

BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Tuesday, 07 May 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

01 May 2024

AGENDA

ITEM NO.	TITLE	DESCRIPTION OF ITEM	APPS
1.	ELECTION OF TOWN MAYOR	To elect the Town Mayor for 2024/2025. This item may need to be adjourned and resumed to allow Councillors to vote.	
2.	THE TOWN MAYOR END-OF-TERM ADDRESS	The retiring Town Mayor (Councillor John Robertson) will present his end-of-term address.	
3.	DECLARATION OF ACCEPTANCE OF OFFICE	Receipt of confirmation of acceptance of office from the Mayor.	
4.	APPOINTMENT OF SHERIFF	To confirm the appointment of Sheriff for 2024/2025.	
5.	ELECTION OF DEPUTY TOWN MAYOR	To elect the Deputy Town Mayor for 2024/2025. This item may need to be adjourned and resumed to allow Councillors to vote.	

6.	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>	
7.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	
8.	MINUTES	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 22 April 2024.	Draft Minutes
9.	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> <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.</p>	
10.	BANKING ARRANGEMENTS	<p>i. To confirm the list of institutions with which accounts are held.</p> <p>ii. To confirm the appointment and removal of signatories to the bank accounts held by the council.</p>	App A

11.	DIRECT DEBITS AND SUBSCRIPTIONS	To authorise direct debits and subscriptions made on behalf of the Town Council.	App B
12.	PAYMENTS	To renew approval of the use of BACS or CHAPS to make payments on behalf of the Town Council.	
13.	PAYROLL	To authorise the payroll provider to make payments directly from the Town Council bank account.	
14.	MUNICIPAL CALENDAR	To note the report.	App C
15.	TERMS OF REFERENCE	To confirm the Terms of Reference of committees for 2024/2025.	App D
16.	APPOINTMENT OF MEMBERS TO COMMITTEES	To agree membership of committees for 2024/2025.	
17.	APPOINTMENTS TO OUTSIDE BODIES	To make appointments to outside bodies.	App E
18.	EQUALITY AND DIVERSITY POLICY	To consider the revised Equality and Diversity Policy.	
19.	COMMUNITIES AND LOCAL SERVICES COMMITTEE	To adopt the draft minutes of the meeting of the Communities and Local Services Committee held on 04 March 2024 (noted at the meeting of 22 April 2024).	App F
20.	BUDGET AND ADMINISTRATION COMMITTEE	To adopt the draft minutes of the meeting of the Budget and Administration Committee held on 18 March 2024 (noted at the meeting of 22 April 2024).	App G
21.	PLANNING COMMITTEE	To adopt the draft minutes of the meeting of the Planning Committee held on 08 April 2024 (noted at the meeting of 22 April 2024).	App H

22.	STAFFING AND CORPORATE RESOURCES COMMITTEE	<ul style="list-style-type: none"> <li data-bbox="853 161 1906 304">i. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 10 April 2024 (noted at the meeting of 22 April 2024). <li data-bbox="853 325 1906 416">ii. To adopt the draft minutes of the meeting of the Staffing and Corporate Resources Committee held on 22 April 2024 (to follow). 	<p data-bbox="1980 161 2069 193">App I</p> <p data-bbox="1980 325 2069 357">App J</p>
23.	DATE OF NEXT MEETING	The next meeting of the Council will be held on Monday, 24 June 2024 at 6 pm.	