

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Summons to a meeting of Council on Monday, 26 June 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  
21 June 2023**

**AGENDA**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF ITEM</b>	<b>APPS</b>
<b>1.</b>	<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.	
<b>2.</b>	<b>APOLOGIES FOR ABSENCE</b>  To receive apologies for absence.	
<b>3.</b>	<b>MINUTES</b>  To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 02 May 2023.	<b>Minutes</b>
<b>4.</b>	<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.	
<b>5.</b>	<b>TOWN MAYOR'S ANNOUNCEMENTS</b>  To receive announcements from the Town Mayor.	

6. **ANNUAL GOVERNANCE STATEMENT**  
 To consider the Council's response to the individual statements contained in the Annual Governance Statement section of the AGAR and to authorize the Mayor to sign the Annual Governance statement. **App A**
7. **ACCOUNTING STATEMENTS**  
 To approve the Accounting Statements for the year 2022-23. **App B**
8. **PUBLICISING THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**  
 To consider the report. **App C**
9. **INTERNAL AUDIT**  
 To note the successful conclusion of the internal audit and to refer any issues raised to the Budget and Administration Committee.
10. **INTERNAL AUDITOR**  
 To consider the appointment of internal auditors for the Town Council.
11. **BUDGET VIREMENTS**  
 To consider the report. **App D**
12. **CCTV**  
 To provide guidance as to the scope of a review of CCTV around the town.
13. **STAFFING REVIEW**  
 To consider appointing an external advisor to undertake a staffing review.
14. **STREET CLEANING**  
 To consider Minute Number **BA007/23** of the Budget and Administration Committee meeting held on Tuesday 13 June 2023:  
 Cllr J Robertson asked for an update regarding the cleaning of the pavements on Marygate by a local contractor. The Town Clerk provided a response that a decision was made under urgency rules after a meeting with County Councillors and the contractor and that consideration would be given at Council as to future arrangements.
15. **RESERVES**  
 To consider Minute Number **BA011/23** of the Budget and Administration Committee meeting held on Tuesday 13 June 2023:  
 The Town Clerk provided an update including that there will be a recommendation to restore the Operating Reserve to £150k. After which, Councillors **RESOLVED** to recommend to Council:
1. That Earmarked Reserves (EMR) 322 and 338 be transferred to operational reserves,
  2. That EMR's 324 and 334 be merged to be £20k with any spare monies transferred to general reserves,
  3. That EMR's 325, 329 and 337 be merged.
- Furthermore, Councillors expressed their views on whether reserves should be increased, decreased, left at the same level, deleted or merged.

**16. INDUCTION POLICY**

To consider Minute Number **BA014/23** of the Budget and Administration Committee meeting held on Tuesday 13 June 2023:

Cllr J Robertson introduced the item and suggestions included a section on how to book a course.

After which, the Committee noted that comments be provided to the Town Clerk and that the policy would be considered at the next meeting of Council.

**17. A1 DUALLING – LETTER TO AMT**

To consider correspondence received from the Mayor of Alnwick Town Council.

**18. CO-OPTION OF MEMBERS**

To co-opt Members to the vacant seats at Magdalene Ward, St Boisil Ward x 2 and Upper Spittal Ward.

**19. LAND AT RAMPARTS**

To approve the signing of a Licence Agreement for land at the Ramparts.

**20. THE MARKET CHARTER/ LICENCE**

To provide guidance to the Town Clerk and Officers on the matter of the Market.

**21. CHRISTMAS LIGHTS**

To receive a verbal update.

**22. PLANNING COMMITTEE**

- i. To adopt the minutes of the meeting of the Planning Committee held on 02 May 2023. **App E**
- ii. To note the draft minutes of the meeting of the Planning Committee held on 15 May 2023. **App F**

**23. COMMUNITIES AND LOCAL SERVICES COMMITTEE**

- i. To adopt the minutes of the meeting of the Communities and Local Services Committee held on 02 May 2023. **App G**
- ii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 05 June 2023 (to follow). **App H**

**24. BUDGET AND ADMINISTRATION COMMITTEE**

- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 02 May 2023. **App I**
- ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 13 June 2023. **App J**

**25. STAFFING AND CORPORATE RESOURCES COMMITTEE**

- i. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 02 May 2023. **App K**

- ii. To note the minutes of the meeting of the Staffing and Corporate Resources Committee held on 31 May 2023 (to follow).

**App L**

**26. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 24 July 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.**

**27. STAFFING ISSUES**

To consider the reports.

**App M**

**App N**

**App O**

**28. DRAFT STRATEGIC PLAN 2023-27**

To consider the draft Strategic Plan 2023-27.