in May and June.	App C App D
15.	BANK RECONCILIATIONS	To note the bank reconciliation processes for May and June.	App E App F
16.	PURCHASE ORDERS	To note the purchase orders raised.	App G
17.	ACTION PLAN	To receive an update.	
18.	EXPENDITURE VS BUDGET YEAR TO DATE	To note the report.	App H

19.	DATE OF NEXT MEETING	The next meeting of the committee will be held on Monday, 09 September 2024 at 6:00 pm.	
	MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE		
	Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie and Thomas Stewart.		