

<p>To: Members of the Budget and Administration Committee</p> <p>Quorum: 3</p>
<p>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, 11 NOVEMBER 2024 AT 6:00 PM.</p>
<p>The Agenda for the meeting is set out below.</p>
<p>Cllr J Robertson Proper Officer 06 November 2024</p>

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	
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 Monday, 09 September 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.	ANY OTHER URGENT BUSINES	
	To be agreed by the Chair, open and / or confidential.	
6.	AUDITS	
	To receive a verbal update.	
7.	SCHEDULE OF POLICIES	
	<ul style="list-style-type: none"> i. To receive an update and consider priorities, ii. To consider a Minutes Protocol Policy for adoption, iii. To consider draft Councillor and Staff Training Policies for adoption, and iv. To consider a charging policy for adoption. 	
8.	FINANCE QUERIES LOG	
	<ul style="list-style-type: none"> i. To receive an update, ii. Costs of the Local Services Team, equipment and premises to facilitate decision making moving forwards, and iii. Town Council banking arrangements. 	
9.	INTERNAL CONTROLS	
	To delegate to two Councillors authority to carry out internal control duties.	
10.	BUDGET PREPARATIONS	
	Feedback and next steps – staff, public and partners.	
11.	COMMUNICATION TASK GROUP	
	To consider forming and membership of a Communication Task Group.	
12.	FINANCIAL REGULATIONS	
	To consider recommending to Council adoption of the revised Financial Regulations.	
13.	STRATEGIC PLAN	
	To consider adoption of the draft Strategic Plan.	
14.	ALLOTMENTS	
	To consider a review of the annual rental costs for an allotment plot.	
15.	NOTIFICATION OF PAYMENTS AND RECEIPTS	
	To note payments and receipts in August and September.	App A App B

16.	BANK RECONCILIATIONS	
	To note the bank reconciliation processes for August and September.	App C App D
17.	PURCHASE ORDERS	
	To note the purchase orders raised.	App E
18.	PROPOSALS FOR GROWTH AND SAVINGS	
	Members may wish to consider whether there are any areas of the Councils work where expenditure should grow or where savings can be made.	
19.	ACTION PLAN	
	To receive an update.	
20.	EXPENDITURE VS BUDGET YEAR TO DATE	
	<ul style="list-style-type: none"> i. To note the report, ii. To receive a verbal update on grant monies awarded, and iii. To consider budget planning timetable, process and who will be involved. 	App F
21.	ITEMS FOR NEXT AGENDA AND ACTIONS ARISING	
	To confirm items for the next agenda and agreed actions.	
22.	DATE OF NEXT MEETING	
	The next meeting of the committee will be held on Monday, 02 December 2024 at 6:00 pm.	
	MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE	
	Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie and Thomas Stewart.	