

BERWICK-UPON-TWEED TOWN COUNCIL

**Summons to a meeting of
Council
on**

Monday, 13 December 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

07 December 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.	TOURISM OFFICER SUBSCRIPTION To receive a verbal presentation.	
2.	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.	
3.	APOLOGIES FOR ABSENCE To receive apologies for absence.	
4.	MINUTES To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 22 November 2021.	Minutes
5.	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.	
6.	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.	
7.	TOWN MAYOR'S ANNOUNCEMENTS To receive announcements from the Town Mayor.	
8.	CORRESPONDENCE i. To note the Correspondence Log. ii. Local Government and Social Care Ombudsman.	App A

- iii. Budget and Administration Committee. To consider any questions from elected members regarding the correspondence of the Town Clerk.
- iv. Tweedmouth Old People Supper. To receive a verbal update from the Town Clerk.
- v. Corresponding concerning Christmas Lights.

9. DRAFT BUDGET

- i. To consider the report. **App B**
- ii. To acknowledge previous receipt of the draft Medium-Term Financial Plan, and to instruct the Town Clerk to prepare a finalized Medium-Term Financial Plan for February's meeting of Council.
- iii. Statement of Reserves (to follow). **App C**

10. EMERGENCY PLANNING

To consider whether to complete the incomplete Berwick-upon-Tweed Town Council Community Emergency Plan.

11. BANK RECONCILIATIONS

To note the bank reconciliation process for October. **App D**

12. BUS SHELTERS

To consider a quote circulated as a background paper for work to bus shelters.

13. GRANT APPLICATION

To consider a grant application from Northern View. **App E**

14. CIVIC REGALIA

To consider the report. **App F**

15. CROWNING OF THE TWEEDMOUTH SALMON QUEEN

To consider the report. **App G**

16. REVIEW OF AUTUMN FESTIVALS

To receive a verbal update from the Town Clerk.

17. FORWARD PLAN

To receive an update on the Forward Plan. **App H**

18. LOCAL SERVICES COMMITTEE

- i. To adopt the minutes of the meeting of the Local Services Committee held on 01 November 2021 (noted at the meeting of 22 November 2021). **App I**
- ii. To note the draft minutes of the meeting of the Local Services Committee held on 06 December 2021. **App J**
- iii. Council is invited to consider the following recommendations detailed in minutes **LS100/21**, **LS101/21** and **LS103/21**:

- LS100/21:**
- i. On the motion of Cllr J Robertson, seconded by Cllr C Bruce, the Committee **RESOLVED** to recommend to council that the budget for 2022-23 should include provision for a recurring cost of £10,500 to cover a 15 year loan on an equal payments of principal basis for the cost of replacing Spittal Play Park, and that reserves should be reconfigured to cover any costs above that amount.
 - ii. On the motion of Cllr J Robertson, seconded by Cllr C Bruce, the Committee **RESOLVED** to recommend to council that preparation to bring services in house on the basis previously described by the Town Clerk at council's request be instigated.
- LS101/21:**
- i. On the motion of Cllr G Smith, seconded by Cllr J Bowden, the Committee **RESOLVED** to recommend to council the replacement of all baskets with 41cm Cup and Saucer baskets in dark blue at a cost of approximately £2120.
 - ii. On the motion of Cllr G Smith, seconded by Cllr J Bowden, the Committee **RESOLVED** to recommend to council that 18 barrier baskets be purchased to replace and complement those already in situ at a cost of approximately £2322.
- LS103/21:** The Committee unanimously **RESOLVED** to recommend to council that no action be taken with regards to the Tourism Project Reserve to enable provision for a tourism facility on Spittal Promenade.

19. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 24 January 2022 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.

20. TOWN HALL UPDATE

To note the update.

21. ACQUISITION OF PROPERTY

To consider the report.

App K