

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of a meeting of the Town Council held on Monday 13 December 2021 at 6.00 pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed

PRESENT:

Councillors:	A Bowlas (Chair)	M Greener
	J Bowden	H Lindsay
	G Brown	C Raybould
	C Bruce	J Robertson
	R Bruce	G Smith
	R Driver	L Stephenson
	A Gibson	A Williams

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Steve Cozens, Assistant to the Clerk
Joyce Benton, Sergeant-at-Mace
Becci Murray, Berwick Community Trust
2 members of the public

C182/21 1. TOURISM OFFICER SUBSCRIPTION

Becci Murray of Berwick Community Trust gave a verbal presentation on the Tourism Officer Subscription and answered questions from councillors.
After which, on the motion of Cllr R Bruce, seconded by Cllr H Lindsay, Council **RESOLVED** that £7,500 be included in the budget for the annual subscription cost of a tourism officer.

C183/21 2. OPEN SESSION

Cllr G Smith made an enquiry regarding the Christmas decorations on the front of the Town Hall, after which, the Town Clerk provided a response.

C184/21 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Forbes and P Jackson.

C185/21

4. MINUTES

A query was raised regarding Item 16 of the minutes, after which it was agreed that Officers would investigate, and the minutes would be brought to the next meeting of Council.

C186/21

5. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

C187/21

6. REQUEST FOR DISPENSATION

There were no requests for dispensation.

The Town Clerk provided an update that Councillors don't need to declare a dispensation for the budget setting meeting as a blanket dispensation already applies.

C188/21

7. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor provided details of events they had attended and been involved in, including the opening of the window at Foxton's, a circle of peace at Holy Trinity First School and an event with Berwick Male Voice Choir.

C189/21

8. CORRESPONDENCE

- i. Members **RESOLVED** to note the Correspondence Log.
- ii. The Local Government and Social Care Ombudsman have previously indicated that their remit should include large Town Council's. Members noted the update of the Town Clerk that this is not the case.
- iii. Councillors raised enquiries regarding the correspondence of the Town Clerk in respect of the cancelled Budget and Administration Committee meeting.
- iv. Members noted the update of the Town Clerk that no correspondence has been received regarding the Tweedmouth Old Peoples Supper, so this cannot be moved forward by the Town Council.
- v. An update was provided by the Town Clerk on correspondence received concerning Christmas Lights and issues as a result of the recent weather conditions. After which Members raised concerns and issues and noted the update of the Town Clerk.

C190/21

COVID UPDATE AND EMERGENCY DELEGATION PROCEDURE

The Town Clerk introduced the report regarding the recent announcement by the Government concerning the level of restrictions due to the Covid-19 pandemic,

during which Standing Orders were suspended sufficiently to allow a member of the public to speak. After which, on the motion of Cllr H Lindsay, seconded by Cllr R Bruce, Council **RESOLVED** that Council and Committee meetings be moved to a venue with a larger meeting room.

C191/21

9. DRAFT BUDGET

- i. The Town Clerk introduced the report and Councillors provided guidance on their preferences and unanimously **RESOLVED** to note the receipt of the draft budget.
- ii. Council unanimously **RESOLVED** to acknowledge previous receipt of the draft Medium-Term Financial Plan, and further **RESOLVED** to instruct the Town Clerk to prepare a finalised Medium-Term Financial Plan for February's meeting of Council.
- iii. Council unanimously **RESOLVED** to note the statement of reserves.

C192/21

10. EMERGENCY PLANNING

On the motion of Cllr H Lindsay, seconded by Cllr G Smith, Council **RESOLVED**:

- i. To complete the incomplete Berwick-upon-Tweed Town Council Community Emergency Plan,
- ii. To delegate the task to the People and Communities Committee, and
- iii. That Cllrs A Bowlas, R Driver, M Greener, H Lindsay, C Raybould and L Stephenson be named as the list of plan holders.

C193/21

11. BANK RECONCILIATIONS

Council unanimously **RESOLVED** to note the bank reconciliation process for October 2021.

C194/21

12. BUS SHELTERS

Council unanimously **RESOLVED** to approve all works within the quote circulated as a background paper.

C195/21

13. GRANT APPLICATION

Council unanimously **RESOLVED** that the applicants be asked to re-submit their application for items more in keeping with the Town Council's grant awarding criteria.

At this point, Council **RESOLVED** to suspend standing orders sufficiently to allow the meeting to continue beyond the 8pm deadline.

C196/21

14. CIVIC REGALIA

On the motion of Cllr R Bruce, seconded by Cllr J Robertson, Council **RESOLVED** to approve Quote 1 Option B in hallmarked silver guilt with a purple ribbon.

C197/21

15. CROWNING OF THE TWEEDMOUTH SALMON QUEEN

On the motion of Cllr R Bruce, seconded by Cllr H Lindsay, Council **RESOLVED** to instruct Officers to support the 2022 event if a suitable core of motivated individuals cannot be found to take over the running of the event.

C198/21

16. REVIEW OF AUTUMN FESTIVALS

Council unanimously **RESOLVED** to note the feedback provided by the various organisations.

C199/21

17. FORWARD PLAN

Council unanimously **RESOLVED** that a report concerning a review of electoral arrangements be brought to a future meeting of Council.

After which, it was **RESOLVED** to note the Forward Plan.

C200/21

18. LOCAL SERVICES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr G Smith, seconded by Cllr R Bruce 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).
- ii. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr G Smith to note the draft minutes of the meeting of the Local Services Committee held on 06 December 2021.
- iii. Council **RESOLVED** on the motion of Cllr G Brown, seconded by Cllr H Lindsay, to approve the following recommendations detailed in minute **LS100/21(i)**:

- 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.

Council **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr C Bruce, to approve the following recommendation detailed in minute

LS100/21(ii):

LS100/21: 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.

Council **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr A Bowlas, to approve the following recommendation detailed in minute

LS101/21(i):

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.

Council **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr G Brown, to approve the following recommendation detailed in minute

LS101/21(ii):

LS101/21: 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.

Council unanimously **RESOLVED** to approve the following recommendation detailed in minute **LS103/21:**

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.

C201/21

19. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 24 January 2022 at 6 pm.

Council 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.

C202/21

20. TOWN HALL UPDATE

The Town Clerk provided an update to correspondence circulated as a background paper, after which Council unanimously **RESOLVED** that costs be brought to a future meeting of Council.

C203/21

21. ACQUISITION OF PROPERTY

On the motion of Cllr R Bruce, seconded by Cllr A Williams, Council **RESOLVED**:

- i. To appoint a group consisting of Cllr G Brown, Cllr R Bruce, Cllr R Driver, Cllr M Greener and Cllr J Robertson to advise and supervise the Town Clerk, and
- ii. That council formally minute its intention to acquire properties in accordance with decisions taken previously at this meeting of council.

C204/21

HR SUPPORT

Councillors who had attended an earlier meeting provided positive feedback, after which it was unanimously **RESOLVED** that a quote be brought to a future meeting of the Town Council.