

To: Members of the Budget and Administration Committee
Quorum: 3
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, 13 JANUARY 2025 AT 6:00 PM.
The Agenda for the meeting is set out below.
Cllr J Robertson Proper Officer 08 January 2025

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 December 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.	FORMAT OF MINUTES	
	To discuss the format of minutes.	
7.	DRAFT ANNUAL PLAN / DIARY OF EVENTS	
	To consider a draft annual plan / diary of events.	
8.	ANNUAL MEETINGS PLAN FOR 2025 / 2026	
	To discuss an Annual Meetings Plan for 2025 / 2026.	
9.	SCHEDULE OF POLICIES	
	To receive an update and consider priorities.	
10.	TERMS OF REFERENCE	
	To recommend to Council adoption of updated Terms of Reference for Committees along with Task and Finish Groups (Working Parties).	
11.	COMMUNICATIONS TASK GROUP	
	To receive a verbal update.	
12.	BANKING ARRANGEMENTS	
	To confirm more research on change / costs and defer until the new financial year in addition to the new Chief Officer being in post.	
13.	EXPENDITURE VS BUDGET YEAR TO DATE	
	i. To note the report, and ii. To receive a verbal update on grant monies awarded.	App A
14.	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.	
15.	BUDGET	
	To confirm and debate the draft budget and to check against Strategic Plan priorities.	
16.	NOTIFICATION OF PAYMENTS AND RECEIPTS	
	To note payments and receipts in November.	App B
17.	PURCHASE ORDERS	
	To note the purchase orders raised.	App C

18.	BANK RECONCILIATIONS	
	To note the bank reconciliation processes for November.	App D
19.	AUDITS	
	To receive a verbal update.	
20.	INTERNAL CONTROLS	
	To receive a verbal update.	
21.	FINANCE QUERIES LOG	
	To receive an update.	
22.	BERWICK RIDERS ASSOCIATION	
	To receive a verbal update from the Operations Manager.	
23.	ALLOTMENTS	
	To consider and explore accepting annual rental costs via Direct Debit.	
24.	AGREED ACTIONS	
	To report back on actions agreed at previous meetings Minute Numbers BA081/24 and BA100/24.	
25.	ITEMS FOR NEXT AGENDA AND ACTIONS ARISING	
	To confirm items for the next agenda and agreed actions.	
26.	DATE OF NEXT MEETING	
	The next meeting of the committee will be held on Monday, 10 March 2025 at 6:00 pm.	
	MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE	
	Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie and Thomas Stewart.	