

BERWICK-UPON-TWEED TOWN COUNCIL

**Summons to a meeting of
Council**

on

Monday, 25 April 2022

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

19 April 2022

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 under standing 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 28 March 2022.</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>i. To note the Correspondence Log.</p> <p>ii. Freedom of Information Request – IT.</p>	App A

This meeting of the Council will stand adjourned.

Upon the adjournment of Council each Standing Committee will hold a short meeting to approve the minutes of their last meeting.

This meeting of Council will resume upon the rising of the Staffing and Corporate Resources Committee.

- 8. PROCEEDINGS AT THE ANNUAL MEETING OF COUNCIL**
To consider the report. **App B**
- 9. REVIEW OF JOB TITLES / SALARIES**
To consider the recommendation of the Town Clerk that a review of salaries and job titles of all non-probationary staff be conducted in Quarter 1 / Quarter 2 of financial year 2022-23.
- 10. REVIEW OF MEMBER STAFF PROTOCOL**
To consider a request from the Town Clerk that the attached document be revised, and to delegate the work to the Budget and Administration Committee. **App C**
- 11. NEW AGENDAS / NEW REPORTS FORMATS**
To consider the new report format. **App D**
To consider the new agenda format (report to follow). **App E**
- 12. FUTURE LAYOUT OF WARDS / COUNCILLORS**
To consider the report. **App F**
- 13. CASUAL VACANCY**
To consider the report. **App G**
- 14. MUNICIPAL CALENDAR**
To consider the report. **App H**
- 15. BANK RECONCILIATION**
The Mayor to receive and sign the bank reconciliations for March 2022. **App I**
- 16. INTERNAL CONTROLS**
To note the report. **App J**
- 17. LOCAL SERVICES**
To receive a verbal update.
- 18. VIREMENT**
Following on from a previous decision regarding a request from Berwick Rotary Club, Council is recommended to consider making a virement of £5962 from General Reserves to the Publicity and Communications Budget to sponsor the cost of marquee hire for the Jubilee Party on the Parade.
- 19. FORWARD PLAN**
To receive an update on the Forward Plan. **App K**

- 20. LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 07 March 2022 (noted at the meeting of 28 March 2022). **App L**
 - ii. To adopt the minutes of the meeting of the Local Services Committee held on 04 April 2022. **App M**
- 21. PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the meeting of the People and Communities Committee held on 08 March 2022 (noted at the meeting of 28 March 2022). **App N**
 - ii. To adopt the minutes of the meeting of the People and Communities Committee held on 05 April 2022. **App O**
- 22. PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 14 March 2022 (noted at the meeting of 28 March 2022). **App P**
 - ii. To adopt the minutes of the meeting of the Planning Committee held on 11 April 2022. **App Q**
- 23. BUDGET AND ADMINISTRATION COMMITTEE**
- To adopt the minutes of the meeting of the Budget and Administration Committee held on 15 March 2022 (noted at the meeting of 28 March 2022). **App R**
- 24. STAFFING AND CORPORATE RESOURCES COMMITTEE**
- To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 15 March 2022 (noted at the meeting of 28 March 2022). **App S**
- 25. DATE OF NEXT MEETING**
- The next meeting of the Council will be held on Tuesday, 03 May 2022 at 6pm.