

BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Tuesday, 02 May 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
26 April 2023

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	ELECTION OF TOWN MAYOR To elect the Town Mayor for 2023/2024. This item may need to be adjourned and resumed to allow Councillors to vote.	
2.	THE TOWN MAYOR END-OF-TERM ADDRESS The retiring Town Mayor (Councillor Mike Greener) will present his end-of-term address.	
3.	DECLARATION OF ACCEPTANCE OF OFFICE Receipt of confirmation of acceptance of office from the Mayor.	
4.	APPOINTMENT OF SHERIFF To confirm the appointment of Sheriff for 2023/24.	
5.	ELECTION OF DEPUTY TOWN MAYOR To elect the Deputy Town Mayor for 2023/2024. This item may need to be adjourned and resumed to allow Councillors to vote.	
6.	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.	
7.	APOLOGIES FOR ABSENCE To receive apologies for absence.	

- 8. MINUTES**
To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 27 March 2023. **Minutes**
- 9. 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.
- 10. CO-OPTION PROCESS**
To consider the report. **App A**
- 11. ANNOUNCEMENT OF A CASUAL VACANCY**
To consider the report. **App B**
- 12. BANKING ARRANGEMENTS**
- i. To confirm the list of institutions with which accounts are held. **App C**
 - ii. To confirm the appointment and removal of signatories to the bank accounts held by the council.
- 13. PROPOSAL**
To consider the following proposals of Cllrs P Jackson and J Robertson:
- i. That Staffing and Corporate Resources Committee become a standing committee of Council, to meet on a regular basis and with membership approved by council, and
 - ii. That council approves the merger of Local Services Committee and People and Communities Committee into one committee to be called Communities and Local Services Committee.

- 14. MUNICIPAL CALENDAR**
To consider the reports. App D(i)
App D(ii)
- 15. TERMS OF REFERENCE**
To confirm the Terms of Reference of committees for 2023/2024. App E (i)
App E(ii)
- 16. COMMITTEE STRUCTURE**
To consider the recommendations of the Town Clerk that:
- i. Committees shall comprise no more than two-thirds of Council, and
 - ii. Staffing and Corporate Resources shall comprise no more than five members to include the Mayor, Deputy Mayor and ex-Mayor and that the Mayor be appointed Chair and sign Committee Summons.
- 17. APPOINTMENT OF MEMBERS TO COMMITTEES**
To agree membership of committees for 2023/2024.
- 18. REPRESENTATION ON OUTSIDE BODIES**
To consider invitations for representation on outside bodies:
Berwick-upon-Tweed Corporation (Freemen) Trustees.
- 19. APPOINTMENTS TO OUTSIDE BODIES**
To make appointments to outside bodies. App F
- 20. STAFFING AND CORPORATE RESOURCES COMMITTEE**
To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 16 December 2023 (noted at the meeting of 23 January 2023). App G
- 21. LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 06 March 2023 (noted at the meeting of 27 March 2023). App H
 - ii. To adopt the minutes of the meeting of the Local Services Committee held on 03 April 2023. App I
- 22. PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the meeting of the People and Communities Committee held on 07 March 2023 (noted at the meeting of 27 March 2023). App J

- ii. To adopt the minutes of the meeting of the People and Communities Committee held on 04 April 2023. **App K**

23. PLANNING COMMITTEE

- i. To adopt the minutes of the meeting of the Planning Committee held on 13 March 2023 (noted at the meeting of 27 March 2023). **App L**
- ii. To adopt the minutes of the meeting of the Planning Committee held on 11 April 2023. **App M**

24. BUDGET AND ADMINISTRATION COMMITTEE

- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 14 March 2023 (noted at the meeting of 27 March 2023). **App N**
- ii. To adopt the minutes of the meeting of the Budget and Administration Committee held on 12 April 2023. **App O**

25. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday, 26 June 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.

26. ACQUISITION OF LAND AT RAMPARTS

To consider the report. **App P**

27. FUTURE OF NEWFIELDS PAVILION

To consider the report. **App Q**

28. ACQUISITION OF LAND FOR POSSIBLE MICRO PARK

To consider the acquisition of land for a possible micro park.