

BERWICK-UPON-TWEED TOWN COUNCIL

**Summons to a meeting of
Council
on**

Monday, 22 November 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

16 November 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 25 October 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> <p>To note the Correspondence Log.</p>	App A
8.	<p>MEDIUM-TERM FINANCIAL PLAN</p> <p>To consider the Medium-Term Financial Plan.</p>	App B
9.	<p>RESERVES</p> <p>To note the reports.</p>	App C(i) App C(ii)

10.	FUTURE USES OF CCTV	
	To consider the report.	App D
11.	MANAGEMENT OF BALANCES	
	To consider the report.	App E
12.	FREEMEN TRUSTEES	
	To consider the report.	App F
13.	TOWN FORUM	
	To consider the report.	App G
14.	COMMITTEE MEMBERSHIP	
	To consider a request to join the following committees from Cllr J Robertson: Budget & Administration Committee and the Local Services Committee.	
15.	FORWARD PLAN	
	To receive an update on the Forward Plan.	App H
16.	LOCAL SERVICES COMMITTEE	
	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Local Services Committee held on 05 October 2021 (noted at the meeting of 25 October 2021). 	App I
	<ul style="list-style-type: none"> ii. To note the draft minutes of the meeting of the Local Services Committee held on 01 November 2021. 	App J
17.	PEOPLE AND COMMUNITIES COMMITTEE	
	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the People and Communities Committee held on 06 October 2021 (noted at the meeting of 25 October 2021). 	App K
	<ul style="list-style-type: none"> ii. To note the draft minutes of the meeting of the People and Communities Committee held on 02 November 2021. 	App L
	<ul style="list-style-type: none"> iii. To consider the recommendation of the committee to declare a climate emergency. 	
	<ul style="list-style-type: none"> iv. To note the request of the Committee to instruct the Town Clerk to prepare a report on the Palace Green Scout Hut and to bring that report to a future committee meeting. 	
	<ul style="list-style-type: none"> v. To consider the request of the committee that the communications policy be varied sufficiently to allow all councillors access to the Town Council's social media accounts. 	
	<ul style="list-style-type: none"> vi. To consider the issue of bulk domestic waste collections in Prior Park. 	

- 18. PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 11 October 2021 (noted at the meeting of 25 October 2021). **App M**
 - ii. To note the draft minutes of the meeting of the Planning Committee held on 08 November 2021. **App N**
- 19. BUDGET AND ADMINISTRATION COMMITTEE**
- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 12 October 2021 (noted at the meeting of 25 October 2021). **App O**
 - ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 09 November 2021. **App P**
 - iii. Council is invited to consider the following recommendations detailed in minutes **BA078/21, BA084/21 and BA085/21**:
 - BA078/21**: On the motion of Cllr C Raybould, seconded by Cllr M Greener, the Committee **RESOLVED** to recommend to council that new financial regulations be adopted specifying that:
 - a. The input of all transactions to the accounting system shall be completed fourteen days after the end of the working month,
 - b. That the bank reconciliation shall be completed 28 days after the end of the working month, and
 - c. That the completed reconciliation report shall be presented to the next meeting of council, or a committee to which this duty has been delegated by council, and certified by the person chairing that meeting.
 - BA084/21**: On the motion of Cllr M Greener, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council that the Town Council dispense with the petty cash.
 - BA085/21**: On the motion of Cllr C Raybould, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council that a virement of £1060 be made from the general reserves to Code 4254 [Meeting Expenses].
 - iv. To note the list of payments and receipts received by the Budget and Administration Committee at its meeting of 09 November 2021. **App Q(i)**
App Q(ii)
- 20. DATE OF NEXT MEETING**
- The next meeting of the Council will be held on Monday, 13 December 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. PROVISION OF ACCOUNTING SERVICES

To consider the document circulated as a background paper.

22. HR SUPPORT

To consider the documents circulated as background papers.

23. ECONOMIC PLAN

To consider whether a refresh of the economic plan prepared with Town Council support in 2017 is required.

24. CONSULTATION SPACE

To provide guidance to officers.

App R

25. TOWN HALL UPDATE

To note the update.

App S