

BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Monday, 27 November 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 November 2023

AGENDA

ITEM NO.	TITLE	DESCRIPTION OF ITEM	APPS
1.	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.	
2.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	
3.	MINUTES	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 25 September 2023.	Minutes
4.	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.	
5.	TOWN MAYOR'S ANNOUNCEMENTS	To receive announcements from the Town Mayor.	
6.	PROJECTED FINANCIAL OUTTURN	To note the report.	App A
7.	BUDGET	To consider the report.	App B
8.	FREEDOM OF INFORMATION REQUEST – INTERNAL REVIEW	To consider the proposed response of council to the request for an Internal Review of the decision of the Town Clerk concerning a Freedom of Information request.	
9.	PROPOSALS FOR GROWTH AND SAVINGS	Members may wish to consider whether there are any areas of the Council's work where expenditure should grow or where savings can be made.	
10.	VISITOR SERVICES	To receive an update.	
11.	MINUTES PROTOCOL	To note the protocol regarding minute taking.	
12.	OFFICE DIGITAL DISPLAY SCREEN	To consider the report.	App C
13.	COMMUNITY HOUSING	Council is invited to delegate authority to the Planning Committee to initiate discussions around Community Housing within Berwick-upon-Tweed, using the toolkit to be found at https://www.communityledhomes.org.uk/community-led-housing-toolkit and to direct the Town Clerk to invite potential supporters, partners and advisors to attend Planning Committee.	
14.	BANKING ARRANGEMENTS	To consider whether the existence of a branch of the council's main banker within Berwick-upon-Tweed is a deciding factor in the choice of bankers, and to consider whether to direct the RFO / Town Clerk to review arrangements in the light of the proposed closure of Barclays PLC's office in Berwick-upon-Tweed.	
15.	ANNOUNCEMENT OF A CASUAL VACANCY	To consider the report.	App D

16.	STRATEGIC / ACTION PLAN	To receive an update (to follow).	
17.	REMEMBRANCE SUNDAY	To note the report.	App E
18.	PLANTED CHRISTMAS TREES SCHEME	To consider the report.	App F
19.	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. To consider granting dispensation to those elected as a trustee allowing them to take part in discussions touching on the interests of the Berwick-upon-Tweed Corporation (Freemen) Trustees. 	
20.	VIREMENT	To consider making a virement of £934 from general reserves to budget code 4058 (office cleaning) due to additional expenditure for work to the front of the Town Council office.	
21.	STAFFING AND CORPORATE RESOURCES COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 17 July 2023 (noted at the meeting of 24 July 2023). ii. To note the minutes of the meeting of the Staffing and Corporate Resources Committee held on 02 October 2023. 	App G App H
22.	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 04 September 2023 (noted at the meeting of 25 September 2023). ii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 06 November 2023. iii. Council is invited to consider the following recommendation detailed in minute CLS042/23: CLS042/23: The Committee RESOLVED to recommend to Council: <ul style="list-style-type: none"> 1. That the support for the existing system should cease, 	App I App J

		<p>2. That the existing equipment should be disposed of unless a suitable partner wishes to take on the costs of its maintenance,</p> <p>3. That council should promote the benefits of wider partnership working in the town (to address any new threats from retail theft), and</p> <p>4. That council should seek to support the police and NCC in partnership working to address any identified alcohol related anti-social behaviour, whether arising from off sales or the night-time economy.</p>	
23.	PLANNING COMMITTEE	<p>i. To adopt the minutes of the meeting of the Planning Committee held on 11 September 2023 (noted at the meeting of 25 September 2023).</p> <p>ii. To adopt the minutes of the meeting of the Planning Committee held on 9 October 2023.</p> <p>iii. To note the draft minutes of the meeting of the Planning Committee held on 13 November 2023.</p>	<p>App K</p> <p>App L</p> <p>App M</p>
24.	BUDGET AND ADMINISTRATION COMMITTEE	<p>i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 12 September 2023 (noted at the meeting of 25 September 2023).</p> <p>ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 14 November 2023.</p> <p>iii. Council is invited to consider the following recommendation detailed in minute BA037/23: BA037/23: “The Committee RESOLVED to recommend to Council they adopt the Financial Regulations with the appendix and amendment mentioned during the discussion.”</p>	<p>App N</p> <p>App O</p> <p>App P</p>

		<p>iv. Council is invited to consider the following recommendation detailed in minute BA038/23: BA038/23: “It was RESOLVED to recommend to Council they adopt the Communications Policy with the amendments mentioned during the discussion.”</p> <p>v. Council is invited to consider the following recommendation detailed in minute BA039/23: BA039/23: “The Committee RESOLVED to recommend to Council they delegate consideration regarding pay costs and inflation to the Staffing and Corporate Resources Committee.”</p>	App Q
25.	DATE OF NEXT MEETING	The next meeting of the Council will be held on Monday, 18 December 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.	SALARIES DETAILS AND DRIFT FOR 2024	To note the report.	App R