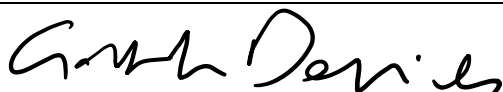


## BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Monday, 28 November 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  
23 November 2022

### AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	<b>OPEN SESSION</b> 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.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
3.	<b>MINUTES</b>	
	i. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 21 September 2022.	<b>Minutes</b>
	ii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Extraordinary meeting held on 24 October 2022	<b>Minutes</b>
4.	<b>DISCLOSURE OF INTERESTS</b>	
	(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. **CORRESPONDENCE**  
To note the redacted correspondence concerning a minor injury claim which has been discontinued.
7. **BUDGET ENVELOPE AND FINANCIAL PLAN**  
To consider the report of the Town Clerk. **App A**
8. **FINANCIAL REGULATIONS**  
To receive an update from the Town Clerk concerning the progress with developing new Financial Regulations.
9. **STANDING ORDERS**
  - (a) To consider the recommendation of the Town Clerk that Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).
  - (b) To adopt from this day the Standing Orders as set out in the attached Appendix. **App B**
10. **SCHEME OF DELEGATION**  
To consider the report. **App C**
11. **GRANTS PROCESS 2023-24**  
To consider the report. **App D**
12. **SOCIAL MEDIA**  
To consider the report of the Town Clerk **App E**
13. **PUBLIC SPACES PROTECTION ORDER (PSPO)**  
To consider Council's response to a PSPO consultation.
14. **CITY STATUS**  
To consider a proposal from Cllr R Driver that Berwick seek city status.
15. **CONSERVATION AREA MANAGEMENT PLAN AND AMBITIONS FOR CASTLEGATE CAR PARK EXTENSION**  
To further consider this issue.
16. **TOWN CRIER**  
To consider the report. **App F**
17. **SERVICES OF REMEMBRANCE**  
To consider the report. **App G**
18. **CHRISTMAS WORKING ARRANGEMENTS**  
To consider the Town Clerk's proposal that the office be manned on reduced hours between Christmas and New Year.
19. **CO-OPTION OF MEMBERS**  
To co-opt Members to the vacant seats at Grove Ward and St Boisil Ward.

**20. SIGNATORY**

That council appoint an additional signatory to work alongside those already in post.

**21. COMMITTEE MEMBERSHIP**

To receive and consider any requests regarding Committee membership.

**22. REPRESENTATION ON OUTSIDE BODIES**

To consider invitations for representation on outside bodies:

Berwick-upon-Tweed Corporation (Freemen) Trustees.

**23. BUDGET AND ADMINISTRATION COMMITTEE**

- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 19 July 2022 (noted at the meeting of 21 September 2022). **App H**
- ii. To adopt the minutes of the meeting of the Budget and Administration Committee held on 11 October 2022. **App I**
- iii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 15 November 2022. **App J**
- iv. To consider the option of wall art for the Town Council office.
- v. Council is invited to consider the following recommendation detailed in minute **BA061/22**: **App K**  
**BA061/22:** On the motion of Cllr P Jackson, seconded by Cllr M Greener, the Committee recommended to Council adoption of the model protocol on member / officer relationships.
- vi. To consider approval of the NALC invoice circulated as a background paper.

**24. STAFFING AND CORPORATE RESOURCES COMMITTEE**

- i. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 14 June 2022 (noted at the meeting of 27 June 2022). **App L**
- ii. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 05 August 2022 (noted at the meeting of 21 September 2022). **App M**
- iii. To note the minutes of the meeting of the Staffing and Corporate Resources Committee held on 31 October 2022. **App N**
- iv. Council is invited to consider the following recommendation detailed in minute **SCR022/22**:  
**SCR022/22:** The Town Clerk provided an update on training plans for staff. After which, the Committee unanimously **RESOLVED** to recommend to Council the approval of a virement for the costs of training.
- v. On-call arrangements.

- 25. PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the extraordinary meeting of the People and Communities Committee held on 05 August 2022 (noted at the meeting of 21 September 2022). **App O**
  - ii. To adopt the minutes of the meeting of the People and Communities Committee held on 06 September 2022 (noted at the meeting of 21 September 2022). **App P**
  - iii. To note the draft minutes of the meeting of the People and Communities Committee held on 08 November 2022. **App Q**
- 26. PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 08 August 2022 (noted at the meeting of 21 September 2022). **App R**
  - ii. To adopt the minutes of the meeting of the Planning Committee held on 10 October 2022. **App S**
  - iii. To note the draft minutes of the meeting of the Planning Committee held on 14 November 2022. **App T**
- 27. LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 05 September 2022 (noted at the meeting of 21 September 2022). **App U**
  - ii. To adopt the minutes of the meeting of the Local Services Committee held on 03 October 2022. **App V**
  - iii. To note the draft minutes of the meeting of the Local Services Committee held on 07 November 2022. **App W**
  - iv. Council is invited to consider the following recommendation detailed in minute **LS073/22(ii)**:  
**LS073/22(ii):** The Committee unanimously **RESOLVED** to recommend to Council that there is no more spending on new play parks until an external audit is undertaken.
- 28. DATE OF NEXT MEETING**
- The next meeting of the Council will be held on Monday, 19 December 2022 at 6 pm.