

BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of

Council

on

Tuesday, 29 June 2021

At 6.00 pm

**in the Guild Hall, Town Hall, Marygate,
Berwick upon Tweed**

The Agenda for the meeting is set out on the following page.



Town Clerk

24 June 2021

EXTRACT FROM STANDING ORDERS

- 1(o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation that relates directly to new information concerning the member that was introduced during the debate, in which case they shall with the chair's consent offer their explanation after all other members who wish to do so have spoken, or
 - v. in exercise of a right of reply as the mover of the motion before a vote.
- 1(p) During the debate of a motion, a councillor may interrupt only on a point of order and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1(t) Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	<p>OPEN SESSION</p> <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> <p>The meeting will be proceeded by public questions for 15 minutes and will be followed by speeches from the outgoing Mayor Cllr A Forbes and Sheriff Mr Martin Warner.</p>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
3.	<p>MINUTES</p> <ul style="list-style-type: none">i. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Consultative Committee meeting held on 17 May 2021.ii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 17 May 2021.	<p>Minutes</p> <p>Minutes</p>
4.	<p>DISCLOSURE OF INTERESTS</p> <p>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>	
5.	<p>REQUEST FOR DISPENSATION</p> <ul style="list-style-type: none">(i) To receive 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 (pro-forma attached).(ii) To consider requests for dispensation.	

- 6. TOWN MAYOR'S ANNOUNCEMENTS**
To receive announcements from the Town Mayor.
- 7. POTENTIAL EDUCATION CHANGES WITHIN THE TOWN**
To receive a verbal presentation from a member of the public.
- 8. CORRESPONDENCE**
- i. To note the Correspondence Log. **App A**
 - ii. Friends of Five Arches.
- 9. CLERK'S RULING**
On the correct way of addressing the Mayor and others. **App B**
- 10. INTERNAL AUDIT REPORT**
To note the successful conclusion of the internal audit and to refer any issues raised to the Budget and Administration Committee.
- 11. ANNUAL GOVERNANCE STATEMENT**
To consider the Council's response to the individual statements contained in the Annual Governance Statement section of the AGAR and to authorize the Mayor to sign the Annual Governance statement. **App C**
- 12. ACCOUNTING STATEMENTS**
To approve the Accounting Statements for the year 2020-21. **App D**
- 13. PUBLICISING THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**
To consider the report. **App E**
- 14. ANNOUNCEMENT OF CASUAL VACANCIES**
To consider the report. **App F**
- 15. FINANCIAL REGULATIONS**
To adopt the Financial Regulations. **App G**
- 16. NEIGHBOURHOOD PLAN**
Council is invited to note the resignation of three members of the Neighbourhood Plan Sub-Committee and is recommended to delegate to the Planning Committee authority to take such steps as are necessary to progress the draft plan including, at its next meeting considering the remaining issues that are to be decided.
- 17. STAFFING AND CORPORATE RESOURCES COMMITTEE**
Council is invited to appoint by election three councillors to the Staffing and Corporate Resources Sub Committee, and in addition to appoint the Mayor and Deputy Mayor to act as the line management body for the Town Clerk, to hear staff appeals and grievances, and to deal with external complaints that cannot be dealt with by the Town Clerk.

- 18. INFORMAL MEETINGS OF COUNCILLORS**
1. To receive feedback from councillors, and
 2. To authorise a virement of no more than £500 from General reserve to the Meetings Budget to allow for the booking of facilities for Informal Meetings.
- 19. CHANGES TO RAIL SERVICES**
To consider the report **App H**
- 20. NOTICE OF CONSULTATION ON THE NORTHUMBERLAND LOCAL PLAN – PROPOSED MAIN MODIFICATIONS**
To consider the report **App I**
- 21. FUTURE LOCAL SERVICES PROVISION IN BERWICK**
To consider the report **App J**
- 22. FIVE ARCHES PARK, TWEEDMOUTH**
To consider the report. **App K**
- 23. MEMBERSHIP OF COMMITTEES**
To appoint members to the Committees of Council.
- 24. TOWN CLERK RESEARCH BRIEF**
To consider the research brief distributed as a background paper.
- 25. FORWARD PLAN**
To receive an update on the Forward Plan. **App L**
- 26. BUDGET AND ADMINISTRATION COMMITTEE**
- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 12 April 2021. **App M**
 - ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 15 June 2021. **App N**
 - iii. To note the list of payments received by the Budget and Administration Committee at its meeting of 15 June 2021. **App O**
- 27. LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 12 April 2021. **App P**
 - ii. To note the draft minutes of the meeting of the Local Services Committee held on 07 June 2021. **App Q**
 - iii. To consider purchasing seagull-proof litter bins up to a total of £3,000 to be transferred from general reserves.
 - iv. To consider whether a virement from the General Reserves to the Bus Shelters reserves is required.

- 28. PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the meeting of the People and Communities Committee held on 12 April 2021. **App R**
 - ii. To note the minutes of the meeting of the People and Communities Committee held on 08 June 2021. **App S**
 - iii. Council is invited to consider the following recommendation detailed in minute PC012/21:
“the Committee unanimously **RESOLVED** to recommend to Council that a working group/committee be set-up whose brief would be the town centre”
- 29. PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 12 April 2021. **App T**
 - ii. To note the draft minutes of the meeting of the Planning Committee held on 14 June 2021. **App U**
- 30. DATE OF NEXT MEETING**
- The next meeting of the Council will be held on Monday, 26 July 2021 at 6 pm in the Town Hall.
- 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.**
- 31. CORRESPONDENCE RECEIVED**
- To receive an update on correspondence received.
- 32. STAFFING**
- To consider the report. **App V**