

BERWICK-UPON-TWEED TOWN COUNCIL

**Summons to a meeting of
Council
on**

Monday, 25 October 2021

At 6.00 pm

**in the Function Room, Northern View, Highcliffe, Spittal,
Berwick upon Tweed**

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



Town Clerk

20 October 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>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
3.	<p>MINUTES</p> <p>To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 27 September 2021.</p>	Minutes
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> <p>(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).</p> <p>(ii) To consider requests for dispensation.</p>	
6.	<p>TOWN MAYOR'S ANNOUNCEMENTS</p> <p>To receive announcements from the Town Mayor.</p>	
7.	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"><li data-bbox="347 1736 858 1762">i. To note the Correspondence Log.<li data-bbox="347 1787 1182 1814">ii. Free resources for people with dementia and their families.<li data-bbox="347 1839 1002 1865">iii. Town Clerk statement to Northumbria Police.<li data-bbox="347 1890 1284 1966">iv. To note the correspondence regarding the resignation of the Chair of Berwick in Bloom.<li data-bbox="347 1991 799 2018">v. Tourism Officer Subscription.	App A

8. **RISK MANAGEMENT – CLOSURE OF A POTENTIAL LITIGATION RISK**
To consider the report. **App B**
9. **REMEMBRANCE SUNDAY**
To receive a verbal update from the Assistant to the Clerk.
10. **EXTERNAL AUDIT**
To note the completion of the External Audit. **App C**
11. **STANDING ORDERS – REFERENCE OF A CONCERN TO NORTHUMBERLAND ASSOCIATION OF LOCAL COUNCILS**
To consider the report. **App D**
12. **NEIGHBOURHOOD PLAN**
To consider the report. **App E**
13. **CHRISTMAS LIGHTS**
Update on a proposal to provide lighting on the old bridge.
14. **RISK ASSESSMENT**
To consider the report. **App F**
15. **FORWARD PLAN**
 - i. To receive an update on the Forward Plan. **App G**
 - ii. Operation London Bridge. To note further updates received.
 - iii. Seagulls. To note minute LS067/21 of the Local Services Committee meeting held on 05 October 2021.
LS067/21: Ann Deary-Francis, an Ecologist for Northumberland County Council, introduced herself, answered questions from councillors and discussed potential solutions.
 - iv. Play Park Inspections. To note that a further issue with inspections has arisen – proposals will be brought forward as part of the budget process.
16. **LOCAL SERVICES COMMITTEE**
 - i. To adopt the minutes of the meeting of the Local Services Committee held on 06 September 2021 (noted at the meeting of 27 September 2021). **App H**
 - ii. To note the draft minutes of the meeting of the Local Services Committee held on 05 October 2021. **App I**
17. **BUDGET AND ADMINISTRATION COMMITTEE**
 - i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 07 September 2021 (noted at the meeting of 27 September 2021). **App J**

- ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 12 October 2021. **App K**
- iii. Council is invited to consider the following recommendation detailed in minute **BA067/21**:
BA067/21: On the motion of Cllr R Bruce, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council approval of the setting up of new monthly direct debits to pay for Zoom software, a Cloud platform and Microsoft 365 used by Officers for their work and Data sims used in the operation of various CCTV cameras around the town.
- iv. To note the list of payments and receipts received by the Budget and Administration Committee at its meeting of 12 October 2021. **App L(i)**
App L(ii)

18. PLANNING COMMITTEE

- i. To adopt the minutes of the meeting of the Planning Committee held on 13 September 2021 (noted at the meeting of 27 September 2021). **App M**
- ii. To note the draft minutes of the meeting of the Planning Committee held on 11 October 2021. **App N**

19. PEOPLE AND COMMUNITIES COMMITTEE

- i. To adopt the minutes of the meeting of the People and Communities Committee held on 14 September 2021 (noted at the meeting of 27 September 2021). **App O**
- ii. To note the draft minutes of the meeting of the People and Communities Committee held on 06 October 2021. **App P**

20. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 22 November 2021 at 6 pm.

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. LOCAL SERVICES

To consider the background paper.

22. GROWTH AND SAVINGS – MANAGEMENT OF RESERVES

To consider the report. **App Q**