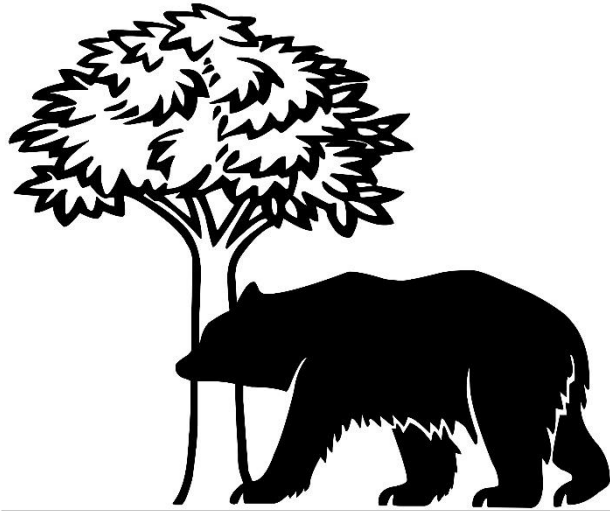


BERWICK-UPON-TWEED TOWN COUNCIL



Berwick-upon-Tweed Town Council

Minutes of the Council meeting held on Monday 25 September
2023 at 6.00 pm in The Meeting Room, Town Council Office, Unit
1, 82 – 88 Marygate, Berwick-upon-Tweed

PRESENT:

Councillors:	J Robertson (Chair)	R Mackenzie
	J Bowden	G Smith
	G Brown	L Stephenson
	R Driver	T Stewart
	M Greener	J Turton
	L Hawken	

IN ATTENDANCE:

Stephen Cozens, Assistant to the Clerk
Julian Smith, Projects Officer
Lucy Henzell-Thomas, Administration Assistant
Joyce Benton, Sergeant-at-Mace
10 members of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Decision
C071/23	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.	N/A	N/A	Concerns and issues were raised regarding e-bikes, litter / dog waste bins, and cleanliness of the main streets in the town.
C072/23	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence.
C073/23	MINUTES			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 24 July 2023.	JT	GS	Cllr T Stewart made a number of enquiries regarding the minutes including the LTP, CCTV and Christmas Trees. After which, the minutes of the meeting held on 24 July 2023 were agreed and signed as a correct record.
C074/23	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	N/A	N/A	i. There were no disclosures of interest.

	<p>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.</p> <p>(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.</p>	N/A	N/A	ii. There were no requests for dispensation.
C075/23	TOWN MAYOR'S ANNOUNCEMENTS			
	To receive announcements from the Town Mayor.	N/A	N/A	The Mayor provided details of events they had attended and been involved in including Minden Day, meeting the Cape Verde Cycle Team, The King Charles III Coastal Path and Mayor's Sunday.
C076/23	FREEDOM OF INFORMATION REQUEST			
	To note the Notice of Decision in response to a Freedom of Information request.	Nem con		Council RESOLVED to note the Notice of Decision in response to a Freedom of Information request.

C077/23	REQUEST TO TRANSFER MARKET TO LOCAL CONTROL			
	To consider the report.	Nem con		Council RESOLVED to propose the following wording in response to the correspondence from Northumberland County Council: The Town Council is happy to further investigate the full control of the charter market independently from Northumberland County Council subject to receipt of necessary financial information.
C078/23	ANNOUNCEMENT OF A CASUAL VACANCY			
	To consider the report.	Nem con		It was RESOLVED without dispute, to announce that the casual vacancy had arisen, and to publish the necessary notice.
C079/23	ELECTION OF DEPUTY TOWN MAYOR			
	To elect a Deputy Town Mayor for the remainder of the Municipal Year 2023/2024.	MG	JT	Council RESOLVED that Cllr G Brown be appointed Deputy Town Mayor of Berwick-upon-Tweed for the remainder of the Municipal Year.
C080/23	FINANCIAL OUTLOOK – BUDGET PROCESS			
	To consider the report.	Nem con		Cllr R Mackenzie updated the meeting that the Budget and Administration Committee will be exploring which Reserves are needed and Cllr T Stewart put forward the idea to reduce reliance on the Schedule 3 payment. After which, Council RESOLVED to note the report.

C081/23	PROPOSALS FOR GROWTH AND SAVINGS			
	Members may wish to consider whether there are any areas of the committees work where expenditure should grow or where savings can be made.	Nem con		The underwriting of the Hoppa Bus was suggested as an area of saving and it was noted that a decision would need to be made regarding CCTV. After which it was agreed that ideas may be submitted to Officers via email.
C082/23	REVISION OF FINANCIAL REGULATIONS – OVERVIEW			
	To consider the report.			Council RESOLVED to adopt the principles and schedule of delegation in the report with the amendment that in paragraph 2, bank signatories be replaced by members of the Budget and Administration Committee.
C083/23	STANDING ORDERS			
	To adopt the model Standing Orders.	TS	LH	Council RESOLVED to adopt the model Standing Orders.
C084/23	SIGNATORY			
	That council appoint an additional signatory to work alongside those already in post.	Nem con		Council RESOLVED : 1. That Cllr G Brown be added to the list of signatories. 2. That, subsequent to this addition, the following people may act as signatories with immediate effect: <ul style="list-style-type: none"> • Mr John Alexander Robertson, Chairperson and Councillor,

				<ul style="list-style-type: none"> • Mr Graham Michael Brown, Councillor • Ms Rachel Victoria Driver, Councillor • Mr Michael William Greener, Councillor • Ms Rosemary Mackenzie, Councillor • Mr Gareth Reginald Davies, Town Clerk • Mr Julian Marcus Smith, Projects Officer • Mr Stephen Derek Cozens, Assistant to the Clerk <p>3. To confirm that two signatories are required to authorise transactions.</p> <p>4. To confirm the nature of the organisation as a Parish Council.</p> <p>5. To confirm that the following people are also in a position of control:</p> <ul style="list-style-type: none"> • Mr Gary Smith, Councillor • Ms Jane Turton, Councillor • Ms Janice Bowden, Councillor • Mr Thomas Stewart, Councillor • Ms Lesley Stephenson, Councillor • Ms Laura Hawken, Councillor <p>6. To confirm that Berwick-upon-Tweed Town Council is subject to UK Law.</p>
C085/23	REPRESENTATION ON OUTSIDE BODIES			
	To consider invitations for representation on outside bodies:			

	<ul style="list-style-type: none"> i. Berwick-upon-Tweed Corporation (Freemen) Trustees. ii. Goswick Golf Club. 	RM	LS	<ul style="list-style-type: none"> i. Council RESOLVED to nominate Cllr J Turton as a Town Council representative to the Berwick-upon-Tweed Corporation (Freemen) Trustees. ii. Due to availability of Members no nomination was made to Goswick Golf Club. However, Council requested that the Golf Club ask again when the next grant process is taking place.
C086/23	TOWN CENTRE WORKING PLAN UPDATE			
	To adopt the Town Centre Working Plan.	TS	GB	<p>Cllr G Brown introduced the item and provided a verbal update on the future plans for the town centre.</p> <p>After which, Council RESOLVED to adopt the Town Centre Working Plan and requested an update from the Town Clerk regarding the Schedule of works in items 9 & 13.</p>
C087/23	TWEED SALMON CENTRE INITIATIVE GRANT SUPPORT			
	To consider a request for support.	GB	JT	Council RESOLVED to approve the request for support to the sum of £5,000.
C088/23	STREET STALL			
	To consider a request of Cllr R Mackenzie.	RM	JR	Cllr R Mackenzie introduced the item, after which Council RESOLVED to support the initiative for a Town Council 'Meet the Public Street Stall'.

C089/23	COMMITTEE MEMBERSHIP			
	To receive and consider any requests regarding Committee membership.	Nem con		Council RESOLVED that: 1. Cllr L Hawken join the Budget and Administration Committee and also the Staffing and Corporate Resources Committee for the remainder of the Municipal Year with the number of the latter to be reviewed at the end of the meetings cycle for 2023-2024, 2. Cllr R Driver and Cllr T Stewart join the Communities and Local Services Committee, and 3. Cllr G Smith join the Planning Committee.
C090/23	COMMUNITIES AND LOCAL SERVICES COMMITTEE			
	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Communities and Local Services Committee held on 05 June 2023 (noted at the meeting of 26 June 2023). ii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 04 September 2023. iii. Council is invited to consider the following recommendation detailed in minute CLS025/23: 	JT	JR	<ul style="list-style-type: none"> i. It was RESOLVED to adopt the minutes of the meeting of the Communities and Local Services Committee held on 05 June 2023. ii. Council deferred this item so that the minute regarding the grant for the Berwick Literary Festival could be amended. iii. Council RESOLVED that Cllr R Driver be appointed Vice-Chair of the Communities

	<p>CLS025/23: 'Election Of A Vice-Chair'. This item was deferred to the next meeting of Council when there would be an opportunity for the vacancy on the Committee to be filled.</p> <p>iv. Council is invited to consider the following recommendation detailed in minute CLS031/23: CLS031/23: The Committee RESOLVED to recommend to Council that Grove Gardens South Play Area be closed permanently.</p>	Nem con		<p>and Local Services Committee for the remainder of the Municipal Year.</p> <p>iv. Council RESOLVED to support permanent closure of Grove Gardens South Play area.</p>
C091/23	BUDGET AND ADMINISTRATION COMMITTEE			
	<p>i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 13 June 2023 (noted at the meeting of 26 June 2023).</p> <p>ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 12 September 2023.</p> <p>iii. Council is invited to consider the following recommendation detailed in minute BA028/23: BA028/23: "Members unanimously RESOLVED to recommend that Council support the motion regarding e-cargo delivery bikes for Berwick."</p>	TS TS	RM RM	<p>i. It was RESOLVED to adopt the minutes of the meeting of the Budget and Administration Committee held on 13 June 2023.</p> <p>ii. It was RESOLVED to note the minutes of the meeting of the Budget and Administration Committee held on 12 September 2023.</p> <p>iii. Cllr T Stewart provided a verbal update. After which, Council RESOLVED to accept the following recommendation detailed in minute BA028/23: BA028/23: "Members unanimously RESOLVED to recommend that Council</p>

	<p>iv. Council is invited to consider the following recommendation detailed in minute BA029/23: BA029/23: “Members unanimously RESOLVED to recommend that Council support the motion regarding the cycle to work scheme.”</p>			<p>support the motion regarding e-cargo delivery bikes for Berwick.”</p> <p>iv. Cllr T Stewart provided a verbal update. After which, Council RESOLVED to accept the following recommendation detailed in minute BA029/23: BA029/23: “Members unanimously RESOLVED to recommend that Council support the motion regarding the cycle to work scheme.”</p>
C092/23	PLANNING COMMITTEE			
	<p>i. To adopt the minutes of the meeting of the Planning Committee held on 10 July 2023 (noted at the meeting of 24 July 2023).</p> <p>ii. To note the draft minutes of the meeting of the Planning Committee held on 11 September 2023.</p>	<p>JT</p> <p>TS</p>	<p>TS</p> <p>RD</p>	<p>i. It was RESOLVED to adopt the minutes of the meeting of the Planning Committee held on 10 July 2023.</p> <p>ii. It was RESOLVED to note the minutes of the meeting of the Planning Committee held on 11 September 2023.</p>
C093/23	DATE OF NEXT MEETING			
	The next meeting of the Council will be held on Monday, 27 November 2023 at 6 pm.	N/A	N/A	Noted.
	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.			

C094/23	ACTION PLAN			
	To receive an update.			Council RESOLVED that the Strategic Action Plan be a standing item on the agenda for Council and each individual committee.