

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Staffing and Corporate Resources Committee Meeting held on Monday, 19 July 2021 at 6.00pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: A Bowlas (Chair)  
A Forbes  
M Greener  
H Lindsay  
C Raybould

**IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
Steve Cozens, Assistant to the Clerk  
0 members of the public

- SCR001/21      1. OPEN SESSION**  
There were no members of the public present.
- SCR002/21      2. APOLOGIES FOR ABSENCE**  
There were no apologies for absence.
- SCR003/21      3. MINUTES OF THE LAST MEETING**  
On the motion of Cllr A Forbes, seconded by Cllr A Bowlas, the minutes of the meeting held on 12 April 2021, were agreed and signed as a correct record.
- SCR004/21      4. DISCLOSURE OF INTERESTS**  
There were no disclosures of interests
- SCR005/21      5. REQUEST FOR DISPENSATION**  
There were no requests for dispensation.

**Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following items of business on the basis that public discussion might prejudice the Council's position and staffing or personal issues might be discussed.**

**SCR006/21      6. ACCESSIBILITY OF COUNCIL CHAMBER**

As the government's road map moves forward, and Council plans to return to the Council Chamber for Council meetings, the accessibility of the room was discussed and temporary arrangements were agreed for the next cycle of meetings. After which, the Committee **RESOLVED** to open discussions with partners about options to provide a permanent way forward, further details of which would be provided at the next meeting of Council.

**SCR007/21      7. SOUND SYSTEM FOR COUNCIL / COMMITTEE MEETINGS**

The Committee discussed temporary arrangements for the next cycle of meetings and **RESOLVED** to instruct the Town Clerk to explore possible permanent solutions so that the duties of the Town Council can be satisfied.

**SCR008/21      9. HEALTH OF STAFF**

The Town Clerk introduced the item and provided an update to the Committee. After which:

1. On the motion of Cllr A Forbes, seconded by Cllr C Raybould, the Committee **RESOLVED** that quotes be sought for an Occupational Health Advisor and be brought to the next meeting of Council, and
2. The Committee unanimously **RESOLVED** that the Staffing and Corporate Resources Committee act as intermediaries with any such issues.

**SCR009/21      10. CORRESPONDENCE**

An update was provided to the Committee regarding the external employment of 2 members of staff, and an appropriate declaration of interest will be appended to these minutes. The Committee unanimously **RESOLVED** to note the update. A further item of correspondence was discussed, and a way forward was agreed which included advice and guidance to the Town Clerk about external advice being sought if necessary.

**SCR010/21**

**8. DATE OF NEXT MEETING**

To be confirmed.

**[REDACTED]**