

BERWICK-UPON-TWEED TOWN COUNCIL

**Summons to a meeting of Council on Wednesday, 21 September 2022 At 6.00 pm in
The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate,
Berwick-upon-Tweed**

The Agenda for the meeting is set out below.



Town Clerk

15 September 2022

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	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.	
2.	APOLOGIES FOR ABSENCE To receive apologies for absence.	
3.	MINUTES	
	i. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 27 June 2022.	Minutes
	ii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Extraordinary meeting held on 23 August 2022.	Minutes
4.	DISCLOSURE OF INTERESTS	
	(i) 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.	
	(ii) To receive and consider requests 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.	

5. **TOWN MAYOR'S ANNOUNCEMENTS**
To receive announcements from the Town Mayor.
6. **SAAA 2022 OPT-OUT COMMUNICATION**
To consider the recommendation of the Town Clerk that Council continues with its existing audit providers.
7. **CORRESPONDENCE TO EXTERNAL AUDITOR**
To receive an update from the Town Clerk
8. **STANDING ORDERS**
To consider approving the revised Standing Orders.
9. **BUDGET OUTTURN / CASHFLOW**
To consider the report. App A
10. **UPDATE ON ISSUES AND WORK OUTSTANDING**
To receive an update from the Town Clerk.
11. **SPITTAL PLAY AREA**
To note the report. App B
12. **CHRISTMAS LIGHTS**
 - i. Christmas Lighting - Royal Tweed Bridge. App C
 - ii. Christmas Lighting of the town 2022/2023. App D
13. **LITTER BINS**
To consider the report. App E
14. **BANK RECONCILIATIONS**
 - i. To note the bank reconciliation process for July. App F
 - ii. To note the bank reconciliation process for August. App G
15. **EXPENDITURE VS BUDGET IN Q1 AND YEAR TO DATE**
 - i. To note the report for Quarter 1. App H
 - ii. To note the report for Year to Date. App I
16. **ANNOUNCEMENT OF CASUAL VACANCIES**
To consider the report. App J
17. **FIRE RISK ASSESSMENT**
To receive an update from the Town Clerk and to note the fire risk assessment.
18. **REPRESENTATION ON OUTSIDE BODIES**
To consider invitations for representation on outside bodies:
Berwick-upon-Tweed Corporation (Freemen) Trustees.
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 06 June 2022 (noted at the meeting of 27 June 2022). **App L**
 - ii. To adopt the minutes of the meeting of the Local Services Committee held on 04 July 2022. **App M**
 - iii. To note the draft minutes of the meeting of the Local Services Committee held on 05 September 2022. **App N**
- 21. PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the meeting of the People and Communities Committee held on 07 June 2022 (noted at the meeting of 27 June 2022). **App O**
 - ii. To adopt the minutes of the meeting of the People and Communities Committee held on 05 July 2022. **App P**
 - iii. To note the draft minutes of the extraordinary meeting of the People and Communities Committee held on 05 August 2022. **App Q**
 - iv. To note the draft minutes of the extraordinary meeting of the People and Communities Committee held on 06 September 2022. **App R**
- 22. PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 13 June 2022 (noted at the meeting of 27 June 2022). **App S**
 - ii. To adopt the minutes of the meeting of the Planning Committee held on 18 July 2022. **App T**
 - iii. To note the draft minutes of the meeting of the Planning Committee held on 08 August 2022. **App U**
- 23. BUDGET AND ADMINISTRATION COMMITTEE**
- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 14 June 2022 (noted at the meeting of 27 June 2022). **App V**
 - ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 19 July 2022. **App W**
- 24. STAFFING AND CORPORATE RESOURCES COMMITTEE**
- To note the minutes of the meeting of the Staffing and Corporate Resources Committee held on 05 August 2022. **App X**
- 25. DATE OF NEXT MEETING**
- The next meeting of the Council will be held on Monday, 28 November 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.

26. ISSUES AND FUTURE TRAINING

To receive an update from the Town Clerk