

<p><b>To: Members of the Budget and Administration Committee</b></p> <p><b>Quorum: 3</b></p>
<p><b>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, 09 DECEMBER 2024 AT 6:00 PM.</b></p>
<p><b>The Agenda for the meeting is set out below.</b></p>
<p><b>Cllr J Robertson</b>  <b>Proper Officer</b>  <b>04 December 2024</b></p>

## AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	
1.	<b>OPEN SESSION</b>	
	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.	<b>APOLOGIES FOR ABSENCE</b>	
	To receive apologies for absence.	
3.	<b>MINUTES</b>	
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Monday, 11 November 2024.	<b>Draft Minutes</b>
4.	<b>DISCLOSURE OF INTERESTS</b>	
	(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.	
<b>5.</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	To be agreed by the Chair, open and / or confidential.	
<b>6.</b>	<b>PROPOSALS FOR GROWTH AND SAVINGS</b>	
	Members may wish to consider whether there are any areas of the Councils work where expenditure should grow or where savings can be made.	
<b>7.</b>	<b>EXPENDITURE VS BUDGET YEAR TO DATE</b>	
	i. To note the report, and ii. To receive a verbal update on grant monies awarded.	<b>App A</b>
<b>8.</b>	<b>BUDGET</b>	
	To confirm and debate the draft budget and to check against Strategic Plan priorities.	
<b>9.</b>	<b>NOTIFICATION OF PAYMENTS AND RECEIPTS</b>	
	To note payments and receipts in October.	<b>App B</b>
<b>10.</b>	<b>PURCHASE ORDERS</b>	
	To note the purchase orders raised.	<b>App C</b>
<b>11.</b>	<b>BANK RECONCILIATIONS</b>	
	To note the bank reconciliation processes for October.	<b>App D</b>
<b>12.</b>	<b>AUDITS</b>	
	i. To receive the Audited AGAR 2023/24. ii. To receive a verbal update.	<b>App E</b>
<b>13.</b>	<b>INTERNAL CONTROLS</b>	
	To receive a verbal update.	
<b>14.</b>	<b>FINANCE QUERIES LOG</b>	
	To receive an update.	
<b>15.</b>	<b>ALLOTMENTS</b>	
	To consider a review of the annual rental costs for an allotment plot.	
<b>16.</b>	<b>MODEL PUBLICATION SCHEME</b>	
	To consider a model publication scheme for adoption.	
<b>17.</b>	<b>HR SOFTWARE</b>	
	To receive a verbal update from the Operations Manager.	

<b>18.</b>	<b>AGREED ACTIONS</b>	
	To report back on actions agreed at previous meeting Minute No BA081/24.	
<b>19.</b>	<b>ITEMS FOR NEXT AGENDA AND ACTIONS ARISING</b>	
	To confirm items for the next agenda and agreed actions.	
<b>20.</b>	<b>DATE OF NEXT MEETING</b>	
	The next meeting of the committee will be held on Monday, 13 January 2025 at 6:00 pm.	
	<b>MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE</b>	
	<b>Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie and Thomas Stewart.</b>	