

BERWICK-UPON-TWEED TOWN COUNCIL

**Summons to a meeting of Council on Monday, 27 March 2023 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
22 March 2023**

AGENDA

| ITEM NO. | TITLE AND DESCRIPTION OF ITEM | APPS |
|-----------------|---|----------------|
| 1. | NORTHUMBERLAND COUNTY COUNCIL (NCC) To receive a briefing from the Cabinet Chair of NCC. | |
| 2. | 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. | |
| 3. | APOLOGIES FOR ABSENCE To receive apologies for absence. | |
| 4. | MINUTES To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 23 January 2023. | Minutes |
| 5. | 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. | |

6. **TOWN MAYOR'S ANNOUNCEMENTS**
To receive announcements from the Town Mayor.
7. **STRATEGIC PLAN**
To receive an update on the Strategic Plan (report to follow). **App A**
8. **CIVIC CALENDAR 2023-2024**
- i. To consider the report. **App B**
 - ii. Format of Annual Meeting. **App C**
9. **PUBLIC RIGHT OF WAY, BRIDGE STREET**
To consider representations received concerning the assertion of a right of way from Bridge Street to Quayside.
10. **THIS ENDLESS SEA**
To receive feedback on The Endless Sea Project.
11. **DIRECT DEBIT**
To authorise that the internet and telephone provider for the Town Council office be paid by Direct Debit.
12. **SUBSCRIPTION TO HR SERVICES**
To consider renewal of subscription to HR Services.
13. **LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 05 December 2022 (noted at the meeting of 19 December 2022). **App D**
 - ii. To adopt the minutes of the meeting of the Local Services Committee held on 06 February 2023. **App E**
 - iii. To note the draft minutes of the meeting of the Local Services Committee held on 06 March 2023. **App F**
14. **PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 09 January 2023 (noted at the meeting of 23 January 2023). **App G**
 - ii. To adopt the minutes of the extraordinary meeting of the Planning Committee held on 23 January 2023. **App H**
 - iii. To adopt the minutes of the meeting of the Planning Committee held on 13 February 2023. **App I**
 - iv. To note the draft minutes of the meeting of the Planning Committee held on 13 March 2023 **App J**
 - v. Council is invited to consider the following recommendation detailed in minute **P080/22**:
P080/22: "On the motion of Cllr R Bruce, seconded by Cllr M Greener, the Committee unanimously **RESOLVED** to recommend to Council that the Berwick Conservation Area Management Plan be adopted."

15. PEOPLE AND COMMUNITIES COMMITTEE

- i. To adopt the minutes of the meeting of the People and Communities Committee held on 10 January 2023 (noted at the meeting of 23 January 2023). **App K**
- ii. To note the draft minutes of the meeting of the People and Communities Committee held on 07 March 2023. **App L**

16. BUDGET AND ADMINISTRATION COMMITTEE

- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 17 January 2023 (noted at the meeting of 23 January 2023). **App M**
- ii. To adopt the minutes of the meeting of the Budget and Administration Committee held on 14 February 2023. **App N**
- iii. Council is invited to consider the following recommendation detailed in minute **BA083/22**:
BA083/22: "After which, on the motion of Cllr H Lindsay, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council:
 - 1. That the membership of NALC be renewed and the invoice subsequently paid with the following steps being fulfilled as part of the process:
 - a. That the correct procedure be identified by which members get access to legal briefings,
 - b. To identify who represents the Town Council at Town and Parish Liaison Group meetings with Northumberland County Council,
 - c. To identify who represents the Town Council at County Committee meetings, and
 - d. To identify who is the contact with NALC should any issues arise between Council and the Town Clerk."
- iv. To note the draft minutes of the meeting of the Budget and Administration Committee held on 14 March 2023. **App O**

17. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday, 02 May 2023 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.

18. INTERNAL AUDITOR

To consider the report.

App P

19. STAFFING ISSUES

Update on investigation concerning historic staffing issues.