

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Council meeting held on Monday 27 June 2022 at 6.00 pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	M Greener (Chair)	P Jackson
	J Bowden	H Lindsay
	C Bruce	J Robertson
	R Bruce	G Smith
	R Driver	L Stephenson

### **IN ATTENDANCE:**

Stephen Cozens, Assistant to the Clerk

Julian Smith, Projects Officer

Mr Eddie Mullins, Sheriff

Joyce Benton, Sergeant-at-Mace

Cty Cllr I Hunter

Cty Cllr C Seymour

1 member of the public

### **C019/22 1. OPEN SESSION**

There were no contributions by members of the public present.

### **C020/22 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs G Brown, A Forbes, C Raybould and A Williamson.

### **C021/22 3. MINUTES**

On the motion of Cllr R Driver, seconded by Cllr J Robertson, the minutes of the meeting of Berwick-upon-Tweed Town Council held on 03 May 2022, including the amendment to the draft minutes previously circulated by the Assistant to the Clerk, were agreed and signed as a correct record.

**C022/22**

#### **4. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

**C023/22**

#### **5. DELEGATION OF POWERS**

On the motion of Cllr P Jackson, seconded by Cllr J Robertson, Council **RESOLVED** to delegate the powers of the Responsible Financial Officer to the Assistant to the Clerk until the September meeting of Council or the Town Clerk's return, whichever is the sooner.

**C024/22**

#### **6. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor provided details of events they had attended and been involved in, including the EBDA Awards, Main Guard preview, Walking the May Fair, Jubilee Church Service and lighting of a beacon, Rotary Party on Jubilee weekend, RNLI Station to present Jubilee Medals, Swan and Wildlife Trust open day, a Falklands War tribute, a walk around to highlight areas that could be used for community gardens in the town centre, WI tree planting on Tweedmouth Town Green and a Specsavers event who are sponsoring Berwick Cancer Walk.

During this item Council **RESOLVED** to consider a Town Council Award at a future meeting of the People and Communities Committee.

**C025/22**

#### **7. CORRESPONDENCE**

- i. Council asked a number of questions including for the changing of boundaries and invoices received.  
After which, Members **RESOLVED** to note the Correspondence Log.
- ii. Council **RESOLVED** to invite representatives of the Tweed Valley Railway Campaign to a future meeting of Council and that an outline of the campaign be provided before the meeting.

**C026/22**

#### **8. ANNUAL GOVERNANCE STATEMENT**

Council considered each of the questions asked by the Annual Governance Statement in turn, and **RESOLVED**:

- i. To answer in the affirmative to question 1, on the motion of Cllr H Lindsay seconded by Cllr J Robertson,
- ii. To answer in the affirmative on question 2, on the motion of Cllr H Lindsay seconded by Cllr J Robertson,

- iii. To answer in the affirmative on question 3, on the motion of Cllr H Lindsay seconded by Cllr J Robertson,
- iv. To answer in the affirmative on question 4, on the motion of Cllr H Lindsay seconded by Cllr J Robertson,
- v. To answer in the affirmative on question 5, on the motion of Cllr H Lindsay, seconded by Cllr J Robertson,
- vi. To answer in the affirmative on question 6, on the motion of Cllr H Lindsay, seconded by Cllr J Robertson,
- vii. To answer in the affirmative on question 7, on the motion of Cllr H Lindsay, seconded by Cllr J Robertson, and
- viii. To answer in the affirmative on question 8, on the motion of Cllr H Lindsay seconded by Cllr J Robertson.

After which, on the motion of Cllr H Lindsay, seconded by Cllr J Robertson, Council **RESOLVED** to authorize the Mayor to sign the Annual Governance statement.

**C027/22**

#### **9. ACCOUNTING STATEMENTS**

On the motion of Cllr H Lindsay, seconded by Cllr P Jackson, Council unanimously **RESOLVED** to accept the accounting statements.

**C028/22**

#### **10. PUBLICISING THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

On the motion of Cllr H Lindsay, seconded by Cllr J Robertson, Council **RESOLVED** to complete and publish the Annual Governance and Accountability Return.

**C029/22**

#### **11. SIGNATORY**

Council unanimously **RESOLVED** to appoint Cllr P Jackson as an additional signatory.

**C030/22**

#### **12. MAYOR'S CHARITY**

Council unanimously **RESOLVED** to open a new bank account to deal exclusively with donations to the Mayor's Charity and that the type of account be deferred to the Budget and Administration Committee.

**C031/22**

#### **13. TOWN HALL**

Council unanimously **RESOLVED** that this item be deferred to a future meeting whilst an independent report is still in progress.

**C032/22**

#### **14. UPDATE ON TREES AND PLANTERS**

The Projects Officer provided a quote as a background paper and gave a verbal update which included asking Members for locations of existing planters. During the discussion Standing Orders were suspended sufficiently to allow the Sheriff to speak.

After which, on the motion of Cllr J Robertson, seconded by Cllr H Lindsay, Council **RESOLVED** to approve the quote and defer future discussions of planters to the Local Services Committee.

**C033/22**

#### **15. PUBLIC CONVENIENCES**

The Assistant to the Clerk provided an update on the meeting of the working group and during the discussion Standing Orders were suspended to allow Cty Cllr C Seymour to speak.

Council **RESOLVED** to instruct Officers to write to Northumberland County Council (NCC) regarding the state of the toilets within the town and to invite a representative of NCC to the next meeting of the Local Services Committee.

**C034/22**

#### **16. SPITTAL PLAY AREA**

The Projects Officer updated Council that he is meeting with representatives of the suppliers and will report to Council after that meeting via email.

**C035/22**

#### **17. LOCAL SERVICES**

- i. The Projects Officer reported that there had been a delay in the schedule regarding the middle wall, the Steering Group met on Friday and the suppliers have provided a date of when works will be finished.  
The option of Councillor pigeon holes would be explored and a document regarding decoration of the walls would be distributed for comments.
- ii. On the motion of Cllr J Robertson, seconded by Cllr R Bruce, Council **RESOLVED** to approve the report with the following amendments:
  - a. That Officers explore options for a bariatric chair / settee,
  - b. That the chairs for the meeting room are split evenly between those with arms and those without, and
  - c. That the suggested meeting room table is replaced with one that contains plug sockets.

- iii. The Assistant to the Clerk provided an update on the interview process and appointments of new staff as well as the induction day to be held later in July. On the motion of Cllr H Lindsay, seconded by Cllr R Bruce, Council **RESOLVED** to authorise Council HR & Governance Support to provide support for the induction day of new staff.

**C036/22**

### **18. CO-OPTION OF MEMBER(S)**

The candidates had previously supplied a statement explaining their Vision for Berwick.

On the motion of Cllr J Robertson, seconded by Cllr P Jackson, Council unanimously **RESOLVED**:

That Mr R Wallis be duly co-opted as a member of the Council for Castle Ward, and

That Mr T Stewart be duly co-opted as a member of the Council for St Boisils Ward.

**C037/22**

### **19. FORWARD PLAN**

Christmas Lights were discussed, and Council **RESOLVED** that a meeting of the working group be convened.

Mapping of defibrillators were discussed, and it was agreed that if Councillors sited them, then locations would be provided to the office.

An Emergency Plan was discussed, and it was **RESOLVED** to defer this item to the People and Communities Committee.

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

**C038/22**

### **20. LOCAL SERVICES COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr J Robertson to adopt the minutes of the meeting of the Local Services Committee held on 03 May 2022.
- ii. It was **RESOLVED** on the motion of Cllr J Robertson, seconded by Cllr J Bowden to note the draft minutes of the meeting of the Local Services Committee held on 06 June 2022.
- iii. On the motion of Cllr J Robertson, seconded by Cllr J Bowden, Council **RESOLVED** to approve the following recommendation detailed in minute **LS019/22**:

**LS019/22:** The Committee unanimously **RESOLVED** to recommend to Council a large-scale consultation be carried out to establish the scope and provision of required equipment through-out the Town Council area.

**C039/22**

## **21. PEOPLE AND COMMUNITIES COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr C Bruce to adopt the minutes of the meeting of the People and Communities Committee held on 03 May 2022.
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr P Jackson to note the draft minutes of the meeting of the People and Communities Committee held on 07 June 2022.
- iii. Council **RESOLVED** to appoint a Town Crier and to defer the item to the People and Communities Committee.
- iv. On the motion of Cllr P Jackson, seconded by Cllr J Robertson, Council **RESOLVED** to approve the following recommendation detailed in minute **PC013/22:**

**PC013/22:** “The Projects Officer provided a verbal update. After which, the Committee **RESOLVED** to recommend to Council the addition of a community database to the Town Council website at a cost of approximately £350 – £500.”

**C040/22**

## **22. PLANNING COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr R Driver to adopt the minutes of the meeting of the Planning Committee held on 03 May 2022.
- ii. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr C Bruce to note the draft minutes of the meeting of the Planning Committee held on 13 June 2022.

**C041/22**

## **23. BUDGET AND ADMINISTRATION COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr P Jackson to adopt the minutes of the meeting of the Budget and Administration Committee held on 03 May 2022.
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr P Jackson to note the draft minutes of the meeting of the Budget and Administration Committee held on 14 June 2022.

- iii. On the motion of Cllr J Robertson, seconded by Cllr P Jackson, Council **RESOLVED** to approve the following recommendation detailed in minute **BA019/22**:

**BA019/22:** The Assistant to the Clerk provided an update and distributed a quote to the Committee for work to the Spittal Splash Park. After which, the Committee unanimously **RESOLVED** to recommend approval of the quote to Council and further **RESOLVED** to make a virement from General Reserves to cover any shortfall in budget provision.

**C042/22**

#### **24. STAFFING AND CORPORATE RESOURCES COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr M Greener to adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 03 May 2022.
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr M Greener to note the minutes of the meeting of the Staffing and Corporate Resources Committee held on 14 June 2022.

**C043/22**

#### **25. DATE OF NEXT MEETING**

**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.**

**C044/22**

#### **26. AUTUMN FESTIVALS**

An update was provided that the Berwick Film & Media Arts Festival had moved its festival to a new date in March. After which, on the motion of Cllr J Robertson, seconded by Cllr P Jackson, Council **RESOLVED** to withdraw funding. However, representatives would still be invited to the meeting with Members of the People and Communities Committee as part of the overall festivals review.

Council unanimously **RESOLVED** to approve the way forward regarding staffing issues.