

## BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Monday, 22 April 2024 at 6.00 pm in

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

The Agenda for the meeting is set out below.



Town Clerk

17 April 2024

### AGENDA

ITEM NO.	TITLE	DESCRIPTION OF ITEM	APPS
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 meeting held on 22 January 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.	
5.	<b>TOWN MAYOR'S ANNOUNCEMENTS</b>	To receive announcements from the Town Mayor.	
6.	<b>REVISION TO STANDING ORDERS</b>	To consider the proposed revision to Standing Orders.	
7.	<b>FUTURE OF BERWICK MARKET</b>	To consider the report.	<b>App A</b>
8.	<b>PROTOCOL FOR MEETINGS</b>	To consider the proposed revisions to the protocol for meetings, and to append it to the Communications Strategy.	
9.	<b>CHANGE TO ACCOUNTANCY PRACTICES FOR 2024-25</b>	To notify members of a change to accountancy practices.	<b>App B</b>
10.	<b>PUBLIC ART</b>	<p>Jimmy Strength Statue</p> <p>Minute <b>CLS071/23</b> from Communities &amp; Local Services of 4 March 2024.</p> <p>“Standing Orders were suspended to allow a representative of the project to provide an update on the handout distributed at the meeting, including that the actual location would be opposite West Street.</p> <p>Members then asked a number of questions including on the location of a plaque, is the work based on the original statue, location of the statue and if there has been a consultation.</p> <p>After which, the Committee <b>RESOLVED</b> that a poll be conducted to gauge the level of support from the public and their preferred location with the result to be reported to April’s meeting of Council so that a decision can be made.”</p>	
11.	<b>IT EQUIPMENT</b>	To consider authorising the spending of up to £1,500 on IT equipment for the Sergeant-at-Mace and Wardens.	

12.	<b>CIVILITY AND RESPECT POLICY</b>	To consider adoption of the Civility and Respect Policy.	
13.	<b>OUTDOOR LEISURE</b>	To consider the report.	<b>App C</b>
14.	<b>SCRUTINY AND SCRUTINY OF COUNCILS ACTIONS</b>	To consider the document circulated as a background paper.	
15.	<b>TRANSFER OF ENGAGEMENTS</b>	Following reviews council is recommended to instruct the Town Clerk to: a) Transfer the council's main bank account to Unity Trust, and b) To open a suitable savings account with Unity Trust, and c) To add the existing bank account signatories to the account.	
16.	<b>TERMS OF REFERENCE</b>	To consider the proposed revised Terms of Reference.	
17.	<b>MUNICIPAL CALENDAR</b>	To consider the report.	<b>App D</b>
18.	<b>COMMUNICATION STRATEGY</b>	i. To consider the action plan (to follow). ii. To consider arrangements for distribution of Town Council newsletters.	
19.	<b>EQUALITY AND DIVERSITY POLICY</b>	To consider the revised Equality and Diversity Policy.	
20.	<b>OUTURN / OVERSPENDS</b>	To note the report.	<b>App E</b>
21.	<b>FSCS ELIGIBILITY REVIEW FOR SMALL LOCAL AUTHORITIES</b>	To note the correspondence.	
22.	<b>VIREMENT</b>	To consider making a virement of £1,680 from the Seat & Bus Shelter Reserve to budget code 4502 (Bus Shelter Maintenance).	
23.	<b>ACTION PLAN</b>	To receive an update.	
24.	<b>STAFFING AND CORPORATE RESOURCES COMMITTEE</b>	i. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 04 December 2023 (noted at the meeting of 22 January 2024). ii. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 05 February 2024.	<b>App F</b>  <b>App G</b>

		<ul style="list-style-type: none"> <li>iii. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 18 March 2024.</li> <li>iv. To note the draft minutes of the meeting of the Staffing and Corporate Resources Committee held on 10 April 2024.</li> </ul>	<p><b>App H</b></p> <p><b>App I</b></p>
25.	<b>COMMUNITIES AND LOCAL SERVICES COMMITTEE</b>	<ul style="list-style-type: none"> <li>i. To adopt the minutes of the meeting of the Communities and Local Services Committee held on 08 January 2024 (noted at the meeting of 22 January 2024).</li> <li>ii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 04 March 2024.</li> </ul>	<p><b>App J</b></p> <p><b>App K</b></p>
26.	<b>PLANNING COMMITTEE</b>	<ul style="list-style-type: none"> <li>i. To adopt the minutes of the meeting of the Planning Committee held on 09 January 2024 (noted at the meeting of 22 January 2024).</li> <li>ii. To adopt the minutes of the meeting of the Planning Committee held on 12 February 2024.</li> <li>iii. To note the draft minutes of the meeting of the Planning Committee held on 08 April 2024.</li> </ul>	<p><b>App L</b></p> <p><b>App M</b></p> <p><b>App N</b></p>
27.	<b>BUDGET AND ADMINISTRATION COMMITTEE</b>	<ul style="list-style-type: none"> <li>i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 15 January 2024 (noted at the meeting of 22 January 2024).</li> <li>ii. To adopt the minutes of the meeting of the Budget and Administration Committee held on 26 February 2024</li> <li>iii. Council is invited to consider the following recommendation detailed in minute <b>BA075/23</b>: <b>BA075/23</b>: “The Committee <b>RESOLVED</b> to recommend to Council that the Town Council's main current account be transferred to Unity Trust Bank with further options to follow regarding savings accounts.”</li> </ul>	<p><b>App O</b></p> <p><b>App P</b></p>

		<p>iv. Council is invited to consider the following recommendation detailed in minute <b>BA084/23</b>:  <b>BA084/23</b>: “The Committee unanimously <b>RESOLVED</b> to recommend to Council approval of the costings circulated as a background paper for PAYE services.”</p> <p>v. To note the draft minutes of the meeting of the Budget and Administration Committee held on 18 March 2024.</p>	<b>App Q</b>
<b>28.</b>	<b>DATE OF NEXT MEETING</b>	The next meeting of the Council will be held on Tuesday, 07 May 2024 at 6 pm.	
	<b>The Council may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.</b>		
<b>29.</b>	<b>STAFFING REVIEW</b>	<p>i. To consider the report of the Chair of Staffing Committee and advice from the HR Consultant.</p> <p>ii. To consider the advice of the Town Clerk.</p>	