

BERWICK-UPON-TWEED TOWN COUNCIL

**Summons to a meeting of
Council**

on

Monday, 26 July 2021

At 6.00 pm

**in the Council Chamber, Town Hall, Marygate,
Berwick upon Tweed**

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



Town Clerk

21 July 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.	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 meeting held on 29 June 2021.	Minutes
4.	DISCLOSURE OF INTERESTS 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.	
5.	REQUEST FOR DISPENSATION (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.	CORRESPONDENCE To note the Correspondence Log.	App A
8.	SHARED RETAIL SPACE IN BERWICK TOWN CENTRE After considering the background papers and hearing from Mr Scott of the Chamber of Trade, Council is invited to provide guidance to the Town Centre Working Group on how they should proceed.	

- 9. CIVIC REGALIA**
To receive a verbal update from the Town Clerk.
- 10. CASUAL VACANCIES**
To give authority to the Town Clerk to advertise for co-option for Grove Ward and Magdalene Ward, to co-opt at the August meeting of Council, if an election is not called.
- 11. REVIEW OF COMMITTEE STRUCTURE**
To invite comments from Councillors on the current committee structure.
- 12. 2022-23 LOCAL TRANSPORT PLAN PROGRAMME CONSULTATION**
To refer to People and Communities Committee and the Planning Committee, the 2022-23 Local Transport Plan Programme Consultation.
- 13. REPRESENTATION ON OUTSIDE BODIES**
To consider invitations for representation on outside bodies:
Berwick-upon-Tweed Conservation Area Advisory Group (CAAG).
- 14. FORWARD PLAN**
- i. To receive an update on the Forward Plan. **App B**
 - ii. To consider a proposal to take a mapping exercise for defibrillators.
- 15. BUDGET AND ADMINISTRATION COMMITTEE**
- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 15 June 2021 (noted at the meeting of 29 June 2021). **App C**
 - ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 13 July 2021. **App D**
 - iii. To note the list of payments received by the Budget and Administration Committee at its meeting of 13 July 2021. **App E(i)**
App E(ii)
- 16. LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 07 June 2021 (noted at the meeting of 29 June 2021). **App F**
 - ii. To note the draft minutes of the meeting of the Local Services Committee held on 05 July 2021. **App G**
 - iii. Council is invited to note the following minute, number LS031/21 (Water Bowser):
On the motion of Cllr A Forbes, seconded by Cllr G Smith, the Committee **RESOLVED** to approve the quote supplied by Fresh Group and circulated as a background paper.

- 17. PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the meeting of the People and Communities Committee held on 08 June 2021 (noted at the meeting of 29 June 2021). **App H**
 - ii. To note the minutes of the meeting of the People and Communities Committee held on 06 July 2021. **App I**
- 18. PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 14 June 2021 (noted at the meeting of 29 June 2021). **App J**
 - ii. To note the draft minutes of the meeting of the Planning Committee held on 12 July 2021. **App K**
- 19. STAFFING AND CORPORATE RESOURCES COMMITTEE**
- i. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 12 April 2021. **App L**
 - ii. To note the draft minutes of the meeting of the Staffing and Corporate Resources Committee held on 19 July 2021. **App M**

20. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday, 23 August 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.

21. ACCESSIBILITY AND MEETINGS

To receive a verbal update from the Town Clerk.

22. OCCUPATIONAL HEALTH

To receive a verbal update from the Town Clerk.