

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Council meeting held on Monday 28 November 2022 at 6.00 pm in The Meeting Room,  
Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	M Greener (Chair)	H Lindsay
	J Bowden	R Mackenzie
	G Brown	J Robertson
	R Bruce	G Smith
	R Driver	L Stephenson
	P Jackson	A Williams
	A Forbes	

### **IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
Stephen Cozens, Assistant to the Clerk  
Joyce Benton, Sergeant-at-Mace  
Cty Cllr I Hunter  
0 members of the public

### **C083/22**

#### **1. OPEN SESSION**

Cllr J Robertson raised concerns regarding nuisance drivers and the noise they create. The Town Clerk reported that this has been reported to the MP on several occasions and as soon as the Town Council is in a position to lawfully change CCTV to pick up noise pollution, a report will be brought to Council.

### **C084/22**

#### **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr T Stewart.

### **C085/22**

#### **3. MINUTES**

- i. On the motion of Cllr J Robertson, seconded by Cllr H Lindsay, the minutes of the meeting of Berwick-upon-Tweed Town Council held on 21 September 2022, were agreed and signed as a correct record.
- ii. On the motion of Cllr H Lindsay, seconded by Cllr A Williams, the minutes of the extraordinary meeting of Berwick-upon-Tweed Town Council held on 24 October 2022, were agreed and signed as a correct record.

**C086/22**

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

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

**C087/22**

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

The Town Mayor reported that he would email a report to Councillors and Officers. Following on from this, the Mayor reminded those present of the Christmas Lights event on Friday 02 December 2022.

**C088/22**

#### **6. CORRESPONDENCE**

Council unanimously **RESOLVED** to note the correspondence that no further outcome would be taken concerning a minor injury claim which has now been discontinued.

**C089/22**

#### **7. BUDGET ENVELOPE AND FINANCIAL PLAN**

The Town Clerk introduced the report and Councillors asked a number of questions including on cost codes for Festivals, rates and salaries as well as a play park consultation and HODS. After which, on the motion of Cllr J Robertson, seconded by Cllr H Lindsay, Council **RESOLVED**:

1. To note the report and the guidance provided to officers,
2. To note the working assumption that, to provide spending on a like for like basis the precept should increase by at least 10% in 2023-24, and
3. To pay £1,127.99 to the Sheriff's Club of Berwick-upon-Tweed for the Sheriff's Weekend event held in September 2022, and that the money be spent from the Civic Events Reserve (332).

**C090/22**

#### **8. FINANCIAL REGULATIONS**

The Town Clerk updated the meeting that once feedback has been received regarding a Scheme of Delegation at Item 10, then the Financial Regulations can be developed and brought to the December meeting of Council.

**C091/22**

#### **9. STANDING ORDERS**

- (a) On the motion of Cllr H Lindsay, seconded by Cllr A Williams, Council **RESOLVED** to delegate the power to grant dispensations to the Town 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) After the typographical error at 14D was noted to be changed, on the motion of Cllr P Jackson, seconded by Cllr J Robertson, Council unanimously **RESOLVED** to adopt from this day the Standing Orders as set out in the attached Appendix B.

**C092/22**

## **10. SCHEME OF DELEGATION**

Councillors provided guidance to Officers regarding the amendments to the Scheme of Delegation they wished to be implemented. After which, on the motion of Cllr H Lindsay, seconded by Cllr G Brown, Council unanimously **RESOLVED** to adopt the Scheme of Delegation with the proposed amendments.

**C093/22**

## **11. GRANTS PROCESS 2023-24**

The Town Clerk introduced the report and Councillors asked questions including on the Festivals and the People and Communities Committee managing the timetable.

During discussion of this item Cllr L Stephenson left the meeting.

After which, on the motion of Cllr J Robertson, seconded by Cllr P Jackson, Council unanimously **RESOLVED** that:

1. The Town Clerk prepare a scheme for the implementation of the grants scheme proposed by the People and Communities Committee,
2. The Town Clerk prepare a budget amalgamating existing grants schemes under one heading,
3. The People and Communities Committee develop criteria for applications for grants, and
4. The People and Communities Committee manage the timetable for grant applications and decisions.

**C094/22**

## **12. SOCIAL MEDIA**

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

1. That council cease to operate a Twitter account,
2. That council operate an Instagram account linked to its existing Facebook page, and
3. That council consider adopting another channel, such as WhatsApp, for reporting of incidents or requests for service.

**C095/22**

## **13. PUBLIC SPACES PROTECTION ORDER (PSPO)**

On the motion of Cllr G Brown, seconded by Cllr J Robertson, Council **RESOLVED** to endorse the PSPO.

**C096/22**

## **14. CITY STATUS**

Cllr R Driver introduced the item and proposed the motion that Berwick-upon-Tweed seek city status. As there was no seconder, the motion fell.

**C097/22**

**15. CONSERVATION AREA MANAGEMENT PLAN AND AMBITIONS FOR CASTLEGATE CAR PARK EXTENSION**

Council unanimously **RESOLVED** to note the correspondence received and to wait for further communication.

**C098/22**

**16. TOWN CRIER**

Members considered the report and noted that a job description would be shared with Council's HR Consultant.

During discussion of this item Cllr L Stephenson re-joined the meeting.

Cllr H Lindsay proposed the recommendations within the report, as there was no seconder, the motion fell.

**C099/22**

**17. SERVICES OF REMEMBRANCE**

The Town Clerk introduced the report and Members provided guidance which included the overall supported opinion that either the Mayor or Deputy Mayor should be present at the Town Hall on the 11<sup>th</sup> November unless falling on a Sunday.

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

On the motion of Cllr J Robertson, seconded by Cllr P Jackson, Members **RESOLVED** to instruct Officers to consult with stakeholders and report back to a future meeting of Council.

**C100/22**

**18. CHRISTMAS WORKING ARRANGEMENTS**

Council unanimously **RESOLVED** to note the update that the Town Council office would be open between the hours of 10am – 2pm between Christmas and the New Year.

**C101/22**

**19. CO-OPTION OF MEMBERS**

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

On the motion of Cllr J Robertson, seconded by Cllr R Bruce, Council unanimously **RESOLVED:**

1. That Jane Turton be duly co-opted as a member of the Council for Grove Ward,
2. That Wendy Robertson be duly co-opted as a member of the Council for St Boisils Ward, and

3. A description of the co-option process be considered by the People and Communities Committee.

**C102/22**

## **20. SIGNATORY**

On the motion of Cllr J Robertson, seconded by Cllr A Forbes, Council unanimously

### **RESOLVED:**

1. That Cllr J Robertson be added to the list of signatories.
2. That, subsequent to this addition, the following people may act as signatories with immediate effect:
  - Mr Michael William Greener, Chairperson and Councillor
  - Ms Rachel Victoria Driver, Councillor
  - Mr Charles Homer Bosworth Lindsay, Councillor
  - Mr Paul Robert William Jackson, Councillor
  - Mr John Alexander Robertson, Councillor
  - Mr Gareth Reginald Davies, Town Clerk
  - Mr Julian Marcus Smith, Projects Officer
  - Mr Stephen Derek Cozens, Assistant to the Clerk
3. To confirm that two signatories are required to authorise transactions.

**C103/22**

## **21. COMMITTEE MEMBERSHIP**

Council unanimously **RESOLVED** that Cllrs R Mackenzie and T Stewart join the Budget and Administration Committee.

**C104/22**

## **22. REPRESENTATION ON OUTSIDE BODIES**

Council unanimously **RESOLVED** to nominate Cllr R Bruce, Cllr M Greener, Cllr P Jackson and Cllr T Stewart as the Town Council's representative's to the Berwick-upon-Tweed Corporation (Freemen) Trustees, and further **RESOLVED** to nominate Cllr R Mackenzie should their personal circumstances allow.

Council unanimously **RESOLVED** to nominate Cllr G Brown as the Town Council's representative to the Berwick Youth Project.

**C105/22**

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

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams 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).
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to adopt the minutes of the meeting of the Budget and Administration Committee held on 11 October 2022.

- iii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to note the draft minutes of the meeting of the Budget and Administration Committee held on 15 November 2022.
- iv. The idea of using a variety of maps for wall art at the Town Council office had been proposed by a Councillor and a further suggestion was made that the CCZ be contacted for ideas whilst it was noted that space would be kept free for exhibitions and other purposes such as consultations.
- v. On the motion of Cllr P Jackson, seconded by Cllr J Robertson, Council **RESOLVED**:
  - a. To adopt the proposed national code on member / officer relationships, and
  - b. To remit the proposed memorandum of understanding between NALC and SLCC to the Staffing and Corporate Resources committee.
- vi. On the motion of Cllr P Jackson, seconded by Cllr H Lindsay, Members **RESOLVED** that the Chief Officer of NALC be invited to a meeting of Council and that payment of the invoice be deferred.

C106/22

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

- i. It was **RESOLVED** on the motion of Cllr A Williams, seconded by Cllr M Greener 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).
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams 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).

**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.**

Council **RESOLVED** to note the update regarding the Town Clerk's working arrangements.

**Council RESOLVED to reopen the meeting to members of the media and public.**

- iii. As the dates under the item 'Minutes of the Last Meetings' both said 2021 instead of 2022, the minutes of the meeting held on the 31 October 2022 would be brought back to the next meeting of Council.
- iv. Members noted the update of the Town Clerk that as responses have not been received from providers, approval for a virement for the costs of training would be sought at the next meeting of Council.
- v. On the motion of Cllr J Robertson, seconded by Cllr P Jackson, Council **RESOLVED** that on-call arrangements for weekends were not necessary.

**C107/22**

## **25. PEOPLE AND COMMUNITIES COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr L Stephenson to adopt the minutes of the meeting of the People and Communities Committee held on 05 August 2022 (noted at the meeting of 21 September 2022).
- ii. It was **RESOLVED** on the motion of Cllr P Jackson, seconded by Cllr H Lindsay 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).
- iii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr J Bowden to note the draft minutes of the extraordinary meeting of the People and Communities Committee held on 08 November 2022.

**C108/22**

## **26. PLANNING COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr M Greener to adopt the minutes of the meeting of the Planning Committee held on 08 August 2022 (noted at the meeting of 21 September 2022).
- ii. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr M Greener to adopt the minutes of the meeting of the Planning Committee held on 10 October 2022.
- iii. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr M Greener to note the draft minutes of the meeting of the Planning Committee held on 14 November 2022.

**C109/22**

## **27. LOCAL SERVICES COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr J Robertson, seconded by Cllr G Smith 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).

- ii. It was **RESOLVED** on the motion of Cllr J Bowden, seconded by Cllr G Smith to adopt the minutes of the meeting of the Local Services Committee held on 03 October 2022.
- iii. It was **RESOLVED** on the motion of Cllr J Robertson, seconded by Cllr R Bruce to note the draft minutes of the meeting of the Local Services Committee held on 07 November 2022.
- iv. Council **RESOLVED** on the motion of Cllr J Robertson, seconded by Cllr J Bowden, to approve 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.

**C110/22**

**28. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 19 December 2022 at 6 pm.